Fire Risk Assessment

Burbage House

Version 4

20 January 2021

Review Date: 20 January 2022

Score: Tolerable Risk

Assessor: Richard Willingham

Contents

Action Plan Summary

Task No.	Category	Sub Category	Action Required	Priority	Status	Action Taken	Date Completed
1	Fire Prevention	Electrical	Ensure fixed electrical installations are subject to a five yearly test in accordance with BS 7671. Version 2 - The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.	Advisory	Completed		
2	Fire Prevention	Housekeeping	The storage of combustibles in the following locations was excessive and should be significantly reduced: The ground floor electrical room	Medium	Completed		
3	Fire Prevention	Lightning	Any lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305. Version 2 - The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.	Advisory	Completed		

4	Fire Fighting	Fire Service Access & Facilities	Repair the defective entrance door firefighter override facility. Version 2 - This task is still outstanding.	Medium	Identified
5	Fire Management	Procedures & Arrangements	The interim fire action procedures should be documented, displayed in the common areas and communicated with all residents. Version 2 - see photo below for resident information now displayed.	Medium	Completed
6	Fire Management	Testing & Maintenance	The recently installed interim fire alarm system should be tested and serviced in line with the recommendations of BS 5839-6.	Medium	Completed
7	Detection & Warning	Automatic Fire Detection	The fire alarm engineer who installed the new system should attend the site to demonstrate how the new system operates and is tested. This meeting should include the Waking Watch Officers and the Neighbourhood Service Officer.	High	Completed
8	Fire Fighting	Extinguishers	Consider replacing the dry powder extinguisher with foam extinguishers, which are more appropriate for this occupancy. Version 2 - the dry powder extinguisher has been removed but not replaced with a foam extinguisher.	Medium	Identified

9	Fire Fighting	Extinguishers	Provide a 2kg carbon dioxide extinguisher in the following locations: In the room used by the Waking Watch Officers Version 2 - This task is still outstanding	Medium	Identified
10	Escape Routes & Fire Spread	Ease of Use	Review the occupancy of flat 7 who evidently is a wheelchair user to determine whether or not they can make their own way down the staircase in an emergency.	Medium	Identified
11	Escape Routes & Fire Spread	Ease of Use	It is advised that whilst remedial work on the external walls is taking place that access to the roof garden on the fifth floor is restricted to contractors use only. This is due to the scaffolding obstructing the route to and from the roof garden.	Medium	Identified
12	Fire Prevention	Housekeeping	There is a non-FR storage box located in the staircase on the fourth floor which should be removed.	Medium	Identified
13	Escape Routes & Fire Spread	Ease of Use	Escape routes via Common balconies should remain clear. Childs bicycles were located on the fourth floor outside flat number 10.	Medium	Identified
14	Fire Management	Training & Drills	Waking-watch staff should be provided with fire safety training in line with Appendix 4 of the NFCC Simultaneous Evacuation Guidance, specifically paragraph A4.10.	High	Identified

Executive Summary

These premises comprise of 23 flats over seven floors. There are 4 additional flats that are accessed externally on the ground floor and 6 of the flats are accessed via open balconies that are reached from the single staircase.

The main entrance door is security fob operated and opens into a protected lobby the fire alarm panel and smoke vent controls are located.

There is an existing Part 1 L5 system of smoke detectors in the staircase which operates the AOV at the head of the staircase, brings the lifts to the ground floor and releases all the internal and external fob operated doors.

Due to the concerns over the cladding an interim fire strategy has been put in place. This includes a 24/7 waking watch and an interim fire alarm system which appears to include heat detectors in the hallway of each flat, a manual call point on the ground floor and a linked Part 6 system which sends an alert to an additional fire alarm panel on the ground floor which is monitored by the waking watch.

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.

Version 2
There has been no change with regard to the external ACM cladding which is still to be removed and also the extra control measures put in place as a compensatory measure. This includes a 24/7 Fire Marshall on site and a temporary common fire alarm which is linked into each flat and has manual call points on each landing.

Flat 1 was accessed and has a functioning self closing device in the flat entrance door, an appropriate Part 6 fire alarm and fire rated doors protecting the internal escape route within the flat.

