

# Winchester

City Council

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 HOUSING FIRE RISK ASSESSMENT



The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation.

The report does not address the risk to property or business continuity from fire.

**Company Name: Winchester City Council**

**Address: Craddock House, Winnall Manor Road, Winchester, SO23 0NA.**

**Assessment date: 22<sup>nd</sup> September 2020.**

This fire risk assessment should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

**Assessor:**

Name: Spencer Scott, Winchester City Council, Property Services.  
Telephone number: (01962) 848076.

## 1. Conditions:

This Fire Risk assessment has been prepared and written using reasonable care and skill.

**The report is limited as follows:** It may be that certain conditions or situations were either not noted, not informed or not being performed during the visit and, therefore, non-inclusion of such conditions or situations in this report does not equate to legislative compliance.

Date: 30<sup>th</sup> September 2020

### Executive Summary

No.	Issue which requires actioning	Timescale suggested	Responsible Officer	Actions taken & date completed.
1	<b>Flat Front doors:</b> a number of the flat doors are original and will not meet modern fire-door standards (these are leaseholder flats 6, 17). <b>Recommend:</b> <i>the doors are surveyed to assess their condition on both sides, to identify any faults.</i>	Ongoing.	Property Services/ Tenancy.	
2	<b>Protecting the escape stairwell from smoke ingress:</b> due to the design of the building there is only one set of fire-doors between the ground floor flats and the escape stairwell. Risk of smoke breaking into stairwell. <b>Recommend:</b> <i>additional measures to be taken to mitigate the 1963 design of the flats, e.g. Automatic Openable Vent to corridor windows.</i>	6 months.	Property Services.	
3	<b>Glazed Screens to ground floor:</b> there has been a survey of the glazed screens by a consultant from the Glass and Glazing Federation, which concluded it was not possible to guarantee the level of fire resistance to these structures. <b>Recommend:</b> <i>actions to be taken to give greater reassurance on the fire resistance, or renew/ replace.</i>	6 months	Property Services.	
4	<b>Cabling management:</b> Access to the service cupboards should be restricted. <b>Recommend:</b> Control over the work of cabling firms (telecoms, etc) is required, to manage the risk of compartmentation breaks, e.g. <i>Permit to Work system.</i>	2 months	Tbc.	
5	<b>Compartmentation break to incinerator cupboard, 5<sup>th</sup> floor:</b> there is a core hole to the cupboard, for extraction from flat bathroom. <b>Recommend:</b> Hole needs to maintain compartment. Relevant landlord/contractor staff to be trained or instructed in fire safety matters.	4 weeks	Property Services.	

## 2. Risk Assessment Information:

### Managing Fire Safety

#### **Good management of fire safety is essential to ensure:**

- That fires are unlikely to occur;
- That if they do occur they are likely to be controlled or contained quickly, effectively and safely;
- That if a fire does occur and grow everyone in your premises is able to escape to a place of total safety easily and quickly.

This Fire Risk Assessment is central to good management practice in fire safety. It will help you ensure that your fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and it identifies issues that need attention.

#### **The aims of the assessment are:**

- To identify the fire hazards;
- To reduce the risk of those hazards causing harm to as low as reasonably practicable;
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start.

The assessment is an organised and methodical look at your premises, the activities carried out there, and the likelihood that a fire could start and cause harm to those in and around the premises.

The **Significant Findings and Recommendations** section provides the basis for a plan to secure the necessary improvements.

#### **Scope of the Fire Risk Assessment:**

This assessment has been carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005, and the appropriate National Guidance.

### **High**

Where highly flammable or explosive materials are stored or used (other than in small quantities).

#### **Where unsatisfactory structural features are present such as:-**

- A lack of fire resisting separation;
- Vertical or horizontal openings through which fire, heat and smoke could spread;
- Long and complex escape routes created by extensive subdivision of large floor areas by partitions, or the distribution of display units in shops or machinery in factories;
- Large areas of flammable/combustible or smoke producing surfaces on walls or ceilings.

