Fire Risk Assessment

The Lock Apartments, 19 Fleming Way

Version 1

30 October 2023

Ref: J029043

Review Date: 1 November 2024

Score: Moderate Risk

Assessor: Warren Oxley

Validated by: Daniel Gilchrist

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Version History

Version	Report By	Date	Validated By	Date
1	Warren Oxley	30 October 2023	Daniel Gilchrist	26 November 2023

Assessor Profile

Warren Oxley

Technical Manager

Action Plan Summary

Task No.	Category	Sub Category	Action Required	Priority	Status	Action Taken	Date Completed
1	Fire Prevention	Arson	Provide security control to the main entrance door, to include a fire service override facility.	Medium	Identified		
2	Fire Management	Training & Drills	It should be ensured that employees from outside organisations are given information on the action to take in the event of fire.	Medium	Identified		
3	Fire Management	Procedures & Arrangements	Documentation was not available for viewing. It should be confirmed that fire action procedures are suitable and appropriately documented.	Medium	Identified		
4	Signs & Notices	Other Signage	Provide signage to confirm the operation of smoke vent controls.	Medium	Identified		
5	Escape Routes & Fire Spread	Ease of Use	Remove the fittings from the under-mentioned doors which impede easy escape: rear fire exit.	Medium	Identified		
6	Escape Routes & Fire Spread	Fire Doors	Confirm that flat front doors, inspection of which was not possible, are to an FD30 self-closing standard.	Medium	Identified		

7	Escape Routes & Fire Spread	Fire Doors	The intumescent strips and smoke seals on the following doors have been over-painted and should be replaced: all doors protecting the stair, means of escapes and plant rooms.	Medium	Identified
8	Escape Routes & Fire Spread	Fire Doors	Re-hang the following doors to reduce the gaps around the doors: doors leading onto the protected means of escape and those along the corridors and communal areas, In the main the fire doors that were installed are to a good standard, however they did not have evenly spaced 3mm gaps. Therefore it is recommended that a competent and third party accredited person or company is instructed to ensure all fire doors reach the required standard.	Medium	Identified
9	Fire Management	Procedures & Arrangements	Fire action procedures should be documented.	Medium	Identified
10	Fire Management	Record Keeping	Fire safety records were not available. It should be ensured that suitable records are kept of testing, maintenance and training.	Medium	Identified

11	Escape Routes & Fire Spread	Ease of Use	Although the amount of items currently in escape routes is not unreasonable, routes should be monitored to ensure that a build-up of items does not impede escape.	Low	Identified
12	Fire Management	Testing & Maintenance	Testing and maintenance information was not available. It should be ensured that all fire safety measures are subject to suitable test.	Low	Identified

Introduction

This Fire risk assessment report addresses the requirement to carry out a suitable and sufficient risk assessment under The Fire Safety Regulations (England) 2022 which came into force on 23rd January 2023.

The risk assessment carried out was non-destructive, non-intrusive risk assessment, and consideration was given to PAS 79:2020 Fire Risk Assessment Guidance & Methodology, relevant British Standards, Building Regulations and MHCLG Guidance. The assessment considers the following significant fire risk areas:
-Means for detecting fire and giving warning to occupants
-Means of escape from the premises (including provisions for disabled persons)
-Fire Safety Signs and Notices
-Emergency Escape Lighting
-Means to limit fire spread and development of fire (e.g. Compartmentation)
-Means for fighting fire
-Other relevant firefighting systems and equipment; if provided
-Maintenance of facilities to assist fire-fighters
-Emergency Action Plan
-Staff training and Fire Drills
-Testing and maintenance of Fire Protection Measures
-Record keeping
-Cooperation & coordination with other premises occupiers, neighbouring premises, emergency services and other authorities

This report presents the significant findings of a fire risk assessment carried out upon residential communal areas by Salvum Limited.

The assessment carried out was a Type 1 assessment as agreed with the client and did not include areas below normal floor level, above false ceilings or unaccessible void unless these areas were readily accessible and identified within this report. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility therefore, is accepted by the assessor or Salvum Ltd for issues relating to compartmentation which could not be viewed or identified at the time of the survey. If a greater degree of inspection is required in order to ascertain adequate compartmentation within the property, this will be identified and recommended within the action plan section of this report.

The assessor was not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report was obtained during the site survey, from information obtained from the 'Responsible Person' or members of staff with varying levels of responsibility, if on site at the time of the survey. Where no members of staff were present, the relevant information was obtained through the visual inspection of the site.

In establishing the final risk analysis, the assessor took into account the nature and design of the building, the occupants, including vulnerable occupants, the protection afforded, safety provisions and any procedural arrangements observed at the time of the assessment.

This report includes an Action Plan, which contains recommended tasks for completion at the premises. Each task has a suggested due date, related to its priority. These due dates are only our suggestions, and may or may not be appropriate, depending on individual circumstances such as logistical constraints or requirements of enforcing authorities.

A severity rating has also been allocated against each task. The below details the possible impact to relevant persons should a fire occur-
Critical; The severity of the issue identified, if not completed presents an unacceptable risk to life

and/or serious injury to occupants. It is also likely to present significant property damage/total loss.
Major; The severity of the issue identified, if not completed will likely present a significant risk to life and/or serious injury to occupants. It is also likely to present significant fire damage to the premises.
Moderate; The severity of the issue identified if not completed could present a moderate risk to injury to occupants as well as moderate property damage.
Minor; Whilst unlikely to present a risk of severe injury to occupants or premises damage should be completed for best practice.

