

**Fire Risk Assessment**

**1-16 Penn Street**

Version 7

12 October 2023



Review Date: 12 October 2024

Score: Moderate Risk

Assessor: Mark Thomas

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## Action Plan Summary

Task No.	Category	Sub Category	Action Required	Priority	Status	Action Taken	Date Completed
1	Escape Routes & Fire Spread	Fire Doors	<p>Adjust the self-closing device on the following doors:</p> <p>The corridor door outside the ground floor kitchen is not closing fully into its frame.</p> <p>Version 6, 21/9/22 This task is not complete.</p>	Medium	Identified		
2	Fire Management	Testing & Maintenance	<p>The dry powder extinguisher in the boiler room has not been tested within the last 12 months and should therefore be tested without delay.</p> <p>Version 6, 21/9/22 It was not possible to ascertain the last date of inspection for the boiler room fire extinguisher.</p>	Medium	Identified		

3	Fire Management	Training & Drills	<p>Staff should be provided with fire safety training to include: fire risks &amp; preventative measures; action to take on discovering a fire; how to raise an alarm; responding to the alarm; calling the fire service; location &amp; use of fire-fighting equipment.</p> <p>Version 6. 21/9/22 Follow a conversation with the scheme manager, it was advised that no staff training is undertaken.</p>	High	Identified
4	Signs & Notices	Other Signage	<p>Provide signage or plans to indicate the location of the fire detection &amp; alarm system zones. This should include the flat numbers.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	Medium	Identified
5	Fire Fighting	Extinguishers	<p>Re-instate the fire extinguishers and provide suitable training for staff.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	High	Identified
6	Escape Routes & Fire Spread	Fire Doors	<p>Wedges were noted to be in use on self-closing fire doors throughout the building.</p> <p>Version 6. 21/9/22 There remain multiple doors wedged open by various means.</p>	High	Identified

7	Escape Routes & Fire Spread	Fire Doors	<p>The intumescent strips and smoke seals on the following doors are damaged and should be replaced:</p> <p>Riser cupboard door first floor.</p> <p>The adjacent storage cupboard on the first floor.</p> <p>The converted bathroom into storage room on the first floor.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	Medium	Identified
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8	Detection & Warning	Automatic Fire Detection	<p>Extend the fire detection &amp; alarm system to include the following areas:</p> <p>A large communal bathroom located on the first floor has been converted and is now being used as general storage and was noted to contain a high volume of combustible items. This change of use requires additional fire safety measures in place than would've been expected in the original bathroom arrangement. This includes fire detection &amp; alarm system to be extended into this area.</p> <p>Version 6. 21/9/22 This task has not been completed.</p>	High	Identified
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9	Escape Routes & Fire Spread	Fire Doors	<p>Re-hang the following doors to reduce the gaps around the doors:</p> <p>Dining room door.</p> <p>Cross-corridor door adjacent flat 1</p> <p>Version 6. 21/9/22 This task is not complete</p>	Medium	Identified
10	Escape Routes & Fire Spread	Fire Doors	<p>Install intumescent strips and smoke seals on the following doors:</p> <p>Cross corridor door through to the kitchen and dining room area on the ground floor.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	Medium	Identified
11	Escape Routes & Fire Spread	Fire Doors	<p>Repair the free-swing device on the following doors:</p> <p>Cross corridor door to the corridor serving the laundry area on the ground floor.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	High	Identified
12	Fire Prevention	Arson	<p>Do not keep bins adjacent to the building.</p> <p>Version 6. 21/9/22 This task has not been completed.</p>	Medium	Identified

13	Signs & Notices	Escape Route Signage	<p>Provide a Fire Exit signs in the following locations:</p> <p>The two gates from the rear garden which would provide a route to ultimate safety.</p> <p>Version 6. 21/9/22 This task is not complete.</p>	Low	Identified
14	Signs & Notices	Fire Door Signage	<p>Provide Automatic Fire Door Keep Clear signs on the following doors:</p> <p>entrance to lounge from corridor,</p> <p>double doors to ground floor office</p> <p>Door from corridor into lounge</p> <p>Double doors from small to large dining areas</p>	Low	Identified
15	Escape Routes & Fire Spread	Fire Doors	<p>Re-hang the following doors to reduce the gaps around the doors:</p> <p>Office into lounge.</p>	Medium	Identified
16	Escape Routes & Fire Spread	Fire Doors	<p>Adjust the self-closing device on the following doors: first floor double doors leading to bathroom.</p>	High	Identified
17	Escape Routes & Fire Spread	Fire Doors	<p>The following doors should be kept locked shut: riser cupboard second floor</p>	Medium	Identified