#### **Where permanent or temporary work activities are carried out which have the potential for fire to start and spread such as :-**

- Workshops in which highly flammable materials are used, e.g. paint spraying;
- Areas where the processes involve the use of naked flame, or produce excessive heat;
- Large kitchens in works canteens or restaurants;
- Refuse chambers or waste disposal areas;
- Areas where foamed plastics or upholstered furniture are stored.

#### **Where there is a significant risk to life in case of fire, such as where :-**

- Sleeping accommodation is provided for staff, the public or other visitors in significant numbers; treatment or care is provided where the occupants have to rely upon the actions of limited numbers of staff for their safe evacuation;
- There is a high proportion of elderly or infirm people, or people with temporary or permanent physical or mental disabilities, who need assistance to escape;
- Groups of people are working in isolated parts of the premises such as basements, roof spaces, cable ducts and service tunnels etc;
- Large numbers of people are present relative to the size of the premises (e.g. sales at

department stores) or in other circumstances where only a low level of assistance may be available in an emergency (e.g. places of entertainment).

### **Medium**

Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.

Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.

Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk.

### **Low**

Where there is minimal risk to peoples lives and where the risk of fire occurring is low, or the potential for fire, heat and smoke spread is negligible.

## 2. Risk Assessment Information: Calculation

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800, and based on PAS79.

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low		Medium	✓	High	
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**In this context, a definition of the above terms is as follows:**

<b>Low:</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium:</b>	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).
<b>High:</b>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the **consequences for life safety** in the event of fire would be:

Slight harm		Moderate harm	✓	Extreme harm	
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**In this context, a definition of the above terms is as follows:**

<b>Slight harm:</b>	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).
<b>Moderate harm:</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm:</b>	Significant potential for serious injury or death of one or more occupants.

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

<b>Trivial</b>	
<b>Tolerable</b>	
<b>Moderate</b>	✓
<b>Substantial</b>	
<b>Intolerable</b>	

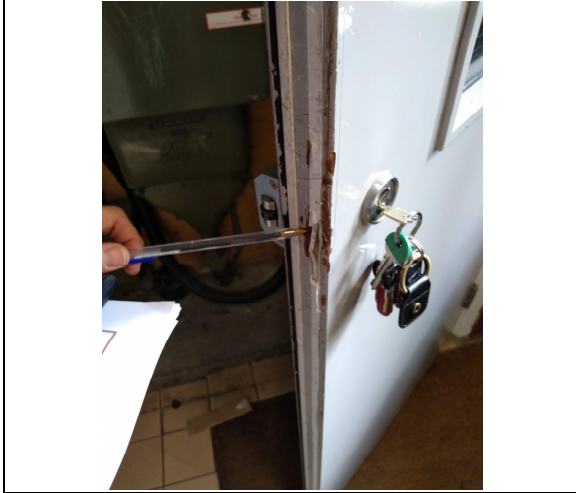
3. Premises Information	
Person/company managing the premises	Winchester City Council.
Nominated responsible person	Amber Russell, Tenancy Services Manager, and Andrew Kingston, Property Services Manager Winchester CC.
Persons met on site	None.
Mix of residential and commercial (Y/N)	Residential use only.
Alterations notice in force (Y/N)	No
OCCUPANTS	
Total number of flats	39
Number of tenanted flats	35
Number of leaseholder flats	Four flats (4, 30, 32, & 33).
Are any of the residents classed as <b>vulnerable</b> due to age, or group (Y/N) State group/s	General needs site: but some residents are elderly, and some residents likely to have reduced mobility. Little information available on those residents on leaseholder flats.
BUILDING	
Main use	Residential.
Approximate age	57 years (YOB: 1963).
Approximate footprint area (m2)	434m <sup>2</sup> (taken from previous FRA).
Type of construction	Reinforced concrete superstructure, with solid walls and floors/ceilings (some walls and ceilings dry lined in plasterboard). External brick wall facades. Textured coating added to some ceilings. Flat roof. Balconies constructed of concrete base.
Description of the Premises	<p>Craddock House is a medium rise tower block built in 1963. Superstructure is concrete, and all/ most of the walls are solid. Gas central heating was installed in 2016, for tenants and leaseholders who requested it, with pipework on the outside of the building. Shut off valves, and supporting signage is external to the building.</p> <p>On the ground floor is the refuse room which is at the bottom of the refuse chute – <i>refuse chute currently not in use</i>. There are refuse hopper doors on floors 1 to 7 (currently not in use), which have been screwed shut. The refuse room has a one hour fire shutter door linked to a heat detector, and this room also has a bespoke sprinkler system linked to a smoke detector. <i>Neighbourhood Services Team</i> manage the building and carry out daily (weekday) visits, and they test the refuse room sprinkler system once a week. The refuse bins are emptied once a week, currently Thursdays. Recycling bins are stored external in a designated area. Each flat also has a designated storage shed on the ground floor. Caretaker store also on the ground floor, used by Neighbourhood Services Team.</p> <p>Central lift provides access to floors from ground to seven. Eighth floor holds lift motor room. The landings on each floor have an electrical service cupboard (holding electrical meters), a dry riser cupboard and the old incinerator cupboards. The incinerator cupboards are redundant and no longer in use – <i>locked up</i>. From the landings the stairwell is reached through 2 lobby doors.</p> <p>Front door is secure and has a door entry system (panel) which calls the individual flats.</p> <p>There is no communal resource for washing or tumble drying. Each flat has a balcony (except the ground floor bedsit).</p>

