



# 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: Milford House, Christchurch Road, Winchester, SO22 4AW**

**Assessment date: 18<sup>th</sup> st 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assessment should be reviewed by a competent person annually or at such a time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.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: 18 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	(E4) Poor fire stopping in various service risers	Medium			
2	(E15) Two fire doors failed to effectively self-close. Other room doors to be checked.				

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

*No issues observed*

## 2. Risk Assessment Information

### Managing Fire Safety

Good management of fire safety is essential to ensure:

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

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

The aims of the assessment are:

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

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

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

### Scope of the Fire Risk Assessment:

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

### High

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

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

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

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

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

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

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

### Medium

- Where any outbreak of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety.
- Where the number of people present is small and the layout of the workplace means they are likely to be able to escape to a place of safety without assistance.
- Where the workplace has an effective automatic warning system, or an effective automatic fire-extinguishing, suppression or containment system, which may reduce the risk classification from high risk.

### Low

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

## 2. Risk Assessment Information: Calculation

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

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

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

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

<b>Low:</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium:</b>	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
<b>High:</b>	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

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

<b>Slight harm:</b>	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
<b>Moderate harm:</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm:</b>	Significant potential for serious injury or death of one or more occupants.

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

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

3. Premises Information	
Person/company managing the premises	Winchester City Council.
Nominated responsible person	Tenancy Services Manager, and Property Services Manager for Winchester City Council.
Persons met on site	Natalie Cain – Temporary Accommodation Manager
Mix of residential and commercial (Y/N)	No
Alterations notice in force (Y/N)	No
OCCUPANTS	
Total number of flats	18 individual Rooms and 2 self-contained studios.
Number of tenanted flats	Assumed 19 – Room 6 was un-occupied
Number of leaseholder flats	N/A
Are any of the residents classed as <b>vulnerable</b> due to age, or group (Y/N) State group/s	No – the premises provides unsupported accommodation.
BUILDING	
Main use	Residential short stay Hostel
Approximate age	Unknown. WCC acquired property from First Wessex in 2016. Property had major refurbishment in 2013. Some parts of the property date back to last century.
Approximate footprint area (m2)	Approx. 350m <sup>2</sup> (estimated from Google Maps)
Type of construction	The external elevations of the premises are of traditional brick, while the roof covering is of traditional clay tile. It is not known what the internal floors are constructed from but it is assumed that these are of plaster on timber joists.
Description of the Premises	The property was originally a large house, and has been extended. More recently it has been converted into a 20 bedsit hostel consisting of 18 bedrooms and 2 self-contained studios. The premises provides shared facilities including three kitchens which include dining areas, WC's, bathrooms, and central heating. In addition staff office is provided adjacent to the main reception area, which includes dedicated welfare facilities for the staff. Other shared facilities include various store cupboards, boiler cupboards, meeting room, resident lounge and a small laundry room. The roof appears to have three dormer windows to the front elevation, suggesting that in the past, accommodation was provided within the current roof space, however there is no access to this space currently, with both stairs terminating at the first floor level. There is a sizeable garden to the rear from which unimpeded egress is possible.
Location of above premises within building	Whole.

<b>3. Premises Information</b>	
Any external cladding?	No.
Balcony assessment & solar shading installations (materials):	No balconies present
Common areas only, please state	Entrance porch, Reception, ground and first floor corridors, two stairs, Residents Lounge, Meeting Room, Laundry, shared WCs, Bathrooms, three Kitchen/dining rooms, various stores, Boiler enclosure, electrical enclosure.
Do conditions support the Evacuation Strategy?	Yes
Is there a Premise Information Box (Gerda) onsite?	No
Areas excluded from report (if any)	The 2 self-contained studio apartments are excluded from this assessment. However, as facilities are shared by the occupants of the 18 bedrooms, the whole of the rest of the premises, including the 18 individual bedrooms, is subject to the Regulatory Reform (Fire Safety) Order. Due to not having given notice of needing to enter occupied rooms, most bedrooms were not entered. However, Room 6 was void, so this room was entered to observe the general provision of fire precautions. It was assumed for the purposes of this report that this room was indicative of the provision for the other 17 rooms.
Type of survey completed:	Type 1 (non-destructive).
General condition of common areas.	Satisfactory.
Any recent history of fires in the building?	No.
Risk of external fire spread across building, or to other buildings?	No
Evacuation Plan:	2 stage simultaneous evacuation: single smoke detector in a room causes local alarm in the room and Panel alert. If available, staff will investigate location and cause.  Expiry of timer, or activation of a 2 <sup>nd</sup> device causes building wide alarm and full simultaneous evacuation.  Activation of a heat detector or a manual call point causes immediate building wide alarm and full simultaneous evacuation.  Assembly point is the public pavement on the opposite side of the road.
<b>FLOORS</b>	
Number of floors, including ground and basement.	Two: Ground and first floor.
<b>STAIRS</b>	



