

Briefing Note - December 2024

# FIRE SAFETY CONSULTANCY SERVICES GUIDE



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## 1 – Introduction

In a rapidly evolving legislative landscape, the importance of fire safety cannot be overstated. Whether in residential, commercial, or industrial settings, the risks associated with fire hazards are ever present and demand vigilant attention. This guide to our fire safety consultancy services is designed to be an essential resource for anyone seeking to understand and implement effective fire safety measures.



Our fire safety consultancy services play a pivotal role in safeguarding lives within properties which property and facilities managers are responsible for. Our services encompass a wide range of activities, from risk assessments and safety audits to the development of comprehensive fire safety plans and training programs. By leveraging the expertise of experienced professionals, organisations can ensure compliance with regulations, enhance their preparedness, and foster a culture of safety.

This guide aims to provide a thorough overview of the various aspects of our fire safety consultancy services. It covers the fundamental principles of fire prevention, the latest advancements in fire safety technology, and practical advice on how to select and work with a fire safety consultant. Whether you are a business owner, facility manager, or safety officer, this guide will equip you with the knowledge and tools needed to protect your assets and ensure the well-being of your people.

We hope that this guide serves as a valuable reference and inspires proactive measures towards fire safety.

**Phil Jones**  
**William Martin**

## 2 – Fire Safety Consultancy Services

Service	Where	Why	What's Involved
<b>Fire Risk Assessments</b>	Commercial Property	<p>The Regulatory Reform (Fire Safety) Order 2005 (FSO) applies in England and Wales.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The responsible person / duty holder must arrange for a FRA to be carried out by a 'competent person' which must focus on general fire precautions.</p>	<p>William Martin carries out FRAs (FRA) in accordance with the guidance and principles set out in PAS 79 FRA – guidance and a recommended methodology.</p> <p>The William Martin approach:</p> <ul style="list-style-type: none"> <li>• Step 1 – Identify fire hazards.</li> <li>• Step 2 – Identify people at risk.</li> <li>• Step 3 – Evaluate, remove, reduce, and protect from risk.</li> <li>• Step 4 – Record, plan, inform, instruct, and train.</li> <li>• Step 5 – Review.</li> </ul> <p>The report would include the following:</p> <ul style="list-style-type: none"> <li>• Executive Summary – including a summary of the key findings and conclusions.</li> <li>• Fire Safety Action Plan – containing a prioritised plan detailing any risk improvements.</li> <li>• FRA – containing a table of risk ratings by subject.</li> <li>• Protocol – confirming the FRA methodology and risk rating and advice priority definitions.</li> </ul>
<b>Fire Risk Assessments</b>  (Type 1) Common parts only (non-destructive)	Residential Property	<p>FSO.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The responsible person / duty holder must arrange for a FRA to be carried out by a 'competent person' which must focus on general fire precautions.</p> <p>A Type 1 FRA is the basic FRA required for the purpose of satisfying fire safety legislation</p>	<p>(In addition to the points detailed in FRA above).</p> <ul style="list-style-type: none"> <li>• A Type 1 FRA is non-destructive / non-intrusive and covers all accessible common areas of the property, plus a sample of flat entrance doors (typically 10%).</li> <li>• Unless there is reason to consider serious deficiencies in the structural fire protection of the property, a Type 1 FRA will normally be sufficient for most purpose-built blocks of flats. Where this is not considered sufficient, the risk assessor will recommend a destructive / intrusive risk assessment be completed.</li> </ul>
<b>Fire Risk Assessments</b>  (Type 2) Common parts only (destructive)	Residential Property	<p>FSO.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The responsible person / duty holder must arrange for a FRA to be carried out by a 'competent person' which must focus on general fire precautions.</p> <p>The scope of a Type 2 FRA is generally similar to those of a Type 1 FRA, except that there is a degree of destructive inspection, carried out on a sampling basis</p>	<p>(In addition to the points detailed in FRA above).</p> <ul style="list-style-type: none"> <li>• A Type 2 FRA is usually a one-off exercise, which is carried out only if there is good reason to suspect serious structural deficiencies that could lead to spread of fire beyond the flat of fire origin.</li> <li>• The age of the block alone is not generally sufficient to warrant a Type 2 inspection.</li> <li>• The need for a Type 2 FRA may sometimes be identified in a Type 1 FRA but should not simply be recommended as a matter of course.</li> <li>• This will usually require the presence of a contractor for the purpose of opening up construction and making good after the inspection.</li> </ul>

