



FIRE RISK ASSESSMENT

LEICESTER CITY COUNCIL
ST PETER'S AREA HOUSING OFFICE
ST LEONARD'S COURT
VICTORIA PARK ROAD
LE2 1XR
30th JULY 2015

THIS IS A LIVE DOCUMENT, WHICH SHOULD BE REVIEWED ON AN ANNUAL BASIS AND/OR WHEN THERE ARE CHANGES TO THE FABRIC OF THE BUILDING OR IF THE USE OF THE BUILDING CHANGES. THE DOCUMENT SHOULD BE STORED ON SITE WHERE POSSIBLE OR AT THE RELEVANT AREA HOUSING OFFICE.

Assessed Fire Risk Level

Building	Building number
St Leonard's Court	Flats 1-31

Fire safety for the building at the time of the visit is:

MODERATE

Fire risk overview

Moderate Risk

The block is 12 storeys with a single staircase and no opening vent for smoke control in the staircase.

The lobbies on each floor are provided with openable windows for the purpose of smoke ventilation. This does not meet the standard of smoke control as per the benchmark for **existing** blocks of flats for a block of this height. Therefore, **long term**, the existing set-up should be rectified.

Not all flat front doors are 30 minutes fire resisting (FD30S) [REDACTED]

Tenants' meter and storage cupboards in the lobby are not 30 minutes fire resisting, which in a block of this height is not acceptable.

It is unclear whether the dry riser has been subject to regular servicing in accordance with British Standard 9990:2015 or the previous British Standard 5306-1.

Are there substantive issues which should be raised with the Senior Technician?

Yes. Passive fire protection and management of the block is inadequate.

Are there any significant findings which will require a significant cost to correct or would interrupt the normal operation of the building to correct?

There are significant findings requiring significant capital expenditure.


Fire risk assessment history

Date assessed	Detail of change/ update	Number of recommendations	Number of recommendations outstanding
30/07/2015	Fire Risk Assessment	15	15

Have all of Leicester City Councils fire risk assessment audit considerations been

considered in this assessment?

Yes. [Redacted] Fire Risk Assessor

ADDRESS	St Leonard's Court, Victoria Park Road, LE2 1XR		
INSPECTED BY	[Redacted]	INSPECTION DATE	30/07/2015
PROPERTY TYPE	Purpose built block of flats		
LOCATION PHOTOGRAPH			

Executive Summary

This fire risk assessment inspection was carried out by [REDACTED] on behalf of Leicester City Council. The visit was accompanied by [REDACTED] Estate Management Officer and [REDACTED] Team leader on 30th July 2015 (PM).

The site has **unsuitable** arrangements for the control, organisation, implementation, monitoring and review of the fire safety arrangements.

For example, no monthly inspection record sheets were available at the time of assessment.

The following is a brief summary of the findings during the inspection:

- Twelve storey block of flats with on average 3 flats per floor.
- Many flat front entrances are not provided with certified 30 minutes fire resisting door sets.
- Communal storage doors and meter cupboards are not provided with 30 minutes fire resisting doors that are kept locked shut.
- Exit from at least one flat front door or more is by use of a key, therefore potentially precluding a residents escaping quickly and immediately in the event of a fire.
- It was unclear at the time of assessment and no records to show definitively that every flat is provided with the minimum level of fire warning system detailed in guidance.
- Housekeeping and general management of the block was average at the time of assessment.
- Smoke control not provided in communal staircase. This would cause smoke logging of the staircase. The current smoke control arrangements in the lobby area on each floor do not meet the requisite standard for existing blocks of flats.
- Not all flat front doors are provided with an overhead self-closing device or equivalent, which is an absolute minimum requirement in contemporary guidance.
- It is unclear whether there are any tenants requiring Personal Emergency Evacuation Plans (PEEPs) as the Estate Management Officer did not provide this requested information at the time of assessment.

