



**Porter Fire**

## FIRE RISK ASSESSMENT



Division House,  
Sheffield

[www.porter-fire.co.uk](http://www.porter-fire.co.uk)



## 1) This is your Fire Risk Assessment

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It is a legal document and is to be available for inspection by an inspecting officer from the enforcing authority. The satisfactory completion of all items contained in this report will ensure:

- An acceptable level of safety for all relevant persons from fire.
- The building(s) comply with current fire safety legislation.
- Suitable fire safety management procedures are in place.

The purpose of the assessment is to address all applicable statutory requirements as imposed by current Fire Safety Legislation (The Regulatory Fire Safety Order 2005). The assessments are intended to be suitable and sufficient in identifying the risks to employees and other persons who may be affected by the activities undertaken at **Division House, Division Street, Sheffield, S1 4LX**.

## 2) Revision of this Risk Assessment

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It is a statutory requirement for the Responsible Person/Duty Holder to ensure that this Risk Assessment is regularly reviewed to keep it up to date. Particularly if:

- There is reason to suspect it is no longer valid.
- There has been a significant change in the matters to which this assessment relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions.
- Following a near miss (after a fire or where evidence suggests that a fire could have occurred).

It is recommended that the fire precautionary arrangements contained within this assessment are checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard recommendations.


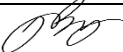
## 3) Scope of Assessment and Methodology

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This document has been prepared in consequence of a Fire Risk Assessment carried out in compliance with the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. Information for the completion of this assessment has been obtained by physical inspection of the building and examination of documentary evidence.



## 4) General Information

<b>Responsible person (e.g., employer) or person having control of the premises:</b>	
MCR Homes	
<b>Address of premises:</b>	
Division House, Division Street, Sheffield, S1 4LX.	
<b>Assessor(s):</b>	
Conducted by Stephen Sykes (MBA, TIFireE)	Verified by Jamie Burgan (TIFireE, DipFD)
<b>Date of fire risk assessment:</b>	
17/08/2023	
<b>Date of previous fire risk assessment:</b>	
30/03/2023	
<b>Suggested date for review:</b>	
Annually, change of use or significant alteration of premises.	
<b>Assessor Signature:</b> 	<b>Date:</b> 18/08/2023
<b>Verification Signature:</b> 	<b>Date:</b>

### 4.1) The Premises

Number of floors	4	Plus basement
Approximate Floor Area	300	m2 per floor
	1200	m2 gross
	100	m2 on ground floor
<b>Brief Details of Construction:</b>		
<p>Converted office block.          Steel and concrete external walls with a flat roof.          Internal walls are blockwork and stud and plasterboard. Solid floors.</p>		

<b>Use of Premises:</b>
39 flats with common areas and underground parking.



There are 2 commercial units on the ground floor which are outside the scope of the assessment.

## 4.2) The Occupants

Approximate Maximum Number of Occupants:	80
Approximate number of employees at any one time:	0
Maximum number of members of public at any one time:	0
Associated times / hours of occupation:	24/7

## 4.3) Occupants especially at risk from fire

Sleeping occupants:	80
Disabled occupants:	Unknown
Occupants in remote areas and lone workers:	0
Young persons:	Unknown
Others:	
Some flats are sublet to Airbnb type lets.	

## 4.4) Fire Loss Experience

Is there a history of fire related incidents in this building?

None known

## 4.5) Other Relevant Information

Nil

## 5) Relevant Fire Safety Legislation



5.1) The following safety legislation applies to these premises:
Regulatory Reform Order (FSO) 2005.
5.2) The above legislation is enforced by:
Fire and Rescue Authority.
5.3) Other Legislation that makes significant requirements for fire precautions in these premises (other than Building Regulations 2010):
Health and Safety at Work Act 1974 (HASAWA).
5.4.) The legislation to which 5.3 makes reference is enforced by:
Local Authorities.
5.5) Comments:
Nil

## 6) Fire Hazards and their Elimination or Control

<b>6.1 Electrical Sources of Ignition</b>	
6.1.1 Reasonable measures taken to prevent fires of electrical origin?	Yes
<b>6.1.2 More Specifically:</b>	
Fixed installation periodically inspected and tested?	No
Portable appliance testing (where appropriate) carried out?	N/A
Suitable policy regarding the use of personal electrical appliances?	N/A
Suitable limitation of trailing leads and adapters?	Yes
<b>6.1.3 Comments and Hazards Observed:</b>	
There is no indication of 5-year electrical testing. An in-date test certificate needs to be reviewed for any recommendations.	
<b>6.1.3 Photo</b>	





