  





**Partnership Fire Safety Concern Referral Form**

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| **Your Ref Number (if any):** |  | **Date of Referral** |  |

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| **Agency Details (part 1)** |
| **AGENCY NAME** |  |
| **DEPARTMENT** |  |
| **Contact Name:** |  |
| **Contact Telephone No:** |  | **Contact Email:** |  |
| **Date of visit:** |  | **Time of visit**  |  |

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| **Areas of Concern (part 2):- A brief description of the concern must be included.** |
| **Fire Warning** |  | **Emergency Lighting** |  | **Sources of Ignition/Heat** |  | **Escape Routes and Fire Exits** |  | **Fire Separation, Walls, Ceilings, Doors** |  |
| ***The Smoke and Carbon Monoxide Alarm (England) Regulations*** |
| **Insufficient Smoke Alarms** |  | **Insufficient Carbon Monoxide Alarms** |  |  |
| **Brief description of concern & any action taken:** |
| **People at risk**  |  | **Description of vulnerability:**  |
| **Name of premises:** |  |
| **Address of premises:** |  |
| **Type of Property** |  | **No. of Floors** |  |
| **Responsible Person** |  | **No. of Occupiers** |  |
| **Contact Telephone No:** |  | **Mobile Number** |  |
| **Contact Email:**  |  |

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| **Are there any safety or health risks to our staff that we should be aware of e.g. violence, abuse, etc.**  |  |
| **Is there any additional information that would assist us e.g. door access codes, etc** |  |

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| **Feedback (part 3) – to be sent to referral Officer in Part 1** |
| **Description of outcome**  |

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| **Contacts (part 4) – to be sent to**  |
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| **Bracknell** |  |  |
| Bracknell Forest Council | Environmental.health@bracknell.gov.uk | **Tel: 01344 352000** |
| RBFRS | Centralhubfiresafety@rbfrs.co.uk  | **Tel: 01628 771222 / Out of hours Tel 0118 945 2888** |

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| **Reading** |  |  |
| Reading Borough Council | hep@reading.gov.uk | **Tel: 0118 9372151** |
| RBFRS | Westhubfiresafety@rbfrs.co.uk  | **Tel: 0118 9384481 / Out of hours Tel 0118 945 2888** |

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| **Slough** |  |  |
| Slough Borough Council | privatesectorhousing@slough.gov.uk | **Tel: 01753 875392 / Out of hours Tel 07766085907** |
| RBFRS | Easthubfiresafety@rbfrs.co.uk  | **Tel: 01753 547997 / Out of hours Tel 0118 945 2888** |

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| **West Berkshire** |  |  |
| West Berkshire Council  | ehadvice@westberks.gov.uk | **Tel: 01635 503242** |
| RBFRS | Westhubfiresafety@rbfrs.co.uk  | **Tel: 01635 48112 / Out of hours Tel 0118 945 2888** |

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| **Windsor & Maidenhead** |  |  |
| RBWM  | Residential.services@rbwm.gov.uk | **Tel: 01628 683800** |
| RBFRS | Easthubfiresafety@rbfrs.co.uk  | **Tel: 01628 771222 / Out of hours Tel 0118 945 2888** |

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| **Wokingham** |  |  |
| Wokingham Borough Council Housing | Environmental.health@wokingham.gov.uk | **Tel: 0118 9746200** |
| RBFRS | Centralhubfiresafety@rbfrs.co.uk  | **Tel: 01628 771222 / Out of hours Tel 0118 945 2888** |

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