



Fire Risk Assessment



Full Property Name	The Wharf (Purpose Built Apartments).
Full Property Address:	27 Wharf Road, Altrincham WA14 1AP.
Number of floors	Five floors, including the ground.



Assessment Date:	11th of July 2023
Assessor's Name:	G Hodson EngTech, MIFireE, MIFSM.
Responsible Person:	Wharf Road, Management Limited. <i>(Property managed by Manchester property group Limited.)</i>
Occupancy Type:	Purpose-built flats - common areas
Is the Regulatory Reform Fire Safety Order applicable to this building?	Yes
Risk Level for Building at Time of Inspection (Overall Risk Rating) 1 (high), 2 (medium), 3 (low)	Medium
Suggested Risk Assessment Review Date:	July 2024



STATEMENT OF FIRE RISK ASSESSMENT

Wyvern Fire Safety solutions has conducted this comprehensive Fire Risk Assessment to assist the Responsible Person in complying with The Regulatory Reform (Fire Safety) Order 2005.

The Assessment is a systematic evaluation of the premises identifying hazards, potential hazards and persons at risk and determining the likelihood (risk) that such hazards will cause harm.

A non-invasive fire risk assessment has been carried out. All accessible areas have been surveyed for the assessment. Being non-invasive it was not possible to examine and comment of the following: Concealed spaces, service ducts and penetrations, floor, and partition wall material construction. Also, the examination of the fire alarm and emergency lighting systems relates to visual elements only and does not relate to the suitability of the system as a whole and the components and associated wiring, alarm panel.

The Responsible Person is required to have this Assessment constantly reviewed and adjusted, if necessary, to meet any changing circumstances – Article 9 (3).

This Fire Risk Assessment has been conducted to meet the specific requirements of our client.

This Fire Risk Assessment has been conducted using a five-step Fire Risk Assessment process as recommended by HM Government Guides, Employer's Guides and the Health and Safety Executive. The recommendations of Publicly Available Document 79:2005, Fire Risk Assessment, Guidance and Methodology (PAS 79) have also been considered and it is considered to satisfy the recommendations of the document.

Where appropriate and necessary the assessment included the consideration of sections 1-6, 8, 9, and 11 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises.

The Fire Risk Assessment should be available for inspection or validation by any authorised person and should be reviewed:

- Following a change of work practice
- Following a significant change of staffing level
- Following any structural or material change to the premises or its usage
- Following any change in the fire precautions in the premises
- Following any near miss or fire incident
- At recommended intervals of no more than twelve months

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed.

The additional controls, recommendations and actions given for each section in the action plan/summary section of the document should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a level which is acceptable in the circumstances.

Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, responsible persons must, among other things, 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures, which are in place for serious and imminent danger.



Before employing a child, the responsible person must, provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures, which are in place for serious and imminent danger.

The responsible person must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in his undertaking.

The fire risk assessment has been completed on behalf of Wyvern Fire Safety Solutions Ltd, based on the appearance, layout, and occupation of the building on the day of the assessment and information provided by the employees.

The recommendations contained within the Fire Risk Assessment and the Action Plan are based on the areas/activities shown to the Fire Consultant during their visit. Wyvern cannot be held liable for any areas or activities not shown to the Fire Consultant or omissions or inaccuracies in the information provided by persons present on the day.

Ownership and implementation of the Fire Risk Assessment is vital, and we accept no liability for any loss, damage or other liability arising from a fire due to a failure to observe the advice contained in this document. Wyvern FSS Ltd is not responsible for instigating the work specified in this risk assessment it is the duty of the responsible person to action any significant findings and failure to do so may result in enforcement action by the enforcing authorities (Fire and Rescue Services).



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SECTION 1 GENERAL INFORMATION

1.1 Description of Property:

The premises has been built in the last 18 months and is located in Altrincham. I am informed the premises went through building control and has been signed off. The construction is concrete construction with compartment, floors and brick walls. There is a protected staircase and lift and service shaft from the top floor to ground floor and apartments appear to be separated by fire resistant partition walls.

The ground floor consists of an open car park, with a roller shutter door to the street for vehicle access. There is a fire door from the car park into the protected route at ground floor, which also accesses the staircase and front door of the building ,further areas located off the car park include a sprinkler plant room, electrical intake switch room and bin store which is located off a lobby area from the car park, it has a doorway to outside for emptying the bins as well as a pedestrian exit off the access lobby. At the present time. This does not appear to be secure. I am informed it is to be fitted with a maglock and green brake glass override.

The upper floors 1st to 4th are serviced by a single protected staircase containing the lift shaft and dry riser outlets. There is an AOV at the top of the staircase adjacent to the roof access door.

There are fire doors from the protected route on each level floors 1–4 that access accesses a single main corridor on each level. Off these corridors are service riser cupboards and cleaning cupboards. Along with 11 apartments on each floor. At each end of the corridor, are located automatic, opening vents that operate on the fire alarm fitted.

The fifth floor is a roof terrace that occupants to have access to, located on this level are. AOV vents from extracts each for level these are enclosed. There is also a service riser and storage room accessible from the roof level. There is a solar panel section on the roof level with restricted access to authorised staff only.

This fire risk assessment covers the communal areas only, including the standard of flat entrance doors. Recommendations will also be made relating to the provision of automatic detection within the flats, and the testing of gas and electrical equipment within flats, however this is beyond the scope of the Fire Safety Order and is provided as advisory only. Access was only gained to one flat. I am informed each flat is sprinklered. There is an engineered solution in place for this building due to extended travel distances to the protected staircase and the fact that each flat is entered directly through the kitchen dining area.

Premises risk level at the time of the risk assessment:	Medium
Number of floors in the buildings:	5 – Ground, first, second, third, fourth floor.
Number of storeys included in the risk assessment:	5 – Ground, first, second, third, fourth floor.

1.2 Use of Premises:

The premises contains 44 flats across four upper floors 11 flats per floor the block is accessed via main entrance door at the front of the property. There is a communal hallway on each level and a single staircase supplying each floor. The ground floor is used as a car parking area and contains service rooms. As well as the main Front staircase and door

Due to the fact, the building is purpose-built block of flats built to building regulations the evacuation strategy is Stay put/stay safe.



1.3 Occupiers of the Building	
Is there any recent history of fires in the building?	No
Occupants in remote areas?	Yes
People identified – The premises is used for residential purposes, residents, visitors, contractors.	

**SECTION 2
FIRE HAZARDS AND IGNITION SOURCES**

2.1	Electrical Sources of Ignition	
2.1.1	Are electrical circuits and installations periodically tested and inspected?	Yes
2.1.2	Is PAT testing carried out?	See below
2.1.3	Are any electrical adaptors or extension leads used safely?	N/a
2.1.4	Are electrical cables routed to avoid physical damage?	N/a
2.1.5	Is lightning protection provided for the building?	Yes
Comments and Other Relevant Issues Noted:(list)		
2.1.1	<p>The main electrical service room is contained off the main carpark on the ground floor. Within each flat there are distribution boards. As the building is recently constructed, the fixed wiring test should be compliant. No paperwork was provided. See pictures 1,2.</p> <p>The electrical fixed wiring test for the Landlord’s supply should be carried out by a competent electrical engineer in accordance with BS 7671. An inspection every five years is recommended for the main electrical intake for the building.</p> <p>A management procedure should be implemented to ensure that the relevant fixed wiring tests are carried out at the appropriate time. The Engineers reports should be retained as evidence of the tests.</p>	
2.1.2 - 2.1.4	<p>There is some electrical equipment provided in the communal area storerooms and service rooms. There is CCTV equipment, and several hoovers were noted. It is unclear if these belong to the building company or cleaners if they belong to the building or cleaners, they require PAT testing. See pictures. 3,4,5.</p>	
2.1.5	<p>Lightning protection has been provided to the building. Ensure this is tested regularly as recommended by the installers. See picture. 6.</p>	



2.2	Heating	
2.2.1	Are mains gas supplies connected?	No
2.2.2	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors	N/a
Comments and Other Relevant Issues Noted: (list)		
2.2.1-2.2.2	There does not appear to be a gas supply to the building and the communal areas do not appear to have any heating fitted.	

2.3	Cooking	
2.3.1	Are cooking facilities available?	No
2.3.2	Are cleaning certificates provided?	N/a
Comments and Other Relevant Issues Noted: (list)		
2.3.1	There are no communal cooking facilities provided.	

2.4	Arson	
2.4.1	Is external refuse managed adequately?	Yes
2.4.2	Are suitable external security arrangements in place?	Yes
2.4.3	Is the building vulnerable to arson?	No
Comments and Other Relevant Issues Noted: (list)		
2.4.2	<p>There is a purpose-built bin room located off the alternate entrance ground floor car park. It is located behind fire resistance and has double doors to outside and a fire door from the corridor between the car park and the alternate fire exit. Fire detection has been fitted within the bin room. See pictures. 7,8.</p> <p>There is a bike storage area located outside the front door. There is a gap between the building and the bike storage area. People can access the car park of the building through it. I recommend it is improved. See picture.9.</p> <p>Located within the car park area. There is a wooden compound containing a backup generator for the sprinkler system. See picture. 10.</p>	



2.5	Storage and House Keeping	
2.5.1	Are large/abnormal amounts of combustible storage kept in the premises?	No
2.5.2	Is there a large or excessive fire loading?	No
2.5.3	Are storage arrangements adequate?	Yes
2.5.4	Are highly flammable materials kept in the premises?	No
2.5.5	If so, are storage arrangements adequate?	N/a
2.5.6	Are other hazardous materials kept in the premises.	No
2.5.7	If so, are storage arrangements adequate?	N/a
2.5.8	Is general housekeeping satisfactory?	Yes
2.5.9	Are significant ignition sources separated from combustible or highly flammable materials?	No
2.5.10	Is the use of highly flammable materials minimised?	Yes
Comments and Other Relevant Issues Noted: (list)		
2.5.1 - 2.5.10	<p><u>Ground floor</u></p> <p>On the ground floor beneath the building is located a car parking area for residents. This also extends to the rear and left-hand side of the building. Within this car parking area are several EV charging points located beneath the building. There is fire detection within the car park and the ceiling of the car part it is a compartment ceiling.</p> <p>Located towards the front of the car park when looking from the front of the building are two rooms with compartment walls going to full ceiling height they contain an electric room with the main incoming supply, and a separate sprinkler pump room containing the sprinkler water tank and associated pumps.</p> <p>The main room containing electric incoming supply is essentially used as a storeroom at present. It requires clearing out builder's rubbish is stored within here as well as rubbish down the main incoming electrical supply pit. See pictures. 12,13,14,15.</p> <p>There is also some minor storage taking place within the main pump room/sprinkler tank room.</p> <p>On the left-hand side behind fire resistance are located the service shafts as well as a corridor from the car park to the outside of the building with the bin room, located off it and a doorway leading into the protected staircase containing the lift lobby and stairway to the upper floors as well as the front door. Remove rubbish from the ground floor service shaft room. And ensure excess rubbish is not dumped within the bin room. See pictures. 17,18.</p>	