<b>3. Premises Information</b>	
Number of protected stairs	Two.
Number of unprotected stairs	None
Number of external stairs	None
Number of lifts provided	None.
<b>BS9999: 2017 - Risk Profile</b>	
Occupancy characteristic	Cii – Long term managed occupancy
Potential fire growth rate	2 - Medium
Risk profile for this occupancy	C2
<b>SURVEY</b>	
Assessment carried out by	Ron Hedger
Company	TecFire Ltd
Telephone number	0808 123 1702
<b>Communal Electrical Wiring &amp; Cabling (are 18<sup>th</sup> Edition standards being met?)</b>	
Communal wiring/ cabling feedback:	No issues observed

## 4. Photographic evidence

1. Room 6 smoke detection



2. Room 6 view towards door



3. Room 6 door not effectively self closing



4. Door to 1st floor dining room lobby not self closing



5. Boiler room fire stopping inadequate

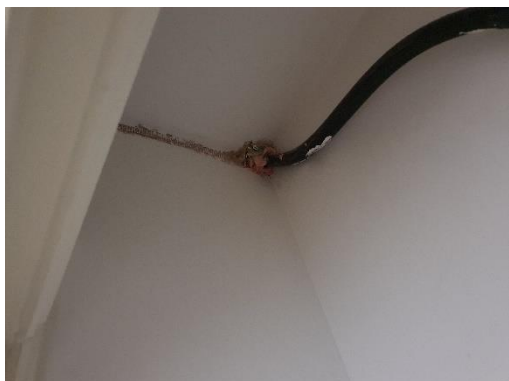


6. 1st floor electrical cupboard fire stopping inadequate



#### 4. Photographic evidence continued

##### 7. 1st floor electrical store in main stair fire stopping inadequate



## 5. Compliance questions and remedial action plan

A: General					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
<b>A1</b>	Is there an existing fire risk assessment?	Yes	Date: 21 November 2020	<b>Low</b>	
<b>A2</b>	Where there is an existing fire risk assessment, have all remedial actions been implemented?	<b>Yes</b>		<b>Low</b>	
<b>A3</b>	Are visitors and contractors informed of actions to take in case of fire?	<b>Yes</b>	Staff on site are fully aware and provide the necessary information during the sign in process.	<b>Low</b>	
<b>A4</b>	Are fire safety conditions imposed on contractors?	<b>Yes</b>	Awareness only.	<b>Low</b>	
<b>A5</b>	Have fire prevention measures been brought to the attention of residents?	<b>Yes</b>	Two 'Fire Action Notices' were seen, however, due to the short term nature of tenancy, a minimum of two more would be a sensible provision. See comments in the signage section below.	<b>Low</b>	
<b>A6</b>	Is there adequate vehicular access to the premises for the fire service?	<b>Yes</b>		<b>Low</b>	
<b>A7</b>	Is there an existing fire safety policy provided for the sheltered scheme?	<b>Yes</b>	Two stage simultaneous evacuation – activation of a smoke detector in a room causes local and panel alarm and activation of an investigation timer. Expiry of the timer or second device activation causes immediate building wide evacuation signal. All residents evacuate to the assembly point on the opposite side of the road, away from responding emergency vehicle stopping points.	<b>Low</b>	