It is understood that there is a resident who is a wheelchair user and they are unable to use the stairs in an emergency. This needs reviewing as these premises are designed as general needs flats and the fire service should not be relied upon to rescue a resident who is trapped on a staircase landing, even though the landing can be considered a place of relative safety, especially as the emergency plan for this building is now for a simultaneous evacuation procedure instead of stay put.

VERSION 3, 11/01/2021.
This desk-top review has been carried out following an external wall system review (EWS Review) of the building carried out by “BB7”, with report “BB7 Ref: 4811” being produced on 09.04.2018 outlining the findings of that EWS review.

The NFCC Guidance document "Simultaneous Evacuation Guidance - Guidance to Support a Change to a Simultaneous Evacuation Strategy in Purpose Built Blocks of Flats" was issued on 01/05/18. A recent third edition of the guidance was issued on 01/10/20.

Key changes to the 3rd edition guidance from the 2nd version include:
• Advice to consult with residents and leaseholders to explore cost/benefit options, with emphasis placed on the need to fully and properly consider the installation of common fire alarms where measures are now, or are likely in the future to be in place for the longer term.
• Clear distinction between waking watch and evacuation management as separate roles.
• Definitions for the terms:
o Short-term – the time required to formulate a longer-term remediation plan, as soon as practically possible and no longer than 12 months; and
o Temporary – non-permanent measures implemented to mitigate an unacceptable risk in a building, as an interim measure, adopted for the safety of residents while works to rectify the identified fire safety failings are carried out.

It is therefore the aim of this desk-top review to ensure that the NFCC Guidance document, including changes, are considered.

In the conclusion section of the BB7 report it states that they are of the opinion that the external walls do not meet the ADB guidance for buildings over 18m. The building is not considered to comply with the building regulations as the insulation is unknown and the cavity barriers do not appear to be adequately fitted

BB7 are of the opinion that the building is not that tall and that fire spread to the external facade is primarily likely to affect flats opening onto the western facade and the adjacent escape routes. BB7 go on to say that taking all factors into consideration the risk to occupants is not considered high but is appreciable and is more of a risk and a building which totally comprises of material of limited combustibility.

It is the recommendations of BB7 that ISHA should consider the following:

- Providing adequately fitting designed and fitted cavity barriers

- Replacing the cladding, to one which is of limited combustibility

- Replacing the installation so that it is of limited combustibility

Giving consideration to the findings of the BB7 report, it is recommended that the temporary move to a simultaneous evacuation strategy in the building is maintained until a time when the above issues are remedied. It should be ensured that all residents are appropriately communicated with the changes to the evacuation strategy in the building, and it should be confirmed that all residents are clear on the actions that should be taken in the event of a fire or hearing a fire alarm.

It should be ensured that any interim measures put in place to support the simultaneous evacuation strategy are made within the recommendations of the NFCC guidance. This should include ensuring that any common fire alarm system installed fully complies with the recommendations of Appendix 2 of that guidance. Waking-Watch personnel should fit the waking-watch person specification laid out in Appendix 4 of that guidance, who should be appropriately trained and equipped.

VERSION 4, 20.01.2021
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.

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.

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.

Remedial work to remove the ACM cladding is well underway with scaffold erected around the envelope of the building. It is not known when this building work is to be completed. Interim measures are in place to support a temporary move to a simultaneous evacuation strategy whilst this work is being undertaken.

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 moderate 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@qfsmltd.co.uk.

Premises Details

Building Information

Address line 1	Poole Street
Town	London
Postcode	N1 5EE

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	Gary Johnson - Neighbourhood Services Officer

Use	Purpose-built, self-contained flats
Number of floors - ground and above	7
Number of flats	23

Number of stair cores	1
Approach to flats	• Via protected lobbies / corridors • Via balconies / decks
Approximate period of construction	2010-2020
Is the top occupied storey over 18 metres above access level?	Yes
Is the external cladding or facade confirmed as non combustible?	No

Further details

An external wall system review has been carried out by BB7 Ltd. The findings of this review can be found in detail within the review report, BB7 reference No. 4811

It is the conclusion of that report that BB7 do not consider that the external wall buildups meet the guidance in ADB for buildings over 18 metres (as detailed in section 12.7 of ADB V2) as there are combustable materials in the wall build up. The combustible materials are the insulation and filler material in the ACM.

