

# 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.

**Address: Milford House, Christchurch Road, Winchester, SO22 4AW.**

**Assessment date: 21<sup>st</sup> November 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assessment should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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: 30<sup>th</sup> November 2020

## Executive Summary

No.	Issue which requires actioning	Timescale suggested	Responsible Officer	Actions taken & date completed.
1	<b>Laundry room water extinguisher:</b> it has been marked with a <i>Warning Corrective Action Required</i> sticker. <b>Recommendation:</b> the extinguisher needs to be replaced.	2 weeks.	M&E Team, Property Services.	Purchase Order raised for replacement unit.
2	<b>Door stop to flat 6:</b> the door stop has come away from the frame which is a weak spot. <b>Recommendation:</b> door stop needs to be re-screwed back tight to the door-frame.	1 week.	Property Services, Compliance Officer.	Order raised to Broadchalk Doors and repair actioned within 48 hours.

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

No issues 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).
<b>Medium</b>
<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>
<b>Low</b>
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	
-----	--	--------	---	------	--

**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	
-------------	--	---------------	---	--------------	--

**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	Adam Sawyer	
Mix of residential and commercial (Y/N)	Residential with support staff in office. External meetings can take place in the meeting room.	
Alterations notice in force (Y/N)	No	
<b>OCCUPANTS</b>		
Total number of flats	20 bedsits.	
Number of tenanted flats	18 (2 currently void).	
Number of leaseholder flats	Not Applicable (N/A.)	
<b>BUILDING</b>		
Main use	Residential short stay hostel.	
Approximate age	WCC acquired property from First Wessex in 2016. Property had major refurbishment in 2013. Some parts of the property date back to last century.	
Approximate footprint area (m2)	-	
Description of the Premises & Common areas	<p>The property was originally a large house, and has been extended. More recently it has been converted into a 20 bedsit hostel. There is a sizeable garden to the rear.</p> <p>In addition to the bedsits there are three kitchens, landings/ corridors, staircases x2, WC's, bathrooms, staff office with toilet and area for kettle, store cupboards, boiler cupboards, meeting room, resident lounge, &amp; laundry room. Large roof void split into 2 parts, 1 part of which had previous been habited.</p>	
Location of above premises within building	Whole.	
Any external cladding?	No.	
Balcony assessment & solar shading installations (materials):	N/A.	
Do conditions support the Evacuation Strategy?	Yes.	
Is there a Premise Information Box (Gerda) onsite?	No.	
Areas excluded from report (if any)	Individual flats (only 2 void flats entered).	
Type of survey completed:	One (non-destructive).	
General condition of common areas.	Satisfactory.	
Any recent history of fires in the building?	No.	
Risk of external fire spread across building, or to other buildings?	Negligible.	
Evacuation Plan:	Evacuate to safe place – muster point on pavement on other side of the road.	
<b>FLOORS</b>		
Number of floors, including ground and basement.	Two: ground; & first.	
<b>STAIRS</b>		
Number of protected stairs	Two.	
Number of unprotected stairs	None	
Number of external stairs	None	
Number of lifts provided	None.	

<b>BS9999: 2008 - Risk Profile</b>	
Occupancy characteristic	Cii
Potential fire growth rate	1 (Slow) - <i>Sprinkler System 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 18<sup>th</sup> Edition standards being met?)</b>	
Communal wiring/ cabling feedback:	No issues.