<b>B: Hazard Identification - Source of Ignition</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B1</b>	Have all common area electrical systems been inspected and tested periodically: <i><b>Note:</b> Ensure fixed installation is inspected at intervals specified in BS 7671:2008. IEE Wiring Regulations 17th Edition.</i>	<b>Yes</b>	Latest Electrical Installation Condition Report was carried out on 11/8/2017.	<b>Low</b>	
<b>B2</b>	Are portable electrical devices and flexes in the common areas tested and free from physical damage?	<b>Yes</b>	Latest PAT records are dated 10/06/2021	<b>Low</b>	
<b>B3</b>	Are electrical, and service, intakes and distribution managed and controlled effectively? <i><b>Note:</b> fire doors (e.g. to electrical cupboards, service ducts, boiler rooms etc) need not be self closing where they are kept locked and labelled with 'Fire Door - Keep locked shut' (blue mandatory safety sign). It is good practice to provide signage to indicate location of service 'shut offs'</i>	<b>Yes</b>	All service enclosure doors were in good condition, close fitting, correctly signed as fire doors and were locked shut.	<b>Low</b>	
<b>B4</b>	Is lighting / heat producing equipment stored or located away from combustibles?	<b>Yes</b>	No issues observed	<b>Low</b>	

<b>B: Hazard Identification - Source of Ignition</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B5</b>	If fitted are lightning conductors periodically tested?	N/A	No lightning protection installed.	<b>Low</b>	
<b>B6</b>	Has all gas equipment supplied by the landlord been subject to inspection and testing in accordance with The Gas Safety (Installation and Use) Regulations 1998 by a Gas Safe Registered technician? Are gas meter cupboards secure and any safety measures in an operable condition?	<b>Yes</b>	Gas safety certificate dated 17/11/2021 seen	<b>Low</b>	
<b>B7</b>	Are there reasonable measures taken to manage smoking? <i>Note: Demarcated, safe smoking areas for public and service users. Ensure prohibition on smoking in other locations.</i>	<b>Yes</b>	No smoking is allowed on the premises. No evidence was seen of careless discarding of smoking materials on the premises.	<b>Low</b>	
<b>B8</b>	Do the local statistics indicate a low fire raising problem for this area?	<b>Yes</b>		<b>Low</b>	
<b>B9</b>	Does basic security against arson appear reasonable?	<b>Yes</b>	The premises is secure, and has CCTV installed throughout the common areas.	<b>Low</b>	

<b>B: Hazard Identification - Source of Fuel</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B10</b>	Are escape routes kept free of combustible materials?	<b>Yes</b>	All escape routes were seen to be clear and unobstructed.	<b>Low</b>	
<b>B11</b>	Is the standard of housekeeping satisfactory?	<b>Yes</b>		<b>Low</b>	

<b>B: Hazard Identification - Source of Fuel</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>B12</b>	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	<b>Yes</b>		<b>Low</b>	
<b>B13</b>	Are the arrangements for disposal of waste adequate to prevent build-up - is secure storage provided to prevent unauthorised access to combustible materials?	<b>Yes</b>	No issues observed	<b>Low</b>	
<b>B14</b>	Are the walls, floors and ceiling coverings free from combustible products?	<b>Yes</b>		<b>Low</b>	
<b>B15</b>	Where furniture and furnishing are provided in common areas and means of escape routes, are they fire retardant in accordance with the Furniture and Furnishings (Fire) (Safety) Amendment Regulations 1989?	<b>Yes</b>	Furniture seen appeared to be in good condition	<b>Low</b>	
<b>B16</b>	Where natural mains fed gas is supplied to the building are appropriate management systems implemented?	<b>Yes</b>	CCS Ltd Gas Certificate from 17/11/2021	<b>Low</b>	
<b>B17</b>	Where compressed gas cylinders e.g. oxygen, air, acetylene, stored or in use on the premises and they managed appropriately?	N/A		<b>Low</b>	

