

BB7

Fire Risk Assessment

Cheverell House

25th October 2016

Fire Risk Assessment Report

Date of Assessment	25 th October 2016
Recommended date of review	October 2017*
Name of Assessor	Jamie Davis
Building	1-60 Cheverell House
Address	Teale Street, London E2 9BN

* The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.



Applicable Fire Safety Legislation:

The Regulatory Reform (Fire Safety) Order 2005 (FSO)

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Building Description and Use

Building Use	
What are the premises used for?	62 General Needs Flats
Type of occupancy (single or multiple)	Multiple
Days and hours of which building is in use and any out of hours activities that take place?	24/7
Approximate maximum number of occupants	124 (assuming 2 per flat)
Approximate maximum number of employees at any one time	No employees or contractors are normally based in the premises. However, cleaning operatives are on site at various times and the premises are subject to periodic visits by SHA staff and contractors.
Approximate maximum number of members of the public at any one time	Unknown
Number of fire wardens / fire marshals on site	N/A
Are occupants familiar with the layout?	Yes
Is the premises used by people whose mobility/hearing/cognition maybe impaired?	This is a 'general needs' block, and there may be occupants with varying degrees of physical/mental disability in line with the general population.
Are the premises used for sleeping accommodation?	Yes
Are young persons employed within the premises?	No
Are there any occupants working in remote areas of the workplace, or working outside normal operating hours?	No
Evacuation Strategy – e.g. phased, simultaneous etc.	Stay put
Responsible person or person having control of the premises.	Spitalfields Housing Association

Building Description	
Age of Building	Estimated as circa 1930s.
Brief details of construction	Masonry walls with concrete floor and a pitched tiled roof.
Approximate area in sqm of building footprint	Estimated as 1,000m ²
Description of layout (include number of fire exits & stairs etc)	Balcony approach flats with access to two staircases on the uppermost floor, with the remainder of floors having access to a single staircase. There are two recent additional flats that have been created within the roof space areas, on the 5 th floor. The ground floor flats open direct into the courtyard.
Number of floors ground and above	6: Ground and five upper floors.
Number of floors below ground	Nil.
State parts of building assessed – detail areas not assessed/visited and reason(s)	It was not possible to gain entry to any of the flats and some of the storage areas to confirm the suitability of the fire safety arrangements and to establish the nature of the fire separation between the flats and the common parts and, therefore, a Type 1 risk assessment, as defined in the Local Government Group's Guide to Fire Safety in Purpose-Built Blocks of Flats, was carried out. However, it was possible to sample some flat entrance doors.
(If residential) Fire Risk Assessment Type	Type 1 – Communal areas inspected only.
Date of previous FRA and are all actions complete and signed off?	N/A
Recommended date of review of this FRA <i>* The periodic review is subject to the risk remaining the same as that encountered at the time of this assessment, if the risk changes then a review may be required earlier than the date given above.</i>	October 2017*

Risk Assessment Ratings

ACTIONS / RECOMMENDATIONS

Definition of priorities (where applicable):

Urgent	High	Immediate actions required or remedial measures put in place to control risk in the meantime
Strongly recommended	Medium	Action required in the short term but within 3 months
Recommended	Low	Action required in the longer term but within 6 months
Advisory	Advisory	Advisory or no immediate action necessary. However, this will be best practice, so the item should be addressed when time or resources allow.

Findings of the Fire Risk Assessment

Action Plan

This section comments on those aspects of the assessment identified in the main body of the report as requiring attention. It is recommended that the following recommendations are implemented:

Ref	Recommendation	Priority	Action by whom	Date action taken
2.3	The use of electrical extension leads should be controlled to prevent damage to the leads. It is advisable to install additional electrical sockets within the cleaner's room.	Advisory		
4.2	It is recommended that the use of portable heaters is controlled, within the cleaner's room.	Advisory		
7.3	The combustibles outside flat * should be removed.	Low		
8.1	All escape routes and common areas should be kept clear of combustibles and obstructions. It is recommended that a 'zero tolerance' approach is adopted by SHA.	Medium		
8.4	Consideration should be given to the removal of petrol appliances from the cleaner's store.	Low		
14.1	Provide fire stopping around the cable penetrations to the electrical intake rooms.	Advisory		
14.1	It is advised that a survey of the roof spaces, where possible, to ensure adequate compartmentation between flats is provided.	Low		

