

# FIRE RISK ASSESSMENT



**Stockwood gardens**  
**Bluebell Apartments-Block H,**  
**Newlands Road, Luton, Bedfordshire,**  
**LU1 4GB**

VALID BETWEEN	12/04/2024 - 12/04/2025
ASSESSED BY	Peter Adetunji
ASSESSED ON	12/04/2024
APPROVED BY	Mike Newson
APPROVED ON	19/04/2024
ASSESSMENT REF.	RB-F9GUUF
VERSION	1



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# 1 INTRODUCTION

## Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

## Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

## Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

## Managing Fire Safety

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

## Significant Findings

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

# Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

The type of people that occupy a building, the risk of arson, and the ignition sources present are common examples of what affects the likelihood of fire. However, fairly simple steps can often be taken to reduce the possibility of fire.

The other objective is to mitigate the severity of a fire, its intensity and the smoke it produces. Occupants' mobility and their ability to escape are primary considerations, along with how quickly the fire would spread and how many people it might affect.

The matrix below explains how the assessor determines the building risk score. Carrying out the assessment's action recommendations should reduce the risk score.

SEVERITY ▸ ▼ LIKELIHOOD	SLIGHT HARM	MODERATE HARM	EXTREME HARM
	TRIVIAL	TOLERABLE	MODERATE
LOW	TRIVIAL	TOLERABLE	MODERATE
MEDIUM	TOLERABLE	MODERATE	SUBSTANTIAL
HIGH	MODERATE	SUBSTANTIAL	INTOLERABLE

TRIVIAL	RATING	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.
TOLERABLE	RATING	No major additional controls required. However, there might be a need for some improvements.
MODERATE	RATING	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.
SUBSTANTIAL	RATING	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.
INTOLERABLE	RATING	Imminent risk of significant harm. Immediate action required.

## Action Timescales and Severities

All remedial actions are given a timescale. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

PLANNED WORKS	LONG TERM	MEDIUM TERM	SHORT TERM	IMMEDIATE
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All remedial actions are also given a severity which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

LOW SEVERITY	MEDIUM SEVERITY	HIGH SEVERITY
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

# 2 SUMMARY

## Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE  
RB-F9GUUF

ASSESSED ON, BY  
12/04/2024, Peter Adetunji

APPROVED / VALIDATED ON, BY  
19/04/2024, Mike Newson

START DATE RECOMMENDED REVIEW DATE  
12/04/2024 — 12/04/2025

FINDINGS  
8 Actions / 24 Controls

PRODUCED FOR  
Stockwood gardens  
Mcr-Homes

OVERALL RESPONSIBLE PERSON  
Andrea Hammond-Block Manager

SPECIFICATION CONFORMS TO  
Our own internal quality system.

ASSESSMENT SCOPE  
Assessment applies only to the building specified.

## Assessed Property

PROPERTY NAME  
Stockwood gardens

PROPERTY REFERENCE  
RB-RJEJLA

ADDRESS  
Bluebell Apartments-Block H  
Newlands Road  
Luton  
Bedfordshire  
LU1 4GB

ASSESSING ORGANISATION  
Commercial Fire Protection  
0800 059 0113



## Assessor Remarks

No access was given to the roof or the lift motor room, The responsible person is to confirm that sufficient and suitable compartmentation is present.

# 3 ASSET INFORMATION

## Responsibility

Client Name  
Stockwood gardens  
Mcr-Homes

Overall Responsible Person  
Andrea Hammond-Block Manager

## Building

Property Type Apartment Block	Building Era / Age Assumed Post 2018
Number of Flats 17	Structural Wall Material Brick/blockwork
Structural Floor Material Concrete	Structural Stairs Material Concrete
Exterior Cladding No Exterior Cladding	Electronic Entrance System Yes
Carpark External/Outdoor Carpark	

## Occupancy

Employees None	Residents Yes
Visitors Day, Overnight	Approx number of Visitors 17
People With Reduced Mobility None	Lone Workers None
Young Persons Employed in the Premises None	

