



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: Danemark Court, Gordon Road, Winchester SO23 7TB

Assessment date: 8 November 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assessment should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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 maximal fire development, irrespective of the likelihood and severity calculated.

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: 8th November 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	(E1+ E11) Apparent insufficient provision of final exit doors from the ground floor	High			
2	(E1) No fire exit route provided from the rear communal garden.	High			
3	(D2) The cause and effect schedule for the fire alarm system should be investigated and recorded to inform the future fire risk assessment process.	Medium			
4	(A2) Appropriate staff fire extinguisher training required	Medium			
5	(E6) Apparent excessive single direction travel distance in 1 st floor corridor	Medium			

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

No concerns 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

- 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 people's 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:

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	
-------------	--	---------------	---	--------------	--

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	Tenancy Services Manager, and Property Services Manager for Winchester City Council.
Persons met on site	Survey was un-accompanied, but ACASA Manager spoken to during survey to provide additional information.
Mix of residential and commercial (Y/N)	No. Extra Care sheltered residential only
Alterations notice in force (Y/N)	No
OCCUPANTS	
Total number of flats	35
Number of tenanted flats	Not known. Flat 33 was found to be void and open at the time of the survey.
Number of leaseholder flats	N/A
Are any of the residents classed as vulnerable due to age, or group (Y/N) State group/s	Yes
BUILDING	
Main use	Residential Extra Care sheltered accommodation scheme.
Approximate age	Building constructed in 1989 – 32 years
Approximate footprint area (m2)	1160m ² (taken from previous FRA)
Type of construction	External bricks walls with small amount of decorative cladding to the 2nd floor. Solid concrete floors and some solid internal walls. Tiled pitched roof. Ground floor has a false ceiling in some areas consisting of steel panels with services running above. Partitions continue through this false ceiling to the underside of the concrete floor above.

3. Premises Information

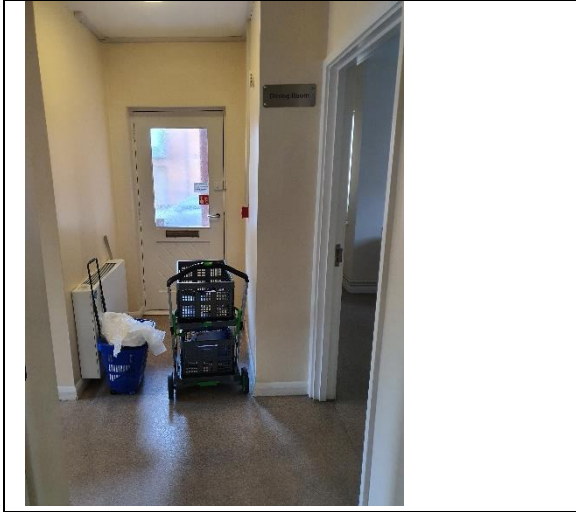
Description of the Premises	<p>Danemark provides accommodation across three storeys. The accommodation consists of 12 individual flats on the ground floor, 14 flats on the 1st floor and 9 flats on the 2nd floor.</p> <p>In addition, the following communal facilities are provided on the ground floor:</p> <ul style="list-style-type: none"> • Lounge and associated conservatory • 2 x kitchens • Dining room • Laundry • Manager's/Care office • Various stores <p>Two guest bedrooms are provided on the 1st floor, accessed via the stair adjacent to the Residents' Dining room. A shared WC and shower rooms is also provided at the head of this stair for guest use.</p> <p>To the rear of the building and to both sides is a communal garden, accessed from the conservatory attached to the Residents' Lounge. The rear ground floor flats each have a door which exits into the shared garden, as do the final exits from both ends of the main corridor which runs the full width of the building. This garden is fully enclosed, with the only route out of the garden provided by the timber gate adjacent to the exit door from the kitchen associated with the Residents' Lounge.</p> <p>A lift is provided from the main entrance hall which provides access to the 1st and 2nd floor residential accommodation. This lift is contained within a fire resisting lobby at 1st floor, but open to the corridor at 2nd floor. The lift is not configured as an evacuation lift and returns to the ground floor on activation of the fire alarm.</p> <p>Other than the guest bedrooms and associated welfare facilities, the 1st and second floors provide only residential accommodation, in the form of individual private dwellings. Both the 1st and 2nd floors are served by two stairs located at the ends of the main corridor; however, the location of the stairs generates two sections of corridor for which there is only a single direction of escape. All circulation corridor sections on the 1st and 2nd floors are provided with automatic opening vents which open on activation of the fire alarm to clear smoke from the escape routes.</p> <p>Car parking is provided to the front of the building, along with a small, enclosed garden area to the left of the car park, and an enclosed mobility scooter charging / parking facility.</p>
Location of above premises within building	Whole building.
Any external cladding?	Some areas of decorative cladding to the 2 nd floor elevations.
Balcony assessment & solar shading installations (materials):	No balconies present