18	Escape Routes & Fire Spread	Fire Doors	Adjust the self-closing device on the following doors: flat 7	High	Identified
19	Escape Routes & Fire Spread	Fire Doors	Adjust the self-closing device on the following doors: flat 8	High	Identified
20	Escape Routes & Fire Spread	Fire Doors	Adjust the self-closing device on the following doors: flat 14	High	Identified
21	Escape Routes & Fire Spread	Fire Doors	Re-hang the following doors to enable the doors to easily close: cross corridor doors adjacent to flat 14	High	Identified
22	Escape Routes & Fire Spread	Fire Doors	Repair the self-closing device on the following doors: second floor double doors leading to risers	High	Identified
23	Fire Prevention	Housekeeping	The storage of combustible items in communal areas is excessive and should be reduced.	Medium	Identified
24	Escape Routes & Fire Spread	Fire Doors	Adjust the self-closing device on the following doors: cross corridor doors outside flat 11/13	Medium	Identified
25	Fire Prevention	Housekeeping	The lint filter in the tumble dryer should be cleared regularly.	Advisory	Identified
26	Escape Routes & Fire Spread	Fire Doors	self-closers are not provided on the following doors: flat 1 and 2.	High	Identified



## 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 D1 alarms (mains powered with integral tamperproof battery back-up), although Grade F1 alarms (tamperproof 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).

## Executive Summary

This is a purpose built block of 16 sheltered flats arranged over three floors. Given the vulnerability of residents and the degree of support given on a 24/7 basis, this has been deemed "purpose-built, extra care".

There is a common fire alarm in the communal areas and automatic opening vents which are linked to the fire alarm.

However there is no fire detection in the majority of flats. Each flat should have an individual Part 6 system comprising of at least a smoke detector in the hallway and a heat detector in the kitchen area. These detectors should be linked to the existing Tyntec Resident Alarm system.

Six flats were checked and only one had a smoke detector fitted. This places the residents at serious risk if there was a fire in their flat.

Also the fire extinguishers have been removed at some point so there is no means for the staff to tackle a small fire if discovered.

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

The fire alarm task from the previous FRA has not been actioned so this has been changed to a Critical Task and been escalated via telephone to ISHA Head Office. This poses a significant risk to the residents in those flats without smoke detection.

A new Part 6 fire alarm system has been installed in flat 13 but it is not linked to the resident panic alarm system.

Flats 10, 12 & 14 were checked and do not have any Part 6 fire alarm system.

This has been given a Critical task priority rating and escalated by phone to the Neighbourhood Office and the ISHA Head Office for urgent action.

There are still no fire extinguishers provided for staff to use except for a dry powder in the boiler room. Suitable fire extinguishers should be provided and staff should receive appropriate training in how to use them.

Also the automatic smoke vents are defective and awaiting repair.

The combination of the above fire safety deficiencies has resulted in a Substantial Risk rating for these premises and it is recommended that urgent action is taken to address these matters.

An interim measure of enhancing the nighttime staff numbers should be considered.

### VERSION 3:

A Type 1 fire risk assessment was carried out in this building, whilst still applying a person centred risk assessment as recommended in National Guidance for a building and occupancy of this type.

Staff on site were limited and contact was kept to a minimum due to the ongoing Covid-19 pandemic at the time of this inspection, and onsite testing and maintenance fire safety records was not available. It should be confirmed that all fire safety systems including emergency lighting, fire detection and alarm, and smoke ventilation is regularly tested and records kept. Considering the limited interaction with staff, and the enhanced restrictions on access due to the pandemic, it is recommended to undertake another review of this building in six months time.

Inspection was made of empty flats (12 and 13) where it was found that these flats had an automatic fire detection & alarm system in accordance with BS 5839-6 Grade D Category LD1, with heat detectors and Part 6 smoke detectors installed as per

the recommendations of the previous FRA.

Staff on site were unable to advise as to the exact cause and effect of this system.

It was possible to note that the other flats have at least a Part 6 smoke detector located in the entrance hallway as many of the residents doors were open at the time of this inspection. Due to restrictions in place at the time of this inspection due to the Covid-19 pandemic further inspection into occupied residents flats was not carried out. It may reasonably be assumed however that all flats have the Heat detection and Part 6 smoke detection installed as recommended in earlier versions of this FRA. This should be confirmed, along with confirmation that that these detectors are linked to the Tyntec Resident Alarm system.

Fire extinguishers are yet to be replaced, and discussion with staff revealed that staff fire safety training has yet to be received, as recommended in earlier versions of this FRA.

