



In association with



Fire Safety Management Plan

Fire Risk Assessment

Prepared for:

Dudley House (Wootton Bassett) Management Co Ltd

The address that this document relates to:

28 High Street
Royal Wootton Bassett
Swindon
SN4 7A

Produced By:

Peter Jolley CFPA Dip (EU)

Fire Safety Advisor

Dated: 15th December 2024

FIRE RISK ASSESSMENT

This fire risk assessment relates to the fire safety measures provided for the protection of life from the effects of fire and is designed to meet the statutory requirements of both Health and Safety legislation and the Regulatory Reform (Fire Safety) Order 2005.

Fire Safety Services Ltd have used their professional expertise and judgments in identifying the recommended actions and in the preparation of this assessment. This document records the fire safety measures in place when the Fire Safety Risk Assessment (non-destructive) was conducted, lists any inadequacies found and details the appropriate remedial action.

While the Fire Risk Assessor has taken care to ensure accuracy of the information offered, Fire Safety Services Ltd cannot accept legal liability for any loss (including loss of anticipated profits, expected future business or damage to goodwill) or claims for damages in connection with this report.

It should be borne in mind that this assessment and the recommended actions are open to individual interpretation and as such a fire officer from the local fire authority may express a different view on certain aspects. It is for this reason that Fire Safety Services Ltd cannot accept responsibility for any subsequently identified items that arise from any future detailed analysis that may be carried out.

The observations / deficiencies and recommended actions relate to those areas to which access was possible at the time of the assessment.

Failure to maintain the levels of fire protection provided, or the standards of routine fire precautions and safe working practices, may invalidate the entire risk assessment.

N.B. 1. Where no emergency or evacuation procedures exist, it is not in the scope of this report that such procedures are produced. It is the responsibility of the client to establish these procedures as soon as possible together with the arrangement of suitable communication, instruction, and training.

N.B.2. The client is also responsible for arranging the ongoing regular review and monitoring of the assessment.

NAME OF FIRE ADVISOR CONDUCTING THE FIRE SAFETY RISK ASSESSMENT:	NAME OF PERSON HAVING CONTROL OF THE FIRE SAFETY MANAGEMENT PLAN:
Name (In Full): Peter Jolley	Name (In Full): Director(s) of Dudley House (Wootton Bassett) Management Co Ltd
Signature: 	Signature:
Date: 15 th December 2024	Date:

If you require further information regarding this Fire Risk Assessment, please contact:



Telephone: 01793 780 088
Unit 58 Shrivenham Hundred Business Park Shrivenham Swindon SN6 8TY

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT TYPE 1

Responsible Person (RP) or person having control of the premises or area Assessed:	Director(s) of Dudley House (Wootton Bassett) Management Co Ltd
Address of premises:	28 High Street Royal Wootton Bassett Swindon SN4 7A
Person(s) consulted:	Via email, Richard from Tydemans Residential
Assessor:	Peter Jolley CFPA Dip (Europe)
Date of fire risk assessment:	6 th December 2024
Date of previous fire risk assessment:	9 th December 2022
Suggested date for review ¹⁾ :	December 2027 by a competent person and annually by the RP.

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

1.0	<i>The Premises</i>	
1.1	Number of Floors:	Three floors
1.2	Approximate size of property:	300m ² (building footprint only)
1.3	Brief details of building:	A three-storey high street terraced property of a traditional construction (brick, block, wood, stud partition with plaster finish with either rendered brick or brick faced eternal walls with a pitched slate roof). The building comprises four flats. The ground floor flats are accessed from the front of the building off street via the buildings main entrance (entrance 1), which provides access to a hallway and access to flats A & B with the addition of a rear exit into the carpark. And the flats located the first floor are accessed via their own external staircase at the rear of the building, which leads to their common entrance door (entrance 2). Entrance 2 opens into a small foyer which provides access to the flats C & D. Fire safety purpose group 1a – 4 Flats (Residential). Occupancy Characteristics – Ci Long term occupancy. Risk Profile – C2 Occupants who are likely to be asleep with a medium fire growth.

2.0	<i>The Occupants of the Premises</i>	
2.1	Approximate maximum number of employees:	None.
2.2	Approximate maximum number of residents and visitors at any one time:	8 assuming 2 residents within each flat.

