



Fire Safety Management Plan

Fire Risk Assessment

Prepared for:

C. H. FLATS NO. 3 (WOOTTON BASSETT) LIMITED

The address that this document relates to:

**Flats 1 – 30
Wesley Court
Longfellow Crescent,
Wootton Bassett,
SN4 8JZ**

Produced By:

Peter Jolley DipCFPA (Europe)

Fire Safety Advisor

Dated: 27 July 2021

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.

Abbey Fire & Security 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, Abbey Fire & Security 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 Abbey Fire & Security 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.

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 Signature:  Date: 27 July 2021	Name (In Full): Director(s) of C.H. Flats No. 3 (Wotton Bassett) Limited Signature(s): Date: 27 July 2021

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (RP(e.g. freeholder employer)) or person having control of the premises:	Director(s) of C.H. Flats No. 3 (Wotton Bassett) Limited
Address of premises:	Flats 1 – 30 Wesley Court Longfellow Crescent, Wootton Bassett, SN4 8JZ
Person(s) consulted:	Richard via email
Assessor:	Pete Jolley
Date of fire risk assessment:	20 th July 2021
Date of previous fire risk assessment:	Unknown
Suggested date for review ¹⁾ :	July 2023 by a competent person and on-going by the RP

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

¹⁾ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

- | | | |
|-----|-------------------------|--------------|
| 1.1 | Number of floors: | Three floors |
| 1.2 | Approximate floor area: | Unknown |

1.3 Brief details of building:

A purpose-built block of flats Circa. 1980s of thirty self-contained flats of a traditional type solid construction (Brick external walls with brick or block and stud partition internal walls and concrete floors) with residential accommodation being over three floors. There is a main entrance / exit at street level which provides access to the ground floor foyer. Within the ground floor foyer, there is access to the two ground floor corridors which provide access / egress to the ground floor flats, access to the bin store and the main staircase that provide access / egress to all upper floors and corridors. On each upper floor via two separate corridors there are 10 flats plus a storage room. This staircase is the only access / egress from the upper floors and for escape purposes it must be separated from the remainder of the building by fire resisting construction. Plus, within the ground floor there are three fire exits which lead direct to fresh air.

1.4 Use of premises:

Accommodation / Domestic – 30 Self-contained Flats

Purpose Group Residential 1(a)

Risk Profile C2. Occupants who are likely to be asleep with a medium fire growth as per BS9999 Code of practice for fire safety in the design, management and use of buildings.

2. THE OCCUPANTS

- | | | |
|-----|--|---|
| 2.1 | Approximate maximum number: | Approx. 60 residents
assuming tow per flat |
| 2.2 | Approximate number of employees at any one time: | Two (Cleaner /
Handyman) |
| 2.3 | Maximum number of members of public at any one time: | Variable |

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- | | | |
|-----|---|---------|
| 3.1 | Sleeping occupants: | Yes |
| 3.2 | Disabled occupants: | Unknown |
| 3.3 | Occupants in remote areas and lone workers: | No |
| 3.4 | Young persons: | Unknown |
| 3.5 | Others: | None |

4. FIRE LOSS EXPERIENCE

- None known.

5. OTHER RELEVANT INFORMATION

- Fire Risk Assessment Type 1 - non destructive survey of common areas only.
- 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) / Landlord / Leaseholders) concerned. Failing to ensure this could place the building occupants at risk and is a breach of fire legislation.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

- Regulatory Reform (Fire Safety) Order 2005.

6.2 The above legislation is enforced by:

- Dorset & Wiltshire Fire & Rescue Authority

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

- Housing Act 2004

6.4 The legislation to which 6.3 makes reference is enforced by:

- Local Authority Council.

6.5 Comments:

- None.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☐ No ☒

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes ☒ No ☐

Portable appliance testing carried out? N/A ☐ Yes ☐ No ☒

Suitable policy regarding the use of personal electrical appliances? N/A ☒ Yes ☐ No ☐

Suitable limitation of trailing leads and adapters? Yes ☒ No ☐

7.3 Comments and hazards observed:

- In accordance with BS 7671, common areas of flats must have the fixed electrical installations inspected / tested periodically. It is recommended that for this type of premises it is carried out every 5 years by a competent Electrical Engineer. Via email the Assessor was provided with an electrical condition report by Wasson & Webb dated January 2019 which stated the condition was satisfactory.
- There was no historic evidence that the electrical portable appliances (CCTV equipment / cleaners' equipment (vacuum cleaner)) had received their electrical periodic appliance test to ensure their serviceability (control over ignition sources). The RP should ensure, where necessary that they hold a full up to date inventory of the portable electrical appliances onsite which is in the control of the RP and ensure that they are being tested at the correct intervals. [Guidance can be sourced here.](#)

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

8.2 More specifically:

Smoking prohibited in the building? Yes ☒ No ☐

Smoking prohibited in appropriate areas? N/A ☐ Yes ☒ No ☐

Suitable arrangements for those who wish to smoke? Yes ☒ No ☐

This policy appeared to be observed at time of inspection? Yes ☒ No ☐

8.3 Comments and hazards observed:

- None.

