



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: 18 October 2021.

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should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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

On behalf of 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. Fire protection measures are assessed on the assumption of a single, maximal fire development, irrespective of the likelihood of such a fire.

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: 18 October 2021

Executive Summary

The Executive Summary holds the prioritised items from the Remedial Action Plan, *Part 5 of the report*. The items in the table below should be actioned first.

No.	Issue which requires actioning	Risk Level	Completion Timescale	Responsible Officer	Actions taken & date completed.
1	(From previous FRA) No action is recorded in respect of the potential for the fire alarm external monitoring facility to be easily disconnected at the panel.	Medium			
2	Escape routes obstructed (see images 3 and 4).	Medium			
3	Contractors were unaware of any actions they should take in respect of fire safety.	Medium			
4	There were a number of ventilation extract points from the common areas of the building. Adequate fire separation of the roof voids above the individual flats should be confirmed.	Medium			
5	The doors to various stores and 1 st floor bathroom, are fitted with ventilation grills. These doors should be fire doors to protect the common escape route.	Medium			

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

Electrical Installation Condition Report seen, dated 20/06/18, completed by Brooks Electrical Services Ltd. No obvious cable issues seen during the site survey on 18/10/2021

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:

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	

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	Assessor was un-accompanied on site.	
Mix of residential and commercial (Y/N)	No. Residential and ancillary only.	
Alterations notice in force (Y/N)	No	New build.
OCCUPANTS		
Total number of flats	6	
Number of tenanted flats	6	
Number of leaseholder flats	None	
Are any of the residents classed as vulnerable due to age, or group (Y/N) State group/s	Yes – This is a Temporary Accommodation Scheme	
BUILDING		
Main use	Residential accommodation	
Approximate age	30 years – Constructed in 1991	
Approximate footprint area (m2)	Approx 220m ²	
Type of construction	Brick external and internal walls, concrete floors with suspended false ceiling to the ground floor common parts concealing services. Tiled roof on timber joists.	
Description of the Premises	<p>Brittany House is a small 2 storey block containing 6 individual flats used by Winchester City Council as temporary accommodation.</p> <p>The ground floor consists of 4 individual flats, a communal laundry and the common access corridor and stair to the first floor.</p> <p>The 1st floor consists of 2 flats, shared toilets and 3 secured stores, as well as the common access corridor and stair from the ground floor.</p> <p>A fire detection system is installed throughout the building which includes detection in the common corridors, stair, office, laundry and in each flat. This is to support the simultaneous evacuation policy for the building which is itself implemented to compensate for the low standard of protection of the common escape stair.</p> <p>The ground floor laundry door is equipped with an automatic door hold open device, which is operated by the detection system.</p> <p>Individual flats are provided with a mains powered detector in the entrance hall. Each flat is configured as a separate zone on the fire alarm system.</p>	
Location of above premises	Whole building	

3. Premises Information

within building	
Any external cladding?	No
Balcony assessment & solar shading installations (materials):	No balconies present
Common areas only, please state	Entrance hall, landing, office, shared bathrooms and toilets, laundry room & stores.
Do conditions support the Evacuation Strategy?	Yes – simultaneous evacuation strategy implemented due to low standard of fire protection of the stair exit route.
Is there a Premise Information Box (Gerda) onsite?	Not seen
Areas excluded from report (if any)	Individual flats. However, the doors to flats 4 (G/floor) and 5 (1 st floor) were sampled for self-closing, and Flat 5 for the presence of smoke detection.
Type of survey completed:	Type 1 - non-destructive, common parts only
General condition of common areas.	Satisfactory. However, the common parts were being painted at the time of the assessment, resulting in additional clutter and equipment in the common circulation routes
Any recent history of fires in the building?	No
Risk of external fire spread across building, or to other buildings?	No
Evacuation Plan:	Simultaneous evacuation policy – all occupants evacuate on activation of a single fire detection device. Assembly point designated in the front car park area.
FLOORS	
Number of floors, including ground and basement.	2 floors - ground and first only
STAIRS	
Number of protected stairs	None
Number of unprotected stairs	One
Number of external stairs	None
Number of lifts provided	None
BS9999: 2017 - Risk Profile	
Occupancy characteristic	Ci (BS9999:2017) – Long term individual occupancy
Potential fire growth rate	2 (Medium)
Risk profile for this occupancy	Ci2
SURVEY	

