codeblue consultants

FIRE RISK ASSESSMENT

Client:	**********
Property:	********** ********** ********** **********
Date:	21 April 2008
Report ID:	**********

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1 Background information

1.1 Scope of assessment

We have carried out a fire risk assessment of the parts of the building demised to ********** Limited as required by the Regulatory Reform (Fire Safety) Order 2005 (FSO). The risk assessment does not extend to the interiors of the flats which are held under long leases and are not covered by this legislation.

1.2 Limitations

This risk assessment is based upon a visual inspection of the accessible areas of the building carried out on 20 March 2008, coupled with an inspection of available documentation and discussions with those responsible for the premises.

To ensure that the likelihood of fire is minimised it is essential that all users of the building continue to actively manage fire safety and bring any concerns to the attention of the responsible persons.

1.3 Basis of recommendations

This risk assessment is intended to form part of a five step approach to fire safety management. The steps are outlined below:

1 Identify fire hazards
2 Identify people at risk
3 Evaluate risk level
    Remove risk if possible
        Reduce level of risk
            Protect people from remaining risk
4 Record findings and actions taken, create management and emergency plans, inform, instruct and train building users
5 Keep risk assessment under review

1.4 Review

The FSO requires that this risk assessment is reviewed on a regular basis. We recommend that this review is carried out in 12 months time. Should there be any significant changes in the use or occupation of the building within that period then consideration should be given to carrying out a further risk assessment to address these factors.

1.5 Copyright

2 Management report and guidance

2.1 Headlines

- No alternative escape route from top of internal staircases
- No electrical tests on landlord's fixed electrical installations
- Poor housekeeping – rubbish bags left in common parts overnight
- Lack of fire doors to flat entrances and plant rooms
- Lack of fire resistant construction to electrical services cupboards
- Lack of fire resistant construction near external fire escapes
- Lack of site access control, particularly to the rear of the building
- Fire safety management and emergency plans not in place

2.2 Introduction

Under the Regulatory Reform (Fire Safety) Order 2005 (FSO) the directors of ********** have statutory responsibility for fire safety within the common parts of the building and any areas, such as plant rooms and storage spaces, over which they have control. ********** does not have either control of, or responsibilities relating to, the interior of the flats except as provided for in the leases under which these are held. It does, however, have a responsibility to liaise with the businesses also located in the building to ensure that fire risks resulting from all uses are adequately addressed.

The intent of the legislation as applied to residential blocks of flats is that the likelihood of a fire actually breaking out within the common parts is minimised 'as far as is reasonably practicable', that compartmentation (separation) is maintained between flats and the common parts and that safe means of emergency exit are provided for all occupants in the event of a fire, wherever this occurs, including within a flat.

The risks in a residential building are increased because people may be asleep and could therefore be killed, particularly by the effects of smoke, without being aware that a fire has broken out.

An adult living in a flat in a building over three storeys high is roughly ten times more likely to die in a fire than an adult living in a two storey house[1]

Whilst it is not within the scope of the FSO to enforce, residential leaseholders should be strongly advised to install suitable smoke/heat detection and associated sounders within their flats. It should be born in mind that it can take a long time for people to be roused from sleep by an alarm sounding and that it may be necessary to install sounders within bedrooms.

The introduction of the FSO has significantly changed the legislative position on the provision of fire safety measures. A residential (freehold) landlord was not previously required to make retrospective improvements to comply with modern building regulations, however the new requirements to risk assess a building and make improvements to fire safety provision now introduce an element of this.

[1] Housing Health and Safety Rating System Operating Guidance - ODPM 2006

2.3 Summary of findings

2.3.1 General

********** is a five storey mixed use building dating from the 1930s. The residential parts on the upper four floors are substantially unaltered. The main building structure is of masonry and concrete construction, providing compartmentation of the flats from each other, from the commercial units below and from the internal communal staircases.

