



FIRE RISK ASSESSMENT

Health & Safety 2017



THE FIRE SAFETY ORDER*

Previous general fire safety legislation

The Order replaces previous fire safety legislation. Any fire certificate issued under the Fire Precautions Act 1971 will cease to have any effect. If a fire certificate has been issued in respect of your premises or the premises were built to recent building regulations, as long as you have made no material alterations and all the physical fire precautions have been properly maintained, then it is unlikely you will need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order. However, you must still carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in your premises remain current and adequate.

If you have previously carried out a fire risk assessment under the Fire Precautions (Workplace) Regulations 1997 as amended 1999 and this assessment has been regularly reviewed then all you will need to do now is revise that assessment taking account of the wider scope of the Order as described in this guide.

Your premises may also be subject to the provisions of a licence or registration (e.g. under the Licensing Act 2003) of the case, and the fire authority may wish to review your risk assessment as part of the licensing approval process. Fire safety conditions within your licence should not be set by a licensing authority where the Order applies.

Background

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other. If you are the responsible person you must carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as disabled people, those who you know have special needs and young persons and must include consideration of any dangerous substance liable to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take.

If your premises are licensed or an alterations notice is in force, you must record the significant findings of the assessment. It is good practice to record your significant findings in any case.

There are some other fire safety duties you need to comply with:

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.

- **You must** provide occupants with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to persons within the premises with regards to fire systems and evacuation procedures
- **You must** ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

Who enforces the Fire Safety Order?

The local fire and rescue authority (the fire and rescue service) will enforce the Order in most premises. The exceptions are:

- Crown-occupied/owned premises where Crown fire inspectors will enforce;
- premises within armed forces establishments where the defence fire and rescue service will enforce;
- certain specialist premises including construction sites, ships (under repair or construction) and nuclear installations, where the HSE will enforce; and
- sports grounds and stands designated as needing a safety certificate by the local authority, where the local authority will enforce.

The enforcing authority will have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment. If you are required to record the outcome of the assessment they will expect to see a copy.

If the enforcing authority is dissatisfied with the outcome of your fire risk assessment or the action you have taken, they may issue an enforcement notice that requires you to make certain improvements or, in extreme cases, a prohibition notice that restricts the use of all or part of your premises until improvements are made.

If your premises are considered by the enforcing authority to be or have potential to be high risk, they may issue an alterations notice that requires you to inform them before you make any changes to your premises or the way they are used.

Failure to comply with any duty imposed by the Order¹ or any notice issued by the enforcing authority is an offence. You have a right of appeal to a magistrates court against any notice issued. Where you agree that there is a need for improvements to your fire precautions but disagree with the enforcing authority on the technical solution to be used (e.g. what type of fire alarm system is needed) you may agree to refer this for independent determination.

If having read this guide you are in any doubt about how fire safety law applies to you, contact the fire safety office at your local fire and rescue service.

If your premises were in use before 2006, then they may have been subject to the Fire Precautions Act and the Fire Precautions (Workplace) Regulations. Where the layout (means of escape) and other fire precautions have been assessed by the fire and rescue service to satisfy the guidance that was then current, then it is likely that your premises already conform to many of the recommendations here, providing you have undertaken a fire risk assessment as required by the Fire Precautions (Workplace) Regulations.

New buildings or significant building alterations should be designed to satisfy current building regulations (which address fire precautions).

However, you will still need to carry out a fire risk assessment, or review your existing assessment (and act on your findings), to comply with the Order.

* Information taken from guidance included within the Fire Safety Regulatory Reform Order 2005

INTRODUCTION

SECTION 1 - PREMISES



Address of premises	36-99 Jebb Avenue, Brixton Hill, London, SW2 5XL
Responsible person	Saud - Property Manager
Persons consulted	Anne - Garden Maintenance.
Assessors name	Nadeem Qureshi NEBOSH Certified
Date of assessment	13/06/2017
Previous assessment date	Not Known
Next assessment date	12 months from the date of this assessment
Number of floors	3/4 Storey
Premises use	Private residential (communal area)
Survey type	Type 1-Common Parts Only (non invasive)

PREMISES DESCRIPTION

Jebb Avenue consists of 10 communal areas over three separately constructed detached buildings ranging from the 1950's-70's. The buildings are over three and four storeys which are constructed from masonry and mortar with tiled pitched roofs. Flats 76-81, 82-87, 88-93, 94-99 were situated within 4 x 3 storey purpose built blocks of flats. Flats 64-67, 60-63 were situated within a four storey purpose built block of flats. Flats 36-47 were situated within a 4 storey purpose built block of flats. The communal areas were external. Flats 56-89, 52-55, 48-51 were situated within a four storey purpose built block of flats with 3 x communal areas. The communal areas consisted of concrete floors, masonry walls and concrete and plasterboard ceilings.