Location of above premises within building	Whole.
Any external cladding?	No.
Balcony assessment & solar shading installations (materials):	No concerns raised.
BS7671/ Wiring Regulations: wiring systems in escape routes to have fire-resisting supports.	Yes.
Common areas only, please state	Refuse room, shed store area, lift lobby, landings, stairwells, lift motor room, cupboards (dry riser, electrical services & old incinerator), caretaker store.
Areas excluded from report (if any)	Individual flats.
Type of survey completed:	One (non-destructive).
General condition of common areas.	Satisfactory.
Any recent history of fires in the building?	Fire in 21 Dennett House in 2017, which was contained, tenant raised alarm & Hampshire Fire and Rescue Service attended.
Evacuation Plan:	Stay Put/ Delayed Evacuation for flat residents. Assembly points provided at either end of the car park for when Fire & Rescue make evacuation decision.
<b>FLOORS</b>	
Number of floors, including ground and basement.	Nine: ground; first; second; through to seventh with eighth floor holding the lift motor room.
<b>STAIRS</b>	
Number of protected stairs	One.
Number of unprotected stairs	None
Number of external stairs	None
Number of lifts provided	One.
<b>BS9999: 2008 - Risk Profile</b>	
Occupancy characteristic	Ci
Potential fire growth rate	1 (Slow) - <i>Sprinkler System to bin store in place.</i>
Risk profile for this occupancy	C1
<b>SURVEY</b>	
Assessment carried out by	Spencer Scott
Company	WCC
Telephone number	(01962) 848076.
<b>Communal Electrical Wiring &amp; Cabling (are 17<sup>th</sup> Edition standards being met?)</b>	
Communal wiring/ cabling feedback:	Cabling conduit installed by Virgin Media sub-contractor, metal clips visible in service cupboards. Some holes have been drilled through door frames for telecoms/ internet cables.