The common parts are generally well maintained and clear of soft furnishings that could contribute to the development of a fire. Finishes to internal walls and ceilings, with the exception of small areas having lining paper, should give a low rate of surface spread of flame (although no records exist of the number and type of previous coatings). Carpets comply with the appropriate standard for low radius of flammability.

However, our understanding of the behaviour of smoke and fire has developed over the last 70 years and certain features are missing that would be expected in a building designed to comply with modern Building Regulations (by that we mean the 1991 Regulations or later), and BS 5588-1:1990.

2.3.2 Compartmentation

The landings providing access to the flats are not separated from the staircases and a fire on one of the landings or in a flat could result in the whole staircase becoming filled with smoke. This is compounded by the fact that the front doors to the flats are not specifically fire rated, have no intumescent and cold smoke seals, and are penetrated by letterboxes and numerous lock fittings. Pressure build up from a fire will tend to drive smoke through any available opening.

Additionally, the electrical service cupboards, the associated ducts and the lift plant rooms (all of which must be treated as relatively high fire risk areas) also open directly onto the staircases without the provision of sufficiently fire resistant construction, including appropriate fire doors with smoke control. The ducts themselves, and parts of the staircase, are of wooden (combustible) construction.

2.3.3 Alternative escape routes

Alternative escape routes are available to the residents via external metal stairs accessed from within the flats, but these are currently in poor condition and an engineer's safety report was not available.

No alternative escape route is available directly from the top of each internal staircase.

A contractor working in a lift plant room, for example, could be trapped within the staircase by a fire developing below them. Doors accessing the roof from these plant rooms are locked shut, but allowing access to the roof would not provide a suitable escape route anyway due to the lack of edge protection and safe means to descend to the fire escapes.

The external fire escapes themselves are situated next to and above doors and

windows in the flats that are not of fire resistant construction. They also follow a route placing the landings immediately outside those within the internal staircases. Although fire resistant glazing is provided to the common parts, the staircase windows have opening sections, thus potentially compromising their performance in a fire. But these openings could not be sealed unless other provisions were made for smoke ventilation from the staircases.

The concern is that a serious fire in one of the lower flats, particularly if it occurred during the night, could develop to a point where both the internal staircase was full of smoke (see 2.3.2 above) and flames were issuing from failed glazing in a rear window. Although residents of other flats would probably be safe if they remained in their flat and awaited the attendance of the fire brigade, they have been given no information about what to do in the event of a fire and may put themselves at risk trying to leave the building by an unsafe route.

To comply with modern building regulations and BS 5588-1:1990 the areas adjacent to and below the external fire escape staircases should be of fire resistant construction including windows, glazing and doors. Windows should be fixed shut and doors should have self-closers.

Given the design of the building, it will not be possible to fully comply with this guidance.

2.3.4 Electrical installations

The landlord's electrical installations, except those associated with the lifts, have been replaced within the last ten years, with RCD protection to circuits supplying the common parts. The hall and staircase lighting are on separate fire protected circuits in accordance with guidance in BS 5588-1:1990. However, no test or installation certificates were available and various faults were noted.

2.3.5 Housekeeping

Rubbish from the flats is left out for collection within the staircases each day, and sometimes remains overnight or through the weekend in large quantities, adding the risk of a bag of combustible rubbish catching fire, perhaps from a smouldering cigarette within the bag or a specific arson attack.

2.3.6 Fire extinguishers

Class A fire extinguishers are provided on each staircase landing and CO2 extinguishers are provided on each top landing. The extinguishers were tested in May 2007 and a maintenance agreement is in force. However, various extinguishers were found to be discharged and usage guidance signage is not installed. No instructions have been given to the residents about how and when to use the extinguishers and there is a possibility that they may put themselves at risk trying to tackle a fire which should be dealt with by the fire brigade.

2.3.7 Site access control

The entryphone systems have trade buttons giving uncontrolled access to the internal common parts during a large part of the day, this leads to an increased risk of arson, particularly when coupled with the presence of rubbish.

