



Porter Fire

FIRE RISK ASSESSMENT



Queens House,
Sheffield

www.porter-fire.co.uk



1) This is your Fire Risk Assessment

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 **Queens House, Queens Street, Sheffield, S1 1GN**.

2) Revision of this Risk Assessment

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- There is reason to suspect it is no longer valid.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).


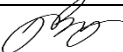
It is recommended that the fire precautionary arrangements contained within this assessment are checked annually and that all fire related equipment and fittings are regularly maintained and serviced in accordance with manufacturers and British Standard recommendations.

3) Scope of Assessment and Methodology

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

Responsible person (e.g., employer) or person having control of the premises:	
MCR Property Management Ltd.	
Address of premises:	
Queens House, Queens Street, Sheffield, S1 1GN.	
Assessor(s):	
Conducted by Stephen Sykes (MBA, TIFireE)	Verified by Jamie Burgan (TIFireE, DipFD)
Date of fire risk assessment:	
06/07/2023	
Date of previous fire risk assessment:	
08/09/2021	
Suggested date for review:	
Annually, change of use or significant alteration of premises.	
Assessor Signature: 	Date: 10/07/2023
Verification Signature: 	Date:

4.1) The Premises

Number of floors	6	Plus basement
Approximate Floor Area	2,000	m2 per floor
	14,000	m2 gross
	2,000	m2 on ground floor
Brief Details of Construction:		
The premises was converted in 2018 from an office building into separate self-contained Flats. Concreate structure with solid floors and flat roofs. External walls are brick. Internal walls are blockwork and stud and plasterboard.		

Use of Premises:
99 residential flats, owner occupied, tenanted and short term lets.



Car parking, bin store and service rooms to the basement.

4.2) The Occupants

Approximate Maximum Number of Occupants:	150
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:	150
Disabled occupants:	unknown
Occupants in remote areas and lone workers:	0
Young persons:	0
Others:	
Nil	

4.4) Fire Loss Experience

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

None known

4.5) Other Relevant Information

There was a fire compartment survey completed in 2021. The results have not been shared.

5) Relevant Fire Safety Legislation

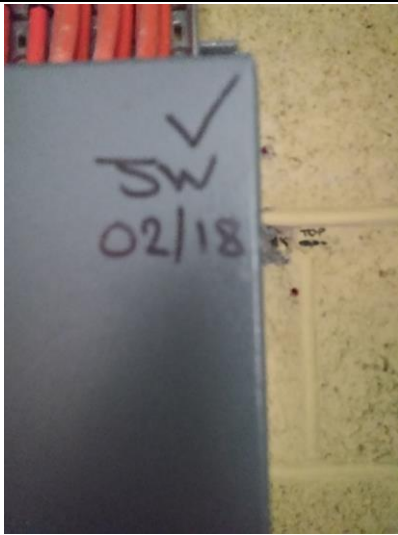


5.1) The following safety legislation applies to these premises:
Regulatory Reform Order (FSO) 2005.
5.2) The above legislation is enforced by:
Fire and Rescue Authority.
5.3) Other Legislation that makes significant requirements for fire precautions in these premises (other than Building Regulations 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

6.1 Electrical Sources of Ignition	
6.1.1 Reasonable measures taken to prevent fires of electrical origin?	Yes
6.1.2 More Specifically:	
Fixed installation periodically inspected and tested?	Yes
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?	N/A
6.1.3 Comments and Hazards Observed:	
The 5-year electrical test is now due.	
6.1.3 Photo	





6.2 Smoking	
6.2.1) Reasonable measures taken to prevent fires as a result of smoking?	Yes
6.2.2 More Specifically:	
Smoking prohibited on the premises?	N/A
Smoking prohibited in appropriate areas?	Yes
Suitable arrangements for those who wish to smoke?	Yes
This policy appeared to be observed at time of inspection?	Yes
6.2.3) Comments and Hazards Observed	
No smoking legislation was introduced in 2007. It makes it illegal to smoke in all public enclosed or substantially enclosed areas and workplaces.	
6.2.3 Photo	
Nil	
6.3 Arson	
6.3.1) Does basic security against arson by outsiders appear reasonable?	Yes
6.3.2) Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	Yes
6.3.3) Comments and Hazards Observed	
There is access control to the building.	
6.3.3 Photo	
Nil	