3.0	<i>The Occupants at Special Risk</i>
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- | | | |
|-----|----------------------------|---|
| 3.1 | Sleeping Occupants: | Yes 8, assuming 2 residents within each flat.

We have not been made aware of any persons requiring special consideration currently at the premises. 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. 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. |
| 3.2 | Disabled Occupants: | |
| 3.3 | Occupants in Remote areas: | No. |
| 3.4 | Others: | None. |

4.0	<i>Fire Loss Experience</i>
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- None.

5.0	<i>Other Relevant Information</i>
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- This risk assessment relates to:
 - Fire precautions within the common parts only.
 - Fire protection systems that are the client's responsibility.
- While the occupants of the flats are 'relevant persons', the flats, as domestic dwellings, are outside the scope of the Regulatory Reform (Fire Safety) Order 2005.
- The inspection was confined to the common parts, i.e. this is a Type 1 Fire Risk Assessment as defined in the Local Government Group's guide, Fire Safety in Purpose-Built Blocks of Flats. And the fire precautions applied as per LACoRS Housing - Fire Safety Guidance on fire safety provisions for certain types of existing housing.
- It is imperative that all significant findings and potential ignition sources identified during the Fire Risk Assessment are made available to all parties (Freeholder(s) / Leaseholders / Tenants) concerned. Failing to ensure this could place the building occupants at risk and could be a breach of fire legislation.

6.0	<i>Relevant Fire Safety Legislation</i>
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- | | Yes | No | N/A |
|--|-----|----|-----|
| 6.1 The Regulatory Reform (Fire Safety) Order 2005 | ✓ | | |
| 6.2 The Health & Safety at Work Act 1974 | ✓ | | |
| 6.3 The Housing Act 2004 | ✓ | | |
| 6.4 Is there an alterations notice in force? | | ✓ | |
| 6.5 Others: | | | |
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FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7.0		Electrical Sources of Ignition		
		Yes	No	N/A
7.1	Reasonable measures taken to prevent fires of electrical origin?	✓		
7.2	More Specifically:			
	a) Fixed Installation periodically inspected and tested?	✓		
	b) Portable Appliance Testing (PAT) carried out?			✓
	c) Suitable policy regarding the use of personal electrical appliances?			✓
	d) Suitable limitation of trailing leads and adaptors?	✓		
7.3	Comments and hazard observations:			
	The common areas of flats must have the fixed electrical installations inspected / tested periodically in accordance with BS 7671. It is recommended that for this type of premises it is carried out every 5 years by a competent Electrical Engineer. The Assessor was provided with an electrical condition reports dated 2024 for Flats A, B, & D and all deemed satisfactory and was noted the common area electrics are linked to some of these flats. It was noted that Flat C was planned to have their linked common areas electrics supply, rerouted and linked to Flat D, which the RP is advised to complete. Further guidance can be sourced here ref electrical testing			

8.0		Smoking		
		Yes	No	N/A
8.1	Reasonable measures taken to prevent fires as a result of smoking?	✓		
8.2	More Specifically:			
	a) Are "No smoking" signs provided in the common areas?	✓		
	b) Smoking prohibited in appropriate areas?	✓		
	c) Suitable arrangements for those who wish to smoke?			✓
	d) No evidence of breaches of policy?	✓		
8.3	Comments and hazard observations:			
	The RP should ensure that "No smoking signs" are displayed within the common areas. At the time of the Assessment none were in place.			

9.0		Arson		
		Yes	No	N/A
9.1	Does basic security against arson by outsiders appear reasonable? 1)	✓		
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	✓		
9.3	Comments and hazard observations:			
	No obvious signs of high fire load external to the building.			

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security including security against arson) is required the advice of a security specialist should be obtained.

10.0		Portable Heaters & Heating Installations & Ventilations Systems		
		Yes	No	N/A
10.1	Is there satisfactory control over the use of portable heaters?			✓
10.2	Are fixed heating and ventilation installations subject to regular maintenance?			✓
10.3	Comments and hazard observations:			
	- No heating is provided in the common parts. - The flats are fitted with individual heating systems.			

11.0		Cooking		
		Yes	No	N/A
11.1	Are reasonable measures taken to prevent fires as a result of cooking?			✓
11.2	Comments and hazard observations:			✓
	- No cooking facilities are provided in the common parts. - Cooking appliances in flats have not been considered.			