Section 2: PERSONS WHO MAY BE AT RISK	
Visitors to the site	Possibly
Number of employees	No
Number of contractors	Possibly
Number of sleeping occupants	Not Known
Disabled / vulnerable persons	Not at the time of assessment
Open times	N/A

SECTION 3 - PREVIOUS FIRE LOSS	
Previous fires in last 10 years	No

SECTION 4 - RELEVANT FIRE LEGISLATION	
Primary statutory provisions	Regulatory Reform (Fire Safety) Order 2005
Enforced by	London Fire Authority

Survey Intentions	
The purpose of this report is to identify potential fire safety hazards and to implement appropriate controls to either remove the hazard, or significantly reduce any risks identified. It is intended that this report is to provide an assessment of the risk to life from fire in these buildings, 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.	
Survey Limitations	
During the course of the Fire Risk Assessment no access was available to ceiling voids, wall cavities etc. Therefore, Salvum can take no responsibility for any structural fire safety deficiencies subsequently found within the inaccessible areas of the building. This fire risk assessment was undertaken within the communal areas only. Further advice from the local authority may be required with regards to requirements of fire precautions within each dwelling under the Housing Act 2004.	

OBSERVATIONS

KEY (Please see 'Action Plan' for further reference)

1	High Priority Action Required
2	Moderate Priority Action Required
3	Low Priority Action Required

INDEX	QUESTION	YES	NO	N/A	OBSERVATIONS / LOCATION
SECTION 5	Management of fire safety				
5.1	Is there a fire policy in place or policy link within the health and safety policy?			X	
5.2	Is the policy reviewed as a minimum every 12 months and communicated to all persons?			X	
5.3	Is there a sufficient number of trained persons undertaking fire management?			X	
5.4	Are procedures in the event of fire appropriate and properly documented?		3		A "Stay Put"/"Stay Safe" fire action notice should be displayed to the wall within the entrance lobby on the ground floor of each stairwell adjacent to the front entry/exit point.
5.5	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?			X	
5.6	Is there a suitable fire assembly point?		3		To the front of properties would be sufficient outside and away from the buildings.
5.7	Are there routine inspections undertaken ensuring fire safety is managed and controlled?		3		Regular inspections should be undertaken by the responsible person.
5.8	Does the premises use a Fire log book to record maintenance, testing, training etc.?		3		At present there was no fire log book present. A fire log book should be introduced to record routine testing and maintenance of the emergency lighting within the communal areas of all blocks.

SECTION 5	Management of fire safety-continued				
NOTES	The premises are monitored and inspected routinely by the responsible person, however no records of inspections were available at the time of assessment. Residents to ensure any defects noticed within the communal areas should be reported to the responsible person immediately. It is important all occupants are aware of what actions are required in the event of a fire. It is imperative that all significant findings and potential ignition sources identified during this assessment are made available to all parties (landlord, tenants/responsible person) concerned. Failing to do this is a breach of fire legislation.				
SECTION 6	Training and fire drills				
6.1	Are all staff given adequate fire instruction and induction training?			X	
6.2	Do staff who have additional responsibilities have sufficient training i.e. fire Marshall training?			X	
6.3	Are fire drills carried out at appropriate intervals?			X	
SECTION 7	Ignition sources - Smoking policy				
7.1	Is smoking prohibited on the premises, if so are the legally required 'No Smoking' signs provided?		3		"No Smoking" signage should be provided within the entrance lobby areas to each block.
7.2	Are there suitable provisions for people who do smoke?	X			Outside and away from the communal areas of the buildings.
NOTES	There was no evidence to suggest smoking is carried out within the communal areas of this property.				