Construction details

The building is made up of single and two-storey apartments accessed via a single stair. Some of the apartments are accessed via an open common balcony and three of the maisonettes or accessed from street level.

The top floor of the building varies between 21-23 m above ground floor level. The building is ground +7 floors above. Burbage House was completed in 2012.

External wall details

The external finishes on the facade of the building include brickwork, glazing, timber cladding and rainscreen cladding. These are all considered within the BB7 external wall system review and recommendations made within the BB7 report following that review accordingly.

Attention is drawn to the Ministry of Housing, Communities & Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020 (https://www.gov.uk/government/publications/buildingsafety-advice-for-building-owners-including-fire-doors) (the “Advice Note”).
The Advice Note recommends that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings.
Consideration has been given to this matter within this fire risk assessment. The Advice Note further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building.

Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise. (6) Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building.
(6) This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter (https://www.fia.uk.com/news/guidance-on-the-issue-of-cladding-and-external-wallconstruction-in-fire-risk-assessments-for-multi-occupied-residential-premises.html).

This assessment by specialists should follow the process set out in the Advice Note and as noted in diagram 1 of that document. This assessment should show how the external wall construction supports the overall intent of Requirement B4(1) in Part B of Schedule 1 to the Building Regulations 2010, namely 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 location of the building”. In this connection, the assessment should address this functional requirement (regardless of the height of the building) and not just the recommendations set out in guidance that supports the Regulations (e.g. Approved Document B under the Regulations). The assessment should not just comprise a statement of either compliance or non-compliance with the functional requirement or the guidance, but should include a clear statement on the level of risk and its acceptability.
This assessment by specialists should take into account a number of factors, including, but not necessarily limited to:
• The type of evacuation strategy used in the building, i.e. Simultaneous, staged, phased or ‘stay put’ and the anticipated evacuation time should evacuation become necessary;
• Suitability of the facilities for firefighting, including firefighting access for the fire and rescue service;
• The construction of the external walls, including any cladding and its method of fixing;
• The presence, and appropriate specification, of cavity barriers;
• The height of the building;
• The vulnerability of residents;
• Exposure of external walls or cladding to an external fire;
• Fire protection measures within the building (e.g. compartmentation, automatic fire suppression, automatic fire detection);

• Apparent quality of construction, or presence of building defects;
• The combustibility of the building structure and the use of modern methods of construction, such as timber framing, CLT etc;
• The location of escape routes;
• The complexity of the building; and
• The premises’ emergency plan including an assessment of the adequacy of any staffing levels for the type of evacuation method employed.
The assessment is likely to take account of information on any approval of the building (and alterations to the building) under the Building Regulations, and of information on external wall construction and any cladding available from the Responsible Person (e.g. in operation and maintenance manuals, or handed over for compliance with Regulation 38 of the Building Regulations); It is unlikely that an RICS EWS1 form will provide adequate assurance on its own.

Are there any private balconies?	Yes

Private balcony details

The BB7 external wall system review report considers that the private balconies provided on the building do have combustible installation within them which makes them non-compliant.

Occupants

Are there any occupants especially at risk from fire?	Yes
Occupants especially at risk from fire	• Mobility Impaired Occupants

Details of occupants especially at risk from fire

It appears that there is a wheelchair user living on one of the upper floors. His arrangement should be reviewed to ensure that all residents are able to evacuate without assistance as there is now a Simultaneous Evacuation policy in place.

Fire Prevention

Electrical

Are electrical installations and appliances free from any obvious defect?	Yes
Are fixed installations periodically inspected and tested?	Yes
Are portable electrical appliances used?	No

Comments

The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.

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?	Yes

Comments

The gas meters are located in a permanently vented imperforate ground floor room.

Main gas meter store

Gas meters

Heating

Are fixed heating installations free from any obvious defect?	N/A
Are portable heaters used?	No

Comments

There is no heating provision in the common areas.

Cooking

Does cooking take place on the premises?	No

Comments

Cooking takes place within flats only and does not take place in the common parts.

Arson

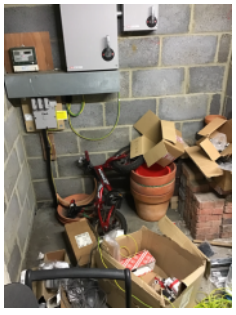
Is security against arson reasonable?	Yes
Is there a reasonable absence of external fuels and ignition sources?	Yes

Housekeeping

Is accumulation of combustibles or waste avoided?	No
Are there appropriate storage facilities for combustible & hazardous materials?	Yes

Comments

There is a non-FR storage box located in the staircase on the fourth floor which should be removed.



