



FIRE RISK ASSESSMENT



Organisation name:	<u>Ashdee Ltd</u>
Building/s covered by this assessment:	<u>Oxford House, Aylesbury. HP21 8SZ</u>
Assessed Date :	16/06/2023
Assessor:	James Hill
Signature of the Risk Assessor:	

Site Location and Contact Details

Type of Organisation	Mixed use flats in an accommodation block.
Address	Oxford House, Oxford Rd, Aylesbury, Bucks. HP21 8SZ
Responsible Person	Ashdee Ltd
Name of person/s having control of premises:	Katie Catt
Contact Number	01612740472
Mail Address	Oxford House, Oxford Rd, Aylesbury, Bucks. HP21 8SZ

Building Details

Type of Organisation	Mixed use flats in an accommodation block.
Number of floors	4
Maximum No. of Occupants	-
Floor Area of Each Floor	1000sq/m
History of Fire Incidents	None.
Occupied floors	3. Ground, First & Second.
Public Access	Yes by appointment.
Construction Type	Portal frame construction, with external wall cladding and glazing.
Used for Guest or Staff Sleeping	Yes
Type of Building	Sleeping accommodation
Numbers of people sleeping	116 accommodation units.

Executive Summary of Premises and Occupants

The building is of RC Frame construction with external wall cladding and glazing. The building is adjoined via a two storey annexe of traditional construction with a flat roof. The annexe does not form part of this assessment and is due to be demolished. The main building is currently in use as domestic apartments on the ground, first and second floors and a multi occupancy office on the third floor. There is a separate single storey (350m²) brick building which will be demolished during the ongoing construction works. The four storey premises consists of 116 apartments. This fire risk assessment covers the reception / entrance areas, the communal staircases, the communal areas of the ground, first and second floor apartment areas only. It does not cover the occupied office area, the respective tenants are required to carry out their own fire risk assessments of the areas that they occupy / have a responsibility for. A BS5839 Part 1 fire alarm system with automatic detection, interlinked to the stairwell AOVs and the communal area smoke control system is installed. A Grade D LD3 system is provided in dwellings with smoke alarms in the entrance halls where applicable. Emergency lighting is provided within all of the communal areas.

All flats are served by corridors without dead ends and more than one stairway. The block includes studio, one bedroom and two bedroom apartments. Travel distances within the studio from any point to to the entrance door is limited. In larger apartments all habitable rooms open onto the entrance hall and travel distance to the entrance door to the flat is limited.

All residences are fitted with fire retaining doors. Where required entrance halls in flats are fitted with fire retaining doors. Corridor breaks are fitted throughout the escape route. A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD.

Executive Summary of Significant Findings

Fire Risk Assessment (Summary)

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

Likelihood of fire	Potential consequence of fire		
	Slight harm	Moderate harm	Extreme harm
Low	<input type="radio"/> Trivial risk	<input type="radio"/> Tolerable risk	<input type="radio"/> Moderate risk
Medium	<input checked="" type="radio"/> Tolerable risk	<input type="radio"/> Moderate risk	<input type="radio"/> Substantial risk
High	<input type="radio"/> Moderate risk	<input type="radio"/> Substantial risk	<input type="radio"/> Intolerable risk

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

Low Medium High

In this context, a definition of the above terms is as follows:

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

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

Slight harm Moderate harm Extreme harm

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

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

Trivial Tolerable Moderate Substantial Intolerable

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

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

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

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

Sections

A : Building Occupancy & Persons at Risk
B : Means of Escape and Structural Fire Protection
C : Fire Doors
D : Emergency Lighting
E : Fire Detection & Warning Systems
F : Fire Safety Signs & Notices
G : Fire Fighting & Suppression Systems
H : Evaluation of Other Risks within the Premises
I : Planning and Training for Fire Emergencies
Significant Findings Action Plan
Executive Summary
Significant Findings Summary

This Fire Risk Assessment has been carried out in order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The findings of this report are based upon the conditions as observed on the premises at the time of the assessment and on the relevant information provided by the Responsible Person and/or their nominated representative.

By commissioning a fire risk assessment of your premises you have taken the first and most vital step towards becoming compliant with the fire safety legislation applicable to your organisation.

Your fire risk assessment is a working tool and should be routinely referred to and amended as the dynamics of the premises change. The employment of new staff, changes to work processes and key members of management, the introduction of new technologies, and any alterations to the structure or layout of the premises are all factors that will trigger the need for your risk assessment to be reviewed and updated.

