



In association with



Fire Safety Management Plan

Fire Risk Assessment

Prepared for:

Flats 1-5, 20 Church Street

Flats 1 - 5,
20 Church Street
Stratton
St. Margaret
Swindon
SN3 4NB

Produced By:

Peter Jolley CFPA Dip (EU)

Fire Safety Advisor

Dated: 3rd 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.



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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 CFPA DP (EU)	Name (In Full): Director(s) of 20 Church Street Stratton St Margaret Management Co Ltd
Signature: 	Signature(s):
Date: 3 December 2024	Date:

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 20 Church Street Stratton St Margaret Management Co Ltd
Address of premises:	Flats 1 - 5, 20 Church Street Stratton St. Margaret Swindon SN3 4NB
Person(s) consulted:	Via email, Richard from Tydemans Residential
Assessor:	Peter Jolley CFPA Dip (EU)
Date of fire risk assessment:	22 nd November 2024
Date of previous fire risk assessment:	Unknown
Suggested date for review ¹⁾ :	November 2024

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
1.2	Approximate height of property:	11 metres in height with top floor level approximately 8 metres.
1.3	Brief details of building:	An end terraced house, which has been converted into five residential self-contained flats of a traditional construction (brick, block, wood, stud partition with plaster finish with either rendered brick or building stone faced external walls with a pitched tiled roof). Flat 2 has its own entrance to the front of the building. Flat 1 has its own ground floor entrance to the rear of the building. And flats 3, 4 (first floor) & 5 (second floor) are accessed to the rear of the building via an external staircase, which provide access to the first floor, and a second staircase off the roof provide access to the second floor flat (5). Flat 5 is accessed direct off the staircase. Flats 3 & 4 share a common area which includes the foyer, the two flat front doors, plus the Landlord's electrical cupboard. Fire safety purpose group 1(a) – Flats (5 Residential Flats). Occupancy Characteristics - Ci Long term individual occupancy, domestic flats. 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:	10 assuming two residents in each flat.

3.0 The Occupants at Special Risk

- 3.1 Sleeping Occupants: Yes, 10 assuming two residents in each flat.
- 3.2 Disabled Occupants: The Assessor is unaware if there are any person(s) who may require assistance within their flat. If the RP is aware of such person(s) residing within this block, then they should advise the person(s) concerned to ensure that an individual Person-Centred Fire Risk Assessment is completed by a competent person and act on the findings, where necessary.
- 3.3 Occupants in Remote areas: No.
- 3.4 Others: None.

4.0 Fire Loss Experience

- None.

5.0 Other Relevant Information

- 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 Relevant Fire Safety Legislation

- | | 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: | | | |
| • The Fire Safety Act 2021 | | | |
| • Building Safety Act 2022 | | | |
| • Fire Safety (England) Regulations 2022 | | | |

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?		X	
7.2	More Specifically:			
	a) Fixed Installation periodically inspected and tested?	✓		
	b) Portable Appliance Testing (PAT) carried out?		X	
	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 report dated 2022 and deemed satisfactory. - The TV Ariel system PAT dated unknown. The electrical portable appliances (e.g. TV Ariel system) must have an electrical periodic appliance test to ensure their serviceability (control over ignition sources). The RP should ensure that they hold a full up to date inventory of the portable electrical appliances onsite (common areas) which is in the control of the RP and ensure that they are being tested at the correct intervals. <u>Guidance can be sourced here.</u>			

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

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 or wall heaters?			✓
10.2	Are fixed heating and ventilation installations subject to regular maintenance?			✓
10.3	Comments and hazard observations:			
	- None within the common areas. - 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?		X	
13.2	More Specifically:			
	a) Do combustible materials appear to be separated from ignition sources?	✓		
	b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided?	✓		
	c) Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials?		X	
13.3	Comments and hazard observations:			
	The RP should ensure the combustible materials are removed from the Landlords electrical cupboard. And the leaseholders/residents are informed they must not store/leave such items in this area.			
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?		X	
	f) Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition?		X	
	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?		X	
	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?		?	
	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 external staircase is the only escape route for the building occupants located on the upper floors. And for escape purposes should be separated from the reminder of the building by fire resisting construction. Flats 3 & 4 escape route is via the common area via the fire exit which opens onto the flat roof, with access to the escape staircase. The fire exit door is released by a door latch.			