# Means Of Escape

Escapes & Exits

- 1 Main entrance/exit
- 1 secondary exit towards the rear of the building

Number Of Internal Escape Stairs  
2

Number Of Final Exits  
2

External Means Of Escape  
None Present

Types Of Lifts Installed  
Passenger

Evacuation Chairs Installed  
No

Refuge Points Present  
No

Stairwells Protected / Lobbied  
Yes

## Evacuation

Evacuation Strategy  
Simultaneous Evacuation

Description Of Final Exit  
Assembly point is by the car park towards the front of the building.



# 4 FINDINGS

13

**13 negative answers**  
Out of a total of 63

8

**8 actions to complete**  
Identified in this assessment

24

**24 controls describe existing measures**  
Identified in this assessment

SUMMARY OF ACTIONS

Severity ▸ ▼ Timescale	Low Severity	Medium Severity	High Severity
Long Term	2	0	0
Medium Term	0	2	0
Short Term	0	0	3
Immediate	0	0	1

## Prevention

5 Negative Answers  
3 Actions 14 Controls

### Electrical

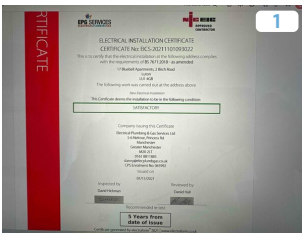
- ✓ Fixed installations are periodically inspected and tested
- ✓ Portable appliance testing is carried out
- ✓ There is suitable control over the use of personal electrical appliances
- ✓ There is suitable limitation of trailing leads and adapters
- ✓ All other measures have been taken to prevent fires of electrical origin

PAT testing is not required due to it being a domestic premises.

There were no trailing leads seen within the common areas during the assessment. Tenants are responsible for their respective areas.

Extension cords can overheat and cause fires when used improperly. Overheating is usually caused by overloading or connecting appliances that consume more watts than the cord can handle. Damaged extension cords can also cause fires.

A valid electrical wiring test certificate compliant with BS 7671 was available on site and categorised the system as satisfactory.



### Housekeeping

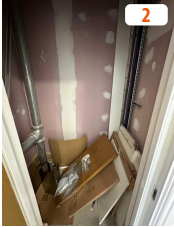
- ✗ Combustible materials appear to be separated from ignition sources
- ✗ Unnecessary accumulation or inappropriate storage of combustible materials or waste is avoided
- ✗ Gas and electricity intake/meter cupboards are adequately secured and kept clear of combustible materials
- ✓ A responsible person monitors housekeeping standards
- ✓ The overall standard of housekeeping is adequate

Combustible and obstructive materials were seen in the 3rd floor riser cupboard.  
Management are to remind occupants that combustible materials must be kept to an absolute minimum as best possible at all times, in order to both reduce the risk of a fire starting and the fuel load within the building.  
To reduce the risk of fire and fire spread

REFERENCE RB-LZEM28 DUE 13/04/2024  
CATEGORY Management: Housekeeping

TIMESCALE  
**IMMEDIATE**

SEVERITY  
**HIGH SEVERITY**

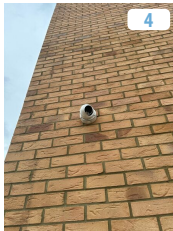
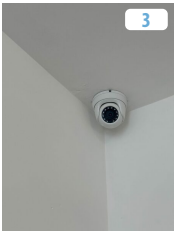


### Arson

- ✓ Basic security against arson by outsiders appears reasonable
- ✓ Refuse bins are secured
- ✓ Instances of antisocial behaviour are monitored

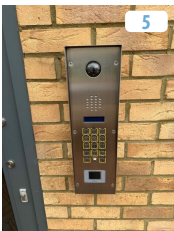
Bins were well managed and stored at a suitable distance from the building.