	Comments and Other Relevant Issues Noted: (list)
2.5.1 - 2.5.10	<p><u>Ground floor continued.</u></p> <p><u>Under no circumstances, such should storage be placed within the main access staircase within the protected route at any level.</u></p> <p><u>The corridor containing the bin room, which also contains a main fire panel and communications within the building is unsecure to the outside (It is held shut by two bricks) this requires remedying immediately. See picture.19</u></p> <p><u>Upper floors</u> Located on each floor are cleaners, rooms and service shaft rooms. These are located on front corridor to the right hand side when exiting the staircase enclosure. Storage is taking place within these rooms. Excess rubbish and builders' storage requires clearing from both the cleaner's rooms and the service shaft rooms. First floor. See picture. 4,20.</p> <p>There are fire doors at the end of each service room on each level to a service shaft. This should be kept sterile storage should not take place on the metal grills. See example picture. 21. Level 4 service shaft off service room. See picture 22. Level 5 service shaft off service room. See picture 23.</p> <p>The housekeeping within the block is generally good. However, across various levels storage is taking place in the corridor that should be monitored and managed as it will likely get out of hand. See pictures.24,25.</p> <p>A 'managed use' approach in relation to combustibile items being displayed within the communal areas is covered within the LGA guide to Purpose Built Flats which allows strictly defined use of common parts and limits the items allowed.</p> <p>The guidance states that pot plants and door mats may be acceptable, and framed pictures would also be allowed, but this should be strictly controlled to ensure that the risks are managed and displays within the means of escape are not excessive.</p> <p>Whilst some items within the communal areas may be allowed, to create a homely feel, the storage of combustibile and easily ignitable items should not be allowed.</p> <p>The advantages of this approach are that the common areas are more homely and with clear guidance on the types of items that can be displayed, the risk factors in the building can be considered.</p> <p>The disadvantages of this approach are that more frequent inspections will need to be carried out and failure to monitor the nature and number of items permitted to be stored within communal areas could lead to increase the risks to residents and Enforcement action by Regulatory bodies.</p> <p>The alternative to 'managed use' is zero tolerance which does not allow any storage within the communal means of escape.</p>



	Comments and Other Relevant Issues Noted: (list)
2.5.1 - 2.5.10	<p>The policy in relation to display items within the means of escape should be communicated to all residents and regular checks carried out to ensure that tenants are adhering to the policy in place.</p> <p>A clearly defined ‘do’s, and don’ts’ policy in relation to items allowed to be displayed within communal areas should be documented and shared with residents, where a ‘managed use’ approach is taken.</p> <p>Items should be limited to basic furniture and not upholstered seating. Clear limits should be set in relation to combustible items and easily ignitable items should not be permitted.</p>

2.6	Building Work and Outside Contractors	
2.6.1	At the time of the risk assessment, was any building work being carried out?	No
2.6.2	If so, did this introduce any unusual hazards or ignition sources?	N/a
2.6.3	Are any fire safety conditions imposed on contractors?	Unknown
2.6.4	Is there a permit to work/ hot work permits scheme?	See below
	Comments and Other Relevant Issues Noted: (list)	
2.6.3-2.6.8	<p>There were no building works being carried out at the time of the assessment.</p> <p>Advisory: It should be ensured that any works being carried out on the premises do not increase the risks from fire and that a management procedure is in place to ensure that all works are adequately controlled.</p> <p>The implementation of a Permit to Work system is recommended where hot works are being carried out to ensure that the risks from fire are minimised, or where compartment lines are being breached.</p> <p>Any breaches in fire resistance made by contractors should be repaired using appropriate fire-resistant materials.</p>	



**SECTION 3
MEANS OF ESCAPE**

3.1	Means of Escape	
3.1.1	Are there adequate numbers of final exit doors?	Yes
3.1.2	Are all fire exits immediately open-able without the use of a key?	Yes
3.1.3	Are electronic security locks fitted to exit doors on escape routes?	Yes
3.1.4	If so, are they appropriately and safely fitted and maintained?	See below
3.1.5	Does fire exit open in the direction of escape?	N/a
3.1.6	Is adequate artificial illumination provided where necessary?	Yes
3.1.7	Are the alternative exit route/s provided with appropriate fire exit signage?	Yes
3.1.8	Were any unsatisfactory fire exit or escape routes noted?	No
3.1.9	Are the alternative means of escape acceptable?	N/a
Comments and Other Relevant Issues Noted: (list)		
3.1.2-3.1.9	<p><u>Ground floor</u></p> <p>The main entrance to the block is fitted with a sliding door to open it operates on a fob or code from outside, and the sensor inside to exit. There is a manual green brake glass, override fitted residents should be informed of the procedure to open the door in the event of failure of the power supply, this would involve pressing the green break glass, sliding the door manually. See picture.26</p> <p>There is also a maglock on the door from the lobby area to the car park. This is fitted with a green brake glass override. See picture 27.</p> <p>Green manual brake glass points should be tested monthly and serviced annually. This should be recorded in the logbook No paperwork was provided.</p> <p>The doorway from the car park to the bin room corridor and final exit is fitted with a maglock operated by a fob within the car park. And the green brake glass from the corridor to the car park However, this doorway is indicated as a fire exit as such. It should have a green brake glass override on the car park side. See picture 28.</p> <p>Once through the fire exit door from the car park there is a linking corridor to final exit. This is fitted with a green brake glass override. However, the maglock is not yet fitted to the door. At present this door is a security risk for the building. See picture. 19.</p> <p>Occupants of the car park can also discharge down the right hand side walk way where there is a final exit gate, at present this is unlocked. This could be managed by coded padlock with the residents given the code. See Picture.29.</p>	



	Comments and Other Relevant Issues Noted: (list)
3.1.2- 3.1.9	<p>The vehicle access to the car park is via roller shutter door that works on fob access. There is, however, a green manual brake glass override and what appears to be manual chains to open the door. See pictures. 30,31.</p> <p>The bin room is located off the corridor mentioned above the final exit from the bin room to outside consist double doors with a maglock fitted these doors are for moving the bins onto the street prior to emptying. These doors are fitted with a green brake glass override. See picture 32.</p> <p>Within the building, there are several service rooms. This includes the pump room and electric room on the ground floor. These are kept locked and fitted with thumb turns on the inside. The thumb turn within the plant room requires reinstating as it is missing off the door. See picture.33</p> <p>The only flat that could be accessed was flat 31, it is fitted with a thumb turn to exit the rest of the flat door doors appeared identical. This requires confirming.</p> <p>Advisory: Fire Safety Guidance recommends that the exit door from each unit of accommodation is openable from the inside without the use of a removable key.</p> <p>Where residents install additional security devices to flat entrance doors, these should be openable without the need for a key.</p> <p>Escape routes are provided with adequate lighting. There is directional signage and final exit signage within the emergency lighting.</p>



3.2 Protection of Internal Escape Routes and Structural integrity		
3.2.1	Are dead end exit routes adequately protected?	Yes
3.2.2	Are floor surfaces, stairs, and handrails safe?	Yes
3.2.3	Are exit routes adequately clear of storage and obstructions?	Yes
3.2.4	Are existing fire doors fitted with strips and cold smoke seals and door closers, where required, are they shutting into their frame.	Yes
3.2.5	Are fire doors held open by irregular means?	No
3.2.6	Are service shafts between floors adequately fire stopped?	See below
3.2.7	Are doors to service riser shafts to a suitable fire resisting standard?	Yes
3.2.8	Is compartmentation considered to be of a reasonable standard?	Yes
Comments and Other Relevant Issues Noted: (list)		
3.2.1 – 3.2.8	<p>The only flat that could be accessed was flat 31 it is fitted with an FD 30 S fire door with strips and seals and self closing device. As well as thumb turn to exit. The door also has a smoke seal that descends on the bottom of the door to the floor to reduce the gap between the bottom of the door and the floor, this door appears to be replicated throughout the building on all the flats. See example, pictures. 34,35,36,37,38.</p> <p>On a visual inspection the doors throughout the premises appear to be FD 30 fire doors. FD30S Fire doors (incorporating intumescent strips and smoke seals) these have been installed to all flats, staircase lobby doors, Service rooms across all levels. The doors inspected appear to comply apart from a few issues which are listed below.</p> <p style="color: red;">See below with regards to guidance on flats these require implementing. No information was given regarding any of the below procedures and no paperwork was provided.</p> <p style="color: red;"><u>Info to residents – Instructions</u> You must display fire safety instructions in a Lobby/conspicuous part of the building. The instructions must be in a form that residents can reasonably be expected to understand.</p> <p style="color: red;">The instructions must cover the following matters:</p> <ul style="list-style-type: none"> • the evacuation strategy for the building (e.g., stay put) • instructions on how to report a fire (e.g., use of 999 the correct address to give to the fire and rescue service, etc.) • any other instruction that tells residents what they must do when a fire has occurred, based on the evacuation strategy. <p style="color: red;">These instructions must also be provided directly to new residents as soon as reasonably practicable after they move into their accommodation. The Instructions should be reissued to all existing residents at periods not exceeding 12 months and following any material changes to the instructions (e.g., because of alterations to the building)</p>	



	Comments and Other Relevant Issues Noted: (list)
3.2.1 – 3.2.8	<p><u>Info to residents – Fire Doors</u></p> <p>You must provide relevant information about fire doors, particularly residents’ flat entrance doors, as these play an important part in containing any fire within the flat in which it starts.</p> <p>You must provide information to all residents to the effect that:</p> <ul style="list-style-type: none">fire doors should be shut when not in use.residents or their guests should not tamper with self-closing devices on fire doors.residents should report any fault with, or damage to, fire doors immediately to the Responsible Person. <p>Residents should receive this information when they move into a multi-occupied residential building and then on an annual basis.</p> <ul style="list-style-type: none">All buildings in England that comprise two or more domestic premises.Parts of the building that are used in common by the residents of two or more domestic premises.Flat entrance doors.The walls and floors that separate any domestic premises from others.Plant rooms and other non-domestic areas of the building.External walls of the building, including doors, windows, and balconies. <p>Fire door checks</p> <p>The responsible person must use best endeavours to undertake checks of fire doors at the entrances of individual domestic premises in the building at least every 12 months.</p> <p>The responsible person must keep a record of the steps taken to comply including in any case where access to the domestic premises was not granted during any 12-month period, the steps taken by the responsible person to try and gain access.</p> <p>The responsible person must undertake checks of any fire doors in communal areas of the building at least every 3 months. The checks must include ensuring that the self-closing devices for the doors are working.</p> <p>The minimum requirements for fire door checks.</p> <p>The minimum requirement is for the responsible person to undertake an inspection of the doors to identify any obvious damage or issues. A responsible person should consider:</p> <ul style="list-style-type: none">• If there has been any alterations or damage to a door’s glazing apertures or air transfer grille.• If there are any gaps around the door frame and that seals and hinges are fitted correctly.• That the door closer shuts the door.• That the door closes correctly around the whole frame.• That there is no visible damage (either deliberate or from wear and tear) to the door or door closer. <p>If any issues are identified from these checks, it might be appropriate to undertake more detailed checks of doors (or the self-closing device) if any damage is identified from the initial inspection. This could include engaging a specialist.</p>