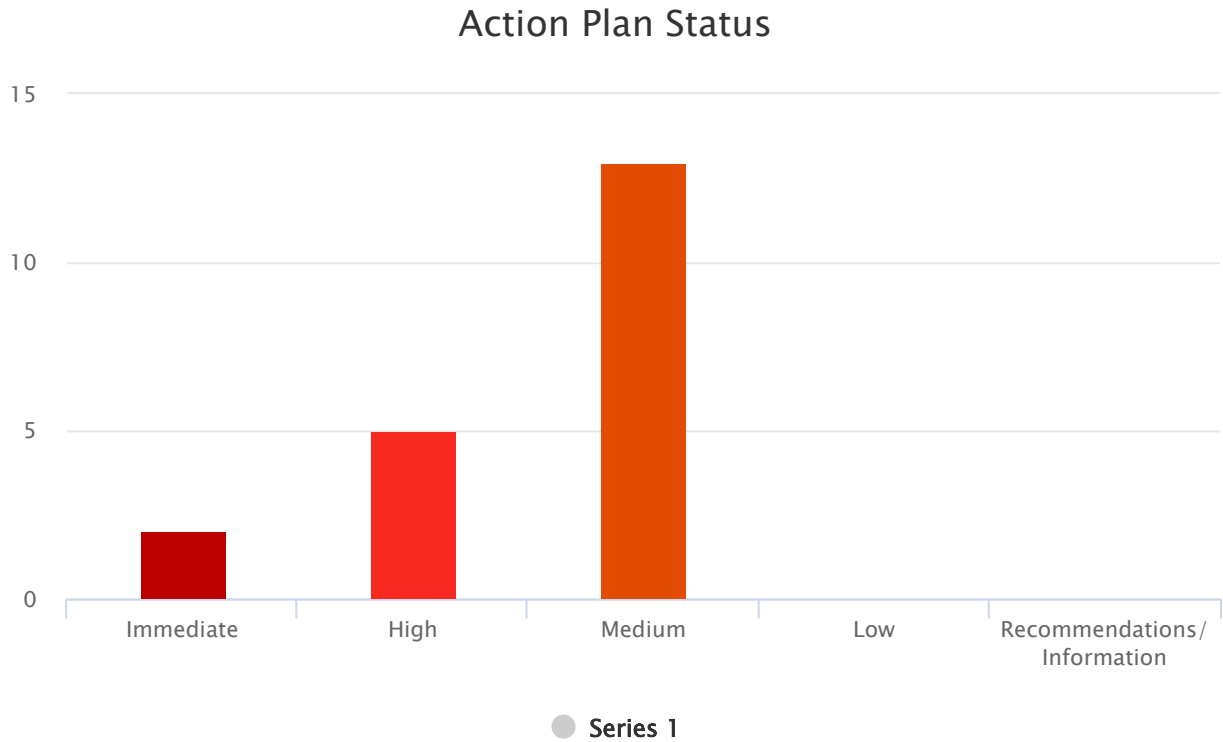
Most importantly of course, is the need for the significant findings of this risk assessment to be addressed.

Having identified the fire risk to relevant persons on the premises, it is now the duty of the responsible person to ensure this risk is removed or reduced so far as is reasonably practicable. The action points given throughout the report will offer recommendations on how to achieve this as well as guidance with regards to a time frame for completion for each one.

Significant Actions and Findings

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial : Tolerable:



FRA Section	External Wall Cladding
	Obtain evidence of the materials used in the external wall cladding.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	Fire Fighting Access
	Consideration must be given to ensure fire service access to the rear and the dry risers and that the escape routes are maintained during the construction works. Reception fire doors to be maintained to adjoining block awaiting demolition.
Person Responsible	Katie Catt
DueDate/Notes	-
Priority	Immediate
Completed	
Follow up action	

FRA Section	SectionA
	In addition to the provision of the fire safety instruction provided, information pertaining escape routes should also be included. Review fire safety notice to reflect the 'Stay-Put' Policy.
Person Responsible	Katie Catt
DueDate/Notes	-
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionB
	Conduct regular inspections of corridors and stairways to remove combustible item and refuse. Instruct residents on the importance of ensuring corridors and stairways remain 'sterile'
Person Responsible	Katie Catt
DueDate/Notes	Daily
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionB
	Repair/replace ceiling tiles in the reception lobby.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionB
	Review provision of 'lobby' fire doors on all stairwells shared with the office staff.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	High
Completed	
Follow up action	

FRA Section

SectionB

Instruct a competent person to complete repair works to riser fire doors to provide appropriate fire stopping around the frame.

Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionB
	Instruct a competent person to install fire stopping in service risers and store rooms.
Person Responsible	Katie Catt
DueDate/Notes	21/08/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionC
	Conduct 6 monthly checks on all communal fire doors and annual checks for residential.
Person Responsible	Katie Catt
DueDate/Notes	-
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionC
	Refer to Fire Door Table.
Person Responsible	Katie Catt
DueDate/Notes	16/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionD
	Instruct a competent person to assess the lighting levels in all stairways, if required increase provision of emergency escape lighting.
Person Responsible	Katie Catt
DueDate/Notes	21/08/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionE
	Instruct tenants on the importance of replacing batteries in smoke alarms.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	High
Completed	
Follow up action	

FRA Section	SectionE
	Review provision of manual call points to support the Stay-Put policy and reduce nuisance alarms.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionF
	Review provision of flat numbers and provide an image of the direction of travel to stairways.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionF
	The fire action notices displayed in the residential area should indicate the 'Stay Put' fire policy and actions to take in the event of discovering a fire in their Flat.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	High
Completed	
Follow up action	

FRA Section	SectionG
	Review provision of extinguishers in common parts.
Person Responsible	Katie Catt
DueDate/Notes	21/08/2023
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionG
	Instruct a competent person to service the smoke control system and clear the fault.
Person Responsible	Katie Catt
DueDate/Notes	ASAP
Priority	Immediate
Completed	
Follow up action	

FRA Section	SectionH
	Obtain evidence of: Electrical Installation Condition Reports. Dry Riser Maintenance. AOV maintenance. Fire Alarm System maintenance.
Person Responsible	Katie Catt
DueDate/Notes	ASAP
Priority	High
Completed	
Follow up action	

FRA Section	SectionH
	At the end of tenancies inspect the condition of all furnishings to ensure the fire resisting covers are maintained.
Person Responsible	Katie Catt
DueDate/Notes	-
Priority	Medium
Completed	
Follow up action	

FRA Section	SectionI
	Contact Buckinghamshire Fire & Rescue Service to arrange a familiarisation visit.
Person Responsible	Katie Catt
DueDate/Notes	21/07/2023
Priority	High
Completed	
Follow up action	