Communal doors and doors to residents flats are still being wedged open which would risk the rapid spread of smoke and fire through the building in the event of a fire. It is imperative these remain closed, particularly in he hours of darkness. If it is deemed desirable for residents flat front doors to remain open during the daytime, then suitable hold- open devices or free swing devices should be installed.

Given that the smoke detection and alarm concerns identified in the previous FRA have been remedied, the risk rating for this building has been lowered from a substantial risk to a moderate risk. However, with the large number of fire doors being wedged open in the building, the risk of rapid fire spread through the building should a fire occur remains, and therefore the risk rating is still considered to be a moderate risk. This risk is exacerbated by the fact that there is still no firefighting equipment provided in the building and staff have still not received fire safety training.

#### VERSION 4: 12/01/2020.

The previous version of this fire risk assessment was conducted on 3rd June 2020. Due to Government guidelines regarding the Covid –19 pandemic, the restrictions in place at that time meant that it was difficult to access all areas of the building, or speak with relevant staff to ascertain compliance with relative fire safety guidance and regulations (such as Fire Safety in Specialised Housing guidance). Time spent in the building was limited in order to ensure that contact was not made with any resident in the building.

This was noted in the previous FRA and recommendation made for a visit to be conducted within six months to carry out another fire risk assessment review, with the expectation during that time restrictions may be relaxed.

QFSM have tried to ascertain the situation regarding COVID-19 in the building however staff could not confirm the status. It is therefore recommended that this fire risk assessment is again reviewed in three months time and then assessment made as to whether full access is possible in the building.

On the 14th December 2020 QFSM were made aware by ISHA that a resident of 20 Penn Street would be required to receive oxygen therapy on a regular basis and as such oxygen cylinders and equipment would be in use and stored within the building at all times.

Recommendations are made within this version of the fire risk assessment regarding correct storage and management of oxygen cylinders and equipment, the need to enforce a robust no smoking policy around oxygen equipment particularly when it is in use, and amendments to any fire service information documentation and PEEPs to ensure that the Fire service are aware of the presence of oxygen cylinders within the building giving detail of their exact location.

#### VERSION 5:

During this inspection it was possible to discuss the arrangements and degree of support provided to residents in this building. This underpins the “person centred approach” methodology of which this fire risk assessment has been taken.

Mrs Elaine McFarlane, the Scheme Manager Adult Services from Hackney Borough Council, was able to confirm that the building is considered to be “housing with care” and that whilst this means a high level of support is provided for residents by staff, the level of care is not considered nursing care. Although medication is delivered by staff to residents it is a system of prompting residents to take their own medication rather than administering medication. Should a resident reach the stage where they are unable to take their own medication then a review takes place to decide whether they should be moved to a place of more definitive care i.e. residential care.

To that end, resident's accommodation can be considered self-contained – in general they have a bedroom and a bathroom and a small kitchenette. Whilst cooking facilities within kitchenettes is provided by means of basic appliances i.e. electric hob and microwave, the majority of residents within the building do not prepare their own meals and have meals provided for them centrally by staff. Only one resident prepares his own meal within his flat at the time of this inspection.

On the basis of these considerations, the objectives of the fire warning arrangements in this building should be as follows:

A) to alert residents in the flat of fire origin to enable the early evacuation;

B) to result in the summoning of the fire and rescue service to the fire, so facilitating their early attendance (and, where relevant, action by staff), and avoiding, as far as practicable, attendance to false alarms; and

C) early detection of a fire in the communal facilities that might grow to affect common escape routes; this permits a warning to be given within the escape routes threatened by fire, ensuring that such areas are evacuated and not entered by residents.

Fundamental to the fire warning arrangements above is the availability of a suitably equipped and trained staff to identify the location of fire and to ensure the fire service are summoned immediately in the event of a fire and to begin the management of the evacuation of the flat of fire origin if required. It is evident through discussion with staff that none have received sufficient training where it could be considered they could effectively manage this, and also firefighting equipment has been removed and has not been replaced as per the recommendations with previous fire risk assessments.

A recommendation of a previous fire risk assessment was to install an automatic fire detection & alarm system in accordance with BS 5839-6 Grade D Category LD1 in all flats. (LD3 is the minimum requirement but LD1 is recommended) linked to the resident care alarm system so that staff are alerted if the fire alarm actuates. It was noted that additional detection has now been provided within the flats, it should be confirmed that this is linked to the resident care alarm system as recommended.

Of particular concern is the regular practice of residents wedging open their flat entrance doors coupled with a number of staff doors also noted as being wedged open. This was highlighted with high priority tasks being generated in previous versions of this FRA. It is essential that each flat is provided with a self closing fire resisting front entrance door which is either closed at all times, or has a device fitted (such as a free-swing device) to ensure that bedroom doors are closed automatically in the event that the fire alarm is sounded.