3. Premises Information	
Common areas only, please state	<ul style="list-style-type: none"> • Lounge and conservatory • 2 x kitchens • Dining room • Communal WCs • Laundry • Manager's/ Care office • Guest bedrooms • Various stores • Access lift
Do conditions support the Evacuation Strategy?	Yes (subject to confirmation of the action of the fire alarm system). Evacuation is 'Stay Put' for the residential accommodation, but 'simultaneous' for staff and residents/visitors in the communal areas.
Is there a Premise Information Box (Gerda) onsite?	Yes
Areas excluded from report (if any)	Individual flats (Some doors sampled and Flat 33 fire detection viewed).
Type of survey completed:	Type 1 (As defined by the Home Office guide to fire safety in purpose built blocks of flats 2021) (non-destructive, common parts only).
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?	No
Evacuation Plan:	Stay put for residential accommodation, simultaneous for communal areas and staff. The evacuation Plan is detailed in the document: 'Fire Management Plan – Danmark Court' dated August 2018.
FLOORS	
Number of floors, including ground and basement.	Three: Ground, First, Second.
STAIRS	
Number of protected stairs	Three
Number of unprotected stairs	None
Number of external stairs	None
Number of lifts provided	One
BS9999: 2017 - Risk Profile	
Occupancy characteristic	Ci [Older people with an ongoing need for assistance with personal care]

3. Premises Information	
Potential fire growth rate	2 (Medium)
Risk profile for this occupancy	Ci2
SURVEY	
Assessment carried out by	Ron Hedger
Company	TecFire Ltd
Telephone number	0808 123 1702
Communal Electrical Wiring & Cabling (are 18th Edition standards being met?)	
Communal wiring/ cabling feedback:	No issues observed.