Combustible waste in electrical room

Building Works

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

Comments

Building works have commenced regarding removal of the ACM cladding and replacing the external wall systems with cladding noncombustible. Scaffolding is in place around the entire envelope of the building. Discussion was made with the on-site site manager, regarding insuring that the scaffolding and any associated building works does not obstruct the escape routes.

It should also be ensured that any building operations and associated equipment such as scaffolding and access stairways do not compromise fire safety of the building i.e. do not obstruct Dry rising main inlets, hydrants, access for firefighting appliances.

Smoking

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

Comments

No smoking signs are displayed in the common areas.

“No smoking“ signage is provided

Dangerous Substances

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?	Yes

Comments

The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.

Escape Routes & Fire Spread

Ease of Use

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.

Version 2
There is a baby gate on the 4th floor landing which could present a trip hazard to the occupants of flat 14. This does not affect any other residents so could be considered as reasonable.

The occupancy of flat 7 should reviewed to ensure they are able to self evacuate down the stairs in an emergency.

VERSION 3:
Access to the roof garden from the door in the staircase on the fifth floor was still possible with use of a fob. It is advised that whilst remedial work on the external walls is taking place that access to the roof garden on the fifth floor is restricted to contractors use only. This is due to the scaffolding obstructing the route to and from the roof garden.

The occupancy of flat 7 should reviewed to ensure they are able to self evacuate down the stairs in an emergency. There is also an Evac-chair located on the fifth floor. Occupancy should be reviewed to ensure that general needs a purpose built block of flats is suitable.

Escape routes via Common balconies should remain clear. Childs bicycles were located on the fourth floor outside flat number 10.

As stated in the “building works” section of this report it should be ensured that any building operations do not obstruct escape routes and exits from the building.

It was noted there were a number of “EvacChairs” located on various floors throughout the building. Whilst at present there is a temporary simultaneous evacuation strategy in place, it should be remembered that once the Remedial work is completed this building should revert to a stay put policy. This building has been designed as purpose-built self-contained flats for general needs occupancy, and the current occupancy of this building should be reviewed to ensure that all persons can escape from the building unaided.

Baby gate leading to flat 14

Electromagnetic door release with emergency door release, staircase doors.

Door to roof garden on the fifth floor

Hazardous route to and from roof garden created by the scaffold currently i

Dimensions

Are travel distances reasonable?

Yes

Is there sufficient exit capacity?

Yes

Comments

There is a single protected staircase with FD30S SC doors on each landing. At the base of the staircase is an external exit into a rear courtyard where there is a route around the side of the building.

Fire Doors

Doors which are expected to be fire resisting:	• Electrical Cupboards • Flats • Staircases
Electrical Cupboard Doors	• FD30S (notional)
Flat Doors	• FD30S self-closing (notional)
Staircase Doors	• FD30S self-closing (notional)
Are fire doors to a suitable standard?	Yes
Is there suitable provision of self-closing devices?	Yes
Is there suitable provision of hold-open devices?	N/A
Are doors kept locked where appropriate?	Yes

Comments

The internal means of escape was assessed in flat 14. There is a hallway with doors leading to all internal rooms and the doors would provide a notional 20 minutes fire resistance if closed. The kitchen is located at the furthest point from the entrance door.

Part 6 detection has been provided in all habitable rooms.

Flat 14 accessed and the entrance door appears to be a notional FD30S door fitted with an overhead self closing device which was effective.

All the other 22 flat entrance doors appear to be the same age and design and with no obvious defects or damage.

The remainder of the flat entrance doors should be regularly checked to ensure that the self closers are effective.

VERSION 4:
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.

Construction & Glazing

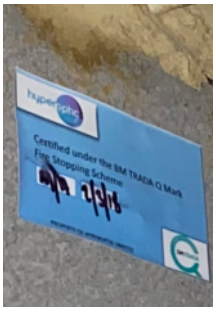
Are escape routes protected with suitable walls and floors?	Yes
Is there adequate compartmentation?	Yes
Is there reasonable limitation of linings that might promote fire spread?	Yes
Glazing which is expected to be fire resisting, inc vision panels and fanlights:	• Flats
Flats Glazing	• Not fire resisting - above 1.1m only
Is glazing reasonable and free from any obvious defects?	Yes

Comments

The flat entrance doors on the open balconies are partially glazed but above 1.1m.