12.0		Lightning Protection System		
		Yes	No	N/A
12.1	Do the premises have a lightning protection system?			✓
12.2	Comments and hazard observations:			
	None.			

13.0 Housekeeping		Yes	No	N/A
13.1	Is the standard of housekeeping adequate?	✓		
13.2	More Specifically:			
	a) Do combustible materials appear to be separated from ignition sources?	✓		
	b) Is unnecessary accumulation or inappropriate storage of combustible / flammable materials or waste avoided?	✓		
	c) Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?			✓
13.3	Comments and hazard observations:			
	None.			

14.0 Hazards Introduced by Outside Contractors and Building Works		Yes	No	N/A
14.1	Is there satisfactory control over works carried out in the building by outside contractors.		X	
14.2	Comments and hazard observations:			
	No contractor's policy to review. The RP must ensure, where necessary prior to any works, that they are fully aware of all Risk Assessment Methodology Statement (RAMS) provided by the contractors and whilst on site there are adequate controls in place, where necessary e.g. hot works permits. <u>See here for guidance.</u> A policy should be produced and given to any contractors relating to fire and fire safety and control procedures whilst working onsite.			

15.0 Dangerous Substances ²⁾		Yes	No	N/A
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises ³⁾ ?			✓
15.2	Comments and hazard observations:			
	None.			

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16.0 Other Significant Ignition Sources / Hazards that warrant consideration		Yes	No	N/A
16.1	Additional Ignition Sources / Hazards observed:	✓		
16.2	Comments and hazard observations:			
	None			

FIRE PROTECTION MEASURES

17.0	<i>Means of Escape from Fire</i>	Yes	No	N/A
17.1	Is the design and maintenance of the means of escape considered adequate?		X	
17.2	More Specifically:			
	a) Are there reasonable distances of travel:	✓		
	- where there is escape in a single direction?	✓		
	- where there are alternative means of escape?			✓
	b) Is there adequate provision of exits?	✓		
	c) Do fire exits open in the direction of escape, where necessary?			✓
	d) Are the arrangements provided for securing exits satisfactory?	✓		
	e) Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition?	✓		
	f) Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition?			✓
	g) Are suitable self-closing devices fitted to doors in the common areas?			✓
	h) Is the fire resistance of doors to meter cupboards/store rooms/plant rooms in the common areas considered adequate, and are they adequately secured and/or fitted with suitable self-closing devices?			✓
	i) Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition?		X	
	j) Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order?		X	
	k) Are there adequate smoke control provisions to protect the common escape routes, where necessary?			✓
	l) Are all escape routes clear of obstructions?	✓		
	m) Are all fire exits easily and immediately openable?	✓		
	n) Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people?			✓
17.3	Comments and hazard observations:			
	The means of escape from the flats on the first floor is via the external staircase and the ground floor flats is either via the main entrance / exit or rear exit which are released via a thumb type barrel lock.			
	The RP must ensure that each flat entrance fire doors and common area fire doors are inspected every 12 months in accordance with Fire Safety (England) Regulation 2022 and be FD30S fire doors are per BS 8214:2016, manufactures instructions. At the time of the Assessment Flat B, C & D access was not gained. See Annex A for inspection report on Flat A. The RP must inform and ensure the Freeholder or Leaseholder(s) have their flat entrance door inspected ensuring there are FD30S fire door and fit for purpose.			

18.0**Measures to Limit Fire Spread and Development**

		Yes	No	N/A
18.1	It is considered that there is/are:			
	a) adequate levels of compartmentation between floors and between flats and the common escape routes?	✓		
	b) reasonable limitation of linings to escape routes that might promote fire spread?	✓		
	c) as far as can reasonably be ascertained, reasonable fire separation within any roof space?		?	
	d) adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?			✓
18.2	As far as can reasonably be ascertained, there are no materials present that may contribute to spread of fire over external walls e.g. Aluminium Composite Material (ACM) cladding, High Pressure Laminate (HPL) cladding or other potentially combustible cladding materials?	✓		
18.3	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire ⁴⁾ , 5)?			✓
18.4	Comments and deficiencies observed:			
18.4	- Section 18.2 - Either rendered brick or building stone faced external walls, which would not promote external fire spread at this building. - See Section 17.4 ref fire doors. - There was no access at the time of the Assessment into the roof void. The RP must ensure that an Assessment is completed of the roof void ensuring that a fire partition compartmentation wall separates the two flats (C & D) and that the installation fit for purpose as per BS 9991 Fire safety in the design, management and use of residential buildings. Code of practice.			