In the case of buildings containing dwellings and unless otherwise stated in our report, the scope of the assessment does not include individual dwellings. However, attempts were made during the assessment to access at least a sample of dwellings, and this report may therefore contain statements and/or recommendations with respect to dwellings. Such statements and recommendations are made on a goodwill basis only, based on the information available at the time.

Notwithstanding any statement or recommendation made with respect to dwellings, it is always recommended to ensure that working smoke alarms are provided in all dwellings to at least a BS 5839-6 Category LD3 standard. These should ideally be Grade D alarms (mains powered with integral battery back-up), although Grade F alarms (battery powered only) are a reasonable short term measure.

The premises Risk Score was assessed at the time of the assessment, and a recommended review date has been provided. The actual level of risk may change over time, as a result of tasks being completed, or new risks arising. Regardless of the recommended review date, the fire risk assessment should be reviewed regularly so as to keep it up to date and particularly if:
- There is reason to believe a significant change in the structure or use of the building.
- There is a significant change in relation to the special, technical or organisational measures.
- Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.
- There is reason to believe that an occupant is operating in breach of fire safety legislation.
- Where changes to an assessment are required as a result of any such review, the Responsible Person must make them.

The fire risk assessment and report are subject to our standard terms and conditions, available to view at: www.salvum.co.uk
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Premises Details

Address line 1	The Lock Apartments, 19 Fleming Way
Address line 2	Swindon
Town	Wiltshire
Postcode	SN1 2NG

Client	MCR Homes
Person(s) consulted on site	Josh Albert-Assistant Block Manager
Responsible person	MCR Homes
Appointed competent person	The Lock property management Ltd
Person on site responsible for managing fire safety	The Lock property management Ltd

Building Information

Use	Purpose-built, self-contained flats
Height of topmost storey	>18
Number of floors - ground and above	8
Number of floors - below ground	0
Number of staircases	2
Number of exits	3
Number of lifts	2
Number of accommodation units	44
Approach to units	• Via protected lobbies / corridors
Approximate period of construction	1960-1980

Premises and construction details

This is an 8 Storey property, located within a city centre.
The ground floor commercial premises are not under the scope of the assessment. Assessment is for the communal areas of the residential flats only.

Constructed of Brick and block with flat roof and concrete slab flooring and staircase, with glazing on the external face.

Ground floor, commercial and residential lobby, lift access
First floor, Flats 1-5
Second floor, flats 6-12
Third floor, flats 13-19
Forth floor, flats 20-26
Fifth floor, flats 27-33
Sixth floor, flats 34-40
Seventh floor, flats 41-44
There is a lift located within the main entrance, this serves all floors.
A fire alarm system is located within ground floor entrance,

AOV fitted in stairs and corridors
There is entrance and exit from the ground floor main entrance and three further fire exits.

Types of fire facilities provided

- Dry rising main
- Smoke ventilation
- Fire fighting lift
- Secure information box

Comments

Access for the fire service at the time of the assessment may be reduced due to roadworks,

Inaccessible Areas

Are there any inaccessible areas during inspection?

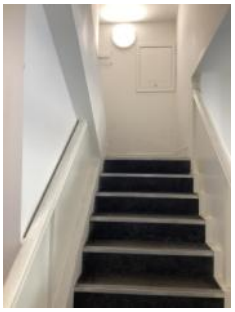
Yes

Inaccessible Area Details

No access to roof spaces, voids or any flats other than those that may be mentioned in this report as samples made available for inspection at the time of the assessment.


Fire Alarm Zone Plan


THE LOCK



People

Are there any people especially at risk from fire?	Yes
People especially at risk from fire	• Mobility Impaired Occupants • Sensory Impaired Occupants

Details of people especially at risk from fire

Residents are the main risk group on the building. This risk assessment does not encompass the residential dwelling themselves, while the occupants of the flats are 'relevant persons', the flats, as domestic dwellings, are outside the scope of the Regulatory Reform (Fire Safety) Order 2005.
There were no contractors working in remote areas at the time of assessment although it is conceivable that this eventuality could arise.
The predominant occupant type within a residential dwelling is one that is familiar with the layout of the building they frequent on a daily basis.
Visitors cannot be accounted for within any management procedures as their presence on the premises can occur at any time. The simple design and management of the building will precipitate escape for visitors if fire were to occur whilst they are in the common areas of the building. Members of the public would not normally be expected within the premises, with the exception of visitors to residents. As such, they are not considered to present the same risk in respect on unfamiliarity.

The assessor was unable to confirm whether persons with a disability which may affect there ability to evacuate the premises in the event of fire are onsite. Should this be the case it is advised that the responsible person contacts the fire risk assessor for further advice and next steps.

Fire Hazards

Sources of Ignition	• Electricity • Cooking • Malicious • Smoking in unauthorised areas • Contractors (Hot works)
Sources of Fuel	• Furniture and Furnishings • Combustibles in communal areas • Refuse bins • Plants and Vegetation
Sources of Oxygen	• Natural

Comments

No additional fire hazards were identified during fire risk assessment

Fire loss experience

No known previous fire loss

The exact number of persons within the building was unknown at the time of assessment. We would estimate 2-3 persons within flat for the purpose of this assessment. The assessor was not made aware of any persons within the premises whom may require assistance in the event of fire.

