

**FIRE RISK ASSESSMENT
MOUNT PLEASANT HOUSE,
98 HEADLAM STREET, BYKER,
NEWCASTLE UPON TYNE NE6 1EB**

JUNE 2021



STORM TEMPEST
PROPERTY CONSULTANCY

Reference: 4005-04-21-DS

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Version: 1

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1.0 INTRODUCTION

The Client	Karbon Homes
Instruction	This Fire Risk Assessment was undertaken in accordance with an instruction received from Tony Ruddick, Data & Compliance Manager, Karbon Homes.
Responsible Person	Paul Fiddaman, Chief Executive, Karbon Homes
The Property	Mount Pleasant House, 98 Headlam Street, Byker, Newcastle upon Tyne NE6 1EB
The Surveyor	The Fire Risk Assessment was carried out by: Dave Stilling MCIOB, FSIDip, AIFireE
Survey Date	29 th June 2021
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 in addition to the 'Local Government Group - Fire safety in purpose-built blocks of flats'.



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 2019 Approved Document B – Fire Safety
- BS9999 2017 Code of practice for fire safety in the design, management and use of buildings
- BS9991 2015 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 LGG Guide)
- HM government Fire Safety Risk Assessment – Sleeping Accommodation.
- LACORS – Housing – Fire Safety – Guidance on fire safety provisions for certain types of existing housing
- CFOA Guide for 'Fire Safety in Specialised Housing'

The RR(FS)O does not stipulate the required review period for a particular building; we recommend a review of this type of building on an annual basis.

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.

A Type 3, Common Parts and Flats (non-destructive) Fire Risk Assessment was undertaken (as detailed in LACORS Guidance Document Fire Safety in Purpose Built Blocks of Flats). 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

Mount Pleasant House is a 3-storey purpose built sheltered housing scheme. The building forms part of the Byker Estate and is grade II* listed. The building is of cast in situ concrete frame and clad in metric modular bricks with some sections clad in timber painted horizontal cladding and metal cladding. The building has a mono pitched roof with profiled metal covering, metal roofline components and UPVC rainwater goods and a combination of timber / metal doors and windows. The building was constructed between 1978-1980.

The internal walls consist of a mixture of solid masonry and stud walls with plasterboard / plaster finish. Ceilings are plaster board / plaster skim finished. The floors consist of concrete construction with carpet coverings throughout. Protected stairs are timber and concrete with carpet coverings.

The building contains 24 self-contained flats and a guest room, in a sheltered housing scheme, separated over two main floors and a smaller lower ground floor.

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, Mary Helen-Binns, who is based in the ground floor office off the main entrance lobby. The flats within the Scheme have a warden control system, which is linked to a 24-hour alarm monitoring centre.

The entrance door provides access to the lobby where the fire alarm panel and premises information box are located. The ground floor of the sheltered housing scheme contains a communal lounge with kitchen area, the Scheme Officer's office, communal laundry, communal WC and central entrance lobby, with a lift to all floors located within the 3-storey section of the building. The first floor comprises of a communal lounge area, a scooter store, communal WC and cleaner's cupboard. The lower ground floor has the guest bedroom, a scooter store and the electric meter / server rooms.



There is an escape stair serving the third floor which is open to the elements, with open slatted cladding and 'Filon' sheeting. There is a central staircase, which services the ground and first floor. There is a single stair to the end of the first-floor corridor to Headlam Street, providing access directly to the outside. Several flats have an external timber balcony, whilst others have direct access to the front and rear gardens.

There is an enclosed front and rear garden. There is an external timber bin store located to the front garden, adjacent to the front entrance door.

