

**FIRE RISK ASSESSMENT  
HEADLAM GREEN (No's 14-19)  
HEADLAM STREET  
BYKER  
TYNE & WEAR**

**AUGUST 2017**



**STORM TEMPEST  
PROPERTY CONSULTANCY**

**Reference:** MH – 3293–07–17

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## 1. INTRODUCTION

The Client	Byker Community Trust.
Instruction	This Fire Risk Assessment was undertaken in accordance with an instruction received from Mr Ashley Gibson, Technical Services Manager, Byker Community Trust.
Responsible Person	Jill Haley, Chief Executive, Byker Community Trust.
The Property	14-19 Headlam Green, Headlam Street, Byker, Newcastle Upon Tyne, Tyne & Wear, NE6 2NZ.
The Surveyor	The Fire Risk Assessment was carried out by Mark Harrison, BSc (Hons) and Simon Scurfield MRICS.
Survey Date	23 <sup>rd</sup> August 2017
Scope and Purpose of the Pre-Occupation Fire Risk Assessment	The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] replaces the 40-year-old fire certification scheme. It is now the duty of the 'responsible person' for the premises to ensure the occupants are safe from the effects of fire as far as practicable. This does not imply a lesser responsibility for the safety of the occupant of the premises; it is almost certain that for premises which required a fire certificate prior to January 2006, similar measures will be required under the RR(FS)O.

The RR(FS)O applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

The RR(FS)O does not stipulate the required review period for a particular building, we recommend to review this type of building every year.

A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:

- Identify the hazards



- Reduce the risk of those hazards causing harm to as low as reasonably practicable.
- Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start.

The fire risk assessment was carried out in accordance with the Department for Communities and Local Government (DCLG) 'sleeping accommodation' guidance document.

#### Limitations of the Fire Risk Assessment

The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.

There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants. Storm Tempest Ltd are not the responsible person and are unable to determine, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O. The fire risk assessment will cover all of the areas within the property. We will also comment upon the areas surrounding the building.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

No opening up of any part of the structure was carried out nor were any operational electrical or mechanical systems tested. All comments and recommendations are based on visual inspection only.



Prioritisation of Recommendations To assist in the development of a strategy and action plan for addressing recommendations in the fire risk assessment report, a priority rating is attached to each recommendation. The following is an explanation of each rating:

High Priority: Immediate action required to prevent risk to the health and safety of relevant persons.

Medium Priority: Planned action to improve fire safety within the premises.

Low Priority: Features that comply with current regulations but which the responsible person may consider upgrading.

Identified costs of Recommendations The report will give a budget costing for recommendations covered in the fire risk assessment for alterations or improvements to physical features to assist the client in developing an Action Plan and improvement programme.



## 2.0 THE BUILDING

2.1 The Building      Headlam Green is a general needs housing scheme located within the Byker Estate. The building is within a larger housing block of adjoining properties, arranged in an 'L' shape, facing onto Headlam Street and a bowling green area. Flats 14-19 are located to the corner of the 'L' shaped building.

The building contains residential units arranged over 3-storeys. The building is of masonry cavity wall construction, with red brickwork outer leaf to the south and west elevations, with calcium silicate bricks to the north elevation. The building has with a mono pitched roof with a metal standing seam roof covering and pvcu rainwater goods. The building has softwood timber double glazed windows and glazed timber doors to front and rear entrances.

The scheme contains 5 one bedroom flats, each with their own facilities. All of the flats are accessed via the communal staircase, however Flat 14 to the ground floor, also has a garden area, with an external door leading onto it. There is a service room located on the ground floor level of the property and is accessed from the landing on Flats 14 and 17. Each floor has a timber glazed partition to the landing, between the doors of the flats and the communal stairs. The first floor has a front access via a set of external steps leading from Headlam Street up to an external walkway. On this walkway is also located Flat 20, which is not part of this report. On the second floor, there is another external walkway on the Headlam Street elevation of the building, which is accessed via the communal staircase and leads to Flat 21, which is not part of this report.