Legislation

Fire safety legislation which applies to these premises	• Regulatory Reform (Fire Safety) Order 2005 • Fire Safety Act 2021 • Fire Safety (England) Regulations 2022
This legislation is enforced by	Local fire and rescue authority

Details of any other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations)

Just like employers, landlords have certain legal obligations when it comes to fire safety and protection of their properties and the safety of people who reside in their premises. However, it is not as simple as ensuring there is a couple of fire extinguishers to hand – fire safety largely depends on the potential risks and the different types of buildings can cause confusion. For example, a building that is used for a single tenancy will differ to one which is shared across commercial and residential lettings. Legislation requires that landlords carry out fire risk assessment within communal areas of this property. This process will identify any fire hazards and who is at risk and decide if anything needs to be done to remove or reduce that risk.

Fire safety within the home is an extremely important issue, especially in mixed use premises and where unrelated occupiers, who live independently from one another, share common areas of the same building. This area of law is covered by the Housing Act 2004 and the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 inside the dwelling and for the common areas,The Fire Safety Regulations (England) 2023 which came into force on 23rd January 2023. We would encourage all those with an interest in these types of premises to read Local Authorities Coordinators of Regulatory Services (LACORS) to ensure they are aware of their responsibilities to carry out a fire risk assessment, and make sure their property has adequate and appropriate fire safety.

Other legislation that may make significant requirements for fire precautions are listed below;
Management of Health and Safety at Work Regulations
Workplace (Health, Safety and Welfare) Regulations
Health and Safety (Safety Signs & Signals) Regulations
Electricity at Work Regulations
Health & Safety Executive HSG107 Maintaining portable & transportable electrical equipment The Equality Act
The Smoke-free (Premises & Enforcement) Regulations

Relevant Guidance

PAS79 - 'Fire Risk Assessment - a recommended methodology' - 2020

BS 5266-1:2016 - 'Emergency Lighting - Code of practice for the emergency lighting of premises'

BS 5499-4:2013 - 'Safety signs. Code of practice for escape route signage'

BS 5839-6:2019 - 'Fire detection and alarm systems for buildings. Code of practice for domestic premises'

BS 5499-10:2014 - 'Guidance for the selection and use of safety signs and fire safety notices'

BS 5266-8:2004 - 'Emergency escape lighting systems'

This assessment was undertaken in accordance with Fire safety in purpose-built blocks of flats. Further information can be found within the following link; https://www.local.gov.uk/sites/default/files/documents/fire-safety-purpose-built-04b.pdf

Is there an alterations notice in force?	No
Do licensing laws apply to the premises?	No

Comments

The Regulatory Reform (Fire Safety) Order 2005 [RR(FS)O] replaces the 40 year old fire certification scheme. It is now the duty of the 'responsible person' for the premises to ensure the occupants are safe from the effects of fire as far as practicable. This does not imply a lesser responsibility for the safety of the occupant of the premises; it is almost certain that for premises which required a fire certificate prior to January 2006, similar measures will be required under the RR(FS)O.

The RR(FS)O applies to all non-domestic premises, including any voluntary sector and self-employed people with premises separate from their homes.
Other statutory requirements within this report may also fall under the scope of relevant building regulations under Approved Document Part B.
Where the premises do not fall under the scope of the Fire Reform Order 2005, specifically residential properties this assessment may be undertaken in accordance with The Housing Act 2004. The responsible person for the purposes of fire safety provision and maintenance at the residential accommodation is the person having control – usually the landlord, in HMOs, shared premises and single rented properties. The assessment will be required for Additional Licensing purposes by Local Authorities.

Scope Of Assessment;
A fire risk assessment is an organised and methodical look at your premises. The fire risk assessment procedure identifies the activities carried out at the premises and assesses the likelihood of a fire starting. The aim of a fire risk assessment is to:
• Identify the hazards
• Reduce the risk of those hazards causing harm to as low as reasonably practicable.
•Decide what physical fire precautions and management policies are necessary to ensure the safety of people in your premises if a fire does start.

This fire risk assessment was carried out in accordance relevant Government guidance.

The RR(FS)O places a burden of responsibility firmly on the head of a 'responsible person' with regard to the fire safety of the occupants of the premises to which they have been assigned. The responsible person is required to co-ordinate all fire safety related issues including the carrying out of a fire risk assessment and production of associated documentation. The responsible person may nominate a 'competent person' to assist in the implementation of any measures deemed necessary to ensure the fire safety of the occupants of the premises.
There are many factors that impact upon what may constitute adequate measures to assess the fire safety of the occupants.

Salvum Ltd are not the responsible person and can only recommend, on behalf of the organisation, the steps it should or must take to comply with its duties under the RR(FS)O.

This report is for the use of the party to whom it is addressed and should be used within the context of instruction under which it has been prepared.

No opening up of any part of the structure was carried out nor was any operational electrical or mechanical systems tested. All comments and recommendations are based on visual inspection only and are of the view of the assessor whom undertook this assessment.

Fire Prevention

Electrical

Are electrical installations and appliances free from any obvious defect?	Yes
Are fixed installations periodically inspected and tested?	Not Known
Are portable electrical appliances used?	No

Comments

No evidence was provided to suggest whether the fixed electrical installations have been inspected within the last 5 years in accordance with BS 7671.

It is recommended that periodic inspection and testing is carried out at the following times:
- for tenanted properties, every 5 years or at each change of occupancy, whichever is sooner
- for communal/landlord supplies every 5 years or as advised on the electrical installation condition report
- at least every 10 years for an owner-occupied home or as advised on the electrical installation condition report

It is recommended that a competent, approved contractor is tasked with undertaking electrical installation inspections in accordance with BS 7671 and provide full certification upon completion.

No portable electrical appliances were seen in the common areas.