6.4) Portable heaters and heating installations	
6.4.1) Is the use of portable heaters avoided as far as practicable?	N/A
6.4.2) If portable heaters are used:	
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?	N/A
6.4.4) Comments and Hazards Observed	
There is no heating to the common areas of the building.	
6.4.4 Photo	
Nil	

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

6.7) Housekeeping	
6.7.1) Is the standard of housekeeping adequate?	Yes



6.7.2) More specifically:	
Combustible materials appear to be separated from ignition sources?	Yes
Avoidance of unnecessary accumulation of combustible materials or waste?	No
Appropriate storage of hazardous materials?	N/A
Avoidance of inappropriate storage of combustible materials?	Yes

6.7.3) Comments and Hazards Observed

There were some furniture and packing materials found in the common escape routes. These need to be removed.

6.7.3 Photo



6.8) Hazards introduced by outside contractors and building works

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

6.8.4) Comments:

Any contractor conducting fire risk work should provide RAMs prior to the work commencing.

6.9) Dangerous substances

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
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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
6.9.3) Comments:	
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.

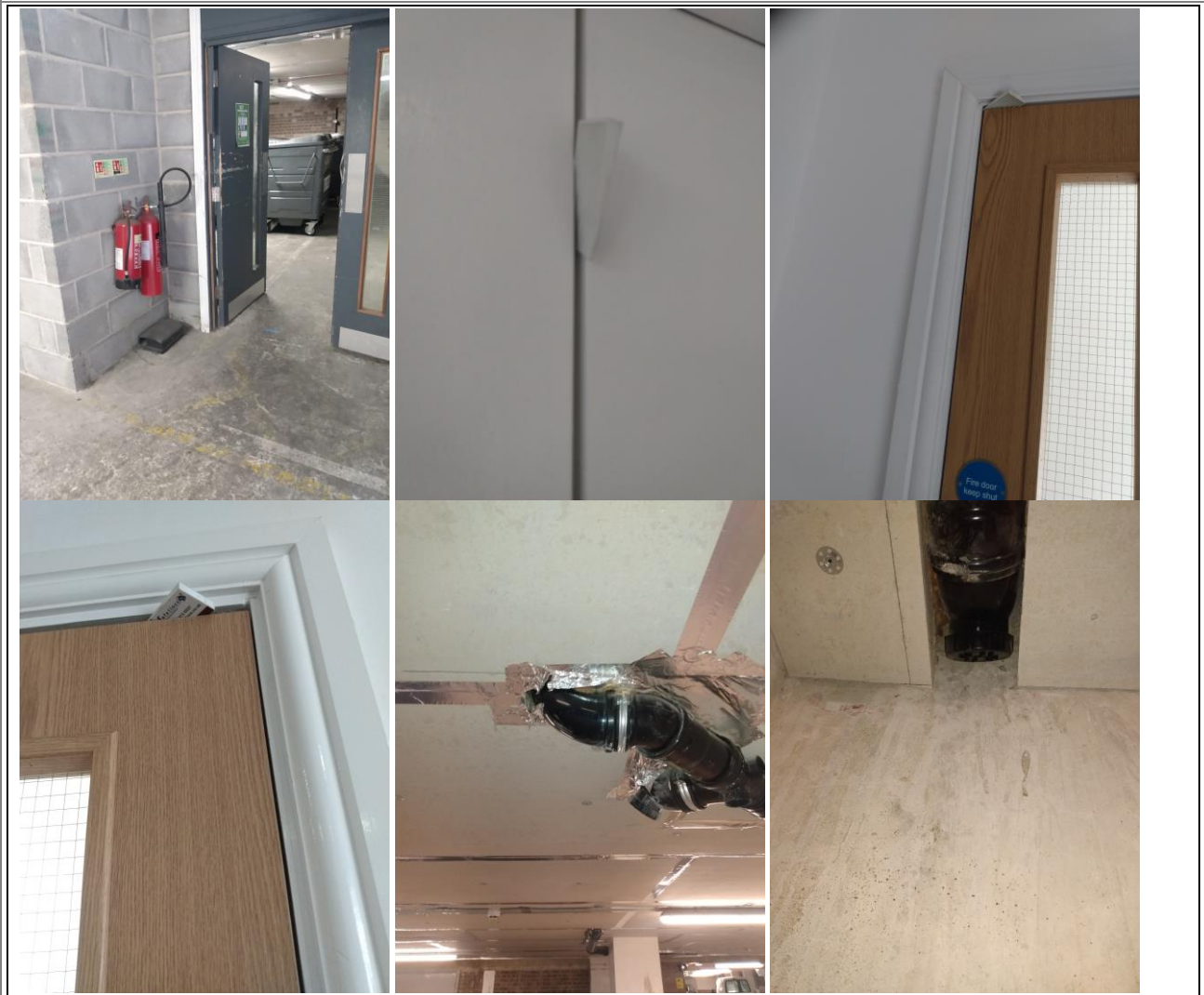
7) Fire Protection Measures

7.1) Means of escape from fire:	