Ref	Recommendation	Priority	Action by whom	Date action taken
15.4	Consideration should be given to improving the smoke sealing ability of the metal fire-resisting door to the electrical intake cupboards at the base of the staircase enclosures.	Advisory		
16.1	The following doors should be replaced with self-closing, fire-resisting doors, to an FD30 standard: Flat * Flat * Flat * Flat *	Medium		
16.3	Flat entrance doors on the upper floors, that are positioned on dead ends should be provided with self-closing devices. The provision of self-closing devices on other flat entrance doors is not considered essential.	Medium		
21.1	It should be ensured that SHA staff are provided with simple fire safety training, which ensures they are familiar with the building fire safety arrangements. This training should be refreshed on a periodic basis.	Low		
22.3	It should be ensured that the emergency lighting system is subject to monthly function tests, commensurate with the recommendations of BS 5266-8.	Medium		

Ref	Recommendation	Priority	Action by whom	Date action taken
22.6	It should be ensured that the dry-rising main is inspected on a six-monthly basis and serviced on a 12 monthly basis, commensurate with the recommendations of BS 9990.	Medium		
22.9	It should be ensured that the smoke vents are tested and maintained in accordance with the manufacturer's instructions. Annex V of BS 9999 recommends a weekly function test.	Medium		

Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Identification of People at Risk

People at Risk					
1.1	Any particular user group at risk?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
1.2	Are there any employees or contractors working in remote areas of the workplace?			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
1.3	Is the building used for sleeping purposes?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
1.4	Are there people whose mobility is impaired?	Unknown	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.5	Have people been identified to assist mobility impaired people leave the site?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.6	Are there people who have visual or hearing impairments?	Unknown	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.7	Are there people with cognitive impairments?	Unknown	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
1.8	Are there elderly or young children?	Unknown	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
1.9	Is the building occupied by people familiar with the layout?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
1.10	Is the building occupied by manageable numbers of staff / visitors?			Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments:					
<p>This is a 'general needs' block, and there may be occupants with varying degrees of physical/mental disability in line with the general population.</p> <p>No employees or contractors are normally based in the premises. However, cleaning operatives are on site at various times and the premises are subject to periodic visits by SHA staff and contractors.</p> <p>While the occupants of the flats are 'relevant persons', the flats, as domestic dwellings, are outside the scope of the Regulatory Reform (Fire Safety) Order 2005, and, as such, the inspection was confined to the common parts.</p>					

Fire Hazards and their Elimination or Control

Electrical Sources of Ignition						
2.1	Reasonable measures taken to prevent fires of electrical origin?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
2.2	Suitable policy regarding the use of personal electrical appliances?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2.3	Suitable limitation of trailing leads and adapters?			Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
Comments:						
<p>SHA's policy is to subject the fixed installations serving the common parts of the block to periodic inspection and test every five years. Owners of leasehold flats are responsible for their own inspection and testing of fixed installations.</p> <p>Any portable electrical appliances within the common parts are subject to inspection and test in accordance with SHA policies and procedures, although there are generally no portable appliances present.</p> <p>Portable electrical appliances in flats have not been considered.</p> <p>The use of an extension lead to power a portable heater was noted within the cleaner's room, which is not ideal, as it was wedged under a door.</p>						
Smoking						
3.1	Reasonable measures taken to prevent fires as a result of smoking?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
3.2	Is the no smoking policy enforced?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments:						
<p>Smoking is not permitted in the common areas.</p> <p>There was no evidence of smoking in these areas at the time of the survey.</p> <p>A 'NO SMOKING' sign was displayed in the staircase enclosure.</p> <p>Not considered in relation to flats, where it is foreseeable that some occupants will smoke.</p>						
Portable Heaters and Heating Installations						
4.1	Is there naked flame, portable heaters or radiant heaters in use? If yes, specify			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>

Portable Heaters and Heating Installations

4.2 Are suitable measures taken to minimise the hazard of ignition from the use of portable heaters? N/A Yes No

Comments:

There are generally no portable heaters in use in the common parts, although the use of one was observed within the cleaner's room, which was in use very close to combustible materials.

There is no fixed heating provided in the common parts.

Individual heating systems and portable heaters within individual flats have not been considered.

Gas safety checks within SHA flats are carried out annually by approved contractors.

