

**FIRE RISK ASSESSMENT
89-90 & 92-128 TOM COLLINS HOUSE,
DUNN TERRACE, BYKER
NEWCASTLE UPON TYNE, TYNE & WEAR**

23rd NOVEMBER 2018



STORM TEMPEST
PROPERTY CONSULTANCY

Reference: 3474-05-18-MH

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Version: 3

Prepared for:

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CONTENTS

		Page(s)
1	Introduction	1
2	The Building	4
3	Fire Hazards	6
4	Means of Escape	9
5	Management Procedures	14
Appendix		
1	Fire Risk Assessment	
2	Schedule of Observations	



1.0 INTRODUCTION

The Client	Byker Community Trust, 17 Raby Cross, Byker, Newcastle upon Tyne, NE6 2FF
Instruction	This Fire Risk Assessment was undertaken in accordance with an instruction received from Andy Kennedy, Head of Compliance, Karbon Solutions Ltd (KSL).
Responsible Person	Jill Haley, Chief Executive, Byker Community Trust.
The Property	89-90 & 92-128 Tom Collins House, Dunn Terrace, Newcastle upon Tyne, NE6 1DB.
The Surveyor	The Fire Risk Assessment was carried out by Mark Harrison BSc (Hons).
Survey Date	23 rd November 2018
Scope and Purpose of the Fire Risk Assessment	The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.

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' and 'offices' guidance documents.

This building has been audited to highlight to the Client, any non-compliant issues with regard to relevant aspects of UK fire safety



legislation and best practice. The principal documents relevant to residential buildings being:

- The Building Regulations 2012 Approved Document B – Fire Safety
- BS9999 2008 Code of practice for fire safety in the design, management and use of buildings
- BS9991 2011 Fire safety in the design, management and use of residential buildings – Code of practice
- Local Government Group - Fire safety in purpose-built blocks of flats (hereafter referred to as the LLG Guide)
- LACORS – Housing – Fire Safety – Guidance on fire safety provisions for certain types of existing housing

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

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 external construction/materials of the building and 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.



A Type 3, Common Parts and flats, Fire Risk Assessment (as detailed in LGG Guidance Document Fire Safety in Purpose Built Blocks of Flats) has been conducted in relation to this property.

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 a 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

Tom Collins House is an 11-storey purpose built residential tower block. The building forms part of the Byker Wall and is grade II* listed with Historic England. The building is of cast in situ concrete frame and clad in metric modular bricks. The building is believed to have been constructed in 1978.

The building contains 52 flats separated into two schemes, 39 flats form part of a sheltered housing scheme and 13 flats are self-contained general needs flats.

This Fire Risk Assessment is for the sheltered housing scheme only. The building is owned by the Byker Community Trust, the repairs, maintenance and facilities management of the building is the responsibility of Byker Community Trust. There is a Sheltered Scheme Officer, Justin Horsburgh, who is based in the ground floor office off the main entrance lobby. The flats within the Scheme have a warden control system, which are linked to a 24-hour alarm monitoring centre at Ostara who are part of Your Homes Newcastle.

There are a number of flats that are located off the lower ground floor that are self-contained units and are not part of the Sheltered Scheme. There are also a number of flats located off the northern staircase that adjoins the sheltered scheme. The Scheme Officer is responsible for the sheltered housing units only and the management of the general needs accommodation is undertaken by Byker Community Trust. The general needs units off the northern staircase require an independent Fire Risk Assessment as they have shared communal areas. The self-contained flats to the lower ground floor will not require a Fire Risk Assessment. The sheltered housing scheme and the general needs flats are managed by Byker Community Trust.

The ground floor of the sheltered housing scheme contains a communal lounge, the Scheme Officer's office, communal laundry, communal kitchen, communal WC's and central entrance lobby with 2nr lifts off. The first floor comprises of the central core and lift lobby with two flats off. There is an emergency exit door off the first floor lobby to access an external walkway that serves the general



needs flats. The second floor has the same arrangement as the first floor however the four flats off the open balcony walkway are part of the sheltered scheme. There is an emergency exit door at the northern end of the walkway that leads to a staircase serving general needs flats. The 3rd floor has a similar arrangement to that of the 2nd floor with the exception that there is an enclosed corridor rather than open walkway. Floors 4 and 5 have five flats off the lift lobby and corridor. Floor 6 has four flats and a scooter store room off the central core and corridor. Floors 7 & 8 have 3 flats off the corridor, with Floor 7 also having a scooter store room off the corridor. Floor 9 has 2 flats and a guest room off the central core. Floor 10 has 2 flats off the central core with the lifts terminating at this level. Floor 11 has one flat off the central core, the comms room, a store room and a lift motor room.



