

**Fire Risk Assessment**

**21-32 St Mary's House**

Version 3

4 December 2020



Review Date: 4 December 2020

Score: Tolerable Risk

Assessor: Richard Willingham

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## Action Plan Summary

Task No.	Category	Sub Category	Action Required	Priority	Status	Action Taken	Date Completed
1	Fire Prevention	Electrical	<p>Ensure fixed electrical installations are subject to a five yearly test in accordance with BS 7671.</p> <p>VERSION 2: Documents for the testing and maintenance of fixed electrical installations is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.</p>	Advisory	Completed		
2	Fire Prevention	Housekeeping	The storage of combustible items in riser cupboards should be prohibited. (Third floor staircase landing)	Low	Identified		
3	Fire Prevention	Smoking	No Smoking signage should be provided in the communal areas.	Low	Identified		
4	Fire Prevention	Lightning	If fitted, the lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305.	Advisory	Identified		

5	Escape Routes & Fire Spread	Fire Doors	<p>Install a self-closing device on the following doors:</p> <p>Flats 22 and 25</p> <p>VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed.</p>	Medium	Identified
6	Escape Routes & Fire Spread	Fire Doors	<p>Confirm that replacement flat front doors (Flats 26, 29, 30 &amp; 31), inspection of which was not possible, are to an FD30S self-closing standard.</p> <p>VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed.</p>	Low	Identified
7	Escape Routes & Fire Spread	Fire Doors	<p>Confirm that self-closers are provided on the following doors:</p> <p>All flat entrance doors not internally inspected as part of this review.</p> <p>Flats 21, 24, 26, 27, 28, 29, 31 &amp; 32</p> <p>VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed, with the exception of flat 24. A separate task has been generated following observations made when assessing this door.</p>	Medium	Identified

8	Escape Routes & Fire Spread	Fire Doors	<p>Replace or repair the locks on the following doors:</p> <p>The third floor riser cupboard.</p>	Low	Identified
9	Escape Routes & Fire Spread	Construction and Glazing	<p>Provide fire stopping around the door frame at the following locations:</p> <p>Inside the ground floor electric meter cupboard at the top of the doorframe.</p> <p>VERSION 2: The recommended remedial work in this task has not been completed.</p>	Medium	Identified
10	Escape Routes & Fire Spread	Construction and Glazing	<p>Provide fire stopping around cable penetrations in the following locations:</p> <p>All riser cupboards in the staircase.</p>	Medium	Identified
11	Escape Routes & Fire Spread	Smoke Ventilation	<p>Check the manual vent controls are operational and repair if necessary.</p> <p>This manual control was found to be defective.</p>	Advisory	Identified
12	Signs & Notices	Other Signage	<p>Remove redundant fire extinguisher signs on the staircase landings.</p>	Advisory	Identified

13	Fire Management	Testing & Maintenance	<p>The emergency lighting should be subject to a short duration test on a monthly basis and a full duration test on an annual basis.</p> <p>VERSION 2: Fire Safety documentation for the testing and maintenance of fire safety systems is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.</p>	Advisory	Completed
14	Fire Prevention	Arson	Provide security control to the main entrance door, repair locks.	Medium	Identified
15	Escape Routes & Fire Spread	Fire Doors	<p>Adjust the self-closing device on the following doors:</p> <p>Flat 24, the door does not close fully on the action of the self closing device.</p>	Medium	Identified
16	Escape Routes & Fire Spread	Fire Doors	<p>Wedges should not be used to hold open fire doors.</p> <p>3rd floor staircase door.</p>	High	Identified
17	Escape Routes & Fire Spread	Ease of Use	There is a security gate across the entrance door to flat 29. Residents should be advised of the dangers of locked security gates in the event of a fire to ensure that they are able to exit quickly in an emergency.	Advisory	Completed

18	Escape Routes & Fire Spread	Fire Doors	Repair the door frame to flat 28.  Repair the door frame to flat 25.  Electrical cupboard, lower ground floor.	Medium	Identified
19	Escape Routes & Fire Spread	Fire Doors	Wedges should not be used to hold open fire doors.  2nd floor staircase door.	High	Identified

## Executive Summary

This is a four storey block of eleven flats with a single staircase. The twelfth flat (Flat 23) is on the ground floor and has a separate external entrance door. The occupants of this flat do not access the common areas and their entrance door does not need to be fire resisting.