7.1.1) It is considered that the premises are provided with reasonable means of escape in case of fire.	Yes
7.1.2) More specifically:	
Adequate design of escape routes?	No
Adequate provision of exits?	No
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:	No
Where there is a single direction of travel?	No
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?	Yes



7.1.3) It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	Yes
7.1.4) Comments and deficiencies observed:	
The travel distance from the far end of the car park to the fire exit is 70m. There is a fire exit signed into the middle stairwell, this is access controlled with no override. An override needs to be provided asap.	
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?	N/A
7.2.3) Comments and deficiencies observed:	
<p>The internal bin store is a high-risk room which opens directly onto the only fire exit from the car park. The double doors need to be brought back to FD30s standard.</p> <p>Fire door lobby to flats 1-6 has excessive gaps.</p> <p>Fire door to stairs near flat 35 has excessive gaps.</p> <p>4th floor corridor half-leaf door set has excessive gaps on 2 doors.</p> <p>The plastic soil stacks from the flats come through the ceiling on the car park. There are no fire collars fitted to maintain compartmentation. It is therefore suspected there will not be collars to maintain compartmentation between flats. This needs to be confirmed ASAP.</p>	
7.2.3 Photo	



7.3) Emergency escape lighting

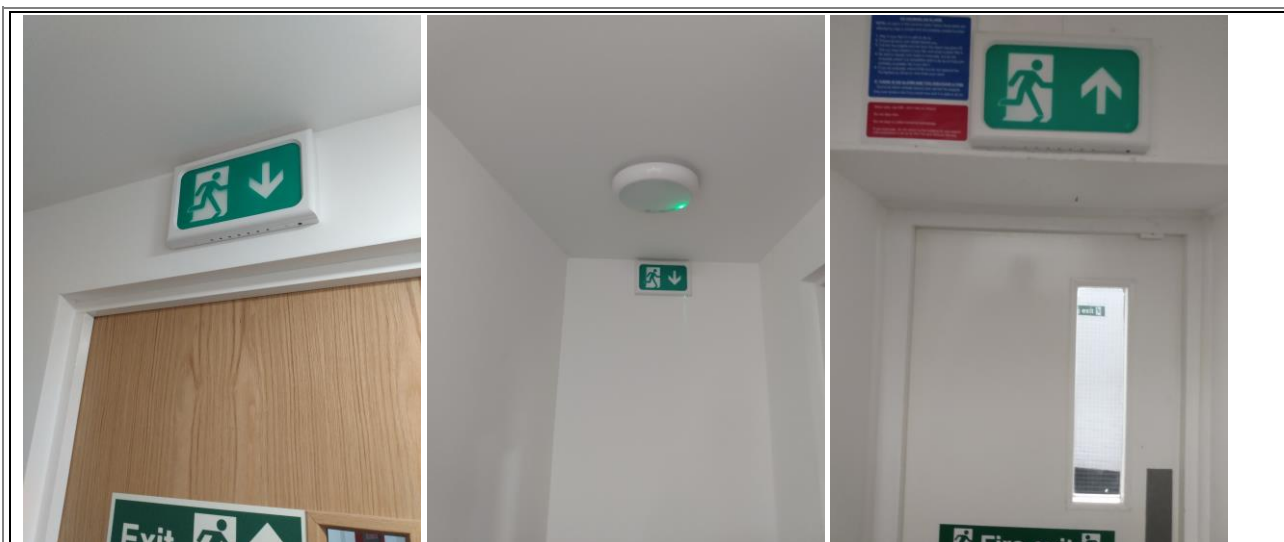
7.3.1) Reasonable standard of emergency escape lighting system provided?