#### 4. Photographic evidence

1. Damaged smoke seal to FD30.



2. Bolt to FD30 broken, service cupbd.



3. Compartmentation break to incinerator cupboard (5<sup>th</sup> floor).



4. Landing fire-door & smoke seals.



5. Bin store & sprinkler system.



6. Lift lobby, glazed screen, gr. floor.



**4a. Photographic evidence continued.**

**7. Escape doors.**



**8. Landing pictogram signage .**



**9. Damage to cupboard doors.**



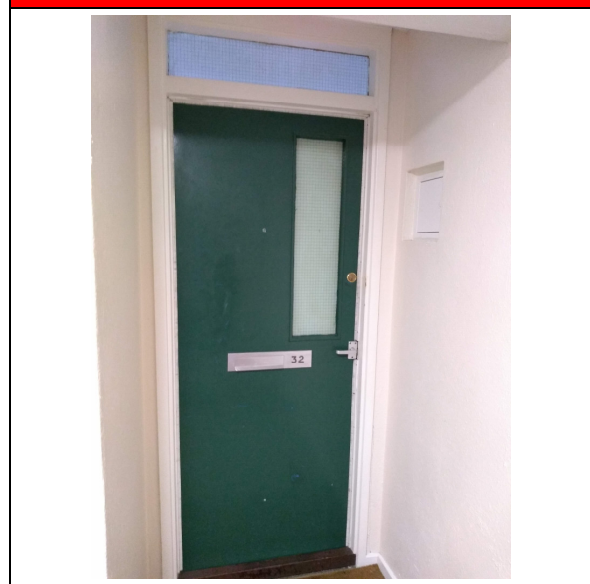
**10. Cabling conduit to landing.**



**11. Flat 2: item screwed into door.**



**12. Flat 32 original door.**





**4b. Photographic evidence continued.**

**13. Flats 23 & 24 doors.**



**14. Flats 33 & 34 doors.**



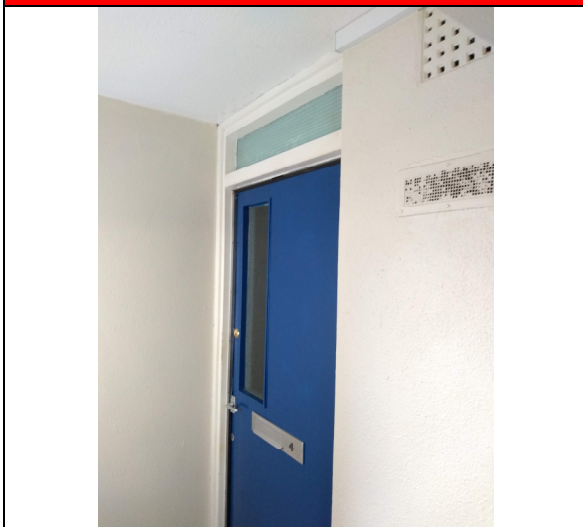
**15. Flat 9 hole to door frame.**



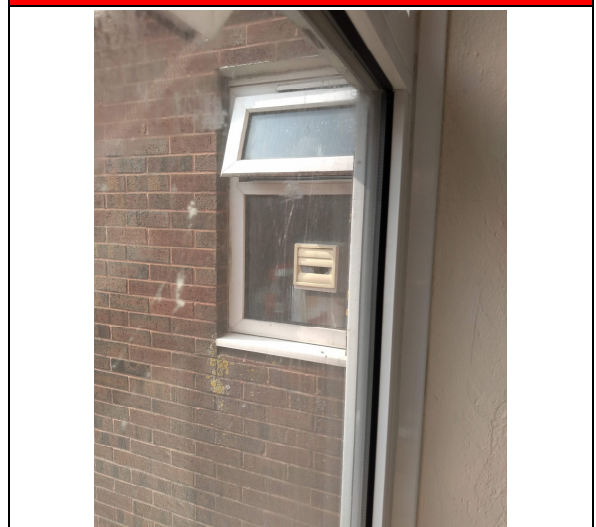
**16. Flat 24 hole to doorframe.**



**17. Flat 4 original door.**



**18. Passive vent to bathroom window.**



## 5: Compliance questions and remedial action plan

A: General					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
<b>A1</b>	Is there an existing fire risk assessment?	<b>Yes.</b>	2019.	<b>L</b>	
<b>A2</b>	Where there is an existing fire risk assessment, have all remedial actions been implemented?	<b>No.</b>	<b>Outstanding remedial works:</b> protecting the escape stairwell from smoke ingress, e.g. AOV install is outstanding; Improvement/ replacement of ground floor screens (to lift lobby) is outstanding; deal with break in 5 <sup>th</sup> floor incinerator cupboard.	<b>Medium.</b>	
<b>A3</b>	Are visitors and contractors informed of actions to take in case of fire?	<b>Yes.</b>	Instructions in lift lobby & landings for actions when a fire occurs.	<b>L</b>	
<b>A4</b>	Are fire safety conditions imposed on contractors?	<b>Yes.</b>		<b>L</b>	
<b>A5</b>	Have fire prevention measures been brought to the attention of residents?	<b>Yes.</b>	Fire Safety leaflets previously delivered to all residents. Instructions in the hall/ lobby area on gr. Floor & landings.	<b>L</b>	
<b>A6</b>	Is there adequate vehicular access to the premises for the fire service?	<b>Yes.</b>		<b>L</b>	
<b>A7</b>	Is there an existing fire safety policy provided for the sheltered scheme?	<b>Yes.</b>	Delayed evacuation policy onsite. High level Fire Safety Policy in place for all Housing sites.	<b>L</b>	

