

DELCO SAFETY COMPLIANCE

• Head Office: Stonecot Buildings A-B, 5 Tudor Drive, Morden, Surrey, SM4 4PD

Fire Risk Assessment Report



**Property Address:
Nobel House
4 Queensway
Redhill
Surrey
RH1 1TY**

Date: 20/09/2019

Document ID Reference: B8481/ FRA.V3



DS COMPLIANCE

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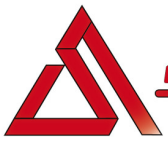
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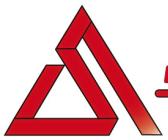
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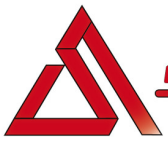


Section A: Risk Assessment Details

Type of Assessment:	Fire Risk Assessment
Address of Property:	Nobel House 4 Queensway Redhill Surrey RH1 1TY
Property Description:	<p>Purpose built block of flats used for general needs occupants, comprised as follows:</p> <ul style="list-style-type: none">• Basement to 7th floors• 126 self-contained flats• Commercial units predominantly on the ground floor (Note: The areas inside the commercial units are outside of the scope of the assessment)• Ground floor vacant Reception/lobby area• Refuse room and tank room accessed via the Reception/lobby area• 2 centrally located lifts (one designed for fire-fighting use)• 3 common staircases, each leading directly to final exit• Car parking located on ground and lower ground floors
Client:	Raven Housing Trust 29 Linkfield Lane Redhill Surrey RH1 1SS
Contact Name:	Michael Ryan
Contact Telephone Number:	01737 272430
Date of Assessment:	20/09/2019
Categories of persons considered by the assessment:	Residents, Management Staff, Visitors, Contractors.
Approximate total numbers known to sleep at the premises:	Estimated at 125+



Groups given special consideration, i.e. physically/ mentally disabled, blind, deaf, other specified (approximate numbers of each):	<p>We have not been made aware of any persons requiring special consideration currently at the premises.</p> <p>If disabled persons reside at, or regularly visit, the building (either at present or in future,) additional fire safety measures may be required within the common area escape routes, e.g. disabled refuges, access ramps, visual warnings etc. The specific nature of additional risks introduced due to a disability and the most appropriate steps to be taken should be assessed on an individual basis.</p> <p>Additionally, we have not been made aware of any residents who may introduce increased fire safety risks at the property due to known behavioural issues etc.</p>
Fire Response Policy	Stay Put
Details of existing fire detection, warning, mitigation and escape measures, e.g. fire alarm systems, fire extinguishers, emergency lighting etc	<ul style="list-style-type: none">• Dry rising mains.• Lower ground floor car park fitted with sprinkler installation.• Unmonitored common area fire detection and warning system extending only to the refuse store and tank room. Automatic opening vents / shafts with smoke detection fitted to each stairwell and common corridors.• Portable fire-fighting equipment located in electrical cupboards.• Emergency lighting and emergency exit signage in common areas.• Fire doors installed throughout the premises.
Fire Loss Experience:	Not known
Prepared by:	Robert Moggridge DipFD, GIFireE
Report by:	DELCO SAFETY LTD Stonecot Buildings A-B 5 Tudor Drive Morden Surrey SM4 4PD
Recommend Review Date:	20/09/2020– Or following: <ul style="list-style-type: none">• any structural or material change,• any change in Fire Precautions in the premises,• following a near miss or fire incident,• a change of legislation which is deemed to affect the validity of the risk assessment.



Section B: Introduction

Purpose of the assessment:

This Fire Risk Assessment has been undertaken in order to achieve an organised and methodical examination of the premises and the current management arrangements that have a bearing on the likelihood that a fire could start and cause harm to those in and around the premises.

The key aims of this fire risk assessment are:

- To identify all significant fire hazards on the premises and those who may be affected.
- To consider the risk factors that have a bearing on the potential severity of each of the identified hazards.
- To decide upon the physical, engineered and procedural fire precautions and management controls that are necessary in order to ensure the safety of all people on premises so far as is reasonably practical.

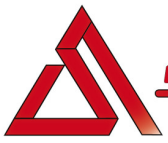
Assessment scope:

This assessment covers the parts of the property that fall within the responsibility of the landlord/ managing agent, e.g. all communal areas, building externals and contractor/ plant rooms. Areas inside private dwellings have not been included within the scope of the assessment. It is assumed that residents have a means of automatic fire detection in place in accordance with BS 5839-6 and the current Building Regulations – Approved Document B (i.e. mains operated smoke/ heat detectors.) If this is not the case, the matter should be formally addressed with the residents and appropriate recommendations in accordance with BS 5839-6 should be made.

Due to access limitations, we are unable to confirm whether all of the front doors and partitions between the private flats and the common escape route(s) are fire resistant, in accordance with BS 476, (both sides of the doors and manufacturers markings would need to be inspected in order to confirm this.) A sample of doors have been inspected where possible to ascertain notional fire resistance standards.