Signed:

Date of Inspection: 30th July 2015

Site Details

Fire Risk Assessment Details

Business Operator	Leicester City Council (LCC)
Responsible Person	Divisional Director of Housing, Leicester City Council/Estate Management Officer
Date of Previous Assessment	Not known
Date of Assessment	30 th July 2015
Suggested Full Review Date	<p>To be carried out in accordance with PAS79 FIRE RISK ASSESSMENT GUIDANCE AND RECOMMENDED METHODOLOGY. SECTION 19.1.</p> <p>Fire risk assessment, as best practice, should be reviewed annually by the Estate Management Officer. The fire risk assessment must be reviewed at least every 3-5 years or where there has been a material alteration* to the premises.</p> <p><i>*Material alteration is any work that results in the building being less satisfactory than it was before in relation to compliance with requirements of parts B1 (means of warning and escape), B3 (internal fire spread), B4 (external fire spread), and B5 (access and facilities for the fire service), e.g. alteration to the fire alarm system, means of escape, smoke control arrangements, facilities for the Fire and Rescue Service or structural alterations, including change of flat front doors.</i></p> <p><i>Material alterations require Building Control approval.</i></p>

Site Description

Number of floors – ground and above	Ground plus 11
Number of basement levels	0
Number of flats	31
Approximate floor area per level - m²	Not available

Number of accommodation staircases	0
Number of protected staircases	1
Number of external staircases	0
Main construction materials	Brick walls with a tile on wood roof. Concrete floors and stairs.
Unusual features	None
Use of building	Private residential dwellings
Scope of assessment if not whole building	LCC viewed all areas of the site at the time of the visit, other than for individual flats i.e. common areas only were inspected. cursory inspection of flats only took place if access was granted.

Fire Protection Measures

Fire Detection & Alarm	Progressive auditing by EMO should take place in order to confirm fire detection is provided to at least a Grade D LD3 standard in each flat with a view to eventually achieving a Grade D LD2 standard.
Sprinklers	None
Fire Suppression Systems	None
Emergency & Escape Lighting	Way lights only and emergency escape lighting.
Smoke Control	Manual opening vents in lobbies. No ventilation in stairway enclosure
Rising Mains	None
Fire Extinguishers	Not provided in common areas
Fire Hose Reels	Not provided in common areas
Other Fire Protection Systems	None

Site Occupancy

Total number of staff on site	Unmanned
Number of disabled or requiring assistance to evacuate	Not provided by Estate Management Officer
Numbers sleeping overnight	Not provided by Estate Management Officer
Number in remote areas	None
Number of members of the public	Visitors to individual flats controlled by door security (electromagnetic locking device)
Site Contractors	Various LCC operatives conducting cleaning and building maintenance, as well as external contractors as and when required.

Relevant Legislation & Fire History

Legislation appertaining to building	Regulatory Reform (Fire Safety) Order 2005 and the 2004 Housing Act.
Brief history of any previous fire loss	None known
Any other relevant information	None
Alterations Notices	None known

Documentation Schedule

Item	Frequency	Last Done	Due
Fire detection & alarm	Risk Based not normally exceeding 6 monthly with annual programme	N/A	
Sprinklers	3 monthly / 6 monthly / annual	None	
Other fire suppression	As defined for type of system	None	
Emergency & escape lighting	6 monthly / annual	N/A	
Smoke extraction	As defined for type of system	None	
Fire hose reels	Annual	None	
Fire extinguishers	Annual	None	
Dry rising main	6 monthly / annual	N/A	
Wet rising main	6 monthly / annual	None	
Fire safety awareness training for EMO	As appropriate	N/A	Yes
Fire warden training	As appropriate	None	
Fire evacuation drill	Stay put policy generally applicable	None	
Fixed electrical installation	10 yearly / 5 yearly / 3 yearly	N/A	Yes
Portable appliance testing	Annual or as appropriate	None	
Gas boilers	Annual gas safety check of flats	None	
Emergency generators	Monthly / Annual	None	
Kitchen extract systems	Annual or as appropriate	None	

Notes

- Dates will only be included where the documentation is available for verification. Where such documentation is not available for audit, the relevant section will be marked as Not Available (N/A).
- Frequency of inspection relates to statutory requirements or available guidance standards.