⁴⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁵⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

19.0**Escape Lighting**

		Yes	No	N/A
191	Reasonable standard of escape lighting system provided? ⁶⁾			✓
19.2	Comments and hazard observations:			
	The external access stairs provide access to the first-floor flats front doors, which is a short flight of stair, with automatic lighting provided. There is also a streetlamp to the rear. For these reasons escape lighting system is not required.			

⁶⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

20.0	<i>Fire Safety Signs and Notices</i>		
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	Yes	No	N/A
20.1 Reasonable standard of fire safety signs and notices?		X	
20.2 Comments and deficiencies observed:			
There were no fire action notices displayed within the common areas detailing the action to take in the event of fire and the location of the fire assembly point. The RP must ensure that there is fire action notice displayed in the common areas with the correct information annotated.			

21.0	<i>Means of giving Warning in Case of Fire</i>		
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	Yes	No	N/A
21.1 Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary ⁷⁾ ?		X	
21.2 If there is a communal fire detection and fire alarm system, does it extend into the dwellings?		X	
21.3 Where appropriate, has a fire alarm zone plan been provided?			✓
21.4 Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition?			✓
21.5 Comments and deficiencies observed:			
There is what appears to be single point fire detection installed. This type of fire detectors is not fit for purpose and is advised it should be removed as they are not loud enough to raise a sleeping occupant within a bedroom.			

⁷⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22.0	<i>Manual Fire Extinguishing Appliances</i>		
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	Yes	No	N/A
22.1 Reasonable provision of portable fire extinguishers?			✓
22.2 Are all fire extinguishing appliances readily accessible?			✓
22.3 Comments and deficiencies observed:			
None required.			

23.0	<i>Relevant Automatic Fire Extinguishing Systems⁸⁾</i>		
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23.1 Type of System:	
None.	
23.1 Comments and hazards observed:	
None.	

⁸⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

24.0***Other Relevant Fixed Systems & Equipment***⁹⁾

24.1 Type of System: (E.g. Dry rising main, Automatic smoke vents, Firefighting lift)

24.2 Comments and hazards observed:

- None.

Yes No N/A

24.3 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

✓

24.4 Comments and hazards observed:

- N/A.

⁹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

MANAGEMENT OF FIRE SAFETY

25.0***Procedures and Arrangements***

Yes No N/A

Safety assistance:

25.1 The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

- At the time of the Assessment, it could not be confirmed who the RP has assigned to assist in the management of fire safety and the maintenance of the installed fire safety system(s). The Fire Safety Order states the RP must appoint one or more competent persons to assist them in compliance with fire safety legislation. [See here for current guidance](#)

25.2 Fire safety at the premises is managed by¹⁰⁾:

X

Comments:

- The RP must ensure that this block of flats and the common areas must be managed as per current fire safety guidance [See here for guidance](#). And they take the necessary action to reduce the risk as detailed under 'Significant findings' at the rear of this document. At the time of the Assessment no one has been assigned this role

25.3 Is there a suitable record of the fire safety arrangements?

X

Comments:

- At the time of the Assessment there were no notices displayed within the common areas to inform residents of who is responsible for managing fire safety (Fire) within this building with contact information. The RP must ensure that the correct information is displayed within the common area on a notice board so residents know whom they can contact regarding fire safety at this block.

- 25.4 Evacuation strategy:
- Stay put ✓
- Simultaneous evacuation
- Other (please specify below)
- Comments:
- None.
- 25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate¹¹⁾? X
- Comments:
- There was no fire action notice or fire safety information displayed within the common areas. The RP must ensure residents are aware of their action to take in the event of fire and Fire safety notice / information is in place and its states action in the event of fire, fire assembly point and the Stay put strategy.
- 25.6 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? X
- Comments:
- The RP or their management company must ensure they carry periodic fire inspections of the common area, to ensure precautions are fit for purpose and the means of escape. At the time of the Assessment could not be confirmed if this is the case. When inspections are carried out, they should also be documented too. The inspections must include checking of fire doors, and escape routes.