<b>B: Hazard Identification - Source of Ignition</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B1</b>	Have all common area electrical systems been inspected and tested periodically: <i>Note: Ensure fixed installation is inspected at intervals specified in BS 7671:2008. IEE Wiring Regulations 17th Edition.</i>	<b>Yes.</b>	Documentation not seen by assessor.	<b>L</b>	
<b>B2</b>	Are portable electrical devices and flexes in the common areas tested and free from physical damage?	<b>N/A.</b>			
<b>B3</b>	Are electrical, and service, intakes and distribution managed and controlled effectively? <i>Note: fire doors (e.g. to electrical cupboards, service ducts, boiler rooms etc) need not be self closing where they are kept locked and labelled with 'Fire Door - Keep locked shut' (blue mandatory safety sign). It is good practice to provide signage to indicate location of service 'shut offs'</i>	<b>Yes.</b>	All service cupboards locked shut.	<b>L</b>	
<b>B4</b>	Is lighting / heat producing equipment stored or located away from combustibles?	<b>Yes.</b>		<b>L</b>	
<b>B5</b>	If fitted are lightning conductors periodically tested?	<b>Yes.</b>	Annual visit: Although documentation not seen by assessor.	<b>L</b>	

<b>B: Hazard Identification - Source of Ignition</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B6</b>	Has all gas equipment supplied by the landlord been subject to inspection and testing in accordance with The Gas Safety (Installation and Use) Regulations 1998 by a Gas Safe Registered technician? Are gas meter cupboards secure and any safety measures in an operable condition?	<b>Yes.</b>	PH Jones undertake all testing and servicing for Winchester City Council tenanted properties.	<b>L</b>	
<b>B7</b>	Are there reasonable measures taken to manage smoking? <i>Note: Demarcated, safe smoking areas for public and service users. Ensure prohibition on smoking in other locations.</i>	<b>Yes.</b>	Signage in place.	<b>L</b>	
<b>B8</b>	Do the local statistics indicate a low fire raising problem for this area?	<b>No.</b>	There has previously been arson incidents in the Winnall area, with the Earle House recycle store being targeted.	<b>L</b>	
<b>B9</b>	Does basic security against arson appear reasonable?	<b>Yes.</b>	Security intercom at front door. All recycle bins have a lockable lid.	<b>L</b>	

<b>B: Hazard Identification - Source of Fuel</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B10</b>	Are escape routes kept free of combustible materials?	<b>Yes.</b>		<b>L</b>	
<b>B11</b>	Is the standard of housekeeping satisfactory?	<b>Yes.</b>		<b>L</b>	
<b>B12</b>	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	<b>Yes.</b>	Recycle wheelie bins store is not attached to the property, although not 6m away from the building. Situated next to the railings.	<b>L</b>	
<b>B13</b>	Are the arrangements for disposal of waste adequate to prevent build-up - is secure storage provided to prevent unauthorised access to combustible materials?	<b>Yes.</b>	Waste bins in store which has sprinkler system & fire shutter door. The recycle bins are stored externally in a designated area.	<b>L</b>	
<b>B14</b>	Are the walls, floors and ceiling coverings free from combustible products?	<b>Yes.</b>		<b>L</b>	
<b>B15</b>	Where furniture and furnishing are provided in common areas and means of escape routes, are they fire retardant in accordance with the Furniture and Furnishings (Fire) (Safety) Amendment Regulations 1989?	<b>N/A.</b>	No communal furniture.	<b>L</b>	
<b>B16</b>	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	<b>Yes.</b>	PH Jones undertake the servicing and testing. Gas signage on external of building indicates the intakes/ cut offs.	<b>L</b>	
<b>B17</b>	Where compressed gas cylinders e.g. oxygen, air, acetylene, stored or in use on the premises and they managed appropriately?	<b>N/A.</b>	No evidence of cylinders.	<b>L</b>	

