



**October 2025 - Fire Strategy Addendum
Based on the Annotated Proposed Fire Plan submitted for
planning/building control.
for FERRING Pharmaceuticals,
Drayton Hall - UB7 7PS**

Introduction:

This Fire strategy outlines the fire safety measures & evacuation procedures in line with compliance and regulations specific to the above-named building.

Building description:

The building is joined by two different structures, one built in the mid-eighties, and the other core was originally built in the seventeenth century and is grade II listed. The building has four levels, starting from the basement, ground floor, first floor, and second floor. The basement is primarily for storage and a gym facility, with no workstations on this floor.

The incoming gas supply and meter is in the old manor basement section, in a locked room at the front of the building.

The main electrical intake is in the newer building, basement area, in a locked room at the bottom of the central staircase.

The main water incoming supply is in the same area of the basement as the gas supply

The two gas boilers are located in the second-floor roof plantroom.

Fire safety measures:

There is an addressable Fire panel located in the main Reception, on the left of the main entrance doors.

The Morley fire panel has three loops, and the building is broken down by different zones and all the relevant building information is kept in a folder on top of the fire panel.

The fire detectors/smoke detectors are all serviced 6 monthly in accordance with guidelines

The fire panel is remotely monitored 24/7 by Southern Monitoring Services

There are Call-points at all exits, should the fire detection fail.

The building has numerous Fire extinguishers, which are checked regularly for any tampering and in addition serviced annually and if required replaced as appropriate.

Weekly testing of different call points to ensure that the fire bells and fire doors are working and that the access control system release the doors on fire alarm activation.

There are two vented Velux smoke windows that open when the fire alarm is activated and these are serviced annually by Express Fire Protection.

All fire exits and patrols daily internally and externally to ensure there are no obstructions, there are clear routes of evacuation and no issues with the doors.

A Final visual Security Guard shut down of the building is performed each evening (Mon-Fri)

Guard mobile patrols (weekends and bank holidays)

The security company Magenta (08455-000786) are the first contact for keyholding services.



No sprinkler systems on site

No generator or fuel on site

Evacuation plan

The building has fire exit routes at the front, middle and back of the building with the total shown below. There is an evacuation plan located by each exit/entrance.

Ground floor: Five designated Fire exits

Basement: One designated Fire exit and one contractor fire exit in each plant room.

Upon alarm activation, the building occupants are encouraged to exit the building from the nearest exit to their current proximity.

They are encouraged to leave in an orderly manner and not to collect their belongings

There are no allocated refuge areas in the building

Each new member of staff has an Induction informing them of our fire evacuation procedures and a physical walk through of these areas.

Visitors are instructed to view these site instructions on our Reception TV.

Visitors are the responsibility of who they are visiting.

Once exited from the building, the Fire Assembly point is clearly visible from the sign displayed in the front car park, away from the building on the grass, almost opposite the main reception.

Unless they are a trained Fire Warden, they are not to attempt to assess or diffuse the fire and leave the building immediately.

The emergency lighting is inspected regularly and maintained in accordance with guidelines.

Internal fire spread:

The building is made up of numerous compartmentalised sections with Fire doors with a minimum of 30 minutes protection once closed.

The building is a standard office facility, with no production or manufacturing onsite.

The locked metal COSHH cupboard is located in the basement, in the goods in area.

Other sensitive and confidential material is located in fire safes within the basement area

Regular maintenance and checks are performed in the building on a daily basis

External fire spread:

The building is fully detached and surrounded by parkland with a large number of trees and greenery.

The two closest properties to the building are No 1 and No 2 Drayton Cottages which are located outside of our gated perimeter, in the park, near our staff gates (Gate 1)

Fire service access:

There are two large sliding gates at the front of the building, which lead to our building and adjoining car parks.

Gate 1 – Staff parking. Accessed by forking right as you enter the park.

Gate 2 – Visitor/VIP parking. Accessed by forking left as you enter the park.



Fire safety management:

The Fire company assigned to the building (Express Fire Protection-01753-821111) are always consulted with, with regards to any changes in the building for their input and feedback.

Fire wardens are trained and then retrained annually

A minimum of one fire evacuation drill is performed annually

Any works involving Hot works are issued with a permit to work and the area monitored regularly during and afterwards.