Some sections of the building façade are fitted with cladding to approximately 15% of the external walls and some of the external soffits above the means of escape are a cladding system. We also noted the external balconies are partially constructed with combustible materials. Schedule 1 Section B4(1) of the Building Regulations 2010 requires that: "The external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and position of the building". The MHCLG guidance recommends the removal or replacement of cladding with that which is EU class A1 or A2-S1 d0; it should be noted that this is advice rather than regulations and should cladding remain on buildings less than 18m in height, then the risks of fire and fire spread must be reduced by controlling combustible items and storage upon them and the prevention of ignition sources. It should also be noted that this building is 3 storeys and approximately 8.5m in height and therefore is not considered to be a Higher Risk Residential Building (10 or more storeys – as defined by the Hackitt Report). Notwithstanding the client should check their records to assess fire safety and compliance with Building Regulations.

The space heating to the communal areas and apartments is provided by a 'District Heating System' and hot water is provided by immersion cylinders and single point electric water heaters.

The premises are generally staffed during office hours by one member of staff.



There is level access provided to the ground floor main entrance door.

2.2 Fire Loss
Experience

Karbon Homes have not made us aware of any fire related incidents at this housing scheme.



3.0 FIRE HAZARDS

3.1 Sources of Fuel The sources of fuel within the premises were assessed as follows:

- Electrical PVC insulation throughout
- Notice boards / pictures to corridors
- Timber construction materials (in particular, within the roof space)
- Combustible materials stored on the means of escape
- Wastepaper bins in the office and lounge
- Upholstered furniture in the lounge and touch down space
- Books on bookcase within lounge
- Combustible refuse and stationery associated with office work activities
- Cooking oils within kitchens
- Refuse stored within the bins to the front of the property in the bin store

Generally, the means of escape routes within the building are good and are kept clear of combustible materials and obstructions. We would recommend that combustible materials on the means of escape reduced as far as reasonably practicable within all areas.

It is accepted that there will be sources of fuel located within the individual apartments associated with domestic living such as timber and foam furnishings, linen, bedding and household clothing.

There are timber and foam furnishings within the lounge. Due to the nature of the risk it is advised that the client checks that all furnishings conform to the Furniture and furnishing (Fire Safety) Regulations 1988).

The external commercial bins are stored in a purpose-built timber bin store, located away from the building within the front garden. Resident access is via the front garden.



Within the laundry there an electrical cupboard, housing the communications equipment, which had combustible items stored to the bottom of the cupboard. We recommend that the combustible items are removed from the electrical communications cupboard in the laundry and the cupboard is kept clear at all times.

3.2 Sources of Ignition

The sources of ignition within the premises were assessed as follows:

- Electrical supply and distribution system
- Door access control units
- Water heaters
- Cooking appliances and white good within the kitchens such as gas oven and hob, kettles, toaster, microwaves, and fridge freezer
- Portable electrical appliances to communal areas and office
- Laundry equipment
- ICT equipment
- Televisions / audio equipment, microwave kettle in the lounge
- Lift machinery
- Mobility scooters

We believe that the client operates a no smoking policy within the building and there were signs displayed to advise of this.

The bedrooms themselves have typical ignition sources such as electrical appliances, etc. which are outside of the landlord's control.

We inspected various electrical distribution panels throughout the communal areas of the premises and within the three flats inspected. We noted some did not have any record of testing and some which were tested over 5 years ago. The landlord's electrical distribution within the building is modern wiring. All electrical installations are required to be tested regularly to the standards defined by the IET Wiring Regulations (BS 7671). The mains electrical supply and distribution installation and wiring should be



tested at least every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Regulations 1989 in addition to the IET Wiring Regulations BS7671:2018 18th edition.

We inspected the portable electrical appliances throughout the premises and noted that some of the appliances did not appear to have been tested within the last year. We recommend that all appliances are tested annually, each appliance is given a label after being tested and an inventory of the equipment is maintained on site.

During our inspection we noted a mobility scooter which was being charged within the communal lounge. The charger for the scooter was connected to a trailing extension lead which passed under one of the final exit doors. The extension lead and charger did not appear to be PAT tested. We would recommend that residents are reminded only to charge scooters in the designated areas, all portable appliances are PAT tested and the trailing lead is removed to negate the potential trip hazard.

