



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: Brittany House, Station Close, Wickham, PO17 5JY.

Assessment date: 9th October 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assessment should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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 for Winchester City Council using reasonable care and skill and, as far as reasonably possible, in accordance with generally accepted industry standards by a professional and competent Fire Risk Assessor.

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: 16th October 2020

Executive Summary

No.	Issue which requires actioning	Timescale suggested	Responsible Officer	Actions taken & date completed.
1.	Tunstall telecom link to Fire Alarm Panel: the fire alarm system is linked to the ARC (Chichester Careline) by the Tunstall system. The telecom and power cables can be easily disabled (pulled out of sockets) Recommendation: changes need to be made so that the telecom link from fire alarm system to the ARC cannot be easily disabled.	4 weeks	Temp. Accommodation Manager.	

Compliance with BS7671/ Wiring Regulations: wiring systems in escape routes to have fire-resisting supports

No issues of concern identified.

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

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.

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:

Slight harm:	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 harm:	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 harm:	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:

Trivial	
Tolerable	
Moderate	✓
Substantial	
Intolerable	
Risk to Life level will drop to <i>Tolerable</i> once the Tunstall telecoms cable remedial issue has been resolved.	

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 City Council.
Person met on site	None.
Mix of residential and commercial (Y/N)	Residential: Temporary Accommodation.
Alterations notice in force (Y/N)	No
OCCUPANTS	
Total number of flats	6.
Number of tenanted flats	5 (flat 5 currently empty).
Number of leaseholder flats	N/A.
Are any of the residents classed as vulnerable due to age, or group (Y/N) State group/s	Temporary Accommodation scheme.
BUILDING	
Main use	Residential.
Approximate age	29 (YOB: 1991)
Approximate footprint area (m2)	Tbc.
Type of construction	Brick walls, solid concrete floors and tiled roof.
Location of above premises within building	Whole.
Any external cladding?	No.
Common areas only, please state	Hall, landing, office, bathrooms, toilets, laundry room & stores.
Areas excluded from report (if any)	Individual flats.
Type of survey completed:	One (non-destructive)
General condition of common areas.	Satisfactory.
Does the site support expected evacuation strategy?	Yes, evacuation. Assembly point to front of building.
Is there any recent history of fires in the building?	No.
Risk of external fire spread across building, or to other buildings?	None.
Balconies/ solar shading installations?	N/A.
Evacuation Plan:	Evacuate (assembly point to front of building).
FLOORS	
Number of floors, including ground and basement.	Two: ground; first.
STAIRS	
Number of protected stairs	None.
Number of unprotected stairs	One
Number of external stairs	None
Number of lifts provided	None
BS9999: 2008 - Risk Profile	
Occupancy characteristic	Ci
Potential fire growth rate	1 (Slow)
Risk profile for this occupancy	C1
SURVEY	
Assessment carried out by	Spencer Scott
Company	WCC
Telephone number	(01962) 848076.
Communal Electrical Wiring & Cabling (are 17th Edition standards being met?)	
Communal wiring/ cabling feedback:	No issues of concern.

4. Photographic evidence

1. Fire Alarm Panel & Tunstall unit.



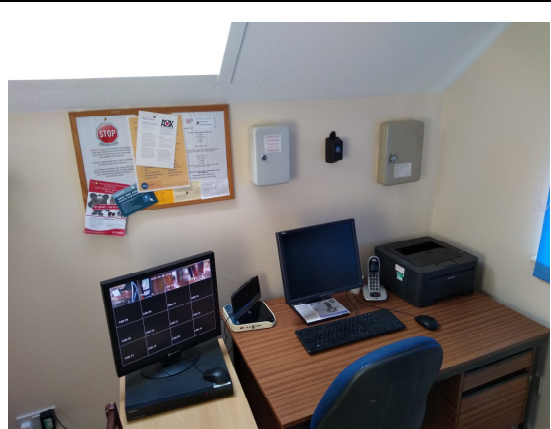
2. Ground floor communal space.



