

**Fire Risk Assessment**

**Liz McKeon House**

Version 4

4 September 2023



Review Date: 4 September 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	Fire Fighting	Extinguishers	<p>Provide a 6L foam extinguisher in the following locations:</p> <p>Adjacent to the fire alarm panel In the communal kitchen</p> <p>Version 3. 21/9/22 This task is not complete.</p>	Medium	Identified		
2	Fire Fighting	Extinguishers	<p>Provide a 2kg carbon dioxide extinguisher in the following locations:</p> <p>Adjacent to the fire alarm panel In the communal kitchen</p> <p>Version 3. 21/9/22 This task is not complete.</p>	Medium	Identified		
3	Detection & Warning	Audibility	<p>Consider disabling or removing the sounders within the flats as they contradict the stay put policy.</p> <p>Version 3. 21/9/22 This task has not been completed.</p>	Advisory	Identified		

4	Escape Routes & Fire Spread	Smoke Ventilation	When the fire alarm system is tested, the ceiling skylight should be observed to see if it opens automatically.	Advisory	Identified
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5	Escape Routes & Fire Spread	Dampers, Ducts and Chutes	<p>Confirm if the ductwork in the following locations is adequately protected to prevent fire and smoke spread;</p> <p>Any extraction ductwork from the flats that is not located on an external wall.</p> <p>This task should be combined with the compartmentation survey.</p> <p>Version 3. 21/9/22 It was not possible to ascertain if this task has been completed.</p>	Medium	Identified
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6	Escape Routes & Fire Spread	Construction and Glazing	<p>Provide fire stopping around cable penetrations in the following locations:</p> <p>The ceiling of the ground floor electrical cupboard.</p> <p>Version 3. 21/9/22 This task is not complete.</p>	Medium	Identified
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7	Escape Routes & Fire Spread	Construction and Glazing	<p>Consideration should be given to the carrying out of a full building compartmentation survey.</p> <p>Version 3. 21/9/22 It was not possible to ascertain if this task has been completed.</p>	Advisory	Identified
8	Fire Prevention	Lightning	<p>The lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305.</p>	Low	Identified
9	Fire Prevention	Housekeeping	<p>It should be ensured that a robust regime of daily cleaning the lint filters is on the tumble dryers is initiated and maintained and records kept.</p>	Medium	Identified
10	Escape Routes & Fire Spread	Fire Doors	<p>The laundry door and two bedroom doors were wedged open at the time of this review. Although staff are on site 24/7 this is not good practice and should cease.</p> <p>If fire doors need to be kept open for ease of use or supervision, suitable hold open devices should be provided.</p> <p>Version 3. 21/9/22 This task is not complete.</p>	High	Identified

11	Escape Routes & Fire Spread	Ease of Use	<p>It was noted that the fire exit door from the lounge/dining area has been locked, and was not openable at the time of this inspection. This door should be unlocked and available for use at all times to ensure the required travel distances are met.</p> <p>Version 3. 21/9/22 This task is not complete.</p>	High	Identified
12	Escape Routes & Fire Spread	Fire Doors	Adjust the self-closing device on the following doors: flat 3	High	Identified
13	Signs & Notices	Fire Door Signage	Provide Automatic Fire Door Keep Clear signs on the following doors: all automatic fire doors displaying 'fire door keep shut' signage.	Low	Identified
14	Fire Management	Record Keeping	Records of the testing and maintenance of fire safety measures should be kept.	Medium	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 small sheltered housing scheme with eight self contained flats all on the ground floor. Five of the flats also have alternative exits into the garden or car park.

The building is warden assisted and has staff on site 24/7 with one member of staff overnight.

Prior to 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 Sharon Thompson from ISHA 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.

Given that this is sheltered accommodation with residents with sensory and mobility disabilities, this fire risk assessment has been undertaken with a person centred approach. Discussion with the Care Team Leader on duty confirmed that whilst most residents would be capable of making their own way to safety unaided, the occupants of flats 4 and 6 would require some assistance due to mobility difficulties.

