

APM FIRE PROTECTION

Fire Risk Assessment

Prepared for: ***Marlborough Court***
Communal area only
Shakespeare Road
Royal Wootton Bassett
Swindon
SN48HG

FIRE RISK ASSESSMENT

Dated this day: 16th May 2022

Fire Risk Assessment carried out, documented and produced by Philip Whittaker on behalf of Beevers and Massey

APM FIRE PROTECTION IS A MEMBER OF THE BRITISH FIRE CONSORTIUM. MEMBERSHIP NUMBER: 140.

This fire risk assessment has been produced and recorded in accordance with the fire risk assessment guide produced by the Fire Protection Association.

	RISK	ASSESSMENT	RECOMMENDATION
1.	Is there a system for controlling the amounts of combustible materials, flammable liquids and gases that are kept in the workplace?	Due to the assessment only coving the communal areas only at time of assessment there was no flammable liquids or flammable gases on site. I was unable to check the door under the stairs or the old office.	I would advise that the 2 locked areas are checked for flammable liquids and flammable gases and any to be found on site I advise that a system is put into place to control the amount that is on site at any one time.
2.	Is the waste control system operating effectively?	The bin store is located within the main building on the ground floor.	Bins are emptied every 2 weeks but this could still act as fuel in the event of a fire. I would advise that the bin store is moved to outside the building away from the main building.
3.	Are all combustible materials, flammable liquids and gases	As per question 1 I would advise that	And flammable liquids and gases that

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	stored safely?	the locked areas are checked.	require to be on site, I.E cleaning materials should be kept in Fire rated cupboard or Fire rated metal cabinet.
4.	Are all heaters fitted with suitable guards and fixed in position away from combustible materials?	Electrical heaters are fitted throughout the communal areas.	I advise that all heaters have a Caution Hot Surfaces sign fitted above each heater.
5.	Are all items of portable electrical equipment inspected regularly and fitted with correctly rated fuses?	No.	Manager/Facilities to ensure that all appliances that are not brand new, and to be used communally have a valid PAT testing label.
6.	Does a qualified person inspect the wiring of the electrical installation periodically?	Certification was not available to view on site at time of inspection.	Ensure certificates are available to confirm dates of test.
7.	Is the use of electrical extension leads and multi-point adaptors kept to a minimum?	At time of inspection there was none being used.	No recommendations to report.
8.	Are flexes run in safe places where they will not be damaged?	Yes, all cables are run in a safe manner.	No recommendations to report.
9.	Is the upholstery of furniture in good condition?	N/A.	No recommendations to report.
10.	Is the workplace free of rubbish and combustible waste materials?	Yes, premises in a clean and safe condition.	No recommendations to report.
11.	Is there a designated smoking area provided with adequate ashtrays?	A no smoking policy is strictly operated throughout the premises	No recommendations to report.

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12.	Have suitable measures been taken to protect against the risk of arson?	Good security is probably the best protection against arson and therefore it is important to ensure that all means of access to the premises-doors and windows-are locked at all times when the building is un-occupied. The lock to the main entrance door does lock.	I advise a new lock is fitted to the main entrance doors or the door entry system is made operational.
13.	Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	The principle structural means for limiting the spread of fire is compartmentalisation; dividing the building into compartments that are separated from each other by fire resistant walls and doors. All internal fire doors have fitting issues/gap issues that exceed the 3mm top and sides of the doors and exceeds the 10mm rule under the doors. All the door hardware I.E handles and hinges are fire rated. Some of the fire doors are only fitted with fire seals. Due to the age of the building I'm unable to tell if any of the internal corridor doors hold a fire rating although all doors are made of a solid material. I was unable to check individual flat doors to check if they were fitted with a intumescent Fire seals. All individual flat doors are fitted with standard letterboxes. I advise a specialist fire door company or a carpenter to sort all fire door issues.	I advise that all flat doors and corridor doors are a minimum of a FD 30 minute door and all doors fitted with self-closers and fire rated hardware. All doors are fitted with a intumescent fire and smoke seals. I advise that all flat doors letterboxes are upgraded to a intumescent letterbox. I advise that electrical cupboard doors that lead on to a escape route hold a minimum of a FD60 fire rating and all doors are fitted with fire rated hardware and intumescent fire and smoke seals. I advise that all final exit doors are checked to ensue they meet the British Standard requirements.