9. ARSON

- 9.1 Does basic security against arson by outsiders appear reasonable? ²⁾ Yes ☒ No ☐
- 9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐
- 9.3 Comments and hazards observed:
- CCTV monitors external areas of building, plus building secure at time of the Assessment.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

- 10.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐
- 10.2 If portable heaters are used:
- Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A ☐ Yes ☒ No ☐
- Are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A ☐ Yes ☒ No ☐
- 10.3 Are fixed heating installations subject to regular maintenance? N/A ☒ Yes ☐ No ☐
- 10.4 Comments and hazards observed:
- None.

11. COOKING

- 11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☒ Yes ☐ No ☐
- 11.2 More specifically:
- Filters changed and ductwork cleaned regularly? N/A ☒ Yes ☐ No ☐
- Suitable extinguishing appliances available? N/A ☒ Yes ☐ No ☐
11. Comments and hazards observed:
- N/A.

12. LIGHTNING

12.1 Does the building have a lightning protection system? N/A ☐ Yes ☒ No ☐

12.2 Comments and deficiencies observed:

- The Assessor noted that there is a lightning protection system installed for this building.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes ☐ No ☒

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste? Yes ☐ No ☒

Appropriate storage of hazardous materials? N/A ☒ Yes ☐ No ☐

Avoidance of inappropriate storage of combustible materials? Yes ☐ No ☒

13.3 Comments and hazards observed:

- The RP must ensure that no storage (Prams / Bikes / Washing) is left within the common area (means of escape). It was noted that occupants are using the common areas for storage which could compromise the safe egress from the property in a fire situation, if for example the bikes / prams start encroaching onto the escape route. Plus, any storage could hamper firefighting operations too. Therefore, the RP should ensure that the common areas is clear of all storage. Plus, all building occupants must be made aware not to use the common areas for any storage and a zero-tolerance policy should be adopted regarding storage in common areas.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

14.1 Are fire safety conditions imposed on outside contractors? Yes ☐ No ☒

14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? N/A ☐ Yes ☐ No ☒

14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/A ☐ Yes ☐ No ☒

14.4 Comments:

- The Assessor was unable to determine if a policy exists for contractors or staff who use heat producing equipment. Where necessary, a policy should be produced and given to any contractors / staff relating to fire and fire safety procedures for any hot works. This should be reviewed regularly taking into account any hot works that may be conducted within the premises. The RP must ensure 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.

15. DANGEROUS SUBSTANCES

15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002? N/A ☒ Yes ☐ No ☐

15.2 Comments:

- None.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL FIRE PRECAUTIONS

16.1 Hazards:

- None.

16.2 Comments and deficiencies observed:

- None.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes ☐ No ☒

17.2 More specifically:

Adequate design of escape routes? Yes ☒ No ☐

Adequate provision of exits? Yes ☒ No ☐

Exits easily and immediately openable where necessary? Yes ☒ No ☐

Fire exits open in direction of escape where necessary? Yes ☒ No ☐

Avoidance of sliding or revolving doors as fire exits where necessary? Yes ☒ No ☐

Satisfactory means for securing exits? Yes ☒ No ☐

Reasonable distances of travel:

• Where there is a single direction of travel? Yes ☒ No ☐

• Where there are alternative means of escape? N/A ☒ Yes ☒ No ☐

Suitable protection of escape routes? Yes ☐ No ☒

Suitable fire precautions for all inner rooms? Yes ☒ No ☐

Escape routes unobstructed? Yes ☐ No ☒

17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. N/A ☒ Yes ☐ No ☐

17.4 Comments and deficiencies observed:

- The RP must ensure that no storage (Prms / Bikes / Washing) is left within the common area (means of escape). It was noted that occupants are using the common areas for storage which could compromise the safe egress from the property in a fire situation, if for example the bikes / prams start encroaching onto the escape route. Plus, any storage could hamper firefighting operations too. Therefore, the RP should ensure that the common areas is clear of all storage. Plus, all building occupants must be made aware not to use the common areas for any storage and a zero-tolerance policy should be adopted regarding storage in common areas.