Due to the sloping site, the main entrance opens onto a half landing where there are stairs both up to the first floor and down to a ground floor lobby which serves Flats 21 and 22. The lobby door is in good condition and appears to be of FD30S standard and is fitted with an overhead self closer.

Flats 21 and 22 both appear to have the original flat entrance doors which would have met the standard at the time they were installed.

VERSION 1: There is a newly installed smoke detector in the entrance hall which appears to be of BS 5839 Part 6 Grade D standard. The tenant stated that this was the only detector in his flat but a later tenant when questioned stated that a heat detector had also been fitted in the kitchen.

The flat entrance doors can be classed as providing notional FD30S fire resistance and because of the lobby protection to the staircase and the height of the building (four storeys) these doors are acceptable as long as they are in good condition, well fitting and have an effective self-closing device.

In the staircase at ground floor level are two locked service cupboards, one houses the electric meters for the flats and the other the main electrical distribution cables and water pipes. Both cupboards were locked and have the original FD30S doors. They appear in good condition and should provide a notional FD30S standard.

There is some minor fire stopping required though within both cupboards, there are gaps around the inside of the top of the doorframe in the meter cupboard and there are some cable penetrations into the common area ceiling void in the service cupboard. These should be fire stopped with a suitable intumescent material.

The first floor has a similar lobby with an FD30S SC door which leads to Flats 24, 25 and 26.

Flats 24 and 25 appear to have the original doors and appear from the outside to be in good condition however there is damage to the frame of flat 25.

Flat 26 appears to have a newer timber flush door but has been fitted with a upvc doorframe which is not fire resistant.

Flat 25 was accessed and although the door was well fitting and in decent condition, the concealed self closing device had been removed.

The second floor lobby door was wedged open and leads to flats 27, 28 and 29. Residents should be reminded of the importance of not wedging fire doors open.

Flats 27 and 28 appear to have the original doors but flat 29 appears to have a replacement flush timber door. All three doors appear to be in good condition from the outside but there is some significant damage to the doorframe of flat 28.

The third floor lobby door was also wedged open and there appears to be some manual vent controls within the staircase but these did not seem to operate so should be tested and repaired if necessary.

Flat 32 appears to have the original door in good condition and flats 30 and 31 appear to have replacement flush timber doors, again externally they appear to be well fitting and in good condition.

Flat 30 was accessed and has a working concealed self closer and a newly fitted smoke detector in the hall with a heat detector in the kitchen. This flat has the same layout as the other two accessed, with a small entrance hall with doors leading to the lounge/kitchen, bedroom and bathroom respectively. These doors are not fire resisting but would provide some protection to fire spread if closed during the early stages of a fire.



The service cupboard on the third floor landing has a defective lock preventing it from being locked and is being used for a small amount of storage.

The third floor landing and lobby both have padlocked loft hatches which were not able to be accessed during this visit.

It was noted that there are fire extinguisher signs within the staircase where extinguishers had once been provided, these signs can be removed.

It was also noted that there is a small amount of plastic cable trunking on the ceilings in the common areas, this is discouraged due to the risk to firefighters of cable entanglement in a fire.

#### VERSION 2:

The previous Executive Summary has been left in this document, as it is still relevant with evidently no change to the building since that assessment.

The previous FRA for this building was reviewed prior to this inspection, paying particular attention to any tasks generated by that FRA. During this inspection these tasks were inspected where access was possible, to ascertain if the recommended remedial work had been completed, and comments regarding the progress of any remedial work made accordingly. It was not possible to access all of the flats accessed in the previous FRA, however, from where access was possible it appears that the majority of tasks generated in the previous FRA have not been completed. It has been noted within each task where this is the case.

Records for the testing and maintenance of fire safety related systems are not kept on site. These are managed centrally and are held at the ISHA Head Office.

Giving consideration to the general fire safety arrangements within the building, and the tasks recommended as detailed within this report, it is assessed that this building presents a tolerable risk.