- 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 as per BS 8214:2016, manufactures instructions. At the time of the Assessment Flat 3& 4 access was not gained. However, both doors appear not to be FD30S fire doors. The Assessor also noted It was noted where excessive gaps between fire door and frame, or no fire rated doors locks. 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.
- At the time of the Fire Risk Assessment there was no information provided as to when the metal external escape staircases were inspected by a competent person. BS8210 – 1986 entitled – British Standard Guide to Building Maintenance Management – which recommends an inspection frequency of no more than 5 years. The RP must ensure that the external metal staircases are fit for purpose and are inspected by a competent person soonest. Please note at the time of the Assessment the underside of the ground floor staircase was in very poor condition with support struts showing signs of serious corrosion (rusting), which will affect the structures integrity.
- Both the external escape staircases require the step edges (top & bottom) to be painted with a product that highlights the edge of the step. This will reduce the risk of a slip or trip for occupants when descending the staircases under fire conditions.
- The external escape staircase. Windows and doors within 1.8 meters of an external escape route (metal escape staircase) must be of fire resisting construction. To reduce the risk, the windows that open onto this area must be fixed shut and be 30-minute fire rated, so that in the event of a fire, these windows would prevent the products of fire affecting this escape route. Plus, Flat 3 & 4 common area access door should also be a FD30S fire door. Currently if there is a fire in a ground floor flat, the products of fire could vent from these areas (window / door) and effect the safe egress.
- At the time of the Assessment, no inspection (no access) of the ground floor flats roof was carried out, to establish if it affords a minimum of 30-minute fire rating. Which is must because it forms part of the means of escape from the flats on the upper floors. The RP must ensure this ceiling/roof on this ground floor flat is of a minimum of 30 minutes fire resisting construction.
- The dividing walls between the Electrical cupboard and means of escape must be constructed of 30 minutes fire resisting construction. It was noted the walls are not fire rated because only a thin layer of wood panelling had been affixed to one side. The RP must ensure that the dividing walls are of 30 minutes fire resisting construction.
- It was noted within the common area first floor, where pipes pass and cables through fire resisting construction (ceiling), which did not have an intumescent collar or suitable intumescent sealant installed. The RP must ensure where pipes and cables pass through fire resisting construction or where there are gaps or holes, they must be adequately fire stopped with a suitable intumescent product, which complies with either BS 476 part 22 1987 or EN1366-3 En1366-4 where necessary. Please note that when a contractor (passive fire company) carries out any remedial works, the RP should ensure that they receive a certificate of conformity of the type of products used and their location

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?		X	
	b) reasonable limitation of linings to escape routes that might promote fire spread?		X	
	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?		X	
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 18.1 – See Section 17.4 ref cupboard walls and fire stopping. - Section 18.2 - Either rendered brick or building stone faced external walls, which would not promote external fire spread at this building. - No access too roof space from common area. - This building may have been converted into to 5 flats pre-1991. If a good standard of fire compartmentalisation (fire separation between flats (walls & ceilings)) cannot be guaranteed, which appears not the case. To reduce the risk, a fire alarm system should be installed. This is to provide early warning of a fire elsewhere within the building so occupants can make their escape from the building. The RP should within a given timeframe reduce the risk to building occupants, by either ensuring each flat is separated from each other and the means of escape as per Building Regulations Approved Document B. Or, if this cannot be confirmed by installing a fire alarm system (Grade A LD2) with sounders, heat & smoke detection (common area and all flats) in this building in accordance with BS 5839 part 6.			

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
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	Yes	No	N/A
191 Reasonable standard of escape lighting system provided? ⁶⁾	✓		

19.2 Comments and hazard observations:

- There are Emergency Escape Lighting (EEL) units which have been provided within the common parts and external escape route.

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

20.0	Fire Safety Signs and Notices
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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:

- The RP should ensure a fire action notice is displayed detailing action in the event of fire and the location of the fire assembly point.

21.0	Means of giving Warning in Case of Fire
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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:

- Within the common areas, there appears to be a single point smoke detector affixed to the ceiling. Which is not be suitable for this building design and layout.
- If a good standard of fire compartmentalisation (fire separation between flats (walls & ceilings)) cannot be guaranteed, which appears not the case. To reduce the risk, a fire alarm system should be installed. This is to provide early warning of a fire elsewhere within the building so occupants can make their escape from the building. The RP should within a given timeframe reduce the risk to building occupants, by either ensuring each flat is separated from each other and the means of escape as per Building Regulations Approved Document B. Or, if this cannot be confirmed by installing a fire alarm system (Grade A LD2) with sounders, heat & smoke detection (common area and all flats) in this building in accordance with BS 5839 part 6.

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>	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: Non required for the common areas.			

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

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

24.0	<i>Other Relevant Fixed Systems & Equipment⁹⁾</i>
24.1	Type of System: (E.g. Dry rising main, Automatic smoke vents, Firefighting lift)
24.2	Comments and hazards observed: Manual smoke vent (window).
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: None.