Section A : Building Occupancy & Persons at Risk

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Has the total numbers of persons (including employees, visitors, residents, guests, etc.) likely to be in your premises as a whole been estimated?	Yes	The mixed use accommodation building comprises 116 accommodation units and a let office space on the third floor.	Yes	
Have maximum permissible capacity figures been specified for particular rooms or areas and occupants made aware of limits, where appropriate?	N/A	Private dwellings and occupancy levels at discretion of the tenant.	N/A	
Are registers of occupants (including employees, visitors, guests, etc.) kept (in connection with their arrival and departure) where appropriate?	N/A		N/A	
Are occupants/visitors aware of location of escape routes and the fire warning signal?	Yes	All occupants are made aware of the escape routes when they take up residence.	No	In addition to the provision of the fire safety instruction provided, information pertaining escape routes should also be included. Review fire safety notice to reflect the 'Stay-Put' Policy.
Has the risk to persons in isolated areas been evaluated and those areas noted?	Yes	The automatic fire detection will raise the alarm to Red Care.	Yes	
Has the risk to persons who might sleep on the premises been evaluated and recorded where appropriate?	Yes	As part of this fire risk assessment.	Yes	

Have persons who may well have physical disabilities e.g. Wheel chair users, or suffer from mental illness, been identified and adequate provision made for their safe escape in the event of a fire?	N/A		N/A	
Has the relocation of occupants in order to remove them from unnecessary risk from fire been considered?	N/A		N/A	
Are there any special procedures in place for evacuation of persons in the event of fire (Stay put, horizontal or zoned evacuation)?	Yes	The commercial areas have an evacuation procedure and sleeping occupants have a "Stay Put" policy.	Yes	
Has adequate provision been made for the safety of and possible additional hazards created by outside contractors temporarily on the premises?	N/A		N/A	
Has proper consideration been given and suitable provision made to safeguard persons employed in dangerous processes and or involving the handling/storage of flammable or explosive substance?	N/A		N/A	

Section A : Building Occupancy & Persons at Risk

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Has the total numbers of persons (including employees, visitors, residents, guests, etc.) likely to be in your premises as a whole been estimated?	Yes	The mixed use accommodation building comprises 116 accommodation units and a let office space on the third floor.	Yes	

Have maximum permissible capacity figures been specified for particular rooms or areas and occupants made aware of limits, where appropriate?	N/A	Private dwellings and occupancy levels at discretion of the tenant.	N/A	
Are registers of occupants (including employees, visitors, guests, etc.) kept (in connection with their arrival and departure) where appropriate?	N/A		N/A	
Are occupants/visitors aware of location of escape routes and the fire warning signal?	Yes	All occupants are made aware of the escape routes when they take up residence.	No	In addition to the provision of the fire safety instruction provided, information pertaining escape routes should also be included. Review fire safety notice to reflect the 'Stay-Put' Policy.
Has the risk to persons in isolated areas been evaluated and those areas noted?	Yes	Grade D LD3 system with smoke alarms in the circulation spaces in private dwellings.	Yes	
Has the risk to persons who might sleep on the premises been evaluated and recorded where appropriate?	Yes	As part of this fire risk assessment.	Yes	

Have persons who may well have physical disabilities e.g. Wheel chair users, or suffer from mental illness, been identified and adequate provision made for their safe escape in the event of a fire?	N/A		N/A	
Has the relocation of occupants in order to remove them from unnecessary risk from fire been considered?	N/A		N/A	
Are there any special procedures in place for evacuation of persons in the event of fire (Stay put, horizontal or zoned evacuation)?	Yes	The commercial areas have an evacuation procedure and sleeping occupants have a "Stay Put" policy.	Yes	
Has adequate provision been made for the safety of and possible additional hazards created by outside contractors temporarily on the premises?	N/A		N/A	
Has proper consideration been given and suitable provision made to safeguard persons employed in dangerous processes and or involving the handling/storage of flammable or explosive substance?	N/A		N/A	

Section B : Means of Escape and Structural Fire Protection

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Is the premises provided with a sufficient number of escape routes and exits to facilitate effective evacuation?	Yes	All flats are served by corridors without dead ends and more than one stairway.	Yes	
Are escape routes and exits of adequate width for the numbers of persons resorting to various parts of the building?	Yes	The escape routes and final exits are of adequate width.	Yes	
Where necessary, do exits open in direction of escape?	Yes	The final exits open in the direction of escape.	Yes	
Are exits doors immediately available, easily openable (no use of a key) and fitted with panic bolts etc. where necessary?	Yes	Exit doors are easily and immediately openable without the use of a key and emergency releases are fitted.	Yes	
Are travel distances satisfactory for the type of premises?	Yes	The block includes one bedroom, studio and two bedroom apartments.	Yes	
Are corridors and staircases free from unacceptable fire hazards?	No	Corridors and stairways were observed with combustible item storage and refuse.	Yes	Conduct regular inspections of corridors and stairways to remove combustible item and refuse. Instruct residents on the importance of ensuring corridors and stairways remain 'sterile'

Are escape routes free from slip and trip hazards?	Yes	Escape routes were free from slip and trip hazards.	Yes	
Do surface finishes of walls and ceilings in escape routes appear to be acceptable?	Yes	The surface finishes of walls and ceilings appear to be acceptable. Painted plaster, Class 0.	No	Repair/replace ceiling tiles in the reception lobby.
Are standards of fire resistance appropriate for means of escape?	Yes	All residences are fitted with fire retaining doors. Where required entrance halls in flats are fitted with fire retaining doors. Corridor breaks are fitted throughout the escape route. A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. Lobby provision should be provided to all shared stairwells to provide a fire-resisting enclosure to the escape stairways via two sets of fire doors.	No	Review provision of 'lobby' fire doors on all stairwells shared with the office staff.