	Comments and Other Relevant Issues Noted: (list)
<p>3.2.1 – 3.2.8 Cont'd</p>	<p><u>Ground floor.</u></p> <p>The ground floor car park has been treated with fire retardant fire stopping materials on the steel roof structure where pipework and ducting passes through. This has included intumescent collars fitted around waste pipes and edges have been sealed to create suitable level of protection to the floor above.</p> <p>Repair the holes in fire resistance within the ground floor lobby. See picture. 39.</p> <p>There appear to be holes in fire resistance, where pipes and cables of pass through the wall within the pump room fire stopping has been damaged. See picture 40.</p> <p><u>Upper floors</u></p> <p>Within the cleaner’s cupboard. There is a damaged area of wall where plasterboard has been damaged by the door handle. This requires repairing. It requires confirming that the walls within this room got a full ceiling height as there appear to be gaps if this is the case it requires fire stopping. Where the soil pipe passes through the floors it is unclear if the fire stopping is up to standard. See pictures.41,42.</p> <p>Within the service room on first floor, do not appear to be any smoke seals fitted to the door. There is an intumescent strip. See picture 43.</p> <p>The door between the service room, and the service shaft appears to be fitted with excessive use of expanding foam. This door is a fire door face stopping as required around the door. There are no smoke seals fitted to the shaft door. See picture.44</p> <p>Within level three on the second floor, there is a damaged smoke seal on the hinge side at the top. Several doors from the service rooms into the service shafts have insufficient fire, stopping they are filled with expanding foam. See pictures.45,46.</p> <p>In the cleaner’s cupboards on levels 3 and 4 it requires confirming if there is sufficient fire stopping at the top of the partition walls where they made the roof. There seems to be a gap. Fire stopping requires improving where the waste pipes go through the floor and roof within the cleaner’s rooms. And where holes have been drilled in walls. See pictures. 47,48.</p> <p>The areas above require reinstating of fire resistance.in accordance with BS 476.</p> <p>The excessive use of fire-resistant foam should be avoided as this is only suitable for small gaps.</p> <p>Advice can be found on the product labelling and instructions in relation to the size of gaps and levels of fire-resistance provided.</p> <p>The external wall systems to the apartment buildings facade comprises brick and concrete render. Apartments have a balcony constructed of light steel framing. No aluminium composite material is used in any area of the building.</p>



3.3 External Exit Routes		
3.3.1	Do external exit routes lead to a place of final safety?	Yes
3.3.2	Are external exit routes even, illuminated, and without obstructions or trip hazards?	Yes
3.3.3	Are external staircases, balconies and gangways properly and adequately protected from fire in the parent or adjacent occupancy?	N/a
3.3.4	Are external exit routes cleared of obstructions, storage, and refuse?	Yes
3.3.5	Are external exit routes considered satisfactory?	Yes
Comments and Other Relevant Issues Noted: (list)		
3.3.1 – 3.3.5	The means of escape is via the main entrance which discharges to the front of the building. There is no emergency light over the main exit or the alternate exit from the bin room corridor. This requires installing. See comments regarding right-hand side gate on the possible coded padlock ensure residents are notified of the code.	



SECTION 4 EMERGENCY LIGHTING

4.1 Description:		
Emergency lighting has been provided to illuminate the communal areas in the event of a failure of the main lighting circuit. The system appears to have been installed in accordance with BS 5266.		
The commissioning certificate was not available during the assessment and the system is not regularly tested.		
4.2	Maintenance and Records	
4.2.1	Serviced to comply with the current British Standard 5266?	See below
4.2.2	Is the emergency lighting system in good physical condition?	Yes
4.2.3	Are occupants at risk from emergency lighting deficiencies?	See below
Comments and Other Relevant Issues Noted: (list)		
4.2.1-4.2.3	<p>There was no evidence provided regarding emergency lighting testing and maintenance in accordance with BS 5266. There is no regular testing of the system by a nominated person on-site and no periodic testing by a suitably qualified person, to ensure that the annual full duration test is carried out and that the system is functioning correctly.</p> <p>No paperwork was provided for testing or servicing of the emergency lighting.</p> <p>The emergency escape lighting should be serviced and maintained in accordance with BS 5266-8: 2004 (BS EN 50172: 2004) Emergency escape lighting systems. This contains detailed recommendations which include inspections and tests to be carried out.</p> <p>In most average sized premises with normal risk, a procedure for responding to reports of defects should be in place along with a monthly test of the system.</p> <p>An annual discharge test in accordance with the requirements of BS 5266: part 8 must be carried out by a competent person, usually a lighting engineer under a maintenance contract. This will ensure compliance with the standard and should be recorded in the logbook, with a periodic inspection and test certificate issued.</p> <p>There is no emergency light over the main exit or the alternate exit from the bin room corridor. This requires installing.</p> <p>Emergency lighting fitted over the door from the bin room corridor to outside does not appear to be working.</p>	



**SECTION 5
SIGNS AND NOTICES**

Signs and notices are to be provided do comply with the Health and Safety (Safety Signs and Signals) Regulations 1996 and/or British Standard 5499 part 4-2000.		
5.1	Signs and Notices	
5.1.1	Are additional signs required?	Yes
5.1.2	Are occupants at risk from signage deficiencies?	Yes
Comments and Other Relevant Issues Noted: (list)		
5.1.1	<p>Tenants have not been provided with information relating to the emergency fire procedures in place and therefore the provision of Fire Action Routine notices close to the main entrance to the block would be beneficial.</p> <p><u>At present no fire action notice has been placed in reception it should indicate the evacuation strategy which in this building should be stay put for areas not affected by fire. This will give basic instructions on the procedures to follow should a fire occur.</u></p> <p><u>See supporting picture 49 for an example.</u></p> <p>Alternatively, it will not be necessary to display Fire Action Routine Notices where tenants are given relevant fire safety information relating to the emergency procedures in place upon taking up tenancy.</p> <p>It is recommended that the doors to storerooms and cupboards containing mains electrical equipment are kept locked shut and suitable signage is displayed on the door.</p> <p>Fire Action Routine Notices regarding stay put policy should be provided close to the main entrance and near to the fire panel to ensure that residents are familiar with the actions to take in the event of a fire. Alternatively, residents may be given relevant fire safety information relating to the emergency procedures in place upon taking up occupancy.</p> <p>Information provided to tenants regarding emergency procedures will be covered further in Section 8 of this report. Stay put policy.</p> <p>Within the fire control zone corridor, there are no zone plans of the building in relation to the sprinklers and fire alarm. There is however a fire box containing some documents in relation to this.</p>	



**SECTION 6
FIRE ALARM AND FIRE WARNING ARRANGEMENTS**

6.1	Fire Alarm	
6.1.1	Is automatic detection provided?	Yes
6.1.2	If provided, state where?	L/5
6.1.3	If partial, indicate areas where not provided?	N/a
6.1.4	Does the system appear to conform to British Standard 5839-part 1	BS 5839: Part 1
6.1.5	Date of last service?	Unknown
6.1.6	Records up to date?	No
6.1.7	Are occupants at risk from fire alarm deficiencies?	See below
Comments and Other Relevant Issues Noted: (list)		
6.1.1 - 6.1.7	<p>The assessor was informed that the building was constructed as purpose-built flats in the last 2 years, and this was done in accordance with current Building Regulations at the time.</p> <p>As such if the building was built to building regulations there should be no need for a communal fire alarm. Breaches within fire resistance require repairing in the areas indicated.</p> <p>Breaches in the fire resistance highlighted during the assessment has been covered within Section 3.2, with actions raised to address these using suitable fire-resistant materials.</p> <p>The fire alarm within this building covers the service rooms and operates automatic opening vents on the floors affected. L5 the fire alarm is fitted within the corridors and staircases. On actuation, it's only sounds on the top floor patio area and within service rooms.</p> <p><u>Once building waste is cleared from serviced rooms, the dust covers require immediate removal. There are several in place within the service rooms, plant rooms and electric rooms in the building.</u></p> <p>There are AOVs within each corridor, one at each end and one fitted at the head of the staircase. These are controlled by the fire detection in the corridors, and within the staircase, there are manual overrides for the AOVs in the corridors and the staircase.</p> <p>Because the building is on a stay put policy, the alarm will not sound apart from in service areas. This includes the roof terrace and service rooms.</p> <p><u>It could not be confirmed if the fire alarm is monitored. This requires investigation so building management can be informed of an actuation and attend site.</u></p>	



	Comments and Other Relevant Issues Noted: (list)
6.1.1 - 6.1.7	<p>No paperwork was provided for commissioning of the fire alarm or servicing and testing. This requires immediate implementing. No paperwork was provided for testing and servicing of the AOVs.</p> <p>Where such systems are provided, they should be regularly tested by a nominated person on-site, and periodically tested and maintained by a competent person. No test records have been provided.</p> <p>It's unclear if the fire alarm has been maintained in accordance with their relevant standards.</p> <p>Testing and maintenance of the system should be carried out by a competent person. Six-monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering a service contract with a specialist fire alarm company.</p> <p>It is good practice to record all tests, false alarms and any maintenance carried out.</p> <p>The results of these tests should also be recorded in the premises logbook.</p> <p>A sprinkler system is installed within certain common area rooms for example, the pump room and service rooms on various levels. As well as all the flats to compensate for extended travel distance and the flat being entered through a high-risk area i.e., the kitchens.</p> <p>This system should be serviced as recommended by the manufacturers. There is a backup generator located within the car park. This too should be tested and serviced. No paperwork was provided for any testing or servicing of the sprinkler systems or the generator.</p> <p>As indicated earlier within an individual flats, there are sprinkler systems fitted. There are also hardwired battery back up part six detection within each flat covering every room.</p> <p>The provision of detection in flats falls outside the scope of the Fire Safety Order but advice is given in the LGA guide that recommends:</p> <p><i>All flats should have smoke detection provided in accordance with BS5839 LD3 (entrance lobby of flat) as a minimum and the systems should be hard-wired with battery back-up.</i></p>



**SECTION 7
FIXED AND PORTABLE FIRE EXTINGUISHING
EQUIPMENT AND INSTALLATIONS**

7.1	Fire Fighting Equipment and Installations	
7.1.1	Are fire extinguishers correctly sited and correctly identified by signage?	N/a
7.1.2	Date of last service?	N/a
7.1.3	Fixed installations and firefighting measures.	See below
Comments and Other Relevant Issues Noted: (list)		
7.1.1	In accordance with current guidance for blocks of flats, fire extinguishers have not been provided.	
7.1.3	A dry riser has been fitted with an outlet on every floor. The main inlet is at the front of the building. No paperwork has been provided for testing and servicing of the installation.	
7.1.3	Automatic opening vents (AOVS) have been fitted on each corridor and within the staircase at the top, these have automatic opening on smoke alarms as well as manual override. No paperwork has been provided for testing and servicing of the installation.	
7.1.3	Sprinklers have been installed within certain service rooms as indicated earlier. This system requires testing and servicing. No paperwork has been provided for testing and servicing of the installation.	
7.1.3	I am informed the lift ceases operation on the fire alarm. Refuge communication has been provided on each level with a main control panel within the fire corridor at ground floor level of the car park. The system requires regular servicing and testing however because it is a residential building and has a stay put policy it is unlikely to be used. As it there is a fire in a flat that flat will evacuate and everybody else will stay put in the building. It is essentially for disabled persons evacuation as there are no staff present within the building. No assistance can be given to disabled persons. No paperwork has been provided for testing and servicing of the installation.	
7.1.3	Ensure within the fire box for the building there are plans indicating points for isolating, the electric, sprinklers etc. And contact numbers for the management company. etc.	