17.4 Comments and deficiencies observed:

- At the time of the Assessment, it appeared that there were some notional fire doors plus new fire doors (flat entrances) installed to protect the means of escape. Currently due to their age, design and condition of these notional fire door doorset, under fire conditions they would not perform as they should and contain the products of fire and therefore require attention to ensure they are fit for purpose. The Assessor noted that Flat 27 had no intumescent strips, only two hinges, letter plate and no self-closer, plus fire doors on the first and seconds floors which divide the staircase from the corridors (means of escape) had been damaged and poorly repaired. These repairs would affect the fire doors integrity and therefore their performance under fire conditions. The RP should create a fire door asset register and write to the owner of the individual flats and inform them that they have a Legal responsibility to ensure that their flat entrance door (fire door) is fit for purpose and is a FD30S fire door. The RP must ensure that each flat entrance doors, corridor fire doors and the landlord rooms fire doors are being inspected by a competent person. Where defects are found, which there are, the RP must where required arrange for a competent person to bring the fire doors and doorframes (doorset) up to the required standard as stated; FD30S fire door with a serviceable self-closing device and an intumescent strip / cold smoke seal with a 30-minute fire rating installed into either the door edge or doorframe conforming. All fire doors must be repaired / installed and maintained in accordance with BS 8214:2016.
- The flat entrance doors which must be fire doors have a letter plate installed halfway up either central or to the side of the door. If a fire were to occur in a flat the products of fire could pass through this breach (letter plate) in the fire resisting construction (fire door) and compromise the escape route. Due to the location of these letter plates within the fire doors, the RP for the freehold must inform the leaseholders and ensure that the installed letter plates have intumescent linings installed within them. If not, the letter plate should be replaced with a type that the letter plate contains an intumescent lining. Which when exposed to heat (fire within a flat), the intumescent lining expands and fills the aperture in the door minimising the spread of the products of fire.
- At the time of the Assessment some fire doors were held in the open position with a non-approved device in the corridor (means of escape). If the fire doors have to remain in the open position due to high footfall, then the fire doors must only be held back in the open position with magnetic door retainer which are linked into the buildings fire alarm system. Then upon the actuation of the fire alarm, the magnetic door retainer would release the fire door(s) to enable them to close. The RP must ensure that all building occupants are aware that they must not keep fire doors in the open position of fit magnetic door retainer(s) linked to the fire alarm system.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard).

Yes ☐

No ☒

reasonable limitation of linings that might promote fire spread.

Yes ☒

No ☐

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{3), 4)}

N/A ☒

Yes ☐

No ☐

18.3 Comments and deficiencies observed:

- See 17.4 ref fire doors.
- At the time of the Assessment the Assessor assessed various areas to ensure that the fire compartmentation was adequate and fit for purpose. However, the Assessor noted where cables pass through a ceiling (fire resisting construction) which had not been adequately fire stopped above the main electrical intake within the ground floor and potentially on the upper floors too in the storerooms. Due to the building being flats, it places greater importance on ensuring that the fire resisting construction / compartments have not been compromised and are fit for purpose. The RP must ensure that a competent person fire stops these areas with the correct fire rated product. Please note that when a contractor carries out any work the RP should ensure that they receive a certificate of conformity of the type of products used. Please note that the current product in use (pink expanding foam) would be deemed not fit for purpose.

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided? ⁵⁾

N/A ☐

Yes ☐

No ☒

19.2 Comments and deficiencies observed:

- The Emergency Escape Lighting (EEL) is installed which appeared to be suitable for this building within the means of escape. However, there was no Emergency Lighting installed where the electrical cabinets were located on each floor, which is required under current guidance to safeguard any electrician working on this equipment. In accordance with BS 5266 Emergency Lighting, the RP should ensure that EEL is installed within the areas as advised.