With regard to the risk rating presented by this building it is considered unchanged from the previous fire risk assessment as due to the large number of fire doors being wedged open in the building, the risk of rapid fire spread through the building should a fire occur remains, and therefore the risk rating is still considered to be a moderate risk. This risk is exacerbated by the fact that there is still no firefighting equipment provided in the building and staff have still not received fire safety training.

Version 6. 21/9/22

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 significant 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.

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.

It is noted that a significant number of flat entrance doors do not close fully. Given the large number observed which did not close fully, it cannot be assumed that those which were not inspected do close. All flat entrance doors should be confirmed as having effective self closing devices.

Many lobby and cross corridor doors do not close correctly or have excessive gaps.

It was advised that no staff training is provided relating to fire safety. It is vital that all staff are trained in the action to be

taken in the event of a fire, and suitable records of this training maintained.

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.

This new version was created on 12/10/2023 and is not a review of the fire risk assessment. This is purely an on-site audit carried out at the request of the client to ascertain the progress of any action carried out against previous tasks identified in previous versions of this fire risk assessment.

## Premises Details

Address line 1

1-16 Penn Street

Address line 2

Hackney

Town

London

Postcode

N1 5DL

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 may not be possible in the case of long leasehold flats, as there is normally no right of access for freeholders.

Client

ISHA

## Building Information

Use	Purpose-built, extra-care
Number of floors - ground and above	3
Number of floors - below ground	0
Number of flats	16
Number of stair cores	1
Approach to flats	<ul style="list-style-type: none"><li>• Via protected lobbies / corridors</li></ul>
Approximate period of construction	1990-2000
Is the top occupied storey over 18 metres above access level?	No

### Construction details

This is a brick and concrete floor purpose built block of sheltered flats.



Rear elevation of the building.

### External wall details

Brick and mortar external walls.

Are there any private balconies?	No
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## Warden

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Hours that a warden is on site

24/7 with one staff member at night.

Off-site monitoring arrangements

None as staff are on site 24/7.

## People

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Are there any people especially at risk from fire?

Yes

People especially at risk from fire

- Mobility Impaired Occupants
- Sensory Impaired Occupants

Details of people especially at risk from fire

Some of the residents would require assistance to evacuate.



# 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?

Yes

Is the use and type of portable appliances reasonable?

Yes

Is there a suitable regime for portable appliance testing?

Yes

Is there a suitable policy regarding the use of personal electrical appliances?

Yes

### Comments

Not all portable appliances have been PA tested

VERSION 3: all portable electrical appliances that were inspected carried valid PA test labels and it may be reasonably assumed that a regular programme of PA testing is now being carried out.

Version 6. 21/9/22

A selection of portable electrical appliances that were inspected carried valid PA test labels and it may be reasonably assumed that a regular programme of PA testing is now being carried out.

There are electrical sockets in the common areas, presumably for use by cleaning staff. These were in good condition and showed no evidence of misuse by residents or visitors.

It was not possible to confirm when the electrical installation was last inspected.



Evidence of PAT



Socket in common area

## 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 boiler is located externally.

Gas meters are located externally and not in any common areas.



Gas meter

## Heating

Are fixed heating installations free from any obvious defect?

Yes

Are portable heaters used?

No

Comments

At the time of this review there were two portable fan heaters in use, in the staff room and the communal dining room. This should be replaced with oil filled radiators as they are safer.

Version 2

These convector heaters are still being used inappropriately.

VERSION 3: there were no portable heaters evident during this inspection, however, this inspection did take place during a period of very warm weather. Staff should be reminded not to begin using heaters during cooler weather.

Version 6. 21/9/22

No portable heaters were noted at the time of the FRA.

## Cooking

Does cooking take place on the premises?

Yes

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Are filters changed and ductwork cleaned regularly?

N/A

### Comments

There is a domestic style kitchen where staff prepare meals for the residents. This kitchen does not present any significant risk other than what would be reasonably expected in a domestic kitchen.



Kitchen area

## Arson

Is security against arson reasonable?

Yes

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

Yes

### Comments

Access was gained into this building via a secured main entrance door.

CCTV cameras are installed internally and externally. Whilst these cameras may have been installed for security purposes they also serve to reduce the risk of deliberate fire setting.

The main entrance door was found to be locked and secure, preventing unauthorised access.



Secure front entrance door

## Housekeeping

Is accumulation of combustibles or waste avoided?

No

Are there appropriate storage facilities for combustible & hazardous materials?

Yes

### Comments

Common areas were observed to be clean and clear of any combustibles. .