The fire escape staircases at the rear of the building, and the site generally, have no measures in place to prevent access of unauthorised people. As well as presenting a general security risk this also makes it easy for an arsonist to enter these areas and gain access to combustible rubbish stored in bins.

2.3.8 Management and emergency plans

No specific management plans and records, nor fire safety and emergency instructions to the residents and contractors, were evident.

2.4 Main recommendations

As outlined below, and covered in more detail in the attached analysis and action plan, various measures are suggested to reduce the fire risks within the building and comply with the FSO.

2.4.1 Installation of Fire Alarms

Early detection of a fire is one of the most effective ways of protecting people and minimising property damage, both allowing an opportunity to tackle the fire in its early stages and giving people more time to escape.

For these reasons and to compensate for some of the structural limitations of the building, the main recommendation is to install, and keep maintained, automatic fire alarm systems in the common parts to BS 5839-1:2002 with automatic fire detection in the entrance lobbies, staircases, plant rooms, lift shafts and electrical service cupboards. As there are no staff permanently on site the systems should be linked to a central monitoring station, ensuring prompt fire brigade attendance at the building in the event of a fire affecting these areas.

Ideally the alarm systems should be extended to include heat detectors within the entrance halls of each flat adjacent to the entrance door, thus providing earlier warning of a fire within a (potentially unoccupied) flat which may otherwise compromise the communal escape routes. This would not remove the need for leaseholders to install their own individual smoke alarm systems to protect them from a fire starting within their flat.

2.4.2 Electrical Testing

It is essential that testing is carried out on the fixed electrical installations, including lift wiring, and that any faults are corrected. The electrical services cupboards should be kept clear of all flammable and combustible materials and it is strongly recommended that the lighting in the common parts is arranged to be on through the hours of darkness.

2.4.3 Housekeeping

Improved management procedures should be put in place to reduce the risks from rubbish left in the common parts for collection. Leaseholders should be clearly informed when they can leave their rubbish out and collection by the cleaning contractors should take place as soon as practicable after this. Both the

leaseholders/residents and the cleaning contractor should be made to understand the reasons for these procedures and the additional fire risks created by non-compliance.

2.4.4 Fire extinguishers

Fire extinguishers need to be inspected on a regular basis to ensure that they are present and have not been discharged – this role could be assigned to the cleaning contractors, but it is essential that compliance is monitored by building management. Usage guidance signs should be affixed to the walls above fire extinguisher locations. Leaseholders, tenants and contractors should be informed that fire extinguishers should only be used by those competent to do so.

2.4.5 Compartmentation and fire doors

Whilst it would be impractical to fully upgrade the existing entrance doors to each flat to FD30S 30 minute fire and smoke resisting standard without total replacement, consideration should be given to installation of intumescent and cold smoke seals to the door edges. This work could be carried out when the common parts are next decorated.

The compartmentation between the lift plant rooms and the staircases should be improved by the replacement of the access trap doors and frames with FD60S fire resistant door and frame sets giving 60 minutes protection. These doors should be kept locked shut and suitable signage installed as above.

The compartmentation between the electrical service cupboards and the staircases should be improved by the addition of two layers of taped and filled 12.5mm Gyproc wallboard to the exposed underside of the wooden stairs with intumescent sealing at the abutments. The service ducts from these cupboards and any penetrations through the walls should be fire stopped where they leave the cupboard. The cupboard doors should be kept locked shut, ideally with a fire brigade type lock, and signs installed to this effect.

2.4.6 External fire escape routes

The windows within the communal staircases should be kept shut to maintain fire resistance between the internal and external staircases. The reasons for this should be explained to residents and the cleaning contractor. Windows should not be locked as they may be required by fire brigade to ventilate the area.
It is impractical to suggest that the windows serving the habitable rooms of the flats adjacent to the fire escapes are totally sealed, however it would be beneficial to change them to fire resistant frames and glazing when replacement becomes due. This also applies to the rear doors accessing the fire escape.