A policy should be adopted whereby self closers are fitted to the entrance doors to all flats.

The assessment is a non-intrusive inspection of measures to protect people from the consequences of a fire in the building and not specifically for protection of the property or business. The fire risk assessor will not apply any tools or make any holes while on site; will not operate any functional test of any equipment or systems on site. Will not provide or use any specialist access equipment and will not measure any sound or light levels. No samples will be taken of any materials on site. No follow up meetings are included and no definitive methods or designs required for carrying out any recommendations made will be provided



Legal Relations:

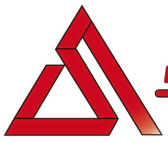
The assessment has been carried out and formally documented in accordance with the requirements of the **Regulatory Reform (Fire Safety) Order 2005**.

The Order is enforced by the local Fire and Rescue authority (The Fire and Rescue service,) which has the power to inspect these premises at any reasonable time to check that the duties set out within the order are being complied with.

Consequently, this document should be kept in the possession of the person(s) responsible for fire safety at the premises and made available for inspection when a request to that effect is made by the appropriate authorised person(s.)

Where appropriate and necessary the assessment has also taken into consideration the duties set out within the following key legislation relevant to fire prevention, mitigation and control at this premises:

- British Standard 9999: Code of practice for fire safety in the design, management and use of buildings.
- British Standard 5839 -1 Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance of fire alarm systems.
- British Standard 5266 -1 Code of practice for system design, installation, commissioning and maintenance of emergency lighting.
- BS 5306 - Fire extinguishing installations and equipment on premises. Code of practice for commissioning and maintenance of portable fire extinguishers
- The Building Regulations 2010 (Fire Safety): Approved Document B
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Health and Safety (Safety Signs and Signals) Regulations 1996.



Approach adopted:

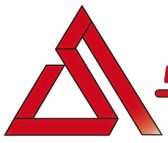
This Risk Assessment has been approached in accordance with a widely recognised 'Five step' approach, and the specific guidance relevant to Fire Risk Assessments released by the Department for Communities and Local Government in conjunction with the Regulatory Reform (Fire Safety) Order 2005.

An overview of this approach is as follows:

<u>STEP 1</u> IDENTIFY FIRE HAZARDS	<u>IDENTIFY:</u> Sources of ignition Sources of fuel Sources of oxygen
<u>STEP 2</u> IDENTIFY PEOPLE AT RISK	<u>IDENTIFY:</u> People in and around the premises People especially at risk
<u>STEP 3</u> EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK	Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people <u>CONSIDER:</u> Compartmentation Detection and warning Fire-fighting Escape routes Lighting Signs and notices Maintenance
<u>STEP 4</u> RECORD, PLAN, INFORM, INSTRUCT AND TRAIN	Record significant findings and actions taken Prepare an action plan Inform and instruct relevant people Co-operate and co-ordinate with others Provide training
<u>STEP 5</u> REVIEW	Keep assessment under review Revise where necessary

All five steps should be considered whenever this assessment is reviewed.

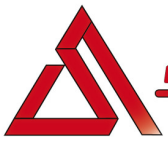
The layout of this assessment document has been structured in accordance with this approach.



Important note: This report document, while not replicating PAS 79:2012, is intended to cover all of the aspects considered in PAS 79 to provide a suitable and sufficient Fire Risk Assessment but can only be subjective to the parts of the premises that were accessible on the day and to the evidence witnessed on the day of inspection.

PAS 79 identifies nine key steps to risk assessment, all of which have been fully taken into consideration and addressed where required within this risk assessment report. The approach set out with PAS 79 is as follows:

1. Obtain information on the building, the processes carried out in the building and the people present, or likely to be present, in the building;
2. Identify the fire hazards and the means for their elimination or control;
3. Assess the likelihood of a fire;
4. Determine the fire protection measures in the building;
5. Obtain relevant information about fire safety management;
6. Make assessment of the likely consequences to people in the event of fire;
7. Make an assessment of the fire risk;
8. Formulate and document an action plan;
9. Define the date by which the fire risk assessment should be reviewed.



Section C:

Assessment of Identified Risks & Recommended Actions

Assessment ratings guide:

In order to establish risk levels applicable to the hazards identified, the assessor must consider both how likely a hazard is to occur and the potential threat that it poses.

For the purposes of this assessment, qualitative judgements have been made in accordance with the criteria established in the table below:

Likelihood of Occurrence	HIGH	Where it is highly likely that a fire will occur
	MEDIUM	Where there is clear potential for a fire to occur due to the issues observed
	LOW	Where a fire is unlikely to occur
Severity	HIGH	Death or serious injury highly likely to occur if hazard is realised
	MEDIUM	Outbreak of fire could foreseeably result in serious injury or death
	LOW	Significant potential for serious injury or death
Overall Risk Assessment Rating	HIGH	Significant risk(s) requiring urgent action
	MEDIUM	Area(s) of concern requiring essential action to be taken to reduce the risk. Actions should be within 3 months (or as directed in the report)
	LOW	No major additional fire precautions required. Maintain existing controls or action as recommended within a reasonable timeframe.
Abbreviations used in the action plan that follows: HIGH = H, MEDIUM = M, LOW = L		

Record of significant findings & action plan:

Current/ residual risk rating key

The sub sections within both the current and residual risk rating columns on the table that follows have been abbreviated as below:

L = The adjudged **likelihood** of a potential hazard occurring.