CCTV is provided around the premises, this is considered to act as a deterrent to those who may wish to deliberately set fires and other criminal activity.  
To reduce the likelihood of deliberate ignition inside, or within close proximity to openings in the building



Site is maintained in a sterile condition with no unnecessary fire load in close proximity.

There is secure access to the premises, available to authorised persons only.  
To reduce the likelihood of deliberate ignition inside, or within close proximity to openings in the building.



### Heating & Ventilation

- ✓ There is satisfactory control over the use of portable heaters

At the time of the visit there were no portable heaters in use within the building.

### Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ There are suitable arrangements for smokers
- ✓ The smoking policy appears to be observed

- ✓ 'No Smoking' signs are displayed in the common areas
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

There is no evidence of smoking in prohibited areas.

There is at least one 'No Smoking' sign in each of the common parts of the building and outdoor areas. Designated outdoor smoking areas are signposted.



### Lightning Protection System

- ✓ There is a Lightning Protection System
- ✗ The lightning protection system is regularly maintained

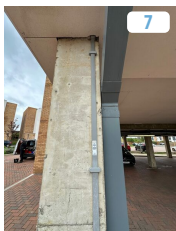
The responsible person is to confirm that the system is being maintained and if not have the lightning protection system inspected and maintained by a professional contractor once per year. The lightning protection system is not currently being inspected or maintained.

REFERENCE RB-49LFWM DUE 12/10/2024  
CATEGORY Maintenance: Servicing & Maintenance

TIMESCALE  
**LONG TERM**

SEVERITY  
**LOW SEVERITY**

Evidence of lightning protection seen upon inspection.



### Contractors & Works

- ✓ There is satisfactory control over works carried out in the building
- ✓ Where appropriate, fire safety conditions are imposed on outside contractors
- ✓ Where appropriate, a permit to work system is used (e.g. for hot work)
- ✓ Suitable precautions are taken by in-house maintenance personnel who carry out works

There is a policy, including guidelines for all works carried out in the building. Health and safety has been considered

### Fire Safety Signs & Notices

- ✗ There is a reasonable standard of fire safety signs and notices

No Fire Action Notice has been provided in the common areas. Install a Fire Action Notice in the entrance lobby to advise occupants of the evacuation procedure. To provide information to all occupants of what to do in the event of fire within the building

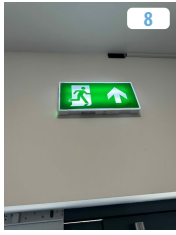
REFERENCE RB-EQVL6M DUE 12/10/2024  
CATEGORY Management: Signage

TIMESCALE  
**LONG TERM**

SEVERITY  
**LOW SEVERITY**

Escape routes and fire exits are clearly signposted.

CONTROL CONTINUES...



Instructions in the case of fire are clearly displayed.



## Protection

1 Negative Answer  
1 Action 8 Controls

### Means of Escape

- ✓ The construction and glazing on escape routes appear to be suitably fire resisting and in good condition
- ✓ Travel distances to a relative place of safety appear to meet nationally recognised guidelines
- ✓ There are enough fire escapes to support the number of people in the building
- ✓ There are no notable obstructions or trip hazards on escape routes
- ✓ Fire doors on escape routes only open in the direction of travel
- ✗ Fire doors provide suitable protection from fire and smoke
- ✓ Fire doors are fitted with self-closers
- ✓ Final exits are not obstructed externally and can be opened easily without needing a key

During the assessment, defects on the majority of fire doors were noted.

- Fire strips/seals were missing.
- Door gap tolerance exceeded.

The doors were not considered to be suitable and sufficient.

Suitable and sufficient doors are to be of FD30S specification, complete with a minimum of 3 fire rated hinges, a self-closing device, intumescent strips, cold smoke seals with no excessive gaps to the top and sides of the door frame and to the underside of the door. It is advised to task a qualified contractor to carry out a door survey and implement the correct remedial works such as upgrading/replacing all defected doors.