Lightning Protection

5.1 Is there a lightning protection system; if so, are records available to confirm that is routinely checked? Yes No

Comments:

Lightning protection is not considered necessary in the context of this fire risk assessment.

Cooking

6.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

6.2 Are filters changed and ductwork cleaned regularly? N/A Yes No

6.3 Suitable extinguishing appliances available? N/A Yes No

Comments:

There are no cooking facilities provided within the common parts.

Cooking facilities in flats have not been considered.

Fire History & Arson

7.1 Has there been a history of fire incidents in the building? Unknown Yes No

7.2 Does basic security against arson by outsiders appear reasonable? Yes No

7.3 Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders? Yes No

Comments:

Fire History & Arson

The main entrance doors to the stair cores are secured to prevent unauthorised access. Refuse bins are located within a bin store, away from any windows or building apertures.

Instances of anti-social behaviour are monitored by SHA.

There are combustibles stored outside flat 4, adjacent to the staircase enclosure.

Housekeeping							
8.1	Is the standard of housekeeping adequate?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.2	Combustible materials appear to be separated from ignition sources?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.3	Avoidance of unnecessary accumulation of combustible materials or waste?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.4	Appropriate storage of hazardous/flammable materials?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
8.5	Avoidance of inappropriate storage of combustible materials?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.6	Are all escape routes clear of combustible materials?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
8.7	Is there any upholstered furniture located in the premises and if so; is there evidence to indicate that it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:							
<p>It is important that the common parts that form escape routes from the building are kept free of combustible materials and ignition sources. Currently, there is excessive storage on the balconies and common areas.</p> <p>It is recommended that a 'zero tolerance' approach is adopted, with respect to combustibles in the common areas. SHA should communicate this to tenants and residents.</p> <p>The storage of petrol appliances was noted within the cleaner's store, which is not considered ideal, as there are electrical items in use within the store including a portable heater.</p>							

Hazards Introduced by Outside Contractors and Building Works							
9.1	Are fire safety conditions imposed on outside contractors?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
9.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments:							

Hazards Introduced by Outside Contractors and Building Works

All external contractors will be approved by SHA and are required to submit method statements, risk assessments and, where necessary, arrangements for undertaking 'hot work'.

Internal maintenance staff are subject to SHA procedures for safe systems of work.

Dangerous Substances

10.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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10.2	If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire.

There are no dangerous substances used or stored in the common parts. (with the exception of items identified in section 8)

Other Significant Fire Hazards That Warrant Consideration

11.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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11.2	Are processes carried out which give rise to a significant fire risk?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Comments:

No hazards identified.

Fire Protection Measures

Means of Escape from Fire							
12.1	It is considered that the building is provided with reasonable means of escape in case of fire.		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
	More specifically:						
12.2	Adequate design of escape routes?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
12.3	Adequate provision of exits?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
12.4	Exits easily and immediately openable where necessary?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
12.5	Fire exits open in direction of escape where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.6	Avoidance of sliding or revolving doors as fire exits where necessary?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.7	Satisfactory means for securing exits?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
12.8	Reasonable distances of travel where there is a single direction of travel?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.9	Reasonable distances of travel where there are alternative means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.10	Suitable protection of escape routes?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
12.11	Suitable fire precautions for all inner rooms?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.12	Escape routes unobstructed?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
12.13	Is adequate ventilation provided to secure the mean of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.14	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants.	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Comments:						
	<p>This is a purpose-built block of flats, and it is our understanding that the design principles embodied in the relevant building legislation/regulations applicable at the time of construction included adequate compartmentation, protected escape routes and the provision of smoke ventilation.</p> <p>On this basis, the occupants of the flats, other than those in which a fire occurs, should be able to remain in their flats in relative safety, unless their flat subsequently becomes affected by fire or smoke, or until directed otherwise by the fire and rescue service, in accordance with the 'stay put' policy.</p>						

Means of Escape from Fire

The means of escape consists of a single staircase, to each side of the building although providing two staircases to the upper floor, as access is possible to each side over the balcony on the fourth floor.

The approach to most flats is via open balcony, or direct from the courtyard. The exception to this is where two additional flats (24A and 56A) have been created at the head of each staircase, which are enclosed. The staircases have been provided with automatic opening vents (AOVs) to provide ventilation to the uppermost 'A' flats.