There are full height service riser cupboards on each landing which all have FD30S doors.

There is evidence of some fire stopping work that has taken place within the riser cupboards. Whilst the standard of fire stopping appears on tidy it has been certified by “Hyperoptic” (BMTRADA fire stopping scheme) in 2018



Evidence of certification fire stopping within riser cupboards.

Fire stopping has been certified by “Hyperoptic” in 2018.

Dampers, Ducts & Chutes

Are there suitable measures to restrict fire spread via ducts and concealed spaces?	Not Confirmed

Comments

No obvious breaches noted.

Smoke Ventilation

Areas where smoke ventilation is expected:	• Staircases
Staircases	• Natural Vent - Automatic
Is smoke ventilation reasonable and free from any obvious defects?	Yes

Comments

The AOV is tested weekly.

AOV

Detection & Warning

Control Equipment

Is an electrical fire alarm system expected?	Yes
Is a fire detection and/or alarm system provided?	Yes
Areas covered	• Flats • Communal areas

Flats

System Category	• BS 5839 Pt1 Category L5 • BS 5839 Pt6 Grade D Category LD1
Cause & Effect	• Sounds alarm in flat of origin • Alerts on-site staff

Communal Areas

System Category	• BS 5839 Pt1 Category L5
Cause & Effect	• Operates smoke ventilation • Unlocks main entrance door

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

Comments

There are two fire alarm panels in this building. One is the original Part 1 system which operates the AOV, grounds the lifts and releases the fob controlled doors. There is also a single combined detector/sounder in the ground floor lobby.

The second fire alarm panel has recently been installed as an interim measure to provide a signal from the individual flat Part 6 systems to the 24/7 waking watch staff who have been provided with the facility to sound the Part 6 alarms throughout the building. It should be ensured that any fire alarm provided to support the temporary move to a simultaneous evacuation strategy meets the recommendations of Appendix 2 of the NFCC guidance document.

There was some confusion between the residents, the waking watch staff and the Neighbourhood Service Officer about how the system works and is reset.

Each resident has been given a wireless control pad which enables them to silence their alarm if it is a false alarm, this was tested as part of this review but there is confusion from the residents about what it does and how it works.

It is recommended that the fire alarm installers visit the site to show the Waking Watch Officers and the Neighbourhood Service Officer how the new system works and is tested.

Original Part 1 panel

New Part 6 panel

Remote wireless fire alarm controller installed in each flat

Manual Fire Alarms

Are there sufficient means of manually raising an alarm?

Yes

Are manual callpoints appropriately located and free from obvious defect?

Yes

Comments

A single manual call point has been installed on the ground floor which presumably is linked to all of the individual flat Part 6 systems.

The waking watch were asked how they would raise the alarm in the event of discovering a fire. They responded that they would use a provided airhorn to alert residents of a fire. It is not known why this procedure is in place when there is a manual call point provided, which it is assumed would sound the alarm throughout the building.

It should be ensured that management considerations for a waking watch is met as per Appendix 3 of the NFCC guidance and that the waking watch person specification meets Appendix 4, and that the waking watch staff are competent in their evacuation management role as per Appendix 5.

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?

Minor Defects

Comments

There is a lot of confusion amongst the residents, waking watch staff and housing manager around the operation of the interim fire alarm system.

There has been a lot of retro-fitting of additional fire alarm systems but the relevant persons have not been adequately trained in its use or testing regime.

Some of the interface controls outside the flats are in the ‘off’ position.

It should be ensured that any common fire alarm system provided in the building complies with recommendations of Appendix 2 of the NFCC guidance document, “Automatic fire detection and alarm system supporting simultaneous evacuation” and that on-site waking-watch staff and residents are all clear as to the cause and effect of the alarm and the actions to be taken in the event of a fire or a fire alarm sounding.

New fire alarm interface key in the off position.

Audibility

Are there adequate means of alerting all relevant persons?