#### VERSION 3

The previous FRA for this building was reviewed prior to this inspection, paying particular attention to any tasks generated by that FRA. During this inspection these tasks were inspected where access was possible, to ascertain if the recommended remedial work had been completed, and comments regarding the progress of any remedial work made accordingly.

It was noted that there remains a number of tasks outstanding from the previous FRA which detail recommended remedial work required to ensure the safety of the building and that it is compliant with relative fire safety regulations and guidance. It is imperative that such remedial work is carried out within the recommended time frames given.

Due to current government guidelines regarding the current COVID-19 pandemic, access into flats to confirm the provision and standard of fire resisting flat entrance doors, or the provision and standard of fire alarms within flats was not possible. Inspection of flat entrance doors was made by external examination only, taking into account the age and condition of the doors, and where possible referring to previous FRAs where more detailed information regarding flat entrance doors and fire alarm provision may be found.

Records for the testing and maintenance of fire safety related systems are not kept on site. These are managed centrally and are held at the ISHA Head Office.

The wall, floors and stairs in the common areas are of masonry/concrete construction.

As expected, there is no common fire detection and alarm system, which supports the Stay Put strategy appropriate for the building.

There is no Fire Action Notice provided. It is imperative that residents and visitors are given clear instructions as to the action they should take in the event of a fire.

There are cable penetrations in the riser cupboards which are not fire stopped. Given the presence of other services being carried throughout the building common areas, such as water and electrics, without fire stopping installed, it is recommended that a full compartmentation survey is carried out in this building. This is to ensure there is adequate fire separation to support a "stay put" policy.

Giving consideration to the general fire safety arrangements within the building, and the tasks recommended as detailed within this report, it is assessed that this building presents a tolerable risk.

# Introduction

This report presents the significant findings of a fire risk assessment carried-out at the premises by QFSM Ltd. The scope, format and limitations of the fire risk assessment have been discussed and agreed with the client.

The scope of the assessment does not include individual dwellings. Notwithstanding any statement or recommendation made with respect to smoke/heat alarms within dwellings, it is always recommended as best practice to ensure that working smoke alarms are provided in all dwellings at least to a BS 5839-6 Category LD3 standard. These should ideally be Grade D alarms (mains powered with integral battery back-up), although Grade F alarms (battery powered only) are a reasonable short term measure.

The report includes an action plan which contains recommended tasks, each with a suggested due date. These due dates are only our suggestions, and may or may not be appropriate, depending on individual circumstances such as financial constraints and requirements of enforcing authorities.

The premises risk score was assessed at the time of the fire risk assessment, and a recommended review date has been provided. The actual level of risk may change over time, as a result of tasks being completed, or new risks arising. Regardless of the review date, the fire risk assessment should be reviewed regularly so as to keep it up to date and particularly if:

- there is reason to suspect that the fire risk assessment is no longer valid; or
- there has been a significant change in the matters to which the fire risk assessment relates.

If you have any queries please contact QFSM Ltd at [office@qfsm ltd.co.uk](mailto:office@qfsm ltd.co.uk).

# Premises Details

## Building Information

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Address line 1

21-32 St Mary's House

Town

London

Postcode

N1 2RS

FRA Type

Type 3 – Common parts and flats (non-destructive)

Description

A Type 3 fire risk assessment includes the work involved in a Type 1 fire risk assessment, but goes beyond the scope of the FSO (though not the scope of the Housing Act). This risk assessment considers the arrangements for means of escape and fire detection (ie smoke alarms) within at least a sample of the flats. Within the flats, the inspection is non-destructive, but the fire resistance of doors to rooms is considered.

Measures to prevent fire are not considered unless (eg in the case of maintenance of the electrical and heating installations) the measures are within the control of, for example, the landlord.

A Type 3 fire risk assessment may sometimes be appropriate for rented flats if there is reason to suspect serious risk to residents in the event of a fire in their flats. (This might be, for example, because of the age of the block or reason for suspicion of widespread unauthorised material alterations). This type of fire risk assessment will not be possible in the case of long leasehold flats, as there is normally no right of access for freeholders.

Client

ISHA

Person(s) consulted on site

Two tenants were spoken to as part of this visit.