Due to the provision of open balconies, there are no travel distance restrictions, although the distances are generally quite short.

The balcony widths are less than 2 metres. Consequently, there are no down stands provided to prevent lateral smoke spread along the balconies. This is considered appropriate.

There is electronic access control provided to the staircase entrance doors, although the omission of a manual override was noted. Due to the electromagnetic nature of the locks, the security will fail safe upon power failure. Considering the likelihood of vandalism to any manual override switch provided, the omission of such a device, although acknowledged not to comply with BS 7273-4, is considered reasonable.

The glazing provided to the flats is not fire-resisting. However, the position of the glazing is above 1,100mm, and as such, is considered appropriate.

The provision of fire-resisting doors is commented on in section 15 and 16.

Many items obstruct the escape routes, although is raised as an action in section 8.

Emergency Escape Lighting

13.1	Reasonable standard of emergency escape lighting system provided?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

Non-maintained emergency escape lighting is installed, broadly to the recommendations of BS 5266.

It is understood that the emergency lighting is currently undergoing a replacement program, as it has been identified that some units has failed when being tested.

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development							
14.1	Is compartmentation of a reasonable standard?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
14.2	Reasonable limitation of linings that might promote fire spread?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
14.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
14.4	From a visual inspection, do structural elements appear to be adequately protected to maintain fire resistance?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Comments:							
<p>This is a purpose-built block of flats, and it is our understanding that the design principles embodied in the building legislation/regulations applicable at the time of construction included adequate compartmentation.</p> <p>There was no evidence to suggest that the existing compartmentation would not support a 'stay put' strategy.</p> <p>Some fire stopping had been completed with fire-resisting foam within the water tank room, which is not ideal. However, considering the limited risk within this area, the use of foam is not considered unreasonable.</p> <p>Although not unreasonable due to the highly ventilated staircase, there was some minor fire stopping deficiencies around the cables to the electrical rooms. However, access was not possible to these rooms.</p> <p>Access to the roof void areas as not possible. It is advised that a survey of the roof spaces, where possible, to ensure adequate compartmentation between flats is provided.</p>							

Fire Doors							
15.1	Are existing fire doors adequate?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
15.2	Are fire resisting self-closing doors unobstructed and functioning correctly?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
15.3	Are fire doors held open by device linked to alarm system?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
15.4	Are non-self-closing fire doors kept locked when not in use?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments:							

Fire Doors

Flat entrance doors are addressed within section 16.

There are no fire-resisting doors enclosing the staircase, which is commensurate with the building standards at the time and is considered reasonable.

There are metal fire-resisting doors, provided to the electrical intake cupboards at the base of the staircase. Although considered reasonable, the smoke sealing ability of these loose fitting doors is rather limited. Considering that the staircase is highly ventilated, the risk to persons in the event of a fire within the cupboard, is considered tolerable, acknowledging the single staircase arrangements. However, consideration should be given to the improvement of the smoke sealing capacity of these doors, when improvement works are performed.

Flat Entrance Doors

16.1	Are existing flat entrance doors adequate?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
16.2	Do flat entrance doors appear to offer a notional period of fire resistance?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
16.3	Are flat entrance doors adequately self-closing?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
16.4	Are flat entrance door sets fitted with suitably sized door stops or intumescent strips and cold smoke seals?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments:

The approach to the flat entrances is via an open balcony (with the exception of the two 'A' flats). Consequently, the requirement for fire-resistance is to a lower standard, with no requirement for smoke sealing ability. The majority of fire-resisting doors are considered to provide a notional 30 minutes' fire resistance, although some doors are considered not to be fire-resisting.

The assessment of fire-resisting doors has considered their location and potential impact upon the tenability of the escape route. Consequently, flat entrance doors that are at the furthest point of a 'dead end', or where there is generally escape in two directions, have been considered reasonable, even though they may only offer a very limited period of fire resistance. A list of flat entrance doors that require remedial works are provided within the action plan.

A sample of doors suggests that self-closing devices are not provided.

The standard of the 'A' flats entrance doors could not be confirmed at the time of the survey. However, considering that these are a recent addition, it is reasonable to assume that the doors have been provided to current standards.