SECTION 8	Ignition sources - Contractors				
8.1	At the time of assessment was there any contractors working onsite, if so do they pose any unusual fire hazards or ignition sources?		X		
8.2	Are safe systems of work, hot work process permits or a suitable managerial policy in use?		3		The assessor was unable to determine whether a suitable policy exists for contractors. A policy should be produced and given to contractors relating to fire and arrangements in place with respect to fire. This should be reviewed regularly taking into account any hot works that maybe carried out.
8.3	Are contractors sufficiently managed whilst on site?			X	
NOTES	At the time of assessment no contractors were onsite, however any contractors used should be checked for suitable qualifications and experience before work commences. Ensure adequate controls are in place to control contractor hot works and other potentially hazardous electrical works e.g. hot work permit / permit to work. Controls should be in place to ensure that no-one carrying out work on gas fittings which involves exposing pipes that contain or have contained flammable gas uses any source of ignition such as grinders, blow-lamps or hot-air guns. It is recommended risk assessments/method statements are also requested from the contractors.				
SECTION 9	Ignition sources- Electrical				
9.1	Are fixed installations inspected periodically?		2		No documentation was provided at the time of assessment to determine whether fixed electrical installations within the common areas are subject to routine inspection by a competent contractor in accordance with BS 7671. The responsible person should be aware that inspections should not exceed 5 years.
9.2	Is there a policy with regards to electrical equipment?			X	
9.3	Is sufficient portable appliance testing carried out periodically?			X	
9.4	If extension leads and adaptors are in use are they used safely?			X	

SECTION 9	Ignition sources- Electrical-continued				
9.5	Were all electrical systems and appliances visibly in good condition at the time of assessment?	X			
9.6	Are electrical cables routed so as to avoid physical damage?	X			
SECTION 10	Ignition sources - Portable heaters / heating installation				
10.1	Is there use of more hazardous heaters i.e. radiant, bar heaters or lpg?			X	
10.2	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?			X	
10.3	If the premises has a gas, oil or bio mass heating system is the boiler clear from combustible materials?			X	
10.4	If Portable heaters are used, are they kept clear from combustible materials and fixed in position with suitable guards?			X	
10.5	Is the use of open or log burning fires avoided?			X	
NOTES	The communal areas are not heated.				

SECTION 11	Ignition sources - Cooking				
11.1	Are ventilation and extraction ducting regularly maintained and serviced?			X	
11.2	Are emergency cut-off switches / valves / cocks provided and accessible with their location and use indicated by signage?			X	
11.3	Does this involve the use of deep fat fryers, an oven or cooking range?			X	
11.4	Are cooking processes close to insulated panels?			X	
SECTION 12	Ignition source - Arson				
12.1	Are access and egress points considered secure against unwanted intruders?	X			
12.2	Is external refuse managed adequately?	X			
12.3	Does the premises have an intruder alarm?			X	
NOTES	Access to the premises is restricted with suitable locks which are able to be opened from the inside without the use of a key. Refuse bins are adequately stored away from the building.				

SECTION 13	Ignition source - Other Significant Risks				
13.1	Does the premises have lightning protection?			X	
13.2	Is the system in visibly good condition and maintained accordingly?			X	
13.3	Sources of naked flam e.g. candles, oil lamps etc.?		X		
SECTION 14	Housekeeping				
14.1	Is the standard of housekeeping adequate?	X			
14.2	Are combustible materials kept away from ignition sources?	X			
14.3	Is there appropriate storage of hazardous materials?			X	
14.4	Is there a management policy with regards to good housekeeping?	X			All blocks are cleaned by an external cleaner.
14.5	Are precautions in place for the storage of large/abnormal amounts of combustible materials?			X	
14.6	Is the upholstery of foam furniture in good condition and meet current British standards with regards to fire resistance?			X	
14.7	As far as practicable are textiles, curtains decorations etc. sufficiently away from ignition sources?	X			

SECTION 14	Housekeeping-Continued				
NOTES	As part of routine checks it is important that all areas are kept clear from excessive refuse/obstructions. It would be beneficial to provide signage within the communal area ensuring all occupants are aware of the requirement to keep these areas free from obstruction and combustible materials. Any accumulations of combustible materials should be removed immediately. Such accumulations present a risk of accidental or malicious ignition. Bin storage should be located sufficiently away from the property.				
SECTION 15	Measures to limit the spread and development of fire				
15.1	Is there suitable compartmentation between walls and floors to subdivide the building into smaller portions?		1		The internal windows, doors to flats and infill panels to flats should be upgraded to FR30 fire rated glass and frames and FD30s fire doors to flats; 60, 61, 62, 63, 64, 65, 66, 67, 56, 57, 58, 58, 59, 52, 53, 54, 55, 48, 49, 50, 51.
15.2	Are existing fire doors installed to conform to British Standard 476?		2		At the time of the assessment flat doors were not accessible within to inspect the integrity of the flat doors that deploy into the escape routes. The following flat doors require either remedial works to be carried out or replaced. They are as follows; Flats 80/81/85/86/87/93 (Due to damage) should be replaced with FD30s fire doors fitted with intumescent strips and cold smoke seals with "Positive" self closing devices. Flats 81, 89, 90, 98, should be replaced with a FD30s fire doors or have the cat flaps upgraded with intumescent protectors due to having a cat flaps installed. Flats 60, 61, 62, 63, 64, 65, 66, 67, 56, 57, 58, 58, 59, 52, 53, 54, 55, 48, 49, 50, 51 requires FD30s fire doors with intumescent strips, cold smoke seals and "Positive" self closing devices.
15.3	Are service shafts between floors adequately fire stopped including doors?	X			