Are staircases provided for means of escape protected & lead to a final exit or protected route?	Yes	A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. All stairways provide a place of relative safety onto a place of ultimate safety.	No	
Are floors, ceilings & walls fire resisting to the appropriate standard?	Yes	The floors, walls and ceilings are all fire resisting.	Yes	
Are protected routes separated from the remainder of the building by fire resisting construction?	No	The protected routes are separated from the remainder of the building by fire resisting construction. Store rooms and risers are fitted with fire retaining doors, locked shut.	No	Instruct a competent person to complete repair works to riser fire doors to provide appropriate fire stopping around the frame.

Are voids and ducts fire stopped where appropriate?	No	Additional fire stopping is required in service risers.	No	Instruct a competent person to install fire stopping in service risers and store rooms.
Are openings adjacent to external escape routes fire resisting and fixed shut?	N/A		N/A	

Section B : Means of Escape and Structural Fire Protection

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Is the premises provided with a sufficient number of escape routes and exits to facilitate effective evacuation?	Yes	All flats are served by corridors without dead ends and more than one stairway.	Yes	
Are escape routes and exits of adequate width for the numbers of persons resorting to various parts of the building?	Yes	The escape routes and final exits are of adequate width.	Yes	
Where necessary, do exits open in direction of escape?	Yes	The final exits open in the direction of escape.	Yes	
Are exits doors immediately available, easily openable (no use of a key) and fitted with panic bolts etc. where necessary?	Yes	Exit doors are easily and immediately openable without the use of a key and emergency releases are fitted.	Yes	
Are travel distances satisfactory for the type of premises?	Yes	Travel distances within the studio from any point to to the entrance door is limited.	Yes	

Are corridors and staircases free from unacceptable fire hazards?	No	Corridors and stairways were observed with combustible item storage and refuse.	Yes	Conduct regular inspections of corridors and stairways to remove combustible item and refuse. Instruct residents on the importance of ensuring corridors and stairways remain 'sterile'
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Are escape routes free from slip and trip hazards?	Yes	Escape routes were free from slip and trip hazards.	Yes	
Do surface finishes of walls and ceilings in escape routes appear to be acceptable?	Yes	The surface finishes of walls and ceilings appear to be acceptable. Painted plaster, Class 0.	No	Repair/replace ceiling tiles in the reception lobby.
Are standards of fire resistance appropriate for means of escape?	Yes	All residences are fitted with fire retaining doors. Where required entrance halls in flats are fitted with fire retaining doors. Corridor breaks are fitted throughout the escape route. A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. Lobby provision should be provided to all shared stairwells to provide a fire-resisting enclosure to the escape stairways via two sets of fire doors.	No	Review provision of 'lobby' fire doors on all stairwells shared with the office staff.

Are staircases provided for means of escape protected & lead to a final exit or protected route?	Yes	A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. All stairways provide a place of relative safety onto a place of ultimate safety.	No	
Are floors, ceilings & walls fire resisting to the appropriate standard?	Yes	The floors, walls and ceilings are all fire resisting.	Yes	
Are protected routes separated from the remainder of the building by fire resisting construction?	No	Repair works are required to most riser fire doors to provide appropriate fire stopping around the frame.	No	Instruct a competent person to complete repair works to riser fire doors to provide appropriate fire stopping around the frame.

Are voids and ducts fire stopped where appropriate?	No	Additional fire stopping is required in service risers.	No	Instruct a competent person to install fire stopping in service risers and store rooms.
Are openings adjacent to external escape routes fire resisting and fixed shut?	N/A		N/A	

Section B : Means of Escape and Structural Fire Protection

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Is the premises provided with a sufficient number of escape routes and exits to facilitate effective evacuation?	Yes	All flats are served by corridors without dead ends and more than one stairway.	Yes	
Are escape routes and exits of adequate width for the numbers of persons resorting to various parts of the building?	Yes	The escape routes and final exits are of adequate width.	Yes	
Where necessary, do exits open in direction of escape?	Yes	The final exits open in the direction of escape.	Yes	
Are exits doors immediately available, easily openable (no use of a key) and fitted with panic bolts etc. where necessary?	Yes	Exit doors are easily and immediately openable without the use of a key and emergency releases are fitted.	Yes	

Are travel distances satisfactory for the type of premises?	Yes	In larger apartments all habitable rooms open onto the entrance hall and travel distance to the entrance door is limited. The entrance hall is a protected route, with 30-minute fire-resisting construction.	Yes	
Are corridors and staircases free from unacceptable fire hazards?	No	Corridors and stairways were observed with combustible item storage and refuse.	Yes	Conduct regular inspections of corridors and stairways to remove combustible item and refuse. Instruct residents on the importance of ensuring corridors and stairways remain 'sterile'

Are escape routes free from slip and trip hazards?	Yes	Escape routes were free from slip and trip hazards.	Yes	
Do surface finishes of walls and ceilings in escape routes appear to be acceptable?	Yes	The surface finishes of walls and ceilings appear to be acceptable. Painted plaster, Class 0.	No	Repair/replace ceiling tiles in the reception lobby.
Are standards of fire resistance appropriate for means of escape?	Yes	All residences are fitted with fire retaining doors. Where required entrance halls in flats are fitted with fire retaining doors. Corridor breaks are fitted throughout the escape route. A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. Lobby provision should be provided to all shared stairwells to provide a fire-resisting enclosure to the escape stairways via two sets of fire doors.	No	Review provision of 'lobby' fire doors on all stairwells shared with the office staff.

