

Senior Fire Safety Officers

Protective Marking Status:	OFFICIAL - SENSITIVE - PERSONAL DATA
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For fatal fire reports and to protect personal or commercial data, 'Official' is likely to be required. [See policy](#) for guidance.

Part A - Data recording

SFSO details:	
Name:	
Call sign:	
Tel.no:	

Event details:			
Incident No:		Date:	01/01/2023
Borough:	Southwark	Stn. Ground	E35 Old Kent Road
Farynor Number (If known):		91/184070	
Address of Premises: 263 Old Kent Road London SE1 5LU			

Reason for notification (tick box):	
Incident	☒
Request by Ops crews (not at incident)	☐
Request by FSR staff	☐
Alleged Fire Risk (AFR)	☐
Were you the sole responder of the AFR	☐
Action taken:	
Attended	Yes
Monitored only (including any remote action, e.g.: letters, phone calls)	No
FIT Attended (If YES, liaise and jointly agree and complete Fire Investigation Scene Contemporaneous Notes (Page 5) & Incident of Interest Notification (Fire Safety Implications section))	Yes
IMP Entry (Firefighter Safety Issue)	No

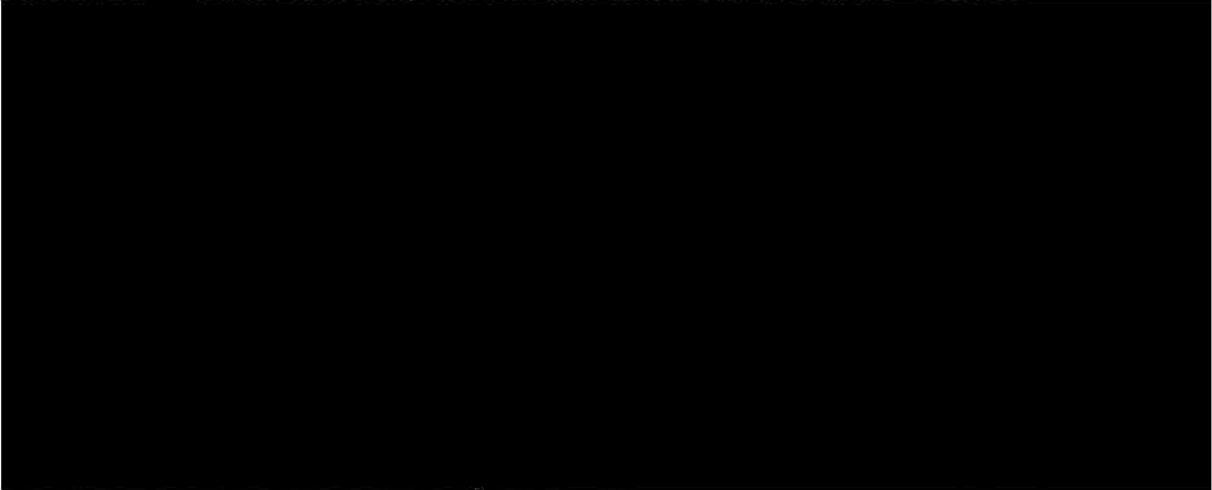
AFR additional detail:			
If AFR, was response within 3 Hrs		☐	
Time AFR received		Enter hh:mm	
Time AFR responded to		Enter hh:mm	
Time spent resolving AFR		Enter hh:mm	
Reason for attendance:			
4 PF	☐	Rescues	☐
6 PF	☒	Unusual Fire Spread	☐
Care Setting	☐	Mass Evac	☐
Commercial	☒	Escape Hoods	
Residential Flats	☒	SFSO Support	☐
Fatality	☒	Self Mobilised	☐
Injuries	☒	Secure Information Box	☐
No FIU Available secure scene	☐		
Sprinklers (AFSS)	☐	Fire Safety Checks	☐

Failing lift or DRM	
FSIGN 423_01 sent to station (AFR)	No

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Additional details: (Including stop message from Boss)

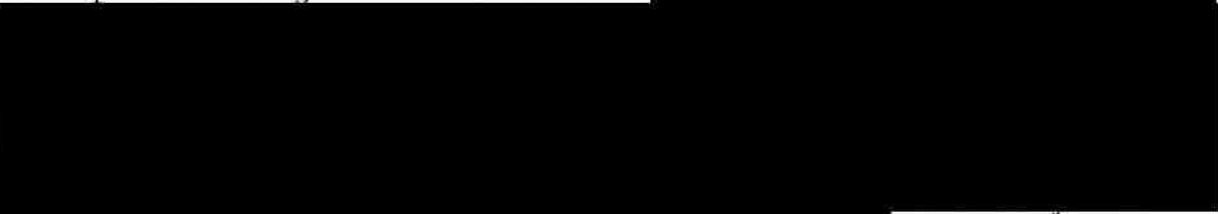
The fire was located and contained to a mid-terrace, five room licenced house of multi occupancy in a shop and dwelling of one and 3 floors of traditional brick/block construction under a pitched tiled roof measuring 5m x 22m. A total of [REDACTED] calls were received to this incident by Brigade Control.



