

FIRE RISK ASSESSMENT



ON BEHALF OF

NETHER EDGE LIVING

ON THE

21ST DECEMBER 2020

BY

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DESCRIPTION OF PREMISES

The complex consists of modern purpose built private apartment blocks and private leisure facilities, private houses and refurbished older private apartment properties with one Grade 2 listed building called Kingswood. The buildings come in all shapes and sizes making it an eclectic mix of buildings. The complex is located at the Osborne Mews on Osborne Rd Road in Sheffield, South Yorkshire. Some buildings are modern, circa 2000 and others date back to early 20th century with the previous use established as a hospital complex.

There are apartment blocks that consist of 2-4 levels but the majority consist of 2 levels only. The modern blocks are constructed of steel frame modern brick and pitched roof construction. The older properties will be constructed from wooden frames and stone blocks with slate pitched roofs. Sheaf 2a & 2b blocks are also equipped with a lift. There are differing building footprints as they are all shaped differently with differing square footage. There are no basements or cellars located in any of the buildings assessed. Loft areas are not accessible by residents. Fire dampers are located in the Sheaf 1 apartments and also in Sheaf 2a and 2b .

The fire safety equipment in the various buildings comprise of, at present, a category L3 and L4 BS 5839 part 1 - 2017 fire alarms, emergency lighting, fire-fighting equipment and fire related signage. These aspects are addressed in the main body of the report and in the summary.

DESCRIPTION OF THE MEANS OF ESCAPE

There are adequate emergency exits available from all buildings, but there is no no automatic detection in the escape routes in some of the apartment blocks but there are in others with some of the blocks having protected stairwells and other not.

Some final exits doors are equipped with appropriate escape fastenings for the current occupancy and the main entrances are adequate for purpose.

The means of escape and the travel distances are considered to be acceptable for the current occupancies and usage.

The internal exits and exit routes in the apartment buildings are illuminated by the emergency lighting system although it was found during the assessment that some were not working and this has been highlighted in the report. It is noted that the annual emergency light drop test was held on 7th December and the management are aware of the lights that failed the test and work on the ordered light unit placed on the 9th December, is due to take place on the 8th January 2021.

RISK ASSESSMENT SUMMARY

At the time of the fire risk assessment the premises were found to have a very good fire risk management recording system in place with up to date maintenance of fire protection equipment recorded, which reflected upon the general fire precaution measures found to be managed efficiently with suitable control measures in place for the type of building and risk occupancy.

The complex has been extended throughout the years with minor works been carried out to individual buildings at regular intervals and the individual buildings have been designed to ensure the buildings fire strategy remained suitable and sufficient for the occupancy risk within each building with all improvements carried to the existing building incorporating guidance within Building Regulations Approved Document B sections B1-B5 at the time. The buildings have various levels of fire detection throughout the complex, for instance there is a category L4 fire alarm system to BS 5839-1 in the Sheaf 2 and 3 buildings and a part L3/L4 in the Sheaf 1 building which holds the leisure facilities as well as some residential apartments with appropriate detection for the individual risk areas such as the boiler room which raises the alarm.

The buildings assessed were predominantly residential apartments with occupancy that was located over 2 floors with the exception of the Sheaf buildings which were located over 3-4 floors. Incorporated within the design of the buildings were main entrances leading to corridors that led to stairwells. Some of the buildings had additional means of escape with direct final exits leading safety to the external gardens or footpaths which are wide enough to accommodate occupants to safely reach the final fire assembly evacuation point. There are a small number of buildings with no second final exit, however, this is mitigated due to the stay put policy within the individual buildings and because they generally only house two apartments to each stairwell and the travel distances are adequate for the risk in considering also the type and number of apartments.

Sheaf 1-3 buildings have adequate escape routes with protected means of escape where applicable and travel distances adequate for the risk in considering also the types of apartments and layout to be travelled from.

All fire doors and final exits can be operated by residents and the public quickly and easily and are clearly signed and some doors are provided with vision panels and all doors open in the direction of travel. All final exits lead to the ultimate place of safety fire assembly point, easily accessed for all occupants including those with any mobility disability who have PEEP plans in place.