### 3.0 FIRE HAZARDS

3.1 Sources of Fuel    The building and means of escape provision have been designed on the assumption that the escape routes and fire exits remain clear as to not impede or obstruct the escape route in an emergency evacuation.

The sources of fuel within the communal area of the property were assessed as follows:

- Combustible household items stored within the electrical service room.
- Small items, such as door mats, plant pots and a portable low level step located within the communal areas.

The means of escape route via the communal stairs within the property is good, with only minor items stored within the communal areas, which may cause an obstruction in an emergency situation. The communal areas should remain a sterile environment to ensure the escape route remains clear. We recommend that the items are removed and that escape routes are kept clear and sources of fuel are stored suitably.

The electric meter room on the ground floor, which is locked shut and houses the electric meters for the 2 adjacent flats, as well as the meter and main fuse board for the building, plus the emergency light battery backups, is currently used by the adjacent flat residents who have a key, to store household goods. We recommend that the items are removed and that the residents do not have access to this room.

3.2 Sources of Ignition

The sources of ignition within the communal areas of the property were assessed as follows:

- Landlord's electrical supply – distribution boards.
- Electricity meter boxes adjacent flat entrance doors.
- Lighting within the communal staircase.



Electrical distribution boards should be tested every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Act 1989. The notice on the distribution board within the electric meter cupboard indicates that it was last inspected in 2016 and that it is next due to be serviced in ten years from that date (2026). We recommend that the electrical distribution is tested every 5 years (next due 2021) to satisfy compliance of the Electricity at Work Act 1989.

Byker Community Trust operate a no-smoking policy in the communal areas of the building, however there was no signage noted to the communal staircase. We recommend that signage is provided.

### 3.3 Sources of Oxygen

Natural airflow through doors and windows etc. We did not identify any chemicals with oxidising agents within the property at the time of our survey.

The Client should ensure the Fire and Rescue Service are informed, should the use and storage of medical oxygen be required by any resident in the future as an oxygen enriched environment is a potentially serious hazard to Firefighters in a fire situation.

### 3.4 People at Risk

The people at risk in this building are the residents, maintenance contractors and visitors to the building.



## 4.0 MEANS OF ESCAPE

4.1 Escape Routes      The communal area comprises only of the staircase and landings with a front first floor exit and a rear ground floor exit and is therefore not a complex layout for users who are not familiar with the building. All of the flats use the communal stairs as their emergency escape route from the property, except for Flat 14, which has the option to exit through an external door into their garden, which then leads to the public highway.

The building has one vertical means of escape via the communal stairwell. The staircase is of appropriate width and design and complies with the requirements of the Building Regulations. There are contrasting colour nosing's to the staircase.

The escape routes were generally free from obstruction at the time of the inspection with exception to small items mentioned previously. The escape routes should remain free from combustible items to reduce the risk of a fire starting in the communal areas and to ensure a clear escape route. The travel distances were assessed as being compliant with the Building Regulations Approved Document B.

Unlike other buildings on the estate, there are no internal bin stores to this property. There are timber framed bin stores located outside the rear ground floor entrance and running down the side of the steps leading to the front first floor entrance. Neither of these stores are currently used, as modern bins do not fit within the stores. Currently the bins are store either side of the entrance to flat 20 on the first floor, which is also outside the entrance to the communal stairs. The bins are also stored outside the rear ground floor entrance door. We recommend that the bins are stored away from the entrance doors to the building.

There are timber framed, Georgian wired, glazed partitions with fire doors, located to the first floor front entrance, second floor walkway access, rear ground floor entrance door and first lobby access to the communal staircase, all with a plasterboard panel above. All doors are in a reasonable condition. We recommend that the



partitions and panels above are upgraded to 60-minute fire resistance.