Annex A (Informative)**Model pro-forma for documentation of the fire risk assessment**

A.1 This annex contains a model pro-forma for documentation of a fire risk assessment in England and Wales. If the pro-forma is completed by a competent person, the format and scope of the fire risk assessment will be suitable and sufficient to satisfy the recommendations of this PAS. Modifications to this format will be necessary in the case of premises in multiple occupation, for which information about the building and about the premises of the occupier, for whom the fire risk assessment is being carried out, both need to be recorded.

NOTE Enforcement of fire safety legislation is the prerogative of the enforcing authority charged by legislation with the responsibility to do so. Each enforcing authority is autonomous. There remains debate as to the legal interpretation of what constitutes the significant findings of a fire risk assessment. However, the format of the pro-forma contained in this annex, being part of a BSI PAS, is considered by the Chief Fire Officers' Association to be one suitable format for recording the significant findings of a suitable and sufficient fire risk assessment, although many other formats would also be acceptable.

A.2 The format of a documented fire risk assessment may vary from that shown in this annex, provided that the recommendations of each clause of this PAS are satisfied. For example, in the case of means of escape, compliance with Annex C necessitates that the key factors in Table C.1 are explicitly addressed in the documented fire risk assessment, but not all the specific issues shown in Table C.1 and in the pro-forma contained in this annex need necessarily be included in all documented fire risk assessments conforming to the recommendations of this PAS, as they might not all constitute "significant findings". It is, however, necessary for compliance with this PAS, that the specific issues have, at least, been considered by the fire risk assessor while carrying out the fire risk assessment.

A.3 Equally, the prompt-list of fire hazards shown in the pro-forma may be expanded. This might be appropriate, for example, if there is significant fire hazards for which no headings are included in the pro-forma.

A.4 Where description of any fire hazards or fire precautions is considered appropriate, this can be recorded under the relevant "Comments" heading in the pro-forma. The comments sections can also be used to set out justification for acceptance of standards of any fire protection measures that depart significantly from a prescriptive norm (see 9.2).

A.5 While it might not be essential to record further information in every comments section, care needs to be taken to ensure that the pro-forma does not become a mere tick-list with inadequate supporting information. Such a fire risk assessment is unlikely to satisfy fire safety legislation, nor would it conform to the recommendations of this PAS.

1.0 INTRODUCTION

Under the Regulatory Reform (Fire Safety) Order 2005, Fire Safety Certificates have now been abolished and has been replaced by Fire Risk Assessments.

The Regulatory Reform (Fire Safety) Order came into force on 1st October 2006. This order places duties on the 'Responsible Person' to ensure so far it is reasonably practicable, the safety of employees and non-employees by putting into place general safety fire precautions. A suitable and sufficient Fire Risk Assessment must be undertaken to ensure that the fire safety precautions that have been identified and put into place are adequate.

The order will be enforced by Leicestershire Fire and Rescue Service. The Fire Risk Assessment will be one of the documents that the enforcing authority will request to see when visiting the property. All establishments must have an up to date Fire Risk Assessment.

2.0 SCOPE OF ASSESSMENT

The Fire Risk Assessment comprises of a visual inspection of all the accessible parts of the building. In blocks of flats inspections are often cloned as it is not practical to assess every single flat individually. The assessment comprises of the following:

- Storage of flammable substances
- Storage of combustible materials
- Combustible waste
- Interior finishing and decoration
- Sources of heat/appliances
- Electrical hazards
- General lighting and emergency lighting
- Prevention of arson
- Means of escape
- Detection and alarm systems
- Signage
- Portable extinguishers
- Fixed installation systems
- Site security
- Emergency vehicle access

Every building is assessed to determine the adequacy of the fire precautions in place and the need for additional fire precautions.