3.0 FIRE HAZARDS

3.1 Sources of Fuel The building has been designed on the assumption that corridors and stairwells are kept free from sources of fuel.

The following sources of fuel were noted in communal areas:

- Timber panelling in Ground Floor lounge and main entrance foyer;
- Typical household goods in lounge and kitchen.

The flats themselves are likely to have typical sources of fuels such as furniture, fixtures and fittings; these are however out of the landlord's control.

The timber panelling within the ground floor communal lounge and entrance lobby has been coated in an intumescent clear coating system. The walls within the communal areas has been painted with a Class O fire rated paint.

The furniture present in the communal lounge was identified as being fire rated.

Within the entrance foyer, there are two notice boards with clear covers, which are fire rated.

There are internal bin stores located on the corridors which are original features of the property. These bin stores have been emptied of all items and have been screwed shut to prevent people from storing combustible items within them.

The corridors are kept clear of scooters, as scooter stores have been provided on the 6th and 7th floors.

The external communal bins are stored in a purpose-built timber bin store, located away from the building within the car parking area.

At the time of the survey no sources of fuel were found in the laundry store cupboard.



There is no gas supply within the building, which is heated via a district heating system.

3.2 Sources of Ignition

The sources of ignition in the communal areas of the scheme were assessed as follows:

- Electrical distribution boards;
- Door access control units;
- Automatic open vent control equipment;
- Typical office equipment;
- Typical kitchen electrical equipment;
- Lift machinery;
- Laundry appliances;
- Mobility scooters.

The flats themselves are likely have typical household sources of ignition; these are however out of the landlord's control.

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. At the time of the survey all distribution boards were labelled with stickers indicating testing was last carried out November 2018. Current electrical test certificates were provided following the survey.

Servicing records for the Laundry equipment, provided following the survey, showed that the equipment is serviced annually, with the last service undertaken on 17 April 2018.

Most Portable Appliances were labelled with Testing (PAT) stickers indicating testing was last carried out April 2018. We recommend PAT testing is undertaken annually to all appliances; a data sheet with PAT testing records were provided following the survey.

A no-smoking policy is in place in the communal areas of the building. Smoking signs are suitably positioned in the building.

3.3 Sources of Oxygen

Natural airflow through doors and windows etc. There were no chemicals with oxidising agents noted that were being used in the scheme. At the time of the survey no residents were known to be using oxygen bottles for medical reasons. The Client should ensure



the Fire and Rescue Service are informed if any residents require oxygen bottles in the future as oxygen enriched environments are a serious potential hazard for Fire and Rescue Officers in a live fire situation.

3.4 People at Risk

There is a Scheme Officer for the building, who also manages an additional property and shares their time between the two properties. The scheme officer has an office off the main entrance foyer on the ground floor of the Sheltered Scheme. There are approximately 39 residents in the Scheme. There are a number of visitors and contractors who visit the scheme irregularly.

At the time of the survey several residents were believed to be unable to gain access into their flats unaided and would be classed as vulnerable persons under the RR(FS)O. Personal Emergency Evacuation Plans (PEEPs) are in place for residents who require assistance accessing and egressing from the building.



4.0 MEANS OF ESCAPE

4.1 Escape Routes

The building was purpose built in 1978 and should have been designed in accordance with the Building Regulations at the time. Generally, the travel distances within the building are within current recommended limits, however, floors 6 and 7 are up to 1m longer than current recommendations. There are a number of measures that have been taken to offset this issue, namely opening devices fitted to the windows around the lift lobby at the end of the corridor, which can be opened to ventilate the smoke out of the corridors. There is also a sprinkler system fitted to the whole building, which covers the common circulation space and common rooms, plus to every room within each flat.

In order to keep the escape routes, clear of obstructions, 2 new scooter stores have been created on the 6th and 7th floor, providing storage and charging facilities for around 10-12 scooters.

The escape routes in the building are of a simple layout. At the time of the survey there was adequate signage, reflective of the simple layout of the building with a single escape to stairs to most of the upper floors.