We could not confirm if the laundry equipment / flue ducts are maintained on a regular basis in accordance with the manufacturers recommendations. We would recommend that the client checks their records to ensure the equipment is maintained and records are held on site in the premises information box.

3.3 Sources of Oxygen

Natural airflow through doors and windows etc. There were no chemicals with oxidising agents within the building.

At the time of the survey there were no residents in the premises who required the use of oxygen for medical purposes. It is our understanding that the Fire and Rescue Service will be informed about the use and storage of medical oxygen as it is a potentially serious hazard to Firefighters in a 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. There are approximately 24 residents in the Scheme. There are a number of visitors and contractors who visit the scheme irregularly.

At the time of the survey all residents were believed to be able to gain access into their flats unaided and would not be classed as vulnerable persons under the RR(FS)O. Personal Emergency Evacuation Plans (PEEPs) should be put in place for any residents who require assistance accessing and egressing from the building.

Residents who have severe limited mobility are classed as vulnerable persons under the RR(FS)O. If any residents are classed as vulnerable persons under the RR(FS)O the client should ensure there are suitable provisions to ensure they are aware of a fire alarm activation and have a procedure in place to evacuate them from the building.



4.0 MEANS OF ESCAPE

4.1 Escape Routes The building was purpose built between 1978 and 1980 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.

In order to keep the escape routes, clear of obstructions, 2 scooter stores have been created on the 1st floor and lower ground floor, providing storage and charging facilities for around 6-7 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 central stairwell and escape stairs to either end of the building, all leading to a safe location externally.

All final exit doors are fitted with suitable quick release mechanisms. All external doors with electronic locking mechanisms release in the case of a fire.

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

The gate to the rear yard has a push pad opening mechanism to enable quick escape, whilst preventing unauthorised access.

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 any 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.

The corridors have cross corridor fire doors to provide the necessary travel distances from the flats. The cross-corridor fire doors and glazed screens provide 30-minute fire integrity. The



cross-corridor fire doors are fitted with swing-free electro-magnetic hold open devices.

The travel distances from within the compartments to the flat entrance doors are within the required travel distances in the apartments inspected. The corridors and lobby areas are of sufficient width to allow safe evacuation in the event of a fire. Fire doors to the corridor areas on each floor have been positioned appropriately for compliance with the Building Regulations.

The main automatic entrance door to the front ground floor has a secure magnetic lock system. The automatic door is interfaced with the fire alarm and detection system and we understand the system fails in the open state in the event of a fire alarm activation or power failure.

We noted that the 'Fire Exit' signs to some of the final exit doors are fixed to the door leaves themselves which would not be visible when in the open position. We would recommend that the signs are repositioned above the doors.

The final exit door adjacent to Flat 4 is fitted with a fire door sign. Although this does not present a risk the signage is incorrect as the door is not a fire door.

There is no 'Fire Exit Keep Clear' signs fitted adjacent to the final exit doors externally. We would recommend that signage is fitted above the doors to ensure occupants and visitors are aware not to block the emergency exit doors.

4.2 Fire Doors

The front door to each apartment would appear to conform to BS8214 as fire doors (FD30) and are fitted with intumescent strips, cold smoke seals with self-closing devices, 1.5 pairs of fire rated hinges and letterboxes with thumb turn locking mechanisms. We noted certification stickers fixed to the top edges of the doors inspected.



Further FD30 doors with fire resistant glazing, intumescent seals and cold smoke strips and self-closing devices are located at appropriate intervals on the corridors / escape route throughout. These are also fitted with low energy swing free door closers that are interfaced with the fire alarm and detection system. This allows them to be left open for circulation but allows them to automatically close upon activation of the fire alarm, delaying the spread of fire, holding back the products of combustion and allowing the escape route to be used safely.

Some of the fire doors which have swing free door closers fitted do not display the correct signage / no signage installed. The existing signs should be removed and replaced with 'Automatic Fire Door Keep Clear' signs.

The fire door to the electrical intake room / server room was warped and would not perform as required under fire conditions. We would recommend that the door is replaced with a certified door set fitted by third party accredited contractors.