3. Premises Information

Assessment carried out by	Ron Hedger
Company	TecFire Ltd
Telephone number	0808 123 1702
Communal Electrical Wiring & Cabling (are 18 th Edition standards being met?)	
Communal wiring/cabling feedback:	No issues seen during site survey on 18/10/2021

4. Photographic evidence

1. Main fire alarm panel



2. Services above false ceiling



3. Buggy at base of stair



4. Dust sheets from painting activities



5. Laundry



6. Washer PAT sticker



7. G/f Laundry vent into ceiling area



8. External vent from Laundry



9. G/f toilet vent into ceiling



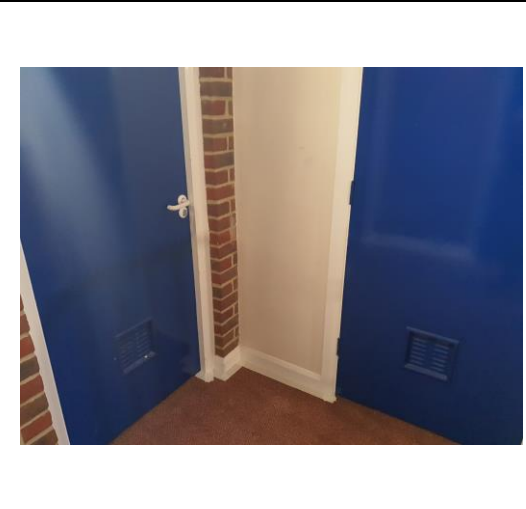
10. Guarded electric convactor heater



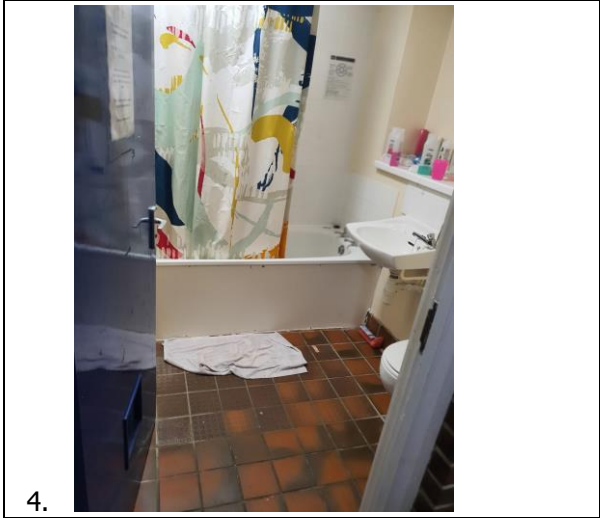
11. 1st floor SD/rooflights and store door



12. Doors to stores 3&4 with vents



1. 1st floor bathroom



4. 7.

2. 3. Vent through 1st floor store door



5. 6. 8. 9.

10. Bathroom vent duct through roof void



13. 16.

11. 12. Stair partition above 1st floor ceiling



14. 15. 17. 18.

19. Evac assembly point



22.

20. 21. Fire Station opposite



23. 24.