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

<b>C: People at risk:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>C1</b>	Are people familiar with the premises?	<b>Yes</b>	Average length of stay was verbally confirmed to be approximately 9 months.	<b>Low</b>	
<b>C2</b>	Where young persons are known to live in the premises is there adequate protection provided?	<b>Yes</b>		<b>Low</b>	
<b>C3</b>	Where vulnerable persons (alcohol, drugs or receiving treatment) are known to live in the premises is there adequate protection provided?	<b>Yes</b>	Staff present on site during office hours. Outreach Services available if required.	<b>Low</b>	
<b>C4</b>	Where disabled residents are known to live in the premises is there adequate protection provided?	<b>N/A</b>	Accommodation is not suitable for people with significant mobility issues.	<b>Low</b>	



<b>C: People at risk:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>C5</b>	Are there procedures in place to protect anyone who could be working in enclosed, isolated parts of the building, i.e. contractors in plant room or on the roof?	<b>N/A</b>	The premises does not contain any areas which would class as remote or isolated working areas.	<b>Low</b>	

<b>D: Means for Giving Warning:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>D1</b>	Does the building have an adequate means for giving warning in case of fire? Manual or Mechanical.	<b>Yes</b>	The premises is provided with a building wide fire detection and alarm system. This is recorded as a category L1 system in the previous FRA. Observed coverage is consistent with this classification.	<b>Low</b>	
<b>D2</b>	Are individual flats/apartments provided with stand alone fire detection systems? Where known.	<b>No</b>	Each room/studio is provided with full automatic fire detection coverage, but this is connected directly to the main alarm system.	<b>Low</b>	
<b>D3</b>	Is the fire alarm system serviced/maintained in accordance with BS 5839? Ensure a competent engineer services fire alarm system and carries out back up supply checks in accordance with current standards. Check for records in the fire logbook.	<b>Yes</b>	The system is serviced by premier Fire and Security Ltd. The last service event occurred on 6/9/21.	<b>Low</b>	
<b>D4</b>	Is the fire alarm systems checked by the occupier? <b>Note:</b> <i>Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook.</i>	<b>Yes</b>	On site staff test the alarm system weekly on Monday afternoons. Records of tests are kept.	<b>Low</b>	
<b>D5</b>	There is no evidence of false alarms or abuse of the common area system?	<b>Yes</b>	The last alarm system service report indicates that 1 false alarm event was recorded for the previous 12 month period.	<b>Low</b>	

<b>E: Means of Escape:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E1</b>	Are there sufficient exits for the number of people present that lead to a place of ultimate safety?	<b>Yes</b>	The configuration of the exits and stairs is such that there are only small areas of the building with only a single direction of escape, with typical travel distances to a final or storey exit of less than 5m.	<b>Low</b>	
<b>E2</b>	Are all gangways and escape routes free from obstruction and free from combustibles? <i><b>Note:</b> Escape routes should be free from obstructions such as portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (other than security and emergency systems) etc.</i>	<b>Yes</b>		<b>Low</b>	
<b>E3</b>	Are floor surfaces in escape routes free from tripping, slipping and fire hazards?	<b>Yes</b>		<b>Low</b>	

<b>E: Means of Escape:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E4</b>	Is compartmentation of a reasonable standard?	<b>No</b>	<p>The condition of the compartmentation visible throughout the common areas appears to be very good, however the fire stopping in the following service enclosures was inadequate:</p> <ul style="list-style-type: none"> <li>• Ceiling of the ground floor boiler room, opposite room 6. (see image 57)</li> <li>• Ceiling of the 1<sup>st</sup> floor electrical service enclosure, opposite room 8. (see image 6)</li> <li>• The ceiling of the electrical service enclosure in the main stair. (see image 7)</li> </ul> <p>In all three cases, pink 'fire foam' has been used outside of its test specification, in place of a proprietary fire stopping system.</p> <p><b>Remedial action:</b></p> <p>The pink polyurethane foam should be removed and replaced with a proprietary fire stopping system to provide a minimum of 60 minutes of fire resistance around the penetrations to accommodate the pipes/cables in question.</p>	<b>Medium</b>	
<b>E5</b>	Are all vents and service ducts etc suitably protected, where appropriate, to prevent the spread of fire and smoke?	<b>Yes</b>	<p>No obvious service ducts or vents were seen to penetrate fire resisting elements of the structure.</p> <p>Ventilation was seen to be directly through the external walls rather than into internal ductwork.</p>	<b>Low</b>	