Are staircases provided for means of escape protected & lead to a final exit or protected route?	Yes	A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. All stairways provide a place of relative safety onto a place of ultimate safety.	No	
Are floors, ceilings & walls fire resisting to the appropriate standard?	Yes	The floors, walls and ceilings are all fire resisting.	Yes	
Are protected routes separated from the remainder of the building by fire resisting construction?	No	Repair works are required to most riser fire doors to provide appropriate fire stopping around the frame.	No	Instruct a competent person to complete repair works to riser fire doors to provide appropriate fire stopping around the frame.

Are voids and ducts fire stopped where appropriate?	No	Additional fire stopping is required in service risers.	No	Instruct a competent person to install fire stopping in service risers and store rooms.
Are openings adjacent to external escape routes fire resisting and fixed shut?	N/A		N/A	

Section B : Means of Escape and Structural Fire Protection

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Is the premises provided with a sufficient number of escape routes and exits to facilitate effective evacuation?	Yes	All flats are served by corridors without dead ends and more than one stairway.	Yes	
Are escape routes and exits of adequate width for the numbers of persons resorting to various parts of the building?	Yes	The escape routes and final exits are of adequate width.	Yes	
Where necessary, do exits open in direction of escape?	Yes	The final exits open in the direction of escape.	Yes	
Are exits doors immediately available, easily openable (no use of a key) and fitted with panic bolts etc. where necessary?	Yes	Exit doors are easily and immediately openable without the use of a key and emergency releases are fitted.	Yes	
Are travel distances satisfactory for the type of premises?	Yes	All flats are served by corridors without dead ends and more than one stairway.	Yes	

Are corridors and staircases free from unacceptable fire hazards?	No	Corridors and stairways were observed with combustible item storage and refuse.	Yes	Conduct regular inspections of corridors and stairways to remove combustible item and refuse. Instruct residents on the importance of ensuring corridors and stairways remain 'sterile'
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Are escape routes free from slip and trip hazards?	Yes	Escape routes were free from slip and trip hazards.	Yes	
Do surface finishes of walls and ceilings in escape routes appear to be acceptable?	Yes	The surface finishes of walls and ceilings appear to be acceptable. Painted plaster, Class 0.	No	Repair/replace ceiling tiles in the reception lobby.
Are standards of fire resistance appropriate for means of escape?	Yes	All residences are fitted with fire retaining doors. Where required entrance halls in flats are fitted with fire retaining doors. Corridor breaks are fitted throughout the escape route. A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. Lobby provision should be provided to all shared stairwells to provide a fire-resisting enclosure to the escape stairways via two sets of fire doors.	No	Review provision of 'lobby' fire doors on all stairwells shared with the office staff.

Are staircases provided for means of escape protected & lead to a final exit or protected route?	Yes	A protected lobby is provided to one stairwell on each 'wing'. The alternative stairwell is provided with FD only. All stairways provide a place of relative safety onto a place of ultimate safety.	No	
Are floors, ceilings & walls fire resisting to the appropriate standard?	Yes	The floors, walls and ceilings are all fire resisting.	Yes	
Are protected routes separated from the remainder of the building by fire resisting construction?	No	Repair works are required to most riser fire doors to provide appropriate fire stopping around the frame.	No	Instruct a competent person to complete repair works to riser fire doors to provide appropriate fire stopping around the frame.

Are voids and ducts fire stopped where appropriate?	No	Additional fire stopping is required in service risers.	No	Instruct a competent person to install fire stopping in service risers and store rooms.
Are openings adjacent to external escape routes fire resisting and fixed shut?	N/A		N/A	

Section C : Fire Doors

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Are emergency escape routes illuminated adequately by mains/general/natural/lighting?	No		No	Refer to Fire Door Table. Conduct 6 monthly checks on all communal fire doors and annual checks for residential.

Fire Doors										Is the door leaf in a satisfactory condition?	
Fire Door/location	Floor	Fire Door Damaged beyond repair	Check/Upgrade/Install	Repair required	Adjustment required	Self-closer remedial action required	Ironmongery Remedial Action	Intumescent strip / cold smoke seal	Is the door leaf in a satisfactory condition?	High Risk	Comments
FD 204- 2nd Floor Lobby Stairwell					✓						Excessive gap between double doors.
FD21	Ground- RH side of commercial entrance.				✓						Door requires adjustment to allow opening without catching on the floor lining.
FD28								✓			Cold smoke seal is damaged
Flat 67					✓						Door requires adjustment to allow opening without catching on the floor lining and allow the self closing device to function.
LH FD Commercial entrance								✓			Cold smoke seal not fitted.
Lobby door FD01.	Ground floor				✓						This door does not close fully onto the stops, it must be adjusted so it closes fully from any angle.
Riser door FD19	Ground floor							✓			Part of the cold smoke seals are missing these must be replaced.
Riser door FD2 24	Second floor							✓			Part of the cold smoke seals are missing these must be replaced.
Zone A1 Stairway FD's					✓						An excessive gap was observed between the double doors.
Zone AO								✓			Cold smoke seals have not been fitted.

Zone D1					✓		✓			Excessive gap between frame.
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Section D : Emergency Lighting

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Are emergency escape routes illuminated adequately by mains/general/natural/lighting?	No	There is adequate illumination in the corridor escape routes.	No	Instruct a competent person to assess the lighting levels in all stairways, if required increase provision of emergency escape lighting.
Where necessary is "emergency lighting" installed and adequate?	Yes	Emergency lighting has been provided throughout.	Yes	
Is the emergency lighting installation to a satisfactory standard?	Yes	The emergency lighting appears to comply with BS5266.	Yes	
Does emergency lighting indicate and illuminate emergency escape routes clearly to the final exits including external routes?	Yes		Yes	
Does the emergency lighting ensure that fire alarm call points, firefighting equipment and fire safety signs can be seen?	Yes		Yes	
Is the emergency lighting properly tested and maintained?	No	Evidence of maintenance and testing was not available for review.	No	Obtain evidence of emergency lighting testing and maintenance.
In the case of portable emergency lighting equipment – is it kept in working order? (e.g. batteries replaced or recharged)?	N/A		N/A	
Are all of the tests recorded in the log book?	N/A		N/A	