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.	9 October 2020		
A2	Where there is an existing fire risk assessment, have all remedial actions been implemented?	Not known	<p>No action is recorded in respect of the potential for the fire alarm external monitoring facility to be easily disconnected at the panel.</p> <p>Recommendation: Provision of a secure enclosure for the equipment and connections above the existing fire alarm panel should be considered as a method of preventing easy disconnection of the external fire alarm monitoring function.</p>	Medium	
A3	Are visitors and contractors informed of actions to take in case of fire?	Yes	<p>Although instructions were available, the contractors were unaware of any actions they should take in respect of fire safety for themselves, or of the need to keep the escape routes clear of combustible materials and obstructions. (See also section B11).</p> <p>Recommendation: Contractors should be specifically briefed on their duties in respect of fire safety, when working in or on the common parts of residential buildings.</p>	Medium	

A: General					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
A4	Are fire safety conditions imposed on contractors?	Yes	Maintenance Team Contractors are reported to have suitable policies and procedures in place, however, the painters on site during the site survey on 18/10/21 did not appear to be aware of the necessary safety measures. (See also section B11)	Medium	
A5	Have fire prevention measures been brought to the attention of residents?	Yes	Fire safety information leaflet and instruction provided on the communal noticeboards on each level.	Low	
A6	Is there adequate vehicular access to the premises for the fire service?	Yes		Low	
A7	Is there an existing fire safety policy provided for the sheltered scheme?	Yes	The premises is not a sheltered scheme, however, a simultaneous evacuation policy is in place, for activation of a detection device anywhere in the building, including in the individual dwellings.	Low	

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: Note: <i>Ensure fixed installation is inspected at intervals specified in BS 7671:2008. IEE Wiring Regulations 17th Edition.</i>	Yes	Electrical Installation Condition Report seen, dated 20/06/18, completed by Brooks Electrical Services Ltd.	Low	
B2	Are portable electrical devices and flexes in the common areas tested and free from physical damage?	Yes	PAT record seen, dated 30/05/21, covering a range of portable equipment, including office and laundry equipment, and multi-gang extension leads.	Low	
B3	Are electrical, and service, intakes and distribution managed and controlled effectively? Note: <i>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		Low	
B4	Is lighting/heat producing equipment stored or located away from combustibles?	Yes		Low	
B5	If fitted are lightning conductors periodically tested?	N/A		Low	

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	No gas equipment seen associated with the common parts of the premises.	Low	
B7	Are there reasonable measures taken to manage smoking? Note: <i>Demarcated, safe smoking areas for public and service users. Ensure prohibition on smoking in other locations.</i>	Yes	No smoking signs seen in all common access corridors and in the entrance lobby.	Low	
B8	Do the local statistics indicate a low fire raising problem for this area?	Yes		Low	
B9	Does basic security against arson appear reasonable?	Yes	Entry to the building is by secure doors, with intercom to individual flats at the front door.	Low	

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?	No	Escape routes contained various items of painting paraphernalia as well as a child's buggy and a quantity of clothing and shoes (see images 3 and 4 above). Recommendation: All combustible items should be removed from the common escape routes, which should be maintained fire sterile and unobstructed at all times.	Medium	
B11	Is the standard of housekeeping satisfactory?	No	Although instructions were available, the contractors were unaware of any actions they should take in respect of fire safety for themselves, or of the need to keep the escape routes clear of combustible materials and obstructions. Recommendation: Contractors should be specifically briefed on their duties in respect of fire safety, when working in or on the common parts of residential buildings.	Medium	
B12	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes		Low	
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	The waste bins were tidy and stored away from the building.	Low	
B14	Are the walls, floors and ceiling coverings free from combustible products?	Yes		Low	

B: Hazard Identification - Source of Fuel					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
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	No furnishings or furniture provide in the common parts of the building.	Low	
B16	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	N/A		Low	
B17	Where compressed gas cylinders e.g. oxygen, air, acetylene, stored or in use on the premises and they managed appropriately?	N/A		Low	