¹⁰⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

¹¹⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

26.0	Fire Brigade Provisions Onsite	Yes	No	N/A
26.1	Is there suitable vehicle access onto the site for the emergency services?	✓		
26.2	Can the fire brigade easily access the buildings?	✓		
26.3	Are fire hydrants provided and are they in suitable locations?	✓		
26.4	Are dry risers provided?			✓
26.5	Is there a suitably located premises information box for the fire?			✓
26.6	Comments and deficiencies observed:			
	• None.			

27.0	Fire Safety Training and Evacuation Drills
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	Yes	No	N/A
27.1 Are all staff given adequate fire safety instruction and training? Comments:			✓
No staff onsite.			
27.2 When the employees of another employer work in the Comments:			✓
None in place.			

28.0	Engagement with Residents
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	Yes	No	N/A
28.1 Has information on fire procedures been disseminated to residents?		?	
28.2 Is fire safety information disseminated to residents?		?	
28.6 Comments and deficiencies observed:			
- The RP must ensure that there is communication, coordination, and cooperation with the leaseholders and residents, and they are both aware of their action to take in the event of a fire and the evacuation policy. The following information should be made available to all residents within the flats:- - Fire safety instruction should be in comprehensible form that residents can be reasonably expected to understand. - The evacuation strategy for the building. - Provide fire safety information on how to report a fire and the action to take once a fire has occurred. - The instructions should be to new residents as soon as reasonably practicable. - The instructions should be issued to all residents within each period of 12 months. - After any material changes the instructions should be issued to all residents - Provide information to residents on the importance of fire doors. - Fire Doors - Under the Fire Safety (England) Regulations 2022, leaseholder(s) and residents must be informed about the importance of maintaining fire doors in good condition and inform them they must be inspected annually. It must be stressed to them all flat entrance doors must be kept shut when not in use and, if they remove the self-closing device, they are breaking the law. They should be advised not to alter doors or replace existing doors without seeking professional advice. If they replace a fire-resisting door with a non-fire-resisting door, they are also breaking the law. They must be told to report any faults or damage to their flat entrance door to the RP or management company immediately. It is a legal requirement that the above information be provided to residents as soon as reasonably practicable after they move into their flat, and at periods of no greater than 12 months thereafter. The RP must ensure this information is being promulgated annually to all residents.			

29.0	Testing and Maintenance	Yes	No	N/A
29.1	Is there adequate maintenance of the premises?			✓
29.2	Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? Comments and deficiencies observed: The single point fire detection should be removed from the common areas and therefore no maintenance will be required if removed.			✓
29.3	Are monthly and annual testing routines in place for the emergency escape lighting? Comments and deficiencies observed: None installed.			✓
29.4	Is annual maintenance of fire extinguishing appliances undertaken? Comments and deficiencies observed: None installed.			✓
29.5	Are six-monthly inspection and annual testing of rising mains undertaken? Comments None installed.			✓
29.6	Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? Comments and deficiencies observed: N/A.			✓
29.7	Other relevant inspections or tests: Comments and deficiencies observed: The RP must ensure that each flat entrance and common areas fire doors are fit for purpose and are being inspected every 12 months in accordance with the Fire Safety (England) Regulation 22. And are fit for purpose as per BS 8214:2016 or manufactures instruction. It is of high importance for these inspections to ensure that a good standard of fire safety is maintained within the means of escape. At the time of the Assessment Flat A doors was fully inspected. The RP must ensure that they notify leaseholders to have their flat entrance door inspected are FD30S fire doors and inform the RP of the condition of their fire doors.		X	

30.0	Records	Yes	No	N/A
30.1	Are appropriate records kept of:			
	a) Fire alarm tests (where relevant)?			✓
	b) Emergency escape lighting tests?			✓
	c) Maintenance and testing of other fire protection systems and equipment?			✓
	c) Dry Risers / Hydrants			✓
	e) Fire Shutters			✓
	f) Smoke Control Systems			✓
	g) Fire doors (common areas)			✓
	h) Fire doors (Flats)		X	
30.2	Comments and deficiencies observed:			
	All tests and inspections carried out by a competent person and the end user should be suitably recorded. The RP should ensure that they hold suitable records so that they can be made available to a Fire Officer, Housing Officer or a Risk Assessor where necessary. Please note that RP should ensure that the fire log book is completed correctly under the correct section for the fire equipment tested / inspected.			