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

MANAGEMENT OF FIRE SAFETY

25.0	<i>Procedures and Arrangements</i>	Yes	No	N/A
	Fire 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: 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		X	
25.3	Is there a suitable record of the fire safety arrangements? Comments: At the time of the Assessment there were no notices displayed to inform residents who is responsible for managing fire safety within this building with contact information. The RP should ensure building occupants are aware who they can contact if they have any fire safety questions/concerns. And a notice should also be displayed.		X	
25.4	Evacuation strategy: Stay put Simultaneous evacuation Comments: The block evacuation strategy is currently a defend in place fire strategy e.g. stay put, unless there are signs of smoke, or requested to evacuate by the fire service. However, because of the lack of fire protection protecting the external escape staircase, plus the fire compartmentation may not be fit for purpose. The RP must ensure they adopt a Simultaneous evacuation strategy and ensure a suitable fire alarm is installed as advised in a separate section. Plus, building occupants informed of this new evacuation strategy.		✓	

- 25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate ⁽¹¹⁾? **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 simultaneous evacuation strategy.
- 25.6 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? **X**
 Comments:
- At the time of the Assessment there no historic information available for block inspections and equipment tests by the end user. If not already doing so, the RP must ensure that all fire equipment (escape lighting, and fire doors etc) are being adequately maintained / inspected as part of the end user periodic checks (e.g. monthly escape lighting, fire doors annually) and are fully documented. The RP must also ensure that where defects are identified they are rectified within a given time frame.

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		
		Yes	No	N/A
27.1	Are all staff given adequate fire safety instruction and training?			✓
	Comments:			
	None.			
27.2	When the employees of another employer work in the			✓
	Comments:			
	None.			

28.0	Engagement with Residents	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:- 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. - 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: None.			✓
29.3	Are monthly and annual testing routines in place for the emergency escape lighting? Comments and deficiencies observed: At the time of the Assessment and upon request there was no test information for the Escape Lighting (EEL) system. The RP must ensure a competent person is testing the EEL system annually (drain down) and ensures the end user monthly flick tests are also being conducted in accordance with BS 5266. And where faults are identified they are rectified within a defined timeframe.		X	
29.4	Is annual maintenance of fire extinguishing appliances undertaken? Comments and deficiencies observed: None.			✓
29.5	Are six-monthly inspection and annual testing of rising mains undertaken? Comments None.			✓
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 no Flats doors were fully inspected. The RP must ensure that they notify leaseholders/residents to have their flat entrance fire doors inspected and inform the RP of the condition of their fire doors.		X	

- At the time of the Fire Risk Assessment there was no information provided as to when the metal external escape staircase was inspected by a competent person. BS8210 – 1986 entitled – British Standard Guide to Building Maintenance Management – which recommends an inspection frequency of no more than 5 years. The RP must ensure that the external metal staircase is fit for purpose and is inspected by a competent person soonest. Please note at the time of the Assessment the underside of the staircase was very poor with support columns showing signs of corrosion (rusting).

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?		X	
	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)		X	
	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 RP is advised to create a proposed Fire Action Plan which sets out how the risk will be reduced within a set timeframe. And, this Fire Risk Assessment & Action Plan must be reviewed regularly until the risk is significantly reduced.

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. Risk reduction measures should be implemented 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 indicates that although there may be 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. Where it states **O-2** alongside the risk level number remedial action is required as stated soonest.