Gas

Are gas installations and appliances free from any obvious defect?	N/A
Is gas equipment protected/located so as not to be prone to accidental damage?	N/A

Comments

No gas installations present within the communal areas of the property.

No gas main intake or isolation points in the common areas.

Heating

Are fixed heating installations free from any obvious defect?	Yes
Are portable heaters used?	No

Comments

Communal areas are heated via hard wired wall mounted electrical heaters.

Cooking

Does cooking take place on the premises?	No

Comments

No cooking facilities present within common areas of the property.

The assessment was carried out in the communal area only, taking into account that each flat has individual kitchen, which we had no access to assess. It is recommended that the occupants maintain safe separation distance between cooking appliances and flammable/combustible materials.

Arson

Is security against arson reasonable?	Yes
Is there a reasonable absence of external fuels and ignition sources?	Yes

Comments

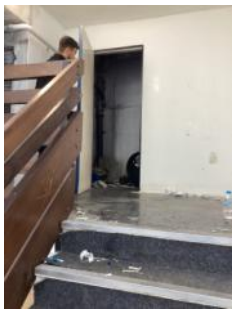
It was noted that some areas of the property have been subject to antisocial activities and some homeless persons or rough sleepers have been known to sleep with communal areas,

Access to the property is restricted via a locked entrance doors fitted with intercom release.

External areas were well kept and clear from excessive combustible materials at the time of inspection.

There is a potential for arson within all premises. All efforts should be made to ensure the main entrance is securely locked and all combustible articles I.e wheelie bins and paladin bins are kept away from the premises.

Residents should remain vigilant at all times and ensure that all combustibles waste is disposed of responsibly and not left in the common parts or externally to the premises.



Housekeeping

Is accumulation of combustibles or waste avoided?	Yes
Are there appropriate storage facilities for combustible & hazardous materials?	N/A

Comments

A good standard of housekeeping was observed at the time of assessment. Ensure management of communal areas continues.

There are locked bin stores to the rear of the property.

Building Works

Are there any hot works being carried-out at this time?	No
Are the premises free of any obvious signs of incorrect hot work procedures in the past?	Yes

Comments

No hot works undertaken at the time of the inspection

No contractor policy in place at time of assessment

Any contractors used should be checked for suitable qualifications and experience prior to commencement of works.
Risk assessments, method statements, public and employer liability insurance documents should also be requested from the contractor. All contractors should be given information on the actions to take in the event of a fire.

Smoking

Are there suitable arrangements taken to prevent fires caused by smoking?	Yes

Comments

A legible 'No Smoking' sign was present and displayed within the entrance lobby.

Dangerous Substances

Are dangerous substances present, or liable to be present?	No

Comments

No dangerous substances were present within the communal areas at the time of inspection.

Dangerous substances not expected within common areas.

Lightning

Is a lightning protection system installed?	Not Known

Comments

Further investigation required to confirm if Lightning protection is installed and provide annual maintenance records are provided.

Escape Routes & Fire Spread

Ease of Use

Are exits easily and immediately openable?	Minor Defects
Do fire exits open in direction of escape where necessary?	Yes
Are escape routes unobstructed and safe to use?	Yes
Are there reasonable measures for the evacuation of disabled people?	Yes

Comments

Travel distances were measured and considered to be acceptable for the type and use of premises. The fire exits lead to a final place of safety away from the property.

No disabled person identified at the time of this inspection, should this arrangement changes, if persons living within this property require assistance or support for evacuation advice should be sought from their local authority about a person centered risk assessment.

Rear fire exit door was noted with double lock mechanism. This should be reduce to single opening mechanisms for easy egress in the event of emergency.

Dimensions

Are travel distances reasonable?	Yes
Is there sufficient exit capacity?	Yes

Comments

Exit capacity for the type, size and occupation of this building was considered adequate.

Fire Doors

Doors which are expected to be fire resisting:	• Boiler Room • Corridors • Flat Entrances • Staircases
Boiler Room Doors	• FD30S
Corridor Doors	• FD30S self-closing
Flat Entrance Doors	• Not confirmed
Staircase Doors	• FD30 self-closing
Do any fire doors appear to be of composite construction?	No
Are fire doors to a suitable standard?	Yes
Is there suitable provision of self-closing devices?	Yes
Is there suitable provision of hold-open devices?	N/A
Are doors kept locked where appropriate?	Yes

Comments

Seals painted electrical cupboard GF, and water treatment room, and cross passage door,

Fire Doors need to be checked periodically to ensure they operate correctly, close to completion and are not wedged or held open.

Gaps around fire doors should not exceed 3-4mm at the sides and head of door and 4mm at the bottom of door.

Flat entry doors should be fitted with close fitting solid timber notional or FD30s fire rated doors fitted with three fire rated hinges, combined intumescent strips and cold smoke seals and a 'Positive' self closing device.

Re the remaining flat front doors:

The responsible person should ensure a full fire door survey throughout the building is undertaken by a third party accredited contractor. This inspection is to confirm which doors will offer the required fire protection, which doors require upgrades and which doors will need to be replaced. The survey will assist in planning and implementing an improvement programme and budgeting for any costs that may need to be met in protecting the escape route and the individual flats. All work on fire doors must be certificated.

Regular checks should be carried out and recorded in the fire safety log book. 12 monthly fire door inspection recommended by 3rd party certified fire door inspector. Further advice on routine inspection and maintenance of fire-resisting doors can be found in BS 8214

Bike store

Construction & Glazing

Are escape routes protected with suitable walls and floors?	Yes
Is there adequate compartmentation?	Yes
Is there reasonable limitation of linings that might promote fire spread?	Yes
Are external walls and attachments free from materials, products and systems which could promote excessive fire spread?	Yes
Glazing which is expected to be fire resisting, inc vision panels and fanlights:	• None
Is glazing reasonable and free from any obvious defects?	Yes

Comments

No glazing in the communal areas that is expected to be fire resistant

No obvious concerns regarding compartmentation or glazing any where on external escape route walkways.