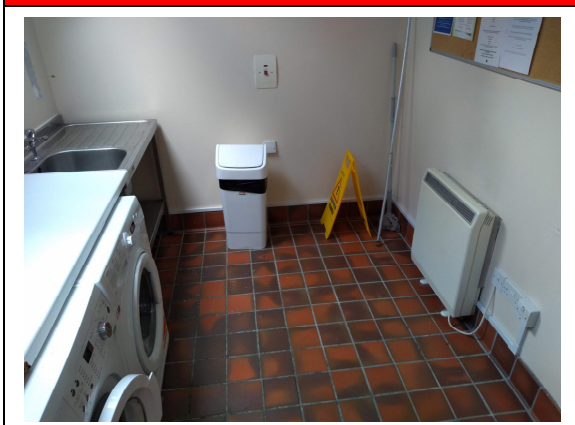
3. Intercom at front door.



4. Office electronics & CCTV monitor.



5. Laundry room.



6. Bin store.



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
A1	Is there an existing fire risk assessment?	Yes.	2019 Fire Risk Assessment.	L	
A2	Where there is an existing fire risk assessment, have all remedial actions been implemented?	No.	Tunstall telecom cables remedial issue has not been actioned.	Medium	
A3	Are visitors and contractors informed of actions to take in case of fire?	Yes	Information poster displayed on office door.	L	
A4	Are fire safety conditions imposed on contractors?	Yes		L	
A5	Have fire prevention measures been brought to the attention of residents?	Yes		L	
A6	Is there adequate vehicular access to the premises for the fire service?	Yes		L	
A7	Is there an existing fire safety policy provided for the sheltered scheme?	Yes	High level Policy, & locally the procedure is to evacuate to the assembly point.	L	

L

B: Hazard Identification - Source of Ignition					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
B1	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>	Yes		L	
B2	Are portable electrical devices and flexes in the common areas tested and free from physical damage?	Yes		L	
B3	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>	Yes	Recommend that the electrical cupboard door in the office is lockable (& locked shut).	L	
B4	Is lighting / heat producing equipment stored or located away from combustibles?	Yes		L	
B5	If fitted are lightning conductors periodically tested?	N/A.		-	

B: Hazard Identification - Source of Ignition					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
B6	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?	N/A.			
B7	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>	Yes		L	
B8	Do the local statistics indicate a low fire raising problem for this area?	Yes		L	
B9	Does basic security against arson appear reasonable?	Yes	Intercom at front door.	L	

B: Hazard Identification - Source of Fuel					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
B10	Are escape routes kept free of combustible materials?	Yes		L	
B11	Is the standard of housekeeping satisfactory?	Yes		L	
B12	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes		L	
B13	Are the arrangements for disposal of waste adequate to prevent build-up - is secure storage provided to prevent unauthorised access to combustible materials?	Yes		L	
B14	Are the walls, floors and ceiling coverings free from combustible products?	Yes		L	
B15	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?	N/A.			
B16	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	N/A.			
B17	Where compressed gas cylinders e.g. oxygen, air, acetylene, stored or in use on the premises and they managed appropriately?	N/A.			

B: Hazard Identification - Source of Oxygen					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
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.					
B18	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	N/A.			
B19	Air handling systems do not have the potential to spread a fire?	N/A.			
B18	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	N/A.			

C: People at risk:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
C1	Are people familiar with the premises?	Yes		L	
C2	Where young persons are known to live in the premises is there adequate protection provided?	Yes		L	
C3	Where vulnerable persons (alcohol, drugs or receiving treatment) are known to live in the premises is there adequate protection provided?	Yes	CCTV in place.	L	
C4	Where disabled residents are known to live in the premises is there adequate protection provided?	N/A.			
C5	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?	N/A.			