Use

Purpose-built, self-contained flats

Number of floors - ground and above

4

Number of flats

12

Number of stair cores

1

Approach to flats

- Via protected lobbies / corridors
- Direct external access

Approximate period of construction

1980-1990

Is the top occupied storey over 18 metres above access level?

No

Construction details

This is a purpose built brick block of flats with concrete stairs and floors. This building adjoins another block of similar flats but is imperforate.



External walls of brick/mortar construction.



Private balconies

External wall details

External walls are of brick/mortar construction.

From visual examination only, there are no additional combustible external wall systems installed.

Are there any private balconies?

Yes

Private balcony details

Steel framed with steel deck.

## Occupants

Are there any occupants especially at risk from fire?

No

# Fire Prevention

## Electrical

Are electrical installations and appliances free from any obvious defect?

Yes

Are fixed installations periodically inspected and tested?

Not Known

Are portable electrical appliances used?

No

Comments

Documents for the testing and maintenance of fixed electrical installations is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.

## Gas

Are gas installations and appliances free from any obvious defect?

Yes

Is gas equipment protected/located so as not to be prone to accidental damage?

N/A

Comments

There are no gas installations within the common areas

## Heating

Are fixed heating installations free from any obvious defect?

N/A

Are portable heaters used?

No

Comments

There is no heating provided in the common areas.

## Cooking

Does cooking take place on the premises?

No

Comments

Cooking takes place within flats only, and not within the common parts of the building.

## Arson

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Is security against arson reasonable?

Yes

Is there a reasonable absence of external fuels and ignition sources?

Yes

Comments

The front entrance door was found to be insecure

There is a wheelie bin storage area a reasonable distance from the building and down some steps

## Housekeeping

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Is accumulation of combustibles or waste avoided?

Yes

Are there appropriate storage facilities for combustible & hazardous materials?

Yes

Comments

The staircase and other common areas are sterile but there is a small amount of combustible storage within the third floor riser cupboard.



Storage in riser cupboard on the third floor.

## Building Works

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Are there any hot works being carried-out at this time?

No

Are the premises free of any obvious signs of incorrect hot work procedures in the past?

Yes

## Smoking

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Are there suitable arrangements taken to prevent fires caused by smoking?

No

Comments

No smoking signs should be displayed in the common areas.

## Dangerous Substances

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Are dangerous substances present, or liable to be present?

No

## Lightning

---

Is a lightning protection system installed?

Yes

Is the lightning protection system free from any obvious defect?

Yes

Is the lightning protection system periodically inspected?

Not Known

Comments

There appears to be an earthing strap running externally from the roof to the ground but it is unclear if it is providing lightning protection.



# Escape Routes & Fire Spread

## Ease of Use

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Are exits easily and immediately openable?

Yes

Do fire exits open in direction of escape where necessary?

Yes

Are escape routes unobstructed and safe to use?

Yes

Are there reasonable measures for the evacuation of disabled people?

Yes

### Comments

No specific occupancy risk identified. Tenants are a typical cross section of public and would include visitors and contractors. It is assumed occupants are capable of using the means of escape, unaided to reach a place of ultimate safety.

The single staircase has a final exit door on the ground floor which has a simple lever action opening device and is not lockable with a key.

There is a security gate across the entrance door to flat 29. Residents should be advised of the dangers of locked security gates in the event of a fire to ensure that they are able to exit quickly in an emergency.



Final exit door from staircase

## Dimensions

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Are travel distances reasonable?

Yes

Is there sufficient exit capacity?

Yes

## Fire Doors

Doors which are expected to be fire resisting:

- Flats
- Risers
- Staircases

Flat Doors

- FD30S self-closing (notional)

Riser Doors

- FD30S (notional)

Staircase Doors

- FD30S self-closing

Are fire doors to a suitable standard?

Yes

Is there suitable provision of self-closing devices?

Minor Defects

Is there suitable provision of hold-open devices?

N/A

Are doors kept locked where appropriate?

Minor Defects

Comments

VERSION 1: Most of the flat entrance doors appear to be the original design which would have been acceptable when the building was constructed. They all appear to be in good condition and well fitting from the outside and three were also checked internally.

Some flat entrance doors have been replaced with flush timber doors and also appear to be in good condition.