B: Hazard Identification - Source of Oxygen					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
B18	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	N/A		Low	
B19	Air handling systems do not have the potential to spread a fire?	No	<p>There were a number of ventilation extract points from the common areas of the building (toilets, laundry, bathroom) which were connected to the exhaust ports by plastic ducting, through the roof spaces. No dampers were seen, meaning that a fire within a ventilated space could spread via the extract ducting to the roof voids. This is particularly pertinent to the shared laundry. This is unlikely to pose a life safety risk, provided the roof voids above the individual flats are well fire separated.</p> <p>Recommendation:</p> <p>The standard of fire separation of the roof voids above the individual flats should be confirmed as providing a minimum of 60 minutes of fire resistance between flats and common areas.</p>	Medium	
B20	Where oxygen supplies, cylinder/s or piped systems are evident are they managed appropriately?	N/A		Low	

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		Low	
C2	Where young persons are known to live in the premises is there adequate protection provided?	Yes	The presence of a child's buggy in the entrance hall strongly suggests the presence of children within the premises, however, the general fire precautions provided as part of the design of general needs residential accommodation is considered to be suitable for the accommodation of young people.	Low	
C3	Where vulnerable persons (alcohol, drugs or receiving treatment) are known to live in the premises is there adequate protection provided?	Yes	No information on the abilities of residents was available to directly inform this fire risk assessment, however, the low rise nature of the accommodation and the implementation of a building wide fire evacuation policy provide a high level of safety from fire to the occupants.	Low	
C4	Where disabled residents are known to live in the premises is there adequate protection provided?	Not known	No information was available to indicate the presence of disabled residents at the time of the site survey on 18/10/21, however, flat 4 front door was viewed as part of the survey and found to be provided with a slow closing device to assist disabled occupants to exit the door safely during a fire evacuation.	Low	
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	There are no isolated or enclosed workspaces associated with the premises.	Low	

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	Common detection and alarm system installed, including detection in each flat, to provide a building wide evacuation signal on activation of the system. The system is recorded as being a Category L3 system, providing detection in the escape routes and all rooms off the escape routes.	Low	
D2	Are individual flats/apartments provided with standalone fire detection systems? Where known.	Not known	Each flat forms a separate zone of the common fire alarm system. No information was available to indicate whether flats have a separate individual system, although the occupier of flat 5 confirmed that the only obvious detector in the flat was on the ceiling of the entrance hall. Recommendation: The extent of the provision of fire detection and alarm in each individual flat should be confirmed, with this information being recorded within Section 3 of the fire risk assessment.	Low	
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	Latest service report seen, dated 15/09/2021, completed by Premier Fire and Security Ltd.	Low	

D: Means for Giving Warning					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
D4	<p>Is the fire alarm systems checked by the occupier?</p> <p>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></p>	Not known	<p>No information was available to indicate whether the system was being tested weekly by on site personnel. It is understood that the office is used on one day per week by staff.</p> <p>Recommendation:</p> <p>Weekly routines by staff using the office should include a test of the fire alarm system. Ideally, this should be carried out at the same time each week, using a different call point each week in rotation, with a record kept of the test, the person carrying out the test and the call point used.</p>	Low	
D5	There is no evidence of false alarms or abuse of the common area system?	No		Low	

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		Low	

E: Means of Escape					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E2	<p>Are all gangways and escape routes free from obstruction and free from combustibles?</p> <p>Note: <i>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></p>	No	<p>The common circulation corridor at ground floor was obstructed by a child's buggy and a quantity of cloths and shoes. Additionally, dust sheets, ladders and paint tins were present, although these are assumed to be temporary for the day due to the painting work being carried out by contractors.</p> <p>Recommendation: All obstructions of the common escape routes should be removed immediately</p>	Low	
E3	Are floor surfaces in escape routes free from tripping, slipping and fire hazards?	Yes		Low	
E4	Is compartmentation of a reasonable standard?	Yes	However, see item B19 above	Low	
E5	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire and smoke?	Not known	See item B19 above	Low	
E6	<p>Are travel distances acceptable?</p> <p>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.)</p>	Yes		Low	