D: Means for Giving Warning:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
D1	Does the building have an adequate means for giving warning in case of fire? Manual or Mechanical.	Yes		L	
D2	Are individual flats/apartments provided with stand alone fire detection systems? Where known.	Yes		L	
D3	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.	Yes	Premier Fire Ltd.	L	
D4	Is the fire alarm systems checked by the occupier? Note: <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>	Yes		L	
D5	There is no evidence of false alarms or abuse of the common area system?	Yes	However, the Tunstall connection should be tamper proof.	L	

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?	Yes		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		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 YES is this appropriate?			L	
E11	What is the condition of final fire exit doors? 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'.	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? Note: 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		L	
E13	Are corridors wide enough? Note: 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		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>Note: <i>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	Laundry room and office doors in good condition. Flat doors inspected from 1 side only.	L	
E16	Is the use of non specific door opening devices managed appropriately? i.e. doors wedges open .	Yes		L	
E17	Is there a reasonable standard of fire safety signs and notices?	Yes		L	

E: Means of Escape - Escape Lighting					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E18	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>	Yes		L	
E19	Does existing artificial lighting appear satisfactory?	Yes		L	
E20	Is the lighting provided in case of a lighting failure adequate to ensure safe escape in case of a fire?	Yes		L	
E21	Do emergency lighting units appear to be charging?	Yes		L	
E22	Is emergency lighting maintained and tested according to BS5266?	Yes	Contract for emergency lighting testing held by Brooks Electrical Services.	L	

F: Portable Fire fighting Equipment					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
F1	Is portable fire fighting equipment provided in the common areas? 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).	No.	Policy on site is to evacuate when communal alarm system activates.	L	
F2	Are they suitable for the purpose & of sufficient capacity?	N/A.		-	
F3	Are the quantity and types of extinguishers adequate for the risk? 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 ²).	N/A.		-	
F4	Are extinguishers correctly sited? Note: approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).	N/A.	The only fire extinguisher provided are in the staff office.	-	

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.	Residents are on a license rather than a tenancy agreement.	L	
F9	Are staff trained in fire safety awareness?	Yes.	However, staff only onsite once a week.	L	

G: Fixed Installations					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
G1	Is the building provided with a sprinkler system?	No.		L	
G2	Is the building provided with a dry/wet riser?	No.	Two storey.	L	
G3	Is the building provided with a smoke control system?	No.		L	
G4	Are fixed installations tested to current BS standards?	Yes.		L	
G5	Are all protection systems provided with appropriate signage?	N/A.		L	
G6	Are all protection systems provided with appropriate alarms?	N/A.		L	
G7	Are hose reels provided?	No.		L	
G8	Is the building provided with any other fixed installations?	No.		L	

H: Arson					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
H1	There was no physical evidence or local statistical evidence of arson.	Yes		L	
H2	Are the premises reasonably secure during hours of darkness?	Yes		L	
H3	Is there a reasonable standard of external lighting?	Yes		L	
H4	Is external rubbish/ waste managed appropriately?	Yes		L	
H5	Are wheelie bins lockable?	No.	Domestic wheelie bins stored in a designated external bin store.	L	
H6	Are wheelie bins remote from the building?	Yes	Although not 6 metres away from the building, but in a suitable location considering the property & land available.	L	
H7	Is CCTV provided?	Yes	CCTV system held in the office.	L	

I: Emergency Action Plan					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
I1	Is there an emergency plan in place? Note: <i>Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</i>	Yes	Evacuate when the alarm sounds.	L	
I2	Are fire action notices in place and up to date. Note: <i>In general, fire action notices should be posted next to all fire alarm call points.</i>			L	
I3	Have the needs of disabled, sensory impaired and less able bodied persons been considered? Note: <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>	Yes		L	
I4	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	Yes		L	
I5	Are staff informed, instructed in the operation of the alarm system, fire safety awareness?	Yes		L	
I6	Are fire drills undertaken at least twice a year?	Tbc.	Evidence not seen of any test fire-drills.	L	

J: Health and Safety					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
J1	Were any non-Fire Safety issues found during the inspection?	Yes	Fire extinguisher fixings have been left in situ in the communal areas, these could cause injury to children. Recommend fixings are removed.	Low	

Brittany: Fire Alarm Zonal Chart