All fire escape routes were observed to be very well managed and independent of each other, particularly noted was there are no hazards minimising the escape route width and suitable and sufficient escape lighting provision to BS5266-1 standard is in place with predominantly individual luminaire units and maintained directional escape units. Fire extinguishers are provided at sufficient points of access and suitable for extinguishing the class of fire risk within the leisure centre with the exception of the plant room in the leisure facilities and have been highlighted in the report and action plan. It was also noted the correct use of storage for oxidising materials kept in the plant room. These substances were used to help keep the pool water chlorinated and clean. It was particularly observed that the walls of escape corridors and circulation areas contained managed information with some encapsulated and restricted to size.

Fire safety action notices, escape signage and fire extinguisher signage was adequately located. There is a zone plan located at the fire alarm panel which assist the fire evacuation procedure and management of the fire alarm actuation; there were no recorded false alarm attendances by the fire service which is commendable to the overall complexes fire safety management. It was observed where accessible that fire compartments were fire stopped and certified by third party accredited installers, this is good practice and a procedural system for contractors should be in place to maintain this when any future service works are carried out to the fabrication of the building fire compartments.

Fire doors were observed to be in good condition and maintained, however, a fire door inspection is due and should be carried out as soon as possible, but during the assessment it was noted that nothing serious seemed to be obvious.

The responsible person on site carries out their fire safety duties well and has received additional fire warden safety training and has also allocated many training courses to various staff members. It is difficult with private residencies to have an evacuation procedure in place and for all residents to comply with the policy or strategy. On this site there are is a 'stay put' policy in place, but with fire alarms in some of the apartment blocks, ensuring that this policy is adhered to, would be difficult to apply as the natural thing to do on hearing an alarm is to vacate the premises. However, some apartment blocks do not have alarms and with this in mind, It is therefore recommended that each apartment block has its own evacuation strategy. If there is a single stage evacuation strategy there are no designated people trained to carry out, in a methodical manner, a plan to ensure no persons remain within the premises. It has been noted that the general staffs' fire safety refresher training is not recorded regularly and that fire drills are not carried out regularly. It is important that staff play a critical role both in fire prevention and carrying out a safe and controlled fire evacuation for staff and visitors in the public areas, it is recommended suitable refresher fire training be undertaken and recorded for all staff.

The refuse containers are located away from the building reducing any further risk of arson to the individual buildings

Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

This Fire Risk Assessment is an honest assessment of the premises and is based on the findings of the assessor. Employers and/or the Responsible Person need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

To help prevent fire in the workplace, this risk assessment identifies what could cause a fire to start, ie sources of ignition (heat or sparks) and substances that burn, and the people who may be at risk.

The risks identified require the appropriate action to control them. Recommendations on how to control each risk that has been identified has been made under the 'Further Action' column, however, these recommendations will only work if discipline and consideration are made with regard to Fire Safety on a regular basis.

The Regulatory Reform (Fire Safety) Order 2005 became law in October 2006 and introduced significant change to workplace fire safety responsibilities. As well as simplifying the legislative regime by bringing all fire safety legislation together into one Order, it introduced the need for employers, building owners and occupiers a 'responsible persons' to carry out, implement and maintain a fire safety risk assessment.

All non-domestic premises, including the common or shared parts of blocks of flats or houses in multiple occupations are covered by the Order, and may be inspected by their local Fire and Rescue Authority.

Under the order, Fire & Rescue Authorities have a statutory duty to ensure compliance and enforce the requirements where necessary.

What are the main requirements of the order?

The responsible person is required to:

- Carry out a fire risk assessment identifying the risks and hazards.
- Consider who may be especially at risk.
- Eliminate or reduce the risk from fire as far as is reasonably practical and provide general precautions to deal with any residual risk.
- Take additional measures to ensure fire safety where flammable or explosive materials are stored.
- Create a plan to deal with any emergency and, in most cases, document your findings.
- Review the findings as necessary.

In carrying out a fire risk assessment the responsible person may decide that given the nature of the premises or the people involved, they may need to appoint one or more competent persons to assist them. The level of necessary competence is not prescribed in the Order. It recognises that the extent of competency will vary according to the nature and complexity of the premises involved.

The Fire Safety Order requires that you give effect to arrangements for the planning, organisation, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified as a 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:

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

Where does it apply?