#### 4.2 Fire Doors

The internal flat entrance doors are solid timber fire doors, with an integrated Perko type door closer and all appear to be original to the building. The doors are generally in a poor condition, with no intumescent strips and smoke seals. It was not possible to determine whether the 1½ pairs of hinges were fire rated. The doors are fitted with a letter box flap, standard lever handle and separate latch lock at eye level. We recommend that the internal flat entrance doors are upgraded to provide intumescent/cold smoke seals, intumescent letterbox and overhead door closer. The client may wish to consider replacing the flat entrance doors as part of a planned maintenance scheme.

The doors to the partition screens of the stair landings are glazed timber fire doors in reasonable condition, hung on 1½ pairs of hinges and integrated Perko type door closer device. The second floor walkway door and the rear ground floor door do not close fully. The ground floor lobby fire door does not have a door closer fitted. We recommend that the doors are upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, hinges, fire rated glazing and overhead door closer. We also recommend that a door closer is fitted to the ground floor lobby door as soon as possible. The client may wish to consider replacing the doors as part of a planned maintenance scheme.

The internal door to the ground floor service cupboard is a solid timber door, with 2 integrated Perko type door closers fitted and appears to be original to the building. The doors are generally in a poor condition, with no intumescent strips and smoke seals. It was not possible to determine whether the 1½ pairs of hinges were fire rated. We recommend that the door is upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, lock, hinges and overhead door closer. The client may wish to consider replacing the service cupboard door as part of a planned maintenance scheme.



4.3 Fire Compartmentation      The means of escape route to the building is protected by walls which provide the necessary 60-minute fire protection.

There are no loft hatches within the communal area of the building.

There is an electricity meter box built in to the walls of the stair landings, adjacent to the front doors to Flats 15, 16, 18 and 19. Gaps were noted behind the meter boxes, with no fire stopping. We recommend that the holes within the building structure around the meter boxes are suitably fire stopped by a Third Party Accredited company.

The electricity meters for Flat 14 and 17 are located within the electricity meter room on the ground floor, along with the electricity meter for the communal areas of the building and the battery backup for the emergency lights. Where the cables for the various electrical supplies enter, and leave the ground floor meter room there are holes around the cables penetrating the compartmentation. We recommend that the penetrations are suitably fire stopped by a Third Party Accredited company.

4.4 Fire Alarm and Detection System      There is no fire detection within the communal staircase. We inspected the detection within Flat 14 and noted that the fire detection system within the property is a category D alarm system. This comprises of interlinked mains powered smoke detectors and sounder to the hallway of each flat and a mains powered heat detectors and sounder within the kitchen of each flat. We assume that all flats have the same detection however it was not feasible to inspect all flats during the survey.

4.5 Emergency Lighting      The communal stairwell has maintained emergency light fittings with a battery backup located within the store/meter room to the ground floor. The lights have been appropriately positioned to the stairs and landings and final emergency exit points. The emergency lighting is required to be tested and maintained in accordance with BS5266 which requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Log Book. There were no records of testing and servicing of the emergency lighting system on site.



- 4.6 Fire Fighting Equipment Landlords are not required to provide such equipment in residential properties and some fire authorities discourage installing firefighting equipment as they would rather the residents leave the building than attempt to fight a fire with equipment they have not been trained to use. There is no portable firefighting equipment on site in the communal areas.
- 4.7 Signage The property has no provision of fire escape signage to the communal areas of the building, including directional signage or fire action signage to instruct building users of the procedure to follow in an emergency situation. We recommend that a Fire Action sign is provided to the ground floor of the property.
- Byker Community Trust operates a no smoking policy within the communal parts of the building, however there was no 'No Smoking' signs within the premises. We recommend that a 'No Smoking' sign is provided to the ground floor of the property.
- 4.8 Disabled Persons Egress At the time of the survey we were not made aware of any residents with limited mobility and further information on the residents is unknown. It was noted that the resident to Flat 14 on the ground floor, required a low-level step and handrail to the side of the door, to aid entry into the flat.
- It is the Responsible Person's duty to ensure suitable provision is made for disabled persons within the property to ensure that they can escape in the event of a fire. Provision should be made for any hearing-impaired residents to ensure that they can be alerted in the event of the fire alarm being activated.
- The responsible person is required to ensure personal emergency evacuation plans (PEEPs) are put in place for disabled persons who may have difficulty in egressing the building in the event of a fire.
- 4.9 Arson The risk of an arson attack is considered medium, as the ground floor and second floor doors do not close fully, which could allow unauthorised access into the property. We recommend that the doors are repaired and ensure that they close fully.