E: Means of Escape					
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		Low	
E8	Are internal protected staircase/s provided with suitable ventilation systems to ensure smoke is removed efficiently?	Yes	Three Velux windows are provided in the ceiling/roof of the 1 st floor landing which can be opened to clear smoke, following Fire Service operations.	Low	
E9	Are external stairways weather protected, regularly maintained to avoid slipping hazards such as algae, moss, leaves or ice?	N/A		Low	
E10	Are escape windows used if YES is this appropriate?	Not known	<p>The original design of the building is likely to have included the provision of escape windows from each flat, as the stair is not a protected stair (to current standards).</p> <p>It was not possible to assess whether these windows are provided, and, if so, whether they are still suitable and available. These are not, however, considered to be part of the Regulatory Reform (Fire Safety) Order fire safety strategy as they affect only a single private dwelling in each case.</p>	Low	

E: Means of Escape					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E11	<p>What is the condition of final fire exit doors?</p> <p>Note: <i>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></p>	Good	<p>Both the main front door and the final exit from the base of the stair are easily opened by a single action from the escape side.</p> <p>Both doors open inwards, however the number of occupants who might need to use the exits at any one time, is less than 60.</p>	Low	
E12	<p>Are there sufficient exits of suitable size to allow safe egress for all residents?</p> <p>Note: <i>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.</i></p>	Yes		Low	
E13	<p>Are corridors wide enough?</p> <p>Note: <i>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.</i></p>	Yes		Low	
E14	<p>Can all exits be immediately opened in the direction of escape and without the use of a key?</p>	Yes		Low	

E: Means of Escape					
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>	No	<p>The doors to various stores and the 1st floor bathroom, accessible directly from the common circulation routes at both ground and first floor level, were fitted with ventilation grills. These doors should be fire doors to protect the common escape route.</p> <p>Recommendation:</p> <p>The vents through the doors between the common escape route and the various shared and common area rooms should be replaced with vents incorporating fire and smoke dampers with the following fire resistance:</p> <ul style="list-style-type: none"> • Stairs - a minimum of 60 minutes • Communal toilets and bathroom - a minimum of 30 minutes 	Medium	
E16	<p>Is the use of non specific door opening devices managed appropriately? i.e. doors wedges open .</p>	N/A	<p>An automatic door hold open device is installed on the Laundry door, connected directly to the fire alarm system to release the door on activation of the fire alarm.</p>	Low	
E17	<p>Is there a reasonable standard of fire safety signs and notices?</p>	Yes		Low	

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? Note: <i>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 is provided in the common access corridors at ground and first floor including outside both final exits.	Low	
E19	Does existing artificial lighting appear satisfactory?	Yes		Low	
E20	Is the lighting provided in case of a lighting failure adequate to ensure safe escape in case of a fire?	Yes	Emergency lighting unites are provided throughout the ground and first floor common areas.	Low	
E21	Do emergency lighting units appear to be charging?	Yes	Green LED charging indicators seen in all cases.	Low	
E22	Is emergency lighting maintained and tested according to BS5266?	Yes	Flash test record dated 22/09/21 seen. Annual service record seen, dated 17/03/21. Both completed by Premier Fire and Security Ltd	Low	

F: Portable Firefighting Equipment					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
F1	<p>Is portable firefighting equipment provided in the common areas?</p> <p>Note: <i>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></p>	Yes	<p>Records of extinguisher service seen, dated 17/03/21, indicating that two extinguishers were serviced. No extinguishers were seen during the site survey on 18/10/21, however, no access was available to the office or secure storage rooms.</p> <p>No extinguishers are provided in the flats, as the evacuation policy is to evacuate on alarm rather than to fight the fire.</p>	Low	
F2	<p>Are they suitable for the purpose & of sufficient capacity?</p>	Not known	<p>The type and location of the two fire extinguishers should be confirmed and recorded in Section 3 of the fire risk assessment document to inform future fire risk assessments.</p>	Low	
F3	<p>Are the quantity and types of extinguishers adequate for the risk?</p> <p>Note: <i>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 100m²).</i></p>	Not known	See F2 above	Low	
F4	<p>Are extinguishers correctly sited?</p> <p>Note: <i>approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).</i></p>	Not known	See F2 above	Low	