3.0 REVIEW OF FIRE RISK ASSESSMENT

All parts of the Fire Risk Assessment must be reviewed on an annual basis or when:

- There are material changes to the building
- A significant change occurs in the matters taken into account
- A change in the fire precautions occur

When a review takes place, it should be confirmed whether the work has been completed from the previous assessment, when undertaking routine maintenance, refurbishment or alterations it is vital that the existing fire precautions are not compromised in any way. For example, replacing a fire door with a non-fire rated door.

4.0 MANAGERS GUIDELINES

As the manager in charge of an establishment you will act as the responsible person on behalf of Leicester City Council, as the responsible person you have the responsibility to ensure that general fire safety precautions are in place to ensure the safety of employees, service users, visitors and other relevant persons who use the premises. These duties include:

- Reduce the risk of fire in the premises
- Reduce the risk of fire spreading
- Ensure that means of escape are kept clear at all times
- Provide means of detecting, warning and fighting fire
- Provide emergency evacuation procedures
- Provide instruction, information and training
- Co-ordinate fire safety in your premises

You also have responsibility to ensure that a suitable and sufficient risk assessment is undertaken in order to identify persons who are exposed, the potential fire hazards and that appropriate control measures are in place.

*Items in blue in the boxes below formulate the action plan.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL**ELECTRICAL SOURCES OF IGNITION**

Reasonable measures taken to prevent fires of electrical origin: N/A YES NO

More specifically:

Fixed installation periodically inspected? N/A YES NO

Portable appliance testing carried out? N/A YES NO

Suitable policy regarding the use of personal appliances? N/A YES NO

Limitation of trailing leads and adapters? N/A YES NO

Comments and hazards observed:

- No evidence at the time of assessment that the fixed installation either in the communal areas or the dwellings had not been tested in accordance with British Standard 7671.
- No portable/personal appliances or trailing leads/adaptors were present in the communal area at the time of assessment.

See Action Plan

SMOKING

Reasonable measure taken to prevent fires as a result of smoking? N/A YES NO

More specifically:

Smoking prohibited in the building? N/A YES NO

Smoking prohibited in appropriate areas? N/A YES NO

Suitable arrangements for those who wish to smoke? N/A YES NO

The policy appeared to be observed at the time of inspection? N/A YES NO

Comments and hazards observed?

- Smoking is prohibited in the communal areas. No smoking signs were displayed but these signs are only noticeable once the block is entered and not prior to entry.

See Action Plan

ARSON

Does basic security against arson by outsiders reasonable?

N/A YES NO

Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?

N/A YES NO

Comments and hazards observed:

- The perimeter of the building was clear of combustible items. The bin chute is sited externally on the balcony.
- Door security is provided and only those persons are permitted to enter the block as who are lawfully entitled to be on the premises, including visitors for tenants.

PORTABLE HEATERS AND HEATING INSTALLATIONS

Is the use of portable heaters avoided as far as practicable?

N/A YES NO

If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant bar fires and LPG?) appliances avoided?

N/A YES NO

Are suitable measures taken to minimise the hazard of ignition of combustible materials?

N/A YES NO

Are fixed heating installations subject to regular maintenance?

N/A YES NO

Comments and hazards observed:

- There is no provision of heating equipment in the communal areas. Where gas fired heating is provided within flats, installations are the subject of an annual gas safety inspection, which was evidenced at the time of assessment.

COOKING

Are reasonable measures taken to prevent fire as a result of cooking?

N/A YES NO

More specifically:

Filters changed and ductwork cleaned regularly?

N/A YES NO

Suitable extinguishing appliances available?

N/A YES NO

Comments and hazards observed

- There are no cooking facilities within the communal areas and fire extinguishers are not provided as per LCC policy.

LIGHTNING

Does the building have a lightning protection system?

N/A YES NO

Comments and hazards observed:

- Not required for this type of property.

HOUSEKEEPING

Is the standard of housekeeping adequate?

N/A YES NO

More specifically:

Combustible materials appear to be separated from ignition sources?