A joint scene examination will take place tomorrow 02 January 2023 involving the metropolitan police scene of crime officers, CID and LFB fire investigation team.

Stop message

A shop and dwellings of 3 floors 6m x 20m.



Two jets, hose reel, 10 breathing apparatus, stage 1 entry control, turntable ladder, thermal imaging camera, all persons accounted for, same as all calls. Tactical mode Oscar.

Actions on scene by SFSO:

(Review ORD & Fire Action Plan for building, Activation of AOV's etc. What action did you take and review?)

Liaison with incident commander, LAS, metropolitan police responsible person and fire investigator

Advice given to IC:

(What areas did you give advice on? Was advice taken by OiC? Has firefighting action impacted on FS solutions?)

No fire safety advice was required at this incident

Time spent:	
Time SFSO notified (hh:mm)	17:01hrs
Monitoring time (mins)	5mins
On site (mins)	175mins
Travelling (mins)	40mins
Office time (mins)	90mins

Incident Management System	
SFSO Report uploaded to document library	Yes
Fire Safety - Organisational Observation	Yes

Part B – Premises Contact

Contact details:

Part C – Premises Description

Premises Description:				
Type of premises	Shop and dwellings	Floor of Fire Origin	Believed to be ground floor in hallway but waiting full fire investigation to be concluded	
Use of Premises	Shop and licenced HMO	Building in use at time of fire (Y/N/Unknown)	Yes	
Building Dimensions	5m x 22m	Number of floors (note above/below ground (i.e. Above G + 4 = 5)	Above	Below
			3	0
Number of Escape Routes	One	Number of Staircases (note if above/below ground)	Above	Below
			1	0
Fire Safety Systems (AFD/EL/MCP/AOV/firefighting lifts)	Smoke detection in parts of the premise	Number of Basements	None	
Cladded Façade (Y/N)	No	Waking Watch (Y/N)	No	
Evacuation Strategy	Simultaneous	Private or Local Authority Owned	Private	
Complied with strategy	Yes			
Fire Loading on Balcony (Y/N)	No	Engineered Solutions	No	

		(Y/N) Sprinklers etc.	
Fire spread beyond room of origin (Y/N)	Yes	Common parts affected (Y/N)	Yes
Is this premises listed?	No	If listed, select GRADE	Choose an item.

Comments:

- Does the fire strategy support the building?
- If evacuation strategy not complied with, please explain why e.g. *Simultaneous evacuation, some people failed to evacuate.*

[REDACTED]

[REDACTED]

The dwellings were a licenced HMO and the shop was let out.

[REDACTED]

The HMO is licenced by Southwark county council (reference No SWK-11419730) [REDACTED]@southwark.gov.uk and [REDACTED] were referenced on the licence). The licence is valid from 24/10/2023 and expires on 23/10/2027. The terms of the licence state that the premises is licenced for a maximum of 4 persons living as 4 households regardless of age (maximum of persons for the house 4 and maximum number of households 4)

The licence states there are 4 bedrooms

[REDACTED]

Bathroom first floor rear
And there is a kitchen (rear first floor)

Part D

Fire Safety Deficiencies:		
Highlighted area	Deficiencies	Description of fire safety deficiencies
Fire Doors Self-closing, well fitting, strips & seals	Yes	It is not believed that the doors to the rooms are fire doors with self-closers
Compartmentation Walls and ceilings adequate	Yes	The separation did not appear adequate
Detection and Warning	No	The landlord incisted there was smoke detection throughout the property but

		this will need o be confirmed
Fire Suppression	No	
AOV (Smoke Control)	No	
Emergency Escape Lighting	No	
Evacuation Escape Routes Number, exit doors, lead to place of safety	Yes	It is believed the fire stopped the occupants from exiting the building by normal means
Escape routes Clear, no combustibles and ignition sources	Yes	It is believed that there were e-bikes obstructing the exit
DRM/WRM	No	
Fire Fighting equipment	No	
Fire Risk Assessment	Yes/No	Not seen although the RP insists the premises has one
Fire Exit signage	No	
Article 31/Prohibition	No	
General/Management Issues	Yes/No	Unable to access the building due to it being declared a crime scene by the metropolitan police
Maintenance, training and test records	Yes/No	Not seen although the RP insists the premises has these
Balconies	No	
Fire Lifts	No	
Construction (Roofs/Cladding)	No	
Care & assisted living (PEEPS/Telecare)	No	
Secure Information Box (plans/peeps/keys)	No	
Other	No	
Injury		
Fatality		
Total (Injury &/Or Fatality)		