4. Photographic evidence

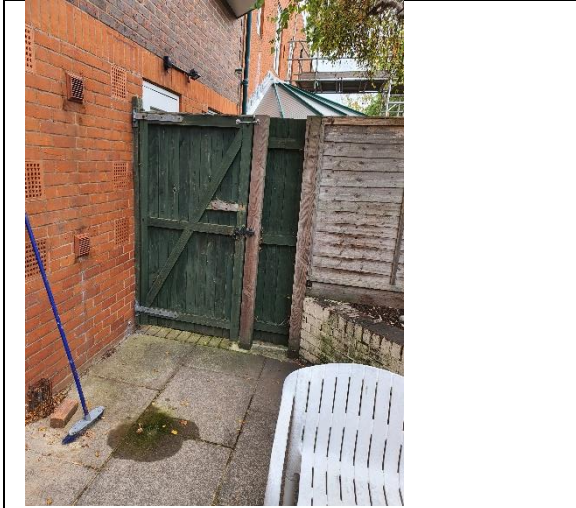
1. Gordon Road final exit



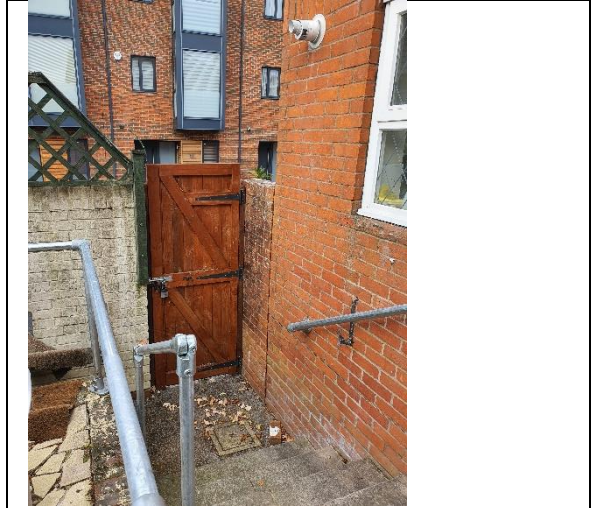
2. Gas main pipe



3. Inner garden gate



4. Outer garden gate



5. View above g/f ceiling

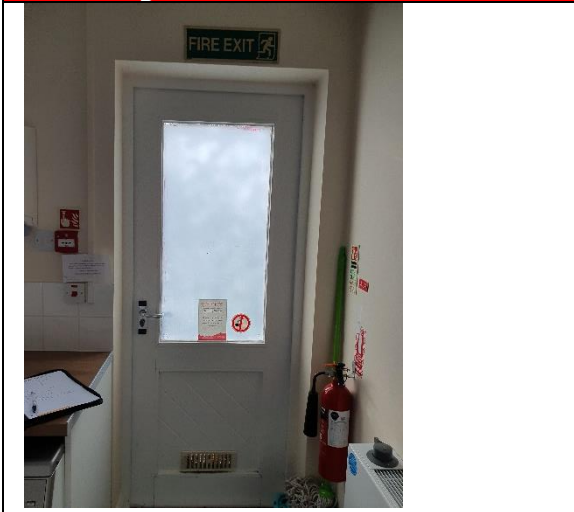


6. View into roof void

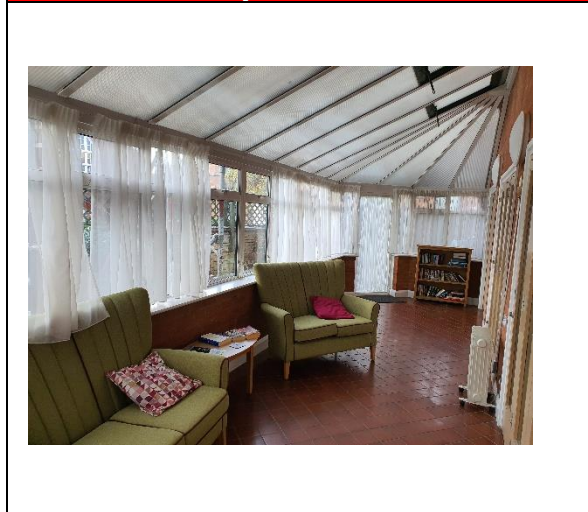


4. Photographic evidence continued

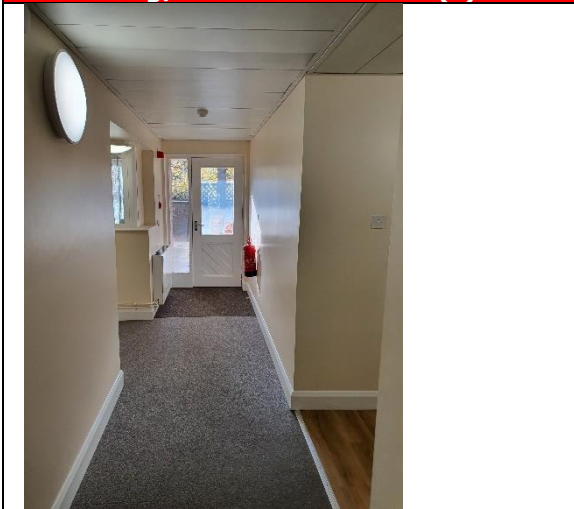
7. Lounge kitchen door



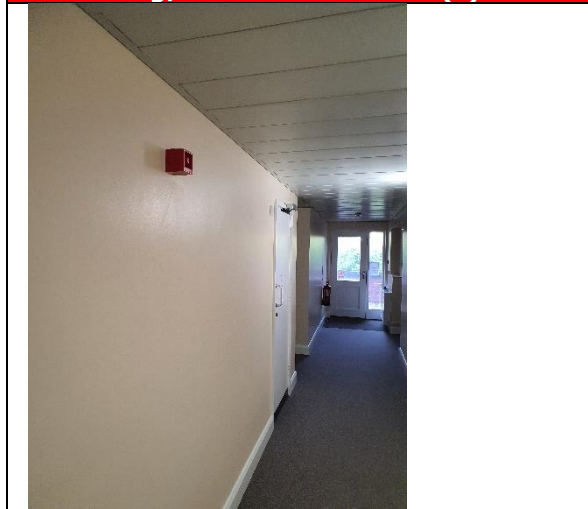
8. Conservatory doors



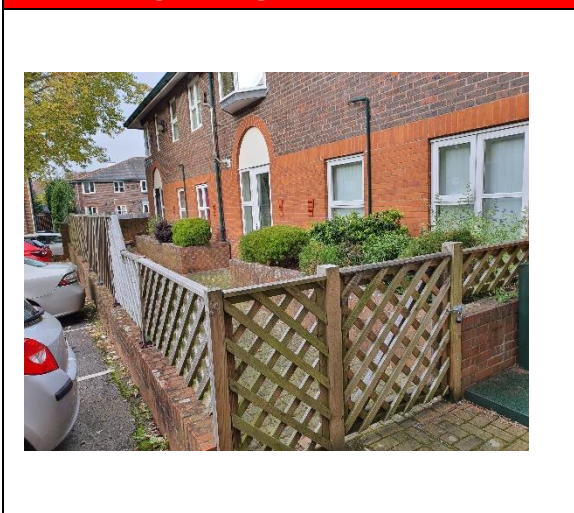
9. Main g/f corridor final exit (1)



10. Main g/f corridor final exit (2)



11. Front garden gate



12. Acoustic hold open device (disused)



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	Date: 22 October 2020	Low	
A2	Where there is an existing fire risk assessment, have all remedial actions been implemented?	No	<p>Flat front door letter plates have not been replaced, but all doors are reported to be on the 4 year fire door replacement programme.</p> <p>Staff fire extinguisher training – staff have not received training as they do not intervene in fires inside dwellings, however, a significant part of the ground floor of the premises is staff managed.</p> <p>Remedial action:</p> <p>As a minimum, a selection of staff should be trained in the use of fire extinguishers such that there is at least 1 member of staff on duty who is so trained, to enable their effective use in the work place.</p>	Medium	
A3	Are visitors and contractors informed of actions to take in case of fire?	No	<p>COVID sign in only provided. No instructions provided for unaccompanied contractors or visitors.</p> <p>Remedial action:</p> <p>As a minimum, an instruction sheet should be located adjacent to the sign in book in the reception, with instructions to read before signing in giving details of what to do on finding/causing a fire and what to do on hearing the alarm sound.</p>	Medium	
A4	Are fire safety conditions imposed on contractors?	No	No evidence was seen of fire safety conditions being imposed on contractors. See section A3 above	Medium	

A: General					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
A5	Have fire prevention measures been brought to the attention of residents?	Yes	Fire Instruction notices were seen in prominent positions throughout the building.	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		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: <i>Note: Ensure fixed installation is inspected at intervals specified in BS 7671:2008. IEE Wiring Regulations 17th Edition.</i>	Yes	The latest electrical installation condition report was produced by Brooks Electrical Services Ltd, dated 20/06/2019.	Low	
B2	Are portable electrical devices and flexes in the common areas tested and free from physical damage?	Yes	PAT records seen for testing of appliances on 12 July 2021	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