The doors to the storage cupboards, lounge, office etc. are all fitted with fire doors with appropriate fire resistance.

As part of the assessment, the flat entrance doors to numbers 2, 6 and 11 were inspected for specification and action. We noted excessive gaps between the doors and frames and to the bottom of the doors. We would recommend all doors are inspected and adjusted to ensure the gaps a maximum of 3mm +/- 1mm and 3mm to the bottom of the doors.

The office and scooter store doors are both fitted with a key operated locking mechanism. We would recommend that thumb turn locking mechanisms are installed to both doors to ensure occupants can escape in an emergency situation.



The fire door to the cupboard within the main office does not fully self-close. The door is also fitted with cold smoke seals although there is no smoke detection within the cupboard. We would recommend that the door is adjusted to ensure it fully self-closes into its rebate and the smoke seals are removed from the door.

We noted a number of the fire doors throughout the property on the escape routes with excessive gaps between the doors and frames and to the bottom of the doors. We would recommend all doors are inspected and adjusted to ensure the gaps a maximum of 3mm +/- 1mm and 3mm to the bottom of the doors.

We could not confirm if all fire doors are fitted with intumescent pads beneath the hinges. We would recommend that the client checks their records to confirm these are in place and if not arranges to install these items.

The glazing to the communal lounge fire door was broken and will reduce the overall fire resistance of the door. We would recommend that the glazing unit is replaced with equivalent glazing in accordance with the certified manufacturer's instructions.

The fire door to the first floor wc is not fitted with an automatic self-closing device. We would recommend that a self-closing device is installed to this door due to the presence of an electric water heater within the room.

4.3 Fire

Compartmentation

The means of escape routes within the building are protected by fire resistant walls, ceilings, and doors, which provide a minimum 30-minute fire protection.

We undertook a limited inspection of the compartmentation in the building. We noted penetrations within the service risers where cables / pipes have been installed, breaches to the ceiling / no intumescent collar to the SVP within the cupboard containing an electric water heater and to the ceiling above the electrical apparatus cabinet in the laundry. We would recommend that all



penetrations / breaches are remedied by a 3rd party accredited company with the service penetrations marked up and labelled.

There is a section of the ceiling in the office which we could not confirm the material type of and its fire resistance. We would recommend that the client checks their records to confirm the fire resistance of the ceiling as this forms the soffit of the escape stair above.

There are a number of panels fixed to the ceilings in the means of escape adjacent to the flat entrance doors. We could not confirm the material type and its fire resistance. We would recommend that the client checks their records to confirm the fire resistance of the panels.

Throughout the communal means of escape there is boxing at high level which we could not confirm the material type of. We would recommend that the client checks their records to confirm the fire resistance of the boxings.

Within the electrical intake cupboard / server room an extractor fan has been installed which is ducted into the high-level boxings in the means of escape. The unit does not appear to be fire rated, we would recommend that this is replaced with a fire rated unit.

Within the escape stair Flats 3 and 33 have a window that opens onto the escape stair, we also noted ventilation grilles fitted to the walls. We also noted ventilation grilles fitted within the ceilings in the means of escape. We could not identify if the room is a high-risk room although this still presents a hazard. We would recommend that the ventilation grilles are replaced with intumescent units, windows are replaced with fire rated window units and they are reconfigured so they do not open out onto the stair presenting a trip hazard.

We could not access any of the external cupboards that are built into the external walls to inspect the compartmentation within.



As part of the assessment, flat numbers 2, 6 and 11 were inspected for any obvious breaches in compartmentation. Other than the aforementioned blanking discs to the ceilings no other obvious breaches were found.

We noted blanking discs fitted to the ceilings throughout the building, including with the apartments which we assume are due to the removal of light fittings. We would recommend that the client undertakes further investigation to ensure the blanking discs provide a minimum 60 minutes fire resistance.

We noted access hatches throughout the building which did not appear to be fire resistant. We would recommend that the client undertakes further investigation to ensure the access panels provide a minimum 60 minutes fire resistance and if not then we recommend that the hatches are replaced with fire rated units.