Section D : Emergency Lighting

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Are emergency escape routes illuminated adequately by mains/general/natural/lighting?	No	Additional provision has been provided on selected stairways.	No	Instruct a competent person to assess the lighting levels in all stairways, if required increase provision of emergency escape lighting.
Where necessary is "emergency lighting" installed and adequate?	Yes	Emergency lighting has been provided throughout.	Yes	
Is the emergency lighting installation to a satisfactory standard?	Yes	The emergency lighting appears to comply with BS5266.	Yes	
Does emergency lighting indicate and illuminate emergency escape routes clearly to the final exits including external routes?	Yes		Yes	
Does the emergency lighting ensure that fire alarm call points, firefighting equipment and fire safety signs can be seen?	Yes		Yes	
Is the emergency lighting properly tested and maintained?	No	Evidence of maintenance and testing was not available for review.	No	Obtain evidence of emergency lighting testing and maintenance.
In the case of portable emergency lighting equipment – is it kept in working order? (e.g. batteries replaced or recharged)?	N/A		N/A	
Are all of the tests recorded in the log book?	N/A		N/A	

Section E : Fire Detection & Warning Systems

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Where necessary is there an appropriate system for giving warning in case of fire?	Yes	Grade D LD3 system installed in dwellings with smoke alarms in the entrance halls where applicable.	No	Instruct tenants on the importance of replacing batteries in smoke alarms. Review provision of manual call points to support the Stay-Put policy and reduce nuisance alarms.
Are occupants aware of the nature of the warning system?	Yes		Yes	
Is the warning system: - Electrical?	Yes		Yes	
Is the warning system: - Manual?	N/A		N/A	
Is the warning system: - Word of mouth?	N/A		N/A	
Does it appear to be installed to British Standards or equivalent?	Yes	The commercial system is BS5839 Part 1 and the domestic systems in the flats are BS5839 Part 6.	Yes	
Has a commissioning certificate been issued?	Yes		Yes	
Where necessary has automatic fire detection been installed?	Yes	Automatic fire detection has been installed in the escape routes to activate the smoke control system and instruct the alarm monitoring company.	Yes	

Is the level of protection appropriate to the risk?	Yes	The level of protection given by the automatic fire detection is deemed to be appropriate.	Yes	
Is the system effectively maintained and tested?	No	Evidence of system maintenance was not available for review.	No	Obtain evidence of fire alarm maintenance.
Are records of maintenance and tests properly kept?	No	Records of the weekly testing is being done but there are no records of maintenance by a competent person.	No	It is "Recommended best Practice" to keep a record of 6 monthly maintenance and keep it available for inspection.
Is the alarm audible throughout the premises with all the doors closed?	N/A		N/A	
Is it clearly discernible from other noises in the premises?	N/A		N/A	
Where necessary is provision made for persons with sensory difficulties or for persons in noisy environments?	N/A		N/A	
Where fitted do automatic door holding or closing devices operate satisfactorily?	N/A		N/A	
Are arrangements made to avoid unwanted alarm calls?	N/A		N/A	

Section E : Fire Detection & Warning Systems

	Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
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Where necessary is there an appropriate system for giving warning in case of fire?	Yes	Manual call points are provided on storey and final exits.	No	Instruct tenants on the importance of replacing batteries in smoke alarms. Review provision of manual call points to support the Stay-Put policy and reduce nuisance alarms.
Are occupants aware of the nature of the warning system?	Yes		Yes	
Is the warning system: - Electrical?	Yes		Yes	
Is the warning system: - Manual?	N/A		N/A	
Is the warning system: - Word of mouth?	N/A		N/A	
Does it appear to be installed to British Standards or equivalent?	Yes	The commercial system is BS5839 Part 1 and the domestic systems in the flats are BS5839 Part 6.	Yes	
Has a commissioning certificate been issued?	Yes		Yes	
Where necessary has automatic fire detection been installed?	Yes	Automatic fire detection has been installed in the escape routes to activate the smoke control system and instruct the alarm monitoring company.	Yes	
Is the level of protection appropriate to the risk?	Yes	The level of protection given by the automatic fire detection is deemed to be appropriate.	Yes	

Is the system effectively maintained and tested?	No	Evidence of system maintenance was not available for review.	No	Obtain evidence of fire alarm maintenance.
Are records of maintenance and tests properly kept?	No	Records of the weekly testing is being done but there are no records of maintenance by a competent person.	No	It is "Recommended best Practice" to keep a record of 6 monthly maintenance and keep it available for inspection.
Is the alarm audible throughout the premises with all the doors closed?	N/A		N/A	
Is it clearly discernible from other noises in the premises?	N/A		N/A	
Where necessary is provision made for persons with sensory difficulties or for persons in noisy environments?	N/A		N/A	
Where fitted do automatic door holding or closing devices operate satisfactorily?	N/A		N/A	
Are arrangements made to avoid unwanted alarm calls?	N/A		N/A	