The measures proposed for the internal staircases take into account the fact that escape using the external staircases could be prejudiced in the event of a serious fire affecting the rear rooms of one of the flats, however it should be born in mind that ideally both escape routes should be protected from the effects of a fire within a flat.

2.4.7 Site access control

It has been observed that delivery persons do not make use of the trade buttons and instead gain access by buzzing flats. Given this, the existence of the facility is questionable and this should be reviewed and removed if found to be unnecessary. A fire alarm activated override of the locks would be useful to aid swift fire brigade access in the event of a fire.

The possibility of installing some form of gates at the base of the fire escapes, which must be easily openable from inside without the use of a key, should be investigated. In the meantime the leaseholders should remain vigilant and report any trespassers or fire incidents, however small, to the police and the building management. The use of lockable bins in the rear road by all site occupants would also be helpful.

2.4.8 Management and Emergency Plans

********** has a specific duty under the FSO to inform any contractor of the risks to their staff from fire that have been identified and the protective measures in place. It also has a duty of care to the residents and should clearly inform them of emergency procedures.

A fire log book should be maintained and records kept of any fire incidents, service agreements and inspections relating to fire safety provisions, and any other matter which has a bearing on the fire safety of those in the building.

Actions to be taken in the event of a fire should be clearly laid down, identifying the person responsible, and circulated to all those who are involved with the building. These emergency procedures should also be prominently displayed within the building, for example adjacent to the main entry doors and within the lifts.

The role and duties of the managing agent should be agreed and made part of their service contract.

2.5 Conclusion

The FSO places a duty of care on the ‘responsible person’ (the directors of ********** Limited) and failing to act on this could lead to serious consequences, including criminal prosecution, in the event of someone being injured or killed as a result of fire.

The preventative and protective measures proposed are intended to remove or reduce the fire risks to people within the building to a level which is as low as reasonably practicable. The benefits of additional measures are balanced against the cost of providing them

Should you wish to discuss anything contained in this report then please do not hesitate to contact us.