There are a number of compartment walls within the building which are fitted with Georgian wired glazing panels and timber infill panels. Although these offer some fire resistance we would recommend that these are upgraded to fire resistant / integrity glazing units and the timber panels replaced to provide a minimum of 30 minutes fire resistance in a future planned maintenance programme.

4.4 Fire Alarm and Detection System

The building is covered by a Grade A - Category L1 fire alarm and detection system (FADS). The system comprises of call points, smoke detectors, heat detectors and sounders. At the time of the survey the fire alarm and detection system appeared to be designed and installed in accordance with BS 5839. The FADS is required to be tested in accordance with BS5839 which requires weekly tests of the call points and 6 monthly servicing of the system by a competent contractor. The weekly testing of manual call points is being undertaken with the latest test recorded as 23/06/21. The records confirm that the last test by a competent engineer was undertaken on 05/02/20 and is therefore out of date.



Flats 6 and 11 have a mains operated smoke detector to the hallway, bedroom and lounge. Flat 2 was only fitted with smoke detection in the hallway and bedroom.

There are call points positioned appropriately throughout the building and by final exit doors. The fire alarm panel is located in the entrance lobby.

We noted one of the smoke detectors in the means of escape adjacent to Flat 9 was installed within close proximity to the light fitting. We would recommend that the smoke detectors are repositioned a minimum 300mm away from any vertical obstructions.

4.5 Emergency Lighting

The building has 3-hour non-maintained emergency lighting. The lights have been appropriately positioned to the corridors, stairwells and final emergency exit points. The emergency lighting is required to be tested and maintained in accordance with BS5266.

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 Logbook. The system was last subject to a monthly test on 21/06/21 which is recorded in the fire logbook. The last entry recorded for the annual discharge tests was in February 2020 and is therefore out of date. We would recommend that the client checks their records to ensure the system is being maintained and tested in accordance with BS5266.

4.6 Fire Fighting Equipment

There is portable firefighting equipment on site within the communal areas and a fire blanket in the communal kitchen. We inspected some of the testing labels and confirmed that the equipment was last tested in March 2021.

Landlords are not required to provide such equipment in residential blocks and some fire authorities discourage installing portable 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. We would recommend that residents are instructed not to use the firefighting equipment and any staff should be trained in the correct use of such apparatus, alternatively the equipment should be removed from the building.

4.7 Signage

There is good directional signage fitted within the building conforming to BS5499 and general fire action notices are displayed at appropriate locations throughout the premises.

There is a fire alarm zone plan displayed within the main entrance lobby of the premises to identify the various fire alarm zones.

No Smoking" signs are displayed within the communal areas of the building.

All signage should satisfy the requirements of BS 5499-5 and be installed in accordance with the recommendations of BS 5499-4.

4.8 Disabled Persons Egress

At the time of the survey we could not confirm if any residents have any limited mobility, visual or hearing impairments that may affect their safe evacuation from the building in the event of a fire.

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.

The property has level access to the front main entrance.

4.9 Arson

The risk of an arson attack is considered low. The access doors to the property have suitable locks in place and the building is covered by CCTV. The main bin store has been located an acceptable distance away from the building.



4.10 Access for
Fire appliances

Access to the building for fire appliances is good and is directly from the main access road to the front of the property and in line with the requirements of Approved Document B.



5.0 MANAGEMENT PROCEDURES

5.1 Fire Evacuation Procedures There is a "Stay Put" policy in place for this premises. This policy is reinforced by the provision of General Fire Action notices.

5.2 Fire Logbook There is a fire alarm and emergency lighting logbook kept on site in the premises information box located adjacent to the fire panel within the ground floor front lobby.

We could not confirm if staff members had received fire safety awareness training. We would recommend that all staff receive appropriate training to ensure they are aware of the fire risks and are aware of what the appropriate action to be taken is in the event of an emergency and this is recorded in the fire logbook.