The resident’s accommodation can be considered self-contained – in general they have a bedroom and a bathroom and a small kitchenette.

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.

Each flat has its own Part 6 fire alarm system which is linked to the staff mobile phone via the Tunstall type careline system.

There is also a common alarm in the communal areas which has heat detectors inside the flat kitchens and sounders in each flat which are connected to the common alarm (the sounders are not helpful as this building is designed for a ‘stay put’ policy)

The main entrance door opens into a large entrance hall with an open staircase leading to a small first floor staff area. The hall contains the main fire alarm panel and has two fire doors that lead to the accommodation areas.

Both of these doors appear to be of notional FD30S standard with effective self closing devices and are both held open with magnetic hold open devices linked to the fire alarm.

The right hand door leads to Flat 3 and the communal laundry room and a further similar fire door leads to flats 1 & 2.

The left hand door leads to a large open plan communal lounge and dining area and a corridor leading to a further five flats. Separating the accommodation corridor from the communal areas is another fire door held open with an acoustic Dorgard hold open device.



At the end of the accommodation corridor there is a single fire exit and the communal dining area has an external fire exit into the car park. Both of these fire exits have thumb turn devices which is reasonable as any emergency evacuation will be managed by staff. However it was noted that the fire exit leading from the lounge/dining area was locked. Discussion with staff revealed that this door is always locked due to security concerns, however it is imperative that this (and indeed all fire exits) remain unlocked and available for use at all times.

Off the lounge there is a domestic style communal kitchen which is used by the staff as a ground floor office/base and to prepare food for the residents.

It was noted, through both paperwork on site and anecdotal evidence from staff, that the portable fire extinguishers had been removed in 2015. Some of the signage is still in place where the extinguishers used to hang.

Although there is still a CO2 extinguisher in the main electrical cupboard which has not been tested since 2015 so may have been missed when they were removed.

With vulnerable residents in the building and a permanent staff presence, it would be reasonable to re-introduce portable fire extinguishers and provide suitable training for staff.

The staircase leads to a small first floor staff area consisting of two offices and a staff locker room with a photocopier.

It was noted during this review that a number of fire doors were wedged open including the laundry room and two bedrooms.

A robust system of daily cleaning of the tumble dryer lint filters should be initiated and records of this kept

If fire doors need to be open for operational use or the monitoring of residents then suitable hold open or free swing devices should be provided.

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 is in the main part due to the practice of locking fire escapes, the common practice of residents flat entrance doors being wedged open, and the apparent lack of fire training and available firefighting equipment for staff.

Version 3. 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.

The building was found to be generally well maintained with the standard of housekeeping considered satisfactory, with common areas clear of combustible materials and obstructions.

The fire alarm power supply appears to have a fault and should be inspected.

It was noted that several fire doors were wedged open. Fire doors should not be wedged open. An appropriate free swing device should be fitted to any doors which are required to be kept open.

The emergency exit from the dining area was found locked.

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.

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

a "stay put" policy.

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

This new version was created on 04/09/2023 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

## Building Information

Address line 1

Liz McKeon House

Address line 2

2 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

Care team leader

Use

Purpose-built, extra-care

Number of floors - ground and above

2

Number of floors - below ground

0

Fire Risk Assessment

Liz McKeon House

Version 4

Number of flats	8
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	1980-1990
Is the top occupied storey over 18 metres above access level?	No
Construction details	This is a small purpose built block of sheltered flats which is brick built with a tile pitched roof. The building is mainly single storey with adjoining first floor general needs flats which are imperforate and accessed from a separate entrance.
External wall details	The buildings external walls are of brick/mortar construction on all elevations.
Are there any private balconies?	No

## Warden

Hours that a warden is on site	Care staff are on site 24/7 with one overnight.
Off-site monitoring arrangements	There is a Tunstall type call system throughout the building and inside each flat. This is linked to the staff mobile phone and is also monitored off site.