S = The most likely outcome, in terms of **severity** of harm suffered, should the potential hazard occur.

O = The **overall** risk rating assigned to the issue, having taken into account both the likelihood and severity ratings that have been assigned.



Overall risk rating:

Current risk - it is considered that the overall risk to life from fire at the property, at the time of the assessment is: **MEDIUM**

Residual Risk – It is considered that, following the implementation of the recommendations set out within the action plan which follows, the overall risk to life from fire at the property will be reduced to: **LOW**

Orientation:

All location references are recorded from the perspective of facing toward the building from the outside.

LHS = Left Hand Side

RHS = Right Hand Side

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
1	Sources of Ignition									
1.1	No evidence has been observed on site certifying that the fixed electrical installations located within the common areas are subject to periodic inspections by professional (accredited,) contractors in accordance with BS 7671.	Residents, Management Staff, Visitors, Contractors A lack of periodic inspections of the installation may result in the deterioration of the electrical equipment, potentially resulting ignition sources being introduced due sparking/ overheating.	None.	M	H	M	Arrange for the fixed electrical installations in the common areas to be periodically inspected by an approved contractor (NICEIC or equivalent.) The frequency of inspections should be determined by the approved contractor and discussed with the property insurers. On site records should be kept, giving details of the installations inspected, any hazards observed and associated repairs undertaken.	L	M	L
1.2	It could not be verified that smoking is prohibited within the enclosed common parts of the property, in accordance with the Health Act 2006. No prohibition 'No Smoking' signs were observed in the entrance lobby.	Residents, Management Staff, Visitors, Contractors Source of ignition caused by lit cigarettes/ smoking materials.	None.	M	H	M	Ensure that the residents/ regular visitors to the property are made aware of their legal obligation not to smoke within the enclosed common parts. As a minimum a compliant 'No Smoking' sign should be displayed in a prominent position at the entrance to the property. In addition, the common parts should be routinely inspected for evidence of smoking, e.g. discarded cigarette ends/ matches.	L	M	L



ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
1.3	It is noted that the building has been fitted with lightning protection equipment; however, no evidence was observed allowing the assessor to verify that the system is subject to inspection and maintenance in accordance with BS EN 62305.	Residents, Management Staff, Visitors, Contractors Increased life safety risk associated with the susceptibility of the building to lightning strikes.	None.	L	H	M	Ensure that an arrangement is implemented for the lightning protection system covering the building to be subject to inspection and maintenance in accordance with BS EN 62305.	L	M	L
2	Sources of Fuel									
2.1	Items of a combustible nature were observed to be stored/ discarded in the following areas close to electrical installations: <ul style="list-style-type: none"> • Ground floor plant room. • Electrical meter cupboards on the 6th and 2nd floor. • BT cupboard on the 6th and 4th floor. • TV/ stop cock cupboard 1st floor. 	Residents, Management Staff, Visitors, Contractors The storage of combustible/ flammable materials close to electrical equipment allow the essential elements of the fire triangle (ignition, oxygen and fuel) to co-exist, increasing the likelihood of a fire occurring and being sustained.	None.	M	H	M	All combustible/ flammable materials should be removed from the areas identified. The cupboards should be routinely inspected, and items should be removed when observed.	L	L	L

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
2.2	Storage items were observed to be stored in the lower ground floor carpark, in parking bays 14, 18, 32, 48, 56 and 72.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>Ignition of combustible material within the common corridors, stairways and landings will give rise to the presence of smoke in escape routes and the possibility of fire-spread into flats.</p> <p>In addition, the storage of combustible materials within the common areas may hinder the evacuation of people from the building and access for fire-fighters.</p>	None.	L	M	M	<p>The common areas within a property providing sleeping accommodation should be 'fire sterile' and kept clear of storage at all times.</p> <p>The residents should be reminded that the common area forms the primary escape route from the property and as such no obstructions should be allowed to accumulate therein.</p>	L	L	L
2.3	It was noted that curtains and soft furnishings are in use throughout the communal areas.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>The items increase the fire load within the building, increasing the likelihood of fires being sustained within the communal areas.</p>	None observed.	M	H	M	<p>It is recommended that the curtains and soft furnishings should not be provided within the common areas, in order to reduce the fire load.</p> <p>As a minimum, all furnishings, fabrics and upholstery provided throughout the communal areas should be flame retardant, in accordance with the Furniture and Furnishings (Fire Safety) Regulations 1988.</p>	L	M	L