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices? Yes ☒ No ☐

20.2 Comments and deficiencies observed:

- None.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided? ⁶⁾ N/A ☐ Yes ☐ No ☒

21.2 Automatic fire detection provided? Yes ☐ Yes ☒ No ☐
(throughout building) (part of building only)

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/A ☐ Yes ☐ No ☒

21.4 Remote transmission of alarm signals? Yes ☐ No ☒

21.5 Comments and deficiencies observed:

- There is automatic fire detection plus manual call points installed within all the common areas. The Assessor could not confirm the standard / type of system, plus there were no Automatic Operating Smoke Vents (AOV) installed at the head of the staircase which would be linked to the fire alarm. As per a plan drawing in the logbook, it appears that this fire alarm system is an L4 and only covers the common areas and if this is the case it would not be fit for purpose because it might not be audible within each of the flats. The RP must ensure that they establish the cause and effects of this fire alarm system and once aware, evaluate if this fire alarm is fit for purpose as at present it may lead building occupants into a false sense of security. When a manual call point or fire detector is actuated does it sound the alarm throughout the building and within each flat or just the common areas. Please note that if it only sounds within the common areas and they do not operate any additional fire safety systems this fire alarm system would not fit for purpose! And, due to the fire doors in some areas being notional doors or not being fit for purpose, the RP should upgrade this fire alarm system, so it is fit for purpose to an L3 standard fire alarm system with heat detectors and sounders being extended into each flat in accordance with BS 5839 part 1.
- There was no fire alarm zonal map adjacent to the fire alarm panel to identify which area (zone) of the building the fire detection had actuated. The RP should ensure that there is a plan of the building, and it details where each of the devices are located within any fire zones.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

22.1 Reasonable provision of portable fire extinguishers? N/A ☐ Yes ☐ No ☒

22.2 Hose reels provided? N/A ☒ Yes ☐ No ☐

22.3 Are all fire extinguishing appliances readily accessible? N/A ☐ Yes ☒ No ☐

22.4 Comments and deficiencies observed:

- It is normally considered that fire extinguishers should not be present within common areas due to the fact that occupants are inadequately trained in extinguisher selection and operation, which could put occupants at risk in the event of fire. Occupants could also display an unfounded sense of confidence through inebriation or heroism and attempt to fight the fire. Plus, the extinguishers can also be vandalised too, go missing or may not be maintained in a serviceable state of repair. The Assessor therefore advises that fire extinguishers within common areas on each floor level are not required now or in the future and they should be removed.

23. RELEVANT⁷⁾ AUTOMATIC FIRE EXTINGUISHING SYSTEMS

23.1 Type of system:

- None.

24. OTHER RELEVANT⁷⁾ FIXED SYSTEMS AND EQUIPMENT

24.1 Type of fixed system:

- Blocks of flats of 3 and more storeys above the ground must have a means to vent smoke within a single staircase in a block of flats in accordance with Building Regulations Approved Document B. However, within this block common areas there appeared to be no current suitable means to vent smoke from within the staircase (means of escape). The RP should ensure that the single openable window at the head of the staircase which can be opened, which at the time of the Assessment it was locked. The RP must ensure that the smoke control within the common areas (staircase) is fit for purpose and any smoke that enters these areas must be able to be vented by the Fire Service e.g. via this window.

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. N/A ☒ Yes ☐ No ☐

24.4 Comments:

- N/A.

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

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by: ⁸⁾

- Director(s) of C.H. Flats No. 3 (Wotton Bassett) Limited

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?

Yes ☒ No ☐

Comments:

- It is imperative that the management company staff are aware of their fire safety responsibilities so that they can implement and management their fire safety responsibilities to a satisfactory standard. [Please see here for guidance.](#)

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

N/A ☐ Yes ☐ No ☒

Comments:

- The RP should ensure that there is a notice with contact information displayed in the common areas, detailing who the building occupants can contact in they have a fire safety concerns or questions. At the time of the Assessment, it was not clear who the residents should contact on the display boards in the common areas.

25.4 Appropriate fire procedures in place?

Yes ☐ No ☒

More specifically:

Are procedures in the event of fire appropriate and properly documented?

N/A ☐ Yes ☐ No ☒

Are there suitable arrangements for summoning the fire and rescue service?

Yes ☒ No ☐

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

N/A ☐ Yes ☒ No ☐

Are there suitable arrangements for ensuring that the premises have been evacuated?

N/A ☐ Yes ☐ No ☒

Is there a suitable fire assembly point(s)?

N/A ☐ Yes ☐ No ☒

Are there adequate procedures for evacuation of any disabled people who are likely to be present?

N/A ☒ Yes ☐ No ☐

⁸⁾ 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.