No documented evidence of compliance at the time of inspection with regards to fire resistance and compartmentation of any vertical or horizontal penetrations where service pipes communicate with each floor.
Any fire or smoke within may leave the escape route and relevant persons vulnerable to the spread of fire following the creation of voids from the passage of services at the time of this inspection.

Responsible person to consider typical situations that may assist the spread of fire and smoke such as:
> false ceilings, especially if they are not fire-stopped above walls;
> voids behind walls panelling;
> unsealed holes in walls and ceilings where pipe work, cables or other services have been installed; and
> doors/loft which are ill-fitting or routinely left open.

Where services, cables etc. breach compartments, you must ensure that correct and sufficient fire stopping is applied. It is recommended any remedial works be carried out by a 3rd party accredited passive fire protection installer.

Glazed infields opening onto the rear metal staircase were considered not capable of resisting the effects of fire for 30 minutes.
For external staircase to be acceptable secondary means of escape they should be protected front effects of fire along it full length expect for those serving non-risk rooms, doors or windows adjacent to the route and vertically below should be fire resisting and self closing. Windows should be fire resisting construction and if possible, fixed shut.

The external envelope of the premises is free from combustible materials which would rapidly promote fire spread. the external wall is of brick and the height of the building is approximately 18m. Therefore no issues regarding external fire spread.

Dampers, Ducts & Chutes

Are there suitable measures to restrict fire spread via ducts and concealed spaces?	Not Confirmed

Comments

The assessor was unable to access area where fire dampers may be present due to the level inspection undertaken (Type 1 non-destructive) as such we are unable to comment further.
It was confirmed by the responsible person that the building has Dampers fitted and that these are subject to servicing and maintenance under a contractual agreement with Olympian Fire Protection.

Section 17 of the 2011 Guidance 'Fire Safety in Purpose Built Blocks of Flats' advises that compartmentation minimises the likelihood of fire spreading, and that It needs to be ensured that the fire-resisting enclosure of flats is maintained at all openings, including:
• flat entrance and other doors
• any internal windows into the access corridor, or any glazing above or around the flat entrance door
• openings in walls and floors for services, such as water, gas and electricity
• vents into shared air supply ducts, but, more commonly, shared extract ducts from bathrooms and sometimes kitchens
• openings in walls and floors for communal heating systems, including ducted warm air systems, as well as hot water supplies
• doorways or hatches in walls for access to read electricity and gas meters and for deliveries and collections.

It is recommended that fire dampers in ducting are subjected to regular maintenance and testing to ensure they are fully functional.

Smoke Ventilation

Areas where smoke ventilation is expected:	• Corridors • Staircases
Corridors	• Mechanical Extraction
Staircases	• Openable Windows
Is smoke ventilation reasonable and free from any obvious defects?	Yes

Comments

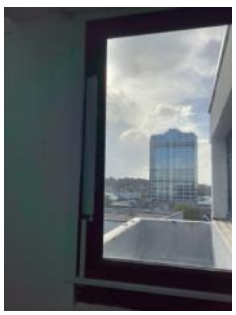
Automatically opening vents, or those vents which are electrically controlled and manually operated require regular maintenance and servicing. AOVs and electrically operated OVs should be tested once a month using the manual controls to ensure they are working as intended. In addition, once a year, a full test should be performed which includes checking the functionality of smoke detectors and AOV controls. The manufacturer's instructions will provide further details on what should be tested.

Smoke control systems such as smoke extraction systems and pressurisation systems should also be checked as per the manufacturer's instructions.

In addition, BS 9999:2008 - Code of practice for fire safety in the design, management and use of buildings offers more guidance on the servicing and testing procedures of smoke control systems.

The property is fitted with opening windows and panels in the corridors, it is thought that these are operated by means of a mechanical ventilation system, however confirmation is sought as to the cause and effect of this system.



Detection & Warning

Is an electrical fire alarm system expected?	No
Why not?	Purpose-built flats
Is a fire detection and/or alarm system provided?	Yes
Areas covered	• Communal areas

Communal Areas

System Category	• BS 5839 Pt1 Category L5
Cause & Effect	• Operates smoke ventilation

Control Equipment

Is the control equipment suitably located?	Yes
Is the control equipment free from any obvious fault or defect?	Yes

Comments

Fire system control equipment was suitably placed adjacent to the main entrance and clearly visible.

Manual Fire Alarms

Are there sufficient means of manually raising an alarm?	N/A
Are manual callpoints appropriately located and free from obvious defect?	N/A

Comments

A means of manually raising the alarm is not required within communal areas of this property.

Automatic Fire Detection

Is there sufficient provision of automatic fire detection?	Yes
Is the type of automatic fire detection suitable and free from obvious defect?	Yes

Comments

Responsible flat owner (Landlord) to confirm that adequate detection has been provided within there individual that;

In all flats, early warning of fire should be provided by means of smoke and heat alarms installed in accordance with BS 5839-6. A category of LD3 system should be considered the minimum in all circumstances. This is a system where there is one or more smoke alarms solely in the circulation spaces of a flat including a heat detector within the kitchen space. Flats with more than one level and those with more than one hallway or circulation space with always require more than one smoke alarm.