3 Analysis and action plan

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.1	**General**					
3.1.1	Lighting in internal staircases is operated by switches, which then give relatively short period of illumination. Switch on 4th floor of Block 3 inoperative.	People trying to escape could be disorientated by the effects of smoke and may find it difficult to find light switches, particularly elderly people who may take considerably longer to get down the stairs and therefore be exposed to increased risk of death or injury.	As a minimum, repair the faulty switch and arrange for the lights to stay on for longer after activation. However, it is strongly recommended that the lights in these areas are set to be permanently on during the hours of darkness.	Very High		
3.1.2	Buttons which operate lock releases on front entrance doors not labelled. Button location, particularly in Blocks 1 and 2, is not quickly obvious.	Delayed exit from building in event of fire. It is particularly important that final exits are easy to open because people may have struggled through smoke to reach them and could be disoriented and close to losing consciousness.	Clearly label push buttons which operate locks on front doors to each Block. Consider installation of signs above location of final escape doors.	High		
3.1.3	Unknown number of coats of paint on walls within internal staircases. Whilst it is possible to apply up to 10 coats of Dulux Vinyl Matt (for example) to a plastered brick substrate and still maintain required Class 0 rating, a greater number of coats or alternative paint types could degrade the performance in a fire. Areas which have lining paper underneath paint finishes will not comply with Class 0	Flames may spread quickly over the wall surface with lining materials igniting. Risk of rapid fire development compromising escape route.	Consider application of Dulux Trade Pyroshield or equivalent to manufacturers specifications and removal of areas of lining paper prior to application of decorative finish when the common parts are next decorated.	Medium		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.2	**Electrical installations**					
3.2.1	Spur outlet for entryphone in Block 1 not fixed to wall and lying on floor of service cupboard. Wiring to this also not secured to walls.	Risk of short circuit and sparks potentially leading to fire, particularly if RCD failed to operate and given presence of combustible materials in service cupboard	Securely fix wiring and spur outlet serving entryphone in Block 1 to masonry walls. See 3.3.2 below regarding keeping service cupboards clear.	Very High		
3.2.2	Circuit protection to lift installations is via fuses only. A number of these fuses were found to be bridged with large diameter wire removing all local protection to sub-circuit.	An over current on an unprotected section of low current capacity cable could lead to the cable overheating and catching fire. This may occur without the main fuse blowing due to its considerably higher rating.	Bridged fuse locations should have fuses replaced as soon as possible. Investigate possibility of adding modern circuit breakers and/or RCD circuit protection to all or part of lift wiring with emphasis on those parts which are located within the lift shafts	Very High		
3.2.3	No evidence of testing and certification of landlord's electrical installations serving common parts, lift installations and power distribution to the flats	A fault on the electrical installation could lead to fire, particularly if circuit protection devices should fail. This would be particularly dangerous to contractors within staircase and plant room who may have their only escape route cut off.	Arrange electrical testing as a matter of urgency. Correct any faults found. Note date for retest in fire log book. Ensure that any work carried out is done by properly certified contractors and that installation certificates are obtained.	High		
3.2.4	Portable electrical appliances on site do not show evidence of PAT testing	The appliance could have a fault leading to it catching fire	Ensure all appliances are PAT tested on a routine basis and details marked on appliance	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.2.5	Lighting not functioning on external fire escapes of Blocks 1 and 3 during hours of darkness	Although there is some ambient lighting from streetlights, escape routes which are not correctly lit will increase the time to escape and hence increase risks.	Repair external fire escape staircase lighting and ensure that timers are set to provide operation during hours of darkness	High		
3.2.6	Contacts supplying electricity at 415V to lift door motor in Block 3 are exposed.	Risk of short circuit leading to fire in lift shaft. Lift car could become involved due to wooden construction. People may become trapped in lift with fire on car top.	Replace cover on electrical contacts of lift door motor in Block 3 and remove any combustible materials from lift shafts/car tops	High		
3.2.7	Loose electrical socket adjacent to understairs electrical service cupboard in Block 3.	Increased risk of short circuit from damage to wiring potentially leading to fire in staircase area, particularly if RCD/circuit protection device failed	Secure loose socket outlet at ground floor of Block 3	High		
3.2.8	Lifts are not signed to inform people not to use in case of fire. (Assuming installation of fire alarm systems) Lifts are not arranged to return to ground floor on alarm operation	If lifts are used during a fire there is a risk of someone being trapped within the lift or the lift doors opening on a floor where the fire is located, putting the lift users at risk.	Install signs stating do not use lifts in event of fire. Investigate possibility of linking new fire alarm system to lift controls so that lift returns to ground floor and is isolated in event of fire alarm activation.	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.3	**Housekeeping**					
3.3.1	Rubbish is left for collection by cleaner in internal staircases at all times of day and night. Collection is observed to be variable in timing, and missed some weekends. There appears to be no collection on Sunday even though rubbish is left out.	Fire within escape route could lead to staircase, and potentially flats, becoming smoke filled. Contractor working at top of staircase or in rooftop plant room could be trapped by fire and smoke and have no alternative means of escape. Also, a fire in the staircase at night when residents are asleep could develop to a point where smoke filled the staircase and entered the flats.	A set time should be established with the cleaning contractor for collection of rubbish every day – including weekends. The occupiers of the flats should be clearly informed to only leave their rubbish out in the morning prior to collection. Install automatic fire detection and alarm system to BS 5839-1:1990 in common parts linked to central monitoring station to ensure prompt fire brigade attendance at any fire incident.	Very High		
