



For the attention of [REDACTED]
Cryers Estate Agents
38 Bedford Place
Southampton
SO15 2DG

Date: 18 April 2024

Enquiries To: [REDACTED] My Reference: F6/[REDACTED]/00695129

I visited your premises on 19 February 2024 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 by contacting us on the above details.

We would also appreciate feedback on our visit, please feel free to complete our post engagement form, it should take a couple of minutes and all responses are anonymous (unless you provide us with your details). [HIWFRS Fire Safety Post Engagement Feedback Form](#).

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

[REDACTED]

Authorised Fire Safety Inspecting Officer
On behalf of, and duly appointed by the Hampshire & IOW Fire & Rescue Authority

Schedule of Fire Safety Improvements

Notes to this schedule:

The government guidance most suitable to your premises is DCLG Offices & Shops which can be found at: [Fire Safety: Guidance for those with legal duties](#)



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/ukxi/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 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 visible notices in place although the information could not be visually read and required to be rewritten

Item Number 2	
Outcome	This work is necessary to help people understand what to do if fire breaks out.
Suggested Action	Carry out fire drills; to practice the procedures you have in place for people to follow in case of fire.
Reason	People do not understand what to do in case of fire and may behave inappropriately if fire breaks out. When people are familiar with what to do, their safety is more assured.

 	
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Item Number 3	
Outcome	This work is necessary to enable nominated employees to safely fight outbreaks of fire.
Suggested Action	Ensure that nominated members of staff are given adequate training in the use of fire-fighting equipment.
Reason	The employees nominated to implement fire-fighting measures have not received adequate training. This means that they might be harmed while tackling a fire.