It has been brought to the attention of QFSM that a resident of 20 Penn St requires regular oxygen therapy treatment. This will require oxygen cylinders to be kept and stored in the building and also oxygen and oxygen equipment to be available within the resident's flat.

It should be ensured that the amount of oxygen required by the resident is monitored and only sufficient oxygen should be kept within the building and oxygen cylinders should not be allowed to build up. Oxygen cylinders should be stored in bespoke fire resisting cupboards with appropriate FD30S fire doors provided. Staff should be reminded that oxygen cylinders should not be located loose around the building and that they should be aware of their location at all times so that in the event of a fire they can be quickly removed.

Any fire service information folder and PEEPs should be clearly annotated showing the location and number of oxygen cylinders within the building

There are a number of noticeboards located in common escape routes within the building. Although the amount currently noted is not unreasonable, routes should be monitored to ensure the amount of items does not build-up.

#### VERSION 5:

It is understood that the resident previously identified as requiring oxygen therapy no longer requires it, and that there is no oxygen cylinders or equipment currently in the building. Staff should bear in mind the additional management arrangements which should be in place should any residents require oxygen treatment in the future such as providing bespoke fire resisting cupboards complete with fire door to safely store cylinders. Only the minimum amount of cylinders required should be stored.

#### Version 6. 21/9/22

There is an excessive amount of Christmas decorations stored unsecured in the common areas.



Monitor noticeboards to ensure the amount does not build up.

## 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?

Yes

### Comments

It is understood that the resident previously identified as requiring oxygen therapy no longer requires it, and that there is no oxygen cylinders or equipment currently in the building. Staff should bear in mind the additional management arrangements which should be in place regarding enforcing a robust no smoking policy anywhere in the vicinity where oxygen is in use should any resident require regular oxygen treatment in the future.

“No Smoking” signage is provided, and there is no evidence of smoking taking place in the common parts.



No smoking signage

## Dangerous Substances

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Are dangerous substances present, or liable to be present?

No

## Lightning

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Is a lightning protection system installed?

No

# 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

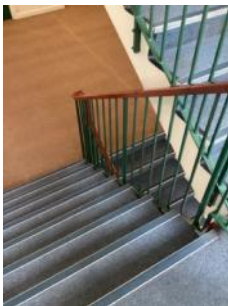
Are there reasonable measures for the evacuation of disabled people?

Yes

### Comments

Staff are on site 24/7 to assist a resident to evacuate their flat.

A thumb turn device is provided on the front entrance door



Clear escape route with contrasting stair nosings



Thumb turn device on entrance



Exit device

## Dimensions

Are travel distances reasonable?

Yes

Is there sufficient exit capacity?

Yes

## Fire Doors

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Doors which are expected to be fire resisting:

- Corridors
- Electrical Cupboards
- Flats

Corridor Doors

- FD30S self-closing (notional)

Electrical Cupboard Doors

- FD30S (notional)

Flat Doors

- FD30S self-closing (notional)

Are fire doors to a suitable standard?

No

Is there suitable provision of self-closing devices?

No

Is there suitable provision of hold-open devices?

Minor Defects

Are doors kept locked where appropriate?

No

### Comments

Wedges were noted to be in use holding open self-closing fire doors throughout the building. This included flat front doors and staff offices and circulation areas. It is imperative that fire doors are remain closed at all times to support the stay put strategy in place. If it is desirable for fire doors to remain open and they should be held open with an appropriate approved hold-open device.

Should it be desired for residents to have their flat front doors open then appropriate and approved free swing devices should be installed.

Staff should be reminded that during the hours of darkness all fire doors should be closed as part of the nighttime routines.

The ground floor corridor door outside the kitchen does not close fully into its frame when the hold-open device releases.

The hold open device on the second floor cross corridor door leading into the office requires inspection.



Wedged fire door



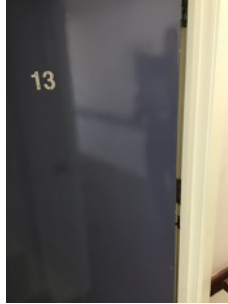
Wedged flat door



Wedged fire door



Obstructed fire door



Defective self closer



Corridor door not closing fully



## Construction & Glazing

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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:

- Corridors

Corridor Glazing

- Georgian wired

Is glazing reasonable and free from any obvious defects?

Yes

Comments

The roof space was accessed via a loft hatch and appears to be adequately compartmented.



Compartmentation in roof space



Compartmentation in roof space



Evidence of fire stopping above suspended ceiling



Fire stopping within riser cupboards



Georgian wired glazing in cross corridor door

## Dampers, Ducts & Chutes

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

Yes

Comments

No obvious breaches noted.