3.3.2	Cleaning materials (including aerosol sprays) and other items stored in electrical services cupboards.	A fault on the electrical installation could lead to sparks or flames, igniting other materials in the cupboards which have limited fire separation from the staircase	Remove any flammable and combustible materials from electrical services cupboards. Use non-aerosol, non-flammable cleaning products if practical.	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.4	**Fire extinguishers**					
3.4.1	No fire extinguishers provided in high risk areas (lift plant rooms and electrical services cupboards)	Maintenance staff may be unable to tackle a small fire quickly if an extinguisher is not readily to hand. The fire may then develop to a point where greater property damage and potentially injury to occur.	Install CO2 fire extinguishers and suitable signage within these areas and add to service/maintenance contract. Perform visual inspections on a regular basis.	Very High		
3.4.2	Fire extinguishers at a number of locations were seen to be empty and security tags were missing to others suggesting tampering. In the case of the top floor in Block 2, both the water and CO2 extinguisher are known to have been used to fight a fire in the kitchen of Flat 16 last year. These extinguishers were not recharged after the event.	A fire extinguisher which does not perform as expected whilst attempting to tackle a small fire greatly increases the chances of injury to the user.	Arrange for fire extinguishers to be tested and recharged as appropriate. Ensure that a regular inspection regime is in force and actually carried out by nominated persons. Contact service contractor immediately following any fire event where extinguishers were discharged and arrange refilling.	Very High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.5	**Compartmentation and fire doors**					
3.5.1	Cable ducts leaving the understairs electrical services cupboards are not fire stopped (sealed)	A fire which started in the understairs cupboard could travel up the ducts and cause ignition of the duct coverings (which are not fire resistant) higher up the building thus compromising the escape route – particularly affecting contractors in the upper parts of the staircase and leading to increased property damage.	Firestop all cable/pipework ducts leading from electrical services cupboards and seal any other holes in masonry walls	High		
3.5.2	Underside of wooden stairs exposed within electrical services cupboards – all Blocks	Particularly if there are items stored in the cupboard, a fire starting in the electrical supply and distribution equipment could lead to the actual staircase structure igniting	Do not use the service cupboards for storage. Install automatic fire detection within cupboard linked to new common parts fire alarm system to provide early warning. Install suitable boarding on underside of wooden section of staircase within electrical services cupboards to upgrade fire protection of this structure to one hour	High/ Medium		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.5.3	Front doors to each flat open directly onto staircase (which should be fire protected escape route) without the presence of intermediate corridor and are not specifically rated fire doors. They have no intumescent or cold smoke seals and are penetrated by letterboxes and numerous locks. Large gaps are evident under some of the doors. It should be noted that each flat does have an internal hallway, however (again) this is not constructed to modern fire safety standards.	Smoke from a fire within the staircase area could spread into the flats or vice versa. Particularly when people are asleep this could lead to injury or death of one or more people.	The front doors of the flats are an original feature of the building and replacement with fire door and frame sets to provide FD30S protection would be costly and disruptive. However it would be possible to upgrade the smoke protection by the fitment of additional seals. Intumescent seals could also be added to door edges subject to manufacturers requirements for door to frame gap being met. This could be carried out when the common parts are next decorated. Install automatic fire detection and alarm system to BS 5839-1:1990 in common parts linked to central monitoring station to ensure prompt fire brigade attendance at any fire incident. Ideally extend to include heat detector within entrance hall of each flat adjacent to front door to provide earlier warning of a fire which may affect common escape routes.	High/ Medium		
3.5.4	Doors to electrical services cupboards are not specifically fire rated (although of substantial solid timber construction) and have no intumescent or cold smoke seals.	Smoke from a fire in the cupboard could enter the staircase. Coupled with the presence of flammable or combustible materials within the cupboard a serious fire could develop which may even burn through the doors.	Do not use the cupboards for storage. As far as practicable upgrade fire protection of doors to electrical services cupboards, to include as a minimum fitment of intumescent and smoke seals and signage indicating that the doors are fire doors and must be kept locked	High/ Medium		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.5.5	Cupboard in Block 2 housing three phase electrical supply and metering for lifts is not of fire resistant construction	A fault on wiring within this cupboard could lead to the installation and the cupboard catching fire, compromising escape route as above.	Consider upgrade of enclosure to ideally provide one hour fire protection.	High/ Medium		
3.5.6	Lift plant rooms are not separated from staircases by fire resistant construction. A fire could develop in these areas without early detection.	Although of somewhat lower hazard than the previous issues due to location of plant rooms above the staircases and provision of ventilation within them, a fire within these areas, particularly if the wooden partitioning became involved, could lead to smoke being forced under pressure into the staircase.	Replace access hatches and frames with FD60S fire door sets. Keep locked closed and install signs to this effect. Install automatic fire detection within plant rooms linked to new common parts fire alarm system to provide early warning of fire which may otherwise develop undetected in these areas.	High/ Medium		
3.6	**Alternative escape routes (external fire escapes)**					