## 6.2 Smoking

6.2.1) Reasonable measures taken to prevent fires as a result of smoking?	Yes
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6.2.2 More Specifically:

Smoking prohibited on the premises?	N/A
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Smoking prohibited in appropriate areas?	Yes
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Suitable arrangements for those who wish to smoke?	Yes
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This policy appeared to be observed at time of inspection?	Yes
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### 6.2.3) Comments and Hazards Observed

No smoking legislation was introduced in 2007. It now makes it illegal to smoke in all public enclosed or substantially enclosed areas and workplaces.  
Appropriate no smoking signs is clearly displayed.

### 6.2.3 Photo

Nil

## 6.3 Arson

6.3.1) Does basic security against arson by outsiders appear reasonable?	Yes
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6.3.2) Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
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### 6.3.3) Comments and Hazards Observed

There is a door access system with CCTV

### 6.3.3 Photo

Nil

<b>6.4) Portable heaters and heating installations</b>	
6.4.1) Is the use of portable heaters avoided as far as practicable?	Yes
<b>6.4.2) If portable heaters are used:</b>	
Is the use of the more hazardous type (e.g., radiant bar fires or lpg appliances) avoided?	N/A
Are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
6.4.3) Are fixed heating installations subject to regular maintenance?	No
<b>6.4.4) Comments and Hazards Observed</b>	
Wall mounted electrical heaters are provided in the common areas. These will be part of the 5-year electrical testing requirements.	
<b>6.4.4 Photo</b>	
Nil	

<b>6.5) Cooking</b>	
Are reasonable measures taken to prevent fires as a result of cooking?	N/A
<b>6.5.2) More specifically:</b>	
Filters changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available?	N/A
<b>6.5.3) Comments and Hazards Observed</b>	
There are no common area cooking facilities.	
<b>6.5.3 Photo</b>	
Nil	
<b>6.6) Lightning</b>	
6.6.1) Do the premises have a lightning protection system?	N/A
<b>6.6.2) Comments and Hazards Observed</b>	
Nil	
<b>6.6.2 Photo</b>	
Nil	

<b>6.7) Housekeeping</b>
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6.7.1) Is the standard of housekeeping adequate?	No
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**6.7.2) More specifically:**