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		Low	
B4	Is lighting / heat producing equipment stored or located away from combustibles?	Yes	No portable lighting or heating equipment was seen during the survey.	Low	
B5	If fitted are lightning conductors periodically tested?	Yes	Last service carried out by Cuttings Lightning Protection and Earthing Engineers, dated 15 July 2021	Low	
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	The latest Gas Safety inspection was carried out by PH Jones on 31 March 2021	Low	
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	No Smoking signs seen throughout the premises. Safe smoking areas designated and provided with appropriate fittings.	Low	
B8	Do the local statistics indicate a low fire raising problem for this area?	Yes		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
B9	Does basic security against arson appear reasonable?	Yes	The building and grounds are secure, with intercom on the front door which calls through to staff in hours and Chichester Care out of hours.	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	Most areas were maintained clear of combustible materials, however a cleaner's trolley and wheeled basket had been left in the short section of corridor adjacent to the communal Dining Room. This was obstructing the path to the final exit to Gordon Road and results in a fire load in a protected stair enclosure. See image 1.	Medium	
B11	Is the standard of housekeeping satisfactory?	Yes	Other than the observation in B10 above.	Low	
B12	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes	The perimeter of the building is kept clear of combustible materials.	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		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?	Yes	Furniture in the communal lounge is reported to have been recently replaced. All furniture seen was in good condition and deployed in fire separated rooms / areas.	Low	
B16	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	Yes	The building is supplied with gas via large diameter steel distribution pipes which are clearly labelled when accessible. See image 2.	Low	
B17	Where compressed gas cylinders e.g. oxygen, air, acetylene, stored or in use on the premises and they managed appropriately?	N/A	No compressed gas cylinders were seen during the survey to inform this assessment.	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
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		Low	
B19	Air handling systems do not have the potential to spread a fire?	N/A		Low	
B18	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?	N/A	No young people accommodated.	Low	
C3	Where vulnerable persons (alcohol, drugs or receiving treatment) are known to live in the premises is there adequate protection provided?	Yes	Care staff on site, with alarm monitoring out of hours by Chichester Care.	Low	