SECTION 15	Measures to limit the spread and development of fire				
15.4	Are fire shutters used at the premises? If so are fire shutters tested and maintained accordingly?			X	
15.5	Are wall and floor coverings managed to reduce the spread of smoke and fire?	X			
15.6	Where automatic hold open devices are installed are they maintained, tested periodically and kept clear from potential obstruction?			X	
15.7	Are fire doors regularly inspected and maintained?			X	
NOTES	In view of the LACORS Guidance with regard to fire safety in all pre 1991 residential flats (purpose built or conversions), account will be taken of the fire resistance of doors leading directly on to the means of escape. It is a requirement that all doors leading from individual occupancies directly on to either a lobby or staircase should be fitted with a door-closing device. This would ensure that in the event of residents having to leave their flat in the event of a fire, the front door would automatically close, thus protecting the staircase and enabling other persons within the building to escape safely. You should be aware of the requirement to fit intumescent strips and cold smoke seals when fire doors are replaced either when they become damaged or during refurbishment work. Doors that open directly on to a staircase from individual flats that clearly do not conform to half hour fire resisting standards (UPVC, non Georgian wired glazing etc.), will be subject to requirements that will be contained within this report to either replace, upgrade or to provide an additional fire resisting door in the form of a lobby to the staircase, where practicable.				

SECTION 16		Means of escape from fire			
16.1	Are exit routes clear and free from obstruction?		2		There were various stored personal items within the escape routes within the communal areas, there are as follows; Flats 82-87, stored bikes and boxes on landings. Flats 36-47, the gate adjacent to flat 39 and bike and plant pots should be removed.
16.2	Is the number and distribution of escape exits sufficient for the premises use?	X			Flats 36-47 has a additional fire exit door on the ground floor which deploys to the rear of the building and an metal external spiral staircase which is accessible from the first, second and third floor external landing areas. All other communal blocks are provided with one entry/exit location.
16.3	Are disabled refuges provided? If so, are they adequate and provided with appropriate communications?			X	
16.4	Do doors open in the direction of escape?	X			
16.5	Are fire doors able to self close and not held open by unacceptable methods?	X			
16.6	Are door fastenings acceptable and available without the use of a key?	X			
16.7	Where necessary are dead ends and protected routes maintained to ensure they are fire resisting and unbreached?			X	
16.8	Is it considered that the building is provided with reasonable means of escape for disabled persons?			X	

SECTION 16	Means of escape from fire-continued				
16.9	Is there avoidance of sliding or revolving doors?	X			
16.1	Are stairs and steps in a good state of repair?		2		There was no evidence provided in regards to the routine maintenance of the external metal spiral fire escape from flats 36-47. The responsible person should be aware that external metal stairs should be inspected by a competent contractor every 5 years.
16.11	Where final exits may become blocked by vehicles, waste bins etc. Is adequate signage provided.			X	
16.12	If restrictions exist regarding maximum number of persons allowed within the premises at anyone time, Are they sufficiently managed?			X	
NOTES	It is essential escape routes are kept clear from obstruction at all times to ensure safe egress from the property and to enable the fire authority to gain sufficient access in case of emergency. This should continue to be managed.				
SECTION 17	Emergency Escape Lighting				
17.1	Is there a reasonable standard of escape lighting?		2		Maintained emergency lighting should be provided throughout all communal areas to all floors. There was evidence that some blocks have various emergency lights however additional lighting should be provided.
17.2	Is the system tested regularly and maintained by a competent contractor?		2		The responsible person should be aware that emergency lighting should be tested in-house every month and maintained by a competent contractor every 12 months. All findings should be recorded within the fire log book.