<b>E: Means of Escape:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E6</b>	Are travel distances acceptable? <i><b>Note:</b> Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes. (In certain buildings e.g. Older Person's Residential Units progressive/lateral evacuation should be adopted to reduce need for evacuation to outside areas.)</i>	<b>Yes</b>	Most parts of the premises have escape in two or more directions. Where a only single escape route is available, travel distances are very short, typically less than 5m in the corridors to a final or storey exit.	<b>Low</b>	
<b>E7</b>	Are internal protected staircase/s well maintained and free from combustibles and/or ignition sources.	<b>Yes</b>		<b>Low</b>	
<b>E8</b>	Are internal protected staircase/s provided with suitable ventilation systems to ensure smoke is removed efficiently?	<b>Yes</b>	There is no smoke control system installed on the premises. Stairs serve only the 1 <sup>st</sup> floor, and as the evacuation policy is simultaneous, this is acceptable.	<b>Low</b>	
<b>E9</b>	Are external stairways weather protected, regularly maintained to avoid slipping hazards such as algae, moss, leaves or ice?	<b>N/A</b>		<b>Low</b>	
<b>E10</b>	Are escape windows used if <b>YES</b> is this appropriate?	<b>No</b>	As the premises is a Hostel, to which the Fire Safety Order applies to the whole of the building (other than the 2 self contained studio apartments) the use of escape windows would be inappropriate.	<b>Low</b>	

<b>E: Means of Escape:</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E11</b>	<p>What is the condition of final fire exit doors?</p> <p><b>Note:</b> Final fire exit doors should open in the direction of travel. And should be free from obstructions (inside and outside). Where there is a risk of obstruction final fire exit doors should be labelled 'Fire Door - Keep Clear. Appropriate notices on how to open doors should be posted on the door - E.g. 'Push Bar to Open'.</p>	<b>Good</b>		<b>Low</b>	
<b>E12</b>	<p>Are there sufficient exits of suitable size to allow safe egress for all residents?</p> <p><b>Note:</b> Doorways should be at least 750mm wide when up to 40 people per minute are expected to use the exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for additional groups of 15 people. Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.</p>	<b>Yes</b>		<b>Low</b>	
<b>E13</b>	<p>Are corridors wide enough? <b>Note:</b> Corridors should generally be a minimum of 1 metre wide. Areas used by wheelchair users require a minimum wide of 1.2 metres. In large buildings corridor width may be greater.</p>	<b>Yes</b>		<b>Low</b>	
<b>E14</b>	<p>Can all exits be immediately opened in the direction of escape and without the use of a key?</p>	<b>Yes</b>		<b>Low</b>	

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><b>Note:</b> <i>The fire resistance of a door assembly is determined by subjecting a full-size construction to test in accordance with the procedures laid down in the appropriate fire resistance testing standard, i.e. BS 476-22 or BS EN 1634-1. The test standard requires the tested construction to be fully representative of the assembly to be used in practice in terms of materials and methods of construction, size, number of leaves and mode of operation including all glazed openings. Automatic fire doors must be labelled 'Automatic Fire Door - Keep Clear' (blue 'mandatory' safety sign)</i></p>	No	<p>All doors serving the common corridors and stairs were in very good condition and fitted well into their frames such that the installed smoke seals closed the available gaps well.</p> <p>However, following two doors were found to not effectively self-close into their frames:</p> <ul style="list-style-type: none"> <li>• The door to room 6 (see image 3)</li> <li>• The door from the 1<sup>st</sup> floor corridor to the kitchen lobby adjacent to the main stair (see image 4).</li> </ul> <p><b>Remedial action:</b></p> <p>The self-closing devices installed on the two doors in question should be adjusted to ensure that they both close completely into their frames.</p> <p>As only the room 6 door was available to test for self-closing, it is possible that other room doors may not effectively self-close.</p> <p><b>Remedial action:</b></p> <p>The routine fire safety checks should be added to, to include a check on the efficiency of the self-closing of all room doors, on a regular basis, to ensure that the doors are capable of adequately protecting the escape routes from a fire in a room.</p>	Medium	
E16	<p>Is the use of non specific door opening devices managed appropriately? i.e. doors wedges open .</p>	Yes	<p>All communal corridor doors had electromagnetic hold open devices installed, connected directly to the main fire alarm system.</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>Exit signage is very good, with alternative escape routes clearly indicated.</p> <p>All fire doors appeared to be correctly provided with mandatory Fire Door signs, and call points and fire points were clearly indicated.</p> <p>However, only two Fire Action notices were seen, one at the main entrance door and one on the 1<sup>st</sup> floor of the side stair.</p> <p><b>Remedial action:</b></p> <p>A minimum of two more Fire Action notices should be provided, with one positioned adjacent to the fire point on the 1<sup>st</sup> floor adjacent to the main stair, and the 2<sup>nd</sup> positioned adjacent to the final exit at the base of the side stair.</p>	Low	