The three doors checked all had concealed self closing devices but one was missing, one did not close the door fully and one was effective. As a sample this should prompt an immediate check of all remaining doors to see if the self closer is in place and if it is effective. Any flat entrance doors without an effective self closer should have a replacement fitted. Overhead positive action devices are a simple and effective option.

The flat entrance doors are fitted with combined intumescent strips and smoke seals so as long as the condition of the doors remains good there is no need to replace these doors. This advice is based on guidance within the LGA Fire Safety in Purpose Built Flats publication.

It can reasonably be assumed that the remaining original doors not checked are all fitted with intumescent strips and smoke seals.

However, it was noted that two entrance door-frames were damaged and one may have been replaced with upvc, this is difficult to identify from the outside and access to this flat was not possible. The plastic may be just decorative capping over the existing timber frame, which could be acceptable following an internal inspection. The whole door assembly including the frame should be fire resisting.

The riser cupboard on the third floor has a defective lock.

VERSION 2: As part of this Type 3 Fire Risk Assessment, access was gained into a sample flat to assess the suitability of flat entrance doors, and any internal doors which open onto the entrance hallway.

Access was gained into flat 24 which has an entrance door fitted to FD30S SC (notional) standard, however, the PERKO type self closing device requires adjustment to ensure it fully closes the door.

The internal doors which open onto the entrance hallway are not fire resisting, however, they would provide some notional existence to the spread of fire if they were to be kept closed.

The remainder of flat front doors within the building could not be assessed due to access. However, these all appear to be of the same age, condition and design of those which were accessed and were probably all installed at the same time. It is therefore, bearing in mind the observations from VERSION 1 of this Fire Risk Assessment, reasonable to assume that they are of the same fire resisting standard.

The provision and condition of self closing devices, intumescent strips/cold smoke seals, and effective door closing action of these doors however could not be assessed and this should be confirmed ensure all doors afford FD30S SC standard of fire resistance.

### VERSION 3:

Due to current government guidelines regarding the current COVID-19 pandemic, access into flats to confirm the provision and standard of fire resisting flat entrance doors was not possible. Inspection of flat entrance doors was made by external examination only, taking into account the age and condition of the doors, and where possible referring to previous FRAs where more detailed information regarding flat entrance doors and fire alarm provision may be found. All flat entrance doors appeared to be in good condition, with no obvious visible damage or defects and therefore it can reasonably assume they would afford the same level of fire resistance as found in the previous FRA.



Original flat entrance door.



Replacement timber flat entrance door



Staircase door



Upvc door frame



Damaged door frame



Damaged doorframe

## Construction & Glazing

Are escape routes protected with suitable walls and floors?

Yes

Is there adequate compartmentation?

Minor Defects

Is there reasonable limitation of linings that might promote fire spread?

Yes

Glazing which is expected to be fire resisting, inc vision panels and fanlights:

• Staircases

Staircase Glazing

• Georgian wired

Is glazing reasonable and free from any obvious defects?

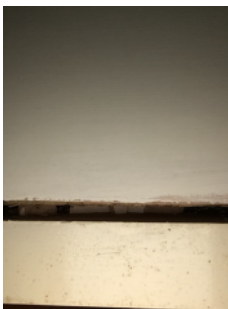
Yes

### Comments

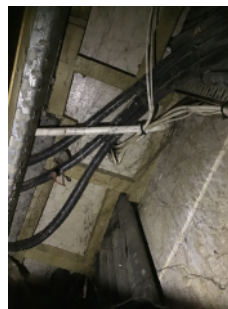
There is some minor fire stopping required within the riser cupboards as it is not clear if some of the cables penetrate the void space above the false ceiling in the staircase and common area. The risk is low but the cupboards should be appropriately fire stopped.

There are also gaps behind the top of the doorframe inside the ground floor electrical meter cupboard in the staircase.

VERSION 2: The recommended remedial work in this task has not been completed to an acceptable standard.



Gap around top of doorframe inside ground floor meter cupboard



Possible cable penetrations into the common area ceiling void.

## Dampers, Ducts & Chutes

Are there suitable measures to restrict fire spread via ducts and concealed spaces?