Audibility

Are there adequate means of alerting all relevant persons?	N/A

Comments

Sounding devices not required within common areas of this property.

Firefighting

Fire Extinguishers

Are fire extinguishers expected?	No
Why not?	• Not practicable to train residents • Fire unlikely in communal areas • Vandalism concerns
Are fire extinguishers provided?	No
Is the provision of fire extinguishers reasonable?	Yes

Comments

The provision of simple fire extinguishers can be useful in restricting the development and spread of small fires in their early stages. However, unless a fire is very small, the best advice is to evacuate the building to a place of safety and call the fire and rescue service. This is because for larger fires people need training to know what type of fire an extinguisher can safely be used on, how to tackle a fire safely, and when to give up and get out. The installation of extinguishers can also lead to problems if they are not properly maintained or where equipment is discharged through malice or horseplay. For these reasons extinguishers are not recommended within communal areas of this property.

Fixed Systems

Are any fixed systems provided?	No
Is provision of fixed systems reasonable?	Yes

Comments

No fixed installations were present within this building.

Fire Service Facilities

Is a secure information box required?	Yes
Are any fire service facilities provided?	Yes
Types of facility	• Dry rising main • Smoke ventilation • Fire fighting lift • Premises information plate
Is provision of fire service facilities reasonable?	Yes

Comments

Provisions in terms of access and lighting for fire service personnel was considered adequate at the time of assessment.

The buildings Responsible Person (or RP) is legally required to ensure the system is maintained to BS 9990:2015 code of practice which means a full annual pressure test plus a six monthly visual check for dry risers in buildings over 18 metres.
British Standards state that inlets, landing valves, drain valves and landing valve boxes should be inspected every six months and that wet tests be carried out annually when the riser can be checked for leaks. They also state that maintenance and repairs should be carried out by a competent person.

FIA Code of Practise for the Provisions of Premises Information Boxes in Residential Buildings provides recommendations for the provision of Premises Information Boxes (PIBs) and the Emergency Response Packs (ERPs) in high-rise residential buildings.

It is provided for responsible persons (RP) of high-rise residential buildings to assist them in providing and managing PIBs and ERPs. It also provides advice to FRSs in ensuring access and managing access systems. Building designers, Building Control Bodies and Building Safety Regulators will also find benefit from the guidance where a PIB is proposed for new buildings. The code of practice provides recommendations for the:
• location of the PIB;
• security against unauthorised access;
• signage;
• the Emergency Response Pack (ERP);
• maintenance of the PIB and ERP;
• exchange of information between stakeholders and definition of responsibilities.

This code of practice applies to the provision of PIBs and ERPs within the following types of premises:
• existing blocks of flats whose top storey floor height is 18m or more, or over six storeys (ground plus five upper storeys), whichever is the lower;
• existing blocks of flats whose top storey floor height is below 18m or under six storeys which have additional complexity i.e. layout, access, floor numbering, flat numbering, firefighting facilities, fire engineering etc;
• student accommodation designed like a block of flats, e.g. those adopting a stay put approach whose top storey floor height is 11m or more;

• new build blocks of flats whose top storey floor height is 11m or more.

Fire Fighting Lift noted on site during the inspection. It should be ensured firefighting lifts are tested and serviced in accordance with the recommendations of BS9999/BS EN 81-72.

Lighting

Normal Lighting

Is there adequate lighting of internal escape routes?	Yes
Is there adequate lighting of external escape routes?	Yes
Is there adequate lighting in risk critical areas?	Yes

Comments

Conventional lighting was considered adequate at the time of assessment

Emergency Lighting

Method of emergency lighting of internal escape routes:

- Borrowed light
- Protected circuits
- Non-maintained emergency lighting (central system)

Is this provision reasonable?

Yes

Method of emergency lighting of external escape routes:

- Borrowed light

Is this provision reasonable?

Yes

Method of emergency lighting of other areas:

- Protected circuits
- Non-maintained emergency lighting (central system)

Is this provision reasonable?

Yes

Comments

The level of emergency escape lighting was considered adequate and appeared to be installed in accordance with BS 5266.

BS5266: states that emergency lighting systems must be subjected to an annual discharge testing. All emergency lighting systems, and internally illuminated exit signs, should be subjected to monthly function testing from its battery by simulation of a failure of the supply to the normal lighting for a period sufficient to ensure that each lamp is illuminated. During this period, all luminaires and signs shall be checked to ensure that they are present, clean and functioning correctly. At the end of this test period, the supply to the normal lighting should be restored and any indicator lamp or device checked to ensure that it is showing that the normal supply has been restored.

Signs & Notices

Escape Routes

Is escape route signage necessary?	Yes
Is escape route signage provided?	Yes
Is provision of escape route signage suitable?	Yes

Comments

Flats with a single staircase, regards of the number of floor, would, for example not usually require any fire exit signage, however, the assessor considered it may be appropriate to install fire exit signage throughout the escape both staircases to direct any relevant persons in the event of emergency. Where (if) fitted, they should satisfy the requirements of BS5466-6 and installed in accordance with the requirements of BS5499-4. This should consist of fire exit directional signage and fire exit signage above the final exit door.

Fire Doors

Is there signage suitable for self-closing fire doors?	N/A
Is there signage suitable for locked fire doors?	Yes
Is there signage suitable for automatic fire doors?	N/A

Comments

An adequate level of fire door signage was seen at the time of assessment.