SECTION 18	Fire safety signs and notices				
18.1	Is there a reasonable number of fire safety signs and notices?	X			
18.2	Is there sufficient exit signage?	X			
18.3	Is there sufficient fire action signage?		X		
18.4	Is there sufficient signage on fire doors?	X			
18.5	Is there specific instructions for the use of passenger lifts during a fire?			X	

SECTION 19	Means of giving warning in case of fire				
19.1	Does the premises provide a manually operated fire alarm system?		X		
19.2	Does the premises provide an automatic fire detection system?			X	Due to the solid construction of the building a fire detection system is not required.
19.3	Does the premises have a single point smoke detection device?			X	
19.4	Is the current system audible in all areas?			X	
19.5	Does the system provide a signal to a receiving centre?			X	
19.6	Is the extent of the system sufficient for the intended use?			X	
19.7	Is the system checked and maintained accordingly?			X	
NOTES	It is advised that individual flats are fitted with Grade D smoke detection.				

SECTION 20	Manual fire fighting appliances				
20.1	Is there reasonable provisions for fire extinguishers within the premises?			X	Not required within the communal areas of the buildings.
20.2	If yes what extinguishers are located within the premises?			X	
20.3	Are portable extinguishers sited in appropriate places?			X	
20.4	Are portable extinguishers checked at appropriate intervals?			X	
20.5	Have staff required to use extinguishers received the required training?			X	
20.6	If hose reels are located within the building are they correctly sited?			X	
20.7	Are people expected to use hose reels given specific training?			X	
20.8	Are hose reels subject to regular maintenance and inspections?			X	
NOTES	It is not necessary to provide fire fighting appliances within the communal area of this property, however it would be prudent for individual flat owners to ensure they have a 1kg multi purpose powder unit within each flat.				
SECTION 21	Other Fire Systems				
21.1	Are there automatic fire suppression systems i.e. sprinkler systems, inert systems etc.? If so is the system subject to preventative maintenance regime?			X	
21.2	If an Auto-venting system is installed is it maintained annually by a competent contractor?			X	

MAINTENANCE REQUIRED

INDEX		YES	NO	N/A	Date carried out
SECTION 22	Required Testing Maintenance				
22.1	Emergency lighting				
	Monthly in house testing		X		Required
	Annual contractor maintenance		X		Required
22.2	Fire Alarm System				
	Weekly manual call point testing			X	
	6 monthly contractor maintenance			X	
22.3	Fire extinguishers				
	Monthly in house inspection			X	
	Annual contractor maintenance			X	
22.4	5 year contractor electrical installation inspection		X		Evidence Required
22.5	Annual PAT contractor testing			X	
22.6	Annual gas appliance testing			X	
22.7	Kitchen extraction cleaning/maintenance (contractor)			X	
22.8	Lifting system maintenance			X	
	6 monthly contractor maintenance			X	
22.9	Monthly fire door inspection			X	
22.10	Automatic closure device			X	
	Monthly inspection			X	
	Annual contractor maintenance			X	
22.11	Lightning Protection Annual maintenance			X	
22.12	Suppression system 3 month contractor inspection			X	
22.13	Monthly in-house fire inspection	X			
22.14	Recorded fire training			X	
22.15	Recorded fire drills			X	
22.17	Fire log book in place		X		Required
22.18	Air conditioning maintenance			X	

ACTION PLAN				
5.4	3	A "Stay Put"/"Stay Safe" fire action notice should be displayed to the wall within the entrance lobby on the ground floor of each stairwell adjacent to the front entry/exit point.	A fire evacuation plan is required, including what to do in case of fire and arrangements in place for calling the fire brigade with required steps on how to and who is responsible to evacuate the premises. A domestic evacuation plan should be readily available for all occupants to see and located at entrance points as well as escape routes from each level.	
5.6	3	To the front of properties would be sufficient outside and away from the buildings.	It is essential all persons are aware of where to meet in case of fire. A 'fire assembly point' sign is required and clearly displayed within the designated location.	
5.7	3	Regular inspections should be undertaken by the responsible person.	It is important that routine inspections of the premises are undertaken to ensure the property is safe for all persons to use. Ensure all inspections are logged and appropriate steps are undertaken with significant findings.	
5.8	3	At present there was no fire log book present. A fire log book should be introduced to record routine testing and maintenance of the emergency lighting within the communal areas of all blocks.	It is recommended a fire log book is introduced in order to record maintenance and testing of fire appliances. The book should be readily available on site in order for the fire authority to inspect if required.	
7.1	3	"No Smoking" signage should be provided within the entrance lobby areas to each block.	It is a criminal offence to smoke within communal parts of the property. Display suitable signs on entrances to the premises informing people of the smoking policy and if applicable the location where smoking is permitted.	