C: People at risk:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
C4	Where disabled residents are known to live in the premises is there adequate protection provided?	Yes	The lift provided to access the upper floors is not an evacuation lift, however a chair lift has been provided in on stair to enable self-evacuation by an occupant with mobility issues when the lift is recalled to the ground floor by the fire alarm activation.	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	No enclosed work spaces seen. The only enclosed spaces present are the roof voids (not inspected) which would require special access equipment and be subject to specific contractor controls.	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	<p>Communal areas are covered by a comprehensive fire detection and alarm system, incorporating smoke and heat detection throughout the communal areas and work places, with manual call points at each final exit and sounders throughout the common parts.</p> <p>The system is controlled from a panel adjacent to the main reception and operates a number of systems on activation, including:</p> <ul style="list-style-type: none"> • Swing free and electromagnetic door hold open devices • Automatic opening corridor vents • The lift (to return to ground floor) • The Chichester Care alarm monitoring centre (out of hours) 	Low	
D2	Are individual flats/apartments provided with standalone fire detection systems? Where known.	Not known	<p>Flats have a comprehensive coverage of automatic fire detection (seen through vision panels and void flat 33). However there is no description of how or if the systems are connected to the main common parts system.</p> <p>Remedial action:</p> <p>The fire alarm design parameters, and programmed cause and effect schedule should be confirmed, with a description of behaviour of the various parts of the alarm system throughout the building being recorded in the Fire Strategy document for the premises and kept with the fire risk assessment to inform the assessment of residual risk from a fire to the occupants.</p>	Medium	