Not Confirmed

### Comments

It is not clear if there are any internal kitchen extraction systems.

## Smoke Ventilation

Areas where smoke ventilation is expected:

- Staircases

Staircases

- Openable Windows (with restrictors)
- Natural Vent - Manual

Is smoke ventilation reasonable and free from any obvious defects?

Minor Defects

Comments

There is a large openable vent at the top of the staircase which appears to have some manual controls but these did not appear to be working.

A manual vent is not a requirement in this building as it fits the guidance for small single staircase buildings but if fitted it should be usable as this would assist firefighters to vent the staircase if necessary.



Staircase skylight



Vent controls that do not appear to work

# Detection & Warning

## Control Equipment

Is an electrical fire alarm system expected?

No

Why not?

Purpose-built flats

Is a fire detection and/or alarm system provided?

No

Is the control equipment suitably located?

N/A

Is the control equipment free from any obvious fault or defect?

N/A

## Manual Fire Alarms

Are there sufficient means of manually raising an alarm?

N/A

Are manual callpoints appropriately located and free from obvious defect?

N/A

## Automatic Fire Detection

Is there sufficient provision of automatic fire detection?

Yes

Is the type of automatic fire detection suitable and free from obvious defect?

Yes

Comments

The three flats accessed all had recently installed Part 6 Grade D smoke alarms in the entrance hall to their flats. The resident in flat 30 confirmed a heat detector in the kitchen so it can reasonably assumed that these have been fitted through the twelve flats.

VERSION 2: Access was gained into flat 24, where it was found to be provided with a fire alarm to BS5839-6 LD3.

## Audibility

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Are there adequate means of alerting all relevant persons?

Yes

Comments

LD3 would be the minimum provision for a flat with a single circulation area.

# Firefighting

## Fire Extinguishers

Are fire extinguishers expected?

No

Why not?

- Not practicable to train residents
- Fire unlikely in communal areas
- Vandalism concerns

Are fire extinguishers provided?

No

Is the provision of fire extinguishers reasonable?

Yes

Comments

There have obviously been extinguishers provided in the past as there are still some signs and brackets in the staircase. These signs should now be removed (task generated in the signage section of this report)



Old extinguisher signage

## Fixed Systems

Are any fixed systems provided?

No

Is provision of fixed systems reasonable?

Yes

## Fire Service Facilities

Are any fire service facilities provided?

No

Is provision of fire service facilities reasonable?

Yes



# Lighting

## Normal Lighting

Is there adequate lighting of internal escape routes?

Yes

Is there adequate lighting of external escape routes?

Yes

Is there adequate lighting in risk critical areas?

N/A

## Emergency Lighting

Method of emergency lighting of internal escape routes:

• Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

Method of emergency lighting of external escape routes:

• Borrowed light

Is this provision reasonable?

Yes

Method of emergency lighting of other areas:

• None

Is this provision reasonable?

Yes

Comments

This is a simple single staircase building and the normal lighting is on a switch timer. The normal lighting units all appear to have emergency battery back up supplies.

Although this inspection took place during daylight hours, given the provision of street lighting in the immediate vicinity and lighting provided by surrounding buildings, it is reasonable to assume there would be sufficient borrowed light to aid escape in these areas.

# Signs & Notices

## Escape Routes

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Is escape route signage necessary?

No

Why not?

- Simple escape routes
- Routes in ordinary use

Is escape route signage provided?

Yes

Is provision of escape route signage suitable?

Yes

## Fire Doors

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Is there signage suitable for self-closing fire doors?

Yes

Is there signage suitable for locked fire doors?

Yes

Is there signage suitable for automatic fire doors?

N/A

## Other Signs & Notices

Is there suitable signage for fire service facilities?

N/A

Are fire action notices suitable?

Yes

Are there suitable notices for fire extinguishers?

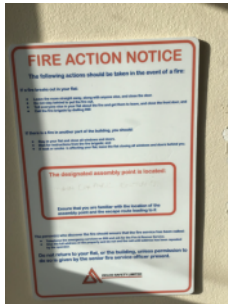
Minor Defects

Is there suitable zone information for the fire alarm system?

N/A

Comments

The Fire Action Notice is suitable for this type of building.