The Order applies to virtually all premises and covers nearly every type of building, structure and open space. For example:

- Offices and shops
- Premises that provide care
- Community halls
- The common areas of houses in multiple occupation including common fire warning systems etc.
- Pubs, clubs and restaurants
- Schools
- Tents and marquees
- Hotels, B&Bs, guest houses, hostels and self catering accommodation
- Factories and warehouses
- Stables

What does this mean for me?

The main effect of the changes will be a move towards greater emphasis on fire prevention in all non-domestic premises, including the voluntary sector and self-employed people with premises separate from their homes.

Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is normally the employer or any other person who may have control of any part of the premises, e.g. the occupier or owner. If there is more than one responsible person in any type of premises, they must take all reasonable steps to consult with one another regarding matters of fire safety.

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If you are the responsible person you will have to carry out a fire risk assessment or request professional bodies to help you carry out the assessment, which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises. Your fire risk assessment will help you identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions you need to take to protect people against the fire risks that remain.

The fire risk assessment should consider 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 must 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.

Responsible Person: <i>(Employer or other person having control of the relevant premises)</i>	TRACEY BAKER		
Address of Premises:	NETHER EDGE LIVING, OSBORNE MEWS, OSBORNE RD, SHEFFIELD.		
Postcode:	S11 9EG		
Telephone:	0114 2582612 or 07903465362		
Assessor:	H. MATYSIAK		
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>			
Subsequent Review Dates			
Reviewed by		Date	
Reviewed by		Date	
Reviewed by		Date	

General Information

The Premises	
Number of floors in building: <i>(To include basements)</i>	VARIOUS - GENERALLY 2 FLOORS BUT 4 FLOORS IN SHEAF 2
Approximate floor area: (M²) <i>(To include all floors of responsibility)</i>	VARIOUS SIZES THROUGHOUT
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	STEEL FRAME WITH BRICK OUTER SKIN AND PITCHED SLATE ROOFS IN MODERN BUILDINGS SOME ARE STONE BUILT WITH PITCHED ROOF AND GRADE 2 LISTED
Primary usage: (e.g. Hotel, Shop)	DOMESTIC RESIDENTIAL APTS AND LEISURE FACILITIES
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	

Occupancy Profile					
Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS			WEEKENDS	
	0000 to 0400			0000 to 0400	
	0400 to 0800	C		0400 to 0800	
	0800 to 1200	C		0800 to 1200	B
	1200 to 1600	C		1200 to 1600	B
	1600 to 2000	C		1600 to 2000	B
	2000 to 2400	C		2000 to 2400	
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None				
Description of Occupants	Mobility Issues		Average Mobility	X	Vulnerability Issues

Occupants Especially At Risk From Fire	
Sleeping occupants <i>(Details of numbers - public/staff)</i>	RESIDENTIAL PRIVATE PARTMENTS
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	POSSIBLE – PRIVATE RESIDENTS
Occupants in remote areas <i>(Lone working/isolated areas)</i>	NONE
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	POSSIBLE – PRIVATE RESIDENTS
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	VARIOUS RESIDENTS ARE ELDERLY AND USE THE LEISURE FACILITIES
Visitors	LEISURE FACILITIES OPEN TO PRIVATE RESIDENTS AND THEIR GUESTS ONLY BUT NUMBERS ARE LIMITED

Identified Fire Hazards And Primary Control Measures

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin.		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	YES - LAST DONE 14/09/20	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	

Smoking		
Measures taken to prevent fires as a result of smoking NO SMOKING POLICY IN PLACE		
Smoking prohibited in the building?	YES	
Smoking permitted in appropriate areas?	YES	
Suitable arrangements for those who wish to smoke?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	

Arson/Deliberate Ignition		
Basic security against arson by outsiders or other persons appears reasonable. <i>If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.</i>		YES
Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	BINS KEPT WELL AWAY FROM BUILDING IN DESIGNATED OPEN BIN STORES	NONE
Deficiencies:	Remedial Action Required:	

Portable Heaters		
Portable heaters are used within the premises.		NONE IN USE
Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?		
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	
General Comments:		

Fixed Heating Installations		
Fixed heating installations such as boilers are used within the premises.		YES
Are fixed heating installations subject to regular maintenance?		YES
Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	
General Comments: 2 X GAS BOILERS ARE USED TO HEAT THE POOL AND LEISURE FACILITIES. THESE ARE MODERN APPLIANCES AND MAINTAINED. THEY ARE LOCATED IN THE PLANT ROOM IN THE SHEAF 1 BUILDING.		