Part E

Evidence gathered:	
Discussion with RP. Unable to access the building due to it being declared a crime scene by metropolitan police	
Photoset Number:	Photographs from the scene will be restricted by to the nature of the incident

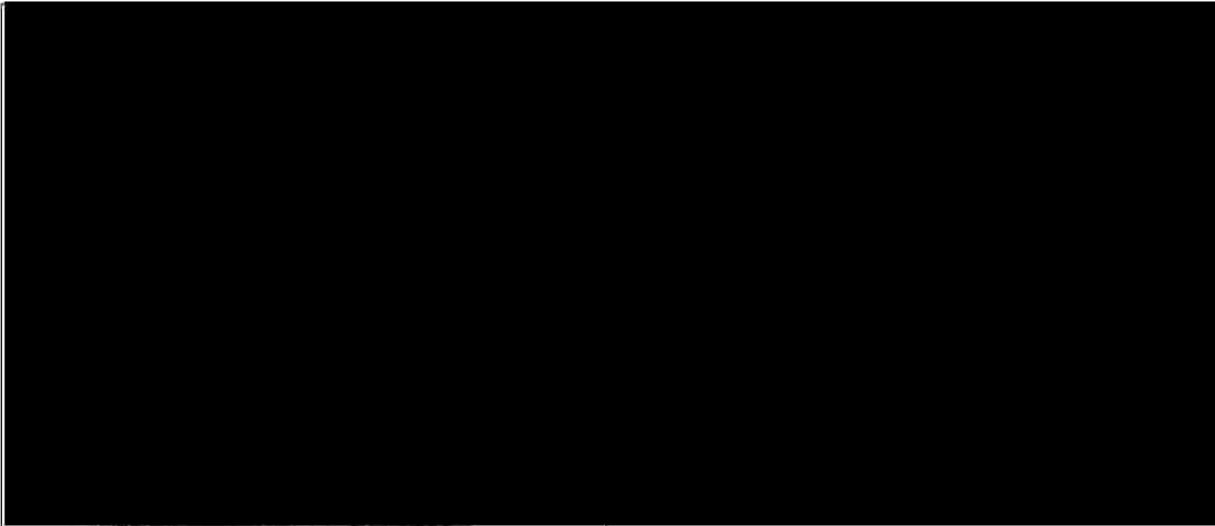
Part F

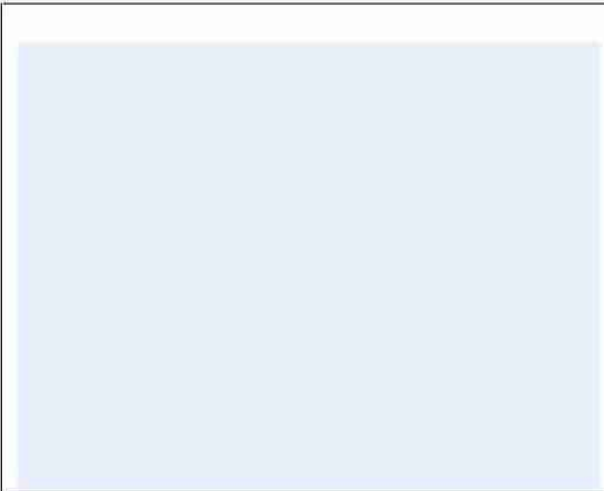
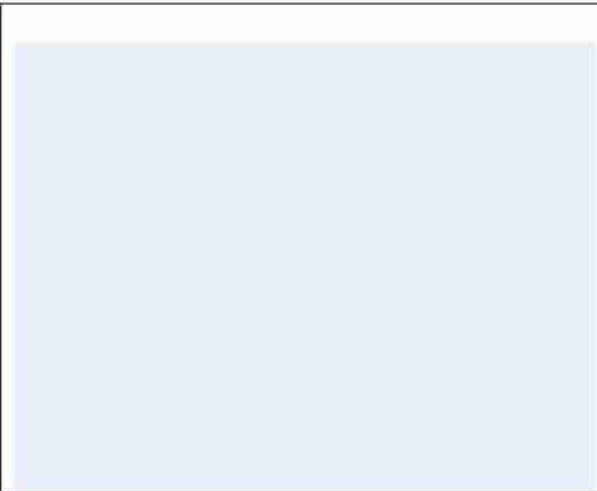
Follow-up actions:	
Intervention Required	☐ Prevention (HFSV/CFS/Visual Audit) ☒ Protection (FS Regulation)
Audit by local fire safety Team <i>(Rationale for audit and timescale)</i>	A post fire audit by the local fire safety team is recommended following the joint scene examination by the met police and LFB fire investigators to determine fire safety provisions and compliance with the terms of the HMO licence. It is also recommend that the local fire safety team conduct fire safety audits in the neighbouring properties as there appeared to be some fire safety concerns in these properties
Recommended Timescale for action by local team <i>(On receipt of report)</i>	48Hrs
Joint partnership liaison e.g. LA/HSE	Joint partnership liaison with the local authority should be conducted due to the status of the HMO licence at the premises
Station notification/ORD consideration	No
HFSV by local station	A quick strike and station visits to similar shops and dwellings in the local neighbourhood is recommended
Safeguarding	No
PDA Section	No
Fire Safety Policy & Strategy Manager (Care Settings)	No
Other	No
Article 31 Issued ☐ YES ☒ NO Prohibition ☐ YES ☒ NO Restriction ☐ YES ☒ NO If Prohibition Notice served, mark Articles contravened.	☐ Article 8 - Duty to take general fire precautions. ☐ Article 12 - Elimination or reduction of risks from dangerous substances. ☐ Article 13 - Fire detection and warning. ☐ Article 14 - Emergency routes and exits. ☐ Article 15 - Procedures for serious and imminent danger and danger areas.
Prohibition/Restriction(s) imposed Describe the restrictions imposed on the building.	None
If answered NO to Article 31, provide details why criteria not met.	The shop being shut, the extent of fire damage and the scene being declared a crime scene did not allow for an inspection of the premise

Part G

SFSO Photographs from scene:

	
1. Image of front elevation of premises	2. Image of entrance to the flats from the pavement

	
3. Image of the entrance hall and stairs to the first floor	4. Image of the neighbouring property that require a fire safety inspection

	
5. Click or tap here to enter brief description.	6. Click or tap here to enter brief description.