## Smoke Ventilation

Areas where smoke ventilation is expected:

- Corridors

Corridors

- Natural Vent - Automatic

Is smoke ventilation reasonable and free from any obvious defects?

Yes

Comments

Version 2 - according to the Neighbourhood Officer all of the smoke vents are defective and have been reported.

Version 6. 21/9/22

The OV's were tested and appeared to be working correctly.



Smoke vent control and manual control



OV activated

## Detection & Warning

Is an electrical fire alarm system expected?

Yes

Is a fire detection and/or alarm system provided?

Yes

Areas covered

- Communal areas

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### Communal Areas

System Category

- BS 5839 Pt1 Category L3

Cause & Effect

- Sounds alarm in communal areas

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## Control Equipment

Is the control equipment suitably located?

Yes

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

Yes

Comments

The control panel is located inside the front entrance lobby and is showing healthy status.



Fire alarm panel

## Manual Fire Alarms

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Are there sufficient means of manually raising an alarm?

Yes

Are manual callpoints appropriately located and free from obvious defect?

Yes

Comments

Manual call points are located at storey exits and the final exit.



Manual call point

## Automatic Fire Detection

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Is there sufficient provision of automatic fire detection?

Yes

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

Yes

### Comments

Only one flat (No 6 which was vacant) has any fire detection. Out of six flats checked, five had no detection at all other than heat detectors linked to the part 1 system.

#### Version 2

Flats 10, 12 and 14 were checked and none have had a Part 6 fire alarm system installed.

Flat 13 has had a Part 6 system installed but it is not linked to the resident panic call system and the handset carried by the senior member of staff.

This places all residents in flats without a Part 6 system at a significant risk if there was a fire within their flat.

#### VERSION 3:

Inspection was made of empty flats (12 and 13) where it was found that these flats had an automatic fire detection & alarm system in accordance with BS 5839-6 Grade D Category LD1, with heat detectors and Part 6 smoke detectors installed.

Staff on site were unable to advise as to the exact cause and effect of this system.

It was possible to note that the other flats have at least a Part 6 smoke detector located in the entrance hallway as many of the residents doors were open at the time of this inspection. Due to restrictions in place at the time of this inspection due to the Covid-19 pandemic further inspection into occupied residents flats was not carried out. It may reasonably be assumed however that all flats have the Heat detection and Part 6 smoke detection installed as recommended in earlier versions of this FRA however this should be confirmed.

It should also be confirmed that that these detectors are linked to the Tyntec Resident Alarm system.

#### VERSION 5:

A communal bathroom located on the first floor has been converted and is now being used as general storage and was noted to contain a high volume of combustible items. This change of use requires additional fire safety measures in place than would've been expected in the original bathroom arrangement. This includes smoke detection to be installed as an extension of the part one system and the door to be upgraded with the provision of intumescent strips and cold smoke seals.

#### Version 6. 21/9/22

Access was gained into flat 4 which was found to have both BS5839-1 and 6 detection and alarm systems.



Telecare call-points are provided in common areas and within flats.



Telecare call-points are provided in the lift.



Flat 4 smoke alarm



Heat alarm and detector flat 4 kitchen.



Smoke alarm flat 4



BS5839-1 detector and sounder in corridor

## Audibility

Are there adequate means of alerting all relevant persons?

Yes

# Firefighting

## Fire Extinguishers

---

Are fire extinguishers expected?

Yes

Are fire extinguishers provided?

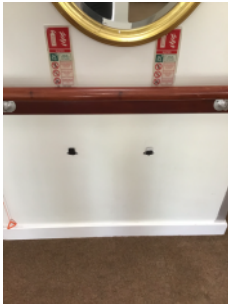
No

Is the provision of fire extinguishers reasonable?

No

Comments

The fire extinguishers have been removed. These should be replaced and staff provided with suitable training.



Extinguishers have been removed

## 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

- Premises information box

Is provision of fire service facilities reasonable?

Yes

Comments

Sufficient information should be available for the fire service regarding the location of any oxygen cylinders and oxygen equipment in the building. A task has been generated elsewhere in the report regarding this matter.



Premises information box

# 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

Comments

There is a suitable amount of normal lighting.



Normal lighting

## 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:

- Non-maintained emergency lighting (local)

Is this provision reasonable?

Yes

### Comments

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.

The external area at the front of the building benefits from borrowed lighting provided by street lights.

All observed emergency lighting units were found to be in good condition and showing a green LED.



Maintained escape route signage



Emergency lighting unit

# Signs & Notices

## Escape Routes

Is escape route signage necessary?