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
2.3 cont:							Curtains/ drapes should not be hung so as to obstruct the exit doors along the fire escape route.			
2.4	Discarded bulk items were observed in the bin store on the day of inspection.	Residents, Management Staff, Visitors, Contractors Discarded/stored items may increase the fire loading levels within the refuse storage room.	None observed.	M	H	M	The refuse should be cleared and stored in the designated refuse bins. Confirm that provisions for storing/ disposing of refuse are adequate. Residents should be reminded that all refuse is to be disposed of in suitable receptacles and designate areas only.	L	M	L
2.5	It was noted that cladding materials have been incorporated into the external wall system. It could not be confirmed that the materials used are of limited combustibility in accordance with BS EN 13501 (classified as A1 or A2-s1, d0), or that the system has achieved BR135 classification by passing a BS 8414 test.	Residents, Management Staff, Visitors, Contractors Combustible materials used in the external wall system present a potential source of rapid fire spread.	None.	M	H	M	Verification of the fire performance of the external cladding system should be obtained. If it cannot be confirmed that the cladding has achieved the standards/classifications identified, the materials should be removed as a matter of priority. This recommendation should also be applied to the timber cladding materials used in the external wall system Note: It is acknowledged that the standards referred to apply to buildings which are 18 metres or above in current approved guidance; however, this is considered to be necessary to apply the	L	L	L

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				L	S	O		L	S	O
2.5 cont:							standards recommended to all buildings in order to comply to the general provision set out in the Building Regulations to ensure that <i>“The external envelope of a building should not provide a medium for fire spread if it is likely to be a risk to health or safety.”</i>			
2.6	It was noted that timber is incorporated into the construction of the front external balconies.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>Balcony fires can spread to the adjacent balconies or into the building. If combustible materials have been used in the balcony or external wall system, it is possible that fire may spread rapidly across the façade.</p>	None.	L	H	M	<p>Materials used in the construction of balconies/escape routes should not promote fire spread where there is potential a risk to life.</p> <p>It is recommended that in order to reduce the potential for external fire spread, the existing timber materials should be removed and replaced with materials of limited combustibility (classified as A1 or A2-s1, d0, in accordance with BS EN 13501).</p> <p>Further government guidance relating to this issue can be obtained by visiting: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/811194/Advice_on_Balconies_on_Residential_Buildings.pdf</p>	L	L	L



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				L	S	O		L	S	O
3	Sources of Oxygen									
3.1	Air handling equipment was observed to be in place within the plant room. The continued operation of this equipment during a fire could provide air/oxygen to support the development of the fire, or even spread the products of combustion to other parts of the premises.	Staff, Volunteers, Visitors, Contractors Fire may be supported in its development, or its products transported to previously unaffected areas (thus putting people at risk).	None noted (although an unidentified control switch was observed in the Box Office main area).	M	H	M	It should be ensured that a means of either automatically cutting off or readily isolating the air handling system is in place.	L	M	L
4	Means of Escape and Fire/Smoke Containment									
4.1	It was noted that the fire door adjacent to the electrical meter cupboard on the 6 th floor is not fully self closing.	Residents, Management Staff, Visitors, Contractors The common stairwell serving as the primary escape route from the property is not adequately protected against the spread of fire/ smoke.	The door has been fitted with a positive overhead closing device.	L	H	M	Arrange for a competent contractor to inspect the self-closing device fitted to the door identified and undertake repairs or replacement accordingly. Fire Doors should be formally inspected every 6 months, records kept of findings and any remedial actions taken.	L	L	L

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
4.2	<p>The beading to the fire door incorporated glazing was damaged on the following doors:</p> <ul style="list-style-type: none"> • Fire door adjacent to the meter cupboard on the 4th floor. • Fire door adjacent to the meter cupboard on the 3rd floor. • Fire door adjacent to the meter cupboard on the 1st floor. • Fire door to the lift lobby on the 4th floor. • Fire door to the lift lobby on the 3rd floor. • Fire door adjacent to flat 28 on the 2nd floor. • Fire door adjacent to flat 5 on the 1st floor. 	<p>Residents, Management Staff, Visitors, Contractors</p> <p>The common stairwell serving as the primary escape route from the property is not adequately protected against the spread of fire/ smoke.</p>	None.	L	H	M	<p>Arrange for a competent contractor to inspect the doors identified and undertake remedial works accordingly.</p> <p>Alternatively the doors should be replaced with FD30S self closing door sets compliant to BS476-22.</p> <p>Fire Doors should be formally inspected every 6 months, records kept of findings and any remedial actions taken.</p>	L	L	L