Yes

Comments

The Part 6 system was tested in Flat 14 and sounded throughout the flat. It also sent a signal to the new fire alarm panel.

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?	Yes
Predominant types of fire extinguisher:	• Dry powder - 4kg • Water - 6L
Last test date of extinguishers:	January 2011
Are fire extinguishers readily accessible?	Yes
Is the provision of fire extinguishers reasonable?	No

Comments

There are two portable fire extinguishers in the room used by the Waking Watch Officers. These have not been tested since 2011 and the dry powder extinguisher is not suitable.

These extinguishers should be replaced with a 2kg CO2 and a 6 litre Foam which can be taken by the Waking Watch Officers if investigating a fire alarm sounding in a flat.

Fixed Systems

Are any fixed systems provided?	No
Is provision of fixed systems reasonable?	Yes

Fire Service Facilities

Are any fire service facilities provided?	Yes
Types of facility	• Dry rising main • Smoke ventilation • Fire fighting lift • Entrance door override
Is provision of fire service facilities reasonable?	Minor Defects

Comments

The firefighter entrance override facility is defective.

Dry riser outlets

Floor numbers are clearly identified.

Smoke ventilation control system and fire alarm interface in staircase

Dry riser outlet on staircase landings.

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?	Yes

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 • Non-maintained emergency lighting (local)
Is this provision reasonable?	Yes
Method of emergency lighting of other areas:	• None
Is this provision reasonable?	Yes

Signs & Notices

Escape Routes

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

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

"Fire door keep locked shut" signage on riser cupboard doors

"Fire door keep closed" signage on staircase doors

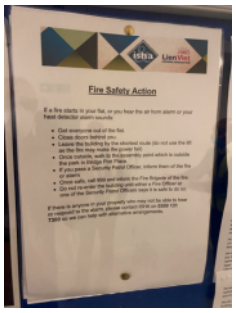
Other Signs & Notices

Is there suitable signage for fire service facilities?	Yes
Are fire action notices suitable?	Yes
Are there suitable notices for fire extinguishers?	N/A
Is there suitable zone information for the fire alarm system?	N/A

Comments

Interim Fire Action Notices should are provided which explain clearly what the interim fire strategy is.

Dry riser inlet



F.A.N - detailing the temporary simultaneous evacuation procedures

Fire Safety Management

Procedures & Arrangements

Current evacuation policy	Other

Further details

The current procedure is still stay put however, due to the ACM external cladding there is an interim procedure where waking watch staff constantly monitor the Part 6 fire alarm systems within the flats and have the facility to sound the fire alarms in every flat if they believe there is a need to evacuate the whole building as per NFCC Simultaneous Evacuation Guidance.

Are fire action procedures suitable and appropriately documented?	No
Are there suitable arrangements for calling the fire service?	Yes
Is there a suitable fire assembly point?	Yes
Are there suitable arrangements 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.

Interim fire action notices should be provided.

Training & Drills

Are staff regularly on the premises?	No
Are employees from outside organisations given appropriate fire safety information?	Yes

Testing & Maintenance

Was testing & maintenance information available?	Yes

Is there suitable testing & maintenance of the following fire safety measures:

Fire alarm system?	Yes
Emergency lighting?	Yes
Smoke ventilation systems?	Yes
Fixed fire-fighting installations?	Yes
Fire mains?	Yes
Fire-fighting lifts?	N/A
Other fire safety measures?	N/A
Are there routine in-house fire safety inspections?	Yes
Are fire extinguishers subject to suitable test & maintenance?	N/A

Record Keeping

Were fire safety records available?	Yes

Are appropriate records kept of the testing & maintenance of:

Fire alarm system (inc false alarms)?	Yes
Emergency lighting?	Yes
Smoke ventilation?	Yes
Fixed fire-fighting systems?	N/A
Fire mains?	Yes
Fire-fighting lifts?	N/A
Other fire safety measures?	N/A
Are records kept of fire drills and training?	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.