<b>B: Hazard Identification - Source of Oxygen</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
Sources of oxygen in premises covered by this assessment will normally be the air in the building through natural ventilation, however the residents should be advised that if they use oxygen (for medical reasons) the landlord.					
<b>B18</b>	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	<b>N/A.</b>		-	
<b>B19</b>	Air handling systems <b>do not</b> have the potential to spread a fire?	<b>N/A.</b>		-	
<b>B18</b>	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	<b>N/A.</b>		-	

<b>C: People at risk:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>C1</b>	Are people familiar with the premises?	<b>Yes.</b>		<b>L</b>	
<b>C2</b>	Where young persons are known to live in the premises is there adequate protection provided?	<b>Yes.</b>	General Needs block so families expected to be in some flats.	<b>L</b>	
<b>C3</b>	Where vulnerable persons (alcohol, drugs or receiving treatment) are known to live in the premises is there adequate protection provided?	<b>Yes.</b>	General needs site.	<b>L</b>	
<b>C4</b>	Where disabled residents are known to live in the premises is there adequate protection provided?	<b>Yes.</b>	General needs site.	<b>L</b>	
<b>C5</b>	Are there procedures in place to protect anyone who could be working in enclosed, isolated parts of the building, i.e. contractors in plant room or on the roof?	<b>N/A.</b>			



<b>D: Means for Giving Warning:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>D1</b>	Does the building have an adequate means for giving warning in case of fire? Manual or Mechanical.	<b>Yes.</b>	Smoke detectors in flats – no communal fire detection system.	<b>L</b>	
<b>D2</b>	Are individual flats/apartments provided with stand alone fire detection systems? Where known.	<b>Yes.</b>	Smoke alarms will be mains wired in the majority of tenanted flats.	<b>L</b>	
<b>D3</b>	Is the fire alarm system serviced/maintained in accordance with BS 5839? Ensure a competent engineer services fire alarm system and carries out back up supply checks in accordance with current standards. Check for records in the fire logbook.	<b>N/A.</b>	No communal fire alarm system.		
<b>D4</b>	Is the fire alarm systems checked by the occupier? <b>Note:</b> <i>Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook.</i>	<b>N/A.</b>			
<b>D5</b>	There is no evidence of false alarms or abuse of the common area system?	<b>N/A.</b>			

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E1	Are there sufficient exits for the number of people present that lead to a place of ultimate safety?	Yes.		L	
E2	Are all gangways and escape routes free from obstruction and free from combustibles? <i>Note: Escape routes should be free from obstructions such as portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems) etc.</i>	Yes.		L	
E3	Are floor surfaces in escape routes free from tripping, slipping and fire hazards?	Yes.		L	
E4	Is compartmentation of a reasonable standard?		There needs to be improved management of the firms carrying out <b>cabling works</b> in the communal areas, e.g. <i>Virgin Media</i> . Need to stop unauthorised access to service risers where fire stopping can be removed (by contractors), to control the risk of compartmentation breaks. Fire stopping to service cupbd on 3 <sup>rd</sup> fl. Appears to have been removed around cables. The hole/ compartmentation break to 5 <sup>th</sup> fl cupbd still needs to be actioned.	L	
E5	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire and smoke?	Yes.		L	
E6	Are travel distances acceptable? <i>Note: Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes. (In certain buildings e.g. Older Person's Residential Units progressive/lateral evacuation should be adopted to reduce need for evacuation to outside areas.)</i>	Yes.		L	

Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E7	Are internal protected staircase/s well maintained and free from combustibles and/or ignition sources.	Yes.		L	
E8	Are internal protected staircase/s provided with suitable ventilation systems to ensure smoke is removed efficiently?	Yes.	Windows on escape stairwell are openable.	L	
E9	Are external stairways weather protected, regularly maintained to avoid slipping hazards such as algae, moss, leaves or ice?	N/A.		-	
E10	Are escape windows used if <b>YES</b> is this appropriate?	N/A.		-	
E11	What is the condition of final fire exit doors? <i>Note: Final fire exit doors should open in the direction of travel. And should be free from obstructions (inside and outside). Where there is a risk of obstruction final fire exit doors should be labelled 'Fire Door - Keep Clear. Appropriate notices on how to open doors should be posted on the door - E.g. 'Push Bar to Open'.</i>	Yes.		L	

Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E12	Are there sufficient exits of suitable size to allow safe egress for all residents? <b>Note:</b> Doorways should be at least 750mm wide when up to 40 people per minute are expected to use the exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for additional groups of 15 people. Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.	Yes.	Double escape doors at the bottom of the stairwell.	L	
E13	Are corridors wide enough? <b>Note:</b> Corridors should generally be a minimum of 1 metre wide. Areas used by wheelchair users require a minimum wide of 1.2 metres. In large buildings corridor width may be greater.	Yes.		L	
E14	Can all exits be immediately opened in the direction of escape and without the use of a key?	Yes.	Doors at either end of the shed area do not have push bars.	L	

Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E15	<p>Are all internal fire doors in good condition, fitted with appropriate devices and in working order? In accordance with BS8214: 2008. Fire Doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door - Keep Shut' (blue 'mandatory' safety sign).</p> <p><i><b>Note:</b> The fire resistance of a door assembly is determined by subjecting a full-size construction to test in accordance with the procedures laid down in the appropriate fire resistance testing standard, i.e. BS 476-22 or BS EN 1634-1. The test standard requires the tested construction to be fully representative of the assembly to be used in practice in terms of materials and methods of construction, size, number of leaves and mode of operation including all glazed openings. Automatic fire doors must be labelled 'Automatic Fire Door - Keep Clear' (blue 'mandatory' safety sign)</i></p>	Yes.	<p>Some of the leaseholder flat doors are original and would not meet modern FD30s standards, e.g. flats 4, 23, 33. These doors should be surveyed on both sides, and the door closers seen to be working correctly. <b>Flat 2 has geko model screwed into the door.</b></p> <p>Some doors with cable hole made to the frames which require further investigation.</p> <p>Landing lobby fire-doors were closing satisfactory at time of survey.</p>	Medium	
E16	<p>Is the use of non specific door opening devices managed appropriately? i.e. doors wedges open .</p>	Yes.		L	
E17	<p>Is there a reasonable standard of fire safety signs and notices?</p>	Yes.	Signage on the landings.	L	

<b>E: Means of Escape - Escape Lighting</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E18</b>	Are all escape routes (internal & external) adequately illuminated? <i>Note: All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lighting may be needed if walkways are without natural daylight or are used at night.</i>	<b>Yes.</b>		<b>L</b>	
<b>E19</b>	Does existing artificial lighting appear satisfactory?	<b>Yes.</b>		<b>L</b>	
<b>E20</b>	Is the lighting provided in case of a lighting failure adequate to ensure safe escape in case of a fire?	<b>Yes.</b>		<b>L</b>	
<b>E21</b>	Do emergency lighting units appear to be charging?	<b>Yes.</b>		<b>L</b>	
<b>E22</b>	Is emergency lighting maintained and tested according to BS5266?	<b>Yes.</b>	Maintenance and testing undertaken by Premier Fire – Sept 2019 test record seen for Earle House.	<b>L</b>	

<b>F: Portable Fire fighting Equipment</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>F1</b>	Is portable fire fighting equipment provided in the common areas? <i>Note: Ensure extinguishers are appropriate to the local risk and are fixed near exit doors and at appropriate heights (Handle of large extinguishers - approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).</i>	<b>No.</b>	Fire extinguishers in lift motor room, and ground floor dry riser cupboard only. No extinguishers in communal areas in line with National guidance.	<b>L</b>	
<b>F2</b>	Are they suitable for the purpose & of sufficient capacity?	<b>No.</b>		<b>L</b>	
<b>F3</b>	Are the quantity and types of extinguishers adequate for the risk? <i>Note: Is there at least one extinguisher for each 200 metres of floor space? (minimum of 2 per floor, unless it is an upper floor of less than 100m<sup>2</sup>).</i>	<b>N/A.</b>		<b>L</b>	
<b>F4</b>	Are extinguishers correctly sited? <i>Note: approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).</i>	<b>N/A.</b>		<b>L</b>	

Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
F5	Are extinguishers clearly visible with signage if concealed? <i>Note: Where full body colour extinguishers (BS 5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher (see guidance and information sheets)</i>	N/A.			
F6	Are extinguishers unobstructed?	N/A.			
F7	Are maintenance inspections of extinguishers carried out and recorded in the log book in line with current standards?	N/A.			
F8	Are tenants advised to purchase a fire blanket and multipurpose extinguisher?	Tbc.	Discussed with tenancy at sign up or APS visit.		
F9	Are staff trained in fire safety awareness?	N/A.	Staff only visit site for limited period in the mornings.		



<b>G: Fixed Installations</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>G1</b>	Is the building provided with a sprinkler system?	<b>Yes.</b>	Sprinkler system in the bin store only.	<b>L</b>	
<b>G2</b>	Is the building provided with a dry/wet riser?	<b>Yes.</b>		<b>L</b>	
<b>G3</b>	Is the building provided with a smoke control system?	<b>No.</b>		<b>L</b>	
<b>G4</b>	Are fixed installations tested to current BS standards?	<b>Yes.</b>	Emergency lighting.	<b>L</b>	
<b>G5</b>	Are all protection systems provided with appropriate signage?	<b>Yes.</b>		<b>L</b>	
<b>G6</b>	Are all protection systems provided with appropriate alarms?	<b>Yes.</b>	Sprinkler system and fire shutter door.	<b>L</b>	
<b>G7</b>	Are hose reels provided?	<b>No.</b>		<b>L</b>	
<b>G8</b>	Is the building provided with any other fixed installations?	<b>-</b>	Sprinkler system and fire shutter door.		

<b>H: Arson</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>H1</b>	There was <b>no</b> physical evidence or local statistical evidence of arson.	<b>No.</b>	Arson has occurred in the local area before.	<b>L</b>	
<b>H2</b>	Are the premises reasonably secure during hours of darkness?	<b>Yes.</b>		<b>L</b>	
<b>H3</b>	Is there a reasonable standard of external lighting?	<b>Yes.</b>		<b>L</b>	
<b>H4</b>	Is external rubbish/ waste managed appropriately?	<b>Yes.</b>		<b>L</b>	
<b>H5</b>	Are wheelie bins lockable?	<b>Yes.</b>	General waste/ refuse store behind locked doors.	<b>L</b>	
<b>H6</b>	Are wheelie bins remote from the building?	<b>Yes.</b>	Recycle bins kept in designated area to front of the building.	<b>L</b>	
<b>H7</b>	Is CCTV provided?	<b>No.</b>		<b>L</b>	

<b>I: Emergency Action Plan</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>I1</b>	Is there an emergency plan in place? <b>Note:</b> <i>Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</i>	<b>Yes.</b>	Stay Put/ Delayed evacuation. Assembly point in car park.	<b>L</b>	
<b>I2</b>	Are fire action notices in place and up to date. <b>Note:</b> <i>In general, fire action notices should be posted next to all fire alarm call points.</i>	<b>N/A.</b>	No communal fire alarm system	<b>L</b>	
<b>I3</b>	Have the needs and abilities of disabled, sensory impaired and less able bodied persons been considered? <b>Note:</b> <i>Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance.</i>	<b>No.</b>	General needs site.	<b>L</b>	
<b>I4</b>	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	<b>Yes.</b>		<b>L</b>	
<b>I5</b>	Are staff informed, instructed in the operation of the alarm system, fire safety awareness?	<b>Yes.</b>	Neighbourhood Services staff only onsite for short periods.	<b>L</b>	
<b>I6</b>	Are fire drills undertaken at least twice a year?	<b>N/A.</b>		<b>L</b>	

<b>J: Health and Safety</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>J1</b>	Were any non-Fire Safety issues found during the inspection?	<b>Yes.</b>	Management of cabling required: contractor access to service cupboards should be managed/ restricted.	<b>Medium.</b>	