Combustible materials appear to be separated from ignition sources?	No
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Avoidance of unnecessary accumulation of combustible materials or waste?	No
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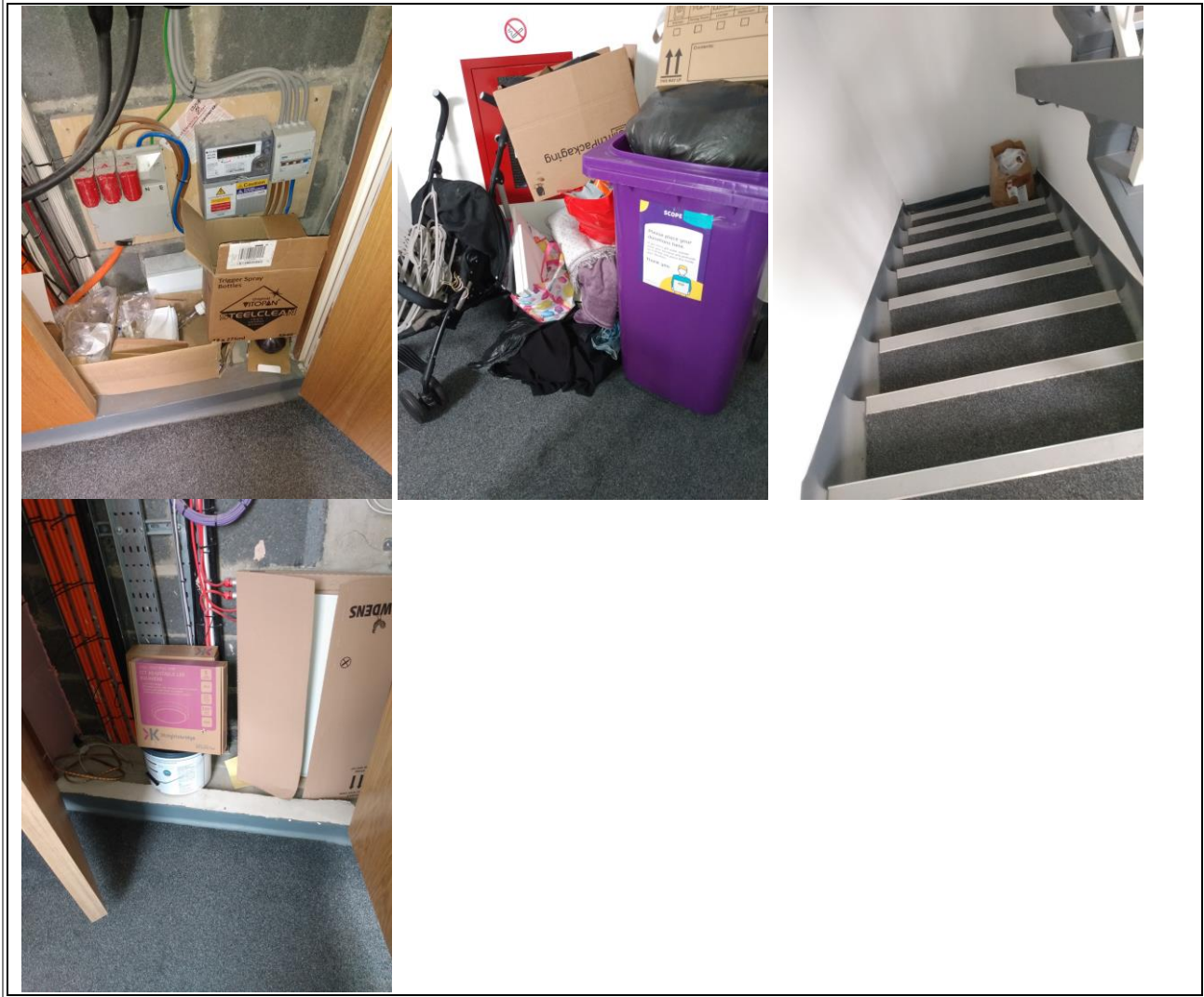
Appropriate storage of hazardous materials?	N/A
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Avoidance of inappropriate storage of combustible materials?	No
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**6.7.3) Comments and Hazards Observed**

Combustibles are being stored in close proximity to electrical distribution in the electrical risers. This needs to be rectified ASAP.  
 Combustibles were found on the staircases, these need to be removed ASAP.

**6.7.3 Photo**





<b>6.8) Hazards introduced by outside contractors and building works</b>	
6.8.1) Are fire safety conditions imposed on outside contractors?	Yes
6.8.2) Is there satisfactory control over works carried out on the premises by outside contractors (including “hot work” permits)?	N/A
6.8.3) If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of “hot work” permits?	N/A
<b>6.8.4) Comments:</b>	
Any contractor conducting fire risk work should provide RAMs prior to the work commencing.	
<b>6.9) Dangerous substances</b>	
6.9.1) Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A
6.9.2) If 6.9.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A
<b>6.9.3) Comments:</b>	
Please see HSE guidance if stored on site.	

6.10) Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions
6.10.1) Hazards:
Substantially enclosed car park
6.10.2) Comments and deficiencies observed:
The design of the car park does not conform to standard building regulations. It appears the air control systems installed are only to combat carbon monoxide buildup. The design requires approval by an approved fire engineering company and South Yorkshire Fire & Rescue.

## 7) Fire Protection Measures

<b>7.1) Means of escape from fire:</b>	
7.1.1) It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
<b>7.1.2) More specifically:</b>	
Adequate design of escape routes?	Yes



Adequate provision of exits?	Yes
Exits easily and immediately openable where necessary?	Yes
Avoidance of sliding or revolving doors as fire exits where necessary?	Yes
Satisfactory means for securing exits?	Yes
Reasonable distances of travel:	Yes
Where there is a single direction of travel?	Yes
Where there are alternative means of escape?	Yes
Suitable protection of escape routes?	Yes
Suitable fire precautions for all inner rooms?	Yes
Escape routes unobstructed?	No
7.1.3) It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	N/A

**7.1.4) Comments and deficiencies observed:**

Substantial amount of tenant belongings found on emergency escape staircase. The building has a stay put fire strategy, there is currently no requirement for tenants with disabilities to be provided a PEEP though this may change in the near future.