Yes

7.3.2) Comments and deficiencies observed:

There were a number of emergency lights showing fault. The last service report was not available.

7.3.2 Photo



7.4) Fire safety signs and notices

7.4.1) Reasonable standard of fire safety signs and notices?

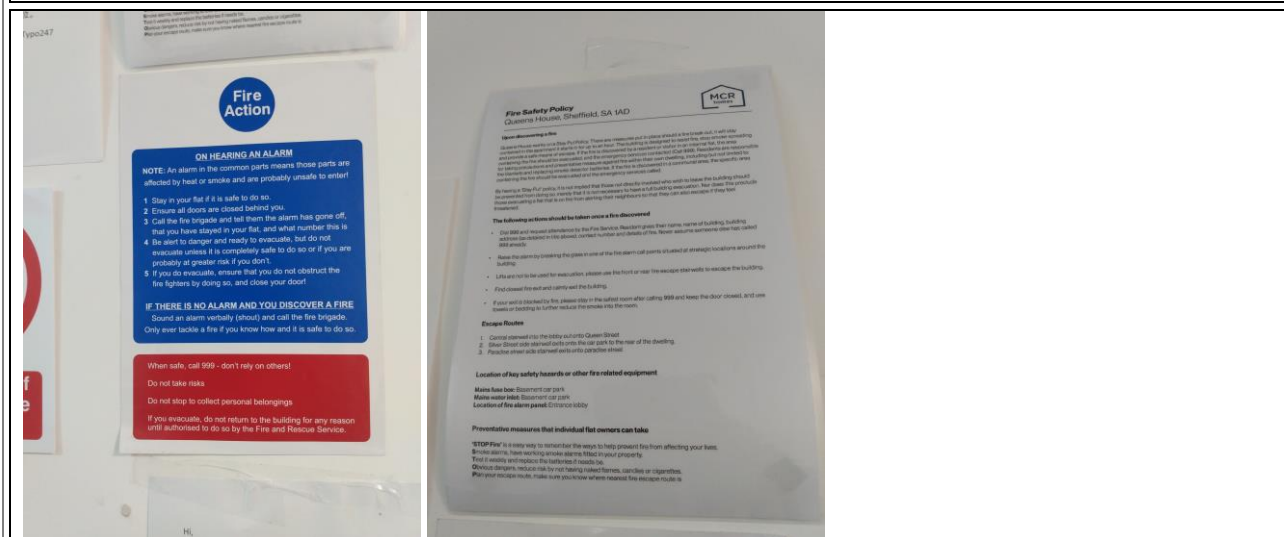
Yes

7.4.2) Comments and deficiencies observed:

Do not use lift notice required on 2nd floor.

The fire safety policy document posted around the premises requires review as it requests operating a call point which is not conducive to a stay put policy. The fire action notice describes fire alarms in common areas which is not conducive to a stay put policy. There are some fire call points in the basement area, it is not clear what part they play in the fire strategy and this needs to be rectified.