8.2	3	The assessor was unable to determine whether a suitable policy exists for contractors. A policy should be produced and given to contractors relating to fire and arrangements in place with respect to fire. This should be reviewed regularly taking into account any hot works that maybe carried out.	In order to reduce risks from contractor's working on site it is advised that suitable controls are put in place. This process requires them to provide copies of health & safety policy documents, public & employer's liability insurance documents, training records and RAMS for activities they will be carrying out.	
9.1	2	No documentation was provided at the time of assessment to determine whether fixed electrical installations within the common areas are subject to routine inspection by a competent contractor in accordance with BS 7671. The responsible person should be aware that inspections should not exceed 5 years.	In accordance with BS 7671 Fixed electrical installations should be inspected by a competent contractor with periods between inspections not exceeding 5 years. The report should contain any additional work required in order to ensure the system is safe.	

15.1	1	The internal windows, doors to flats and infill panels to flats should be upgraded to FR30 fire rated glass and frames and FD30s fire doors to flats; 60, 61, 62, 63, 64, 65, 66, 67, 56, 57, 58, 58, 59, 52, 53, 54, 55, 48, 49, 50, 51.	It was considered at the time of assessment that there is inadequate fire separation within the building. As indicated additional separation is required within the highlighted area. Any remedial work should ensure a minimum of 30 minutes separation between walls/ceilings including doors within low risk areas, however a 60 minute separation may be required to higher risk premises ie separation between commercial and private accommodation, separation between boiler rooms/commercial kitchens, separating walls between buildings and between cellars/basement and the ground floor. Where 60 minutes cannot be realistically achieved then an early warning fire detection system may be adequate. Attention should be paid to any ductwork that passes through the separation. This will require protecting to the same standard of fire resistance as the partition itself.	
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15.2	2	At the time of the assessment flat doors were not accessible within to inspect the integrity of the flat doors that deploy into the escape routes. The following flat doors require either remedial works to be carried out or replaced. They are as follows; Flats 80/81/85/86/87/93 (Due to damage) should be replaced with FD30s fire doors fitted with intumescent strips and cold smoke seals with "Positive" self closing devices. Flats 81, 89, 90, 98, should be replaced with a FD30s fire doors or have the cat flaps upgraded with intumescent protectors due to having a cat flaps installed. Flats 60, 61, 62, 63, 64, 65, 66, 67, 56, 57, 58, 58, 59, 52, 53, 54, 55, 48, 49, 50, 51 requires FD30s fire doors with intumescent strips, cold smoke seals and "Positive" self closing devices.	All fire doors deploying onto the escape route should be fitted with either an over head or 'Perko' style self closing device. Gaps around the side and top of the door set should not exceed 3mm. A tolerance of 10mm to the bottom of the door set is considered acceptable. You should be aware of the requirement to fit in tumescent strips and cold smoke seals when fire doors are replaced either when they become damaged or during refurbishment work. Doors that open directly on to a staircase from individual flats that clearly do not conform to half hour fire resisting standards (UPVC, non Georgian wired glazing etc), will be subject to requirements that will be contained within this report to either replace, upgrade or to provide an additional fire resisting door in the form of a lobby to the staircase, where practicable. All entrance doors that open onto the escape route should be fitted with a self closing device and an instrumittent strip/cold smoke seal. Ensure all flat entrance doors are inspected to ensure they meet the required standard in order to conform to BS 476 part 20:22 and BS 46 part 31:1, BS476- Fire doors and door frame, BS EN 1154-self closers, BS EN1906 and BS EN 12209-Door handles and locks.	
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16.1	2	There were various stored personal items within the escape routes within the communal areas, there are as follows; Flats 82-87, stored bikes and boxes on landings. Flats 36-47, the gate adjacent to flat 39 and bike and plant pots should be removed.	It is essential exit routes are clear from obstructions and combustible materials at all times. All signage giving information on direction of travel and fire exits should be unobscured.	
16.1	2	There was no evidence provided in regards to the routine maintenance of the external metal spiral fire escape from flats 36-47. The responsible person should be aware that external metal stairs should be inspected by a competent contractor every 5 years.	It is essential exit routes are clear from obstructions and combustible materials at all times. All signage giving information on direction of travel and fire exits should be unobscured.	
17.1	2	Maintained emergency lighting should be provided throughout all communal areas to all floors. There was evidence that some blocks have various emergency lights however additional lighting should be provided.	During the assessment it was considered there was insufficient ambient light to aid safe egress from the property should power be cut from effects of fire. The primary purpose of emergency escape lighting is to illuminate escape routes but it also illuminates other safety equipment. During the assessment it was considered there was insufficient ambient light provided to aid safe egress from the property should power be cut from effects of fire. Install secondary lighting within the highlighted areas. Any installation should meet BS 5266 and have a minimum of 3 hour battery reserve. Any installation will require regular testing by the responsible person as well as ongoing annual maintenance by a competent contractor.	