**7.1.4 Photo**

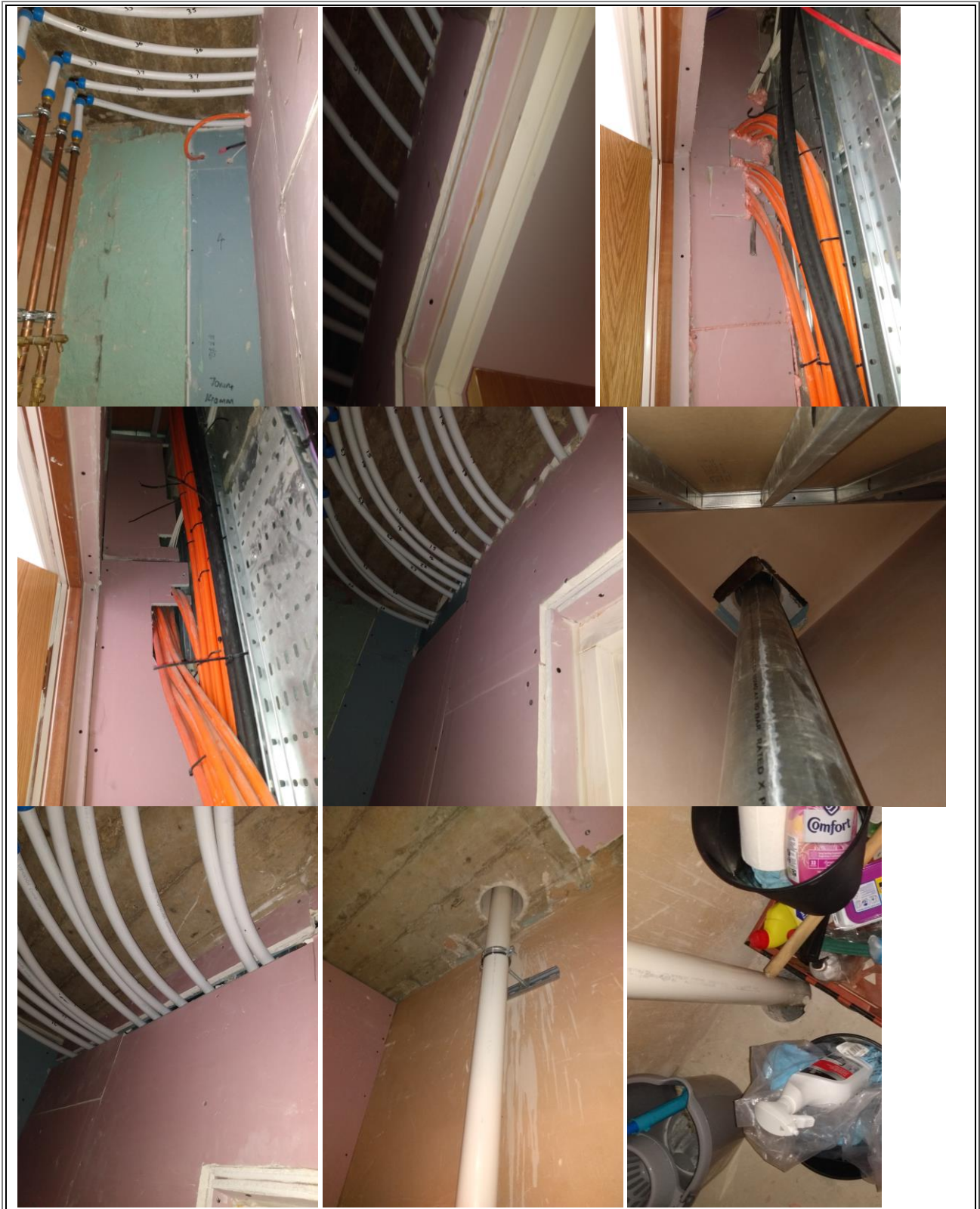


**7.2) Measures to limit fire spread and development**

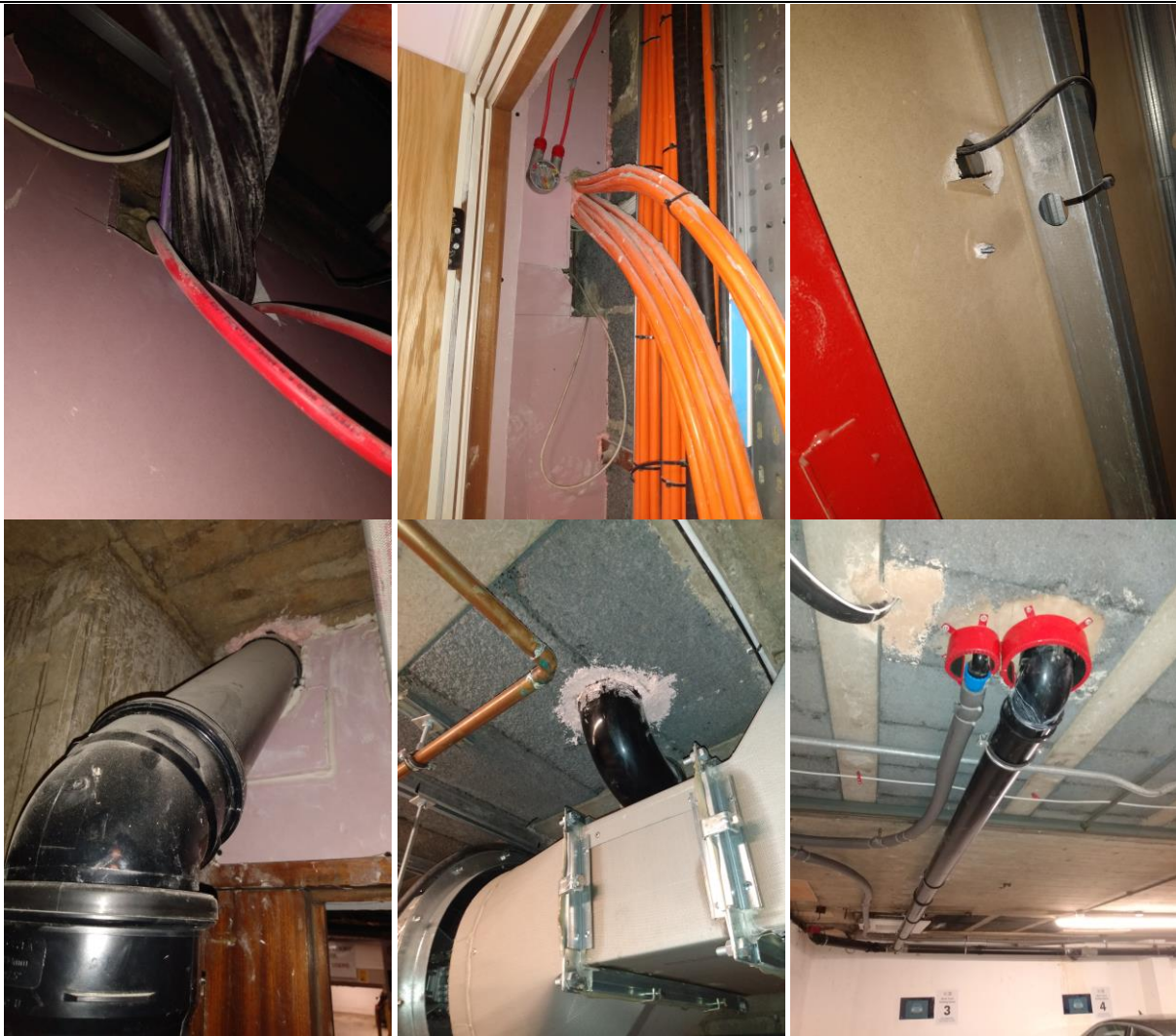
7.2.1) It is considered that there is: compartmentation of a reasonable standard	No
7.2.1) It is considered that there is: reasonable limitation of linings that might promote fire spread.	Yes