Comments:

- The RP must ensure that the tenants / owners of Flats are aware of their action to take in the event of a fire. It was noted that there are fire action notices displayed in the common areas which state what action to take in the event of fire, however there was no fire action plan / policy which would detail the fire evacuation strategy. Is it a stay put policy or a simultaneous evacuation because there is a fire alarm system installed with automatic fire detection and manual call points? Once the RP is aware of the cause and effects of the fire alarm systems; the RP must review the evacuation plan for the block and ensure it is fit for purpose. And, once updated it must be promulgated to all building occupants detailing the action to take in the event of fire. Where necessary, this information should be provided to all new occupants as soon as they occupy the building too.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A ☒ Yes ☐ No ☐

Comments:

- N/A

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A ☒ Yes ☐ No ☐

Comments:

- N/A

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A ☒ Yes ☐ No ☐

Comments:

- N/A

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☐ No ☒

Comments:

- The RP must ensure that all fire equipment (Escape lighting / Fire doors / Fire alarm system) are being adequately maintained by a competent person(s) and end user periodic checks are carried out and fully documented. The RP must also ensure that where defects are identified that they are rectified within a given time frame. At the time of the Fire Risk Assessment there was historic records provided regarding the maintenance of some of the installed fire equipment.

26. TRAINING AND DRILLS

26.1 Are all occupants given adequate fire safety instruction and training? N/A ☐ Yes ☐ No ☒

Comments:

- See Section 25.4 regarding building occupants fire instruction which is required at blocks.
- The RP must ensure where necessary, that the cleaner and maintenance staff who work within the common areas has been provided with instruction (training) as to their action in the event of fire when working onsite. This instruction (training) should also be documented and where necessary cover the key points in section 26.3.

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? N/A ☒ Yes ☐ No ☐

Comments:

- None.

26.3 Does all training provide information, instruction or training on the following: N/A ☒

Fire risks in the premises? Yes ☐ No ☐

The fire safety measures in the building? Yes ☐ No ☐

Action in the event of fire? Yes ☐ No ☐

Action on hearing the fire alarm signal? N/A ☐ Yes ☐ No ☐

Method of operation of manual call points? N/A ☐ Yes ☐ No ☐

Location and use of fire extinguishers? Yes ☐ No ☐

Means for summoning the fire and rescue service? Yes ☐ No ☐

Identity of persons nominated to assist with evacuation? N/A ☐ Yes ☐ No ☐

Identity of persons nominated to use fire extinguishing appliances? N/A ☐ Yes ☐ No ☐

Comments:

- The RP must ensure where necessary, that the cleaner and maintenance staff who work within the common areas has been provided with instruction (training) as to their action in the event of fire when working onsite. This instruction (training) should also be documented and where necessary cover the key points in section 26.3.

26.4 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A ☒ Yes ☐ No ☐

Comments:

- None.

26.5 Are fire drills carried out at appropriate intervals? N/A ☒ Yes ☐ No ☐

Comments:

- N/A

26.6 When the employees of another employer work in the premises:

Is their employer given appropriate information (e.g. on fire risks and general fire precautions)? N/A ☒ Yes ☐ No ☐

Is it ensured that the employees are provided with adequate instructions and information? N/A ☒ Yes ☐ No ☐

Comments:

- N/A

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes ☒ No ☐

Comments and deficiencies observed:

- The RP must ensure that a competent person tests and services the installed equipment. In addition to this the RP must ensure that the end user tests are being completed at the correct intervals.

27.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

- In accordance with BS 5839 part 1 the fire alarm systems must be tested by a competent person at least every six months and an audible weekly operation of the fire alarm (via a different call point on rotation) being conducted by the end user. At the time of the Assessment, it was noted that TH White carry out all tests on the fire alarm system which were documented in the onsite fire logbook.

27.3 Monthly and annual testing routines for emergency escape lighting? N/A ☐ Yes ☐ No ☒

Comments and deficiencies observed:

- The RP must ensure that that a competent person is testing the Emergency Escape Lighting (EEL) system annually and that the RP ensures that the end user monthly test is being conducted in accordance with BS 5266. At the time of the Assessment there was no historic information provided in the logbook to state that the installed EEL was being tested as per BS5266. However, via email the Assessor was informed that TH White carry this out on behalf of the RP. If not already completed, the RP must ensure that the EEL is being tested at the correct intervals and documented in the fire logbook.

27.4 Annual maintenance of fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

- The fire extinguishers are being serviced annually by Prestige Fire Protection in October 2020 and will be due for retest in October 2021.
- The RP should ensure that the redundant CO² fire extinguisher in the storeroom is removed off site because it would be deemed unfit and a safety hazard because it is a pressurised vessel and past its 10 year extended service date.

27.5 Periodic inspection of external escape staircases and gangways? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

- None.

27.6 Six-monthly inspection and annual testing of rising mains? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

- N/A

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

- None.