**SECTION 8
MANAGEMENT OF FIRE SAFETY**

8.1	Fire Routine and Emergency Plan	
8.1.1	Established fire routine and emergency plans?	See below
8.1.2	Are all necessary issues, included in the plan?	See below
8.1.3	Is ongoing staff training appropriate?	N/a
Comments and Other Relevant Issues Noted: (list)		
8.1.1- 8.1.2	<p style="color: red;">A 'stay put', now also known as 'stay safe' policy should be put in place. Residents should be informed of this. Any breaches in fire resistance made good.</p> <p style="color: red;">This is a procedure where only the occupants of the affected flat evacuate in the event of a fire, and they would be responsible for the summoning of the Fire and rescue service.</p> <p style="color: red;">Residents in other flats would remain in their flat unless directed otherwise by the emergency services, or if there flat becomes affected.</p> <p><u>There is however no documented evidence of these procedures and no emergency plan detailing the actions to be taken by residents should a fire occur.</u></p> <p>In a building of this size, the information provided on a fire action notice may be all that is necessary, along with relevant contact details to be used in an emergency. It is important however that these procedures are disseminated to all residents, and that all residents are aware of their responsibilities should a fire occur within their flat. See picture. 49.</p> <p>The fire evacuation procedures need to be documented and disseminated to all tenants. This should be done at the start of each new tenancy, and it recommended that this is periodically reviewed to ensure that tenants are familiar with their responsibilities should a fire occur in their flat.</p> <p>Tenants should be reminded of the procedures in place and there should be relevant contact details displayed at the premises which can be used in the event of a fire.</p>	



8.2 Record Keeping	
8.2.1	Is a dedicated fire logbook maintained on site? No
8.2.2	Are all appropriate records maintained? No
Comments and Other Relevant Issues Noted: (list)	
8.2.2	<p>It is unclear, if there are no regular checks made and <u>no logbook maintained on-site.</u></p> <p>Regular checks of the communal areas should be made to ensure that they remain free from combustibile items and obstructions.</p> <p>It is recommended that a written record, in a logbook, of the following is kept on the premises for inspection by The Fire Service or Local Authority Housing Office:</p> <ul style="list-style-type: none">• Fire alarm – regular tests and service certification• Automatic opening vents.• Dry risers.• Sprinkler system. And generator.• Manual green, brake glass, override testing.• Refuge comms system.• Emergency lighting system – regular tests and service certification• Means of escape and periodic fire door check• Electrical testing certificates and reports• Premises evacuation procedures and emergency plan



**SECTION 9
 ACCESS FOR FIRE FIGHTING AND FIRE FIGHTER SAFETY**

9.1	Access	
9.1.1	Is access for the fire service satisfactory?	Yes
9.1.2	Is staircase and corridor ventilation satisfactory?	See below
9.1.3	Has the possibility of fire spread to or from adjoining or adjacent buildings been considered by the responsible person?	N/a
9.1.4	Are occupants, the environment or fire fighters at risk from access or managerial deficiencies?	See below.
Comments and Other Relevant Issues Noted: (list)		
9.1.4	<p>There are no issues noted in relation to fire service access and where the recommendations within this report are followed, the risks to residents will be reduced.</p> <p>The fire alarm and emergency lighting, fire suppression AOV and sprinkler systems have no evidence of servicing and maintenance.</p> <p>Fire door inspection is required as indicated in the report.</p> <p>Residents have not been given written procedures to follow in the event of a fire. Stay put policy.</p> <p>The above points have been covered within the main body of the report and this summary has been provided of the main concerns raised by the assessor.</p>	



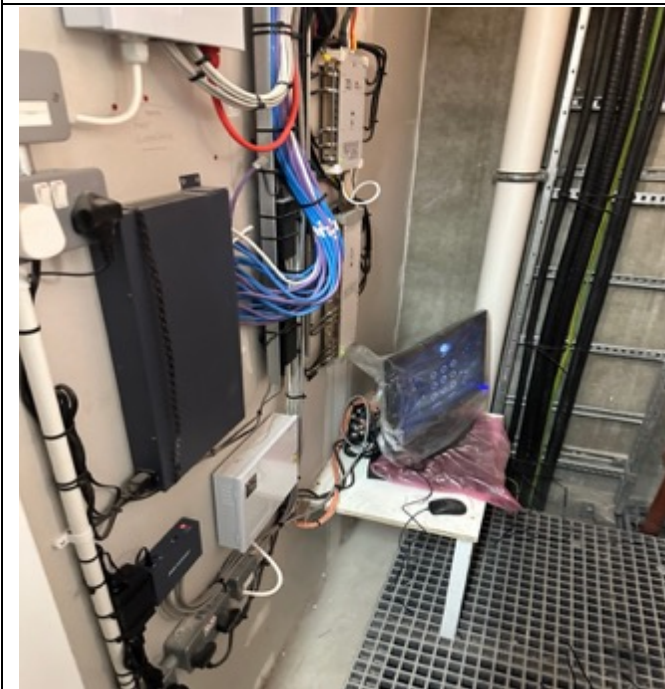
SECTION 10 – PHOTOGRAPHS



Picture 1



Picture 2



Picture 3



Picture 4



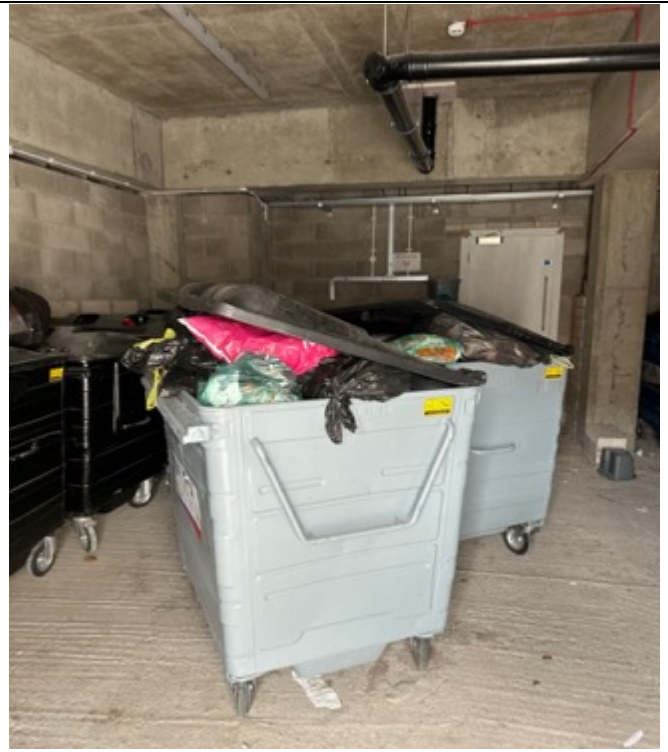
Picture 5



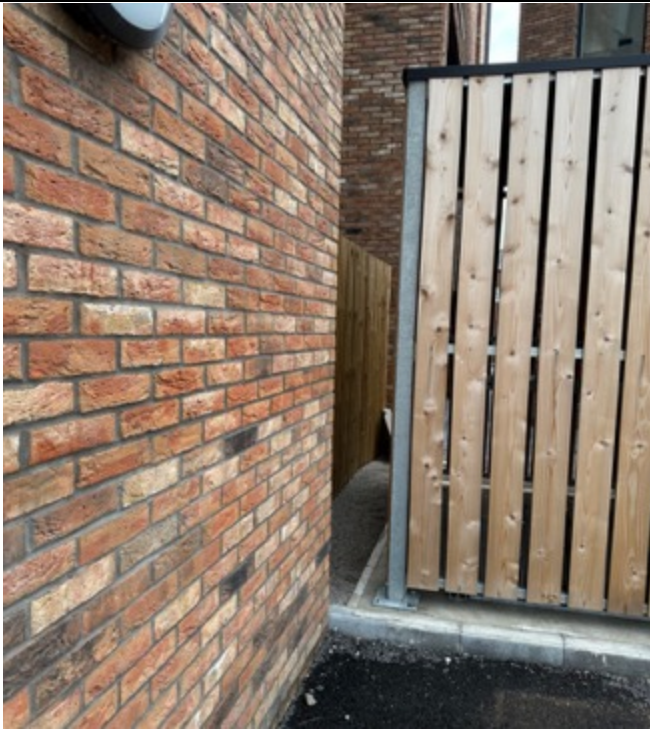
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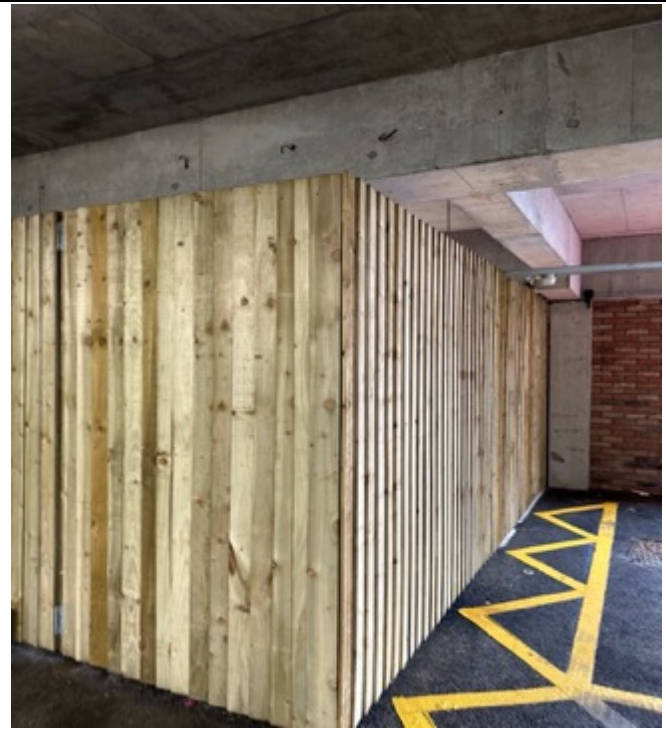
Picture 7