Fire Safety Signs and Notices

Fire Safety Signs and Notices						
17.1	Are suitable and sufficient exit and directional signs in place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
17.2	Are internal fire doors and escape doors provided with appropriate fire signage?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
17.3	Is there suitable and sufficient signage to passive and active firefighting systems?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
17.4	Is there suitable external signage on external exit routes?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
17.5	Are clear fire action notices displayed?			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments:						
<p>The general provision of signage is considered reasonable.</p> <p>'FIRE ACTION' notices are provided which are representative with the stay put strategy.</p> <p>The provision of 'fire exit' signage is not considered essential considering the simple layout of the building and the familiarity of the occupants.</p>						

Means of Giving Warning in Case of Fire

Means of Giving Warning in Case of Fire							
18.1	Reasonable manually operated electrical fire alarm system provided?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
18.2	Is automatic fire detection provided and if so, is it provided throughout the premises or part of the premises?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	
18.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18.4	Remote transmission of alarm signals	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18.5	Is a zone plan displayed adjacent to the fire alarm panel and are the zones in line with compartment lines?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:							
<p>A fire detection and alarm system is not provided within the common parts, which is consistent with the design and construction of blocks of flats of this type.</p> <p>Although outside the scope of the Regulatory Reform (Fire Safety) Order 2005, it is recommended that smoke alarms are installed in all domestic premises, and, where this is not already the case, residents should be advised to fit smoke alarms in their flats.</p> <p>A smoke detector is provided at the head of head staircase to activate the AOV.</p>							

Fire-Fighting Equipment

Fire-Fighting Equipment						
19.1	Reasonable provision of portable fire extinguishers suitable for the purpose?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
19.2	Are hose reels provided?			Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
19.3	Are there sprinklers or other fixed suppression systems?			Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
19.4	Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc.			Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
Comments:						
<p>There are no fire extinguishers provided in the common parts, which is consistent with the general approach taken within blocks of flats of this type.</p> <p>There are two dry-rising mains provided, one in each staircase enclosure. It appears that the mains were provided, to comply with functional requirement B due to the provision of the 'A' flats.</p> <p>Vehicle access is provided via a locked gate, fitted with an FB key, for fire and rescue service access.</p>						

Management of Fire Safety

Procedures and Arrangements							
20.1	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.2	Is there a suitable record of the fire safety arrangements?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.3	Appropriate fire procedures in place?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.4	Are procedures in the event of fire appropriate and properly documented?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.5	Are there suitable arrangements for summoning the fire and rescue service?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
Comments:							
Due to the simple nature of this site, site-specific records are not considered essential. Generic records of fire safety arrangements for SHA properties are held centrally.							
20.6	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.7	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.8	Is there a suitable fire assembly point(s)?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.9	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.10	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments:							
In the event of a fire within an individual flat, the occupants would be expected to alert others in the flat, make their own way out of the building using the common escape route, and summon the fire and rescue service. Consistent with a 'stay put' policy for residential flats of this type, all other occupants of flats not directly affected by a fire should be able to remain in their flats in relative							

Procedures and Arrangements

safety, unless their flat subsequently becomes affected, or they are directed to evacuate the building by the fire and rescue service.

20.11	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.12	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
20.13	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments:

None.

Training and Drills						
21.1	Are all staff given adequate fire safety instruction and training on induction?			Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
21.2	Are all staff given adequate periodic "refresher training" at suitable intervals?			Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
21.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
21.4	Are fire drills carried out at appropriate intervals?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Comments:						
It is understood that staff do not yet receive specific fire safety training. However, this has been arranged, although included as a recommendation for completeness. Due to the 'stay put' arrangements, the performance of fire drills is not considered necessary.						
21.5	When the employees of another employer work in the premises: Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
21.6	When the employees of another employer work in the premises: Is it ensured that the employees are provided with adequate instructions and information?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
21.7	Are persons nominated and trained to use fire extinguishing appliances?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
Comments:						
Contractors undergo an induction process, ensuring they conform to all health and safety procedures.						