Cooking		
Measures taken to prevent fires as a result of cooking. NO COOKING IN COMMUNAL AREAS		
Filters cleaned or changed and ductwork cleaned regularly?	N/A	
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	N/A	
Suitable Shut Down Procedures in place?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	N/A	NONE
Deficiencies:	Remedial Action Required:	
General Comments:		

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Lightning		
The building has a lightning protection system.		YES
Is the lightning protection system subject to a suitable maintenance regime?		YES – LAST DONE 3/3/20
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
PEVERIL BUILDING IMPROVEMENT WORKS	CERTIFICATE AVAILABLE AND LAST TEST DONE 3/3/20	IT HAS BEEN NOTED THAT THE PEVERIL BUILDING WAS RECOMMENDED TO HAVE WORKS DONE AFTER THE LAST TEST ON 3/3/20. THIS WORK IS DUE TO COMMENCE BEFORE THE END OF MARCH 2021.
Deficiencies:	Remedial Action Required:	
General Comments:		

Dangerous Substances		
Dangerous substances are, or could be used or stored, within the premises? <i>(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)</i>		YES
A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?		YES
Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
OXIDISING AGENTS STORED IN PLANT ROOM	ADEQUATELY STORED AS PER The Dangerous Substances and Explosive Atmospheres Regulations 2002	NONE
Deficiencies:	Remedial Action Required:	
General Comments:		

Housekeeping		
Standards of housekeeping. EXCELLENT THROUGHOUT		
Combustible materials appear to be separated from ignition sources?		YES
Appropriate storage of hazardous materials?		YES
Escape routes kept clear of any combustibles? (Storage /furniture)		YES
Appropriate measures for the safe storage and disposal of waste?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:		Remedial Action Required:
General Comments: HIGHLY COMMENDABLE LEVELS OF HOUSEKEEPING AND RECORD KEEPING.		

Hazards Introduced By Contractors And Building Works		
Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?		YES
Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors? Give details: HEALTH & SAFETY WORK PERMIT PROCEDURES IN PLACE		YES
If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate? Give details: HOT WORK PERMITS ONLY USED BY SAFE CONTRACTORS		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:		Remedial Action Required:
General Comments:		

Other Significant Fire Hazards That Warrant Consideration		
Are there any other fire hazards that warrant consideration within the premises? <i>(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)</i>		PLANT ROOM ONLY
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
STORAGE AND USE OF CHEMICALS IN PLANT ROOM	CHEMICALS MAINLY OXIDISING AGENTS, KEPT IN METAL LOCKED CONTAINERS AS PER The Dangerous Substances and Explosive Atmospheres Regulations 2002	EXTRA FIRE EXTINGUISHERS REQUIRED IN PLANT ROOM NEAR REAR EXIT
Deficiencies:	Remedial Action Required: 1 X CO2 2Kg REQUIRED 1 X FOAM 6 litre REQUIRED	

Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Stay Put Where alarm systems and building design and construction allows and the provision is managed, documented and communicated then a stay put policy is possible but must be adhered to.</p>	X
<p>Single Stage Evacuation It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	X
<p>Progressive Horizontal Evacuation Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	