Fire Action Notice

# Fire Safety Management

## Procedures & Arrangements

Current evacuation policy

Stay Put

Further details

This policy is suitable for this purpose built block of flats.

Are fire action procedures suitable and appropriately documented?

Yes

Are there suitable arrangements for calling the fire service?

Yes

Is there a suitable fire assembly point?

N/A

Are there suitable arrangements for the evacuation of disabled people?

Yes

Comments

It is assumed that all residents and any visitors are able to evacuate themselves and it is expected that a resident would dial 999 in the event of a discovering a fire in their flat.

These are general needs flats and as such no specific occupancy risk is identified. Tenants are presumed to be a typical cross section of public and could include visitors and contractors. It is assumed that all occupants and visitors are capable of using the means of escape unaided to reach a place of ultimate safety.

## Training & Drills

Are staff regularly on the premises?

No

Are employees from outside organisations given appropriate fire safety information?

Yes

Comments

The Fire Action Notice is sufficient for any visiting contractors.

## Testing & Maintenance

---

Was testing & maintenance information available?

No

Are fire extinguishers subject to suitable test & maintenance?

N/A

Comments

Fire Safety documentation for the testing and maintenance of fire safety systems is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.

## Record Keeping

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Were fire safety records available?

No

Comments

Fire Safety documentation for the testing and maintenance of fire safety systems is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.

# Tasks

## Task 1

Source Version	1
Category	Fire Prevention
Sub Category	Electrical
Action Required	Ensure fixed electrical installations are subject to a five yearly test in accordance with BS 7671.  VERSION 2: Documents for the testing and maintenance of fixed electrical installations is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.
Priority	Advisory
Status	Completed
Due Date	18 November 2021

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### Change Log

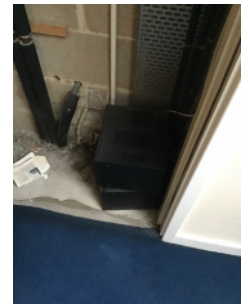
10/12/2019 14:01:56 RichardWillingham Status changed from Identified to Completed

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## Task 2

Source Version	1
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	The storage of combustible items in riser cupboards should be prohibited. (Third floor staircase landing)
Priority	Low
Status	Identified
Owner	Neighbourhood Services
Due Date	19 November 2019

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### Task 3

Source Version	1
Category	Fire Prevention
Sub Category	Smoking
Action Required	No Smoking signage should be provided in the communal areas.
Priority	Low
Status	Identified
Owner	Neighbourhood Services
Due Date	19 November 2019

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### Task 4

Source Version	1
Category	Fire Prevention
Sub Category	Lightning
Action Required	If fitted, the lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305.
Priority	Advisory
Status	Identified
Due Date	18 November 2021

---

### Task 5

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Install a self-closing device on the following doors:  Flats 22 and 25  VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed.
Priority	Medium
Status	Identified
Due Date	11 February 2019

---

## Task 6

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Confirm that replacement flat front doors (Flats 26, 29, 30 & 31), inspection of which was not possible, are to an FD30S self-closing standard.  VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed.
Priority	Low
Status	Identified
Due Date	19 November 2019

---

## Task 7

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Confirm that self-closers are provided on the following doors:  All flat entrance doors not internally inspected as part of this review.  Flats 21, 24, 26, 27, 28, 29, 31 & 32  VERSION 2: It was not possible to access these flats to assess whether the recommended remedial work had been completed, with the exception of flat 24. A separate task has been generated following observations made when assessing this door.
Priority	Medium
Status	Identified
Due Date	11 February 2019

---



## Task 8

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Replace or repair the locks on the following doors:  The third floor riser cupboard.
Priority	Low
Status	Identified
Owner	Neighbourhood Services
Due Date	19 November 2019

---

## Task 9

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Construction and Glazing
Action Required	Provide fire stopping around the door frame at the following locations:  Inside the ground floor electric meter cupboard at the top of the doorframe.  VERSION 2: The recommended remedial work in this task has not been completed.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	11 February 2019