Tasks

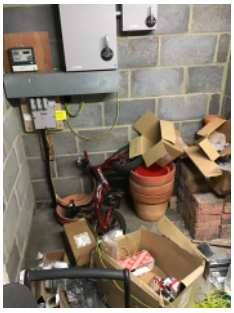
Task 1

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 - The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.
Priority	Advisory
Status	Completed
Due Date	6 November 2021

Change Log

30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 2



Source Version	1
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	The storage of combustibles in the following locations was excessive and should be significantly reduced: The ground floor electrical room
Priority	Medium
Status	Completed
Due Date	30 January 2019

Change Log

30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 3

Source Version	1
Category	Fire Prevention
Sub Category	Lightning
Action Required	Any lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305. Version 2 - The ISHA Neighbourhood Officer confirmed that all maintenance is organised centrally by ISHA and records are held at the ISHA Head Office.
Priority	Advisory
Status	Completed
Due Date	6 November 2021

Change Log

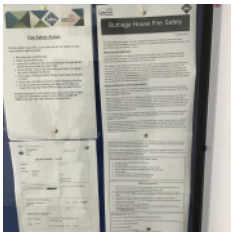
30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 4

Source Version	1
Category	Fire Fighting
Sub Category	Fire Service Access & Facilities
Action Required	Repair the defective entrance door firefighter override facility. Version 2 - This task is still outstanding.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	30 January 2019

Task 5

Source Version	1
Category	Fire Management
Sub Category	Procedures & Arrangements
Action Required	The interim fire action procedures should be documented, displayed in the common areas and communicated with all residents. Version 2 - see photo below for resident information now displayed.
Priority	Medium
Status	Completed
Due Date	30 January 2019



Change Log

30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 6

Source Version	1
Category	Fire Management
Sub Category	Testing & Maintenance
Action Required	The recently installed interim fire alarm system should be tested and serviced in line with the recommendations of BS 5839-6.
Priority	Medium
Status	Completed
Due Date	30 January 2019

Change Log

30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 7

Source Version	1
Category	Detection & Warning
Sub Category	Automatic Fire Detection
Action Required	The fire alarm engineer who installed the new system should attend the site to demonstrate how the new system operates and is tested. This meeting should include the Waking Watch Officers and the Neighbourhood Service Officer.
Priority	High
Status	Completed
Due Date	5 December 2018

Change Log

30/07/2019 13:00:55 andy.corby@qfsmltd.co.uk Status changed from Identified to Completed

Task 8

Source Version	1
Category	Fire Fighting
Sub Category	Extinguishers
Action Required	Consider replacing the dry powder extinguisher with foam extinguishers, which are more appropriate for this occupancy. Version 2 - the dry powder extinguisher has been removed but not replaced with a foam extinguisher.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	30 January 2019

Task 9

Source Version	1
Category	Fire Fighting
Sub Category	Extinguishers
Action Required	Provide a 2kg carbon dioxide extinguisher in the following locations: In the room used by the Waking Watch Officers Version 2 - This task is still outstanding
Priority	Medium
Status	Identified
Due Date	30 January 2019

Task 10

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	Review the occupancy of flat 7 who evidently is a wheelchair user to determine whether or not they can make their own way down the staircase in an emergency.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	28 July 2020

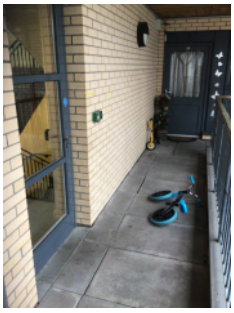
Task 11

Source Version	4
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	It is advised that whilst remedial work on the external walls is taking place that access to the roof garden on the fifth floor is restricted to contractors use only. This is due to the scaffolding obstructing the route to and from the roof garden.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	21 July 2021

Task 12

Source Version	4
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	There is a non-FR storage box located in the staircase on the fourth floor which should be removed.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	21 July 2021

Task 13



Source Version	4
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	Escape routes via Common balconies should remain clear. Childs bicycles were located on the fourth floor outside flat number 10.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	21 July 2021

Task 14

Source Version	4
Category	Fire Management
Sub Category	Training & Drills
Action Required	Waking-watch staff should be provided with fire safety training in line with Appendix 4 of the NFCC Simultaneous Evacuation Guidance, specifically paragraph A4.10.
Priority	High
Status	Identified
Owner	Neighbourhood Services
Due Date	20 April 2021

Risk Score

Risk Score	Tolerable Risk
Next Assessment Due	20 January 2022

Likelihood	Potential Consequence		
	Slight Harm	Moderate Harm	Extreme Harm
High	Moderate	Substantial	Intolerable
Medium	**Tolerable**	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.