<p>Delayed Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.</p> <p>NOTE - Delayed Evacuation is subject to the following</p> <p>Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).</p> <p>A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.</p> <p>If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.</p> <p>Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.</p>		
<p>Written copies of Evacuation Procedures are located as follows:</p>		
<p>ALL EVACUATION PROCEDURE ARE LOCATED IN HEALTH AND SAFETY POLICY. A STAY PUT POLICY HAS BEEN ADOPTED BUT IS NOT POLICED.</p>		
<p>Identified Hazards</p>	<p>Existing Control Measures</p>	<p>Are there any improvement recommendations</p>
<p>NONE</p>	<p>EACH PREMISE HAS THE EVACUATION PROCEDURE AT EACH BUILDING ENTRANCE INCLUDING THE LEISURE CENTRE.</p>	<p>NONE</p>
<p>Deficiencies:</p>	<p>Remedial Action Required:</p>	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel.	VARIOUS	
Where there are alternative means of escape? State the distance of maximum travel.	VARIOUS	
Suitable protection of escape routes? (Fire resisting construction)	VARIOUS	
Adequate provision of exits?	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	WHERE APPLICABLE	
VARIOUS GROUND FLOOR APARTMENTS ARE REASONABLE. THERE ARE NO LIFTS FOR UPPER FLOOR LEVELS, THEREFORE THESE CANNOT BE CLASSED AS REASONABLE.		
Does the evacuation plan fit with the floor space factors?	N/A	
Identify dead end corridors. Are they appropriately covered?	YES	
Identify inner rooms. Are the appropriately covered?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	SOME ESCAPE ROUTES IN THE NEWER BUILDINGS ARE PROTECTED BUT IN OLDER PREMISES THAT HAVE BEEN CONVERTED ,THE ESCAPE ROUTES ARE NOT PROTECTED TO MODERN STANDARDS BUT ARE DEEMED COMPLIANT UNDER THE REGULATIONS	NONE
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development		
It is considered that there is:		MOSTLY ADEQUATE
Compartmentation of a reasonable standard. (Fire resisting)		YES
Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)		
As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
SEE APPENDIX 1	SOME BUILDINGS HAVE FIRE PROTECTED ESCAPE ROUTES OTHER ARE NOT FULLY PROTECTED. TEST CERTIFICATE FOR FIRE DAMPERS NOT SEEN.	SEE APPENDIX 1
Deficiencies:	Remedial Action Required:	
<p>General Comments: THERE IS A MIXTURE OF NEW BUILDINGS AND OLD REFURBISHED BUILDINGS ON THIS SITE. ALL BUILDINGS ARE DEEMED SAFE UNDER THE CURRENT REGULATIONS WITH REGARD TO COMPARTMENTATION AND FIRE RESITANCE OF ESCAPE ROUTES FOR EACH BUILDING, WHICH HAS SOME INPUT INTO THE EVACUATION POLICY. THE IS DEBATE AS TO WHETHER THE STAY PUT POLICY IS THE CORRECT ONE. AT THE MOMENT THE STAY PUT POLICY IS ADEQUATE.</p>		

Emergency Escape Lighting		
It is considered that there is a reasonable standard of emergency escape lighting to ensure safe use of escape routes complying to BS5266?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
SOME LIGHTING NEEDS REPLACEMENT	LIGHTING NUMBERS ADEQUATE BUT NEEDS MAINTAINING AS SOME WERE NOT WORKING. MONTHLY INSPECTIONS AND ANNUAL DROP TEST IN PLACE WITH RECORDS. LAST DROP TEST ON 7/12/20	THE LIGHT THAT ARE NOT WORKING ARE BEING REPLACED ON 9 TH JANUARY 2021. LIGHTS ORDERED ON 8 TH DECEMBER 2020.
Deficiencies:	Remedial Action Required:	

Fire Safety Signs And Notices		
It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	

Means Of Giving Warning In Case Of Fire		
Reasonable manually operated fire warning system provided?		YES
If yes give details: (e.g. Manual call points, fire bell, air horn, klaxon etc) MANUAL CALL POINTS LOCATION IN NEWER BUILDINGS BUT NOT IN OLDER BUILDINGS		
Automatic fire detection provided? If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)		
L4 – RESIDENTIAL IN SHEAF 2 & 3 ACCOMMODATION. L3 – IN SHEAF 1 & LEISURE FACILITIES		
Throughout Premises		PART
Part of Premises only		YES
Extent of automatic fire detection generally appropriate for the occupancy and fire risk?		YES
Remote transmission of alarm signals to a monitoring station or other?		NO
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
SEE APPENDIX 1	ADEQUATE WITH SOME ACTION REQUIRED	SEE APPENDIX 1. AS PER BS 5839
Deficiencies:	Remedial Action Required: SEE APPENDIX 1.	
General Comments: THERE IS A MIXTURE OF NEW BUILDINGS AND OLD REFURBISHED BUILDINGS ON THIS SITE. ALL BUILDINGS ARE DEEMED SAFE WITH REGARD TO THE FIRE DETECTION AND WARNING OF THE BUILDINGS WHICH HAS SOME INPUT INTO THE EVACUATION POLICY.		