7.2.2) As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	No
<b>7.2.3) Comments and deficiencies observed:</b>	
<p>No flat entrance doors were checked during the assessment. These need an annual inspection to ascertain they maintain all the features of a FD30s door.</p> <p>The electrical riser, wet riser and dry riser enclosures require substantial fire stopping work to achieve 30min compartmentation.</p> <p>Annual importance of fire door notices needs to be supplied to residents. The information given to residents should cover the importance of keeping doors closed, that doors and self-closing devices are not tampered with and that any faults or damage to doors should be raised immediately. Residents will receive this information when they move into a multi-occupied residential building and then on an annual basis.</p> <p>The twin pair of double fire doors between the car park and bin store have significant damage and need remedial work to bring them back to FD60 standard.</p> <p>7 escape route fire doors require remedial work to bring them back to FD30s standard.</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> floor double doors to lift excessive gaps.</li> <li>• 1<sup>st</sup> floor corridor excessive gaps.</li> <li>• 2<sup>nd</sup> floor far stairs excessive gaps.</li> <li>• 2<sup>nd</sup> floor double doors to lift excessive gaps.</li> <li>• 3<sup>rd</sup> floor double doors to lift excessive gaps.</li> <li>• 3<sup>rd</sup> floor door to 29-31 excessive gaps.</li> <li>• 3<sup>rd</sup> floor centre corridor excessive gaps.</li> </ul> <p>Many of the plastic soil pipes entering the car park have fire collars fitted to maintain fire compartmentation, one is incorrectly fitted and 2 are require them fitting.</p> <p>There are no flat air extract system cowls visible external to the building and therefore it is assumed they share common systems. It needs to be confirmed that fire dampers have been installed to stop smoke and fire being transported between flats.</p>	
<b>7.2.3 Photo</b>	









**7.3) Emergency escape lighting**

7.3.1) Reasonable standard of emergency escape lighting system provided?	Yes
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**7.3.2) Comments and deficiencies observed:**

The emergency lighting appeared in good order

**7.3.2 Photo**

Nil

**7.4) Fire safety signs and notices**

7.4.1) Reasonable standard of fire safety signs and notices?	Yes
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**7.4.2) Comments and deficiencies observed:**

Fire directional signage and fire action notices provided.

**7.4.2 Photo**

Nil

**7.5) Means of giving warning in case of fire**

7.5.1) Reasonable manually operated electrical fire alarm system provided?	N/A
7.5.2) Automatic fire detection provided? (part)	N/A
7.5.2) Automatic fire detection provided? (throughout)	Yes
7.5.3) Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	Yes
7.5.4) Remote transmission of alarm signals?	Unknown

**7.5.5) Comments and deficiencies observed:**

The fire detection panel was found in fault, this requires rectification asap.  
One fire alarm junction box requires lidding.

**7.5.5 Photo**



**7.6) Manual Fire extinguishing appliances**

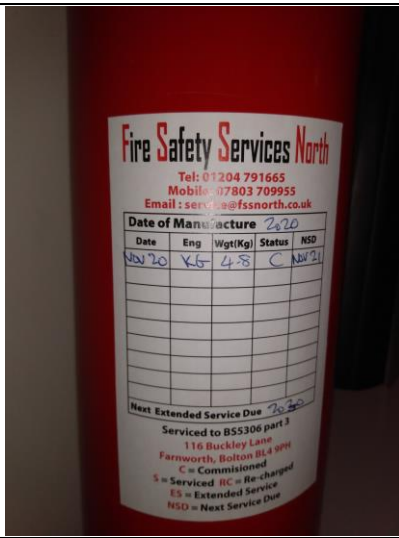
7.6.1) Reasonable provision of portable fire extinguishers?	Yes
7.6.2) Hose reels provided?	N/A
7.6.3) Are all fire extinguishing appliances readily accessible?	Yes

**7.6.4) Comments and deficiencies observed:**

Fire extinguishers are installed to cover car park, bin store and laundry room, last service visit 2020, service required asap.

**7.6.4 Photo**





**7.7) Relevant automatic fire extinguishing systems**

7.7.1) Type of system:

N/A

7.7.2) Comments:

Nil

**7.8) Other relevant fixed systems and equipment**

7.8.1) Type of fixed system: 2 stack dry riser installation.

2 stack dry riser installation.

7.8.2) Comments:

Service visit is overdue according to service stickers.

7.8.3) Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc.

N/A

7.8.4) Comments:

Nil

7.8.5) Appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service?