## People

Are there any people especially at risk from fire?	Yes
People especially at risk from fire	<ul style="list-style-type: none"> <li>• Mobility Impaired Occupants</li> <li>• Sensory Impaired Occupants</li> </ul>
Details of people especially at risk from fire	There are eight flats. All of the residents are elderly and are likely to have some form of physical or mental impairment. They are all capable of walking but may need some assistance in an emergency.

# Fire Prevention

## Electrical

Are electrical installations and appliances free from any obvious defect?

Yes

Are fixed installations periodically inspected and tested?

Not Known

Are portable electrical appliances used?

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

There is no evidence on site that the Electrical Installations have been inspected within the recommended five yearly timeframe. It is understood that documentation regarding the testing and maintenance of fixed electrical installations is held centrally by ISHA. The Neighbourhood Officer has confirmed these are all up to date.

Version 3. 21/9/22

It is understood that electrical testing records are held centrally.



Electrical Installation with historic labels

## 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

There is an external boiler room which is vented and imperforate from the main building.

There is a large bore copper gas supply which runs externally at soffit height around the front of the building to supply the gas boiler.

There is evidence on site that the boiler has been subject to a gas safety check in August 2018.



External boiler room



Gas meters

## Heating

Are fixed heating installations free from any obvious defect?

Yes

Are portable heaters used?

Yes

Are portable heaters free from any obvious defect?

Yes

Is the use and type of portable heaters reasonable?

No

### Comments

Portable electric fan heaters have been provided as an emergency should the central heating fail. These are only used under supervision by staff and placed in locations where residents cannot cover them or move them.

Great care should be taken when portable fan heaters are used, especially in residents flats.

It is recommended that the fan heaters are replaced with portable electric oil filled radiators which are much safer.

## 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

Each flat is self contained and has its own kitchen.

The communal kitchen appeared clean and tidy.



Communal kitchen

## Arson

Is security against arson reasonable?

Yes

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

Yes



Secure front entrance door

## Housekeeping

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Is accumulation of combustibles or waste avoided?

No

Are there appropriate storage facilities for combustible & hazardous materials?

Yes

### Comments

It should be ensured that a robust regime of daily cleaning the lint filters is on the tumble dryers is initiated and maintained and records kept.

Version 3. 21/9/22

There is a significant accumulation of lint in the dryer which should be removed.



Bin store away from building

## 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

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

Yes

### Comments

There are no smoking signs in the common areas but residents can smoke in their flats. There are a number of residents who are smokers so this should be monitored closely by staff to ensure that they are safe and have suitable ashtrays. They should also be discouraged from smoking in bed.



No smoking signage

## 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?

Not Known

### Comments

There appears to be lightning protection on the building but there is no evidence that it is periodically inspected. It should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305.



Lightning conductor

# Escape Routes & Fire Spread

## Ease of Use

Are exits easily and immediately openable?	No
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 residents if necessary.

It was noted that the fire exit door from the lounge/dining area has been locked, and was not openable at the time of this inspection. This door should be unlocked and available for use at all times to ensure the required travel distances are met.



Escape route with contrasting stair nosings



Front entrance thumb turn device.

## Dimensions

Are travel distances reasonable?	Yes
Is there sufficient exit capacity?	Yes

## Fire Doors

Doors which are expected to be fire resisting:

- Corridors
- Electrical Cupboards
- Flats
- Laundry

Corridor Doors

- FD30S self-closing (notional)

Electrical Cupboard Doors

- FD30S (notional)

Flat Doors

- FD30S self-closing (notional)

Laundry 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?

Minor Defects

Are doors kept locked where appropriate?

Yes

Comments

The laundry door and two bedroom doors were wedged open at the time of this review. Although staff are on site 24/7 this is not good practice and should cease.

If fire doors need to be kept open for ease of use or supervision, suitable hold open devices should be provided.

It was noted that the door to the laundry room on the ground floor was wedged open. It is imperative that this door remains closed as the laundry is a high risk room which opens directly onto the escape route, and therefore the store is required to protect this escape route.



Flat entrance door wedged open



Kitchen door wedged open



Laundry door wedged open



Flat entrance wedged open

# Construction & Glazing

Are escape routes protected with suitable walls and floors?	Yes
Is there adequate compartmentation?	Minor Defects
Is there reasonable limitation of linings that might promote fire spread?	Yes
Glazing which is expected to be fire resisting, inc vision panels and fanlights:	<ul style="list-style-type: none"><li>• Cross-Corridors</li></ul>
Cross-Corridor Glazing	<ul style="list-style-type: none"><li>• Georgian wired</li></ul>
Is glazing reasonable and free from any obvious defects?	Yes

## Comments

Fire stopping should be carried out within the main electrical cupboard on the ground floor as there are a number of cable penetrations in the ceiling and it is unclear if this would allow smoke to travel uninhibited.

It is unclear if appropriate fire stopping has been carried out above the false ceiling in the common areas and the flats. It is recommended that a compartmentation survey is carried out on this building which should include the roof space which was unable to be checked during this review.



Cable penetrations in the ceiling of the electrical cupboard



Possible penetrations between common area and flat above false ceiling

## Dampers, Ducts & Chutes

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

Not Confirmed

### Comments

Flat 1 was accessed as part of this review and it was noted that there is a ceiling extraction fan in the kitchen. This could provide a route for fire spread into the roof space and should be checked above to ascertain if there is any protection provided.



Extractor fan in flat kitchen

## Smoke Ventilation

Areas where smoke ventilation is expected:

- Corridors

Corridors

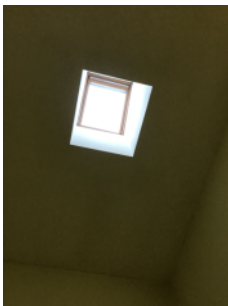
- None

Is smoke ventilation reasonable and free from any obvious defects?

Yes

### Comments

There is no ventilation provided or available within the accommodation corridors which was acceptable when the building was constructed. There is a high level velux window in the entrance hallway but there does not appear to be any remote means of opening, although an original cause and effect notice suggests an interface between the fire alarm and a smoke vent. Staff were not able to confirm if the ceiling vent opens or not.



Ceiling skylight in hallway

# 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 Pt6 Grade D Category LD1

Cause & Effect

- Sounds alarm in flat of origin
- Alerts on-site staff
- Alerts remote centre

Communal Areas

System Category

- BS 5839 Pt1 Category L3

Cause & Effect

- Sounds alarm in whole building
- Alerts on-site staff
- Alerts remote centre
- Releases held-open doors
- Unlocks main entrance door

Is the control equipment suitably located?

Yes

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

No

Comments

The common fire alarm has been extended into the flats with heat detectors in the kitchens.

The battery back up for the fire alarm appears to be in fault and should be inspected.



Part 1 sounder in flat



Fire alarm panel

## 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

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



Manual call point



# Automatic Fire Detection

Is there sufficient provision of automatic fire detection?

Yes

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

Yes

## Comments

Smoke detection is provided in the escape route and rooms opening into the escape route.

Heat detection is provided in the shared kitchen.



In flat smoke alarm



In flat PT1 and 6 detector / alarm



Heat detector in common kitchen

# Audibility

Are there adequate means of alerting all relevant persons?

Yes

## Comments

Sounders connected to the common fire alarm have been provided inside the flats which contradicts the stay put policy.

# Firefighting

## Fire Extinguishers

Are fire extinguishers expected?

Yes

Are fire extinguishers provided?

No

Is the provision of fire extinguishers reasonable?

No

Comments

The portable fire extinguishers have been removed and should be reinstated. Staff should be given suitable practical training.

Version 3. 21/9/22

The fire extinguisher in the electrical was last inspected in 2016.



CO2 extinguisher in electrical cupboard

## Fixed Systems

Are any fixed systems provided?

No

Is provision of fixed systems reasonable?

Yes

Fire Service Facilities

Are any fire service facilities provided?

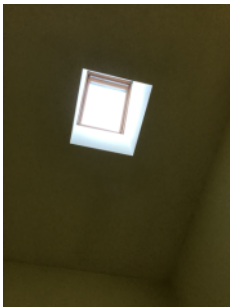
No

Is provision of fire service facilities reasonable?

Yes

Comments

There is a skylight at the head of the staircase but it is unclear if it's linked to the fire alarm or openable remotely.



Skylight

# 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

### Comments

There is a suitable amount of normal lighting.



Normal lighting

# Emergency Lighting

Method of emergency lighting of internal escape routes:	<ul style="list-style-type: none"><li>• Non-maintained emergency lighting (local)</li></ul>
Is this provision reasonable?	Yes
Method of emergency lighting of external escape routes:	<ul style="list-style-type: none"><li>• Borrowed light</li><li>• Non-maintained emergency lighting (local)</li></ul>
Is this provision reasonable?	Yes
Method of emergency lighting of other areas:	<ul style="list-style-type: none"><li>• Non-maintained emergency lighting (local)</li></ul>
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.	



Emergency lighting unit

## Signs & Notices

### Escape Routes

Is escape route signage necessary?

Yes

Is escape route signage provided?

Yes

Is provision of escape route signage suitable?

Yes



Escape route signage

### 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?

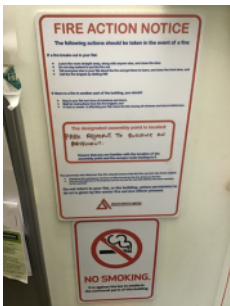
Minor Defects

Comments

Automatic fire doors should have the 'fire door keep shut' signage replaced with 'automatic fire door keep clear' 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?	N/A
Is there suitable zone information for the fire alarm system?	Yes



Fire Action Notice



Fire alarm panel

# Fire Safety Management

## Procedures & Arrangements

Current evacuation policy	Stay Put
Further details	
The Part 6 fire alarm systems are linked to the staff mobile who would investigate the fire alarm sounding.	
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?	Yes
Are there suitable arrangements for the evacuation of disabled people?	Yes
Comments	
Some residents will need assistance to evacuate but there are staff on site 24/7.	



## Training & Drills

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Are staff regularly on the premises?

Yes

Do staff receive suitable training on the following areas:

Fire risks on the premises & fire prevention measures?

Yes

Action to take on discovering a fire?

Yes

How to raise an alarm?

Yes

Responding to the fire alarm?

Yes

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

It was advised by the team leader that all staff have received fire action training, records are kept centrally.

## Testing & Maintenance

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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?

N/A

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?

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.

Version 3. 21/9/22

It was advised by the team leader that regular testing takes place.

## Record Keeping

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Were fire safety records available?

Yes

Are appropriate records kept of the testing & maintenance of:

Fire alarm system (inc false alarms)?

No

Emergency lighting?

No

Smoke ventilation?

N/A

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.

Version 3. 21/9/22

It was not possible to confirm the regular testing of the fire alarm and emergency lighting system.

# Tasks

## Task 1

Source Version	1
Category	Fire Fighting
Sub Category	Extinguishers
Action Required	Provide a 6L foam extinguisher in the following locations:  Adjacent to the fire alarm panel In the communal kitchen  Version 3. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	30 January 2019

---

## Task 2

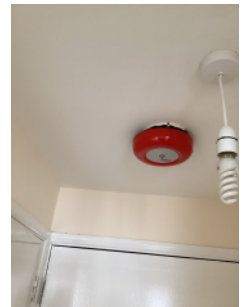
Source Version	1
Category	Fire Fighting
Sub Category	Extinguishers
Action Required	Provide a 2kg carbon dioxide extinguisher in the following locations:  Adjacent to the fire alarm panel In the communal kitchen  Version 3. 21/9/22 This task is not complete.
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	30 January 2019

---

### Task 3

Source Version	1
Category	Detection & Warning
Sub Category	Audibility
Action Required	Consider disabling or removing the sounders within the flats as they contradict the stay put policy.
	Version 3. 21/9/22 This task has not been completed.
Priority	Advisory
Status	Identified
Owner	Neighbourhood Services
Due Date	6 November 2021

---



### Task 4

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Smoke Ventilation
Action Required	When the fire alarm system is tested, the ceiling skylight should be observed to see if it opens automatically.
Priority	Advisory
Status	Identified
Owner	Neighbourhood Services
Due Date	6 November 2021

---

## Task 5

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Dampers, Ducts and Chutes
Action Required	<p>Confirm if the ductwork in the following locations is adequately protected to prevent fire and smoke spread;</p> <p>Any extraction ductwork from the flats that is not located on an external wall.</p> <p>This task should be combined with the compartmentation survey.</p> <p>Version 3. 21/9/22 It was not possible to ascertain if this task has been completed.</p>
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	30 January 2019

---



## Task 6

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Construction and Glazing
Action Required	<p>Provide fire stopping around cable penetrations in the following locations:</p> <p>The ceiling of the ground floor electrical cupboard.</p> <p>Version 3. 21/9/22 This task is not complete.</p>
Priority	Medium
Status	Identified
Owner	Customer Homes
Due Date	30 January 2019

---



## Task 7

Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Construction and Glazing
Action Required	Consideration should be given to the carrying out of a full building compartmentation survey.  Version 3. 21/9/22 It was not possible to ascertain if this task has been completed.
Priority	Advisory
Status	Identified
Owner	Customer Homes
Due Date	6 November 2021

---

## Task 8

Source Version	2
Category	Fire Prevention
Sub Category	Lightning
Action Required	The lightning protection should be periodically inspected by a competent person, to the frequency recommended in BS EN 62305.
Priority	Low
Status	Identified
Owner	Neighbourhood Services
Due Date	22 March 2022

---

## Task 9

Source Version	2
Category	Fire Prevention
Sub Category	Housekeeping
Action Required	It should be ensured that a robust regime of daily cleaning the lint filters is on the tumble dryers is initiated and maintained and records kept.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	20 September 2021

---



## Task 10

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	<p>The laundry door and two bedroom doors were wedged open at the time of this review. Although staff are on site 24/7 this is not good practice and should cease.</p> <p>If fire doors need to be kept open for ease of use or supervision, suitable hold open devices should be provided.</p> <p>Version 3. 21/9/22 This task is not complete.</p>
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 June 2021

---



## Task 11

Source Version	2
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	<p>It was noted that the fire exit door from the lounge/dining area has been locked, and was not openable at the time of this inspection. This door should be unlocked and available for use at all times to ensure the required travel distances are met.</p> <p>Version 3. 21/9/22 This task is not complete.</p>
Priority	High
Status	Identified
Owner	Neighbourhood Services
Due Date	20 June 2021

---





## Task 12

Source Version	3
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Adjust the self-closing device on the following doors: flat 3
Priority	High
Status	Identified
Owner	Customer Homes
Due Date	20 December 2022

---



## Task 13

Source Version	3
Category	Signs & Notices
Sub Category	Fire Door Signage
Action Required	Provide Automatic Fire Door Keep Clear signs on the following doors: all automatic fire doors displaying 'fire door keep shut' signage.
Priority	Low
Status	Identified
Owner	Customer Homes
Due Date	21 September 2023

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## Task 14

Source Version	3
Category	Fire Management
Sub Category	Record Keeping
Action Required	Records of the testing and maintenance of fire safety measures should be kept.
Priority	Medium
Status	Identified
Owner	Neighbourhood Services
Due Date	22 March 2023

---

# Risk Score

Risk Score	Moderate Risk
Next Assessment Due	4 September 2024

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.