Service	Where	Why	What's Involved
<p><b>Fire Risk Assessments</b></p> <p>(Type 3) Common parts and flats (non-destructive)</p>	Residential Property	<p>FSO.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The responsible person / duty holder must arrange for a FRA to be carried out by a 'competent person' which must focus on general fire precautions.</p> <p>A Type 3 FRA includes the scope of a Type 1 FRA but goes beyond the scope of fire safety legislation. This risk assessment considers the arrangements for means of escape and fire detection (i.e. smoke alarms) within at least a sample of the flats.</p>	<p>(In addition to the points detailed in FRA above).</p> <ul style="list-style-type: none"> <li>• Within the flats, the inspection is non-destructive, but the fire resistance of doors to rooms is considered.</li> <li>• Type 3 FRA may sometimes be appropriate for rented flats if there is reason to suspect serious risk to residents in the event of a fire in their flats. (This might be, for example, because of the age of the block or reason for suspicion of widespread, unauthorised material alterations).</li> <li>• This type of FRA will not be possible in the case of long leasehold flats, as there is normally no right of access for freeholders.</li> </ul>
<p><b>Fire Risk Assessments</b></p> <p>(Type 4) Common parts and flats (destructive)</p>	Residential Property	<p>FSO.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The responsible person / duty holder must arrange for a FRA to be carried out by a 'competent person' which must focus on general fire precautions.</p> <p>A Type 4 FRA has the same scope of work as a Type 3 FRA, except that there is a degree of destructive inspection, in both the common parts and the flats, carried out on a sampling basis.</p>	<p>(In addition to the points detailed in FRA above).</p> <ul style="list-style-type: none"> <li>• This is the most comprehensive FRA, but will only be appropriate in limited circumstances – such as when a new landlord takes over a block of flats in which the history of works carried out is unknown and there is reason to suspect serious risk to residents from both a fire in their own flats and a fire in neighbors' flats.</li> </ul>
<p><b>Fire Strategies</b></p>	Residential Property  Commercial Property	<p>A fire strategy is recommended for all new and existing 'more complex' buildings. The definition of a more complex building is subjective in many aspects. However, a shopping centre or large commercial building almost certainly falls into this category.</p> <p>The purpose of a fire strategy on an existing complex building is to extend the remit of the statutory FRA carried out under current legislation.</p> <p>A strategy is beneficial where the building in question:</p> <ul style="list-style-type: none"> <li>• is of "non-standard" design, e.g. does not directly conform to national guidance.</li> </ul>	<p>William Martin is able to conduct retrospective fire strategies i.e. for currently occupied buildings; we are also able to offer bespoke fire design consultancy when clients are considering or implementing renovations / other layout changes and need more specific advice or guidance.</p> <p>The William Martin approach:</p> <ul style="list-style-type: none"> <li>• Stage1 – Fire Strategy Planning To prepare for the retrospective fire strategy site visit, William Martin will arrange a remote meeting with the site contact in order to develop an understanding of the property and to identify the essential site-specific fire related documentation which will need to be provided and reviewed prior to the Fire Strategy Site Visit (Stage 2).</li> </ul>

Service	Where	Why	What's Involved
<p><b>Fire Strategies</b> (Continued)</p>	<p>Residential Property</p> <p>Commercial Property</p>	<ul style="list-style-type: none"> <li>• has a 'Significant Life Risk'.</li> <li>• has an atrium more than 2 storeys high.</li> <li>• has fire engineered solutions (smoke curtains, smoke extraction, sprinkler systems, etc), or</li> <li>• is an enclosed shopping centre. A retrospective fire strategy is recommended when significant alterations have been made to the building over time, changing how it is managed.</li> </ul>	<ul style="list-style-type: none"> <li>• Stage 2 – Fire Strategy Site Visit William Martin will then complete the Fire Strategy Site Visit and will inspect all relevant areas of the property in order to prepare the Fire Strategy Report. Note: this is not a repeat of the FRA and therefore, will not seek to identify specific fire safety hazards and corrective action. The fire strategy will consider broader fire safety management themes and will include these within the Fire Strategy Report.</li> <li>• Stage 3 – Fire Strategy Report The purpose of the report is to set down the fire safety objectives and the means by which these objectives for life safety and property protection are delivered at the property. In developing the Fire Strategy Report, the inter-relationship between all areas and parties, for example, the relationship with adjoining properties, will be recognised.</li> </ul>
<p><b>Fire Statements</b></p>	<p>Residential Property</p>	<p>Fire Statements are a mandatory requirement introduced under planning law for Planning Gateway One, for all developments in England that include high-rise residential buildings to demonstrate that fire safety considerations have been considered for new development projects.</p> <p>Fire statements may be submitted on a pro forma form, available electronically, and includes:</p> <ul style="list-style-type: none"> <li>• the principles, concepts and approach relating to fire safety that have been applied to each building in the development</li> <li>• the site layout</li> <li>• emergency vehicle access and water supplies for firefighting purposes</li> <li>• what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this</li> <li>• how any policies relating to fire safety in relevant local development documents have been taken into account.</li> </ul> <p>Note: there are specific requirements for applications made within London and a further requirement for a 'Planning Fire Safety Strategy (PFSS)' for all development planning applications, including those for domestic extensions.</p>	<p>William Martin is able to guide clients through the process of compiling the information needed to complete the pro forma. Further support can be provided to respond to further enquiries from the enforcement authority as necessary.</p>