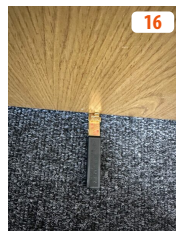
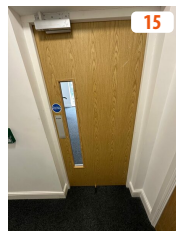
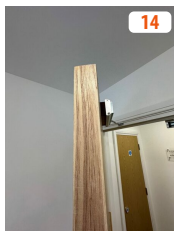
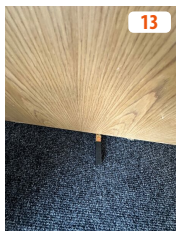
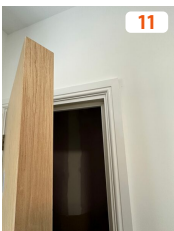
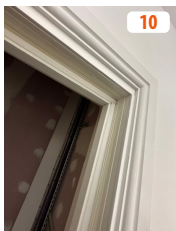
To maintain the integrity of the escape route

REFERENCE RB-5CAUEW DUE 12/05/2024

CATEGORY Upgrades: Fire Door Replacement

TIMESCALE  
SHORT TERM

SEVERITY  
HIGH SEVERITY



ACTION CONTINUES...

...ACTION CONTINUED



Fire escapes are clear of obstruction. A responsible person checks this and performs any necessary housekeeping as part of a weekly check using RiskBase.



Travel distances appear to comply with ADB because the distance along a corridor from the flat entrance door to the staircase is less than 7.5m.

#### Emergency Escape Lighting

✓ A reasonable standard of emergency escape lighting has been provided

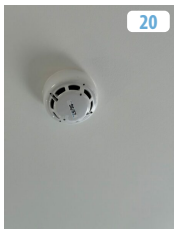
There is an appropriate quantity of emergency escape lights.



#### Giving Warning

- ✓ A reasonable fire detection and fire alarm system is provided in the common areas, where necessary
- ✓ If there is a communal fire detection and fire alarm system, it extend into the dwellings
- ✓ Where appropriate, a fire alarm zone plan has been provided
- ✓ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition
- ✓ The means of giving warning in case of fire are adequate

Fire detection and a fire alarm system is present in the building, comprising of smoke detectors, AOVs, sprinklers, fire alarm panel and sounders.



### Spread of Fire

- ✓ There is reasonable limitation of linings that may promote fire spread
- ✓ As far as can reasonably be ascertained, there is reasonable fire separation within any roof space
- ✓ There are adequate fire-protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke
- ✓ Compartmentation is of a reasonable standard

All wall and ceiling linings were considered to be appropriate and would not enhance the spread of fire.

The exterior of the building is of brick construction and would not promote external flame spread.

To reduce the risk of fire and smoke spread.

CATEGORY Upgrades: Compartmentation

The level of compartmentation within the building was considered to be acceptable based on the limitations of a type 1 fire risk assessment.

### Manual Fire Fighting

- ✓ There is a reasonable provision of manual fire extinguishing appliances

In line with current guidance for a building of this type, no portable fire fighting equipment has been installed in communal areas.

## Management

7 Negative Answers  
4 Actions 2 Controls

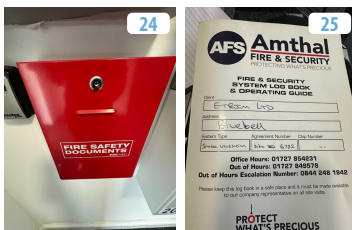
### Procedures

- ✓ There are adequate procedures for investigating fire alarm signals
- ✓ There are suitable arrangements for summoning the fire and rescue service
- ✓ There are suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?
- ✓ There are suitable arrangements for ensuring that the premises have been evacuated
- ✓ There is a suitable fire assembly point

### Fire Safety Management

- ✓ There are suitable records of the fire safety arrangements
- ✓ Procedures in the event of fire are appropriately and properly documented, where appropriate
- ✓ Routine in-house inspections of fire precautions are undertaken

Evidence of suitable fire safety arrangements seen upon inspection.