All final exit doors are fitted with suitable quick release mechanisms, with adjacent fire alarm call points.

Fire action notices are placed at suitable points around the property. There are specific signage instructing residents not to use lifts in the event of a fire.

There are 2 gates to the rear garden, which are both fitted with push pads to facilitate escape from the rear of the building.

The Responsible Person must ensure that there is a suitable Personal Emergency Evacuation Plan (PEEP) in place for any persons that have limited mobility and will experience difficulty in escaping from a fire incident. The Scheme Officer has a list of the vulnerable persons in the Scheme who may require assistance in the event of a fire evacuation, which is located in the office and the Fire Brigade have the key code for the key safe.



4.2 Fire Doors

All doors on escape routes are required to be fire doors to provide the necessary fire compartmentation.

The property has recently been refurbished, with all communal doors and flat entrance doors replaced with new FD30S fire doors. All doors are fitted with intumescent cold smoke seals, fire rated glazing where present and fire rated ironmongery. The flat doors are also fitted with fire rated letter boxes.

The internal bin store doors, located on the communal corridors, have the original timber fire doors fitted. These bin stores have been screwed shut, to prevent residents for storing combustible items within them.

There is a small floor level cupboard off the central core lift lobby on each floor that used to house a fire hose reel. These cupboards now house the isolation valve for the sprinkler system. The doors have been replaced with fire rated FD30 doors and fitted with fire brigade locks.

The communal 2XGG fire door leading from the entrance foyer into the communal lounge/kitchen has been fitted with an electronic hold open device, which activates and closes the door in the event of a fire.

4.3 Fire Compartmentation

Due to the building's construction we believe the fire compartmentation is generally good. During the recent refurbishment works, any areas exposed during the works were fire stopped and any new penetrations through the compartmentation have also been fire stopped.

It has been previously identified that there are kitchen windows which open out onto the 2nd floor open walkway. The windows complied with regulations at the time of construction, as they are over 1100mm above the floor level and the construction below the window is fire rated (masonry), allowing people to duck under the window opening if needed. In order to make the windows fire resistant, the entire window would need to be replaced with a fire rated frame and fire rated glazing. As the building is listed, it would



not be reasonably practicable to replace the windows, as this would require a complete redesign and the windows to be fixed shut or fitted with automatic closing devices connected to the fire alarm system. In addition to this, the building is now fitted with a sprinkler system, with outlets in every room and to the walkway, which would provide protection to the building users. Therefore, we recommend that the windows are to remain as they are.

4.4 Fire Alarm and Detection System

The building is covered by a Grade A - Category L1 fire alarm and detection system. The system comprises of call points, smoke detectors, heat detectors, sounders and smoke vents. At the time of the surveys the fire alarm and detection system appeared to be designed and installed in accordance with BS 5839. Records of 6 Monthly servicing are kept in the fire log book. We recommend the fire alarm system is tested in accordance with BS 5839; this requires weekly test of call points and 6 monthly servicing of the system. All records of testing should be kept in the fire log book.

There is a heat detector serving the kitchen area off the ground floor communal lounge.

There are a number of automatic opening vents (AOVs) to the windows to the central core and corridors. The arrangement is that the windows to each floor are opened manually, via a switch on each floor, rather than automatically with activation of the fire alarm. The AOVs should be checked regularly to ensure that they open upon a fire alarm activation by testing the call points. The AOVs should be serviced and maintained at least once a year to conform to BS7346, BS5588 and EN12101. Records provided following the survey showed that the AOV's were serviced on 23rd May 2018.

4.5 Emergency Lighting

The building is covered by a newly installed, emergency lighting system. The system contains non-maintained emergency light units which provide cover to the communal areas throughout the property. The lighting appears to be correctly designed and installed in accordance with BS 5266.



Records of testing to the emergency lighting were present in the fire log book on site. We recommend tests are undertaken in accordance with BS 5266, this requires monthly short duration tests to be undertaken by either trained staff or an electrical contractor and a full system discharge test annually by a competent electrician; results of the test should be recorded in the fire log book.

4.6 Fire Fighting Equipment

There are no fire extinguishers within the scheme. There is a fire blanket within the communal kitchen.

A dry riser is present adjacent to the main stairwell, with an access hatch in the lift lobby of each floor. At the time of the survey there was a receipt showing the system was repaired in 2017 and the records, provided following the survey, showed that the system had been checked and serviced on 8th October 2018. We recommend the dry riser is serviced in accordance with BS 5306; this requires visual inspections every 6 months and an annual pressure test annually.