Manual Fire Extinguishing Appliances		
Reasonable provision of portable fire extinguishers?		OVERALL - YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)		YES
Is suitable wall signage provided relevant to extinguisher?		YES
Are hose reels provided?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
FIRE ESCAPE EXIT NOT COVERED IN PLANT ROOM. POOLSIDE ELECTRIC CUPBOARD NOT COVERED	OVERALL THE PREMISES ARE COVERED ADEQUATELY BY THE APPROPRIATE FIRE EXTINGUISHERS	PLACE 1 X CO2 2Kg AND 1 X 6 litre FIRE EXTINGUIHERS NEAR TO DOUBLE REAR ESCAPE IN PLANT ROOM. PLACE 1 X CO2 FIRE EXTINGUISHER IN ELECTRIC PLANT ROOM ON POOLSIDE (SEE NOTE BELOW)
Deficiencies:	Remedial Action Required: PLACE CO2 5Kg FROM GYM AREA INTO ELECTRIC PLANT ROOM POOLSIDE AND CO2 2Kg INTO GYM AREA. WHEN REPLACEMENT OF CO2 5Kg IS DUE, REPLACE WITH CO2 2Kg IN THIS PLANT ROOM. REPLACE 9 litre WATER EXTINGUISHERS WITH 6 litre WATER EXTINGUISHERS WHEN DUE FOR REPLACEMENT IN GYM AND DANCE STUDIO.	

Relevant Automatic Fire Extinguishing Systems		
Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Other Relevant Fixed Systems And Equipment		
Type of fixed system and location: (i.e. Dry/wet risers, fireman’s lift control, smoke ventilation, smoke curtains etc)		
DAMPERS IN SHEAF 1 APARTMENT CORRIDORS AND SHEAF 2A & 2B LIFT LOBBY AREAS. AUTO VENT SKYLIGHTS ON TOP FLOOR LANDING IN KINGSWOOD BUILDING		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE – DAMPERS SERVICED REGULARLY BY 3 RD PARTY BUT RECORDS NOT SEEN.	NONE
Deficiencies:	Remedial Action Required:	
General Comments:		

Firefighter Switch – High Voltage Luminous Tube Signs Etc		
Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?		N/A
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Deficiencies:	Remedial Action Required:	
General Comments:		

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	TRACEY BAKER	
Deputy or assistant:	NONE	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)? State name and responsible element of fire safety:	YES	
<p>Charlotte Howarth (Zero hours) Fire Warden Trained Caroline Cuttriss –(Zero hours) Fire Warden Trained Sam Wilkinson (22.5 hrs) Fire Warden Trained Simon Mulvaney (18.5 hrs) Fire Warden Trained Part time handyman - Keith (12 hours maintenance) Fire Warden Trained Office based Julie Gill Finance Manager Fire Warden Trained</p>		
Is there a suitable record of the fire safety arrangements?	YES	
Appropriate fire procedures in place?	YES	
Are procedures in the event of a fire appropriate and properly documented?	YES	
Are there suitable arrangements for summoning the Fire and Rescue Service?	YES	
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?	YES	
Is there a plan of the building available indicating basic layout and any areas of significant risk?	YES	
Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
Is there a suitable fire assembly point(s)?	YES	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	YES	
Persons nominated and trained to assist with evacuation, Including evacuation of disabled people?	YES	
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?	YES	
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	

Training And Drills		
Fire safety training is managed by:	TRACEY BAKER	
Deputy or assistant:	NONE	
Are all staff given adequate fire safety instruction and training on induction?	YES	
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?	NO	
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?	YES	
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?	YES	
Are fire drills carried out at appropriate intervals and a record of such drills maintained?	NO	
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)	YES	
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?	YES	
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
FIRE DRILLS NOT UNDERTAKEN REGULARLY. STAFF NOT GIVEN REGULAR REFRESHER TRAINING	TRAINING AND FIRE DRILL NOT ADEQUATE. ALL OTHER POINTS - ADEQUATE	FIRE DRILL NEED TO BE UNDERTAKEN AT REGULAR INTERVALS OF AT LEAST EVERY 12 MONTHS FOR THE LEISURE FACILITIES ONLY WITH STAFF GIVEN FIRE 'REFRESHER' TRAINING REGULARLY EVERY 12 MONTHS.
Deficiencies:	Remedial Action Required:	
General Comments:		