Picture 8



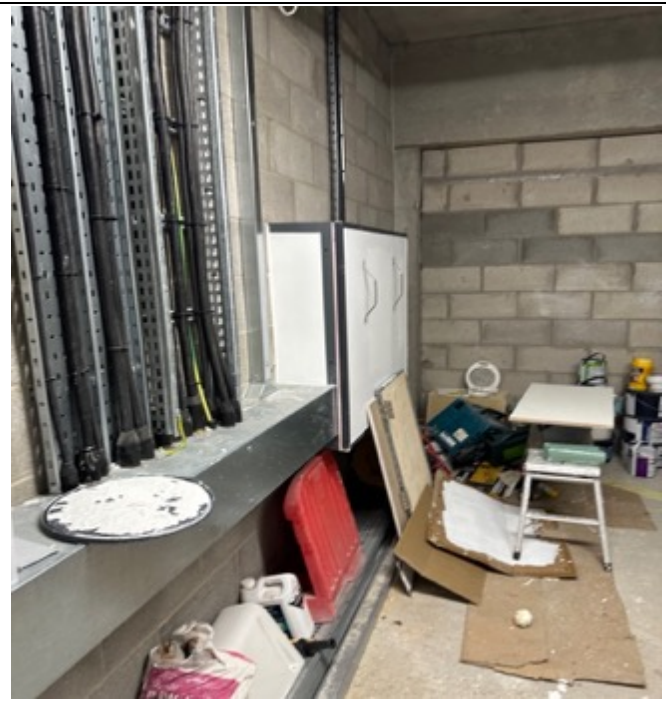
Picture 9



Picture 10



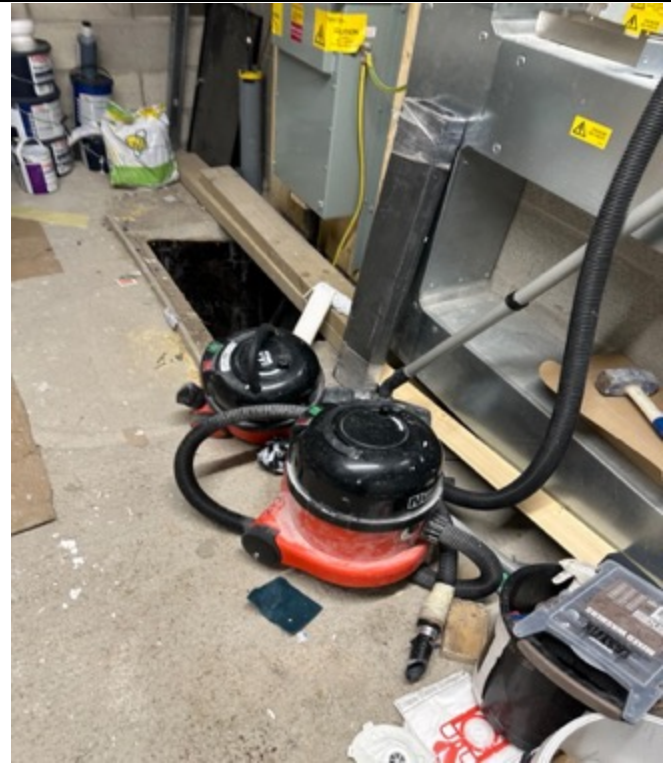
Picture 11



Picture 12



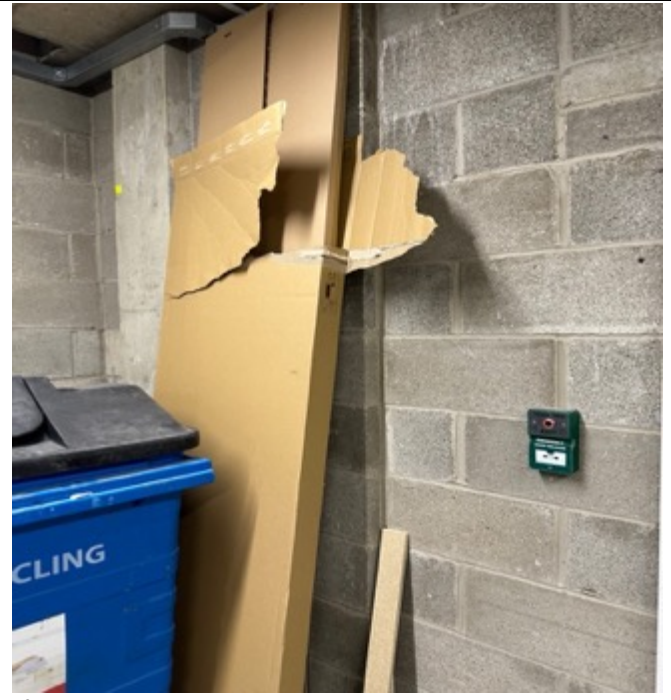
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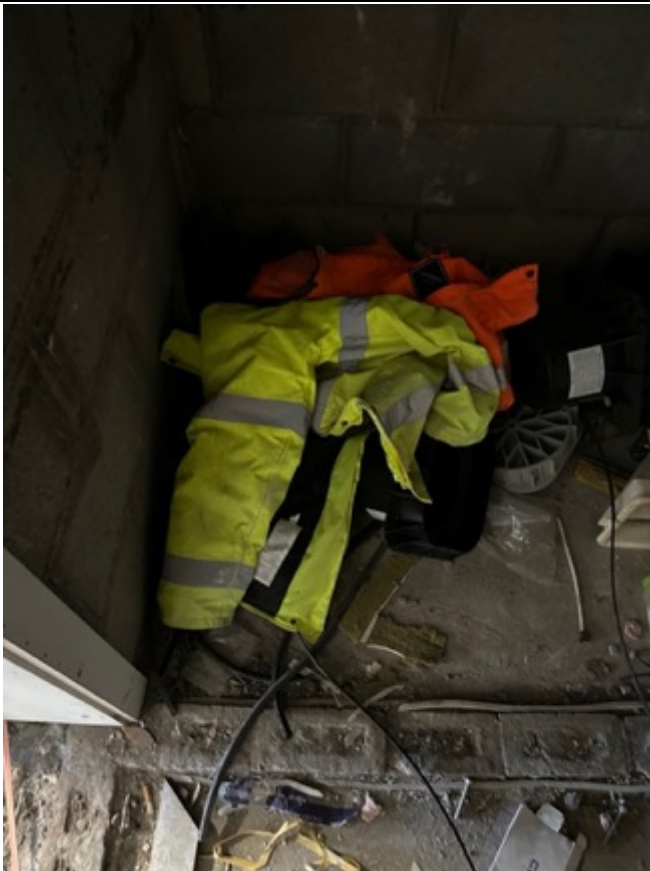
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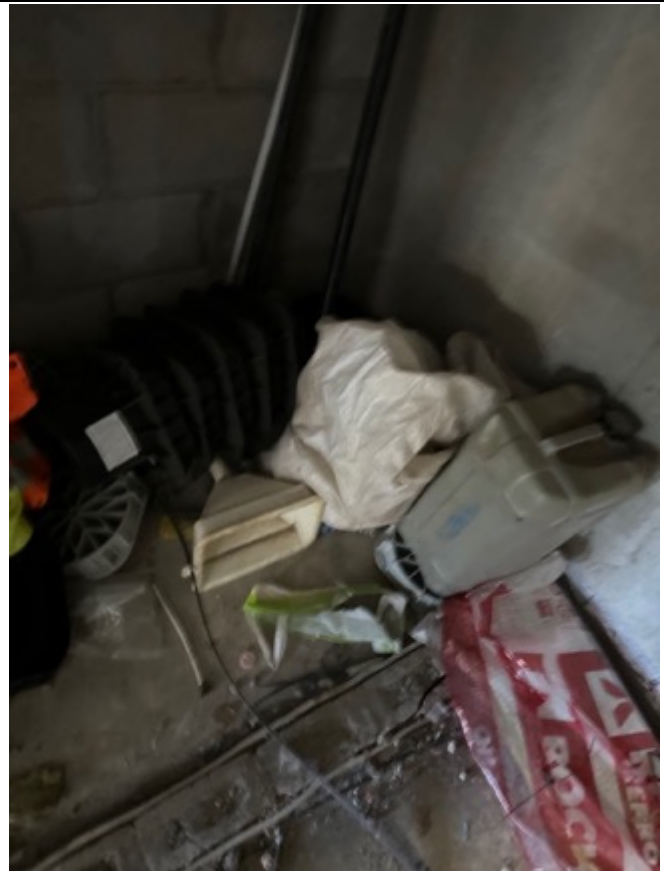
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Picture 16



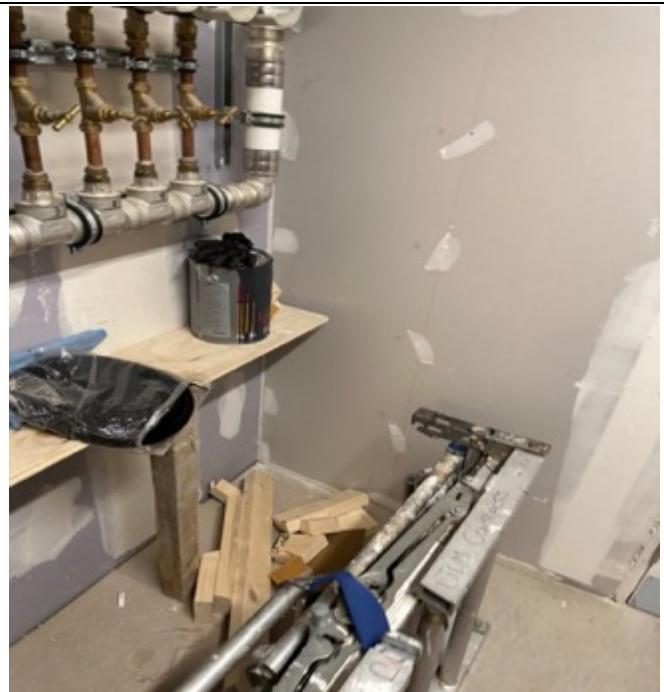
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Picture 18



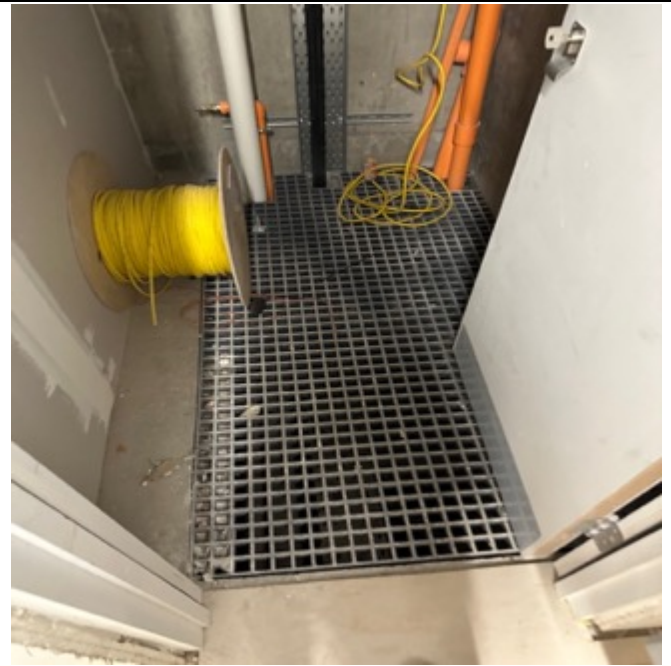
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Picture 20