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 report dated 2022 and deemed satisfactory.	O	2027	
		Ongoing maintenance		
2	The TV Ariel system PAT dated unknown. The electrical portable appliances (e.g. TV Ariel system) must have an electrical periodic appliance test to ensure their serviceability (control over ignition sources). The RP should ensure that they hold a full up to date inventory of the portable electrical appliances onsite (common areas) which is in the control of the RP and ensure that they are being tested at the correct intervals. <u>Guidance can be sourced here.</u>	O-3	C	
		Action required & Ongoing maintenance		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
3	The RP should ensure the combustible materials are removed from the Landlords electrical cupboard. And the leaseholders / residents are informed they must not store / leave such items within this area.	3	B	
		Action required		
4	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 3& 4 access was not gained. However, both doors appear not to be FD30S fire doors. The Assessor also noted It was noted where excessive gaps between fire door and frame, or no fire rated doors locks. 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	A	
		Action required & Ongoing maintenance		
5	At the time of the Fire Risk Assessment there was no information provided as to when the metal external escape staircases were inspected by a competent person. BS8210 – 1986 entitled – British Standard Guide to Building Maintenance Management – which recommends an inspection frequency of no more than 5 years. The RP must ensure that the external metal staircases are fit for purpose and are inspected by a competent person soonest. Please note at the time of the Assessment the underside of the ground floor staircase was in very poor condition with support struts showing signs of serious corrosion (rusting), which will affect the structururs integrity.	O-2	A	  
		Action required & Ongoing maintenance		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
6	The external escape staircase. Windows and doors within 1.8 meters of an external escape route (metal escape staircase) must be of fire resisting construction. To reduce the risk, the windows that open onto this area must be fixed shut and be 30-minute fire rated, so that in the event of a fire, these windows would prevent the products of fire affecting this escape route. Plus, Flat 3 & 4 common area access door should also be a FD30S fire door. Currently if there is a fire in a ground floor flat, the products of fire could vent from these areas (window / door) and effect the safe egress.	2	C	
		Action required		
7	At the time of the Assessment, no inspection (no access) of the ground floor flats roof was carried out, to establish if it affords a minimum of 30-minute fire rating. Which is must because it forms part of the means of escape from the flats on the upper floors. The RP must ensure this ceiling/roof on this ground floor flat is of a minimum of 30 minutes fire resisting construction.	2	C	
		Action required & Ongoing		
8	The dividing walls between the Electrical cupboard and means of escape must be constructed of 30 minutes fire resisting construction. It was noted the walls are not fire rated because only a thin layer of wood panelling had been affixed to one side. The RP must ensure that the dividing walls are of 30 minutes fire resisting construction.	3	C	
		Action required		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
9	Both the external escape staircases require the step edges (top & bottom) to be painted with a product that highlights the edge of the step. This will reduce the risk of a slip or trip for occupants when descending the staircases under fire conditions.	3	D	
		Action required		
10	It was noted within the common area first floor, where pipes pass and cables through fire resisting construction (ceiling), which did not have an intumescent collar or suitable intumescent sealant installed. The RP must ensure where pipes and cables pass through fire resisting construction or where there are gaps or holes, they must be adequately fire stopped with a suitable intumescent product, which complies with either BS 476 part 22 1987 or EN1366-3 En1366-4 where necessary. Please note that when a contractor (passive fire company) carries out any remedial works, the RP should ensure that they receive a certificate of conformity of the type of products used and their location	3	C	 
		Action required		
11	This building may have been converted into 5 flats pre-1991. If a good standard of fire compartmentalisation (fire separation between flats (walls & ceilings)) cannot be guaranteed, which appears not the case. To reduce the risk, a fire alarm system should be installed. This is to provide early warning of a fire elsewhere within the building so occupants can make their escape from the building. The RP should within a given timeframe reduce the risk to building occupants, by either ensuring each flat is separated from each other and the means of escape as per Building Regulations Approved Document B. Or, if this cannot be confirmed and is also advised, is to install a fire alarm system (Grade A LD2) with sounders, heat & smoke detection (common area and all flats) in this building in accordance with BS 5839 part 6.	2	A	No Photo
		Action required		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
12	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	A	No Photo
		Action required & Ongoing		
13	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	A	
		Action required & Ongoing		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
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14	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	2	A	No Photo
		Action required		
15	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 simultaneous evacuation strategy.	3	A	No Photo
		Action required		
16	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-2	C	No Photo
		Action required & Ongoing monitoring		
17	At the time of the Assessment there were no notices displayed to inform residents who is responsible for managing fire safety within this building with contact information. The RP should ensure building occupants are aware who they can contact if they have any fire safety questions/concerns. And a notice should also be displayed.	3	B	No Photo
		Action required		
18	The block evacuation strategy is currently a defend in place fire strategy e.g. stay put, unless there are signs of smoke, or requested to evacuate by the fire service. However, because of the lack of fire protection protecting the external escape staircase, plus the fire compartmentation may not be fit for purpose. The RP must ensure they adopt a Simultaneous evacuation strategy and ensure a suitable fire alarm is installed as advised in a separate section. Plus, building occupants informed of this new evacuation strategy.	2	A	No Photo
		Action required		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
19	At the time of the Assessment there no historic information available for block inspections and equipment tests by the end user. If not already doing so, the RP must ensure that all fire equipment (escape lighting, and fire doors etc) are being adequately maintained / inspected as part of the end user periodic checks (e.g. monthly escape lighting, fire doors annually) and are fully documented. The RP must also ensure that where defects are identified they are rectified within a given time frame.	O-2	A	No Photo
		Action required & Ongoing maintenance		
20	At the time of the Assessment and upon request there was no test information for the Escape Lighting (EEL) system. The RP must ensure a competent person is testing the EEL system annually (drain down) and ensures the end user monthly flick tests are also being conducted in accordance with BS 5266. And where faults are identified they are rectified within a defined timeframe.	O-3	Monthly & Annually	No Photo
		Action required & Ongoing maintenance		
21	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-2	A	No Photo
		Action required & Ongoing management		
22	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.	O-3	B	No Photo
		Action required & Ongoing		