## 5.0 MANAGEMENT PROCEDURES

5.1 Fire Evacuation Procedures      When residents are first inducted to the premises they are given a briefing on the fire evacuation within the building.

As previously mentioned, there are no Fire Action Notices provided within the communal area to remind residents or visitors of the procedure to follow if they discover a fire. We recommend that the fire signage provision is reassessed and the minimum of a Fire Action Notice is provided.

5.2 Fire Log Book                      There is no Fire Log Book held on site.

5.3 Training                              There are no staff members located on site that would require fire training.

**Surveyor**                              Mark Harrison, BSc (Hons)

**Signed**

.....  
For Storm Tempest Ltd

**Checked**                              Simon Scurfield, BSc (Hons)

**Signed**

.....  
For Storm Tempest Ltd



**APPENDIX 1  
FIRE RISK ASSESSMENT**



## FIRE RISK ASSESSMENT

	<i>Potential consequences of fire</i>			
		<i>Slight Harm (1)</i>	<i>Moderate harm (2)</i>	<i>Extreme harm (3)</i>
<i>Likelihood of fire occurring</i>	<b>Low (1)</b>	<b>Trivial Risk</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>
	<b>Medium (2)</b>	<b>Tolerable Risk</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>
	<b>High (3)</b>	<b>Moderate Risk</b>	<b>Substantial Risk</b>	<b>Intolerable Risk</b>

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

**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 premises 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:

### **Tolerable Risk**

(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.)



Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need or reasonably practicable improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.</p> <p>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.</p>
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.



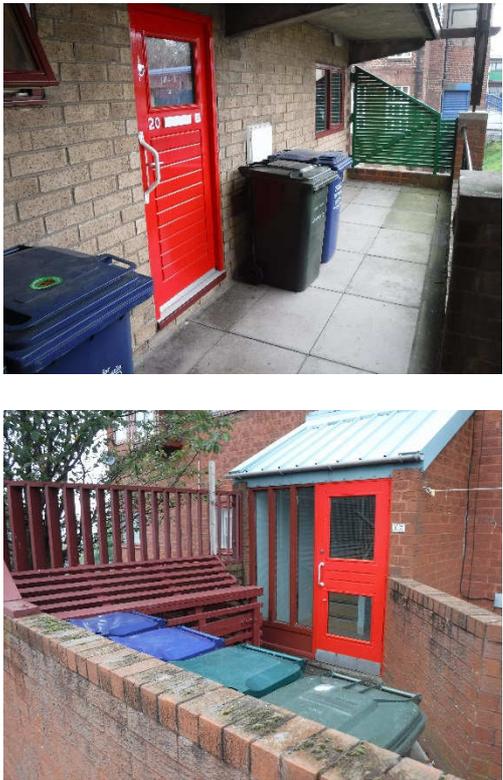
**APPENDIX 2**  
**SUMMARY OF OBSERVATIONS**



## Fire Hazards

<b>LOW</b>		<b>1</b>
		<b>Assessors Observations:</b>  The notice on the distribution board within the electric meter cupboard indicates that it was last inspected in 2016 and that it is next due to be serviced in ten years from that date (2026).
Date of FRA:	23/08/2017	<b>Recommended Action:</b>  We recommend that the electrical distribution is tested every 5 years (next due 2021) to satisfy compliance of the Electricity at Work Act 1989.
Action by:	12 Months	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		