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
4.3	It was noted that the upper hinge edge smoke seal was missing on the fire door adjacent to flat 5 on the 1 st floor.	Residents, Management Staff, Visitors, Contractors The common stairwell serving as the primary escape route from the property is not adequately protected against the spread of fire/ smoke.	None.	L	H	M	Arrange for a competent contractor to inspect the door identified and fit an approved smoke seal to the upper hinge edge. Fire doors should be formally inspected every 6 months, records kept of findings and any remedial actions taken.	L	L	L
4.4	The doors to the services cupboards throughout the property were observed to have significant gaps along the bottom edges.	Residents, Management Staff, Visitors, Contractors These gaps could allow cold smoke and poisonous gasses to spread throughout the common routes, making them impassable.	None.	M	H	M	Manufactures guidance recommends that the threshold gap of any fire door should not exceed 8mm. Where 8mm is exceeded the door should be adjusted to compensate for the gap without compromising the 3mm allowable gap to the other edges. Where adjustment is not sufficient and if manufacturers test evidence is available, automatic threshold seals should be installed to the doors.	L	M	L
4.5	It was noted that the lock fitted to the 4th floor electrical meter cupboard was damaged and the door was left open on the day of inspection.	Residents, Management Staff, Visitors, Contractors Fire/ Smoke may spread from the electrical installations to the common area.	None.	M	M	M	Arrange for a standard FB style lock to be fitted to the door identified and keep locked shut.	L	L	L



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				L	S	O		L	S	O
4.6	At first and second floor levels, white double doors are seen to discharge into the escape staircase (left hand side of premises, when viewed from front). It would appear these doors discharge from an adjoining property. They were not fully accessible at the time of assessment.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>The potential for any conflict of interest could not be assessed. There is no signage to indicate if the doors are required as a means of escape from an adjoining premises.</p> <p>There is the potential (without proper management controls) that these doors could become obstructed and therefore hinder any escape</p>	None.	M	M	M	The doors in question are likely to form part of the means of escape from the adjoining property and therefore should be maintained as such. They should be marked on the staircase side with 'Fire Door Keep Clear' signage. If required as a formal means of escape from adjoining premises, a written agreement or memo of understanding is strongly advised.	M	M	L
4.7	<p>Additional Comments:</p> <ul style="list-style-type: none"> A full independent programme of flat entrance door inspections within all Raven properties was ongoing at the time of the inspection. A dedicated process is in place to monitor and act upon the findings and recommendations associated with the flat entrance door inspection programme. It was noted that a limited smoke extraction system was installed within the car park areas. It should be ensured that the equipment installed is in accordance with the approved design. It was noted that recent attempts at fire stopping service penetrations had been made. No gaps around service penetrations which were considered to present a significant risk were observed. However, fire stopping around service penetrations should be routinely checked/maintained. It should be ensured that the operability of the emergency door release devices throughout is subject to routine testing and maintenance and are fail to safe. 									



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				L	S	O		L	S	O
5	Emergency Escape Lighting									
5.1	No documented evidence has been observed on site confirming that the emergency lighting system covering the common areas is subject to routine testing and maintenance in accordance with British Standard 5266-8.	Residents, Management Staff, Visitors, Contractors Emergency lighting system faults may not be identified if a formal system of professional inspection and maintenance is not in place.	A document box was observed on the day of inspection however there was no access due to heavy parcels obstructing access	L	M	M	The emergency lighting system should be subject to monthly activation tests and annual maintenance, in accordance with British Standard 5266-8. Records of the testing and maintenance of the system should be kept, including details of defects identified and any remedial works carried out.	L	L	L
6	Fire Detection & Warning Arrangements									
6.1	It was noted that a fire warning system has been installed within the refuse store and tank room, with warning devices located in main entrance lobby. This warning system is not monitored either on site or remotely. In addition, a zonal map has not been displayed adjacent to the fire alarm panel in the entrance hall.	Residents, Management Staff, Visitors, Contractors The property (which is understood to house 'general needs' occupants) has not been constructed to adopt a 'simultaneous evacuation' fire strategy. In view of this, persons not directly affected by a fire which is remote from their dwelling may unnecessarily evacuate from their flat when hearing the communal alarm sounders, putting themselves at greater risk.	None.	L	M	M	The property has been designed to support a 'stay put' fire safety strategy, whereby only those directly affected or threatened by a fire are required to evacuate from the premises. This is due to the standard of the structural fire separation in place. In view of this, the fire warning system within the common areas should be removed; or retained only if the 'stay put' strategy in place is clearly communicated to and understood by the residents; with the primary purpose of the communal fire alarm system being to allow residents to contact the emergency services, whilst remaining within their dwelling if	L	M	L



ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
6.1 cont:							<p>unaffected by a fire; or to warn visitors/contractors within the communal areas.</p> <p>If the system is to be retained, it should be subject to testing and maintenance, with full records kept, in accordance with British Standard 5839-1.</p> <p>Note: If the level of management set out above cannot be achieved, it is recommended that the communal fire alarm system is not retained.</p>			
6.2	No evidence was observed allowing the assessor to confirm that the smoke ventilation system installed within the common areas is subject to routine testing and maintenance.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>Defects associated with the communal area smoke ventilation equipment may not be identified.</p>	None.	L	M	M	Systems of automatically opening vents, or vents electrically controlled but manually operated, should be subject to routine testing and periodic servicing. AOVs and electrically operated OVVs should be tested once a month for correct operation using the controls provided.	L	M	L
7	Fixed and Portable Fire Extinguishing Equipment									
7.1	It could not be verified that the dry riser system is subject to routine maintenance.	<p>Residents, Management Staff, Visitors, Contractors</p> <p>Risk of potential disruption to the water supply available for the Fire & Rescue Service to tackle fires on the higher floors.</p>	None.	L	M	M	An arrangement to inspect and maintain the dry riser system in accordance with BS 9990 should be maintained and service records should be made available to the appropriate enforcing authority for inspection upon request.	L	L	L



ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
7.2	No evidence was observed on site allowing it to be verified that the car park sprinkler system is subject to inspection and maintenance, in accordance with BS 9251.	Residents, Management Staff, Visitors, Contractors Defects associated with the sprinkler system may not be identified.	None.	L	M	M	Implement a program of formal sprinkler system testing/ maintenance and keep on site records in accordance with BS 9251.	L	M	L
7.3	<p>Additional Comments:</p> <p>Untrained persons should not be expected to operate fire extinguishers. In view of this, it is not recommended that portable fire extinguishers are provided within the common areas unless the residents undertake suitable training covering the means of selecting and operating the extinguishers provided.</p> <p>Sprinklers Within residential properties there is increasing evidence that the provision of fire suppression systems on an individual or premises wide basis significantly reduces fire risk. Whilst not currently a legal requirement the installation of such a system should be considered particularly where future refurbishment of the property is being considered, or significant increased risks relating to individuals are identified.</p> <p>Note: Discarded extinguishers were observed in the 4th floor lift lobby riser cupboard.</p>									
8	Fire Safety Signs									
8.1	No significant issues were observed.									

ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
9 Access for Fire Fighters & Fire Fighter Safety										
9.1	No evidence has been observed allowing the assessor to confirm whether the Fireman's Override switch at the entrance to the property is subject to routine checks, in order to confirm that it is operational.	Residents, Management Staff, Visitors, Contractors Fire and Rescue service personnel may be delayed when attempting to access the property in the event of a fire.	None.	M	M	M	The operability of the fireman's override switch should be checked during routine maintenance of the door entry system. Records of all checks should be kept. Details of any defects identified should be communicated to the contractor/persons responsible for the door entry system at the earliest possible opportunity. The site managers / caretakers should routinely carry out tests of the fireman's override switches during routine estate inspections.	L	M	L
9.2	<p>Additional Comments:</p> <p>It is strongly recommended that a 'Premises Information Box' be installed in a prominent position (internally or externally), for the benefit of attending fire crews. Detailed plans showing building layout, dry riser inlets, smoke vent controls, sprinkler stop valves, fire panels, stop cocks, gas and electrical isolation switches are regarded as beneficial information. Emergency contact numbers and information on vulnerable persons should also be considered.</p>									



ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
10 Management of fire safety										
10.1	No evidence has been observed certifying that the common areas are subject to routine inspections by a competent person on a regular basis, as required under the Regulatory Reform (Fire Safety) Order 2005.	Residents, Management Staff, Visitors, Contractors Items may accumulate in the common parts causing an obstruction to the escape route. In addition, defective electrical equipment, lighting units or any measures installed for the purposes of fire safety may not be observed. This is particularly pertinent to the installation and maintenance of fire doors, intumescent strips and cold smoke seals	None.	M	M	M	An inspection of the common areas, incorporating the escape routes and an inspection of any installed fire safety provisions should be performed by a competent person, on a regular basis.	L	M	L
10.2	It is not known whether information concerning any significant fire risks arising from the activities of the ground floor commercial tenants have been communicated to the persons responsible for the residential part of the building.	Residents, Management Staff, Visitors, Contractors Persons within the residential common areas may be unaware of significant fire risks associated with the activities of the ground floor commercial tenants and any precautions which should be taken.	None.	L	H	M	Copies of the fire risk assessment undertaken by the ground floor commercial tenants should be provided to the person(s) responsible for the residential part of the building. Details of any significant fire risks affecting the property should be discussed and appropriate controls measures should be implemented. The arrangements for emergency evacuation and assembly should be coordinated between the persons	L	M	L



ID Ref	Hazard Description/ Location	Persons Affected & How they May be Affected	Existing Control Measures	Current Risk Rating			Additional Control Measures Recommended (if required)	Residual Risk Rating		
				L	S	O		L	S	O
10.2 cont:							responsible for the commercial and residential parts of the property.			

Additional Comment:

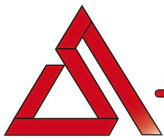
The arrangements for fire safety at the property, including a clear emergency plan/fire response strategy, and the fire safety features of the building, should be discussed with all residents and any visiting contractors.