D: Means for Giving Warning:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
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	The fire alarm system is regularly serviced by Premier Fire and Security Ltd, with the last service dated 7/9/2021.	Low	
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	No records seen during the survey to inform this assessment, however it was verbally confirmed that the alarm is tested weekly by Sheltered Team.	Low	
D5	There is no evidence of false alarms or abuse of the common area system?	Yes	Service report states that there have been no false alarms in the 12 months previous to the date of the report.	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?	No	<p>The building is provided with ample exits with sufficient capacity, if used, to enable a full simultaneous evacuation of all occupants. However, some exit doors are not designated as fire exits, in location where it appears final fire exits are required.</p> <p>The main area of concerns are:</p> <ul style="list-style-type: none"> • The final exit doors from the conservatory • The final exit to Gordon Road, adjacent to the communal dining room • The exit from the main kitchen to the patio • Both final exits from the main ground floor corridor <p>See images 1, 7, 8, 9 and 10.</p> <p>Remedial action:</p> <p>If available, the original design fire strategy for the building should be consulted to confirm that the current provision of final fire exits is as originally intended. Should this not be possible, then a full assessment of the provision of means of escape for the building should be carried out to ensure that the current provisions of designated final exits is sufficient. The results of this assessment should be kept in the Fire Safety file for the building to inform future fire risk assessments.</p>	High	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E1 (cont)		No	<p>The final exits from both ends of the main corridor on the ground floor exit into the rear communal garden. In addition, all of the rear ground floor flats have exit doors to the communal garden, and the small kitchen, associated with the communal lounge, has a designated final exit door into the garden.</p> <p>There is no available exit from the garden, with the only exit route being via the timber gate to the main kitchen yard (see image 3) which is secured by a hook on the outside face, with the onward route to Gordon Road through the 2nd timber gate (see image 4) which is padlocked shut.</p> <p>Any occupants escaping into the rear communal garden would therefore be trapped there until the side gates are removed by emergency personnel.</p> <p>Remedial action:</p> <p>Both the inner and outer garden gates should be designated as fire exit doors and provided with door furniture which will allow them to be quickly and easily opened from the escape side without the use of a key. Suitable exit signage should be provided to guide occupants to the exit doors, and sufficient emergency lighting should be provided to ensure that the route can be safely traversed, and any actions necessary to open the gates can be safely and effectively taken.</p>	High	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
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>	No	See sections B10.	Medium	
E3	Are floor surfaces in escape routes free from tripping, slipping and fire hazards?	Yes	The general standard of housekeeping was good.	Low	
E4	Is compartmentation of a reasonable standard?	Yes	Doors and partitions appeared to be in generally good condition. A view above the ground floor false ceiling, and into the roof space above the second floor suggests that the standard of fire stopping at construction was good. See images 5 and 6.	Low	
E5	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire and smoke?	Yes	Not seen during this assessment, however the previous FRA assessed the provision, with photographic evidence of fire stopping provided.	Low	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E6	<p>Are travel distances acceptable?</p> <p>Note: <i>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></p>	No	<p>The 1st floor corridor to the left of the building (as seen from Gordon Road) has a single direction travel distance of 14m from the furthest flat door to the entrance to the nearest stair. The maximum recommended travel distance in this situation is 7.5m for general needs residential accommodation, for a corridor provided with automatic smoke ventilation. To achieve up to 15m in a single direction would normally require all flats served by the corridor to be provided with sprinklers to BS9251.</p> <p>Remedial actions:</p> <p>If possible, the original design fire strategy should be interrogated to identify whether additional control measures were implemented in addition to the provision of automatic opening vents for the corridor, to bring the situation to an acceptable standard to achieve Building Regulations approval. Any such additional measures should be recorded and kept in the fire safety folder for the building to inform future fire risk assessments.</p> <p>If not possible, then this aspect of the provision of means of escape should be included in the full assessment described in section E6 E1? above.</p>	Medium	
E7	<p>Are internal protected staircase/s well maintained and free from combustibles and/or ignition sources.</p>	No	<p>The two main stair enclosures are suitably maintained free of obstruction and combustible materials, however, the stair to the 1st floor guest rooms was not clear at the time of this assessment. See section B10 above.</p>	Medium	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E8	Are internal protected staircase/s provided with suitable ventilation systems to ensure smoke is removed efficiently?	Yes	For stairs serving only two storeys, openable windows to enable the Fire Service to clear smoke from fire operations, is sufficient.	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?	No	Use of escape windows would not be appropriate for the abilities and vulnerabilities of the residents.	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: 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'.</p>	Poor	<p>A number of doors which appear to be needed as final exit doors are not so designated, and are secured by locks requiring the use of a thumb turn in addition to the use of the handle. (See also Section E1 above).</p> <p>Examples include:</p> <ul style="list-style-type: none"> • The lounge kitchen door (image 7) • At least one of the conservatory doors (image 8) • The final exit to Gordon Road (image 1) • The inner garden gate (image 3) • The outer garden gate (image 4) • The main corridor final exit to the left of the building (image 9) • The main corridor final exit to the right of the building (image 10) • The gate from the front communal garden area to the car park (image 11) <p>Remedial action:</p> <p>All doors on escape routes, both internal and external, should be provided with door furniture that enables the door to be opened quickly and easily from the escape side without the use of a key.</p>	High	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E12	<p>Are there sufficient exits of suitable size to allow safe egress for all residents?</p> <p>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.</p>	No	<p>Chair lifts have been installed in the stair to the left of the building as viewed from Gordon Road. On the lower lift from ground to first floor, the chair did not stay folded up, leaving a maximum escape width of only 0.43m at the base of the stair. For the upper lift, the foot plate did not stay folded up, presenting a trip hazard at the top of the stair.</p> <p>Remedial action:</p> <p>The chair lifts should be serviced immediately to ensure that the various parts of the chair fold away effectively to prevent obstruction of the escape route down the stair. All residents should be instructed to ensure they fold the chair parts away when not in use.</p>	Medium	
E13	<p>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.</p>	Yes		Low	
E14	<p>Can all exits be immediately opened in the direction of escape and without the use of a key?</p>	No	See section E11 above	High	