Testing And Maintenance		
Testing and Maintenance is managed by:	TRACEY BAKER	
Deputy or assistant :	NONE	
Adequate maintenance of workplace?	YES	
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	YES	
Monthly and annual testing routines for emergency escape lighting?	YES	
Annual maintenance of fire extinguishing appliances?	YES	
Periodic inspection of external escape staircases and gangways?	YES	
Six monthly inspection and annual testing of rising mains?	N/A	
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A	
Weekly testing and periodic inspection of sprinkler installations?	N/A	
Routine checks of final exit doors and/or security fastenings?	YES	
Annual inspection and testing of lightning protection system?	YES	
Other relevant inspections or tests:		
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
NONE	INSPECTIONS DONE ON A MONTHLY BASIS AND DROP TEST DONE ANNUALLY - ADEQUATE	NONE
Deficiencies:	Remedial Action Required:	
General Comments:		

Recording		
Appropriate records held for:		
Fire drills?		NO RECORDS
Fire training?		SOME RECORDS
Fire alarm tests?		YES
Emergency escape lighting tests?		YES
Maintenance and testing of other fire precaution systems?		YES
Location of Records: (Available for inspection by Fire Authority if required)		
Give Details: MAIN RECEPTION IN SHEAF 1 BUILDING		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
FIRE DRILLS NOT UNDERTAKEN REGULARLY. STAFF NOT GIVEN REGULAR REFRESHER TRAINING	TRAINING AND FIRE DRILL NOT ADEQUATE. ALL OTHER POINTS - ADEQUATE	FIRE DRILL NEED TO BE UNDERTAKEN AT REGULAR INTERVALS OF AT LEAST EVERY 12 MONTHS FOR THE LEISURE FACILITIES ONLY WITH STAFF GIVEN FIRE 'REFRESHER' TRAINING REGULARLY EVERY 12 MONTHS.
Deficiencies:	Remedial Action Required:	
General Comments:		

Priority	Meaning
High	Immediate priority to be actioned within 24 hours to 8 weeks <i>Breaches of legal requirements, which could cause injury and require immediate short term action. Also includes matters that can be resolved at minimal cost</i>
Medium	Medium priority to be actioned within 2-6 months <i>Breaches in legislation that may require medium/long term action to resolve</i>
Low	Low priority to be actioned within 6 months-1year <i>Items of non urgent priority or for future consideration</i>

Deficiencies and recommendations identified earlier within this risk assessment should be copied into the following Remedy Action Plan and appropriate action taken.

Significant Findings – Remedy Action Plan					
No	Action to be Taken	Priority	Target Completion Date	Action by	Date Action Completed
1	SMOKE DETECTION AND CO2 FIRE EXTINGUISHER REQUIRED IN ELECTRIC CUPBOARD/ROOM LINKING SHEAF 2 & 3 AND DETECTION NEAR FIRE PANELS. SEE APPENDIX 1.	H	8 WEEKS		
2	CO2 AND FOAM 6 litre FIRE EXTINGUISHER REQUIRED IN PLANT ROOM TO COVER REAR DOUBLE EXIT AND CO2 IN POOLSIDE ELECTRIC ROOM	H	8 WEEKS		
3	COMPLETE AND UPDATE RECORDS FOR FIRE DRILLS AND STAFF TRAINING RECORDS	L	6-12 MONTHS		

APPENDIX 1

- 1) **The interconnecting electric cupboard in sheaf 2 and 3 requires smoke detection and a CO2 fire extinguisher to be installed.** This is a risk area and requires to be protected as such as per BS5839-1. The room is divided by a plasterboard wall and this is inadequate and offers no fire compartmentation that is recommended in the building regulations approved document B. However, because the doors are fire rated doors on either side and **if the above conditions are met** by installing detection and a fire extinguisher and also no flammable substances or combustable materials are store directly on the electric side of the dividing plasterboard wall then this wall can be deemed as satisfactory as a dividing wall only.
- 2) The fire detection in the lift lobby areas on the upper floors in Sheaf 2 and 3 are duplicated and the detection **not in use** should be removed.
- 3) There are no smoke detectors near to the fire alarm panels in the Sheaf 2 and 3. This is the area that also has the lift access on the ground floor and should be protected by detection as per BS5839-1.
- 4) In Sheaf 1 apartment block the smoke detector on the 1st floor is only 2.5 inches away from the wall and should be in the centre of the corridor as per BS5839-1. **RECOMMEND RE-FITTING.**

Fire Risk Assessment

The Fire Risk Assessment is divided into sections as follows:

- Front page
- General Information
- Identified Fire Hazards and Primary Control Measures
- Arrangements for Evacuation
- Provision of Elements of Fire Safety as Secondary Control Measures
- Management of Fire Safety
- Remedy Action Plan

The Responsible Person must ensure that each section is fully completed with additional details included where necessary.