This form should be completed following every mobilisation or notification of an AFR as a Senior Fire Safety Officer (SFSO). Record all actions, save document as ***SFSO Report - Incident Number only***. Attach the completed form by email in ***PDF Format, with SFSO Report - Incident Number in subject box*** to:

- '@SFSO' mailbox (Includes: 'FSR-AdminSupport'/'FSR Policy Team'/'Press'/'@FCS FI FS Legal')
- FSR Team mailbox (e.g. '>FSD-BRENT&EAL-HHH')
- FSR Team Leader
- Area Fire Safety Manager
- Local Station Manager (e.g. sclambeth then click check names)
- Local Borough Commander (e.g. bclambeth then click check names)
- 'Petroleum Paps Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)
- 'Heritage Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)
- 'Balconyrisk Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)
- 'AFSS Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)
- 'Hospitals Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)
- 'Transport Mailbox': [REDACTED]@london-fire.gov.uk (if applicable)

Contact numbers:

- Duty Fire Safety Inspecting Officer - Admin support call filter Ext: [REDACTED]
- Duty Fire Engineer: [Fire Engineering Group Mailbox](#)
- Petroleum Admin. Team on Ext: [REDACTED] Outside of office hours, via RMC

Notes for guidance on the completion of FSIGN208_01

A – Data Recording:

Completion of Part A will generate a Fire Safety Job FS20 to be completed by FSR Admin Support team. This job will be stored in Farynor and enable workload reports on individual SFSOs and the SFSO rota.

Reason for notification - if the request by Ops crews was at an incident, only tick "incident".

AFR additional detail - provide details of when the AFR information was provided to the Brigade. *This is not the time the SFSO received the information, but when first contact was made with the Brigade*. FSIGN 423_01 to be completed by the attending station, if SFSO did not attend.

The response time should be the first Brigade attendance at the premises, whether an SFSO, appliance, Inspecting Officer or telephone call. It should be indicated whether the time taken from receiving the AFR to responding to the AFR was within 3 hours. Further guidance on what constitutes an AFR is within FSIGN 423.

Event Details - Check the building has a Farynor number, you may have to cross reference the address with the ADP Gazetteer, accessed via iMapping. (Utilising the iMapping function, selecting Farynor in the menu drop-down. Click on icon, select show more, select link to premises info report. This will provide you with a summary on the building details and inspection held.)