7.4.2 Photo



7.5) Means of giving warning in case of fire

7.5.1) Reasonable manually operated electrical fire alarm system provided?

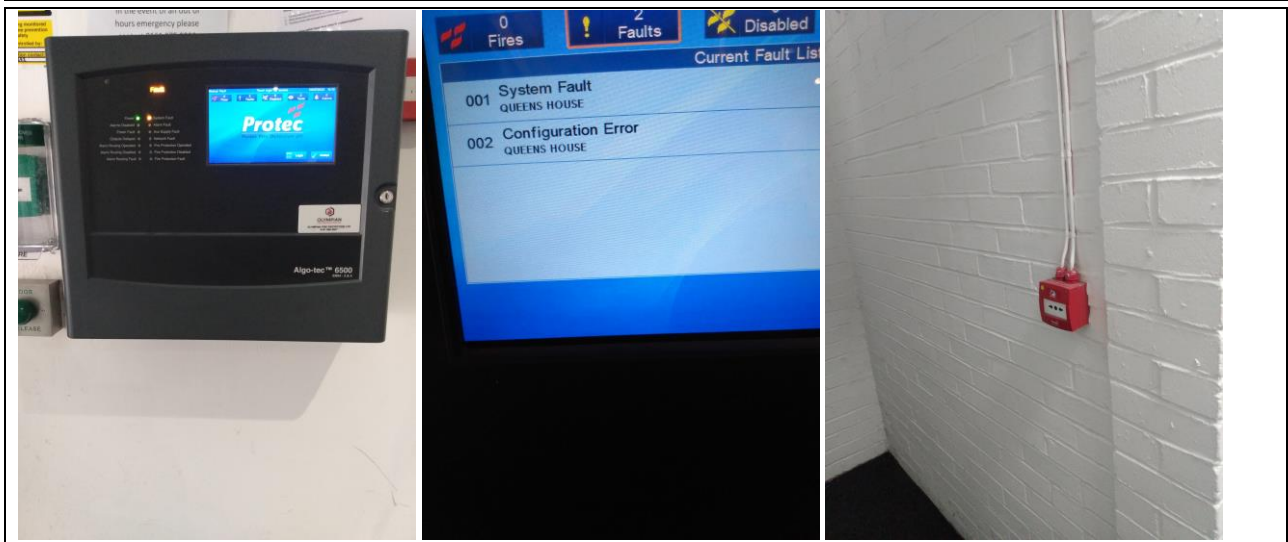
Yes

7.5.2) Automatic fire detection provided? (part)	Yes
7.5.2) Automatic fire detection provided? (throughout)	N/A
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 alarm system is showing 2 faults, one being a particularly concerning system configuration fault. This needs rectification ASAP.
 The roll of the manual call points in a stay put fire strategy needs to be made clear in the fire policy and fire action notices.
 The fire alarm panel should automatically call the fire brigade if the suspected basement car park compartmentation breaches are present.
 A pictorial fire alarm zone plan is required adjacent to the fire panel.