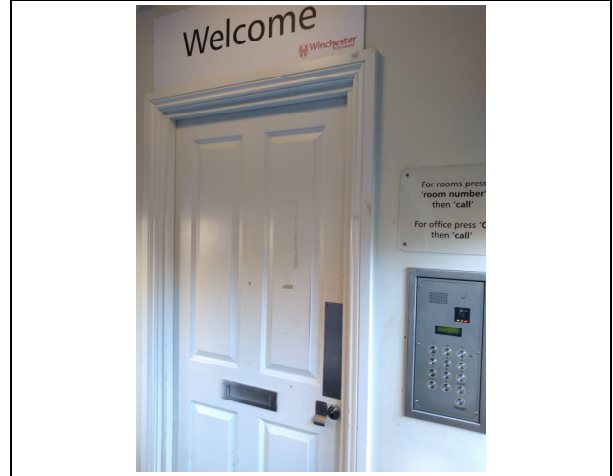


#### 4. Photographic evidence

1. Fire alarm panel & Tunstall unit.



2. Intercom at internal front door.



3. Lounge room for residents.



4. Reception & fire shutter to counter.



5. Bedsit: room 5.



6. Ground floor kitchen.



#### 4. Photographic evidence continued.

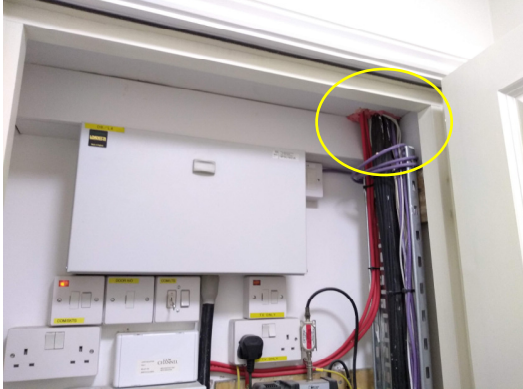
7. Smoke detector in loft void.



8. Refuse area.



9. Electrical cupboard: fire-stopping.



10. Extinguisher with warning label.



11. Escape door & fire signage.



12. Loose door stop to flat 6.



## 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.	L	
A2	Where there is an existing fire risk assessment, have all remedial actions been implemented?	Yes.	Tunstall plugs have been raised up to reduce the chance of tampering; call point signage upgraded.	L	
A3	Are visitors and contractors informed of actions to take in case of fire?	Yes.	Office onsite.	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.	Residents are to evacuate to the pavement on the other side of Christchurch Road.	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><b>Note:</b> 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><b>Note:</b> 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.		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.		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
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?	Yes.	CCS Ltd undertook inspection in 2020.	L	
B7	Are there reasonable measures taken to manage smoking? <i><b>Note:</b> Demarcated, safe smoking areas for public and service users. Ensure prohibition on smoking in other locations.</i>	Yes.	Office onsite.	L	
B8	Do the local statistics indicate a low fire raising problem for this area?	Yes.	No history of fires being started in/ around the property. However, as a hostel site the national average is higher.	L	
B9	Does basic security against arson appear reasonable?	Yes.	CCTV in place – viewable from the office.	L	



<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>B11</b>	Is the standard of housekeeping satisfactory?	<b>Yes.</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>		<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>		<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>Yes.</b>	Furniture in the lounge.	<b>L</b>	
<b>B16</b>	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	<b>Yes.</b>	CCS Ltd Gas Certificate from 4/2/2020 viewed on Sharepoint system.	<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>		<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>		<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>	Office onsite and outreach can visit site.	<b>L</b>	
<b>C4</b>	Where disabled residents are known to live in the premises is there adequate protection provided?	<b>N/A.</b>	Site is not suitable for those with significant physical disability.		
<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>	No isolates work area's identified. There is an external boiler room, next to laundry room, which was not entered by assessor.		

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.	Modern Fire Detection & Alarm System in place, L1 system, covering communal areas and flats.	L	
D2	Are individual flats/apartments provided with stand alone fire detection systems? Where known.	Yes.	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 have undertaken a full survey of the system and undertake regular monitoring visits (as Maintenance Term Contractor). <b>Clarification required on how Chichester Careline provide HRFS with list of the residents onsite?.</b>	L	
D4	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>	Yes.	Weekly testing undertaken by staff in the office, usually on Wed or Thursday. H&S Checksheet on Sharepoint seen.	L	
D5	There is no evidence of false alarms or abuse of the common area system?	Yes.	<i>Sharepoint document from ADP detailing call out on 8<sup>th</sup> May 2020 due to false alarm. HFRS had attended and reset the Fire Alarm Panel.</i>	L	



<b>E: Means of Escape:</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>E1</b>	Are there sufficient exits for the number of people present that lead to a place of ultimate safety?	<b>Yes.</b>		<b>L</b>	
<b>E2</b>	Are all gangways and escape routes free from obstruction and free from combustibles? <i><b>Note:</b> 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>	<b>Yes.</b>		<b>L</b>	
<b>E3</b>	Are floor surfaces in escape routes free from tripping, slipping and fire hazards?	<b>Yes.</b>		<b>L</b>	
<b>E4</b>	Is compartmentation of a reasonable standard?	<b>Yes.</b>	Pink foam used around the electrical cables to the ceiling in some of the cupboards, presumed to have been completed in 2013. Not possible to identify the exact type of foam used.	<b>L</b>	
<b>E5</b>	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire and smoke?	<b>Yes.</b>	No significant issues identified.	<b>L</b>	
<b>E6</b>	Are travel distances acceptable? <i><b>Note:</b> 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>	<b>Yes.</b>		<b>L</b>	