3.6.1	No alternative escape route available from top of internal common staircase without access through a flat	Contractor or delivery person at top of staircase could be trapped by a fire developing lower down in staircase	Install automatic fire alarm system to BS 5839-1:1990 in common parts with smoke detectors in entrance hall, staircase landings, electrical services cupboards, lift shaft and lift plant room. This will provide early warning of fire and should allow people in the common parts to escape before the staircases become un-useable as a result of smoke and flames.	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.6.2	External fire escapes in poor structural condition. No engineer's safety report available	Residents or fire brigade personnel using fire escape could be injured and/or may not be able to escape safely	Repair fire escapes replacing badly corroded plates. Arrange for structural engineer's safety inspection and reporting to be carried out every three years	High		
3.6.3	Exits from fire escapes sometimes blocked by vehicles parked on rear access roadway	Access to and egress from fire escapes by residents and/or fire brigade staff could be delayed or prevented.	Although control of parking exists on site with clamping in force this is not wholly effective. The exit route adjacent to the fire escapes should be clearly marked on the road surface and the situation should be monitored. If the fire escapes are still observed to be blocked then additional measures may be required.	High		
3.6.4	Windows to internal communal staircases open onto fire escapes.	Smoke and/or flames from a fire within the common parts could hinder or prevent use of the external fire escape.	The windows should be kept shut. Residents and any contractors should be informed of the reasons for this. If the windows were to be replaced in the future then the possibility of providing additional smoke ventilation at the top of the staircases, controlled from a point ideally near to the front doors, coupled with installation of fixed windows should be investigated	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.6.5	Windows and rear doors of flats open onto, below and adjacent to the external fire escapes and are not of fire resistant construction (and are uPVC – potentially resulting in early loss of glazing in a fire)	A fire within a flat could result in the windows and/or door collapsing leading to smoke and/or flames impinging on the fire escape thus delaying or preventing escape, particularly from flats above.	It is impractical to suggest that the windows serving rooms within the flats are sealed closed. However, when the windows and doors are next replaced then ideally they should be of fire resistant construction including glazing. Clear glazing can be obtained which retains integrity and provides heat insulation during a fire.	Medium		
3.7	**Site access control**					
3.7.1	Entryphone systems to internal staircases have trades facility which allows free access during large parts of the day.	An arsonist could enter the building and set a fire within. This is compounded by the frequent presence of rubbish bags containing combustible materials. The risk to contractors within the staircase or plant rooms is particularly high as they have no additional escape route.	This facility appears not to be used by delivery persons (including the postman), who instead buzz individual flats to gain access. Consideration should be given to removing the trades facility. If this is not possible then the operating times should be reduced to the minimum practicable.	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.7.2	There is free access to the fire escapes from the rear road and no control of entry to that road from the street.	In addition to being a general security risk (there have been several break-ins) an arsonist could access the staircases and light fires (which could include pouring flammable liquid through an open rear window)	Investigate possibility of installing gates and associated fencing at base of fire escapes with fire brigade lock access from rear road and key free egress from fire escape. Carry out work if practical In the meantime, residents should be vigilant and report the presence of any intruders or fire incidents to the police and building management. Graffiti around the site should be removed as soon as possible after it occurs	High/ Medium		
3.7.3	Rubbish bins are located against the back of the building in the rear access road	Combustible materials within the bins could be set alight by an arsonist and there is a risk that the rear of the building could become involved if a fire was started within a bin positioned against it.	There does not appear to be an alternative location for the bins and the danger to the residential parts of the building is less than that to the commercial units. However it would be helpful if bins were provided with locks and kept locked, particularly during the night.	Medium/ High		
3.7.4	Locks are fitted to understairs electrical services cupboards which would delay fire brigade or contractor's access in event of fire and potentially lead to damage to cupboard doors.	Fire could develop further during delayed access and/or greater damage to property could occur if doors were forced open	Replace locks on electrical services cupboards under stairs with Fire Brigade type locks	Medium		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.8	**Management and emergency plans**					
3.8.1	Fire safety management procedures not recorded and log book not kept	Important actions to maintain fire safety at building could be missed	Record details of all matters relating to fire safety. Keep log book recording any fire incidents and details of maintenance agreements and records of servicing	Very High		
3.8.2	Fire safety management duties of managing agent not detailed.	Managing agent could fail to carry out or arrange for someone else to carry out important duties such as control of contractors and routine inspections of premises and fire safety installations. If clear written instructions are not given and the situation is not monitored then responsibility for breaches of fire safety legislation could fall on the directors of **********, who could face criminal prosecution.	Ensure that managing agent is aware of the delegated responsibility for fire safety that is placed upon them. Include details of these responsibilities in the terms of service contract of the managing agent. Actively monitor the performance of the managing agent and notify any problems in writing.	Very High		
3.8.3	Cooperation and coordination of fire safety management not taking place with Responsible persons from other organisations in building	Fire safety arrangements may be inadequate due to risks from other occupants	The Responsible Persons for all organisations in the building should cooperate in coordinating fire safety arrangements – ideally documenting meetings and any agreements reached	High		