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm ☒ Moderate harm ☐ Extreme harm ☐

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

- The RP must take the following action within this document as detailed under Significant Findings to reduce the risk to building occupants within a defined timeframe. Failing to take no action will place the occupants at risk from fire and would be a breach of Fire Legislation & the Housing Act.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	There is a need for improvements that involve minor or limited cost or continued management. Risk reduction measures should be implemented, where necessary within a defined time period.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Significant findings and action plan

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

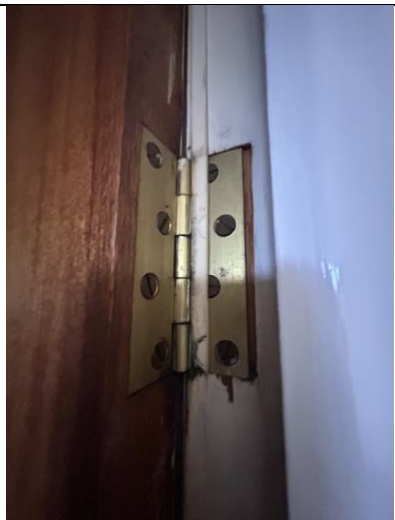
Trivial ☐

Tolerable ☒

Definition of Priorities			
Priority	Risk Value	Suggested Timescale	
1	HIGH	A	IMMEDIATELY
2	MEDIUM	B	SHORT TERM
3	LOW	C	MEDIUM TERM
		D	LONG TERM

An 'O' or 'Ongoing' inserted in the Priority column alongside the risk level indicates that although there was no specific non-compliance detected at the time of the Fire Risk Assessment and no immediate action is required, there is a need of ongoing action / attention to ensure compliance is maintained.