Picture 21



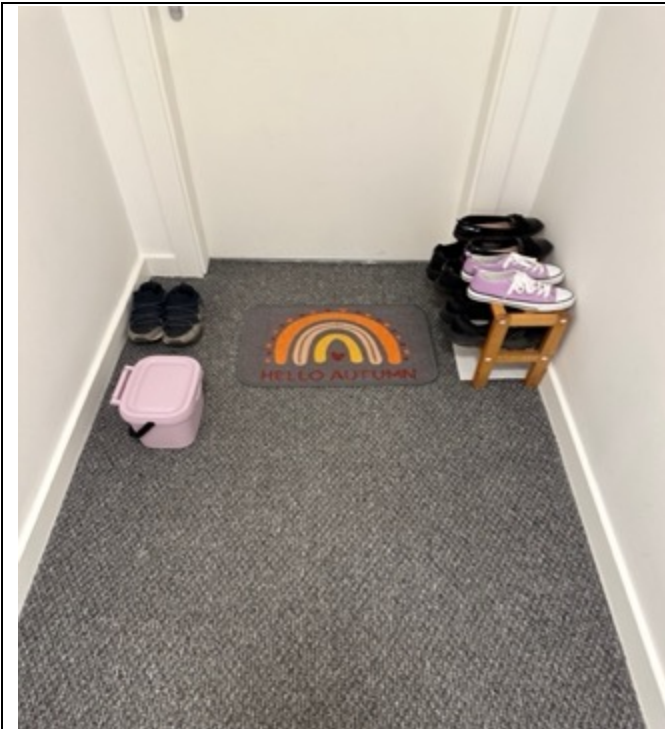
Picture 22



Picture 23



Picture 24



Picture 25



Picture 26



Picture 27



Picture 28



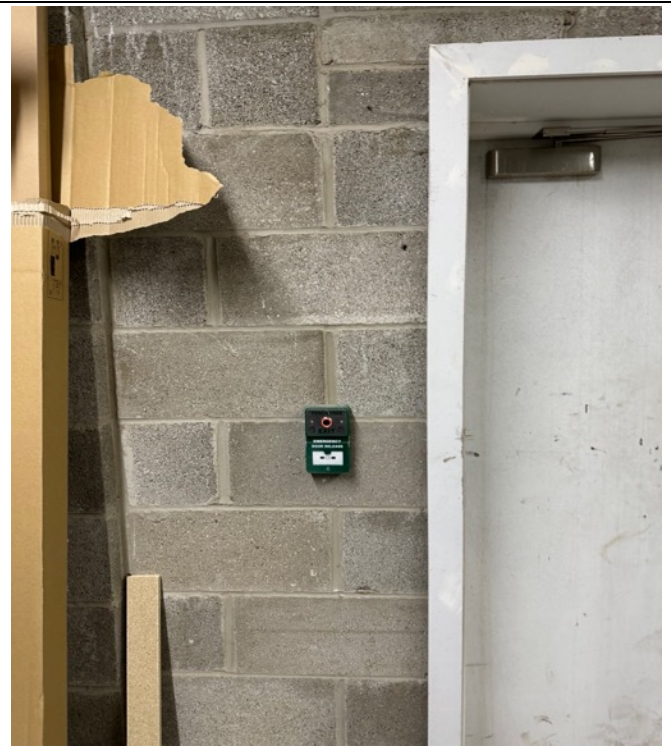
Picture 29



Picture 30



Picture 31



Picture 32



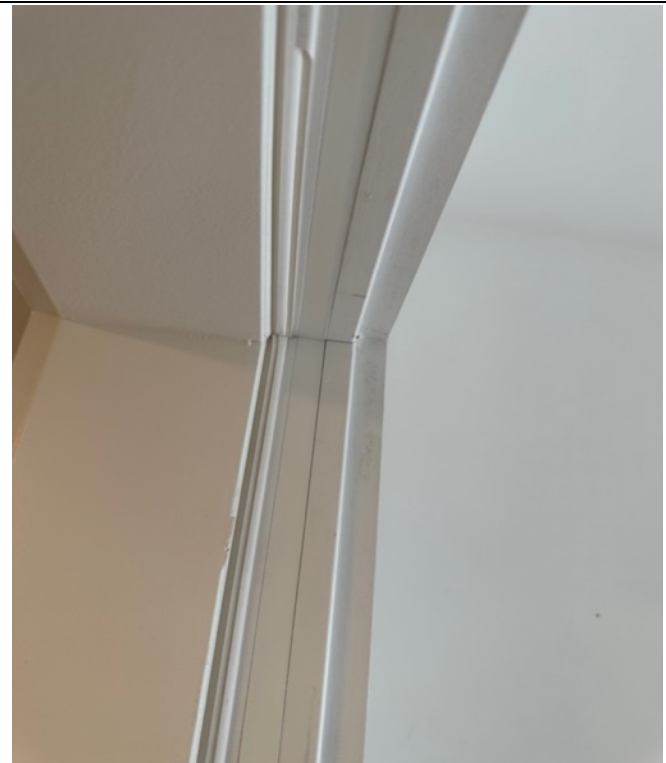
Picture 33



Picture 34



Picture 35



Picture 36



Picture 37



Picture 38



Picture 39



Picture 40



Picture 41



Picture 42



Picture 43



Picture 44



Picture 45



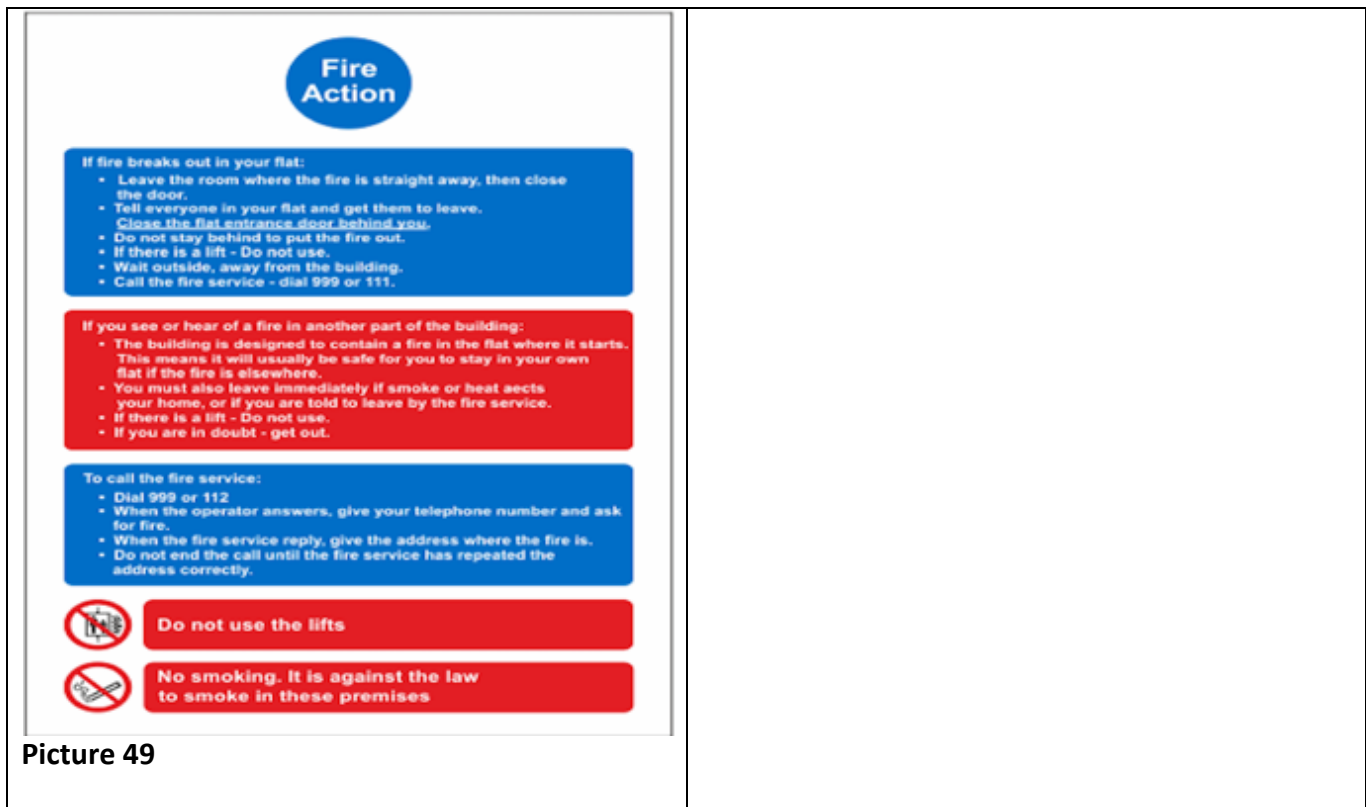
Picture 46



Picture 47



Picture 48



Picture 49

EXPLANATION OF GRADINGS

The risk management process applied to this report involves the systematic identification of hazards, the assessment of resulting risks and the subsequent management of these risks through control and elimination.

Thereafter a judgment is made to best evaluate a severity (numerical score 1-3) best illustrating the status for each hazard detailed within this report using the following categories: **People**, **Assets**, **Environment** and **Reputation**.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either unlikely, possible, or very likely. Thereafter a total score is categorised into an overall risk rating.

Overall risk ratings (see conversion table) are thereafter either High (1), Medium (2) or Low (3). Each of these headings generates a priority weighting (1-3) and depending on the rating this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled).

The overall outcome from the conversion table is also recorded and transferred to Section 11 (Action Plan) of this report.



SEVERITY

	PEOPLE	ASSETS	ENVIRONMENTAL	REPUTATION
3	Fatalities	Major Damage	Long Term Harm	Considerable Impact
2	Major Injury	Localised Damage	Short Term Harm	Localised Impact
1	Lost Time Injury	Minor Damage	Low Impact/Little Harm	Limited Impact

LIKELIHOOD

Score from Severity Chart ↓	UNLIKELY	POSSIBLE	VERY LIKELY
	Extremely unlikely to occur	Likely to occur some time	Regular or continuous occurrence
	1	2	3
3			HIGH RISK
2		MEDIUM RISK	
1	LOW RISK		



CONVERSION TABLE

OVERALL RISK RATING	PRIORITY	ACTION TIMESCALE
HIGH RISK	1	Immediate
MEDIUM RISK	2	2-4 months
LOW RISK	3	Ongoing

Reviews

Periodic reviews of risk assessments should be undertaken to ensure that conclusions reached in an assessment remain valid and actions are managed effectively. Factors which affect the probability and consequences of a hazardous event may change as may the factors which affect the suitability or cost of the various compliance management options.



**SECTION 11
ACTION PLAN**

The action plan which follows, sets out the risks to be eliminated or minimised to an acceptable level. The action plan identifies the risk by cross reference to the various sections where the deficiency has been identified in the main body of this report.

It provides details of the identified risk the action required to eliminate or minimise the risk and the priority given to the risk.