No

Why not?

- Routes in ordinary use

Is escape route signage provided?

Yes

Is provision of escape route signage suitable?

Yes

Comments

Exits from the rear of the building enter an enclosed garden. There are two gates within the garden which provide a route to ultimate safety. It is recommended to provide fire exit signs on these gates to identify the escape route.



Maintained escape route signage



Escape route signage

## Fire Doors

Is there signage suitable for self-closing fire doors?

Minor Defects

Is there signage suitable for locked fire doors?

Yes

Is there signage suitable for automatic fire doors?

Minor Defects

Comments

Automatic fire doors should be fitted with 'Automatic Fire door keep clear' signage.



Automatic fire door signage



Fire door keep shut signage

## 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?

Yes

Is there suitable zone information for the fire alarm system?

No

Comments

A clear zone plan should be provided adjacent to the main fire alarm panel, this should also clearly show the flat numbers.

Should any residents require oxygen equipment, the location of any oxygen cylinders and oxygen equipment should be clearly identified by appropriate signage. This should include both where oxygen is being stored and the residents flat where it may be in use.

# Fire Safety Management

## Procedures & Arrangements

Current evacuation policy

Stay Put

Further details

This is a supported (housing with care) scheme.

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



Fire action notice

## Training & Drills

---

Are staff regularly on the premises?

Yes

Do staff receive suitable training on the following areas:

Fire risks on the premises & fire prevention measures?

No

Action to take on discovering a fire?

No

How to raise an alarm?

No

Responding to the fire alarm?

No

Calling the fire service?

Yes

Location & use of fire fighting equipment?

No

Are fire drills carried out at appropriate intervals?

No

Are employees from outside organisations given appropriate fire safety information?

Yes

Comments

Staff should be provided with basic fire awareness training which should include the risks associated with wedging fire doors open. They should also be provided with practical fire extinguisher training when the extinguishers are re-instated.

## Testing & Maintenance

Was testing & maintenance information available?

Yes

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

Fire alarm system?

Yes

Emergency lighting?

Yes

Smoke ventilation systems?

Yes

Fixed fire-fighting installations?

N/A

Fire mains?

N/A

Fire-fighting lifts?

N/A

Other fire safety measures?

N/A

Are fire extinguishers subject to suitable test & maintenance?

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.

The dry powder extinguisher in the external boiler room requires testing.



Dry powder extinguisher in boiler  
requires testing



## 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?

N/A

Fire-fighting lifts?

N/A

Other fire safety measures?

N/A

Are records kept of fire drills and training?

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	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors:  The corridor door outside the ground floor kitchen is not closing fully into its frame.  Version 6. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	28 July 2020

---



## Task 2

Source Version	2
Category	Fire Management
Sub Category	Testing & Maintenance
Action Required	The dry powder extinguisher in the boiler room has not been tested within the last 12 months and should therefore be tested without delay.  Version 6. 21/9/22 It was not possible to ascertain the last date of inspection for the boiler room fire extinguisher.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	28 July 2020

---



### Task 3

Source Version	1
Category	Fire Management
Sub Category	Training & Drills
Action Required	Staff should be provided with fire safety training to include: fire risks & preventative measures; action to take on discovering a fire; how to raise an alarm; responding to the alarm; calling the fire service; location & use of fire-fighting equipment.  Version 6. 21/9/22 Follow a conversation with the scheme manager, it was advised that no staff training is undertaken.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	19 March 2019

---

### Task 4

Source Version	1
Category	Signs & Notices
Sub Category	Other Signage
Action Required	Provide signage or plans to indicate the location of the fire detection & alarm system zones. This should include the flat numbers.  Version 6. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	13 March 2019

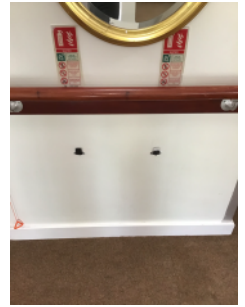
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## Task 5

Source Version	1
Category	Fire Fighting
Sub Category	Extinguishers
Action Required	Re-instate the fire extinguishers and provide suitable training for staff.  Version 6. 21/9/22 This task is not complete.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	16 January 2019

---



## Task 6

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Wedges were noted to be in use on self-closing fire doors throughout the building.  Version 6. 21/9/22 There remain multiple doors wedged open by various means.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	19 March 2019

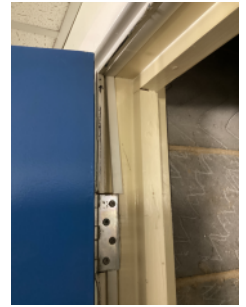
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## Task 7