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 lounge door furthest from the reception did not effectively self-close.</p> <p>Remedial action:</p> <p>The door should be adjusted to ensure that it effectively self closes at all times.</p>	Medium	
			<p>The following doors should be 30 minute fire doors, but do not appear to be:</p> <ul style="list-style-type: none"> The doors installed on the 1st floor guest bedrooms and shared shower/WC room. The door to the store in the stair enclosure adjacent to the Dining room. The store under the stair to the 1st floor guest rooms. <p>Remedial action:</p> <p>The doors should be replaced with fire resisting doors providing a minimum of 30 minutes of fire resistance.</p>	Medium	
			<p>A large number of fire resisting doors did not have mandatory blue Fire Door signs.</p> <p>Remedial action:</p> <p>All Fire Doors on escape routes should be labelled 'Fire Door - Keep Shut' or 'Fire Door – Keep Locked' (blue 'mandatory' safety sign).</p>	Low	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
			<p>All flat front doors should be 30 minute fire resisting self-closing doors, including both intumescent fire seals and cold smoke seals.</p> <p>The original doors appear not to have had smoke seals as part of the original installation, but most doors have since had external smoke seals attached. However, a number of flat front doors did not have cold smoke seals installed.</p> <p>Remedial action:</p> <p>Although the doors are reported to be on the 4 year fire door replacement program, the integrity of the flat front doors is critical to the provision of adequate protection to sustain the 'stay put' evacuation policy. As such, all flat front doors should have cold smoke seals installed to protect the escape corridors from ingress of smoke from a fire in a flat.</p>	Medium	
E16	Is the use of nonspecific door opening devices managed appropriately? i.e. doors wedges open .	Yes	<p>All fire doors which are required to be held open during normal use have had automatic hold open devices installed which operate to close the doors on activation of the fire alarm. A single instance of an acoustic hold open device was seen in a critical situation, however it transpired that the device was a non-operational legacy item and the door had also been fitted with a swing free closer. See image 12.</p> <p>Remedial action:</p> <p>The non-operational acoustic hold open device should be removed from the main kitchen door.</p>	Low	

E: Means of Escape:					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
E17	Is there a reasonable standard of fire safety signs and notices?	No	<p>Although the building provides long term residential accommodation and it is generally accepted that only minimal exit signage in this situation is desirable, alternative exit routes, other than those used daily by residents for access should be adequately signed. There are large stretches of the escape routes where it is not possible to see any signage, both internally and externally.</p> <p>Remedial action:</p> <p>A full assessment of the fire exit signage should be carried out for the common parts of the premises, once the requirement for final exits and escape routes through the external gardens has been investigated and confirmed.</p>	Medium	

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		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?	No	Internal emergency escape lighting provision appears to be very good, however no external emergency lighting luminaires were seen during this assessment. Some parts of the external route may be adequately lit by borrowed streetlight in the event of a main lighting circuit failure, but all parts of the escape route should be adequately lit at all material times. Remedial action: The presence of external emergency escape lighting should be confirmed for the whole of the route through the rear communal garden. Any deficiencies in lighting identified should be made good by the provision of additional external emergency lighting luminaires.	Medium	
E21	Do emergency lighting units appear to be charging?	Yes	All emergency lighting luminaires inspected showed green LED charging lights.	Low	
E22	Is emergency lighting maintained and tested according to BS5266?	Yes	The emergency lighting system is being routinely serviced by Premiere Fire and Security Ltd, with the latest service dated 8/3/21 which included a 3 hour discharge test.	Low	

F: Portable Fire fighting 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: 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).</p>	Yes		Low	
F2	<p>Are they suitable for the purpose & of sufficient capacity?</p>	Yes	<p>There appears to be a large proportion of the extinguishers provided as CO₂ extinguishers. For the risk, other than in the office area, a water or multi-purpose foam extinguisher would be more appropriate. This is however, something to consider at the time of replacement as units reach the end of their useful life.</p>	Low	
F3	<p>Are the quantity and types of extinguishers adequate for the risk?</p> <p>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 100m²).</p>	Yes	But see F2	Low	
F4	<p>Are extinguishers correctly sited?</p> <p>Note: approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).</p>	Yes		Low	

F: Portable Fire fighting 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? <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>	Yes		Low	
F6	Are extinguishers unobstructed?	Yes		Low	
F7	Are maintenance inspections of extinguishers carried out and recorded in the log book in line with current standards?	Yes		Low	
F8	Are tenants advised to purchase a fire blanket and multipurpose extinguisher?	Not known	This assessment covered only the common parts of the premises.	Low	