For Completion by <u>Wyvern Fire Safety solutions</u>				For Completion by responsible person		
Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.1.1	The main electrical service room is contained off the main carpark on the ground floor. Within each flat there are distribution boards. As the building is recently constructed, the fixed wiring test should be compliant. No paperwork was provided.	3	Management		The electrical fixed wiring test for the Landlord's supply should be carried out by a competent electrical engineer in accordance with BS 7671. An inspection every five years is recommended for the main electrical intake for the building.	
2.1.2 - 2.1.4	There is some electrical equipment provided in the communal area storerooms and service rooms. There is CCTV equipment, and several hoovers were noted. It is unclear if these belong to the building company or cleaners if they belong to the building or cleaners, they require PAT testing.	3	Management		Comply with recommendations opposite.	
2.1.5	Lightning protection has been provided to the building.	3	Management		Ensure this is tested regularly as recommended by the installers.	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.2.1 - 2.2.2	There does not appear to be a gas supply to the building and the communal areas do not appear to have any heating fitted.	3	Advisory		Information only.	
2.4.2	<p>There is a purpose-built bin room located off the alternate entrance ground floor car park. It is located behind fire resistance and has double doors to outside and a fire door from the corridor between the car park and the alternate fire exit. Fire detection has been fitted within the bin room.</p> <p>There is a bike storage area located outside the front door. There is a gap between the building and the bike storage area. People can access the car park of the building through it. I recommend it is improved.</p> <p>Located within the car park area. There is a wooden compound containing a backup generator for the sprinkler system.</p>	3	Management		Information only.	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.5.1 - 2.5.10	<p><u>Ground floor</u> On the ground floor beneath the building is located a car parking area for residents. This also extends to the rear and left-hand side of the building. Within this car parking area are several EV charging points located beneath the building. There is fire detection within the car park and the ceiling of the car part it is a compartment ceiling.</p> <p>Located towards the front of the car park when looking from the front of the building are two rooms with compartment walls going to full ceiling height they contain an electric room with the main incoming supply, and a separate sprinkler pump room containing the sprinkler water tank and associated pumps.</p> <p>The main room containing electric incoming supply is essentially used as a storeroom at present.</p> <p>There is also some minor storage taking place within the main pump room/sprinkler tank room.</p> <p>On the left-hand side behind fire resistance are located the service shafts as well as a corridor from the car park to the outside of the building with the bin room, located off it and a doorway leading into the protected staircase containing the lift lobby and stairway to the upper floors as well as the front door.</p>	3	Advisory		<p>It requires clearing out builder's rubbish is stored within here as well as rubbish down the main incoming electrical supply pit.</p> <p>Remove rubbish from the ground floor service shaft room. And ensure excess rubbish is not dumped within the bin room.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.5.1 - 2.5.10	<p><u>Ground floor continued.</u></p> <p><u>Under no circumstances, such should storage be placed within the main access staircase within the protected route at any level.</u></p> <p><u>The corridor containing the bin room, which also contains a main fire panel and communications within the building is unsecure to the outside (It is held shut by two bricks) this requires remedying immediately.</u></p> <p><u>Upper floors</u> Located on each floor are cleaners, rooms and service shaft rooms. These are located on front corridor to the right hand side when exiting the staircase enclosure. Storage is taking place within these rooms.</p> <p>There are fire doors at the end of each service room on each level to a service shaft. This should be kept sterile storage should not take place on the metal grills. Level 4 service shaft off service room. Level 5 service shaft off service room.</p> <p>The housekeeping within the block is generally good. However, across various levels storage is taking place in the corridor that should be monitored and managed as it will likely get out of hand.</p>	3	Advisory		<p>Comply with recommendations opposite.</p> <p>Excess rubbish and builders' storage requires clearing from both the cleaner's rooms and the service shaft rooms. First floor.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.5.1 - 2.5.10	<p>A 'managed use' approach in relation to combustible items being displayed within the communal areas is covered within the LGA guide to Purpose Built Flats which allows strictly defined use of common parts and limits the items allowed.</p> <p>The guidance states that pot plants and door mats may be acceptable, and framed pictures would also be allowed, but this should be strictly controlled to ensure that the risks are managed and displays within the means of escape are not excessive.</p> <p>Whilst some items within the communal areas may be allowed, to create a homely feel, the storage of combustible and easily ignitable items should not be allowed.</p> <p>The advantages of this approach are that the common areas are more homely and with clear guidance on the types of items that can be displayed, the risk factors in the building can be considered.</p> <p>The disadvantages of this approach are that more frequent inspections will need to be carried out and failure to monitor the nature and number of items permitted to be stored within communal areas could lead to increase the risks to residents and Enforcement action by Regulatory bodies.</p> <p>The alternative to 'managed use' is zero tolerance which does not allow any storage within the communal means of escape.</p>	3	Advisory		<p>The policy in relation to display items within the means of escape should be communicated to all residents and regular checks carried out to ensure that tenants are adhering to the policy in place.</p> <p>A clearly defined 'do's, and don'ts' policy in relation to items allowed to be displayed within communal areas should be documented and shared with residents, where a 'managed use' approach is taken.</p> <p>Items should be limited to basic furniture and not upholstered seating. Clear limits should be set in relation to combustible items and easily ignitable items should not be permitted.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
2.6.3- 2.6.8	There were no building works being carried out at the time of the assessment.	3	Advisory		<p>It should be ensured that any works being carried out on the premises do not increase the risks from fire and that a management procedure is in place to ensure that all works are adequately controlled.</p> <p>The implementation of a Permit to Work system is recommended where hot works are being carried out to ensure that the risks from fire are minimised, or where compartment lines are being breached.</p> <p>Any breaches in fire resistance made by contractors should be repaired using appropriate fire-resistant materials.</p>	
3.1.2- 3.1.9	<p><u>Ground floor</u></p> <p>The main entrance to the block is fitted with a sliding door to open it operates on a fob or code from outside, and the sensor inside to exit.</p> <p>There is a manual green brake glass, override fitted residents should be informed of the procedure to open the door in the event of failure of the power supply, this would involve pressing the green break glass, sliding the door manually.</p> <p>There is also a maglock on the door from the lobby area to the car park. This is fitted with a green brake glass override.</p>	3	Management		<p>Green manual brake glass points should be tested monthly and serviced annually. This should be recorded in the logbook No paperwork was provided.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.1.2- 3.1.9	<p>The doorway from the car park to the bin room corridor and final exit is fitted with a maglock operated by a fob within the car park. And the green brake glass from the corridor to the car park</p> <p>Once through the fire exit door from the car park there is a linking corridor to final exit. This is fitted with a green brake glass override. However, the maglock is not yet fitted to the door. At present this door is a security risk for the building.</p> <p>Occupants of the car park can also discharge down the right hand side, walk way where there is a final exit gate, at present this is unlocked.</p> <p>The vehicle access to the car park is via roller shutter door that works on fob access. There is, however, a green manual brake glass override and what appears to be manual chains to open the door.</p> <p>The bin room is located off the corridor mentioned above the final exit from the bin room to outside consist double doors with a maglock fitted these doors are for moving the bins onto the street prior to emptying. These doors are fitted with a green brake glass override.</p>	3	Management		<p>This doorway is indicated as a fire exit as such. It should have a green brake glass override on the car park side.</p> <p>Green manual brake glass points should be tested monthly and serviced annually. This should be recorded in the logbook No paperwork was provided.</p> <p>This could be managed by coded padlock with the residents given the code.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.1.2-3.1.9	<p>Within the building, there are several service rooms. This includes the pump room and electric room on the ground floor. These are kept locked and fitted with thumb turns on the inside.</p> <p>The only flat that could be accessed was flat 31, it is fitted with a thumb turn to exit the rest of the flat door doors appeared identical. This requires confirming.</p> <p>Advisory: Fire Safety Guidance recommends that the exit door from each unit of accommodation is openable from the inside without the use of a removable key.</p> <p>Where residents install additional security devices to flat entrance doors, these should be openable without the need for a key.</p> <p>Escape routes are provided with adequate lighting. There is directional signage and final exit signage within the emergency lighting.</p>	3	Advisory		<p>The thumb turn within the plant room requires reinstating as it is missing off the door.</p> <p>Information only.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.2.1 – 3.2.8	The only flat that could be accessed was flat 31 it is fitted with an FD 30 S fire door with strips and seals and self closing device. As well as thumb turn to exit. The door also has a smoke seal that descends on the bottom of the door to the floor to reduce the gap between the bottom of the door and the floor, this door appears to be replicated throughout the building on all the flats.	3	Management		Information only.	
3.2.1 – 3.2.8	<p>See below with regards to guidance on flats these require implementing.</p> <p>No information was given regarding any of the below procedures and no paperwork was provided.</p> <p><u>Info to residents – Instructions</u></p> <p>You must display fire safety instructions in a Lobby/conspicuous part of the building. The instructions must be in a form that residents can reasonably be expected to understand.</p> <p>The instructions must cover the following matters:</p> <ul style="list-style-type: none"> the evacuation strategy for the building (e.g., stay put) instructions on how to report a fire (e.g., use of 999 the correct address to give to the fire and rescue service, etc.) any other instruction that tells residents what they must do when a fire has occurred, based on the evacuation strategy. 	2	Management		<p>These instructions must also be provided directly to new residents as soon as reasonably practicable after they move into their accommodation.</p> <p>The Instructions should be reissued to all existing residents at periods not exceeding 12 months and following any material changes to the instructions (e.g., because of alterations to the building)</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.2.1 – 3.2.8	<p><u>Info to residents – Fire Doors</u></p> <p>You must provide relevant information about fire doors, particularly residents’ flat entrance doors, as these play an important part in containing any fire within the flat in which it starts.</p> <p>You must provide information to all residents to the effect that:</p> <ul style="list-style-type: none">fire doors should be shut when not in use.residents or their guests should not tamper with self-closing devices on fire doors.residents should report any fault with, or damage to, fire doors immediately to the Responsible Person. <p>Residents should receive this information when they move into a multi-occupied residential building and then on an annual basis.</p> <ul style="list-style-type: none">All buildings in England that comprise two or more domestic premises.Parts of the building that are used in common by the residents of two or more domestic premises.Flat entrance doors.The walls and floors that separate any domestic premises from others.Plant rooms and other non-domestic areas of the building.External walls of the building, including doors, windows, and balconies.	3	Management		Comply with recommendations opposite.	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
<p>3.2.1 – 3.2.8</p>	<p>Fire door checks The responsible person must use best endeavours to undertake checks of fire doors at the entrances of individual domestic premises in the building at least every 12 months.</p> <p>The responsible person must keep a record of the steps taken to comply including in any case where access to the domestic premises was not granted during any 12-month period, the steps taken by the responsible person to try and gain access.</p> <p>The responsible person must undertake checks of any fire doors in communal areas of the building at least every 3 months. The checks must include ensuring that the self-closing devices for the doors are working.</p>	<p>3</p>	<p>Management</p>		<p>The minimum requirements for fire door checks. The minimum requirement is for the responsible person to undertake an inspection of the doors to identify any obvious damage or issues. A responsible person should consider:</p> <ul style="list-style-type: none"> • If there has been any alterations or damage to a door’s glazing apertures or air transfer grille. • If there are any gaps around the door frame and that seals and hinges are fitted correctly. • That the door closer shuts the door. • That the door closes correctly around the whole frame. • That there is no visible damage (either deliberate or from wear and tear) to the door or door closer. <p>If any issues are identified from these checks, it might be appropriate to undertake more detailed checks of doors (or the self-closing device) if any damage is identified from the initial inspection. This could include engaging a specialist.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.2.1 – 3.2.8	<p>Ground floor.</p> <p>The ground floor car park has been treated with fire retardant fire stopping materials on the steel roof structure where pipework and ducting passes through.</p> <p>This has included intumescent collars fitted around waste pipes and edges have been sealed to create suitable level of protection to the floor above.</p>	3	Management		Information only.	
3.2.1 – 3.2.8	<p>Repair the holes in fire resistance within the ground floor lobby.</p> <p>There appear to be holes in fire resistance, where pipes and cables of pass through the wall within the pump room fire stopping has been damaged.</p> <p>Upper floors</p> <p>Within the cleaner’s cupboard. There is a damaged area of wall where plasterboard has been damaged by the door handle. This requires repairing. It requires confirming that the walls within this room got a full ceiling height as there appear to be gaps if this is the case it requires fire stopping. Where the soil pipe passes through the floors it is unclear if the fire stopping is up to standard.</p> <p>Within the service room on first floor, do not appear to be any smoke seals fitted to the door. There is an intumescent strip.</p>	2	Management		<p>Holes in floors/walls are to be infilled with fire resisting materials to afford at least the same degree of fire resistance as the existing floor/wall.</p> <p>Fit fire, stopping as required and strips of seals, as indicated opposite were missing.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.2.1 – 3.2.8	<p>The door between the service room, and the service shaft appears to be fitted with excessive use of expanding foam. This door is a fire door face stopping as required around the door. There are no smoke seals fitted to the shaft door.</p> <p>Within level three on the second floor, there is a damaged smoke seal on the hinge side at the top. Several doors from the service rooms into the service shafts have insufficient fire, stopping they are filled with expanding foam.</p> <p>In the cleaner’s cupboards on levels 3 and 4 it requires confirming if there is sufficient fire stopping at the top of the partition walls where they made the roof. There seems to be a gap.</p> <p>Fire stopping requires improving where the waste pipes go through the floor and roof within the cleaner’s rooms. And where holes have been drilled in walls.</p>	2	Management		<p>The areas above require reinstating of fire resistance.in accordance with BS 476.</p> <p>The excessive use of fire-resistant foam should be avoided as this is only suitable for small gaps.</p> <p>Advice can be found on the product labelling and instructions in relation to the size of gaps and levels of fire-resistance provided.</p> <p>Fit smoke seals were indicated.</p>	
3.2.1 – 3.2.8	<p>The external wall systems to the apartment buildings facade comprises brick and concrete render.</p> <p>Apartments have a balcony constructed of light steel framing.</p> <p>No aluminium composite material is used in any area of the building.</p>	3	Management		Information only.	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
3.3.1 – 3.3.5	<p>The means of escape is via the main entrance which discharges to the front of the building.</p> <p>There is no emergency light over the main exit or the alternate exit from the bin room corridor.</p> <p>See comments regarding right-hand side gate on the possible coded padlock ensure residents are notified of the code.</p>	3	Management		This requires installing.	
4.2.1 - 4.2.3	<p>There was no evidence provided regarding emergency lighting testing and maintenance in accordance with BS 5266. There is no regular testing of the system by a nominated person on-site and no periodic testing by a suitably qualified person, to ensure that the annual full duration test is carried out and that the system is functioning correctly.</p> <p>No paperwork was provided for testing or servicing of the emergency lighting.</p> <p>The emergency escape lighting should be serviced and maintained in accordance with BS 5266-8: 2004 (BS EN 50172: 2004) Emergency escape lighting systems. This contains detailed recommendations which include inspections and tests to be carried out.</p> <p>There is no emergency light over the main exit or the alternate exit from the bin room corridor. This requires installing.</p> <p>Emergency lighting fitted over the door from the bin room corridor to outside does not appear to be working.</p>	2	Management		<p>In most average sized premises with normal risk, a procedure for responding to reports of defects should be in place along with a monthly test of the system.</p> <p>An annual discharge test in accordance with the requirements of BS 5266: part 8 must be carried out by a competent person, usually a lighting engineer under a maintenance contract. This will ensure compliance with the standard and should be recorded in the logbook, with a periodic inspection and test certificate issued.</p> <p>Fit emergency lighting in the areas opposite.</p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
5.1.1	<p>Tenants have not been provided with information relating to the emergency fire procedures in place and therefore the provision of Fire Action Routine notices close to the main entrance to the block would be beneficial.</p> <p><u>At present no fire action notice has been placed in reception it should indicate the evacuation strategy which in this building should be stay put for areas not affected by fire. This will give basic instructions on the procedures to follow should a fire occur.</u></p> <p>Alternatively, it will not be necessary to display Fire Action Routine Notices where tenants are given relevant fire safety information relating to the emergency procedures in place upon taking up tenancy.</p> <p>Information provided to tenants regarding emergency procedures will be covered further in Section 8 of this report. Stay put policy.</p> <p>Within the fire control zone corridor, there are no zone plans of the building in relation to the sprinklers and fire alarm. There is however a fire box containing some documents in relation to this.</p>	2	Management		<p>It is recommended that the doors to storerooms and cupboards containing mains electrical equipment are kept locked shut and suitable signage is displayed on the door.</p> <p>Fire Action Routine Notices regarding stay put policy should be provided close to the main entrance and near to the fire panel to ensure that residents are familiar with the actions to take in the event of a fire. Alternatively, residents may be given relevant fire safety information relating to the emergency procedures in place upon taking up occupancy.</p> <p>Comply with recommendations opposite.</p>	