N/A

7.8.6) Comments:

Nil

**8) Management of Safety**





<b>8.1) Procedures and arrangements</b>	
<b>8.1.1) Fire safety is managed by: MCR Homes</b>	
8.1.2) Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e., relevant general fire precautions)?	Yes
Fire training?	No
<b>Comments:</b>	
Certification not provided	
8.1.3) Is there a suitable record of the fire safety arrangements?	No
<b>Comments:</b>	
There is no fire logbook available on site and no service or test records have been provided.	
8.1.4) Appropriate fire procedures in place?	Yes
<b>Comments:</b>	
The fire strategy is stay put and the fire action notices support this.	
Maintenance and testing of other fire protection systems?	N/A
<b>Comments:</b>	
Nil	
Are there suitable arrangements for summoning the fire and rescue service?	Yes
Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	Yes
Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A
Is there a suitable fire assembly point(s)?	
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
<b>Comments:</b>	
Given the building is not actively managed, the fire alarm should signal to a keyholder service, so faults and activations receive prompt attention. The government are still considering the recommendations following the Grenfell fire regarding evacuation of disabled residents and PEEPs	
8.1.5) Persons nominated and trained to use fire extinguishing appliances?	N/A
<b>Comments:</b>	



There are no staff permanently based on site.	
8.1.6) Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	
<b>Comments:</b>	
There are no staff permanently based on site.	
8.1.7) Appropriate liaison with fire and rescue service (e.g., by fire and rescue service crews visiting for familiarization visits)?	No
<b>Comments:</b>	
SYF&R should be invited to discuss the findings of the assessment, specifically the ventilation of the carpark.	
8.1.8) Routine in-house inspections of fire precautions (e.g., in the course of health and safety inspections)?	No
<b>Comments:</b>	
There is no logbook to confirm checks.	

<b>8.2) Training and drills</b>	
8.2.1) Are all staff given adequate fire safety instruction and training on induction?	N/A
<b>Comments:</b>	
There are no staff permanently based on site.	
8.2.1) Fire safety is managed by: MCR Homes	
8.2.2) Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A
<b>Comments:</b>	
N/A	
8.2.3) Does all staff training provide information, instruction or training on the following:	
Fire risks in the premises?	N/A
The fire safety measures on the premises?	N/A
Action in the event of fire?	N/A
Action on hearing the fire alarm signal?	N/A
Method of operation of manual call points?	N/A
Location and use of fire extinguishers?	N/A



Means for summoning the fire and rescue service?	N/A
Identity of persons nominated to assist with evacuation?	N/A
Identity of persons nominated to use fire extinguishing appliances?	N/A
<b>Comments:</b>	
There are no staff permanently based on site.	
8.2.4) Are staff with special responsibilities (e.g., fire wardens) given additional training?	N/A
<b>Comments:</b>	
There are no staff permanently based on site.	
8.2.5) Are fire drills carried out at appropriate intervals?	N/A
<b>Comments:</b>	
A fire drill is not required for residential only premises.	
8.2.6) When the employees of another employer work in the premises: Is their employer given appropriate information (e.g., on fire risks and general fire precautions)?	Yes
Is it ensured that the employees are provided with adequate instructions and information?	Yes
<b>Comments:</b>	
Via the fire action notices	

<b>8.3) Testing and maintenance</b>	
8.3.1) Adequate maintenance of premises?	No
<b>Comments and deficiencies observed:</b>	
No onsite records of user testing via a logbook	
8.3.2) Weekly testing and periodic servicing of fire detection and alarm system?	No
<b>Comments and deficiencies observed:</b>	
Fire alarms should be tested by the user weekly, testing a different call point each time. Six monthly servicing and preventative maintenance should be carried out by a competent person with specialist knowledge of BS 5839 -1 Record in fire logbook.	
8.3.3) Monthly and annual testing routines for emergency escape lighting?	No
<b>Comments and deficiencies observed:</b>	



Lighting is required to be tested (emergency lighting fish tail switches may be available) monthly by the user and annually by a competent contractor. Record in fire logbook.	
8.3.4) Annual maintenance of fire extinguishing appliances?	No
<b>Comments and deficiencies observed:</b>	
Fire extinguishers are required to be serviced by a specialist contractor annually and checked monthly by the user to identify any loss of pressure, misuse or damage.	
8.3.5) Periodic inspection of external escape staircases and gangways?	No
<b>Comments and deficiencies observed:</b>	
Record in fire logbook.	
8.3.6) Six-monthly inspection and annual testing of rising mains?	No
<b>Comments and deficiencies observed:</b>	
Six-monthly inspection showing overdue on service sticker	
8.3.7) Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A
<b>Comments:</b>	
Nil	
8.3.8) Weekly testing and periodic inspection of sprinkler installations?	N/A
<b>Comments:</b>	
Nil	
8.3.9) Routine checks of final exit doors and/or security fastenings?	N/A
<b>Comments:</b>	
Nil	
8.3.10) Annual inspection and test of lightning protection system?	N/A
<b>Comments:</b>	
Nil	
8.3.11) Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
<b>Comments:</b>	
Contact details are displayed in the foyer	
8.3.12) Other relevant inspections or tests: Flat entrance doors	No



<b>Comments:</b>
Annual inspection of flat entrance doors required, and records kept for inspection.