We could not access the passenger lift plant room. We would recommend that the client checks their records and confirms that the lift installation is maintained in accordance with all relevant regulations and manufacturers recommendations.



Surveyor Dave Stilling BSc (Hons) MCIQB FSIDip AIFireE

Signed

.....
On Behalf of Storm Tempest Ltd

Checked Simon Scurfield BSc (Hons) MRICS

Signed

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On Behalf of Storm Tempest Ltd



**APPENDIX 1
FIRE RISK ASSESSMENT**



FIRE RISK ASSESSMENT

Likelihood of fire occurring	Potential consequences of fire			
		Slight Harm (1)	Moderate harm (2)	Extreme harm (3)
	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:

Moderate 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



Fire Hazards

MEDIUM		1
		Assessors Observations: Within the laundry there an electrical cupboard, housing the communications equipment, which had combustible items stored to the bottom of the cupboard.
Date First Identified:	05/06/2020	Recommended Action: We recommend that the combustible items are removed from the electrical communications cupboard in the laundry and the cupboard is kept clear at all times.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	

MEDIUM		2
		Assessors Observations: We inspected various electrical distribution panels throughout the communal areas of the premises and within the three flats inspected. We noted some did not have any record of testing and some which were tested over 5 years ago. All electrical installations are required to be tested regularly to the standards defined by the IET Wiring Regulations (BS 7671).
Date First Identified:	29/06/2021	Recommended Action: The mains electrical supply and distribution installation and wiring should be tested at least every five years by a registered NICEIC contractor to satisfy compliance with the requirements of the Electricity at Work Regulations 1989 in addition to the IET Wiring Regulations BS7671:2018 18th edition.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	



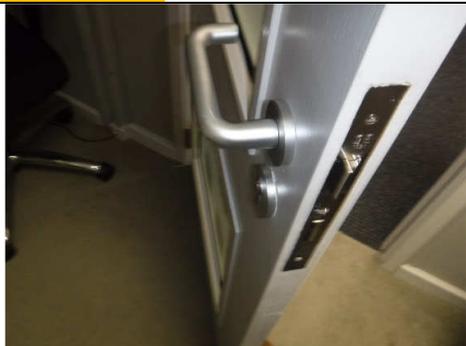
MEDIUM		3	
		Assessors Observations: During our inspection we noted a mobility scooter which was being charged within the communal lounge. The charger for the scooter was connected to a trailing extension lead which passed under one of the final exit doors. The extension lead and charger did not appear to be PAT tested.	
Date First Identified:	05/06/2020	Recommended Action: We would recommend that residents are reminded only to charge scooters in the designated areas, all portable appliances are PAT tested and the trailing lead is removed to negate the potential trip hazard.	
Date of FRA	29/06/2021		
Rectify Within: (months)	6		
Budget Cost:	No cost		

Means of Escape

LOW		4	
		Assessors Observations: We noted that the 'Fire Exit' signs to some of the final exit doors are fixed to the door leaves themselves which would not be visible when in the open position.	
Date First Identified:	29/06/2021	Recommended Action: We would recommend that the signs are repositioned above the doors.	
Date of FRA	29/06/2021		
Rectify Within: (months)	12		
Budget Cost:	No cost		



MEDIUM		5
		Assessors Observations: There is no 'Fire Exit Keep Clear' signs fitted adjacent to the final exit doors externally.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that signage is fitted above the doors to ensure occupants and visitors are aware not to block the emergency exit doors.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£40	

MEDIUM		6
		Assessors Observations: The office and scooter store doors are both fitted with a key operated locking mechanism.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that thumb turn locking mechanisms are installed to both doors to ensure occupants can escape in an emergency situation.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£50	



Fire Alarm and Emergency Lighting

LOW		7
		Assessors Observations: We noted one of the smoke detectors in the means of escape adjacent to Flat 9 was installed within close proximity to the light fitting.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that the smoke detectors are repositioned a minimum 300mm away from any vertical obstructions.
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	£40	