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<p>6.1.1 - 6.1.7</p>	<p>The assessor was informed that the building was constructed as purpose-built flats in the last 2 years, and this was done in accordance with current Building Regulations at the time. As such if the building was built to building regulations there should be no need for a communal fire alarm. Breaches within fire resistance require repairing in the areas indicated.</p> <p>The fire alarm within this building covers the service rooms and operates automatic opening vents on the floors affected. L5 the fire alarm is fitted within the corridors and staircases. On actuation, it's only sounds on the top floor patio area and within service rooms.</p> <p><u>Once building waste is cleared from serviced rooms, the dust covers require immediate removal. There are several in place within the service rooms, plant rooms and electric rooms in the building.</u></p> <p>There are AOVs within each corridor, one at each end and one fitted at the head of the staircase. These are controlled by the fire detection in the corridors, and within the staircase, there are manual overrides for the AOVs in the corridors and the staircase.</p> <p>It could not be confirmed if the fire alarm is monitored.</p>	3	Management		<p>Because the building is on a stay put policy, the alarm will not sound apart from in service areas. This includes the roof terrace and service rooms.</p> <p>Comply with recommendations opposite.</p> <p><u>This requires investigation so building management can be informed of an actuation and attend site.</u></p>	



Ref	Recommendation	Priority	Responsibility	Completion Date	Action Required	Sign Off
6.1.1 – 6.1.7	<p>No paperwork was provided for commissioning of the fire alarm or servicing and testing. This requires immediate implementing. No paperwork was provided for testing and servicing of the AOVs.</p> <p>Where such systems are provided, they should be regularly tested by a nominated person on-site, and periodically tested and maintained by a competent person. No test records have been provided.</p> <p>It's unclear if the fire alarm has been maintained in accordance with their relevant standards.</p> <p>A sprinkler system is installed within certain common area rooms for example, the pump room and service rooms on various levels. As well as all the flats to compensate for extended travel distance and the flat being entered through a high-risk area i.e., the kitchens.</p>	2	Management		<p>Testing and maintenance of the system should be carried out by a competent person. Six-monthly servicing and preventive maintenance should be carried out by a competent person with specialist knowledge of fire-warning and automatic detection systems. This task is normally fulfilled by entering a service contract with a specialist fire alarm company.</p> <p>It is good practice to record all tests, false alarms and any maintenance carried out. The results of these tests should also be recorded in the premises logbook.</p> <p>This system should be serviced as recommended by the manufacturers. There is a backup generator located within the car park. This too should be tested and serviced. No paperwork was provided for any testing or servicing of the sprinkler systems or the generator.</p>	



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6.1.1 - 6.1.7	As indicated earlier within an individual flats, there are sprinkler systems fitted. There are also hardwired battery back up part six detection within each flat covering every room.	3	Management		The provision of detection in flats falls outside the scope of the Fire Safety Order but advice is given in the LGA guide that recommends: <i>All flats should have smoke detection provided in accordance with BS5839 LD3 (entrance lobby of flat) as a minimum and the systems should be hard-wired with battery back-up.</i>	
7.1.3	A dry riser has been fitted with an outlet on every floor. The main inlet is at the front of the building. No paperwork has been provided for testing and servicing of the installation.	2	Management		Complete testing and servicing annually.	
7.1.3	Automatic opening vents (AOVS) have been fitted on each corridor and within the staircase at the top, these have automatic opening on smoke alarms as well as manual override. No paperwork has been provided for testing and servicing of the installation.	2	Management		Comply with recommendations opposite. Test and service the systems.	
7.1.3	Sprinklers have been installed within certain service rooms as indicated earlier. This system requires testing and servicing. No paperwork has been provided for testing and servicing of the installation.	2	Management		Comply with recommendations opposite. Test and service the systems.	



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7.1.3	<p>I am informed the lift ceases operation on the fire alarm.</p> <p>Refuge communication has been provided on each level with a main control panel within the fire corridor at ground floor level of the car park. The system requires regular servicing and testing however because it is a residential building and has a stay put policy It is unlikely to be used. As it there is a fire in a flat that flat will evacuate and everybody else will stay put in the building. It is essentially for disabled persons evacuation as there are no staff present within the building. No assistance can be given to disabled persons. No paperwork has been provided for testing and servicing of the installation.</p>	2	Management		Comply with recommendations opposite. Test and service the systems.	
7.1.3	<p>Ensure within the fire box for the building there are plans indicating points for isolating, the electric, sprinklers etc. And contact numbers for the management company. etc.</p>	3	Management		Comply with recommendations.	



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8.1.1 - 8.1.2	<p>A 'stay put', now also known as 'stay safe' policy should be put in place. Residents should be informed of this. Any breaches in fire resistance made good.</p> <p>This is a procedure where only the occupants of the affected flat evacuate in the event of a fire, and they would be responsible for the summoning of the Fire and rescue service.</p> <p>Residents in other flats would remain in their flat unless directed otherwise by the emergency services, or if there flat becomes affected.</p> <p><u>There is however no documented evidence of these procedures and no emergency plan detailing the actions to be taken by residents should a fire occur.</u></p> <p>In a building of this size, the information provided on a fire action notice may be all that is necessary, along with relevant contact details to be used in an emergency. It is important however that these procedures are disseminated to all residents, and that all residents are aware of their responsibilities should a fire occur within their flat. See picture. 49.</p>	2	Management		<p>The fire evacuation procedures need to be documented and disseminated to all tenants. This should be done at the start of each new tenancy, and it recommended that this is periodically reviewed to ensure that tenants are familiar with their responsibilities should a fire occur in their flat.</p> <p>Tenants should be reminded of the procedures in place and there should be relevant contact details displayed at the premises which can be used in the event of a fire.</p>	



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8.2.2	<p>It is unclear, if there are no regular checks made and <u>no logbook maintained on-site.</u></p> <p>Regular checks of the communal areas should be made to ensure that they remain free from combustible items and obstructions.</p> <p>It is recommended that a written record, in a logbook, of the following is kept on the premises for inspection by The Fire Service or Local Authority Housing Office:</p> <ul style="list-style-type: none">• Fire alarm – regular tests and service certification• Automatic opening vents.• Dry risers.• Sprinkler system. And generator.• Manual green, brake glass, override testing.• Refuge comms system.• Emergency lighting system – regular tests and service certification• Means of escape and periodic fire door check• Electrical testing certificates and reports• Premises evacuation procedures and emergency plan	2	Management		Provide documentation within a fire file relating to the information opposite and regular testing and servicing.	



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9.1.4	<p>There are no issues noted in relation to fire service access and where the recommendations within this report are followed, the risks to residents will be reduced.</p> <p>The fire alarm and emergency lighting, fire suppression AOV and sprinkler systems dry riser have no evidence of servicing and maintenance.</p> <p>Fire door inspection is required as indicated in the report.</p> <p>Residents have not been given written procedures to follow in the event of a fire. Stay put policy.</p> <p>The above points have been covered within the main body of the report and this summary has been provided of the main concerns raised by the assessor.</p>	3	Management			