Section E : Fire Detection & Warning Systems

	Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings

Where necessary is there an appropriate system for giving warning in case of fire?	Yes	I was informed the manual call points are a legacy system prior to the change of use and provided an alarm at the security reception only and not in the common areas. The provision of the security is to be removed and monitored solely by the monitoring company.	No	Instruct tenants on the importance of replacing batteries in smoke alarms. Review provision of manual call points to support the Stay-Put policy and reduce nuisance alarms.
Are occupants aware of the nature of the warning system?	Yes		Yes	
Is the warning system: - Electrical?	Yes		Yes	
Is the warning system: - Manual?	N/A		N/A	
Is the warning system: - Word of mouth?	N/A		N/A	
Does it appear to be installed to British Standards or equivalent?	Yes	The commercial system is BS5839 Part 1 and the domestic systems in the flats are BS5839 Part 6.	Yes	
Has a commissioning certificate been issued?	Yes		Yes	
Where necessary has automatic fire detection been installed?	Yes	Automatic fire detection has been installed in the escape routes to activate the smoke control system and instruct the alarm monitoring company.	Yes	

Is the level of protection appropriate to the risk?	Yes	The level of protection given by the automatic fire detection is deemed to be appropriate.	Yes	
Is the system effectively maintained and tested?	No	Evidence of system maintenance was not available for review.	No	Obtain evidence of fire alarm maintenance.
Are records of maintenance and tests properly kept?	No	Records of the weekly testing is being done but there are no records of maintenance by a competent person.	No	It is "Recommended best Practice" to keep a record of 6 monthly maintenance and keep it available for inspection.
Is the alarm audible throughout the premises with all the doors closed?	N/A		N/A	
Is it clearly discernible from other noises in the premises?	N/A		N/A	
Where necessary is provision made for persons with sensory difficulties or for persons in noisy environments?	N/A		N/A	
Where fitted do automatic door holding or closing devices operate satisfactorily?	N/A		N/A	
Are arrangements made to avoid unwanted alarm calls?	N/A		N/A	

Section E : Fire Detection & Warning Systems

	Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
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Where necessary is there an appropriate system for giving warning in case of fire?	Yes	In that case, if sounders are provided in the common parts they should not exceed sound pressure levels of more than 45dB(A) within the flats.	No	Instruct tenants on the importance of replacing batteries in smoke alarms. Review provision of manual call points to support the Stay-Put policy and reduce nuisance alarms.
Are occupants aware of the nature of the warning system?	Yes		Yes	
Is the warning system: - Electrical?	Yes		Yes	
Is the warning system: - Manual?	N/A		N/A	
Is the warning system: - Word of mouth?	N/A		N/A	
Does it appear to be installed to British Standards or equivalent?	Yes	The commercial system is BS5839 Part 1 and the domestic systems in the flats are BS5839 Part 6.	Yes	
Has a commissioning certificate been issued?	Yes		Yes	
Where necessary has automatic fire detection been installed?	Yes	Automatic fire detection has been installed in the escape routes to activate the smoke control system and instruct the alarm monitoring company.	Yes	
Is the level of protection appropriate to the risk?	Yes	The level of protection given by the automatic fire detection is deemed to be appropriate.	Yes	

Is the system effectively maintained and tested?	No	Evidence of system maintenance was not available for review.	No	Obtain evidence of fire alarm maintenance.
Are records of maintenance and tests properly kept?	No	Records of the weekly testing is being done but there are no records of maintenance by a competent person.	No	It is "Recommended best Practice" to keep a record of 6 monthly maintenance and keep it available for inspection.
Is the alarm audible throughout the premises with all the doors closed?	N/A		N/A	
Is it clearly discernible from other noises in the premises?	N/A		N/A	
Where necessary is provision made for persons with sensory difficulties or for persons in noisy environments?	N/A		N/A	
Where fitted do automatic door holding or closing devices operate satisfactorily?	N/A		N/A	
Are arrangements made to avoid unwanted alarm calls?	N/A		N/A	

Section F : Fire Safety Signs & Notices				
		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Are fire exit and directional fire exit signs suitably located, in satisfactory condition and unobstructed?	Yes	There is adequate provision of exit signage.	Yes	
Are fire doors provided with "Fire Door Keep Shut" notices where appropriate?	Yes	Two doors need to have notices.	No	
Are general fire action notices and fire routines displayed including guest and staff notices where appropriate?	Yes	Some fire action notices are displayed. A complicated numbering system for apartments has been implemented and limited indication is provided on location.	No	The fire action notices displayed in the residential area should indicate the "Stay Put" fire policy and actions to take in the event of discovering a fire in their Flat. Review provision of flat numbers and provide an image of the direction of travel to stairways.
Do signs conform to H&S (signs and signals) Regulations?	Yes		Yes	
Are notices adequately illuminated where necessary?	Yes		Yes	

Section G : Fire Fighting & Suppression Systems

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
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Is adequate & appropriate first aid firefighting provision made?	Yes	There are a number of fire extinguishers provided throughout the building. It is not considered necessary to provide fire extinguishers in the common parts. Fire extinguishers should only be used by those trained in its use and it is not appropriate or practicable to train residents. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate. Consideration should be given to the provision of extinguishers in plant and staff rooms.	No	Review provision of extinguishers in common parts and the provision of extinguishers plant and staff rooms only.
Is equipment appropriately located and readily available for use?	No	See comments above.	No	
Is equipment properly maintained?	N/A		N/A	

Is a proper record of testing and maintenance kept?	Yes	Records of testing are maintained.	Yes	
Are adequate numbers and appropriate staff trained in the use of first aid firefighting equipment?	N/A		N/A	
Where necessary are any of the following systems installed: - Active Fire Suppression system e.g. Sprinkler System?	N/A		N/A	
Where necessary are any of the following systems installed: - Pressurisation System?	N/A		N/A	
Where necessary are any of the following systems installed: - Smoke Control System?	Yes	There are automatic opening vents operated by the automatic fire detection in each of the stairways and a smoke control system is fitted in the corridors of the residential areas.	No	Instruct a competent person to service the smoke control system and clear the fault.
Where necessary are any of the following systems installed: - Wet/Dry Risers?	Yes	Dry risers have been installed in the stairway enclosures.	Yes	
Where necessary are any of the following systems installed: - Fire Dampers?	Yes	Fire dampers have been installed that isolate the extraction system from the domestic flats.	Yes	
Where necessary are any of the following systems installed: - Private Fire Hydrants?	Yes	Two private hydrants have been installed on site.	Yes	
Where necessary are any of the following systems installed: - Others? (specify):	N/A		N/A	