No	Significant Findings & Required Action	Priorities	Timescale	Photo
1	The common areas of flats must have the fixed electrical installations inspected / tested periodically in accordance with BS 7671. It is recommended that for this type of premises it is carried out every 5 years by a competent Electrical Engineer. The Assessor was provided with an electrical condition reports dated 2024 for Flats A, B, & D and all deemed satisfactory and was noted the common area electrics are linked to some of these flats. It was noted that Flat C was planned to have their linked common areas electrics supply, rerouted and linked to Flat D, which the RP is advised to complete. Further guidance can be sourced here ref electrical testing	O	2029	No Photo
		Ongoing maintenance		
2	No contractor's policy to review. The RP must ensure, where necessary prior to any works, that they are fully aware of all Risk Assessment Methodology Statement (RAMS) provided by the contractors and whilst on site there are adequate controls in place, where necessary e.g. hot works permits. See here for guidance . A policy should be produced and given to any contractors relating to fire and fire safety and control procedures whilst working onsite.	O-3	D	No Photo
		Action required & Ongoing monitoring		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
3	The RP must ensure that each flat entrance fire doors and common area fire doors are inspected every 12 months in accordance with Fire Safety (England) Regulation 2022 and be FD30S fire doors are per BS 8214:2016, manufactures instructions. At the time of the Assessment Flat B, C & D access was not gained. See Annex A for inspection report on Flat A. The RP must inform and ensure the Freeholder or Leaseholder(s) have their flat entrance door inspected ensuring there are FD30S fire door and fit for purpose.	O-2	B	
		Action required & Ongoing maintenance		
4	There was no access at the time of the Assessment into the roof void. The RP must ensure that an Assessment is completed of the roof void ensuring that a fire partition compartmentation wall separates the two flats (C & D) and that the installation fit for purpose as per BS 9991 Fire safety in the design, management and use of residential buildings. Code of practice.	3	B	No Photo
		Action required		
5	There were no fire action notices displayed within the common areas detailing the action to take in the event of fire and the location of the fire assembly point. The RP must ensure that there is fire action notice displayed in the common areas with the correct information annotated.	3	A	
		Action required		
6	At the time of the Assessment there were no notices displayed within the common areas to inform residents of who is responsible for managing fire safety (Fire) within this building with contact information. The RP must ensure that the correct information is displayed within the common area on a notice board so residents know whom they can contact regarding fire safety at this block.	3	C	No Photo
		Action required		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
7	Fire Doors - Under the Fire Safety (England) Regulations 2022, leaseholder(s) and residents must be informed about the importance of maintaining fire doors in good condition and inform them they must be inspected annually. It must be stressed to them all flat entrance doors must be kept shut when not in use and, if they remove the self-closing device, they are breaking the law. They should be advised not to alter doors or replace existing doors without seeking professional advice. If they replace a fire-resisting door with a non-fire-resisting door, they are also breaking the law. They must be told to report any faults or damage to their flat entrance door to the RP or management company immediately. It is a legal requirement that the above information be provided to residents as soon as reasonably practicable after they move into their flat, and at periods of no greater than 12 months thereafter. The RP must ensure this information is being promulgated annually to all residents.	O-2	B	No Photo
		Action required & Ongoing maintenance		
8	At the time of the Assessment, it could not be confirmed who the RP has assigned to assist in the management of fire safety and the maintenance of the installed fire safety system(s). The Fire Safety Order states the RP must appoint one or more competent persons to assist them in compliance with fire safety legislation. See here for current guidance	O	A	No Photo
		Date completed / staff signature		
9	The RP must ensure that this block of flats and the common areas must be managed as per current fire safety guidance See here for guidance . And they take the necessary action to reduce the risk as detailed under 'Significant findings' at the rear of this document. At the time of the Assessment no one has been assigned this role	O	A	No Photo
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
10	The RP or their management company must ensure they carry periodic fire inspections of the common area, to ensure precautions are fit for purpose and the means of escape. At the time of the Assessment could not be confirmed if this is the case. When inspections are carried out, they should also be documented too. The inspections must include checking of fire doors, and escape routes.	O-3	D	No Photo
		Action required & Ongoing monitoring		
11	The RP must ensure that there is communication, coordination, and cooperation with the leaseholders and residents , and they are both aware of their action to take in the event of a fire and the evacuation policy. The following information should be made available to all residents within the flats:- a) Fire safety instruction should be in comprehensible form that residents can be reasonably expected to understand. b) The evacuation strategy for the building. c) Provide fire safety information on how to report a fire and the action to take once a fire has occurred. d) The instructions should be to new residents as soon as reasonably practicable. e) The instructions should be issued to all residents within each period of 12 months. f) After any material changes the instructions should be issued to all residents g) Provide information to residents on the importance of fire doors.	O-3	B	No Photo
		Action required & Ongoing monitoring		
12	The RP must ensure that each flat entrance and common areas fire doors are fit for purpose and are being inspected every 12 months in accordance with the Fire Safety (England) Regulation 22. And are fit for purpose as per BS 8214:2016 or manufactures instruction. It is of high importance for these inspections to ensure that a good standard of fire safety is maintained within the means of escape. At the time of the Assessment Flat A doors was fully inspected. The RP must ensure that they notify leaseholders to have their flat entrance door inspected are FD30S fire doors and inform the RP of the condition of their fire doors.	O-2	B	No Photo
		Action required & Ongoing monitoring		

Annex A – Fire Door Inspection

References:

- A. BS 8214:2016 Timber-based fire door assemblies. Code of practice
- B. Regulator Reform (Fire Safety) Order 2005
- C. The Fire Safety (England) Regulations 2022

Introduction

Fire doors are an important safety feature of any building in which people work, live or visit, as they offer resistance to the spread of fire and smoke limiting its effect. They are particularly important elements of fire protection on escape routes and as such, the 'Responsible Person' (RP) should carry out a regular check of the fire doors within a building and ensure monitoring of their condition for effective operation.

Reference A & B requires the safety of fire doors, devices and systems that could develop dangerous faults, are subject to a suitable system of maintenance. Reference B & C requires fire and escape doors are subject to suitable maintenance. *'Suitable' means, among other things, that the maintenance is carried out regularly, that any defect is remedied, and that records are kept.* Therefore, fire doors should be inspected annually depending on their use and foot fall and the results of the inspections recorded complete with any actions taken to repair them etc, if damaged.

Definition of a Fire Door - means a door assembly, which is designed to hold back fire and smoke for a designated period and has been tested under conditions for door assemblies described in British Standard 476: Part 22 1978 or BS EN1634-1 2000.