Reason for attendance - Select appropriate check box.

Additional details - Provide details of the incident or event type (Copy and Paste the stop message, as this provides a precis of the incident. Include other relevant information which will be of value to the local area team Inspecting Officer.

Time spent - Time you were notified is the actual time you were first informed or mobilised and not the Time of Call (TOC). Recorded using the 24 hr clock, all other time spent should be in minutes only.

Upload to IMS - SFSO report must be uploaded to IMS document library Ensure you have saved your report in PDF. This provides officers outside of fire safety access to the report if required. Pathway to follow for uploading. Open IMS>Double click incident report relates>Click Actions Tab>Select Document Library>Click upload>Select your saved SFSO Report. Dialog box will open with selected filename>Folder dropdown select standard> Classification dropdown select Other. Click OK>Click Close. File will then be uploaded onto IMS. Application can be closed saving changes.

B – Contact Details:

The details required in this section should be sufficient to assist the local Inspecting Officer who may have to follow up on this incident. They should include name, telephone numbers and email addresses where possible.

C – Premises Description:

Complete the information boxes applicable to the building. Providing additional information in the comments box, if required. (Listed building information available via i-Mapping "map features>Boundaries & places".

D – Fire Safety Deficiencies:

Select Yes/No for identified deficiencies within the premises. Indicate the location identified, describe the fire safety deficiencies within the free text box. This should include structural elements, systems and management failings, whether insufficient or not present e.g. "4 fire doors sampled found to be defective within the tower block". Injuries/fatalities select number from dropdown list and add appropriate supporting information if required.

Ensure these failings are recorded within your contemporaneous notes, form FSIGN208_02.

E – Evidence Gathered:

State whether a photo set was taken, photo log recorded and uploaded to the image library. If the Fire Investigation Team attended, provide their contact details. Note: Include pictures that will be of value.

F – Follow-Up Actions:

A prevention or protection issue has occurred, resulting in the brigades attendance. Therefore to ensure correct intervention is actioned, this should be directed to the relevant department, including your recommendations.

If further action is required, advise what this could be, e.g. a follow-up inspection required by an Inspecting Officer/Local Station/Local Authority. Include recommendations for liaison with other agencies where applicable. Remember to add timescales for actions to be implemented.

Any advice given to the occupier and any limitations or restrictions imposed as a result of the incident should be recorded here. Where Prohibition Notice issued, detail the Articles contravened. Equally if not issued, state the rationale behind this decision.

Comment of “Post fire audit by local team” or “Follow-up by local team” must link in with findings and rationale. Note: “SFSO – no obvious fire safety issues – recommend a post fire audit” SHOULD NOT BE USED. Please recommend why an audit is required or not required.

For example:

“No fire safety issues identified please review Farynor to ascertain if the premises has been recently audited. I would recommend a post fire audit within 5 days as the suspected cause would suggest that management systems were inadequate.”

Or

“Small fire, accidental cause. Recent compliant audit on Farynor, I don’t consider a post fire audit required in this instance.”

Again if a serious fire has occurred and an audit cannot be undertaken due to the building being inaccessible please detail this. (However inspecting Officer to contact RP within 5 days must be instructed).

Post incident inspection timescales have been linked with post fire audit timescales 48hrs, 5 days or at the discretion of Team Leader (FSIGN 206).

G – SFSO Photographs from scene:

Insert pictures taken by SFSO at scene, providing a brief description of location and infringement. Assisting Fire Safety Inspecting Officers with their post fire audit, following on from your recommendations. Remember to comply with Policy Number 301 - Capturing and managing images on behalf of the Brigade.

Method One: Upload to your OneDrive, from your Brigade provided mobile phone.

(Click the image icon inside an image box, then select your saved picture and insert. Picture will resize to fit inside the selected box on the report. Note: If you have more than 6 pictures, please add these as an attachment with relevant commentary included within the main body of your email). Remember to only include pictures that will be of value.

Share/upload picture from your work mobile phone to OneDrive

- Select Gallery > pictures required

- Select share



- Select OneDrive
- Select an existing folder or create new folder for pictures to be uploaded to
- Select the tick icon to upload



Method Two: Launch the LFB PhotoApp to use with your Brigade provided mobile phone.

This application is in accordance with Policy Number 301 - Capturing and managing images on behalf of the Brigade. Therefore is the preferred method of capturing images E.g. Article 31. (Uploaded images will be processed within 48hrs from following working day).

- Select icon
- App Home screen will display



Follow prompts



Enter incident details