Is there evidence that the systems are properly installed and operative?	N/A		N/A	
Are the systems effectively tested, maintained and identified?	Yes	There are records of monthly visual inspections of all of the above systems.	No	There were no records of maintenance of the fixed installations. This should be carried out in accordance with the installers instructions.
Are records of tests and maintenance properly kept?	Yes	There were records of the monthly visual inspections.	No	It is "Recommended Best Practice" to keep a record of the maintenance of the fixed installations and make them available for inspection when required.

Section H : Evaluation of Other Risks within the Premises

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Is there an effective system for controlling the amounts of combustible material and flammable liquids and gases used & stored on the premises?	No	There was evidence of storage of combustible items in the communal areas of the building and under stairways	No	
Are bulk quantities of combustible materials stored separately where practicable?	N/A		N/A	
Are hazardous materials and gases stored as safely as practicable?	Yes	None used in the residential areas.	Yes	
Are flammable liquids for daily use kept in suitable containers?	N/A		N/A	
Where their use is unavoidable, are flammable liquids exposed to air kept to an absolute minimum?	N/A		N/A	
Have alternative non-flammable substitutes been considered?	N/A		N/A	
Are electrical systems and equipment in good condition and maintained?	Yes	No evidence was available to ensure the systems have been subject to testing and maintenance.	No	Obtain evidence of the Electrical Installation Condition Reports.
Is use of extension leads and multiple adaptors avoided where possible?	Yes	None were seen during the inspection.	Yes	
Are heaters properly fixed and guarded where necessary?	Yes	No heaters were seen during the inspection.	Yes	
Are flameproof fittings and equipment where necessary?	N/A		N/A	



Are electrical fuses and circuit breakers rated?	Yes	The electrical circuit breakers are rated.	Yes	
Is the use of portable heating avoided where possible?	Yes	None was seen during the inspection.	Yes	
Is the heating system in good condition and maintained?	Yes	Heating in the flats is limited to fixed electrical heaters and the use of portable heaters is forbidden.	Yes	
Are ducts and flues effectively cleaned?	N/A		N/A	
Are light bulbs and similar fittings kept away from combustibles?	Yes		Yes	
Smoking limited to safe areas?	Yes	There is no smoking in the communal areas.	Yes	
Have obvious sources of ignition been eliminated where possible?	Yes		Yes	
Are measures to reduce ignition by static electricity taken?	Yes		Yes	
Are non-treated foam furniture and flammable drapes etc. avoided?	Yes	It is assumed that all furnishings comply with the "Furniture and Furnishings (Fire Safety) Regulations 1988".	No	At the end of tenancies inspect the condition of all furnishings to ensure the fire resisting covers are maintained.
Are displays involving combustible materials (flammable decorations, notice boards) kept out of exit routes?	Yes	Communal areas did not have displays involving combustible materials.	Yes	
Are motors properly maintained? (Including driver belt etc.)	N/A		N/A	

Are contractors and maintenance workers aware of obvious hazards?	Yes	Contractors are signed in at the reception and briefed prior to undertaking maintenance works.	Yes	
Is a system in place for hot works?	N/A		N/A	
Are effective arrangements for the removal and storage of combustible waste in place and the siting of bins/skips?	Yes	Waste is stored outside and collected regularly.	Yes	
Are arrangements in place for final fire safety checks of the premises to be undertaken at the end of each working day?	N/A		N/A	
Have measures been taken to reduce the occurrence of arson?	Yes	The building is secured, external lighting is provided and there was no excessive storage of combustible materials externally.	Yes	

Section I : Planning and Training for Fire Emergencies

		Existing control measures/notes	Are they adequate (Yes/No)	New control measures required or significant findings
Has an effective fire policy and emergency plan been drawn up?	Yes	See previous comments reference emergency plan to reflect 'Stay-Put'.	Yes	
Does the emergency plan include relevant factors such as: A.Actions to be taken by occupants when the fire alarm actuates and on discovery of a fire?	No		Yes	
Does the emergency plan include relevant factors such as: B. Evacuation procedures (including assembly points, fire marshal responsibilities, nominal roll check, personal emergency escape plans for non-ambulant persons or disabled users?	N/A		N/A	
Are arrangements for calling the fire and rescue service and liaison upon their arrival satisfactory?	N/A		No	Contact Buckinghamshire Fire & Rescue Service to arrange a familiarisation visit.
Have "competent" person(s) been appointed to assist in the undertaking of fire safety measures?	Yes	The Residential building manager is the competent person.	Yes	
Have occupants been provided with 'comprehensive and relevant' information regarding fire procedures, including identity of 'competent persons'?	No		No	
Do fire action notices correspond with emergency plan?	No	Currently fire action notice indicate to leave the building.	Yes	

Are occupants aware of the emergency plan and their role in the event of fire or alarm actuating?	Yes	See previous comments reference emergency plan to reflect 'Stay-Put'.	Yes	
Do occupants receive regular and effective fire safety training?	N/A		N/A	
Is a suitable and sufficient record kept of fire training?	N/A		N/A	
Is there co-operation with other occupiers in multi occupancy buildings and with the landlord (where necessary) to ensure that effective 'prevention and protective' measures are being taken?	Yes		Yes	
Are visitors and contractors provided with information regarding fire procedures?	N/A		N/A	