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14.	Are there a sufficient number of exits and of suitable width for the people likely to be present?	There is only one exit from the first and 2 nd floor and this is the main stairwell.	No recommendations to report.
15.	Do the exits lead to a place of safety? Are all gangways and escape routes free from obstructions?	No. There are final exit doors on both the 1 st and 2 nd floors at either end of the building the lead to a dead end.	No recommendations to report.
16.	Are the escape routes free from tripping and slipping hazards?	Yes, all escape routes were clear from tripping and slipping hazards.	No recommendations to report.
17.	Are steps and stairs in good state of repair?	Yes.	No recommendations to report.
18.	Are final exits always unlocked when the premises are in use?	Yes.	No recommendations to report.
19.	Are the devices securing final exits capable of being opened immediately and easily without the use of a key?	yes.	No recommendations to report.
20.	Are internal fire doors labelled as such and normally kept closed?	Yes. The current signs no longer conform to the current British Standards BS 5499.	I advise that these signs are updated to meet the current British Standards BS5499. I advise that all signs are photoluminescent.
21.	Are the self-closers on fire doors operating correctly?	Communal doors were all working correctly at time of inspection.	No recommendations to report.
22.	Do the doors on escape routes open in the direction of travel? (i.e. towards the escape route)	No. the main fire door and rear fire exit door open inwards.	No recommendations to report.
23.	Are escape routes clearly signed?	No. The current signs no longer conform to the current British Standards BS 5499.	I advise that these signs are updated to meet the current British Standards BS5499. I advise that all signs are photoluminescent.

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24.	Are escape routes adequately lit?	No.	I advise all standard lights are changed to emergency lights.
25.	Have plans been made and rehearsed regarding assisting disabled staff and visitors to evacuate the premises?	No, plans have not been made to assist disabled staff and visitors if required to evacuate the premises.	Disabled Staff or Visitors may require additional assistance. This will be the responsibility of each flat owner/tenant
26.	Do procedures and practices avoid the use of combustible materials or processes that use heat?	N/A	
27.	Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson?	A similar question to this has already been considered and dealt with accordingly. Please refer to Q12 and the recommendation made.	
28.	Have staff been trained on how to call the emergency services, the use of the fire extinguishers and basic fire prevention?	N/A	
29.	Have you asked your insurers for advice regarding the fire protection of your business?	No.	The premises insurers are contacted and advice sought as to their specified Fire Protection requirements.
30.	Where emergency lighting is installed is it in full working order and maintained regularly?	I was unable to tell if the emergency lighting was in full working order due to there being no fire log book on site.	Advise emergency lights are serviced on a six monthly basis and the emergency lights have a monthly flick test carried out and all findings recorded in the fire log book. I also advise that a metal document box is installed to keep all documentation in.
31.	Is there an automatic fire detection and alarm system?	No.	I advise that linked 240 mains wire detectors are fitted throughout the

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			communal areas.
32.	Is the fire alarm system in full working order?	N/A	
33.	Is the fire alarm tested weekly?	N/A	I advise that when the mains wired detectors are installed they are test weekly and finding recorded in the fire log book.
34.	Can the fire alarm system be activated without placing anyone in danger?	N/A	
35.	Are the fire alarm call points clearly visible and unobstructed?	N/A.	
36.	Is the fire alarm system connected to a monitoring centre that calls the fire brigade?	N/A.	
37.	Is the fire alarm system, and all its components, continually monitored?	N/A.	
38.	Are an adequate number of fire extinguishers provided?	N/A	
39.	Are the fire extinguishers and fire blankets located suitably and ready for use?	N/A	
40.	Does a qualified company or person service the fire extinguishers annually?	N/A	
41.	Is any fixed fire-fighting installation or automatic fire detection system in full working order?	N/A.	
42.	Is any fixed fire-fighting installation or automatic fire detection system serviced regularly by qualified persons?	Yes.	

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43.	If you employ five or more people, have you recorded the findings of the fire risk assessment?	This document is the recording of the findings.	No recommendation to report
44.	Have you told your staff or their representatives about your findings?	Please refer to Q43.	No recommendations to report.
45.	If you have prepared a formal report, has it been shown to your staff or their representatives?	Please refer to Q43.	No recommendations to report.
46.	If you share the workplace with others, do they know about the risks that you have identified?	No.	No recommendations to report.
47.	If you do not have direct control over the workplace have you made your findings known to the owner or landlord?	A copy of this Fire Risk Assessment will be passed onto the head office.	No recommendations to report.
48.	Are Fire Action notices displayed prominently throughout the workplace?	No.	Advise that these are fitted throughout this premises as per the British Standards BS5499.
49.	Has an emergency plan been drawn up in case of a major fire?	No.	I advise that this is put into place.
50.	Is a copy of the emergency plan kept other than at the workplace?	I advise that a copy of the assessment is kept onsite and at the main office.	No recommendations to report
51.	Has a plan been established to review the fire risk assessment periodically?	Yes, the Management is to review every 12 months.	No recommendations to report

The next Fire Risk Assessment Review should take place in May 2025 or earlier should the necessity arise. This is subject to internal reviews every 12 months

This Fire Risk Assessment was carried out by Philip Whittaker on the 16th May 2022

SIGNED: