

Site	John Haynes Court
Assessment Reference	41964
Completed Date	05/08/2020
Next Review Date	05/08/2021

Nuneaton & Bedworth Borough Council
John Haynes Court
School Lane
EXHALL
CV7 9GG

For the attention of Nuneaton & Bedworth Borough Council

Dear Mr Saunders,

FIRE RISK ASSESSMENT – REFERENCE 41964

Following our recent survey visit, we are pleased to enclose your Fire Risk Assessment for the above premises.

In order to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005, it is very important that you read through this document and understand the 'Items Identified' and where relevant, any 'Action Needed'.

The Fire Risk Assessment provides an assessment of the risk to life from fire in these premises and does not address the risk to property or business continuity. The 'Site Management Risk' in section 4.1 will help you to understand the basis of the considered 'Risk' rating which is applicable to the respective premises.

Section 4.3 includes a prioritised 'Action Plan' schedule. Any identified action is weighted based on the level of urgency. Your process of execution should give due attention to each item based on the priority level indicated. As items are completed, you should ensure the 'Date Completed' column is updated accordingly.

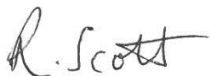
The 'Compliance Team' at Fixfire® is committed to supporting you and will always be pleased to help you regarding any works or services identified.

The Fire Risk Assessment should be filed in your Fixfire® Fire Log Book using the sleeve pocket provided. Provided your Fire Risk Assessment has been suitably attended to and relevant systems and equipment are receiving due user and engineer attendances, you will be well prepared in the event of a visit by any inspecting authority.

Should you have any queries or wish to discuss any item, please do not hesitate to contact us.

Yours sincerely,

for FIXFIRE®



RE SCOTT

Service Delivery Team

Enc:

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Fire Risk Assessment

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Front elevation

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2. Site Details

The Regulatory Reform (Fire Safety) Order 2005
Fire Risk Assessment

Produced For
Nuneaton & Bedworth Borough Council

Client Address:	Gresham Road Depot Gresham Road Nuneaton CV10 7QR
Property Code / UPRN:	Not provided
Enforcing Authority:	Warwickshire Fire & Rescue Service
Site Name:	John Haynes Court
Site Address:	School Lane EXHALL CV7 9GG
Site Responsible Person:	Nuneaton & Bedworth Borough Council
Site Telephone No:	024 7637 3713
Site Contact:	Barry Woodier - ILO
Date of Assessment:	05/08/2020
Suggested Date for Review:	05/08/2021
Fixfire® Assessor:	Kevin Rogers MIFireE
Fixfire® Head Office Address:	Fixfire® Mayflower House Bodmin Road Coventry CV2 5DB
Head Office Telephone No:	024 7661 6699

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3. Introduction

3.1. Introduction

This Fire Risk Assessment is carried out under the Regulatory Reform (Fire Safety) Order 2005.

The purpose of the risk assessment is to help management decide whether the fire safety measures in place are adequate.

Where deficiencies are identified by the Compliance Consultant these are highlighted in the action plan with recommended time scales for action to be taken to reduce the risk of harm from fire. Management are provided with the action plan to consider how to proceed.

If the responsible manager should decide not to take any of the actions recommended they should update the risk assessment action plan with the reasons for their decision. The Compliance Consultant will base their recommendations on the standards and conditions in place at the time of the assessment.

3.2. Disclaimer

This Fire Risk Assessment has been completed by a Fixfire® accredited Compliance Consultant. The Assessment has been conducted and completed exercising all reasonable skill and care. The content of this Assessment is based on observations and the information and access provided at the time to the Consultant. All such information is accepted in good faith as being factual, accurate and a valid representation of the situation on the day of the assessment.

No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. Whilst every care is taken to interpret current legislation and Approved Codes of Practice(s), these can only be authoritatively interpreted by Courts of Law.

Fixfire® cannot accept responsibility to any parties whatsoever, following the issue of this report, for matters arising, which may be considered outside the scope of works.

Fixfire® has assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s). The survey may have included roof spaces or other hidden areas in the premises except where there was an obvious fire hazard that reasonably required further investigation.

The assessment is issued in confidence and Fixfire® cannot accept any responsibility to any third parties to whom this assessment may be circulated, in part or in full, and any such parties rely on the contents of this assessment solely at their own risk.

Please note: Fixfire® accepts no responsibility for any fire that may occur on the premises. This risk assessment, if acted upon, will reduce the likelihood of a fire occurring, it will not guarantee that a fire will never occur. If you follow the advice, the effects of fire will be mitigated. You must ensure that you have the appropriate insurance in place to cover any loss or damage in the event of a fire.

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This Fire Risk Assessment provides an assessment of the risk to life from fire in these premises. It does not address the risk to property or business continuity from fire.

The Responsible Person(s) needs to understand that the assessment is there to assist them in helping their employer meet their statutory responsibilities under fire safety law. It should be referred to regularly and updated accordingly.

3.3. Policy Statement

This Fire Risk Assessment has been undertaken in accordance with Publicly Available Standard PAS 79:2012 (British Standard Institute): Fire Risk Assessment – Guidance and a recommended methodology.

This document has been checked against the original data supplied by the Consultant. We certify that this is a true copy of the information and that the risk identified is a reflection of the condition of the premises at the time of the survey.

Due consideration should be given to this risk assessment and its recommendations and it should form the basis of setting up and implementing your system of control.

Yours faithfully
for FIXFIRE®



Kevin Rogers MIFireE
Senior Compliance Consultant

E-mail: kmr@fixfire.co.uk
Mobile: 07817 202913

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4. Executive Summary

4.1. Site Description

Nuneaton and Bedworth Borough Council (NBBC) manages the independent living accommodation; which does not contain care home facilities or sheltered living accommodation. Therefore, the following guidance has been utilised 'Fire Safety in Purpose-Built Blocks of Flats' issued by the Local Government Association.

NBBC has adopted a 'stay put' policy for this premises.

John Haynes Court is a purpose-built residential retirement property consisting of two storeys, containing 32 flats. There is a main entrance to the front of the premises. The property is designed with three stairways.

Externally, there are paved walkways immediately outside the main entrance and car parking to the front of the block. A secure bin store is located on the ground floor.

Most fire safety compliance records (relating to statutory service and maintenance) for this property are held on site; some records are held centrally.

There were no further exceptional fire hazards identified during this assessment other than what is highlighted within Section 4.5 of this report.

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4.2. Scope of the Fire Risk Assessment

- The following areas were assessed:

- Managers office.
- Laundry.
- Plant rooms.
- Staircases.
- Corridors.
- Lounges.
- Store rooms.
- Bin room.
- Entrances.
- External and internal circulation routes.

- Areas inaccessible during visit:

All communal areas were accessible.

- Did the fire risk assessment include the examination of at least a sample of flat entrance doors?

The doors inspected were fire resisting and fitted with a self-closing devices which operated effectively.

Note: Although sample flat entrance doors were inspected, be aware that this only enables the Fire Risk Assessor to assess the standard of structural fire protection on a general basis; this does not confirm the standard of all flat entrance doors which may require further inspection if further information becomes available.

- Does the property have a loft space?

No

- Access to Loft achieved?

N/A

- Loft Access Details or reasons why access could not be achieved

N/A

- Are there any corresponding Fire Action Plan items regarding the loft space?

N/A

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- **Type of Fire Risk Assessment:**

The assessment carried out was a Type 1 assessment and did not include areas below normal floor level or above false ceilings unless these areas were readily accessible. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility, therefore, is accepted by the consultant for issues relating to compartmentation which could not be viewed or identified at the time of the survey.

Note: If a greater degree of destructive inspection is deemed to be necessary, refer to Fire Action Plan below.

The risk assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons using to the building.

The consultant was not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report was obtained during the site survey, from information obtained from the 'Responsible Person' or members of staff with varying levels of responsibility, if on site at the time of the survey. Where no members of staff were present, the relevant information was obtained through the visual inspection of the site.

In establishing the final risk analysis, the consultant took into account the nature and design of the building, the occupants, including vulnerable occupants, the protection afforded, safety provisions and any procedural arrangements observed at the time of the assessment.

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4.3. Existing Fire Safety Controls / Arrangements.

- **Means of Escape**

Multiple blocks:

Multiple means of escape in each block are provided by protected corridors, formed by flat entrance doors and fire doors to three staircases. Staircases lead direct to final exits which discharge to adjacent ground level.

A stairlift was present in the staircase and was deemed to be acceptable on the grounds of:

- adequate remaining escape width for the number of persons using the staircase
- appropriate emergency lighting in the staircase
- appropriate compartmentation in the property
- the stairlift being subject to the required testing and maintenance regime.

- **Structural Fire Protection**

Traditionally constructed building with brick walls, plasterboard, concrete floors and a flat roof with waterproof membrane over. The internal walls are either plaster on brick, block-work or plasterboard. Entrance doors to individual flats are fire resisting and are fitted with intumescent seals, cold smoke seals and positive action closing devices.

- **Fire Alarm**

There is a linked fire detection and alarm system within the development which comprises:

Automatic smoke / heat detectors.

Break glass call points.

Sounders.

Fully addressable fire panel.

The fire alarm system appears to comply with BS5839 Pt 1 and is tested and maintained.

There is also a Tunstall alarm system within each flat, and at strategic locations around the development.

If a fire was detected within a flat, the detector would sound within the flat, and also the Independent Living Officer (ILO) would be notified via the Tunstall alarm system (during working hours).

Outside these hours an automatic notification would be received by the remote monitoring company. During the day the ILO would look at the fire panel to identify the location of the activation and would have three minutes to investigate. The ILO would then either call the Fire Brigade or reset the fire alarm. Outside the working hours, the remote monitoring company would call the Fire Brigade.

Should one of the automatic smoke detectors located in the common circulation areas / plant rooms be activated, then the ILO / remote monitoring company would investigate as described above.

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- **Emergency Lighting**

Yes

Non-maintained

System Description:

There is non-maintained emergency lighting provided within the communal areas of the property.

The emergency lighting is installed in accordance with BS 5266 and is tested and maintained.

Number of floors	2
Occupancy	Residential block
Typical number of occupants	Approximately: - 42.
Occupants at special risk:	
Sleeping	Yes – 42 (approx.)
Persons with disabilities	Unknown
Young persons under 18	Unknown
Remote areas	None
Lone workers	None
Others	Cleaning Staff & Contractors

4.4. Site Management Risk

This section of the report details the risk associated with site management responsibilities and procedures at all levels to provide a balanced assessment of the control measures in place.

Taking into account the fire prevention measures observed the hazard from fire at this building is:	Low	X
	Medium	
	High	
Taking into account the nature of the building and its occupants, as well as the observed fire protection and procedural arrangements, the direct consequences for life safety in the event of fire would be:	Slight Harm	X
	Moderate Harm	
	Extreme Harm	

Risk Matrix		Potential consequences of fire		
		Slight Harm	Moderate Harm	Extreme Harm
Fire Hazard	Low	Trivial or Tolerable risk	Tolerable risk	Moderate risk
	Medium	Tolerable risk	Moderate risk	Substantial risk
	High	Moderate risk	Substantial risk	Intolerable risk

Accordingly, it is considered that the risk to life from fire at these premises is: **Tolerable**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need be kept.

Assessment of risk is on a “probable” basis, recognising the degree to which this Fire Risk Assessment is based on sampling; undetected risks may exist:

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

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4.5. Action Plan


The Site Management Risk is based on information contained within the Action Plan below and Section 5.

Each item has been prioritised according to the level of urgency. Please note table below.

Priority timescales for actions:

Risk Level	Priority	Timescale
Intolerable	1	24 hours
Substantial risk	2	1 month
Moderate risk	3	3 months
Tolerable risk	4	6 months
Insignificant	5	12 months
Planned Improvements	6	Up to 3 years


Premises - Compartmentation – Fire Doors (Refer to section 5.1 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	<p>To prevent the unrestricted spread of fire and smoke, self-closing fire doors need to close fully into their frames and latch fully where appropriate.</p> <p>The door closer must be capable of closing the door fully onto the frame from all angles of swing including when released from 75mm and be of sufficient strength to overcome the resistance of any latch. (Rising butt self-closers are not acceptable).</p>	<p>The following fire doors do not close / latch fully, this was due to them being warped and require replacement:</p> <p>Corridor fire doors: Adjacent to Flat 5. Adjacent to Flat 9.</p>	3	

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Premises - Compartmentation – Structural Breaches

(Refer to section 5.1 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	<p>There were gaps in the building structure caused by penetrating services (cables and pipes) through which smoke or fire could readily pass, namely:</p> <p>Electrical cupboard opposite Flat 9</p>	<p>Arrange for the following gaps to be fire stopped. Example remedies include:</p> <ul style="list-style-type: none"> - intumescent collars/wraps and intumescent pillows suitable (not appropriate for enclosing MOE unless smoke travel contained), fire resisting mortars, coated mineral fibre batts. - intumescent sealants (expanding foams) for narrow gaps only. 		

Ignition Sources

(Refer to section 5.2 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	<p>There were no records available to confirm that the portable electrical appliances had been tested to ensure they remain electrically safe to use.</p>	<p>If not in place, implement a programme of portable appliance testing.</p>	2	
	<p>It was not possible to confirm when the most recent thorough maintenance and safety examination of the gas boiler(s) has taken place.</p>	<p>Confirm or otherwise arrange for the annual thorough maintenance and safety examination of the gas boiler(s) by a Gas Safe registered engineer.</p>	2	

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Storage/Housekeeping

(Refer to section 5.3 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues			

Detection & Warning

(Refer to section 5.4 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues			

Means of Escape

(Refer to section 5.5 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues.			

Means of Escape - Emergency Lighting

(Refer to section 5.5 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	It was not possible to confirm what arrangements were in place for routinely testing the emergency lighting.	Confirm what arrangements are in place to routinely test the emergency lighting.		

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Means of Escape - Escape Route Signs & Notices

(Refer to section 5.5 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues.		3	

Firefighting

(Refer to section 5.6 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues	Upon the advice from the fire service, fire extinguishers have been removed from the communal areas of the property.		

Risk Management

(Refer to section 5.7 for further information where available)

Location/Picture	Item identified	Action needed	Priority (1-6)	Date complete
	No issues.			

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5. Site and Survey Details

5.1. Premises

- Outside Areas

Are the buildings free from the risk of fire spreading from anything in the areas outside the building(s)?	Yes
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Surveyor Comments and hazards

On-site car parking is available, all at safe distances. Combustible material was not being stored adjacent to the building.

- Construction Materials

Is the building constructed of non-combustible materials?	
Walls	Yes
Roofs	Yes
Floors	Yes
Linings	Yes
Ceilings	Yes
Partitions	Yes
Insulation	Unknown
External cladding	N/A
Adequate fire separation between different purpose groups and / or adjacent buildings.	Yes
Vents into shared air supply ducts	N/A

Surveyor Comments and hazards observed

No Issues

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- Compartmentation

If more than one storey in height, are all the floor openings protected to at least 30 minutes fire resistance?

Stairs	Yes
Lifts	N/A
Chutes	N/A
Ductwork	N/A
Fire doors to offices and flats	Yes
Fire doors to corridors	Yes – most.
Fire doors to stairwells	Yes
Fire doors to basements	N/A
Fire doors to storage cupboards, electrical meter / fuse cupboards and risers which open onto communal escape routes.	Yes
Are there fire division walls?	Yes
Are all voids fire stopped (roof floor, ceiling)?	No
If no, is the risk acceptable?	Yes

Surveyor Comments and hazards observed

See Action Plan

New Fire Doors - additional Information:

- The assemblies must be fitted by a competent person who on completion can certify it as fully complying with the British Standard
- Doors must be hung on 1.5 pairs of hinges (i.e. 3 hinges) of 100mm pressed steel butt hinges, conforming to BS 1935
- A self-closing device conforming to BS EN 1154:1997 should be installed
- Cold smoke seals and an intumescent strip should be incorporated into the top and both sides of the door or corresponding sections of the door frame.
- Close attention must be given to the gap between the door and frame. As a guide, it should not be more than 1-3mm. A large gap may render the intumescent strip ineffective in a fire. In addition, you must ensure that if a door edge mounted smoke seal is being used, it brushes right up against the door lining.
- No material is to be added to the door to improve the fit within the frame.

Breaching fire separation - additional Information:

To ensure effective protection against fire, walls and floors providing fire separation must form a complete barrier, with an equivalent level of fire resistance provided to any openings such as doors, ventilation ducts, pipe passages or refuse chutes. The passing of services such as heating pipes or electrical cables through fire-resisting partitions leaves gaps through which fire and smoke may spread. This should be rectified by suitable fire stopping and there are many proprietary products available to suit particular types of construction. Such products should be installed by competent contractors.

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Upgrading ceilings and partitions:

In order to provide a protected route, the walls and ceiling within a staircase enclosure or corridor must be in sound condition to provide 30 minutes fire resistance. The following gives examples of methods and materials that can be used to upgrade ceilings and walls to the required level of fire resistance. Other materials may be acceptable, providing they comply with the same specification:

- One layer 12.5mm fire resistant plasterboard securely fixed to joints/studs sealed with intumescent mastic, or joints taped and finished with plaster skim
- One layer 6mm rigid fire resisting board (e.g. Supalux or similar) securely fixed to joints/studs with joints sealed with intumescent mastic.
- Intumescent foams or mastics used must comply with EN 1366 – 4: 2006

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5.2. Ignition Sources

- Electrical

The fixed wiring installation been tested within the last five years.	Yes – 07/10/2019
The installation free from temporary wiring.	Yes
Electrical protection devices suitable for their purpose.	Yes
Trailing leads restricted to the minimum amount.	Yes
Trailing leads undamaged.	N/A
Battery charging and electric switchgear areas clear of storage/combustible materials.	Yes
Portable appliances subject to PAT testing and recorded.	No records.
There is adequate provision of electrical sockets.	Yes
Electrical equipment is being used and maintained in accordance with current codes of practice.	N/A
If present, the lightning protection system is subject to regular inspection and testing (BSEN 62305-3).	N/A

Surveyor Comments and hazards observed

See Action Plan

PAT - The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition.

- Heating and Cooking Facilities

Heaters are maintained according to manufacturer's guidance.	No records.
Are portable heaters present?	No
If so, are they of low hazard type (convection type or radiators)?	N/A
Are heating appliances appropriate to the occupancy installed?	Yes
Are these installed in safe areas and away from any combustible materials?	Yes
Are communal cooking facilities present?	Yes.
If so, are suitable extinguishing appliances provided?	Yes
Are any extraction ducts and filters maintained annually?	N/A

Surveyor Comments and hazards observed

No issues.

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5.3. Risk Assessment – Storage/Housekeeping

The storage of combustible items is kept at reasonable levels, with items kept tidy and away from ignition sources, particularly in plant rooms and riser / service rooms / cupboards.	Yes
Appropriate procedures are in place for the removal of waste to appropriate bin stores and controls are in place to prevent waste bins being located too close to the property.	Yes
Are all aisles and means of escape routes free from storage?	Yes
Curtains and blinds are not present in the common parts unless it can be proved they are fire retardant i.e. BS 5852: Part 1:1979 – fire test of upholstered composites for seating and BS 5867 Part 2:2008 – fire test for curtains which should meet Type B classification.	N/A
Fire retardant / low flammability wall and ceiling linings are used to limit fire spread i.e. 'Class O'. (e.g. large areas of highly combustible wall and ceiling linings, wooden cladding, multiple layers of paint, polystyrene or carpet tiles)	Yes

Surveyor Comments and hazards observed

No issues.

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5.4. Detection and Warning

- Manual Warning Systems

Where the property complies with current building regulation guidance, particularly in relation to adequate standards of compartmentation, a determination that an automatic fire alarm system is not required, has been made.	N/A
Where the property does not comply with current building regulation guidance, particularly in relation to adequate standards of compartmentation, an automatic fire detection system has been installed.	Yes
Where necessary, an L5 fire detection system in accordance with BS 5839-1 has been installed in the communal areas consisting of smoke detectors in the corridors / staircases and designed to operate the automatic opening vents. The system is maintained and tested at the required frequency and records are kept (fire log book)	N/A
Types of warning devices provided:	
Electric Break Glass	Yes
Are these suitable?	Yes
Are the fire warning devices suitable for any disabled persons?	Yes
Are there suitable "Action to Take in The Event of Fire" notices?	Yes
Where a fire alarm has been installed, accurate records of testing and maintenance are being recorded.	Yes
Are all call points easily visible and clear of obstructions?	Yes
Are fire drills held annually and records kept?	Yes – 08/05/20
Are visitors made aware of emergency procedures?	Yes
Is the alarm signal automatically transferred to an alarm receiving central station?	Yes

Surveyor Comments and hazards observed

See Action Plan

Additional Information: A fire-warning and/or detection system should be supervised by a named responsible person, who has been given enough authority and training to manage all aspects of the routine testing and scrutiny of the system.

The control and indicating equipment should be checked at least every 24 hours to ensure there are no specific faults. All types of fire warning systems should be tested once a week.

For electrical systems a manual call point should be activated (using a different call point for each successive test), usually by inserting a dedicated test key. This will check that the control equipment is capable of receiving a signal and in turn, activating the warning alarms. Manual call points may be numbered to ensure they are sequentially tested.

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Testing of the system should be carried out by a competent person. Further guidance on testing and maintenance of fire warning systems can be found in British Standards 5839-1.16.

It is good practice to test the alarm at the same time each week, but additional tests may be required to ensure that staff or people present outside normal working hours are given the opportunity to hear the alarm.

Where systems are connected to a central monitoring station, arrangements should be made prior to testing to avoid unwanted false alarms.

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5.5. Means of Escape

The size of the escape routes (including external escape staircases) can cope with the number of people in the building; do not contain inappropriate combustible storage, are not restricted or obstructed with storage and are free from trip hazards and / or signs of damage.	Yes
Are there sufficient exits for the maximum number of people likely to be on the premises?	Yes
Lifts that do not ground upon actuation of the fire alarm have signs indicating that they are not to be used during and evacuation displayed at the entrance to the lift car at each floor level.	N/A
Where required, conspicuous fire safety signage, including directional fire exit signs and fire action notices, are provided.	Yes
Are self-closers on fire doors in good working order?	Yes
Escape routes are capable of being illuminated on electrical supply failure in accordance with BS 5266 Part 1. The system is tested at the required frequency by a competent contractor with records kept.	Yes – but no records available.
Suitable artificial lighting is provided on external routes and is checked regularly.	Yes
The number and location of exits is adequate; they are not obstructed, are easy to open without the use of a key, are adequately marked and open in the direction of travel where possible.	Yes
There are no inappropriate means of escape, e.g. windows, or throw out ladders, wall and floor hatches.	Yes
Arrangements / equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents). Openable vents and automatic opening vents are maintained and tested at the required frequency by a competent person and records kept (fire log book)	Yes
There are no excessive security measures, such as grilles, gates and shutters that might delay escape by the residents, impinge on the safety of others (e.g. across a common balcony), or prevent access to the fire and rescue service to effect rescue and fight a fire.	Yes
Overall, is the means of escape satisfactory?	Yes

Surveyor Comments and hazards observed

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Escape route signs – additional information:

Escape signs should meet the following criteria:

- They should provide clear, unambiguous information to enable people to safely leave a building in an emergency.
- Every escape route sign should, where necessary, incorporate, or be accompanied by, a directional arrow. Arrows should not be used on their own.
- If the escape route to the nearest exit is not obvious then it should be indicated by a sign(s).
- Signs should be positioned so that a person escaping will always have the next escape route sign in sight.
- Escape signs should be fixed above the door in the direction of escape and not be fixed to doors, as they will not be visible if the door is open.
- Signs mounted above doors should be at a height of between 2.0m and 2.5m above the floor.
- Signs on walls should be mounted between 1.7m and 2.0m above the floor.
- Mounting heights greater than 2.5m may be used for hanging signs, e.g. in large open spaces or for operational reasons, but care should be taken to ensure that such signs are both conspicuous and legible. In such case larger signs may be necessary.
- Signs should be sited at the same height throughout the escape route, so far as is reasonably practicable.

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5.6. Fire Fighting

Where required, there are sufficient numbers of fire extinguishers of the correct type (as a minimum, a CO2 in a lift motor room and / or plant room).	None installed
If present, fire extinguishers are correctly positioned and unobstructed; are either wall mounted or located in suitable fire extinguisher stands with signage if necessary and are maintained annually by a competent person.	N/A
Where hose reels are provided they are subject to periodic inspection, maintenance and testing.	N/A
Dry risers, if present, are tested on an annual basis by a competent contractor.	N/A
Sprinkler systems if present, are operational, the heads are unobstructed and the system is tested weekly and regularly maintained by a competent contractor.	N/A

Surveyor Comments and hazards observed

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5.7. Risk Management – Management Considerations and Practices

Are you the sole occupier of the premises?	Yes
The emergency plan is adequate and correct for the property type ('stay put' or 'simultaneous evacuation') and has been adequately communicated.	Yes.
Staff and relevant people are trained in fire safety awareness.	Yes
On manned sites, a sufficient number of trained fire wardens have been appointed and are appropriately trained.	Yes
Are there instructions for calling the fire Service in case of fire?	Yes
Is smoking banned except in designated areas?	Yes
Are "No smoking" signs in place at entrances to the block?	Yes
Is there evidence of breaches in policy in relation to smoking?	No
Does basic security against arson appear reasonable?	Yes
Are there any flammable or combustible items near the building?	No
Disabled people can use the existing means of escape or other suitable arrangements are in place.	Yes
Fire-fighting. Facilities provided for fire fighters e.g. fire-fighting lift, is maintained by a competent person.	N/A
Is the current evacuation policy appropriate?	
STAY PUT:- There is adequate compartmentation between individual flats, electrical, plant and riser cupboards and throughout escape route(s) at this property to provide a minimum of 30/60 minutes protection from fire and smoke for residents . In view of the foregoing a "defend in place" or "stay put" policy is advised for this property in accordance with current guidance.	Yes

Surveyor Comments and hazards observed

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Staff Training - additional information:

Article 13 of the Regulatory Reform Fire Safety Order states - The responsible person must, where necessary –

- a) Take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned;
- b) Nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned.

Additionally, Article 21 states that where there are employees, they should be provided with adequate safety training.

Fire Drill Evaluation

To make sure drill objectives have been met and employees have conducted themselves properly and effectively during the drill, the safety staff should observe the drill and evaluate it immediately following the event.

When evaluating fire drills, ask questions such as:

- Did your fire alarm activate properly?
- Did all employees hear the alarm?
- Did any voice communication system operate properly and were instructions audible?
- Did electro-magnetic locking devices release locked doors upon the fire alarm system signal?
- Did employees check work areas for fire?
- Did they close doors and windows (if applicable) before evacuating?
- Was equipment properly shutdown?
- Did all employees participate in the drill?
- Did employees carry out emergency duties properly?
- Did employees follow assigned evacuation routes?
- Were corridors and stairwells clear and unobstructed?
- Did any employees who need assistance evacuating get it?
- Did employees go directly to assembly areas after evacuating the building?
- Did someone check to make sure all employees were accounted for?

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Emergency Plan (Flats)

How people will be warned if there is a fire –

Smoke detector alarm or verbally.

It is strongly recommended that each flat has at least two smoke detectors, sited as near to the front door and bedrooms as possible.

Ensure that your smoke alarm works properly and that the battery is regularly changed.

If you find a fire in your flat –

Verbally raise the alarm by shouting 'FIRE'.

Call the Fire and Rescue Service by dialling 999.

Warn all persons in your flat and leave together.

Where possible turn off your cooker or oven if it is on.

Ensure you close all doors on the way out, particularly the front door.

Leave the immediate area and do not attempt to return to your flat until given permission by the Fire and Rescue Service.

Tackling a fire –

If a cooking pot or chip pan is involved:

1 Call the Fire and Rescue Service on 999 immediately.

2 Don't take risks.

3 Have a clear escape route.

4 Never move the pan.

5 Turn off the heat (if it's safe to do so).

6 Never use water on chip pan fires, as this will cause a fireball.

Do not try to put the fire out using a damp towel or fire blanket!

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Hearing the alarm –

STAY PUT

On hearing an alarm:

Do not evacuate unless the fire directly affects your flat or you are instructed to leave by a member of the Fire and Rescue Service.

In most instances there will be no need for you to leave your flat, however if circumstances are such that you need to leave, the following actions will need to be taken:

Evacuate the building by the nearest available escape route or as directed by the Fire and Rescue Service.

If you have visitors, instruct them to follow you.

Always close doors behind you.

Do not put yourself at risk or cause delay.

Leave the building by the nearest available exit and move away from the building or to a specific location as directed by the Fire and Rescue Service.

How the fire and rescue service and any other services will be called and who will be responsible for doing this -

The person discovering the fire should call the Fire and Rescue Service by dialling 999.

The Fire Service Operator will ask you some questions - do not end the call until the Fire Service Operator has repeated the address to you and you are sure they have got it right.

What is on fire?

What is the address?

What is the nearest main road?

What town are you in?

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Additional Information: Fire safety records:

There is no statutory requirement to maintain a Fire Safety Log Book, but Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the 'responsible person' for premises to ensure that all fire safety facilities, equipment and devices are maintained in efficient working order and in good repair.

The Order also requires that tests, maintenance and safety training are capable of being audited to ensure they are being carried out.

Keeping up-to-date records of your fire risk assessment can help you effectively manage the fire strategy for your premises and demonstrate how you are complying with fire safety law.

Even if you do not have to record the fire risk assessment, it can be helpful to keep a record of any co-operation and exchange of information made between employers and other responsible people for future reference.

In larger and more complex premises, it is best to keep a dedicated record of all maintenance of fire-protection equipment and training (Fire Log book). The quality of records may also be regarded as a good indicator of the overall quality of the safety management structure.

Your records should be kept in a specified place on the premises (for example, in the management's office), and should include:

- details of any significant findings from the Fire Risk Assessment and any action taken see Part 1, Section 4.1);
- testing and checking of escape routes, including final exit locking mechanisms, such as panic devices, emergency exit devices and any electromagnetic devices;
- testing of fire-warning systems, including weekly alarm tests and periodic maintenance by a competent person;
- recording of false alarms;
- testing and maintenance of emergency lighting systems;
- testing and maintenance of fire extinguishers, hose reels and fire blankets, etc.;
- if appropriate, testing and maintenance of other fire safety equipment such as fire suppression systems and smoke control systems;
- recording and training of relevant people and fire evacuation drills;
- planning, organising, policy and implementation, monitoring, audit and review;
- maintenance and audit of any systems that are provided to help the fire and rescue service;
- the arrangements in a large multi-occupied building for a co-ordinated emergency plan or overall control of the actions you or your staff should take if there is a fire; and

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- all alterations, tests, repairs and maintenance of fire safety systems, including passive systems such as fire doors.
- Other issues that you may wish to record include: the competence, qualifications and status of the persons responsible for carrying out inspections and tests;
- the results of periodic safety audits, reviews, inspections and tests, and any
- remedial action taken;
- all incidents and circumstances which had the potential to cause accidents and monitor subsequent remedial actions; and
- a record of the building use, the fire prevention and protection measures in place and high-risk areas.

You should ensure that no other management decisions or policies compromise safety.

Your documentation should be available for inspection by representatives of the enforcing authority.

More detailed advice is given in BS 5588-12.52

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5.8. Previous Incidents

Have the premises been free from:	
Fires	Yes
Break-ins	Yes
Vandalism	Yes
If not, state incidents, cost and measures taken to prevent recurrence	

Have any recommendations been made following this risk assessment?	Yes
Do you need further specialist advice with this assessment?	No
Contact for advice	

See Section 4.2 for Action Plan

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5.9. Fire Risk Assessment Review

The record of the risk assessment is a live document which must be reviewed to ensure it remains up to date.

Arrangements should be made to review the assessment regularly and whenever there is reason to suspect that it is no longer valid. Please refer to the Introduction in section 2 for further guidance regarding when a review may be required.











Records of reviews/audits of this risk assessment should be kept below:

Date	Name of Reviewer	Actions/Comments







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6. Appendices

6.1. Appendix A

Sign	Meaning: as viewed from in front of the sign	Examples of locations
 	<ol style="list-style-type: none"> Progress down to the right (indicating change of level) 	<ol style="list-style-type: none"> On wall or suspended at head of stairs or ramp On half landing wall of stairs <p>Suspended at change of level</p>
 	<ol style="list-style-type: none"> Progress down to the right (indicating change of level) Progress forward and across to the right from here (when suspended within an open area) 	<ol style="list-style-type: none"> On wall or suspended at head of stairs or ramp On half landing wall of stairs Suspended at change of level Suspended in open areas
 	<ol style="list-style-type: none"> Progress down to the left (indicating change of level) 	<ol style="list-style-type: none"> On wall or suspended at head of stairs or ramp On half landing wall of stairs Suspended at change of level
 	<ol style="list-style-type: none"> Progress up to the left (indicating a change of level) 	<ol style="list-style-type: none"> On wall or suspended at head of stairs or ramp On half landing wall of stairs Suspended at change of level Suspended in open areas
 	<ol style="list-style-type: none"> Progress forward from here (indicating direction of travel) Progress forward and through from here when sign is sited above a door (indicating direction of travel) Progress forward and up from here (indicating change of level) 	<ol style="list-style-type: none"> Suspended in corridor leading to door Suspended in front of door Positioned above door Suspended in open areas Suspended at foot of stairs or ramp

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 	<ol style="list-style-type: none"> 1. Progress to the right from here (indicating direction of travel) 	<ol style="list-style-type: none"> 1. On corridor walls 2. Suspended adjacent and left of the exit 3. Suspended at change of direction
 	<ol style="list-style-type: none"> 1. Progress to the left from here (indicating direction of travel) 	<ol style="list-style-type: none"> 1. On corridor walls 2. Suspended adjacent and left of the exit 3. Suspended at change of direction
 	<ol style="list-style-type: none"> 1. Progress down from here (indicating change of level) 	<ol style="list-style-type: none"> 1. Suspended at head of stairs or ramp 2. Suspended at change of level

Please Note: Exit signs are used along the normal routes that would be used to leave the premises. Fire Exit signs are used along those routes which are additional and solely used for means of escape.