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A ☒ Yes ☐ No ☐

Comments:

- None.

27.9 Routine checks of final exit doors and/or security fastenings? N/A ☐ Yes ☐ No ☒

Comments:

- Ongoing - A periodic fire check of the final fire exit doors (three) should be undertaken by the RP ensuring they are fit for purpose, lock and latch work as they should, which should also be documented. Any deficiencies should be addressed immediately. The RP should inspect the fire exit door locks at least every 6 months or sooner if there is high foot fall.

27.10 Annual inspection and test of lightning protection system? N/A ☐ Yes ☐ No ☒

Comments:

- The RP should ensure that the lightning protection system is being tested as per BS EN 62305. Protection against lightning. At the time of the Assessment there was no up to date documentation for perusal.

27.11 Other relevant inspections or tests:

- None.

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A ☒ Yes ☐ No ☐

Fire training / safety information? N/A ☐ Yes ☐ No ☒

Fire alarm tests? N/A ☐ Yes ☒ No ☐

Emergency escape lighting tests? N/A ☐ Yes ☐ No ☒

Maintenance and testing of other fire protection systems? N/A ☐ Yes ☒ No ☐

28.2 Comments:

- The RP should keep detailed record-keeping (fire logbook or electronically) of all the maintenance of the installed fire safety systems, so that they can be made available if required by an inspection fire officer. At the time of the Assessment there was some historic information provided for the testing of the fire extinguishers and fire alarm testing. The RP should ensure, that detailed record keeping commences of all fire alarm, escape lighting tests, training, fixed electrical inspections and the inspection of the escape routes, fire exits and the fire doors.

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 as detailed under significant findings to reduce the risk to tolerable.

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	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
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 ☐

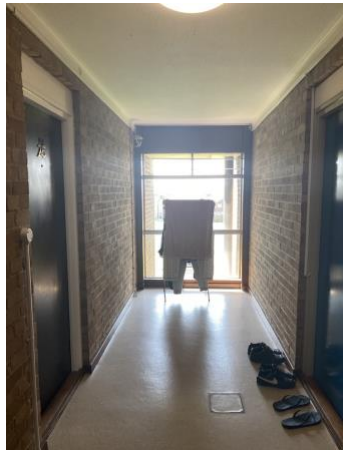
Tolerable ☒

Priorities (suggested time scale):

1. Breach of legislation, having the potential for serious injury to relevant persons.
2. Breach of legislation, but not considered to constitute a serious threat to relevant persons.
3. Bad practice, but unlikely to constitute a serious threat to relevant persons.

Suggested time scale:

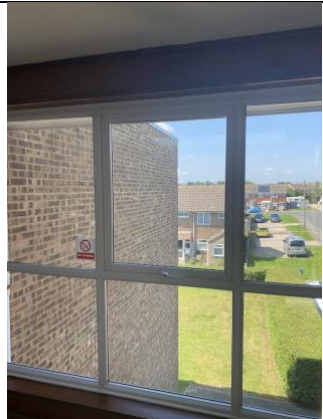
- A. Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably possible to progress the work
- B. Short term. In case of items that require capital expenditure, steps should be taken in the short term to progress the works.
- C. Medium.