Record of Actions Taken:

Any actions taken by responsible persons in accordance with the assessment recommendations should be detailed below:

Date:	ID Ref:	Actions Taken:	By Whom:	Further Actions Required? (give details)	Date Due:



**Section D:
Photographic Evidence of Significant Findings:**



Issue ID Reference: 2.3
Soft furnishings in the common area.



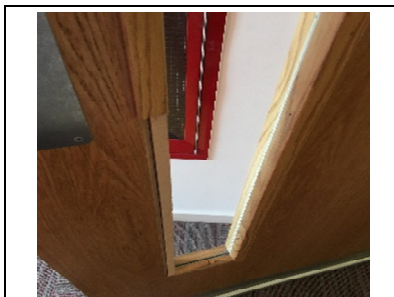
Issue ID Reference: 2.1
Combustibles in the plant room.



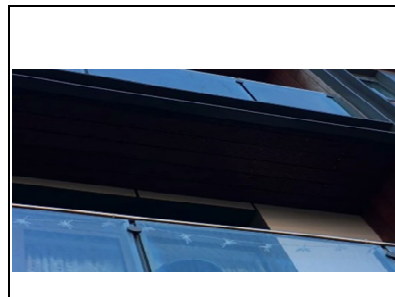
Issue ID Reference: 2.4
Bulk items in the bin store.



Issue ID Reference: 2.1
Example of items in the service cupboard.



Issue ID Reference: 4.2
Beading missing to glazing of fire door.



Issue ID Reference: 2.6
Timber to balconies.

Section E:

Appendix i:

Fire Risk Assessment Inspection Criteria

Outlined below is the specific assessment criteria (consistent with PAS 79 - Fire risk assessment – Guidance and a recommended methodology) that has been applied in order to identify the significant fire hazards and the associated risk factors at the property.

Where areas of non compliance have been established, a full evaluation of the issues/ recommended management actions have been recorded within the main body of this assessment ‘Section C: Assessment of Identified Risks & Recommended Actions.

All other issues set out within our assessment criteria checklist where an issue has not been raised in section C can be considered to be compliant or not applicable to this property.

Specific Elements of the Fire Triangle Considered:

Sources of Ignition

Electrical

Have common area electrical circuits and installations been fitted/periodically inspected, by an NICEIC approved contractor?

Have all electrical cables/leads routed, so as not to cause trip hazards/exposure to damage?

Smoking

Has smoking prohibited throughout all internal common areas within the building?

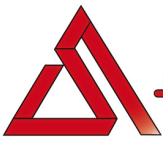
Heating

Are fixed heating installations, gas appliances and boilers subject to regular maintenance by approved contractors?

Are all heaters, (including portable heaters,) fitted with suitable guards and situated in position away from combustible materials?

Cooking (only applicable if catering/kitchen facilities provided within the common areas)

Are cooking appliances in use free from observed deficiencies?



Arson

Is external refuse managed adequately (i.e. waste bins not overloaded, storage away from the building where possible?)

Are suitable internal/external security arrangements in place?

Sources of Fuel

Housekeeping & Storage

Is the property free from large accumulations of combustible materials?

Is the property free from large amount of hazardous agents stored on site, e.g. explosive substances, flammable liquids, chemicals, biological hazards or radioactive materials?

Is upholstered furniture free from tears and/or rips?

Sources of Oxygen

Are oxidising agents kept on site (e.g. Chlorine, Calcium, Hypochlorite, Sodium?)

Are onsite ducting systems adequately installed, so as not to aid the rapid spread of fire?

Are areas around ducting/ventilation adequately sealed, (i.e. use of in tumescent mastic strips?)

Factors affecting risk levels should a fire occur:

Means of Escape

Are alternative means of escape provided if required?

Are the adequate numbers of final exit doors?

Do all fire escape routes lead to a place of safety?

Are all final exit doors immediately operable, without the use of a key?

Do all fire doors along escape routes open in the direction of travel?

Are sliding or revolving doors relied on for means of escape?

Can any electric or magnetic locks be overridden, in an emergency situation?

Are all fire doors that subdivide escape routes fitted with appropriate vision panels?



- Do all fire doors appear to conform to British Standard 476 (i.e. 30 minute fire resistance, adequate smoke seals, self closing?)
- Are fire doors or resisting partitions un-damaged?
- Are fire doors correctly positioned around the property?
- Are travel distances to fire exits acceptable, on all floors?
- Are widths of escape routes, for the maximum numbers of people expected to be in the building, acceptable?
- Are any dead end exit routes adequately protected?
- Are all escape routes free of observable slip/ trip hazards due to damaged surfaces or carpets torn/ unsecured?
- Are all escape routes kept clear from obstructions/unnecessary storage?
- Are all steps and stairs along escape routes in a good state of repair (steps/ drops highlighted?)
- Are adequate handrails provided throughout vertical escape routes?
- Are escape routes from plant rooms and roof areas safe and clearly demarcated?
- Is there reasonable limitation of linings that might promote fire spread?
- Are all shafts between floors/openings between fittings been adequately fire stopped (sealed?)
- Is there adequate compartmentation where required?
- Are all fire escape routes formally inspected on a regular basis, in accordance with the Regulatory Reform (Fire Safety) Order 2005?