<b>8.4) Records</b>	
8.4.1) Appropriate records of:	
Fire drills?	N/A
Fire training?	N/A
Fire alarm tests?	No
Emergency escape lighting tests?	No
Maintenance and testing of other fire protection systems?	No
<b>Comments:</b>	
A fire logbook needs to be established.	

## 9) Fire Risk Assessment

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	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

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

Low		Medium	X		High	
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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	<input type="checkbox"/>	Moderate Harm	<input checked="" type="checkbox"/>	Extreme Harm	<input type="checkbox"/>
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In this context, a definition of the above terms is as follows:

**Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm:** Outbreak of fire could 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	<input type="checkbox"/>	Tolerable	<input type="checkbox"/>	Moderate	<input checked="" type="checkbox"/>	Substantial	<input type="checkbox"/>	Intolerable	<input type="checkbox"/>
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**Comments:**

Buildings employing a “stay put” fire strategy needs assured fire compartmentation. The most likely source of a fire is within a flat and this is why flat entrance door inspections a critical to the strategy. Fire compartmentation of risers needs to be rectified. The fire door sets between the bin store and car park needs to be remediated together with 7 fire doors on the flat fire escape routes. Some plastic soil stacks need fire collars, and some of the existing ones rectified. The fire detection system has a fault that needs rectifying.

A fire logbook needs to be established on site to record all testing and servicing.

The enclosed underground car park does not conform to building regulations regarding heat dissipation in a fire situation. The fire strategy document and approvals at time of building conversion needs to be consulted to assure the fire engineering solution was fully implemented.

- High Risk** = Work to be completed within 4 to 8 weeks
- Medium Risk** = Work to be completed within 6 months
- Low Risk** = Work to be completed within 1 year



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 that has been advocated for general health and safety risks:

<b>Risk Level</b>	<b>Action and Timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need be kept.
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost
<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)**

## 10) Action Plan

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

<b>Trivial</b>	<input type="checkbox"/>	<b>Tolerable</b>	<input checked="" type="checkbox"/>
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Definition of priorities (where applicable):





**High Risk** = Work to be completed within 4 to 8 weeks

**Medium Risk** = Work to be completed within 6 months

**Low Risk** = Work to be completed within 1 year

<b>ACTION REQUIRED</b>	<b>Priority - if applicable</b>	<b>Action by whom</b>	<b>Date Action Undertaken</b>
<b>Remove combustibles from risers</b>	<b>HIGH</b>		
Remove combustibles from staircases	<b>HIGH</b>		
Site fire logbook	<b>HIGH</b>		
Fire alarm repairs	<b>HIGH</b>		
Fire alarm weekly test records	<b>HIGH</b>		
Emergency lighting monthly test records	<b>HIGH</b>		
Dry riser 6-monthly inspection	<b>HIGH</b>		
Smoke control monthly test record	<b>HIGH</b>		
Fire alarm 6-monthly service record	<b>HIGH</b>		
Emergency lighting annual service record	<b>HIGH</b>		
Fire extinguisher annual service record	<b>HIGH</b>		
Smoke control annual service record	<b>HIGH</b>		
Flat entrance door inspection	<b>MEDIUM</b>		
Repairs to 7 corridor doors	<b>MEDIUM</b>		
Repairs to 2 sets of bin store doors	<b>MEDIUM</b>		
5-year electrical test report	<b>MEDIUM</b>		
Fire stopping 3 risers	<b>MEDIUM</b>		
Install fire collars	<b>MEDIUM</b>		
Lid to fire alarm joint box	<b>MEDIUM</b>		
Confirm fire strategy for car park is compliant.	<b>MEDIUM</b>		
Confirm that the individual flat air extract systems have fire dampers fitted.	<b>MEDIUM</b>		
Annual importance of fire door notices.	<b>MEDIUM</b>		