N/A YES NO

Avoidance of accumulation of combustible materials and waste?

N/A YES NO

Appropriate storage of hazardous materials?

N/A YES NO

Comments and hazards observed:

- The housekeeping within the communal areas was good at the time of assessment.

HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

Are safety conditions imposed on outside contractors?

N/A YES NO Is there satisfactory control over works carried out in the building by contractors? N/A YES NO

Are suitable precautions taken during 'hot works' for in house maintenance?

N/A YES NO

Comments and hazards observed:

- No contractors on site at the time of assessment. Therefore unable to assess whether there was satisfactory control over outside and/or in-house contractors.
- Any works conducted within LCC properties should be the subject to written method statements and risk assessments, which are considered for acceptance by the LCC department authorising the work.

Questions to ask a contractor, **depending on the nature of the work and its complexity**, are as follows:

- (a) Who will be responsible for managing/supervising the work?
 - (b) What checks are made on equipment/material?
 - (c) If a sub-contractor's going to be used, how will the main contractor check competency?
 - (d) How many accidents/cases of ill health have there been for which the HSE has taken action?
 - (e) If 5 or more are employed by the contractor, do they have a written H&S policy?
 - (f) Are there any existing risk assessments done for similar jobs?
 - (g) What health and safety information is provided to the contractor's employees?
 - (h) Is the contractor a member of a trade association/professional body?
 - (i) Is there a safety method statement for the job?
 - (j) Will the contractor's work affect the H&S of tenants and visitors to the block of flats?
- The relevant significant findings of this fire risk assessment, if any, should be made known to any outside contractors and they should be made aware of the blocks' emergency procedures.

DANGEROUS SUBSTANCES

If dangerous substances are used, has a risk assessment been

carried out as required by the dangerous substances

and explosive atmospheres regulations 2002?

N/A YES NO

Comments and hazards observed:

- There is no evidence of any dangerous substances stored or used within the communal areas.

OTHER SIGNIFICANT HAZARDS THAT WARRANT CONSIDERATION INCLUDING PROCESS HAZARDS THAT IMPACT ON GENERAL PRECAUTIONS

Hazards and comments observed:

- There were no significant hazards identified during this assessment.

FIRE PROTECTION MEASURES**MEANS OF ESCAPE FROM FIRE:**

Is it considered that the building is provided with adequate means of escape? N/A YES NO

More specifically:

Adequate design of escape routes? N/A YES NO

Adequate provision of exits? N/A YES NO

Exits easily and immediately open where necessary? N/A YES NO

Fire exits open in direction of travel? N/A YES NO

Avoidance of sliding or revolving doors? N/A YES NO

Satisfactory means for securing exits? N/A YES NO

Reasonable distance of travel:

When there is a single direction of travel? N/A YES NO

Where there is an alternative means of escape? N/A YES NO

Suitable protection of escape routes? N/A YES NO

Suitable fire precautions for all inner rooms? N/A YES NO

Escape routes unobstructed? N/A YES NO

Suitable arrangements to escape for disabled people? N/A YES NO

Comments and hazards observed:

- Escape routes were unobstructed at the time of assessment.
- Travel distance from flat front entrance door to comparative safety is within prescribed limits.
- Many flat front doors are not 30 minutes fire resisting (FD30S) [see photograph 1 under supporting documentation]. For example the glazing above flat front entrance was not fire resisting, there were no cold smoke seals, letterbox was not provided with intumescent and the hinges were not CE marked. In addition the overhead self-closing device had been removed.
- Some flat front doors are provided with multiple locking devices and/or exit is by use of a key. This could prevent quick and immediate escape in the event of a fire.
- Communal meter cupboards and tenants' storage room enclosures were not 30 minutes fire resisting (FD30S). Since the block is 12 storeys, notional fire resistance is not appropriate to address the risk.
- Doors to the staircase are unlikely to provide 30 minutes fire resistance (FD30S). The glazing meets British Standard 6206, which is not the standard for fire resistance. In addition 12mm-25mm rebates do not necessarily preclude smoke spread and is not necessarily a suitable substitute for smoke seals.