No	Significant Findings & Required Action	Priorities	Timescale	Photo
1	There was no historic evidence that the electrical portable appliances (CCTV equipment / cleaners' equipment (vacuum cleaner)) had received their electrical periodic appliance test to ensure their serviceability (control over ignition sources). The RP should ensure, where necessary that they hold a full up to date inventory of the portable electrical appliances onsite 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>	2	C	No Photo
		Date completed / staff signature		
2	The RP must ensure that no storage (Prms / Bikes / Washing) is left within the common area (means of escape). It was noted that occupants are using the common areas for storage which could compromise the safe egress from the property in a fire situation, if for example the bikes / prams start encroaching onto the escape route. Plus, any storage could hamper firefighting operations too. Therefore, the RP should ensure that the common areas is clear of all storage. Plus, all building occupants must be made aware not to use the common areas for any storage and a zero-tolerance policy should be adopted regarding storage in common areas.	2	A	 
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
3	At the time of the Assessment, it appeared that there were some notional fire doors plus new fire doors (flat entrances) installed to protect the means of escape. Currently due to their age, design and condition of these notional fire door doorset, under fire conditions they would not perform as they should and contain the products of fire and therefore require attention to ensure they are fit for purpose. The Assessor noted that Flat 27 had no intumescent strips, only two hinges, letter plate and no self-closer, plus fire doors on the first and seconds floors which divide the staircase from the corridors (means of escape) had been damaged and poorly repaired. These repairs would affect the fire doors integrity and therefore their performance under fire conditions. The RP should create a fire door asset register and write to the owner of the individual flats and inform them that they have a Legal responsibility to ensure that their flat entrance door (fire door) is fit for purpose and is a FD30S fire door. The RP must ensure that each flat entrance doors, corridor fire doors and the landlord rooms fire doors are being inspected by a competent person. Where defects are found, which there are, the RP must where required arrange for a competent person to bring the fire doors and doorframes (doorset) up to the required standard as stated; FD30S fire door with a serviceable self-closing device and an intumescent strip / cold smoke seal with a 30-minute fire rating installed into either the door edge or doorframe conforming. All fire doors must be repaired / installed and maintained in accordance with BS 8214:2016.	1	C	  
		Date completed / staff signature		
4	The flat entrance doors which must be fire doors have a letter plate installed halfway up either central or to the side of the door. If a fire were to occur in a flat the products of fire could pass through this breach (letter plate) in the fire resisting construction (fire door) and compromise the escape route. Due to the location of these letter plates within the fire doors, the RP for the freehold must inform the leaseholders and ensure that the installed letter plates have intumescent linings installed within them. If not, the letter plate should be replaced with a type that the letter plate contains an intumescent lining. Which when exposed to heat (fire within a flat), the intumescent lining expands and fills the aperture in the door minimising the spread of the products of fire.	1	C	
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
5	At the time of the Assessment some fire doors were held in the open position with a non-approved device in the corridor (means of escape). If the fire doors have to remain in the open position due to high footfall, then the fire doors must only be held back in the open position with magnetic door retainer which are linked into the buildings fire alarm system. Then upon the actuation of the fire alarm, the magnetic door retainer would release the fire door(s) to enable them to close. The RP must ensure that all building occupants are aware that they must not keep fire doors in the open position of fit magnetic door retainer(s) linked to the fire alarm system.	1	C	
		Date completed / staff signature		
6	At the time of the Assessment the Assessor assessed various areas to ensure that the fire compartmentation was adequate and fit for purpose. However, the Assessor noted where cables pass through a ceiling (fire resisting construction) which had not been adequately fire stopped above the main electrical intake within the ground floor and potentially on the upper floors too in the storerooms. Due to the building being flats, it places greater importance on ensuring that the fire resisting construction / compartments have not been compromised and are fit for purpose. The RP must ensure that a competent person fire stops these areas with the correct fire rated product. Please note that when a contractor carries out any work the RP should ensure that they receive a certificate of conformity of the type of products used. Please note that the current product in use (pink expanding foam) would be deemed not fit for purpose.	2	C	
		Date completed / staff signature		
7	The Emergency Escape Lighting (EEL) is installed which appeared to be suitable for this building within the means of escape. However, there was no Emergency Lighting installed where the electrical cabinets were located on each floor, which is required under current guidance to safeguard any electrician working on this equipment. In accordance with BS 5266 Emergency Lighting, the RP should ensure that EEL is installed within the areas as advised.	2	A	No Photo
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
8	There is automatic fire detection plus manual call points installed within all the common areas. The Assessor could not confirm the standard / type of system, plus there were no Automatic Operating Smoke Vents (AOV) installed at the head of the staircase which would be linked to the fire alarm. As per a plan drawing in the logbook, it appears that this fire alarm system is an L4 and only covers the common areas and if this is the case it would not be fit for purpose because it might not be audible within each of the flats. The RP must ensure that they establish the cause and effects of this fire alarm system and once aware, evaluate if this fire alarm is fit for purpose as at present it may lead building occupants into a false sense of security. When a manual call point or fire detector is actuated does it sound the alarm throughout the building and within each flat or just the common areas. Please note that if it only sounds within the common areas and they do not operate any additional fire safety systems this fire alarm system would not fit for purpose! And, due to the fire doors in some areas being notional doors or not being fit for purpose, the RP should upgrade this fire alarm system, so it is fit for purpose to an L3 standard fire alarm system with heat detectors and sounders being extended into each flat in accordance with BS 5839 part 1.	1	C	