Contractors Instructions and guidelines:

Any areas of the building where work must be performed, the area is assessed and the level of attention required, prior to the work commencing.

The correct level of signage and safety precautions will be provided in accordance

Fire related precautions are as follows:

Staff informed of any temporary adjustments to:

- Fire evacuation plan
- Fire exits
- Fire assembly points



Site review and update to procedures for planning control application:

Following the annotated proposed floor plan & prior to planning consent, Express Fire Protection have been notified by the client (FERRING) that the proposed fire panel renewal (quote no: SV6872) will be approved for our installation in November 2025.

The new panel will be using EMS equipment in accordance with British standard BS 5389-1:2017.

This new system will be wireless, with a failsafe and also provides the scope to be easier to adapt to the proposed destruction and construction work.

In addition to isolating zones as and when required and working with the client throughout their ground floor manor refurbishment, they will also have the option to use smoke alarm covers, although this is a riskier form of protection, as you are relying on the contractor or responsible person to remove them at the end of each day, prior to building lockdown.

Control measure to be implemented:

Daily procedure: The responsible person to ensure that any contractor who covers the smoke alarms in the morning has signed to say that they have covered them, the total quantity and in what location they are. The same process will be required on completion each day and signed off.

Caution – The removal should be at least an hour after building works have finished to avoid false alarms from dust etc

In addition, we recommend that a further visual check is added to the Security officers lock down procedures for the duration of the works.

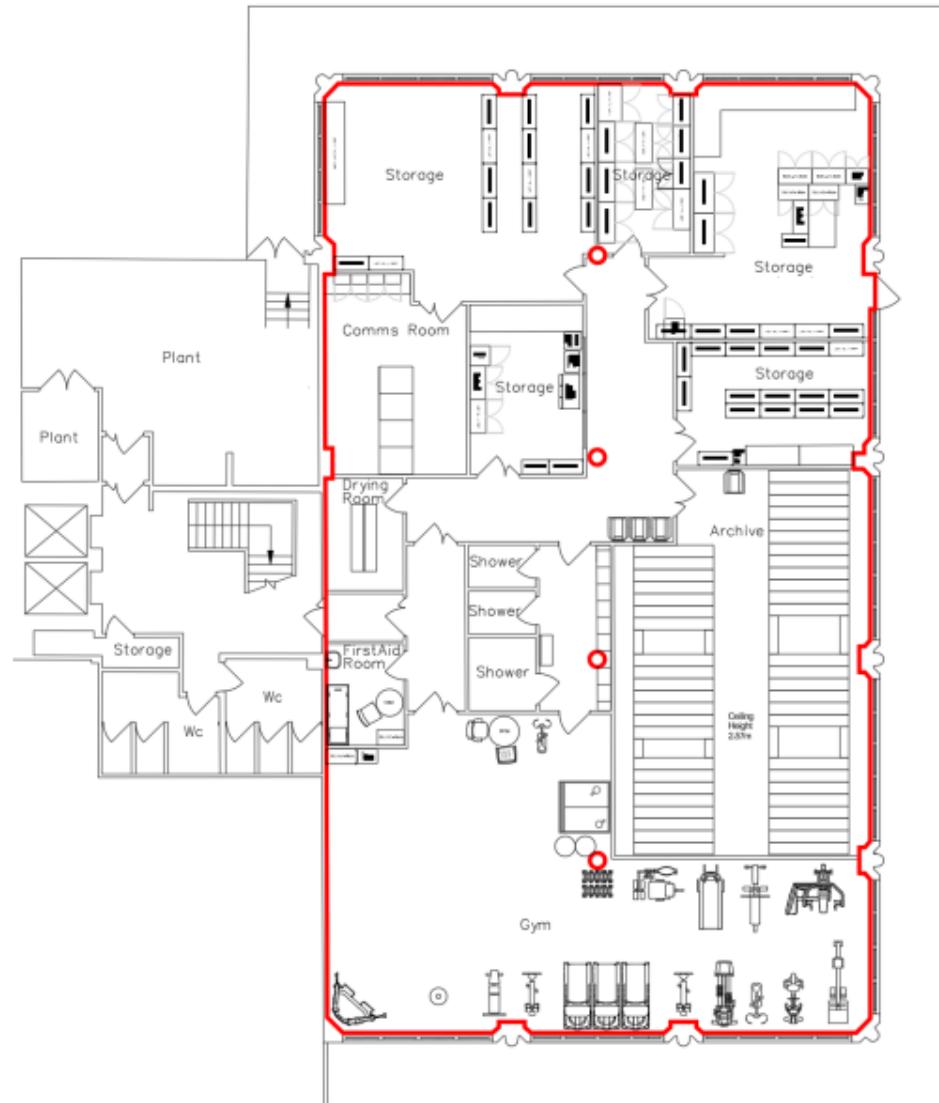
We confirm that the annotated plan will require additional smoke detection in some areas, but the level of fire exits available before and after remain the same and comply with legislation.