However, if all the other doors referred to in the action plan of this assessment are replaced with certified 30 minutes fire doors (FD30S) and ventilation is provided within the staircase, the likelihood of the staircase being compromised in the event of a fire is minimal.

Any fire in a flat would effectively have to pass through 4 doors to reach the staircase, i.e. the room of origin, flat front entrance door, and a further 2 doors to the staircase, by which time most of the smoke would have been ventilated through adequate provision of ventilation referred to in the action plan of this fire risk assessment.

As for a fire starting in the staircase itself, the likelihood of this is low. No combustibles are or were stored at the time of assessment in the communal staircase. If a fire were to occur within the stairway enclosure, the likelihood would be that it would burn itself out and by virtue of providing ventilation at the head of the staircase, the smoke would be vented.

Therefore the doors to the staircase do not require replacing. However, at the time of major refurbishment, the doors to the staircase should be replaced with certified 30 minutes fire resisting doors (FD30S) to BS EN 1634 Parts 1, 2 and 3.

- It is uncertain whether the electromagnetic locking device on the block's front entrance fails safe to the open position in the event of any electrical fault or power failure.
- There is no smoke control within the stairway enclosure. This would, in the event of a fire, cause smoke logging of the staircase which would affect tenants wishing to escape and fire fighters entering the block to fight a fire.
- Ventilation is provided in the lobby serving the flats in the form of openable windows. There is also fixed permanent ventilation lower down (see photograph 2 under supporting documentation). This is unlikely to be inadequate. The smoke layer would have to descend to potentially untenable conditions before being ventilated through the fixed vents. Long term therefore this set up is unacceptable for the purposes of smoke control.

See Action Plan

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:

Compartmentation to a reasonable standard?

N/A YES NO

Reasonable limitations of linings that may promote fire spread?

N/A YES NO

As far as can be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of fire?

N/A YES NO

Comments and hazards observed:

- Communal walls are 60 minutes fire resisting.
- Cables in the meter cupboards pass through compartment floors thereby allowing the passage of smoke to upper floors (see photograph 3 under supporting documentation).

See Action Plan

EMERGENCY ESCAPE LIGHTING

Reasonable Standard of emergency lighting system provided?

N/A YES NO

Comments and hazards observed?

- Primary lighting is provided throughout the escape route.
- Emergency escape lighting is provided throughout the communal staircase and from the flats to the staircase on the floors that were inspected.

FIRE SAFETY SIGNS AND NOTICES

Reasonable standard of fire safety signs and notices?

N/A YES NO

Comments and deficiencies observed:

- Reasonable standard of fire action notices were provided in the communal areas.
- Lift motor room was not provided with a 'Fire Door Keep Locked Shut Sign.'

See Action Plan

MEANS OF GIVING WARNING IN CASE OF A FIRE

Reasonable manually operated electrical fire alarm system provided?

N/A YES NO

Automatic fire detection provided? N/A YES NO

Is fire detection generally appropriate for occupancy and fire risk? N/A YES NO

Remote transmission of alarm signals? N/A YES NO

Comments and deficiencies observed:

MANUAL FIRE EXTINGUISHING APPLIANCES

Reasonable provision of portable fire extinguishers? N/A YES NO

Hose reels provided? N/A YES NO

Are all fire extinguishing appliance readily available? N/A YES NO

Comments and deficiencies observed:

- LCC policy is not to provide equipment in communal areas, as per 21.4, 33.2 and 67.1 of 'Fire safety in purpose-built blocks of flats.'

RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

Type of system:

None installed

Comments:

N/A

OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT

Type of system:

None installed

Comments:

None

Suitable provision of fire fighters switches for high voltage luminous signs? N/A YES NO

Comments:

None

MANAGEMENT OF FIRE SAFETY**PROCEDURES AND ARRANGEMENTS**

Fire safety is managed by:

St Peter's Area Housing Office

Competent person appointed to assist in undertaking the preventative and protective measures (i.e. relevant fire precautions)?