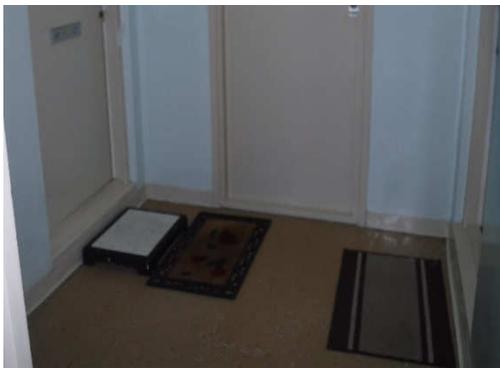


LOW		2	
			<p><b>Assessors Observations:</b></p> <p>Currently the bins are store either side of the entrance to flat 20 on the first floor, which is also outside the entrance to the communal stairs. The bins are also stored outside the rear ground floor entrance door.</p>
Date of FRA:	23/08/2017	<p><b>Recommended Action:</b></p> <p>We recommend that the bins are stored away from the entrance doors to the building.</p>	
<b>Action</b> Actioned by:	12 Months		
Date:			
<b>Review:</b> Reviewed by:			
Date:			



<b>MEDIUM</b>		<b>3</b>
<b>Fire Hazard</b>		<b>Assessors Observations:</b>  The risk of an arson attack is considered medium, as the ground floor and second floor external access doors do not close fully, which could allow unauthorised access into the property.
Date of FRA:	23/08/2017	<b>Recommended Action:</b>  We recommend that the doors are repaired and ensure that they close fully.
Action by:	1 Month	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



<b>MEDIUM</b>		<b>4</b>
 		<p><b>Assessors Observations:</b></p> <p>There are combustible household items stored within the electrical service room and small items, such as door mats, plant pots and a portable low level step located within the communal areas.</p>
Date of FRA:	23/08/2017	<p><b>Recommended Action:</b></p> <p>We recommend that the items are removed and that escape routes are kept clear and sources of fuel are stored suitably.</p>
Action by:	1 Month	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



## Compartmentation

<b>MEDIUM</b>		5
	<b>Assessors Observations:</b>  There is an electric meter box built in to the walls of the stair landings, adjacent to each flat front door. Gaps were noted behind the meter boxes, with no fire stopping.	
Date of FRA: 23/08/2017	<b>Recommended Action:</b>  We recommend that the holes within the building structure around the meter boxes are blocked up with appropriate fire stopping material.	
Action by: 6 Months		
<b>Action</b> Actioned by:  Date:		
<b>Review:</b> Reviewed by:  Date:		
<b>LOW</b>		6
	<b>Assessors Observations:</b>  There are timber framed, Georgian wired, glazed partitions with fire doors, located to the first floor front entrance, second floor walkway access, rear ground floor entrance door and first lobby access to the communal staircase, all with a plasterboard panel above.	
Date of FRA: 23/08/2017	<b>Recommended Action:</b>  We recommend that the partitions and panels above are upgraded to 60-minute fire resistance.	
Action by: 12 Months		
<b>Action</b> Actioned by:  Date:		
<b>Review:</b> Reviewed by:  Date:		



<b>HIGH</b>		<b>7</b>
		<p><b>Assessors Observations:</b></p> <p>Where the cables for the various electrical supplies enter, and leave the ground floor meter room there are holes around the cables penetrating the compartmentation.</p>
Date of FRA:	23/08/2017	<p><b>Recommended Action:</b></p> <p>We recommend that the cable penetrations are suitably fire stopped by a Third Party Accredited company.</p>
Action by:	1 Month	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



## Means of Escape

<b>MEDIUM</b>		<b>8</b>
		<b>Assessors Observations:</b>  Internal flat entrance doors are original to the building.
Date of FRA:	23/08/2017	<b>Recommended Action:</b>  We recommend that the internal flat entrance doors are upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, locks, hinges, intumescent letterbox and overhead door closer.
Action by:	6 Months	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