One we have received notification from FERRING that planning consent has been authorised, we would regroup with them and attend site to confirm our arrangements, responsibilities and plan of action.



Floorplans:

Basement



NIA 453sqm

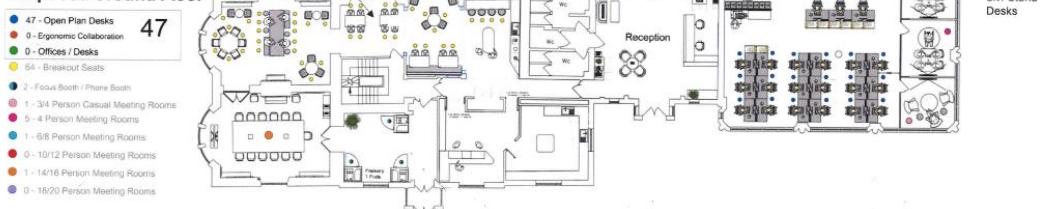


Ground floor

Existing Ground Floor



Proposed Ground Floor



Ground Floor. High Intervention Option

Private & Confidential

First floor

44

- 36 - Open Plan Desks
- 8 - Offices / Desks
- 16 - Breakout Seats
- 3 - 2 - 4 Person Meeting Rooms
- 3 - 6/8 Person Meeting Rooms
- 2 - 10/12 Person Meeting Rooms
- 0 - 14/16 Person Meeting Rooms
- 1 - 18/20 Person Meeting Rooms



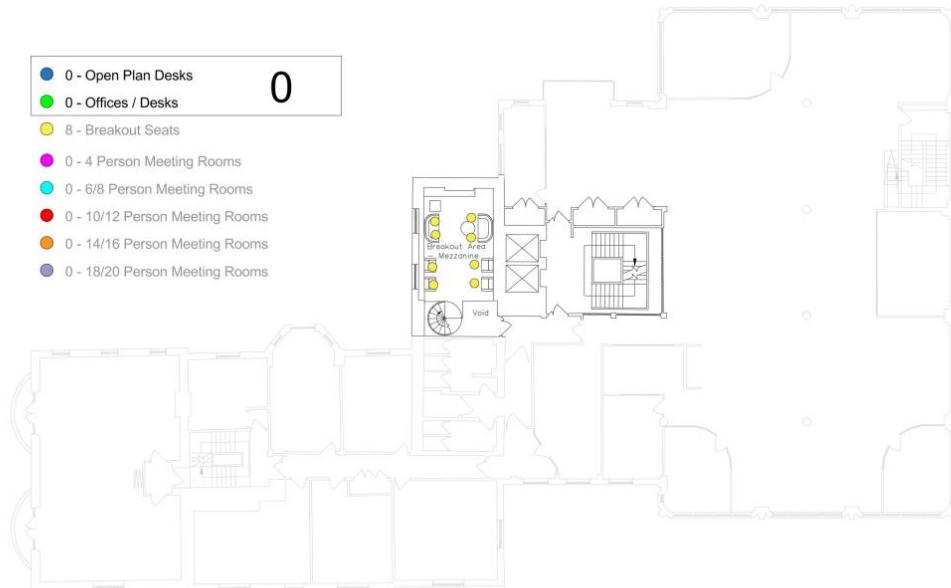
First Floor. EXISTING

Private & Confidential

Express Fire Protection



First floor



1st Floor Mezzanine. EXISTING

Private & Confidential

Second floor



2nd Floor. EXISTING

Private & Confidential



Fire Route Plan:



Regards

Ryan Ray