Other Signs & Notices

Is there suitable signage for fire service facilities?	Yes
Are fire action notices suitable?	Yes
Are there suitable notices for fire extinguishers?	N/A
Is there suitable wayfinding signage for the fire and rescue service?	No
Is there suitable zone information for the fire alarm system?	Yes

Comments

'Fire Action Notices' detailing the specific actions to be taken in the event of an emergency to be conspicuously sited in the following areas: communal hallways and given to each unit within the block.

It is recommended that fire action notices which advise on the stay put policy are displayed within each lift lobby area on all levels and adjacent to entrance points.

A fire action notice should be present within each entrance lobby displaying a stay put policy.

Example of notice for use in blocks with a 'stay put' policy

Fire Action If Fire Breaks Out In Your Home:
• Leave the room where the fire is straight away, then close the door.
• Tell everyone in your home and get them to leave. Close the front door of your flat behind you.
• Do not stay behind to put the fire out. • Call the fire service. • Wait outside, away from the building.

If You See Or Hear Of A Fire In Another Part Of The Building:
• The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.
• You must leave immediately if smoke or heat affects your home, or if you are told to by the fire service.
• If you are in any doubt, get out.

To Call The Fire Service:
• Dial 999 or 112.
• When the operator answers, give your telephone number and ask for FIRE.
• When the fire service reply give the address where the fire is.
• Do not end the call until the fire service has repeated the address correctly.

It is recommended that information signage is in place at the main entrance or adjacent to the fire alarm panel to inform fire crews of the exact location of photovoltaic isolation point.


Fire Alarm Zone Plan


The Lock
24m x 18m


THE LOCK
FIRE EMERGENCY PROCEDURE

Fire Safety Management

Procedures & Arrangements

Current evacuation policy	Stay Put

Further details

This purpose-built blocks of flats should operate a Stay Put/Defend in Place fire policy. This strategy may be considered in blocks of flats were each flat is a minimum 60 minutes fire resisting compartment. The policy involves the following approach. When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service. If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service. All other residents not directly affected by the fire should be safe to stay put and remain in their flat unless directed to leave by the fire and rescue service. It is not implied that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.

Are fire action procedures suitable and appropriately documented?	Yes
Are new residents given a copy of fire safety instructions after they move in?	Not Known
Are all residents given a copy of fire safety instructions every 12 months?	Not Known
Are new residents given relevant information about fire doors after they move in?	Not Known
Are all residents given relevant information about fire doors every 12 months?	Not Known
Are there suitable arrangements for calling the fire service?	N/A
Is there a suitable fire assembly point?	N/A
Are there suitable arrangements for the evacuation of disabled people?	N/A
Is there co-operation and co-ordination between relevant parties?	N/A

Comments

The responsible persons attention should be drawn to a new fire risk assessment prioritisation tool (FRAPT) which has been issued under the new regulations which came into force on 23rd January 2023.

The Fire Risk Assessment Prioritisation Tool (FRAPT) is a web-based tool that helps Responsible Persons (RPs) update their fire risk assessments and ensure that any safety risks are addressed as soon as possible. The tool assigns a priority rating to buildings based on a series of questions about the structure, external walls, and flat entrance doors. The purpose of the FRAPT is to assist Responsible Persons in establishing a prioritisation strategy for updating their fire risk assessments. The FRAPT can be accessed from the Home Office website; https://bpt.homeoffice.gov.uk

All Fire Action Procedures should be documented and held on file for inspection purposes.
All residents should receive copies of the procedures when taking over a property.
All procedures should be regularly reviewed.
Consideration must given to any material changes to the building or known specific needs or limitations of individuals who live here when carrying out a periodic review.

Fire action notices identifying steps to take in the event of a fire have been displayed within the common areas. This information should also be communicated to each individual flat owner with clear detail on the evacuation policy for the building.

The responsible persons attention should be drawn to a new fire risk assessment prioritisation tool (FRAPT) which has been issued under the new regulations which came into force on 23rd January 2023.
The Fire Risk Assessment Prioritisation Tool (FRAPT) is a web-based tool that helps Responsible Persons (RPs) update their fire risk assessments and ensure that any safety risks are addressed as soon as possible. The tool assigns a priority rating to buildings based on a series of questions about the structure, external walls, and flat entrance doors. The purpose of the FRAPT is to assist Responsible Persons in establishing a prioritisation strategy for updating their fire risk assessments. The FRAPT can be accessed from the Home Office website; https://bpt.homeoffice.gov.uk

Following the recent changes to the Fire Safety Regulations (England) 2022 which came into force on 23rd January 2023. The RP for this property is now required to provide all residents with the following information.

Following the recent changes to the Fire Safety Regulations (England) 2022 which came into force on 23rd January 2023. The RP for this property is now required to provide all residents information, this includes fire safety advice and information on the fire doors.

Training & Drills

Are staff regularly on the premises?	No
Are employees from outside organisations given appropriate fire safety information?	Not Known

Comments

The assessor was unable to determine whether there are suitable arrangements for contractors working onsite. Contractors working onsite can pose increased risk of fire due to work processes undertaken within the premises. Request method statements and risk assessments. Consider requesting copies of health & safety policy documents, public & employer's liability insurance documents, training records and RAMS for activities they will be carrying out.

Any contractors or visitors working on this site must be informed as to what evacuation procedures are in place
and what their responsibilities are in the event of an emergency.