Compartmentation

LOW		8
		Assessors Observations: Some of the fire doors which have swing free door closers fitted do not display the correct signage / no signage installed.
Date First Identified:	29/06/2021	Recommended Action: The existing signs should be removed and replaced with 'Automatic Fire Door Keep Clear' signs.
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	£10	



MEDIUM		9
		Assessors Observations: The fire door to the electrical intake room / server room was warped and would not perform as required under fire conditions.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that the door is replaced with a certified door set fitted by third party accredited contractors.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£400	

MEDIUM		10
		Assessors Observations: As part of the assessment, the flat entrance doors to numbers 2, 6 and 11 were inspected for specification and action. We noted excessive gaps between the doors and frames and to the bottom of the doors.
Date First Identified:	29/06/2021	Recommended Action: We would recommend all doors are inspected and adjusted to ensure the gaps a maximum of 3mm +/- 1mm and 3mm to the bottom of the doors.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£70	



MEDIUM		11
No photo		Assessors Observations: The fire door to the cupboard within the main office does not fully self-close. The door is also fitted with cold smoke seals although there is no smoke detection within the cupboard.
		Recommended Action: We would recommend that the door is adjusted to ensure it fully self-closes into its rebate and the smoke seals are removed from the door.
Date First Identified:	29/06/2021	
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£35	

MEDIUM		12
		Assessors Observations: We noted a number of the fire doors throughout the property on the escape routes with excessive gaps between the doors and frames and to the bottom of the doors.
Date First Identified:	29/06/2021	Recommended Action: We would recommend all doors are inspected and adjusted to ensure the gaps a maximum of 3mm +/- 1mm and 3mm to the bottom of the doors.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£1,260	



MEDIUM		13
		Assessors Observations: The glazing to the communal lounge fire door was broken and will reduce the overall fire resistance of the door.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that the glazing unit is replaced with equivalent glazing in accordance with the certified manufacturer's instructions.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£75	

LOW		14
		Assessors Observations: The fire door to the first floor wc is not fitted with an automatic self-closing device.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that a self-closing device is installed to this door due to the presence of an electric water heater within the room.
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	£125	



MEDIUM		15
		Assessors Observations: We undertook a limited inspection of the compartmentation in the building. We noted penetrations within the service risers where cables / pipes have been installed, breaches to the ceiling / no intumescent collar to the SVP within the cupboard containing an electric water heater and to the ceiling above the electrical apparatus cabinet in the laundry.
Date First Identified:	29/06/2021	Recommended Action: We would recommend that all penetrations / breaches are remedied by a 3 rd party accredited company with the service penetrations marked up and labelled.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£1,000	

MEDIUM		16
		Assessors Observations: There is a section of the ceiling in the office which we could not confirm the material type of and its fire resistance.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client checks their records to confirm the fire resistance of the ceiling as this forms the soffit of the escape stair above.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	



MEDIUM		17
		Assessors Observations: There are a number of panels fixed to the ceilings in the means of escape adjacent to the flat entrance doors. We could not confirm the material type and its fire resistance.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client checks their records to confirm the fire resistance of the panels.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	

MEDIUM		18
		Assessors Observations: Throughout the communal means of escape there is boxing at high level which we could not confirm the material type of.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client checks their records to confirm the fire resistance of the boxings.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	



MEDIUM		19
		Assessors Observations: Within the electrical intake cupboard / server room an extractor fan has been installed which is ducted into the high-level boxings in the means of escape.
Date First Identified:	22/06/2021	Recommended Action: The unit does not appear to be fire rated, we would recommend that this is replaced with a fire rated unit.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£125	

MEDIUM		20
		Assessors Observations: Within the escape stair Flats 3 and 33 have a window that opens onto the escape stair, we also noted ventilation grilles fitted to the walls. We also noted ventilation grilles fitted within the ceilings in the means of escape. We could not identify if the room is a high-risk room although this still presents a hazard.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the ventilation grilles are replaced with intumescent units, windows are replaced with fire rated window units and they are reconfigured so they do not open out onto the stair presenting a trip hazard.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	£500	