Maintenance

For the doors to work efficiently a programmed maintenance must be carried out to all parts of the door by 'Duty Holders' in their areas of responsibility. Work on fire doors should only be undertaken by persons experienced in this type of work. The conclusion is that the Employer / RP must ensure that fire doors and escape doors are kept in safe working order by a properly documented system of regular maintenance, carried out by competent individuals.

Further to a none-evasive fire door inspection, the following tables documents the condition of the fire door doorsets that open onto the means of escape (staircase(s)), where access was granted.

Where necessary, the RP must ensure that any remedial action of the fire doors is completed in accordance with Reference A or the manufactures instruction by a competent person within a defined timeframe.

Fire Doors Inspected: Flat A entrance access doors.

1. Flat A entrance access doors

Door Label		Flat A entrance access doors		
Door Reference:		Unknown		
FR:		Single		
Has the fire door got a third-party fire door scheme label or plug fitted?		No label or plug		
Door Leaf				
Enter the Height of the door leaf (mm)		1975		
Enter the Width of the door leaf (mm)		828		
Enter the Thickness of the door leaf (mm):		40		
Does the door leaf sit against the door stop and is it free from distortion?		No, draft excluder affixed to frame		
Is the door free from damage including dents?		No, approx. 40% of door leaf removed around lock		
Door finish type:		Veneered		
Door Signage:		No		
Door Frame				
Door frame section size - Width (mm):		836		
Is the door frame firmly attached to the wall?		Yes		
Leaf To Frame Gaps				
Leaf to frame gap – Top Head (mm):	Left – Middle - Right	1.5	3	3
Leaf to frame gap - Closing Edge (mm):	Top – Middle – Bottom	3	2	2
Leaf to frame gap - Hinge Edge (mm):	Top – Middle - Bottom	4	5	5
Leaf to frame gap - Sill (mm):	Left – Middle - Right	3	3	3
Intumescent/Smoke/Acoustic Seals				
Are intumescent seals in place?		No		
Are the seals free from damage?		N/A		
Seal Type:		N/A		
Seal Size (mm):		N/A		
Are the seals well attached inside the rebate of the frame or door leaf?		N/A		
Are the seals continuous around the frame or door?		N/A		
Are the seals Interrupted?		N/A		
Hinges				
Are there a minimum of 3 hinges fitted?		Three		
Have the hinges been bedded on or bypassed with a suitable fire protection material?		No		
Hinge Type:		None fire rated		
Are the hinges free from metal fragments and oil leakage, which are signs of wear?		Yes		
Door Closers				
Does the door have a closer?		Two self-concealed		
Open the door to 5 degrees or 75mm. Does it close and engage with the latch?		No		
Is the self-closer fire rated		Unknown		
Is the closer correctly attached to the door and frame?		No, one disconnected		
Is the closer free from damage and not leaking?		No		
If unlatched, does the closer hold the door in line with the frame and intumescent seal?		No, draft excluder		
Hold Open Devices				
Does the door have an electronically powered hold open device?		N/A		
Lock And Latch				
Does the door have a certified lock and/or latch?		None fire rated lock and furniture		
Is a door selector fitted?		N/A		
Glazing And Glass				
Does the door leaf contain a vision panel(s)?		No		
Is the edge protection on both sides of the glass?		N/A		
Is the intumescent continuous to the glass and bead?		N/A		
Is the beading hardwood timber?		N/A		
Is the glass free from damage and cracking?		N/A		
What is the type of glass in the vision panel?		N/A		
Is the area of the glass present within the maximum size specified by the manufacturer?		N/A		
Spy hole & Letter plates				
Is a spy hole installed?		Yes, unknown if fire rated		
Is a letter plate installed and fire rated?		No		
Summary & Recommendations:				
Fire Door Fails Inspection – Medium Risk – Action Required.				
This fire door leaf has had 40% of wood removed where the locks had been installed, which would affect the integrity of the fire door leaf and therefore its performance under fire conditions. Plus, it is also a type of thin panel door leaf with no manufacturer's fire door label or marking visible. For this reason, this door leaf should be replaced with a FD30S fire door door-set with self-closer and combined intumescent & cold smoke seals installed with 30-minute fire rating. With the new fire door doorset being installed and maintained in accordance with the manufacturer's instructions or BS 8214:2016 by a competent person. Ensuring all ironmongery (hinges, locks & latches) and the self-closer are CE fire rated approved.				

Fire Door Images



Flat A entrance access doors