Testing & Maintenance

Was testing & maintenance information available?	No
Are fire extinguishers subject to suitable test & maintenance?	N/A

Comments

No records of testing and maintenance were provided at the time of inspection, however confirmation has been assured that the following has been u delta Ken and contractural agreements are in place,

- The fire alarm system should be tested in line with the methods in BS 5839-6. For this building a reasonable testing frequency is weekly and six-monthly.
- The emergency lighting should be subject to a short duration test on a monthly basis and a full duration test on an annual basis.
- The firefighting lifts should be tested and serviced in accordance with the recommendations of BS 9999.
- The rising mains should be inspected visually every 6 months by the user and tested in accordance with BS 9990 annually.
- The smoke ventilation system should be tested and serviced in accordance with the recommendations of BS 9999.
- Routine in-house fire safety inspections should be initiated.

Record Keeping

Were fire safety records available?	No
Is the local fire and rescue authority provided with suitable information regarding the design of external walls?	Not Known
Is the local fire and rescue authority provided with floors plans and a building plan?	Not Known
Are fire safety records accessible to the residents of the building?	Not Known

Comments

No records provided or seen at the time of the inspection. All records of testing and maintenance should be recorded within a fire log book, with any documentation kept within a designated fire folder.

Tasks

Task 1

Ref	1840213
Source Version	1
Category	Fire Prevention
Sub Category	Arson
Action Required	Provide security control to the main entrance door, to include a fire service override facility.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 2

Ref	1840215
Source Version	1
Category	Fire Management
Sub Category	Training & Drills
Action Required	It should be ensured that employees from outside organisations are given information on the action to take in the event of fire.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 3

Ref	1840217
Source Version	1
Category	Fire Management
Sub Category	Procedures & Arrangements
Action Required	Documentation was not available for viewing. It should be confirmed that fire action procedures are suitable and appropriately documented.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 4

Ref	1840219
Source Version	1
Category	Signs & Notices
Sub Category	Other Signage
Action Required	Provide signage to confirm the operation of smoke vent controls.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 5

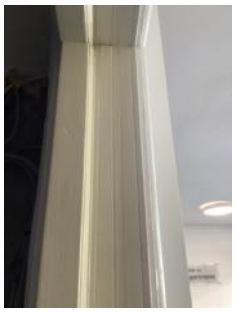
Ref	1840223
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	Remove the fittings from the under-mentioned doors which impede easy escape: rear fire exit.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 6

Ref	1840225
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Confirm that flat front doors, inspection of which was not possible, are to an FD30 self-closing standard.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 7

Ref	1840227
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	The intumescent strips and smoke seals on the following doors have been over-painted and should be replaced: all doors protecting the stair, means of escapes and plant rooms.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024



Task 8

Ref	1840229
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Fire Doors
Action Required	Re-hang the following doors to reduce the gaps around the doors: doors leading onto the protected means of escape and those along the corridors and communal areas, In the main the fire doors that were installed are to a good standard, however they did not have evenly spaced 3mm gaps. Therefore it is recommended that a competent and third party accredited person or company is instructed to ensure all fire doors reach the required standard.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024




Task 9

Ref	1840231
Source Version	1
Category	Fire Management
Sub Category	Procedures & Arrangements
Action Required	Fire action procedures should be documented.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 10

Ref	1840235
Source Version	1
Category	Fire Management
Sub Category	Record Keeping
Action Required	Fire safety records were not available. It should be ensured that suitable records are kept of testing, maintenance and training.
Priority	Medium
Severity	Moderate
Status	Identified
Due Date	22 January 2024

Task 11

Ref	1840221
Source Version	1
Category	Escape Routes & Fire Spread
Sub Category	Ease of Use
Action Required	Although the amount of items currently in escape routes is not unreasonable, routes should be monitored to ensure that a build-up of items does not impede escape.
Priority	Low
Severity	Minor
Status	Identified
Due Date	29 October 2024

Task 12

Ref	1840233
Source Version	1
Category	Fire Management
Sub Category	Testing & Maintenance
Action Required	Testing and maintenance information was not available. It should be ensured that all fire safety measures are subject to suitable test.
Priority	Low
Severity	Minor
Status	Identified
Due Date	29 October 2024

Risk Score

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:	Medium
Taking into account the nature of the building 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:	Moderate

Likelihood	**Potential Consequence**		
	Slight Harm	Moderate Harm	Extreme Harm
High	Moderate	Substantial	Intolerable
Medium	Tolerable	**Moderate**	Substantial
Low	Trivial	Tolerable	Moderate

Likelihood

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.

Consequence

Slight	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	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	Significant potential for serious injury or death of one or more occupants.

Trivial	Limited or no further improvements required for compliance.
Tolerable	No major additional controls required. However, there may 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 medium 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 building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	The building (or relevant area) should not be occupied until the risk is reduced.

Risk Score	Moderate Risk
Risk score once all tasks have been completed	Tolerable Risk
Next Assessment Due	1 November 2024

Life Safety Fire Risk Assessment
Certificate of Conformity

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule

Part 1

Name of Certificated Organisation: Salvum Ltd, The Warehouse, Alma Road, Hadleigh, Essex, SS7 2EF

Bafe Registration Number: 103762

SSAIB Registered Provider: ESSX286

Part 2

Name of Client

Part 3

Address of premises to which this assessment was undertaken	The Lock Apartments, 19 Fleming Way, Swindon, Wiltshire, SN
Part of premises to which this assessment applies	Communal areas

Part 4

Brief description and scope of this assessment	Life Safety as per agreed specification

Part 5

Effective date of the fire risk assessment	30 October 2023

Part 6

Recommended review date of the fire risk assessment	01 November 2024

Part 7

Unique reference no.

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certified Organisation

Name and Job Title: Warren Oxley :: Technical Manager

Date of Issue: 26 November 2023 **Signature:**