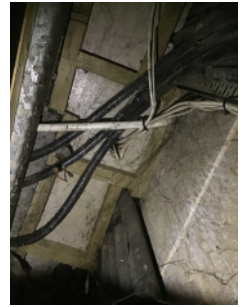
---



## Task 10

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Construction and Glazing
Action Required	Provide fire stopping around cable penetrations in the following locations:  All riser cupboards in the staircase.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	19 November 2019

---



## Task 11

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Smoke Ventilation
Action Required	Check the manual vent controls are operational and repair if necessary.  This manual control was found to be defective.
Priority	Advisory
Status	Identified
Owner	Customer Homes
Due Date	18 November 2021

---



## Task 12

Source Version	1
Category	Signs & Notices
Sub Category	Other Signage
Action Required	Remove redundant fire extinguisher signs on the staircase landings.
Priority	Advisory
Status	Identified
Owner	Neighbourhood Services
Due Date	18 November 2021

---



## Task 13

Source Version	1
Category	Fire Management
Sub Category	Testing & Maintenance
Action Required	The emergency lighting should be subject to a short duration test on a monthly basis and a full duration test on an annual basis.  VERSION 2: Fire Safety documentation for the testing and maintenance of fire safety systems is held centrally at the ISHA Head Office. The ISHA Neighbourhood Officer has confirmed that these are up to date.
Priority	Advisory
Status	Completed
Due Date	18 November 2021

---

### Change Log

10/12/2019 14:01:56 RichardWillingham Status changed from Identified to Completed

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## Task 14

Source Version	2
Category	Fire Prevention
Sub Category	Arson
Action Required	Provide security control to the main entrance door, repair locks.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	9 December 2020

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## Task 15

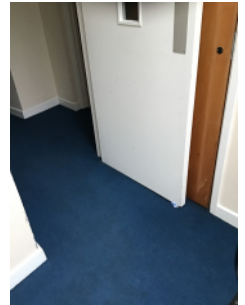
Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors:  Flat 24, the door does not close fully on the action of the self closing device.
Priority	Medium
Status	Identified
Due Date	9 December 2020

---

## Task 16

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Wedges should not be used to hold open fire doors.  3rd floor staircase door.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	10 June 2020

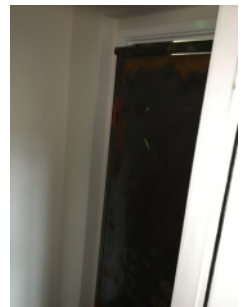
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## Task 17

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	There is a security gate across the entrance door to flat 29. Residents should be advised of the dangers of locked security gates in the event of a fire to ensure that they are able to exit quickly in an emergency.
Priority	Advisory
Status	Completed
Owner	Neighbourhood Services
Due Date	9 December 2022

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### Change Log

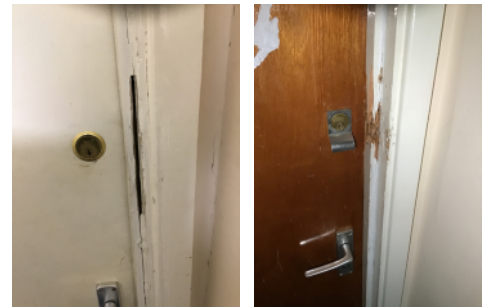
04/12/2020 11:20:11 RichardWillingham Status changed from Identified to Completed

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## Task 18

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Repair the door frame to flat 28.  Repair the door frame to flat 25.  Electrical cupboard, lower ground floor.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	9 December 2020

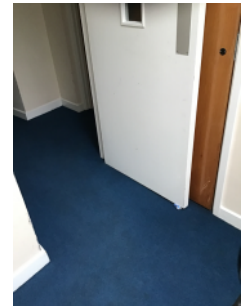
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## Task 19

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Wedges should not be used to hold open fire doors.  2nd floor staircase door.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	10 June 2020

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# Risk Score

Risk Score

Tolerable Risk

Next Assessment Due

4 December 2020

Likelihood	Potential Consequence		
	Slight Harm	Moderate Harm	Extreme Harm
High	Moderate	Substantial	Intolerable
Medium	<b>Tolerable</b>	Moderate	Substantial
Low	Trivial	Tolerable	Moderate

## Likelihood

- 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.

## Consequence

- Slight** 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** 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** Significant potential for serious injury or death of one or more occupants.