



For the attention of [REDACTED]
Acti Laboratories Ltd.
27 North Way
Walworth Industrial Estate
Andover
SP10 5LQ

Hampshire Fire and Rescue Service HQ
Business Fire Safety
Leigh Road
Eastleigh
Hampshire
SO50 9SJ

Tel: 02380 626751
Email: csprotection.admin@hantsfire.gov.uk

Date: 26 March 2019

Enquiries To: [REDACTED]

Mobile Tel: [REDACTED]

My Reference: F6/[REDACTED]/G0654361

Your Reference:

Dear [REDACTED]

Letter of Fire Safety Matters

Premises: Acti Laboratories Ltd, 27, North Way, Walworth Industrial Estate, Andover, SP10 5LQ

I visited your premises on 06 February 2019 and evaluated the fire safety provided. I am pleased to advise you that you showed adequate safety. However, I am of the opinion that you can improve that safety. The attached schedule sets out my suggested improvements. There is no time limit associated with this letter. I do not intend to return in connection with this visit.

Have Your Say

You can clarify or challenge what you need to do. You can also comment on my visit. Our website: <http://www.hantsfire.gov.uk/about-us/contact-us/> tells you how.

Fire Safety Management

The schedule sets out what you need to do to improve fire safety. Taking this advice will help you to sustain those improvements.

Fire Safety law requires you to take steps to keep people safe in case of fire. The general ways in which the law (and we) expect you to do this include (among others):

- *Reduce the risk of fire;*
- *Reduce the risk of the spread of fire;*
- *Provide sufficient escape routes (corridors, stairs and doors) for people;*

- *Make sure that escape routes (corridors, stairs and doors) can be safely used whenever they are needed;*
- *Detect fire and raise an alarm;*
- *Help people understand what to do if fire breaks out;*
- *Enable nominated employees to safely fight outbreaks of fire; and / or*
- *Ensure that the effects of a fire are as small as possible by;*
 - i. Instructing and training members of staff; and*
 - ii. Lessening the effects of fire.*

The specific measures you need to take in relation to your premises should be determined by assessing the risks to people in case of fire. Government guides are available to help you. They are appropriate to different uses of premises; and are free to access and download. See: <http://www.cfoa.org.uk/19512>.

You should ensure that fire safety equipment and systems are properly tested and maintained so that they will work when needed.

You should make a record of the testing and maintenance done to any of your safety systems.

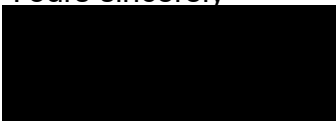
All your employees should be aware of the people you have nominated and trained to tackle small fires and those you have nominated and trained to implement your procedures for evacuation.

All your employees should be given information on the fire safety measures you have in place to protect them.

Alternative Solutions

You might want to use a different solution to meet the outcome(s) stated in the schedule. An alternative approach might enable you to make improvements that better meet your needs. I will be happy to discuss your ideas and suggestions.

Yours sincerely



Authorised Fire Safety Inspecting Officer

And on behalf of the Hampshire Fire and Rescue Authority

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is Fire Risk Assessment for Factories and Warehouses which can be found at: <http://www.cfoa.org.uk/19512> .

Before you make certain changes to the premises, you may have to apply for approval from statutory bodies and/or others having interest in them. If you have doubt about the need for approval, you should ask the relevant body. For example, you may have to apply for approval from a Building Control Body to make material alterations, website: <http://www.legislation.gov.uk/uksi/2010/2214/regulation/3/made> tells you how.

You might also need to apply for the property owners' permission or for listed building consent, website: <https://www.historicengland.org.uk/advice/planning/consents/lbc/> among others tells you how.

Item Number 1	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Suggested Action	Provide fire action notices adjacent to manual call points that explain your fire procedure and what you want people to do in case of fire where people will see them.
Reason	Without instruction or information, people may respond badly to fire (or not at all), which would put them at risk. There were no visible notices adjacent to manual call points.

Item Number 2	
Outcome	This work is necessary to ensure that the fire alarm system will operate when it is needed.
Suggested Action	Ensure that the fire alarm system is tested weekly, using a different manual call point each week. Keep records of testing.
Reason	The fire alarm system was tested monthly. This means that it could fail without warning or at the moment it is needed most, and that people would be at risk in case of fire.