Service	Where	Why	What's Involved
<p><b>Fire Compartmentation Surveys</b> <b>(Non-destructive)</b></p>	<p>Residential Property  Commercial Property</p>	<p>FSO. The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.  A fire compartmentation survey is designed to assess the physical fire risk of each individual area or sub-division of your building. Compartmentation is designed to help prevent the rapid spread of smoke and fire.  Subdivisions can also protect escape routes and high-risk or high-value areas within the building.</p>	<p>The survey will involve a thorough visual inspection of all areas where a fire could potentially spread. This includes assessing the condition of compartmentation features including walls, ceilings and floors and a detailed inspection of hard to access areas, including loft void and air ducts.  As part of the visual inspection, William Martin will examine all compartmentation lines to determine their likely performance in an emergency fire situation.  The William Martin approach:</p> <ul style="list-style-type: none"> <li>• Stage 1 – Fire Compartmentation Planning To prepare for the Fire Compartmentation Site Visit William Martin will arrange a remote meeting with the site contact in order to develop an understanding of the property and to identify the essential site-specific fire related documentation which will need to be provided and reviewed prior to the Fire Compartmentation Site Visit (Stage 2).</li> <li>• Stage 2 – Fire Compartmentation Site Visit</li> </ul> <p>William Martin will then complete the Fire Compartmentation Site Visit and will inspect all relevant in scope areas of the property in order to prepare the Fire Compartmentation Survey Report.</p> <ul style="list-style-type: none"> <li>• Stage 3 – Fire Compartmentation Survey Report The purpose of the report is to detail the standards of fire compartmentation and to report on any deficiencies which may require remedial action.</li> </ul>
<p><b>Fire Management Plans</b></p>	<p>Residential Property  Commercial Property</p>	<p>There is an increasing requirement for property management professionals to have a comprehensive understanding of how the various fire safety systems operate and interact, together with the day-to-day arrangements in place for their routine servicing, maintenance, and testing.  The Fire Management Plan details the building's fire safety systems and management arrangements which are designed to ensure adequate warning of fire is provided to occupants and if necessary, the effective evacuation of the building is facilitated. Furthermore, this information is intended to support the building management team's understanding of the building's fire systems and arrangements and to ensure the requirements set out in Article 11 of the RRO, are being met.</p>	<p>The Fire Management Plan is delivered in PDF format and can be prepared as part of the FRA process or as a standalone exercise.  The Fire Management Plan would also include the Fire Emergency Procedure for the premise.</p>

Service	Where	Why	What's Involved
<p><b>Fire Drills</b></p>	<p>Commercial Property</p>	<p>In accordance with the RRO, the person responsible for all aspects of fire safety in commercial and non-domestic premises is the owner, occupier, or manager. Legislation refers to this person as the 'responsible person' and, as such, they are in charge of ensuring all fire safety legislation is fully complied with.</p> <p>As the 'responsible person' property managers have a number of duties, including planning for an emergency and providing staff with information, fire safety instruction and training. Therefore, property managers must make sure regular fire drills are carried out and conducted effectively, putting into place any remedial actions which must be taken as a result of the drill's evaluation.</p> <p>In order for property managers to fulfil their legal obligations, fire drills should be conducted at least once a year (more often in certain other environments) and the results should be recorded and kept. Additionally, all new staff should be informed of the building's fire evacuation procedures as soon as they start work.</p>	<p>Working alongside the site-based property management team, our fire drill consultants will observe the fire drill and will record the time it takes to fully evacuate the building. They will also observe the behaviour of those evacuating and how well the fire marshals perform in accordance with the fire evacuation plan established for the building, culminating in how people are accounted for at the dedicated assembly point.</p> <p>Following the fire drill, occupiers will be advised to return to their places of work so that our fire drill consultant is able to fully debrief the fire marshals and the site-based property management team.</p>
<p><b>Fire Door Surveys</b></p>	<p>Residential Property  Commercial Property</p>	<p>RRO.</p> <p>The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 apply in Scotland.</p> <p>The Fire Safety (England) Regulations 2022 made it a legal requirement from 23 January 2023 for responsible persons for all multi-occupied residential buildings in England with storeys over 11 metres in height to:</p> <ul style="list-style-type: none"> <li>• undertake quarterly checks of all fire doors (including self-closing devices) in the common parts;</li> <li>• undertake – on a best endeavour basis – annual checks of all flat entrance doors (including self-closing devices) that lead onto a building's common parts.</li> </ul> <p>The checks required under the regulations do not replace the existing duty under the RRO for the responsible person to put in place general fire precautions and their duties under Article 17 of the Fire Safety Order in all buildings which are in scope of the Fire Safety Order, regardless of height.</p>	<p>William Martin would carry out your fire door inspections in accordance with the appropriate British Standards and any other relevant statutory guidance applicable for specific categories of buildings.</p> <p>Our inspectors would focus on the following fire door components and review them against the appropriate standards in order to determine whether improvements / other changes are required:</p> <ul style="list-style-type: none"> <li>• Door leaf / frame</li> <li>• Door closer / hinges</li> <li>• Intumescent door strip and cold smoke strip</li> <li>• Glazing</li> <li>• Locks and levers / handles</li> <li>• Fire safety signage</li> </ul> <p>The format of the Fire Door Inspection Report would include the following:</p> <ul style="list-style-type: none"> <li>• Executive Summary – including site details and a fire door schedule.</li> <li>• Fire Door Action Plan – containing a prioritised plan detailing any risk improvements.</li> <li>• Fire Door Inspections – containing reports for individual fire doors including photographs, locations, and the levels of compliance.</li> <li>• Protocol – confirming the fire door inspection methodology and reference to appropriate British Standards and Statutory Guidance.</li> </ul>

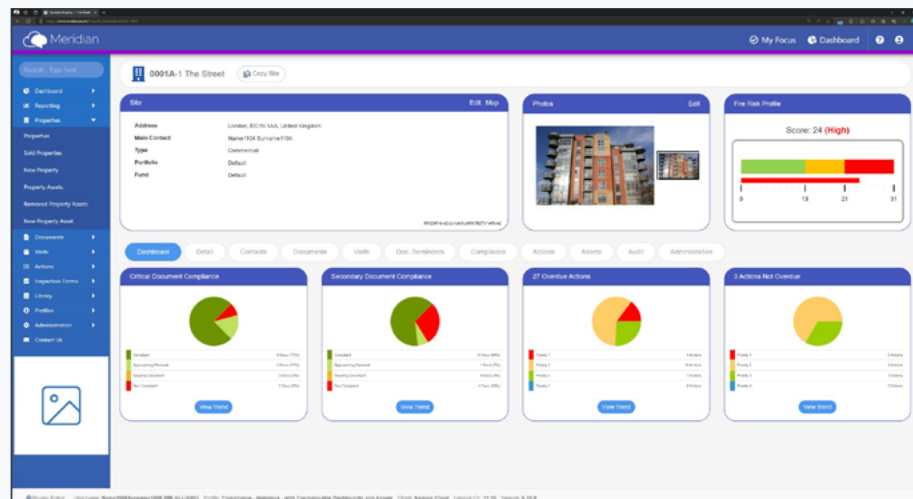


Service	Where	Why	What's Involved
<b>Emergency Procedures</b>	Residential Property  Commercial Property	Fire emergency Procedure document is designed to provide information so that everyone in or around the occupied premise knows what to do in the event of an emergency and how to evacuate safely in an emergency.	The Fire Emergency Procedure is delivered in PDF format and can be prepared as part of the Fire Management Plan or as a standalone exercise
<b>Building Safety Cases</b>	Residential Property	<p>The Building Safety Case Report (BSCR) is a document that summarises the safety case for a high-rise residential building. The Building Safety Act 2022 requires the building's safety risks to be identified and to explain how the risks are being managed. Building safety risks are the risk of the spread of fire or structural failure.</p> <p>The BSCR will need to be produced for the Building Safety Regulator when applying for a Building Assessment Certificate.</p>	<p>Once the building has been registered with the BSR, a BSCR will be required as it will form part of the information necessary to allow the Principle Accountable Person to apply for a Building Assessment Certificate which will be issued by the BSR.</p> <p>The William Martin approach:</p> <p>Stage 1 – Collation of Required Information                      Stage 2 – Site Visit and Data Verification                      Stage 3 – BSCR Production and Publication                      Stage 4 – BSCR Review                      Stage 5 - BSCR Annual Review</p>

### 3 – Meridian Fire Module

Our range of fire safety consultancy services can now be delivered via our Meridian Fire Module which includes a number of significant benefits to clients aiming to better manage their property fire safety risks and to more efficiently demonstrate compliance.

- Fire Risk Profiling
- Fire Action Management
- Identification and grouping of higher-risk properties
- Fire Safety Data Banks
- Dedicated Fire Safety Dashboard
- Fire Risk Trend Analysis
- Storage of Building Lifecycle Information
- Bulk Fire Information Download Feature – Simple Sharing
- Fire Guidance Library
- Full Adherence to 'Golden Thread' Principles





## Compliance without compromise

We create next-generation property compliance by fusing clever consultancy with cutting-edge technology, so our clients can grow. Our products include:



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