Emergency Escape Lighting

- Is emergency escape lighting provided where required, (i.e. core common stairwell, corridors over 30m, open plan areas over 60m² and underground areas?)
- Is emergency lighting serviced in accordance with British Standard 5266 (on a bi-annual basis?)
- Is emergency lighting, throughout the premises, tested on a monthly basis in accordance with British Standard 5266 and appropriate on site records kept?
- Are emergency lighting units visually in good condition and un-obstructed?



Fire Detection & Warning Arrangements

Is an automatic fire detection system installed within the common areas if required?

Is a manually operated fire alarm system installed on the premises (i.e. fire alarm panel and associated manual call points?)

Is the fire alarm system linked to auxiliary equipment (e.g. gas supply?)

Is the fire alarm system linked at a monitoring centre?

Is the fire alarm system maintained in accordance with British Standard 58939 – 1 (full system on a quarterly basis?)

Is the fire alarm system tested in accordance with British Standard 5839 – 1 (minimum of x1 manual call point tested in 1 zone on a weekly basis?)

Are all fire alarm systems in observed working order (e.g. no power supply faults, disabled zones/sounders, false alarms?)

Are all manual fire alarm call points undamaged throughout the premises?

Can the fire alarm be heard clearly by all persons within the building when activated?

Is the zone chart displayed in the vicinity of all fire alarm panels?

Fixed and Portable Fire Extinguishing Equipment

Are fire extinguishers provided on the premises?

Are the correct extinguishers installed in relation to the risks posed (i.e. carbon dioxide extinguishers, for use on electrical fires; water extinguishers, for wood/textiles based fires; powder extinguishers, for multiple classes of fires?)

Are extinguishers provided in adequate quantities, correctly sited and identified by the appropriate type signage, (if required?)

Are all extinguishers adequately secured and unobstructed?

Are all extinguishers serviced annually, in accordance with British Standard 5306?

Are fire extinguisher safety pins & tamper seals intact?

Are additional fixed/portable fire fighting installations provided on the premises (i.e. hose reels, fire blankets, dry/wet risers.)

Signs and Notices

Minimum fire safety signs & notices required in accordance with the Health & Safety (Safety Signs, Signals) Regulations 1996, British Standard 5499 part 4 & The Health Act 2006):



Are Fire Action Notices displayed above or in the close vicinity of all manual call points?

Are all Fire Action Notices completed with building specific information (e.g. assembly point?)

Are there Emergency Condition (green & white,) running man/fire exit signs along escape routes and on the inside of fire exit doors?

Are the mandatory (blue & white,) 'Fire Exit – Keep clear' signs, on the outside of final exit doors?

Is there 'Fire Door – Keep closed/locked/ shut' signage as appropriate on fire doors throughout the property?

Are 'No Smoking' signs displayed at the entrance to the premises and in prominent locations throughout the remainder?

Is there correct fire action signage in place outside the lifts on all levels?

Access for Fire Fighters & Fire Fighter Safety

Are there satisfactory areas for fire brigade vehicles to access the property?

Is there satisfactory access for fire fighters on foot?

Management of Fire Safety

Are all tenants given fire safety/evacuation training when flats are sold/let?

Is a dedicated fire/health & safety log book on site and kept up to date?



Appendix ii:

Emergency Evacuation Recommendations

In the event of a fire affecting the property, we would like to make the following evacuation recommendations for all residents to comply with in order to ensure their own safety:

1) If a fire breaks out in your flat:

- **Leave the room straight away, along with anyone else, and close the door.**
- **Do not stay behind to put the fire out.**
- **Call the Fire Service by dialling 999 or 112.**
- **Wait outside at the designated assembly point (see below).**

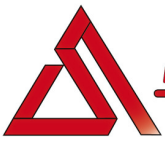
2) If you see or hear of a fire In another part of the building:

- **The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat, closing all doors and windows, if the fire is elsewhere.**
- **You, along with anyone else, must leave the building immediately If smoke or heat affects your home, or if you are told to by the fire service.**
- **If you are in any doubt, get out.**

The person(s) who discover the fire should ensure that the fire service has been called:

- **Telephone the emergency services on 999 and ask for the Fire & Rescue Service.**
- **Give the full address of the property and do not end the call until address has been repeated by the operator**

Do not return to your flat, or the building, unless permission to do so is given by the senior fire service officer present.



Appendix iii:

Assessment Review Record

Reviewing the risk assessment and recording the findings on an annual basis, or as a result of significant incidents/ changes occurring at the premises, is an essential part of the process.

The table below should be updated when reviewing the assessment or planning strategy:

DATE	COMMENTS	SIGNATURE