17.2	2	The responsible person should be aware that emergency lighting should be tested in-house every month and maintained by a competent contractor every 12 months. All findings should be recorded within the fire log book.	It is important any secondary lighting system is tested and maintained accordingly. Routine visual inspections should be carried out to ensure lighting equipment is in good condition. Monthly in house testing and an electrical contractor is required to check systems every 6 months. With regards to low maintenance systems an electrician is required to maintain lighting every 12 months.	
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SIGN OFF**Fire Hazard - Likelihood**

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire and probability of ignition is:

Low	X	Medium		High	
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Potential Consequences - Severity

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 risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Low		Medium	X	High	
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Risk Rating Matrix (RR)		Likelihood (L)		
Severity (S)		Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
	Fatality; major injury or illness causing long term disability (High)	1 - HIGH	1 - HIGH	2 - MEDIUM
	Injury or illness causing short term disability	1 - HIGH	2 - MEDIUM	3 - LOW
	Other injury or illness (Low)	2 - MEDIUM	3 - LOW	3 - LOW

Risk Based Control Plan		
ACTION	RISK LEVEL	TIMESCALE
Low priority, considered good fire safety practice -There may be some potential for minor injury. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that any controls put in place are maintained.	3 - LOW	Via an agreed program/3 months
Medium priority required for legislative compliance - Potential for serious injury. Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited, Risk reduction measures should be implemented within an agreed programmed time period. Where the moderate risk is associated with extremely harmful consequences a further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	2 - MEDIUM	Within 1 month
High priority immediate action required for legislative compliance - Potential for major injury or high numbers of people harmed. Work should not be started or continue until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.	1 - HIGH	Works should be completed immediately

Assessment of overall risk					
Low		Medium	X	High	

Date:	19/06/2017
Signature:	N Qureshi

Additional information about this assessment

Premises

Description of premises: Include whether it is detached, terraced, etc., number of floors and any features that may affect fire safety. If you only occupy part of the building, you should indicate this.

Operations or processes undertaken on the premises: state general processes e.g. general office activities, etc., but include any specific processes that would affect fire safety e.g. kitchen activities, welding operations, etc.

Information of how to reduce Fire Hazards

- Operating a safe smoking policy in designated smoking areas and prohibiting smoking elsewhere;
- Enforcing the prohibition of matches and lighters and other naked flames in high fire-risk areas;
- Ensuring that all equipment that could provide a source of ignition, even when not in use, is left in a safe condition;
- Making sure that any smouldering material (including smokers' material) is properly extinguished before leaving the building; and Taking precautions to avoid the risk of arson.

Minimising the potential fuel for a fire

- Removing flammable materials and substances, or reducing them to the minimum required for the operation of the business;
- Replacing materials and substances with less flammable alternatives;
- Ensuring flammable materials, liquids (and vapours) and gases are handled, transported, stored and used properly;
- Ensuring adequate separation distances between flammable materials;
- Storing highly flammable substances in fire-resisting stores and where necessary, keeping a minimum quantity in fire-resisting cabinets in the workroom;
- Removing, covering or treating large areas of flammable wall and ceiling linings to reduce the rate of flame spread across the surface;
- Replace or repairing furniture with damaged upholstery where the foam filling is exposed;
- Ensuring that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of;
- Taking action to avoid storage areas being vulnerable to arson or vandalism;
- Ensuring good housekeeping; and Improving the fire-resistance of the construction of the workplace.