		Date completed / staff signature		
9	There was no fire alarm zonal map adjacent to the fire alarm panel to identify which area (zone) of the building the fire detection had actuated. The RP should ensure that there is a plan of the building, and it details where each of the devices are located within any fire zones.	3	A	No Photo
		Date completed / staff signature		
10	It is normally considered that fire extinguishers should not be present within common areas due to the fact that occupants are inadequately trained in extinguisher selection and operation, which could put occupants at risk in the event of fire. Occupants could also display an unfounded sense of confidence through inebriation or heroism and attempt to fight the fire. Plus, the extinguishers can also be vandalised too, go missing or may not be maintained in a serviceable state of repair. The Assessor therefore advises that fire extinguishers within common areas on each floor level are not required now or in the future and they should be removed.	2	A	
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
11	Blocks of flats of 3 and more storeys above the ground must have a means to vent smoke within a single staircase in a block of flats in accordance with Building Regulations Approved Document B. However, within this block common areas there appeared to be no current suitable means to vent smoke from within the staircase (means of escape). The RP should ensure that the single openable window at the head of the staircase which can be opened, which at the time of the Assessment it was locked. The RP must ensure that the smoke control within the common areas (staircase) is fit for purpose and any smoke that enters these areas must be able to be vented by the Fire Service e.g. via this window.	2	C	
		Date completed / staff signature		
12	The RP should ensure that there is a notice with contact information displayed in the common areas, detailing who the building occupants can contact in they have a fire safety concerns or questions. At the time of the Assessment, it was not clear who the residents should contact on the display boards in the common areas.	3	A	No Photo
		Date completed / staff signature		
13	The RP must ensure that the tenants / owners of Flats are aware of their action to take in the event of a fire. It was noted that there are fire action notices displayed in the common areas which state what action to take in the event of fire, however there was no fire action plan / policy which would detail the fire evacuation strategy. Is it a stay put policy or a simultaneous evacuation because there is a fire alarm system installed with automatic fire detection and manual call points? Once the RP is aware of the cause and effects of the fire alarm systems; the RP must review the evacuation plan for the block and ensure it is fit for purpose. And, once updated it must be promulgated to all building occupants detailing the action to take in the event of fire. Where necessary, this information should be provided to all new occupants as soon as they occupy the building too.	1	A	No Photo
		Date completed / staff signature		
14	The RP must ensure where necessary, that the cleaner and maintenance staff who work within the common areas has been provided with instruction (training) as to their action in the event of fire when working onsite. This instruction (training) should also be documented and where necessary cover the key points in section 26.3.	2	A	No Photo
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
15	The Assessor was unable to determine if a policy exists for contractors or staff who use heat producing equipment. Where necessary, a policy should be produced and given to any contractors / staff relating to fire and fire safety procedures for any hot works. This should be reviewed regularly taking into account any hot works that may be conducted within the premises. The RP must ensure 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.	2	C	No Photo
		Date completed / staff signature		
16	The RP should keep detailed record-keeping (fire logbook or electronically) of all the maintenance of the installed fire safety systems, so that they can be made available if requires by an inspection fire officer. At the time of the Assessment there was some historic information provided for the testing of the fire extinguishers and fire alarm testing. The RP should ensure, that detailed record keeping commences of all fire alarm, escape lighting tests, training, fixed electrical inspections and the inspection of the escape routes, fire exits and the fire doors.	2	C	No Photo
		Date completed / staff signature		
17	The RP must ensure that that a competent person is testing the Emergency Escape Lighting (EEL) system annually and that the RP ensures that the end user monthly test is being conducted in accordance with BS 5266. At the time of the Assessment there was no historic information provided in the logbook to state that the installed EEL was being tested as per BS5266. However, via email the Assessor was informed that TH White carry this out on behalf of the RP. If not already completed, the RP must ensure that the EEL is being tested at the correct intervals and documented in the fire logbook.	2	A	No Photo
		Date completed / staff signature		
18	Ongoing - A periodic fire check of the final fire exit doors (three) should be undertaken by the RP ensuring they are fit for purpose, lock and latch work as they should, which should also be documented. Any deficiencies should be addressed immediately. The RP should inspect the fire exit door locks at least every 6 months or sooner is there is high foot fall.	2	A	No Photo
		Date completed / staff signature		

No	Significant Findings & Required Action	Priorities	Timescale	Photo
19	The RP should ensure that the redundant CO ² fire extinguisher in the storeroom is removed off site because it would be deemed unfit and a safety hazard because it is a pressurised vessel and past it 10 year extended service date.	1	A	
		Date completed / staff signature		
20	The RP should ensure that the lightning protection system is being tested as per BS EN 62305. Protection against lightning. At the time of the Assessment there was no up to date documentation for perusal.	2	C	
		Date completed / staff signature		