7.5.5 Photo



7.6) Manual Fire extinguishing appliances

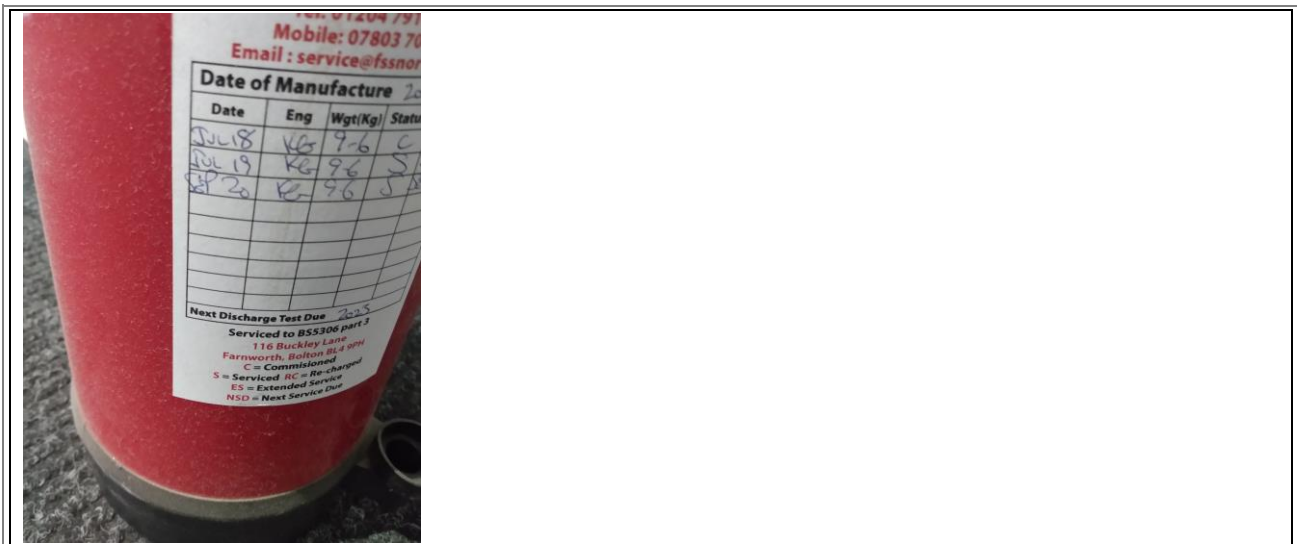
7.6.1) Reasonable provision of portable fire extinguishers?	Yes
7.6.2) Hose reels provided?	N/A
7.6.3) Are all fire extinguishing appliances readily accessible?	Yes

7.6.4) Comments and deficiencies observed:

The fire extinguishers are overdue their service.

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:

Smoke control system

7.8.2) Comments:

The fire brigade override controls are non-standard for brigade use and need to be replaced with non-key units. A plan of the smoke control system and position of the overrides need to be displayed at the fire brigade entrance.
An annual service certificate needs to be available and confirm there is lockout on the smoke shaft.





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

8.1) Procedures and arrangements	
8.1.1) Fire safety is managed by: MCR Property Management Ltd.	
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
Comments:	
Certification not provided	
8.1.3) Is there a suitable record of the fire safety arrangements?	No
Comments:	
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?	No
Comments:	
There are discrepancies between the fire policy document displayed and the fire action notices. The building is stating a “stay put” policy but the results of a fire compartmentation survey have not been shared to say whether this is appropriate at this time.	
Maintenance and testing of other fire protection systems?	N/A
Comments:	
Nil	
Are there suitable arrangements for summoning the fire and rescue service?	No
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)?	Yes
Are there adequate procedures for evacuation of any disabled people who are likely to be present?	Yes
Comments:	
Given the possible fire compartmentation breaches and sustained fire loading in the car park due to inadequate ventilation direct fire brigade signalling should be installed. The government are still considering the recommendations following the Grenfell fire regarding evacuation of disabled residents.	
8.1.5) Persons nominated and trained to use fire extinguishing appliances?	N/A
Comments:	
There are no staff permanently based on site.	
8.1.6) Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A
Comments:	
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
Comments:	
SYF&R should be invited to discuss the findings of the assessment.	



8.1.8) Routine in-house inspections of fire precautions (e.g., in the course of health and safety inspections)?	No
Comments:	
No records on site	

8.2) Training and drills

8.2.1) Are all staff given adequate fire safety instruction and training on induction?	N/A
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Comments:
There are no staff permanently based on site.

8.2.1) Fire safety is managed by: MCR Property Management Ltd.
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8.2.2) Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A
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Comments:
There are no staff permanently based on site.

8.2.3) Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	N/A
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The fire safety measures on the premises?	N/A
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Action in the event of fire?	N/A
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Action on hearing the fire alarm signal?	N/A
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Method of operation of manual call points?	N/A
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Location and use of fire extinguishers?	N/A
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Means for summoning the fire and rescue service?	N/A
--	-----

Identity of persons nominated to assist with evacuation?	N/A
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Identity of persons nominated to use fire extinguishing appliances?	N/A
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Comments:
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
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Comments:
There are no staff permanently based on site.