MEDIUM		21
		Assessors Observations: We noted blanking discs fitted to the ceilings throughout the building, including with the apartments which we assume are due to the removal of light fittings.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client undertakes further investigation to ensure the blanking discs provide a minimum 60 minutes fire resistance.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	

MEDIUM		22
		Assessors Observations: We noted access hatches throughout the building which did not appear to be fire resistant.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client undertakes further investigation to ensure the access panels provide a minimum 60 minutes fire resistance and if not then we recommend that the hatches are replaced with fire rated units.
Date of FRA	29/06/2021	
Rectify Within: (months)	6	
Budget Cost:	No cost	

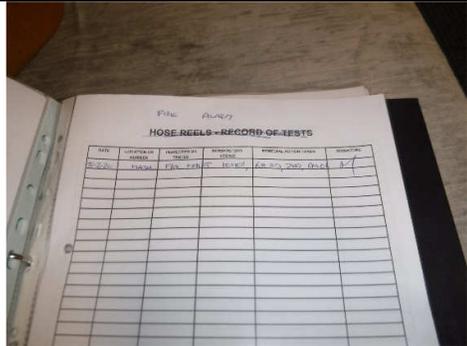


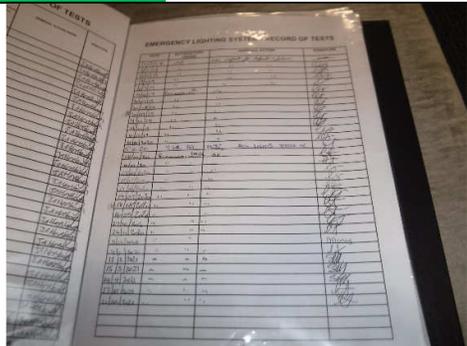
Management Procedures

LOW		23
		Assessors Observations: We inspected the portable electrical appliances throughout the premises and noted that some of the appliances did not appear to have been tested within the last year.
		Recommended Action: We recommend that all appliances are tested annually, each appliance is given a label after being tested and an inventory of the equipment is maintained on site.
Date First Identified:	22/06/2021	
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	No cost	

LOW		24
No photo		Assessors Observations: We could not confirm if the laundry equipment / flue ducts are maintained on a regular basis in accordance with the manufacturers recommendations.
Date First Identified:	22/06/2021	Recommended Action: We would recommend that the client checks their records to ensure the equipment is maintained and records are held on site in the premises information box.
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	No cost	



LOW		25
		<p>Assessors Observations:</p> <p>The FADS is required to be tested in accordance with BS5839 which requires weekly tests of the call points and 6 monthly servicing of the system by a competent contractor. The weekly testing of manual call points is being undertaken with the latest test recorded as 23/06/21.</p>
Date First Identified:	22/06/2021	<p>Recommended Action:</p> <p>The records confirm that the last test by a competent engineer was undertaken on 05/02/20 and is therefore out of date.</p>
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	No cost	

LOW		26
		<p>Assessors Observations:</p> <p>The emergency lighting requires monthly short duration tests and annual full discharge tests which should be detailed in a Fire Logbook. The system was last subject to a monthly test on 21/06/21 which is recorded in the fire logbook. The last entry recorded for the annual discharge tests was in February 2020 and is therefore out of date.</p>
Date First Identified:	22/06/2021	<p>Recommended Action:</p> <p>We would recommend that the client checks their records to ensure the system is being maintained and tested in accordance with BS5266.</p>
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	No cost	



LOW		27
No photo		Assessors Observations: We could not confirm if staff members had received fire safety awareness training.
		Recommended Action: We would recommend that all staff receive appropriate training to ensure they are aware of the fire risks and are aware of what the appropriate action to be taken is in the event of an emergency and this is recorded in the fire logbook.
Date First Identified:	22/06/2021	
Date of FRA	29/06/2021	
Rectify Within: (months)	12	
Budget Cost:	No cost	