Source Version	5
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	The intumescent strips and smoke seals on the following doors are damaged and should be replaced:  Riser cupboard door first floor.  The adjacent storage cupboard on the first floor.  The converted bathroom into storage room on the first floor.  Version 6. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	14 September 2021

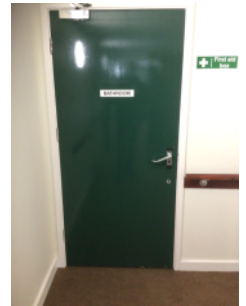
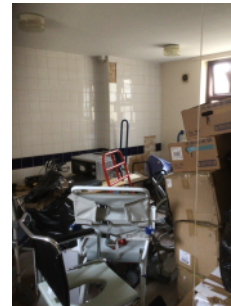
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## Task 8

Source Version	5
Category	Detection & Warning
Sub Category	Automatic Fire Detection
Action Required	Extend the fire detection & alarm system to include the following areas:  A large communal bathroom located on the first floor has been converted and is now being used as general storage and was noted to contain a high volume of combustible items. This change of use requires additional fire safety measures in place than would've been expected in the original bathroom arrangement. This includes fire detection & alarm system to be extended into this area.  Version 6. 21/9/22 This task has not been completed.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	14 June 2021

---



## Task 9

Source Version	5
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Re-hang the following doors to reduce the gaps around the doors:  Dining room door.  Cross-corridor door adjacent flat 1  Version 6. 21/9/22 This task is not complete
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	14 September 2021

---



## Task 10

Source Version	5
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Install intumescent strips and smoke seals on the following doors:  Cross corridor door through to the kitchen and dining room area on the ground floor.  Version 6. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	14 September 2021

---



## Task 11

Source Version	5
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Repair the free-swing device on the following doors:  Cross corridor door to the corridor serving the laundry area on the ground floor.  Version 6. 21/9/22 This task is not complete.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	14 June 2021

---



## Task 12

Source Version	5
Category	Fire Prevention
Sub Category	Arson
Action Required	Do not keep bins adjacent to the building.  Version 6. 21/9/22 This task has not been completed.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	14 September 2021

---



## Task 13

Source Version	5
Category	Signs & Notices
Sub Category	Escape Route Signage
Action Required	Provide a Fire Exit signs in the following locations:  The two gates from the rear garden which would provide a route to ultimate safety.  Version 6. 21/9/22 This task is not complete.
Priority	Low
Status	Identified
Owner	Neighbourhood Services
Due Date	16 March 2022

---



## Task 14

Source Version	6
Category	Signs & Notices
Sub Category	Fire Door Signage
Action Required	Provide Automatic Fire Door Keep Clear signs on the following doors:  entrance to lounge from corridor,  double doors to ground floor office  Door from corridor into lounge  Double doors from small to large dining areas
Priority	Low
Status	Identified
Owner	Customer Homes
Due Date	21 September 2023

---





## Task 15

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Re-hang the following doors to reduce the gaps around the doors:  Office into lounge.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	22 March 2023

---

## Task 16

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: first floor double doors leading to bathroom.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022



## Task 17

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	The following doors should be kept locked shut: riser cupboard second floor
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	22 March 2023



## Task 18

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: flat 7
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



## Task 19

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: flat 8
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



## Task 20

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: flat 14
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

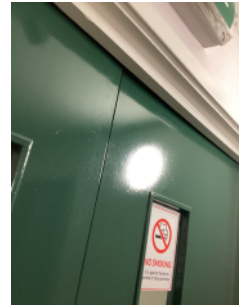
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## Task 21

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Re-hang the following doors to enable the doors to easily close: cross corridor doors adjacent to flat 14
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



## Task 22

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Repair the self-closing device on the following doors: second floor double doors leading to risers
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



## Task 23

Source Version	6
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	The storage of combustible items in communal areas is excessive and should be reduced.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	22 March 2023

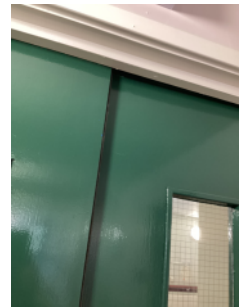
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## Task 24

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: cross corridor doors outside flat 11/13
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	22 March 2023

---



## Task 25

Source Version	6
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	The lint filter in the tumble dryer should be cleared regularly.
Priority	Advisory
Status	Identified
Owner	Neighbourhood Services
Due Date	20 September 2024

---



## Task 26

Source Version	6
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	self-closers are not provided on the following doors: flat 1 and 2.
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



# Risk Score

Risk Score

Moderate Risk

Next Assessment Due

12 October 2024

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