Ref.	Description of fire hazard	Dangers	Action required	Priority	Action taken	Date
3.8.4	Instructions to contractors explaining risks to their staff and preventative and protective measures in place not supplied	Contractor's staff could be put at risk through not understanding the risks within the building and actions required to protect themselves	Ensure that cleaning/maintenance staff are instructed on procedure in case of discovering fire (inform fire brigade, use fire extinguisher to tackle small fire if suitably trained	High		
3.8.5	Instructions and information not given to residents/leaseholders	Residents could be put at risk through ignorance of the actions to take in the event of a fire and the ongoing need for vigilance against hazards	Create emergency plan and circulate to all residents. Display emergency plan prominently in building (e.g. adjacent to entrances and within lifts) Inform residents of the fire risks within the building and the measures in place (including any actions required from them) to prevent fire	High		

4 Legislation and references

4.1 Regulatory Reform (Fire Safety) Order 2005

4.2 Fire Safety Risk Assessment – Sleeping Accommodation DCLG 2006

4.3 Building Regulations 2000 – Approved Document B (Fire Safety) 2006 Edition

4.4 BS 5588-1:1990 Fire precautions in the design, construction and use of buildings – Part 1: Code of practice for residential buildings

4.5 BS 5588-12:2004 Fire precautions in the design, construction and use of buildings - Part 12: Managing fire safety

4.6 The Health and Safety (Safety Signs and Signals) Regulations 1996

4.7 BS 7671:2008 Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition

4.8 The Electricity at Work Regulations 1989

4.9 BS 5839-1:2002 Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance

4.10 BS 5939-6:2004 Fire detection and fire alarm systems for buildings. Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings

4.11 BS 4790:1987 Method for determination of the effects of a small source of ignition on textile floor coverings (hot metal nut method)

4.12 Housing Health and Safety Rating System Operating Guidance - ODPM 2006