Reducing sources of oxygen

- Closing all doors, windows and other openings not required for ventilation, particularly out of working hours;
- Shutting down ventilation systems which are not essential to the function of the workplace;
- Not storing oxidising materials near or with any heat source or flammable materials;
- Controlling the use and storage of oxygen cylinders, ensuring that they are not leaking, are not used to 'sweeten' the atmosphere, and that where they are located is adequately ventilated.

Persons affected by fire

Examples of people who may be especially at risk include disabled staff or visitors, people who work alone or are isolated, people who are unfamiliar with the premises, people who sleep on the premises, the young, the elderly or the frail, etc.

Where you identify an employee or regular visitor who will require assistance to evacuate the building, a Personal Emergency Evacuation Plan (PEEP) must be prepared and tailored to the needs of the disabled person.

Escape Routes

Escape routes should be kept clear of obstructions and stored combustible material.

Escape route signage should incorporate a “running man” pictogram on a green background and should include the appropriate directional arrow.

Final exit signs incorporate a “running man” pictogram on a green background.

Examples of building repairs that may be required to ensure good compartmentation include sealing holes made through walls or floors made by contractors installing cables, pipes, etc.

Fire Warning Systems

A call point should be accessible on each escape route from the building. They are normally sited near final exits.

If there is any doubt about whether sounders can be heard in remote places, e.g. cellars, attics, etc., a test should be carried out to confirm this.

Fire safety can be improved by fitting smoke/heat detectors to give early warning and allow time for people to evacuate, e.g. on accesses to sleeping accommodation, etc. Other examples of places where smoke/heat detectors are required are in rooms that have an ignition source but are infrequently visited, e.g. boiler rooms, kitchens, etc.

Escape Lighting

If there is any doubt about whether there are enough luminaries to allow safe exit during a power-cut during the hours of darkness, then a test should be arranged in the premises during the hours of darkness. (Note: some premises do not require emergency lighting if there is sufficient “Ambient Light” from street lights, etc.)

Fire Fighting Equipment

You can determine the types of extinguishers you require by referencing the following table:

Fire Extinguisher Chart					
Extinguisher		Type of Fire			
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gases	Electrical Equipment
	Water	✓ Yes	✗ No	✗ No	✗ No
Special Notes: Dangerous if used on 'liquid fires' or live electricity.					
	Foam	✓ Yes	✓ Yes	✗ No	✗ No
Special Notes: Not practical for home use					
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes
Special Notes: Safe use up to 1000v.					
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes
Special Notes: Safe on high and low voltages.					

Generally speaking, fire extinguishers should be sited near to final exits and be available on each floor.

You should have a fire blanket if you have a cooker or hotplate facilities.

All staff should at least be familiar with the location and basic operating procedures of your extinguishers, in case they need to use it. Key staff should be provided with more comprehensive training.

Electricity

Examples of electrical hazards include items stored too close to electrical supply equipment, unsafe equipment, damaged sockets & switches, unsafe routing of cables, etc.

Gas

Examples of gas hazards include combustible items blocking off ventilation panels or stored too near appliances, etc.

General

The “Responsible Person” is typically the most senior person in charge of the premises.

When choosing an Assembly Point, ensure that staff will be far enough away from the premises to ensure safety and not hinder the Fire & Rescue Services. You should also ensure that it can be safely reached, i.e. staff do not have to cross a busy road, etc.

“Fire Action” posters should be positioned adjacent to fire call-points (or each exit) and in staffrooms, notice boards, etc.

Emergency Plans are required to deal with any fire situation. In smaller premises the emergency plan may be no more than a Fire Action poster. In multi-occupied, larger and more complex premises, the emergency plan will need to be more detailed and compiled only after consultation with other occupiers and other responsible people, e.g. owners, managers, etc.

Flammable substances must be stored safely. This is normally assured by following the guidance in the Material Safety Data Sheet (MSDS) for the substance.

Action Plan

The Action Plan should be completed within the specified time/priority level within the Action plan section of this report.

This assessment should be repeated following completion of the Action Plan, and after the first and second reviews.



Fig 1; Internal fire doors with cat flaps should be removed and replaced with FD30s fire doors with intumescent strips, cold smoke seals and "Positive" self closing devices. Or installed with an Intumescent cat flap protector.



Fig 2; The internal windows and infill panels should be replaced with fire rated glass and frames. The original flat doors should be replaced with FD30s fire doors with intumescent strips, cold smoke seals and "Positive" self closing devices.



Fig 3; The external timber gate and stored items within the escape route should be removed and the escape routes kept clear at all times.