F: Portable Fire fighting Equipment					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
F9	Are staff trained in fire safety awareness?	No	<p>As reported in the previous FRA, care staff are instructed by their employers not to use fire extinguishers. This is considered to be reasonable in respect of use within the individual flats as part of their care duties, however, when operating in the communal areas as a general work place, there should be at least one member of staff available at all times who is competent to select and use fire extinguishers, to protect the escape routes for themselves and their fellow staff members.</p> <p>Remedial action:</p> <p>The Care Staff provider should be required to provide a copy of the policy statement, and of the instruction given to the care staff in respect of the use of firefighting equipment in the work place, to ensure that it adequately covers all aspects of the safety of the individual staff members while they are in the Winchester City Council work place. Any deficiencies found should be made good by the provision of additional staff training.</p>	Medium	

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	See section E6 above for remedial actions.	Medium	

G: Fixed Installations					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
G2	Is the building provided with a dry/wet riser?	No	Not required.	Low	
G3	Is the building provided with a smoke control system?	Yes	<p>Automatic opening vents are provided in the circulation corridors on the 1st and 2nd floors, as part of the protection of the escape routes from smoke. However, net curtains have been installed over the automatic opening windows. These will have the effect of significantly reducing the effective air flow through the vents when open, compromising the capability of the vents to adequately clear smoke from the corridors.</p> <p>Remedial action: All obstructions such as net curtains should be removed from those windows which act as automatic opening smoke vents for the 1st and 2nd floor corridors.</p>	Medium	
G4	Are fixed installations tested to current BS standards?	Yes	<p>Records seen of testing and maintenance for:</p> <ul style="list-style-type: none"> • Fire alarm • Emergency lighting • Automatic opening vents 	Low	
G5	Are all protection systems provided with appropriate signage?	Yes		Low	
G6	Are all protection systems provided with appropriate alarms?	Yes	<p>Fire alarm panel has fault alarm. Other systems are tested regularly.</p>	Low	

G: Fixed Installations					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
G7	Are hose reels provided?	No		Low	
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	But see section E20 above in respect of external emergency lighting.	Low	
H4	Is external rubbish/ waste managed appropriately?	Yes	Bin store is in a dedicated area close to the main entrance and scooter store, which is fire separated from the main building.	Low	
H5	Are wheelie bins lockable?	Yes	The refuse store is lockable rather than the bins	Low	
H6	Are wheelie bins remote from the building?	Yes	The bin store is fire separated from the main building and provided with heat detection as part of the communal fire alarm system.	Low	
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	<p>Is there an emergency plan in place?</p> <p>Note: <i>Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</i></p>	Yes	<p>Evacuation Plan is described in the WCC document: 'Fire Management Plan – Danemark Court' dated August 2018.</p> <p>However, it could not be confirmed whether the common alarm sounds immediately a flat alarm activates; whether there is a time delay to enable investigation, or whether the flat alarm systems are completely separate, with the communal system only activating on detection of smoke in the corridors.</p> <p>Additionally, it could not be confirmed whether the alarms sound in all flats when the communal alarm sounds. If this occurs, all flats will have a full evacuation sound on activation of the communal system, but instructions to stay put unless the fire is in their flat.</p> <p>Remedial action: (as for D2 above)</p> <p>The fire alarm design parameters, and programmed cause and effect schedule should be confirmed, with a description of behaviour of the various parts of the alarm system throughout the building being recorded in the Fire Strategy document for the premises and kept with the fire risk assessment to inform the assessment of residual risk from a fire to the occupants.</p>	Medium	
I2	<p>Are fire action notices in place and up to date.</p> <p>Note: <i>In general, fire action notices should be posted next to all fire alarm call points.</i></p>	Yes	A very good provision of Fire Action notices was seen.	Low	

I: Emergency Action Plan					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
I3	Have the needs and abilities of disabled, sensory impaired and less able bodied persons been considered? <i>Note: 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		Low	
I4	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	Not known	No information was available to inform an assessment of whether visitors and contractors have been directly considered. The surveyor for this assessment received no instruction on fire safety, while on the premises.	Low	
I5	Are staff informed, instructed in the operation of the alarm system, fire safety awareness?	Yes		Low	
I6	Are fire drills undertaken at least twice a year?	No	Although there is a stay put policy for the premises, the communal areas also constitute a work place for the care staff. As such, these staff members should be made aware of the fire safety measures and provision on the premises for their safety by provision of building specific fire awareness training and should practice the implementation of the fire evacuation procedures on a regular basis by carrying out regular fire drills.	Medium	

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	The inner handle of the door to the Mobility Scooter store/recharge station was found to have broken off leaving the door extremely difficult to open from the inside, should it close on a resident while parking or charging the scooter.	Medium	

6: Plan