<b>HIGH</b>		<b>9</b>
	<b>Assessors Observations:</b>  The ground floor lobby fire door does not have a door closer fitted.	
Date of FRA: 23/08/2017	<b>Recommended Action:</b>  We recommend that a door closer is fitted.	
Action by: 2 Weeks		
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		

<b>MEDIUM</b>		<b>10</b>
	<b>Assessors Observations:</b>  The internal door to the ground floor service cupboard is a solid timber door, with 2 integrated Perko type door closers fitted and appears to be original to the building. The doors are generally in a poor condition, with no intumescent strips and smoke seals. It was not possible to determine whether the 1½ pairs of hinges were fire rated.	
Date of FRA: 23/08/2017	<b>Recommended Action:</b>  We recommend that the door is upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, locks, hinges and overhead door closer.	
Action by: 6 Months		
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



## Management Procedures

<b>MEDIUM</b>		<b>11</b>
<b>Management Procedures</b>		<b>Assessors Observations:</b>  There are no Fire Action Notices provided within the communal area to remind residents or visitors of the procedure to follow if they discover a fire.
Date of FRA:	23/08/2017	<b>Recommended Action:</b>  We recommend that a Fire Action Notice is provided.
Action by:	1 Month	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		

<b>LOW</b>		<b>12</b>
<b>Management Procedures</b>		<b>Assessors Observations:</b>  Byker Community Trust operate a no-smoking policy in the communal areas of the building, however there was no signage noted to the communal staircase.
Date of FRA:	23/08/2017	<b>Recommended Action:</b>  We recommend that 'No Smoking' signage is provided to the communal areas.
Action by:	3 Months	
<b>Action</b> Actioned by:		
Date:		
<b>Review:</b> Reviewed by:		
Date:		



**APPENDIX 3**  
**SUMMARY OF FINDINGS**



## Summary of Findings

No	Deficiency/Rectification	Priority	Timescale to be Rectified	Date Rectified	Estimated Costs £
<b>Fire Hazards</b>					
1	We recommend that the electrical distribution is tested every 5 years (next due 2021) to satisfy compliance of the Electricity at Work Act 1989.	Low	12 Months		No Cost
2	We recommend that the client undertakes a feasibility study to determine if a suitable alternative location for the bin can be accommodated away from the entrance doors to the building.	Low	12 Months		No Cost
3	We recommend that the ground floor and second floor external access doors are repaired and ensure that they close fully.	Medium	1 Month		£150
4	We recommend that stored household items are removed and that escape routes are kept clear and sources of fuel are stored suitably.	Medium	1 Month		No Cost
<b>Compartmentation</b>					
5	We recommend that the holes within the building structure around the electric meter boxes are blocked up with appropriate fire stopping material.	Medium	6 Months		£80
6	We recommend that the partitions and panels above are upgraded to 60-minute fire resistance.	Low	12 Months		£750
7	We recommend that the cable penetrations within the ground floor meter room are suitably fire stopped.	High	1 Month		£120
<b>Means of Escape</b>					
8	We recommend that the internal flat entrance doors are upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, locks, hinges, letterbox and overhead door closer.	Medium	6 Months		£2100



9	We recommend that a door closer is fitted to the ground floor lobby fire door.	High	2 Weeks		£145
10	We recommend that the ground floor meter room door is upgraded with intumescent strips and cold smoke seals, fire rated ironmongery, including handles, locks, hinges and overhead door closer.	Medium	6 Months		£300
<b>Management Procedures</b>					
11	We recommend that a Fire Action Notice is provided.	Medium	1 Month		£25
12	We recommend that 'No Smoking' signage is provided to the communal areas.	Low	3 Months		£25
<b>TOTAL:</b>					<b>£3,695.00</b>