### Maintenance & Testing

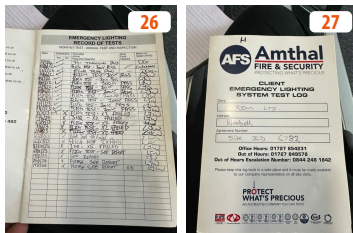
- ✓ Weekly testing and periodic servicing of the fire detection and fire alarm system is undertaken
- ✗ Monthly and annual testing routines are in place for the emergency escape lighting
- ✗ Six-monthly inspections and annual testing of rising mains are undertaken
- ✗ There are periodical inspections of external escape staircases and gangways
- ✗ Weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)

Evidence of Monthly emergency lights tests seen but only until feb 2024 the responsible person is to confirm that monthly emergency lights test are being carried out and documented.

REFERENCE RB-TFS85B DUE 12/05/2024  
CATEGORY Management: Testing, Records, Log Books

TIMESCALE  
**SHORT TERM**

SEVERITY  
**HIGH SEVERITY**



No evidence of dry riser tests seen upon inspection, the responsible person is to confirm that tests are being carried out and are being documented.

REFERENCE RB-LL11N8 DUE 12/05/2024  
CATEGORY Management: Policy, Procedure, Drills

TIMESCALE  
**SHORT TERM**

SEVERITY  
**HIGH SEVERITY**

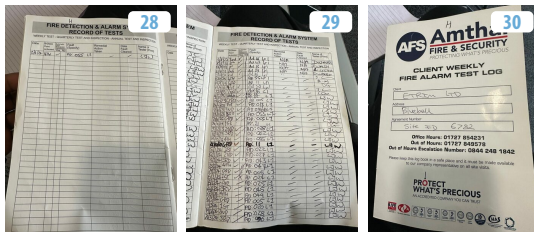
No evidence of Bi-annual (LOLER) lift checks seen upon inspection, the responsible person is to confirm that all lifts are being checked/serviced and are being documented.

REFERENCE RB-NKQ3UK DUE 12/07/2024  
CATEGORY Management: Testing, Records, Log Books

TIMESCALE  
**MEDIUM TERM**

SEVERITY  
**MEDIUM SEVERITY**

Evidence of weekly tests seen upon inspection.



### Records

- ✓ Fire alarm tests (where relevant)
- ✓ Appropriate record of false alarms (where relevant)
- ✗ Emergency escape lighting tests
- ✗ Maintenance and testing of other fire protection systems and equipment
- ✗ Fire doors, exits and locking/closing devices are regularly checked for damage that would affect operation or performance

No Evidence of fire door checks seen upon inspection, the responsible person is to confirm that fire door checks are being carried out and is being documented.

REFERENCE RB-1TGH43 DUE 12/07/2024  
CATEGORY Management: Testing, Records, Log Books

TIMESCALE  
**MEDIUM TERM**

SEVERITY  
**MEDIUM SEVERITY**



## 5 ACTION PLAN

Combustible and obstructive materials were seen in the 3rd floor riser cupboard.

Management are to remind occupants that combustible materials must be kept to an absolute minimum as best possible at all times, in order to both reduce the risk of a fire starting and the fuel load within the building.

To reduce the risk of fire and fire spread

REFERENCE RB-LZEM28

SEVERITY High Severity

DUE BY / ASSIGNED TO

13 April 2024

COMPLETED ON / BY

During the assessment, defects on the majority of fire doors were noted.

-Fire strips/seals were missing.

-Door gap tolerance exceeded.

The doors were not considered to be suitable and sufficient.

Suitable and sufficient doors are to be of FD30S specification, complete with a minimum of 3 fire rated hinges, a self-closing device, intumescent strips, cold smoke seals with no excessive gaps to the top and sides of the door frame and to the underside of the door. It is advised to task a qualified contractor to carry out a door survey and implement the correct remedial works such as upgrading/replacing all defected doors.