Testing & Maintenance

Testing & Maintenance							
22.1	Weekly testing and periodic servicing of fire detection and alarm system?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.2	Periodic servicing of fire detection and alarm system?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.3	Monthly and annual testing routines for emergency lighting?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
22.4	Annual maintenance of fire extinguishing appliances?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.5	Periodic inspection of external escape staircases and gangways?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.6	Six-monthly inspection and annual testing of rising mains?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
22.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.8	Weekly testing and periodic inspection of sprinkler installations?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.9	Routine checks on Ventilation and Extraction System	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
22.10	Has a 5 year electrical installation check taken place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.11	Are portable appliances PAT tested – are records / labels present?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.12	Have gas safety checks / boiler inspections taken place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Comments:							
<p>It is understood that the emergency lighting system is subject to an annual service, although it is unclear whether the system is function tested on a monthly basis.</p> <p>Due to the smoke vents and dry-rising mains being recently installed, a maintenance programme has not yet been established for them.</p> <p>All records are kept centrally, although not inspected as part of this risk assessment.</p> <p>Ad-hoc general inspections of the premises are performed by SHA staff.</p>							

Risk Level Estimator

The following simple risk level estimator is based on a commonly used health and safety risk level estimator:

Potential consequences of fire ⇒ Likelihood of Fire ↓	Slight Harm	Moderate Harm	Extreme Harm
	Low	Trivial risk	Tolerable 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 foresee-ably 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

Comments:

None.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Document Control

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Signed		Date	20 th November 2016
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Signed		Date	25 th November 2016
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The Fire Risk Assessors Certification Scheme (FRACS) is the only competent persons certification scheme for fire risk assessors, complying with the requirements of BS EN ISO/IEC 17024:2003 – the internationally accepted standard for bodies operating certification of competent persons.

Appendix A – Photographs (if applicable)

Photograph	Section	Description
	2.3	Inappropriate use of electrical extension lead and heater within cleaner's room.
	7.3	Combustibles stored adjacent to staircase enclosure.

Appendix B - Legislation

Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order')

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in consequence of a risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.

This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you

obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It may be obtained from the Stationery Office, but can be freely downloaded from the Internet at:

www.opsi.gov.uk/si/si2005/20051541.htm

Appendix C - Disclaimer

It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advice on compliance with this statutory requirement.

The observations and recommendations are only pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.

BB7 was instructed to undertake a fire safety risk assessment of the premises stated in this report and relates only to those areas visited at the time of the site visit.

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This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above mentioned premises.

In order to carry out this fire risk assessment the Assessors have used their professional expertise and judgement and guidance contained in publicly available specification (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of both the residents and visitors to the premises. It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

Residential properties: Information for the completion of this assessment was obtained by a physical non-intrusive inspection of the common parts of the premises, which included only the visual inspection of flat entrance doors from the common area. No inspection within individual flats was carried out and as such the degree of fire resistance between flats and flats and the common areas has not been included within this assessment.

Changes generally introduced in the workplace may have an effect on potential fire risk and associated precautions e.g. changes to the premises layout, work processes, furniture, plant, machinery, or the number of people likely to be present in the workplace, including those persons with a temporary or permanent disability. Any of these could lead to a new hazard or increased risk and as such will require this assessment to also be reviewed and/or a new assessment to be undertaken.

Appendix D - Quality Assurance

BB7 operates an internal peer review process and are Certified Fire Risk Assessors as Certified under the Fire Risk Assessment Certification Scheme (FRACS). We also subscribe to the FIA code of practice to safeguard the interests of the Responsible Person as defined in the Regulatory Reform Fire Safety Order.

The Code of Practice, signed by BB7's Managing Director, is as follows:

FIA members, who provide Fire Risk Assessment, subscribe to a code of practice to safeguard the interests of those with duties and responsibilities under UK fire safety legislation in relation to fire risk assessments carried out on their behalf by FIA members and agree;-

- To comply with the FIA Articles of Association and Leadership Statement with the exception that the 'Quality Assurance' and 'Environmental' requirements are still under review and have yet to be agreed.
- To be properly insured. This would include Professional Indemnity & Public Liability insurance appropriate to the nature of work and level of risk.
- To provide Fire Risk Assessments which are fit for purpose.
- To employ Fire Risk Assessors who are competent *. Competence includes recognition of the Fire Risk Assessor's own limitations and a willingness to supplement their knowledge and experience, where necessary.
- To identify the appropriate preventive and protective measures without promoting unnecessary products and services.
- To comply with the FIA's complaints procedure and to participate in the independent Dispute Resolution Scheme.

* Competence is defined as 'A person with enough training and experience or knowledge and other qualities to enable them properly to undertake Fire Risk Assessments'. The FIA recognise that this is an area of definition that needs to be further defined and may include fire risk assessors furthering their professional and academic qualifications.

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