<b>E: Means of Escape - Escape Lighting</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>E18</b>	Are all escape routes (internal & external) adequately illuminated? <i>Note: All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lighting may be needed if walkways are without natural daylight or are used at night.</i>	<b>Yes</b>		<b>Low</b>	
<b>E19</b>	Does existing artificial lighting appear satisfactory?	<b>Yes</b>		<b>Low</b>	
<b>E20</b>	Is the lighting provided in case of a lighting failure adequate to ensure safe escape in case of a fire?	<b>Yes</b>		<b>Low</b>	
<b>E21</b>	Do emergency lighting units appear to be charging?	<b>Yes</b>	All emergency lighting luminaires observed, showed green charging LEDs	<b>Low</b>	
<b>E22</b>	Is emergency lighting maintained and tested according to BS5266?	<b>Yes</b>	The emergency lighting system is serviced and tested by Premiere Fire and Security Ltd. The last recorded service event was on 4/3/21 during which a 3 hour duration test was performed.	<b>Low</b>	

<b>F: Portable Fire fighting Equipment</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>F1</b>	<p>Is portable fire fighting equipment provided in the common areas?</p> <p><b>Note:</b> <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>	<b>Yes</b>	There is a comprehensive provision of portable fire extinguishers.	<b>Low</b>	
<b>F2</b>	Are they suitable for the purpose & of sufficient capacity?	<b>Yes</b>	A combination of Water and CO2 extinguishers are provided throughout.	<b>Low</b>	
<b>F3</b>	<p>Are the quantity and types of extinguishers adequate for the risk?</p> <p><b>Note:</b> <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 100m<sup>2</sup>).</i></p>	<b>Yes</b>		<b>Low</b>	

F: Portable Fire fighting Equipment					
Ref No	Compliance Question	Yes, No or NA	Remedial Action Plan (RAP) and Comments	Risk Rating	RAP Completed
F4	<p>Are extinguishers correctly sited?</p> <p><b>Note:</b> approx. 1 metre from the floor. Handle of small hand held extinguishers approximately 1.5 metres from the floor).</p>	No	<p>The majority of extinguishers are suitably sited, however a CO2 and a Water extinguisher were located on a floor stand within the laundry. This is a very small room, with double stacked washing machines and tumble driers. If an extinguisher were required to deal with the early stages of a fire in this room, a much safer approach would be to use an extinguisher from the access corridor rather than from inside the laundry. In this way, a person attempting to deal with the fire would be able to consider the action from outside the fire compartment, when fully equipped, rather than having to open the fire compartment to acquire the extinguisher.</p> <p><b>Remedial action:</b></p> <p>The extinguishers and floor stand should be repositioned to the corridor just outside the Laundry, in a location where the floor stand will not obstruct the corridor.</p>	Low	
F5	<p>Are extinguishers clearly visible with signage if concealed?</p> <p><b>Note:</b> Where full body colour extinguishers (BS 5423) are still in use, fire fighting equipment safety signs should be posted above the extinguisher (see guidance and information sheets)</p>	Yes		Low	
F6	Are extinguishers unobstructed?	Yes		Low	