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 <b>YES</b> is this appropriate?	N/A.	However, it is anticipated that some windows could be used to exit the building in an emergency.	-	
E11	What is the condition of final fire exit doors? <b>Note:</b> 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.	Satisfactory. The door leading to the front exit has been replaced.	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.		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?	No.	The front entrance door opens inward, but considering the low number of people onsite, early warning, and the other exits available, this is not a significant issue.	L	

Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
<b>E15</b>	<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><b>Note:</b> <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>	<b>No.</b>	<p>Door stop to flat 6 identified as requiring repair – order raised.</p> <p>Kitchen door lock (adjacent flat 16) requires a maintenance visit – order raised.</p> <p>Concern about G7 fire-door to lounge, some previous movement to frame, which needs to be monitored.</p>	<b>Medium</b>	
<b>E16</b>	Is the use of non specific door opening devices managed appropriately? i.e. doors wedges open .	<b>Yes.</b>		<b>L</b>	
<b>E17</b>	Is there a reasonable standard of fire safety signs and notices?	<b>Yes.</b>		<b>L</b>	

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><b>Note:</b> 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.	Emergency lighting flick test undertaken monthly by Premier Fire Ltd.	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.	Premier Fire Ltd.	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? <b>Note:</b> 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).	Yes.	The water extinguisher (6 litre) in the laundry room needs to be replaced – order raised.	L	
F2	Are they suitable for the purpose & of sufficient capacity?	Yes.		L	
F3	Are the quantity and types of extinguishers adequate for the risk? <b>Note:</b> 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> ).	Yes.		L	
F4	Are extinguishers correctly sited? <b>Note:</b> approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).	Yes.		L	

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><b>Note:</b> 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>	Yes.		L	
F6	Are extinguishers unobstructed?	Yes.		L	
F7	Are maintenance inspections of extinguishers carried out and recorded in the log book in line with current standards?	Yes.		L	
F8	Are tenants advised to purchase a fire blanket and multipurpose extinguisher?	Tbc.		L	
F9	Are staff trained in fire safety awareness?	Yes.	Training may only be via online modules.	L	

<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>No.</b>		L	
<b>G2</b>	Is the building provided with a dry/wet riser?	<b>No.</b>	Only 2 floors.	L	
<b>G3</b>	Is the building provided with a smoke control system?	<b>No.</b>		L	
<b>G4</b>	Are fixed installations tested to current BS standards?	<b>Yes.</b>	Fire alarm system and emergency lighting maintained by Premier Fire Ltd.	L	
<b>G5</b>	Are all protection systems provided with appropriate signage?	<b>Yes.</b>		L	
<b>G6</b>	Are all protection systems provided with appropriate alarms?	<b>Yes.</b>	Fire alarm panel linked to Tunstall system and will alarm locally and also to Chichester Careline.	L	
<b>G7</b>	Are hose reels provided?	<b>No.</b>		L	
<b>G8</b>	Is the building provided with any other fixed installations?	<b>Yes.</b>	CCTV.	L	



<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>Yes.</b>		<b>L</b>	
<b>H2</b>	Are the premises reasonably secure during hours of darkness?	<b>Yes.</b>	Security intercom at internal front door.	<b>L</b>	
<b>H3</b>	Is there a reasonable standard of external lighting?	<b>Yes.</b>	Survey undertaken during daylight hours. Lamp-post's on Christchurch Road.	<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?	No.	But stored away from the building.	<b>L</b>	
<b>H6</b>	Are wheelie bins remote from the building?	<b>Yes.</b>		<b>L</b>	
<b>H7</b>	Is CCTV provided?	<b>Yes.</b>		<b>L</b>	

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? <b>Note:</b> <i>Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</i>	Yes.		L	
I2	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>	Yes.		L	
I3	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>	Yes.	Site unlikely to have seriously disabled residents onsite.	L	
I4	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	Yes.	Office onsite.	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?	Yes.	Evidence of a fire drill in 2020 detailed on the sharepoint system, not confirmed if this has been undertaken twice per annum.	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.	There were no working <u>window restrictors</u> to the two bathroom windows on the 1 <sup>st</sup> Floor (south side). <i>Jack Loc style recommended.</i>	Medium	

## 6: Plan

### Milford House Fire Alarm Zonal Chart