4.7 Lightning Protection

The building has lightning protection, which was recently upgraded. The original system had not been tested or serviced. We recommend the lightning conductor system is inspected and tested annually by a competent contractor in accordance with BS665/ BS EN 62305-1:2006 and records are kept on site.

4.8 Signage

The property has a good provision of fire safety signage, including fire action notices, fire escape signage and fire door keep locked shut signs suitably located throughout the communal areas.

4.9 Disabled Persons Egress

At the time of the survey, summary sheets detailing residents with any severe limited mobility or severe visual or hearing impairments that may affect their safe evacuation from the building in the event of a fire evacuation were present in the fire log book.

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. We recommend detailed 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.



4.10 Arson The risk of an arson attack is considered medium. The access doors to the property have suitable locks in place and the building is covered by CCTV. The main bin store has been moved away from the buildings front entrance door.

4.11 External Spread of Flame The north east and south east elevations of the property are predominantly brick faced, which has low flame spread.

The south west facing elevation is constructed of a blockwork external leaf, with profiled single skin steel cladding over. The cladding has been fire stopped around all window and door openings and at each floor level. The cladding coating is fire rated as Class A1 (non-combustible).

There is a timber structure to the entrance canopy and covered walkway down to the adjacent road. The timbers have not been treated with a fire-resistant paint, as the structure is easily accessible to extinguish any fire and there are alternative means of escape from the ground floor.

There are timber balconies to a number of the properties. These have not been treated with a fire-resistant paint, as the residents are prohibited from having anything flammable on the balconies and they are not accessible from the ground, so not at risk from arson. If the balcony should be on fire, then the residents can leave the flat to safety via the flat front door.

There are external walkways to the north east elevation of the property, which have timber handrails. These have not been treated with a fire-resistant paint, as the residents are prohibited from having anything flammable on the walkways and they are not accessible from the ground, so not at risk from arson. The walkways are covered by the sprinkler system. If the walkway should be on fire, then the residents can remain in their flats behind fire doors.



5.0 MANAGEMENT PROCEDURES

- 5.1 Fire Evacuation Procedures The building currently has a stay put fire evacuation procedure in place. All residents are informed of the evacuation policy and are familiar with the fire evacuation procedures for the building and understand what they are required to do in the event of a fire alarm activation. All new tenancies are provided with a copy of the fire evacuation procedure as part of their induction pack. The communal areas off the ground floor have a normal fire evacuation policy, with signage instructing visitors to evacuate the building. The fire evacuation muster point for the building is identified as being across the road, with appropriate signage.
- 5.2 Fire Log Book The fire log book on site contained most records or copies of the records. It was reported that most of the original records were held centrally, which were provided following the survey. We recommend the fire log book on site is kept up-to-date with either originals or copies of the records of fire alarm tests, emergency lighting tests, fire drills, equipment servicing, PAT testing, electric certificates and fire service visits. The fire log book should also contain copies of staff training certificates and a copy of the most recent Fire Risk Assessment report.
- 5.3 Training The Scheme Officer has received fire awareness training and is a fire warden. We recommend that staff training records are regularly reviewed, and certificates should be kept in the fire log book on site.



Surveyor Mark Harrison, BSc (Hons)

Signed 

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On Behalf of Storm Tempest Ltd

Checked David Stilling BSc (Hons) MCIOB

Signed 

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On Behalf of 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>	Low (1)	Trivial Risk	Tolerable Risk	Moderate Risk
	Medium (2)	Tolerable Risk	Moderate Risk	Substantial Risk
	High (3)	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

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
SCHEDULE OF OBSERVATIONS



LOW		1
Fire Hazards		Assessors Observations:
		No observations to report.
Date First Identified:	23/11/2018	Recommended Action:
Rectify Within: (months)		No actions required at this time.
Budget Cost:		

LOW		2
Means of Escape		Assessors Observations:
		No observations to report.
Date First Identified:	23/11/2018	Recommended Action:
Rectify Within: (months)		No actions required at this time.
Budget Cost:		



LOW		3
Management Procedures		Assessors Observations:
		No observations to report.
Date First Identified:	23/11/2018	Recommended Action:
Rectify Within: (months)		No actions required at this time.
Budget Cost:		