<b>F: Portable Fire fighting Equipment</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>F7</b>	Are maintenance inspections of extinguishers carried out and recorded in the log book in line with current standards?	<b>Yes</b>	The extinguishers are serviced by Premiere Fire and Security Ltd. The last recorded service event was on 4/3/21.	<b>Low</b>	
<b>F8</b>	Are tenants advised to purchase a fire blanket and multipurpose extinguisher?	<b>Not known</b>	No residents were available to ask. However fire blankets are provided in all three communal kitchens.	<b>Low</b>	
<b>F9</b>	Are staff trained in fire safety awareness?	<b>Yes</b>	On site staff appeared to be very knowledgeable on fire safety in the building.	<b>Low</b>	

<b>G: Fixed Installations</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>G1</b>	Is the building provided with a sprinkler system?	<b>No</b>		<b>Low</b>	
<b>G2</b>	Is the building provided with a dry/wet riser?	<b>No</b>		<b>Low</b>	
<b>G3</b>	Is the building provided with a smoke control system?	<b>No</b>		<b>Low</b>	
<b>G4</b>	Are fixed installations tested to current BS standards?	<b>Yes</b>	Fire alarm, emergency lighting and fire shutter.	<b>Low</b>	
<b>G5</b>	Are all protection systems provided with appropriate signage?	<b>Yes</b>		<b>Low</b>	

<b>G: Fixed Installations</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>G6</b>	Are all protection systems provided with appropriate alarms?	<b>Yes</b>	Fire alarm panel linked to Tunstall system and will alarm locally and also to Chichester Careline.	<b>Low</b>	
<b>G7</b>	Are hose reels provided?	<b>No</b>		<b>Low</b>	
<b>G8</b>	Is the building provided with any other fixed installations?	<b>Yes</b>	Fire shutter across main reception. CCTV (for security)	<b>Low</b>	

<b>H: Arson</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>H1</b>	There was <b>no</b> physical evidence or local statistical evidence of arson.	<b>Yes</b>		<b>Low</b>	
<b>H2</b>	Are the premises reasonably secure during hours of darkness?	<b>Yes</b>		<b>Low</b>	
<b>H3</b>	Is there a reasonable standard of external lighting?	<b>Yes</b>		<b>Low</b>	
<b>H4</b>	Is external rubbish/ waste managed appropriately?	<b>Yes</b>		<b>Low</b>	
<b>H5</b>	Are wheelie bins lockable?	<b>No</b>	However they are stored away from the building	<b>Low</b>	
<b>H6</b>	Are wheelie bins remote from the building?	<b>Yes</b>		<b>Low</b>	
<b>H7</b>	Is CCTV provided?	<b>Yes</b>		<b>Low</b>	

<b>I: Emergency Action Plan</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>I1</b>	Is there an emergency plan in place? <b>Note:</b> <i>Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</i>	<b>Yes</b>		<b>Low</b>	
<b>I2</b>	Are fire action notices in place and up to date. <b>Note:</b> <i>In general, fire action notices should be posted next to all fire alarm call points.</i>	<b>Yes</b>	See also section E17	<b>Low</b>	
<b>I3</b>	Have the needs and abilities of disabled, sensory impaired and less able bodied persons been considered? <b>Note:</b> <i>Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance.</i>	<b>Yes</b>	Site unlikely to have seriously disabled residents onsite.	<b>Low</b>	
<b>I4</b>	Are visitors, contractors and members of the public (if applicable) considered as part of the plan.	<b>Yes</b>		<b>Low</b>	
<b>I5</b>	Are staff informed, instructed in the operation of the alarm system, fire safety awareness?	<b>Yes</b>		<b>Low</b>	
<b>I6</b>	Are fire drills undertaken at least twice a year?	<b>Yes</b>	Verbally confirmed by office staff that regular fire drills are carried out, including that there is an unannounced fire evacuation drill planned for early December.	<b>Low</b>	

<b>J: Health and Safety</b>					
<b>Ref No</b>	<b>Compliance Question</b>	<b>Yes, No or NA</b>	<b>Remedial Action Plan (RAP) and Comments</b>	<b>Risk Rating</b>	<b>RAP Completed</b>
<b>J1</b>	Were any non-Fire Safety issues found during the inspection?	<b>No</b>		<b>Low</b>	



**6: Plan**