F: Portable Firefighting Equipment					
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? Note: <i>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>	No	See F2 above	Low	
F6	Are extinguishers unobstructed?	Not known	See F1 above	Low	
F7	Are maintenance inspections of extinguishers carried out and recorded in the log book in line with current standards?	Yes	Extinguisher service records seen, dated 17/03/21, carried out by Premier Fire and Security Ltd.	Low	
F8	Are tenants advised to purchase a fire blanket and multipurpose extinguisher?	No	Residents are on a license rather than a tenancy agreement. No information was available to confirm the provision or otherwise of fire blankets for individual dwellings.	Low	
F9	Are staff trained in fire safety awareness?	N/A	The premises is only staffed for a short period each week. These staff are trained, but are not present for the majority of the time.	Low	

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		Low	
G2	Is the building provided with a dry/wet riser?	No		Low	
G3	Is the building provided with a smoke control system?	No		Low	
G4	Are fixed installations tested to current BS standards?	Yes	<p>Fire alarm – Serviced on 15/09/21 by Premier Fire and Security Ltd</p> <p>Emergency lighting</p> <ul style="list-style-type: none"> Flash test record - 22/09/21 -. Annual service - 17/03/21. <p>Both completed by Premier Fire and Security Ltd</p> <p>Fire Extinguishers – Serviced 17/03/21, by Premier Fire and Security Ltd</p>	Low	
G5	Are all protection systems provided with appropriate signage?	N/A		Low	
G6	Are all protection systems provided with appropriate alarms?	N/A		Low	
G7	Are hose reels provided?	No		Low	

G: Fixed Installations					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
G8	Is the building provided with any other fixed installations?	No		Low	

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		Low	
H2	Are the premises reasonably secure during hours of darkness?	Yes		Low	
H3	Is there a reasonable standard of external lighting?	Yes		Low	
H4	Is external rubbish/ waste managed appropriately?	Yes		Low	
H5	Are wheelie bins lockable?	No	Domestic wheelie bins stored in a designated external bin store.	Low	
H6	Are wheelie bins remote from the building?	No	The bins are stored in a designated area, but are only approximately 2m from the building. However, the individual bins are small, and the face of the building they are adjacent to has no penetrations which would enable a fire to spread into the building.	Low	

H: Arson					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
H7	Is CCTV provided?	Yes		Low	

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	Limited to 'immediate evacuation on activation of the fire alarm'.	Low	
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>	Yes	Example seen on Laundry notice board	Low	
I3	Have the needs and abilities 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>	Not known	No evidence seen of any special measures taken to accommodate disabilities. The accommodation is for 'General Needs' with residents being placed in the accommodation as a temporary measure. As a result, Winchester City Council is able to ensure that residents with needs outside the range of the facilities on the premises, are not accommodated here.	Low	
I4	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	Yes	Notices are accessible to visitors. Alarm sounds throughout the premises and evacuation routes are short and obvious.	Low	

I: Emergency Action Plan					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
I5	Are staff informed, instructed in the operation of the alarm system, fire safety awareness?	Not known	<p>No records of staff training or instruction were available to view during the site survey on 18/10/21.</p> <p>Recommendation: All staff should receive instruction on induction and regularly thereafter, on general fire safety, and on any specific duties they may undertake in respect of the maintenance of the fire precautions on the premises. It is recommended that such instruction should be given on an annual basis as a minimum.</p>	Low	
I6	Are fire drills undertaken at least twice a year?	Not known	<p>No records of evacuation drills were available to view during the site survey on 18/10/21.</p> <p>Recommendation: As the premises is a workplace and subject to a simultaneous fire evacuation policy for the individual dwellings, it is recommended that a fire drill is carried out to familiarise residents with the fire evacuation policy, and to evaluate the continuing effectiveness of the fire plan.</p>	Low	

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?	No		Low	