The location of any further written information such as General Evacuation Plans, Personal Emergency Evacuation Plans, Personal Staff Training Records, Testing and Maintenance Records for alarms/lights etc, should be contained within the Fire Risk Assessment.

FRONT PAGE

This section gives information as to who is the designated “Responsible Person” for the premises under the Regulatory Reform (Fire Safety) Order 2005 and information regarding who carried out the assessment, the date of completion and any subsequent reviews.

GENERAL INFORMATION

This section gives basic information about the premises itself (Number of floors, size, construction and usage).

Include details and numbers of occupants especially at risk from fire (i.e. sleeping, disabled, lone workers, young persons, elderly, infirm etc).

The fire safety measures required within your premises will be wholly determined by those likely to occupy it.

IDENTIFIED FIRE HAZARDS AND PRIMARY CONTROL MEASURES

It is important that each section is **has been reviewed and completed**, including the identified hazards, existing control measures, and if any additional control measures are subsequently required. HSE guidance books will assist in the identification of most generic hazards and control measures which may be relevant to the premises.

ARRANGEMENTS FOR EVACUATION

The determined strategy of evacuation within your premises is paramount to the safety of all occupants.

Any evacuation strategy must be carried out without Fire Service intervention.

If Personal Emergency Evacuation Plans (PEEPS) are in use, then details of these should also be made reference to.

MEANS OF ESCAPE FOR DISABLED PEOPLE (SUPPLEMENTARY GUIDE)

Further information on fire safety provisions for disabled persons can be found by visiting www.hse.gov.uk, and following the relevant links on the HSE website

PROVISION OF ELEMENTS OF FIRE SAFETY AS SECONDARY CONTROL MEASURES

Primary Control Measures are taken to prevent, as far as reasonably practical, a fire from starting.

Secondary Control Measures are taken to ensure that if a fire does start; all occupants are alerted and evacuated quickly and safely as possible.

It is therefore important that you have suitable:

- Fire warning and detection;
- Means of escape (design of, travel distances, number of exits, etc)
- Compartmentation (fire resisting walls, glazing and doors);
- Emergency lighting;
- Signage;
- Fire extinguishers.

HSE guidance leaflets provide more detailed information as to the minimum required standards.

FIRE DETECTION AND WARNING

Fire warning and detection systems are installed to British Standard 5839. Some examples of grading are as follows:

- o **Type L5:** Life safety generally when specific fire engineering solutions or where PI insurance is required.
- o **Type L4:** Life safety system, same as a manual system plus smoke detection on escape route.
- o **Type L3:** Life safety system, same as a manual system plus smoke detection on escape route and heat or smoke detection in adjacent rooms.

- o **Type L2:** Life safety system, same as L3 but additional detection provided in fire hazard/risk of ignition areas (i.e. kitchens, sleeping areas and other specified areas.)
- o **Type L1:** Life safety system, detection provided in all areas, including voids and unused spaces.

Fire Inspecting Officers may require to see any relevant certificates required for a fire alarm installation, these are as follows:

- Installation Certificate
- Commissioning Certificate
- Alteration Certificate (if appropriate)
- Test Certificate

MANAGEMENT OF FIRE SAFETY

This section determines responsibility for different elements of fire safety within the premises.

It also should include information regarding initial and remedial fire safety training provision for members of staff and information provided to external contractors, testing and maintenance regimes for all fire safety measures and subsequent recording requirements.

A Testing and Maintenance Logbook may be purchased at various book stores or online.

REMEDY ACTION PLAN

This section should be used to make a written record of any additional action/control measures identified when carrying out the initial or subsequent review of your Fire Risk Assessment. (i.e. - a things to do list!)

Remedial action should be prioritised accordingly and remedied as necessary.

Please note, Fire Inspecting Officers focus on this section to determine whether any issues they may identify during any subsequent fire safety audit, have previously been identified during the original risk assessment and suitable steps taken to remedy by the Responsible Person.