To maintain the integrity of the escape route

REFERENCE RB-5CAUEW

SEVERITY High Severity

DUE BY / ASSIGNED TO

12 May 2024

COMPLETED ON / BY

Evidence of Monthly emergency lights tests seen but only until feb 2024 the responsible person is to confirm that monthly emergency lights test are being carried out and documented.

REFERENCE RB-TFS85B

SEVERITY High Severity

DUE BY / ASSIGNED TO

12 May 2024

COMPLETED ON / BY

No evidence of dry riser tests seen upon inspection, the responsible person is to confirm that tests are being carried out and are being documented.

REFERENCE RB-LL11N8

SEVERITY High Severity

DUE BY / ASSIGNED TO

12 May 2024

COMPLETED ON / BY

No Evidence of fire door checks seen upon inspection, the responsible person is to confirm that fire door checks are being carried out and is being documented.

REFERENCE RB-1TGH43

SEVERITY Medium Severity

DUE BY / ASSIGNED TO

12 July 2024

COMPLETED ON / BY



No evidence of Bi-annual(LOLER) lift checks seen upon inspection, the responsible person is to confirm that all lifts are being checked/serviced and are being documented.

REFERENCE RB-NKQ3UK

SEVERITY Medium Severity

DUE BY / ASSIGNED TO

12 July 2024

COMPLETED ON / BY

No Fire Action Notice has been provided in the common areas. Install a Fire Action Notice in the entrance lobby to advise occupants of the evacuation procedure.

To provide information to all occupants of what to do in the event of fire within the building

REFERENCE RB-EQVL6M

SEVERITY Low Severity

DUE BY / ASSIGNED TO

12 October 2024

COMPLETED ON / BY

The responsible person is to confirm that the system is being maintained and if not have the lightning protection system inspected and maintained by a professional contractor once per year.

The lightning protection system is not currently being inspected or maintained.

REFERENCE RB-49LFWM

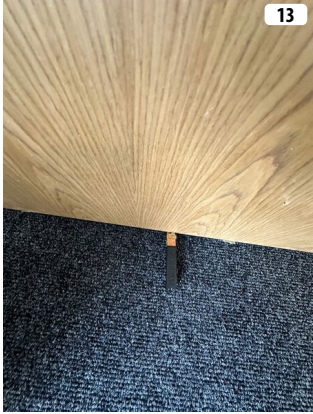
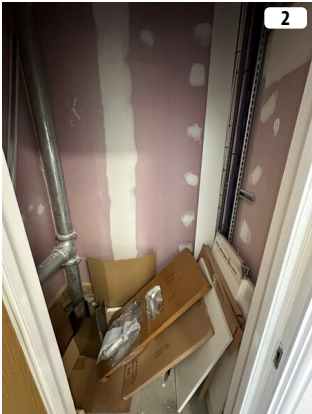
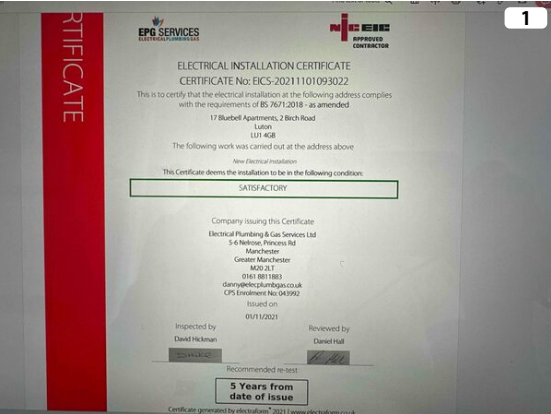
SEVERITY Low Severity

DUE BY / ASSIGNED TO

12 October 2024

COMPLETED ON / BY

# 6 PHOTOS





Photos Continued...