8.2.5) Are fire drills carried out at appropriate intervals?	N/A
Comments:	
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
Comments:	
Via the fire action notices	

8.3) Testing and maintenance	
8.3.1) Adequate maintenance of premises?	No
Comments and deficiencies observed:	
The site was found in generally good order	
8.3.2) Weekly testing and periodic servicing of fire detection and alarm system?	No
Comments and deficiencies observed:	
No records available	
8.3.3) Monthly and annual testing routines for emergency escape lighting?	No
Comments and deficiencies observed:	
No records available	
8.3.4) Annual maintenance of fire extinguishing appliances?	No
Comments and deficiencies observed:	
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?	N/A
Comments and deficiencies observed:	
Nil	
8.3.6) Six-monthly inspection and annual testing of rising mains?	No
Comments and deficiencies observed:	
No records available.	



The riser inlet at the main entrance requires the box resealing to prevent vandalism.	
8.3.7) Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A
Comments:	
Nil	
8.3.8) Weekly testing and periodic inspection of sprinkler installations?	N/A
Comments:	
Nil	
8.3.9) Routine checks of final exit doors and/or security fastenings?	N/A
Comments:	
Nil	
8.3.10) Annual inspection and test of lightning protection system?	N/A
Comments:	
Nil	
8.3.11) Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	Yes
Comments:	
Emergency contact numbers are displayed near the fire panel	
8.3.12) Other relevant inspections or tests: Flat entrance doors	No
Comments:	
Buildings over 4 floors should have the flat entrance doors inspected annually to ensure they comply with all the requirements of a FD30s fire door. We had no access to sample inspect and no records of any inspections.	

8.4) Records	
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



Comments:
A site fire logbook should be available.

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	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>
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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 type="checkbox"/>	Extreme Harm	<input checked="" 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 type="checkbox"/>	Substantial	<input checked="" type="checkbox"/>	Intolerable	<input type="checkbox"/>
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Comments:
<p>The conclusion of substantial risk to life is for the following reasons.</p> <p>The escape route smoke control system cannot be relied upon as there is no service record and the fire detection system which triggers it is in fault. Fire compartmentation cannot be confirmed as a previous report is not available or records that any findings were acted on.</p> <p>The substantial fire loading in the car park and bin store do not have the ventilation to dissipate heat required by building regulations.</p> <p>There are no site test records to confirm weekly and monthly user testing is performed. No records have been provided to confirm contractor servicing of the fire detection, smoke control system, emergency lighting or dry riser tests have been performed and any findings rectified.</p>

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:

Risk Level	Action and Timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost



Moderate	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.
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.)

10) Action Plan

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	<input type="checkbox"/>	Tolerable	<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

ACTION REQUIRED	Priority - if applicable	Action by whom	Date Action Undertaken
Service and rectification of fire alarm faults	HIGH		



Service and conformation of lockout of smoke control system	HIGH		
Fire brigade signalling	HIGH		
Service and rectification of emergency lighting faults	HIGH		
Service and rectification of dry riser system	HIGH		
Service of fire extinguishers	HIGH		
Inspection of all flat entrance doors and rectification if required	HIGH		
Fire compartmentation report review and action recommendations	HIGH		
Remove materials and furniture from escape routes.	HIGH		
Emergency access to central staircase from car park without a code.	HIGH		
Repair bin store doors to FD30s standard	HIGH		
Remedial work to 4 corridor fire doors	HIGH		
Fire engineers report on car park and bin store fire ventilation	MEDIUM		
Pictorial fire zone plan.	MEDIUM		
Pictorial smoke control layout plan	MEDIUM		
Replace fireman's switches for smoke control	MEDIUM		
5-Year electrical testing	MEDIUM		
"Do not use lift" notice to 2 nd floor	MEDIUM		
Review fire action notices and fire policy document, explain reason for fire alarm call points in basement only.	MEDIUM		