N/A YES NO

Comments and deficiencies observed:

- Fire risk assessments are undertaken by the Technical Services department with advice on general fire precautions to be given to area EMOs to implement. Fire Risk assessments will be distributed to relevant area housing offices/EMO as part of the management review being undertaken, whilst EMO's will review the fire risk assessment on an annual basis.
- Repairs are identified by EMOs and reported as required. LCC to ensure that those working on preventative and protective measures are competent, i.e. having the right combination of skills, experience and knowledge.

Is there a suitable record for fire safety arrangements?

N/A YES NO

Comments and deficiencies observed:

- Not all records were available at the time of assessment. A Fire Safety management plan is being conducted by LCC Technical Services via the fire risk assessment, which is ultimately and formally handed over to those responsible EMO's for adoption.

Appropriate fire procedures in place?

N/A YES NO

More specifically:

Are procedures in the event of a fire appropriate and well documented?

N/A YES NO

Are there suitable arrangements for summoning the fire service?

N/A YES NO

Are there suitable arrangements to meet the fire service on arrival and provide relevant information, including hazards to fire fighters?

N/A YES NO

Are there suitable arrangements to ensure that the premises have been evacuated?

N/A YES NO

Is there a suitable fire assembly point?

N/A YES NO

Are there adequate evacuation procedures for disabled people?

N/A YES NO

Comments and deficiencies observed:

- LCC are currently relying on tenants to summon the fire service in the event of a fire; a duty officer is normally available to attend an incident within 30min.
- Persons not nominated to meet and greet the fire service on arrival.
- There was no indication at the time of assessment whether this block housed tenants with mobility issues, visual or hearing impairment or learning difficulties. It is uncertain whether any suitable Personal Emergency Evacuation Plans (PEEPs) are in place.

See Action Plan

Persons nominated and trained to use fire extinguishing appliances?

N/A YES NO

Comments and deficiencies observed:

- Fire extinguishers are not required in common areas of blocks of flats.

Persons nominated and trained to assist with evacuation including disabled?

N/A YES NO

Comments and deficiencies observed:

- See Above

Appropriate liaison with the Fire and Rescue service?

N/A YES NO

Comments and deficiencies observed:

- EMO or Duty Officer available or should be available to liaise with fire service in the event of a fire.

Routine in house inspections of fire precautions (health and safety inspections)? N/A YES NO

TRAINING AND DRILLS

Are all staff given appropriate training on induction?

N/A YES NO

- EMOs are to conduct monthly building inspections, record them and ensure any deficiencies are rectified within a reasonable given timeframe. Building inspections are to incorporate any items identified in this fire risk assessment, which was not previously audited on a monthly basis.

Comments and deficiencies observed:

Are all staff given refresher training at suitable intervals? N/A YES NO

Does all staff training provide information, instruction and training on the following:

Fire risk in premises? N/A YES NO

The fire safety measures in the building? N/A YES NO

Action in the event of a fire? N/A YES NO

Method of operation of manual call points? N/A YES NO

Location and use of fire extinguishers? N/A YES NO

Means for summoning the fire service? N/A YES NO

Identity of persons nominated to assist with evacuation? N/A YES NO

Identity of persons nominated to assist with fire evacuation? N/A YES NO

Comments and deficiencies observed:

- No staff based at this premises. EMOs who manage the premises should be or are familiar with the answers in relation to the aforementioned questions pertaining to their block.

Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A YES NO

Comments and deficiencies observed:

- No resident staff are located within the premises.

Are fire drills carried out at appropriate intervals? N/A YES NO

Comments and deficiencies observed:

- There are currently no fire drills carried out as a stay put policy has been adopted.

When the employees of another employer work in the premises:

Is the employer given appropriate information? N/A YES NO

Is it ensured that the employees are provided with adequate information? N/A YES NO

Comments and deficiencies observed:

- No contractors on site at the time of assessment. Therefore unable to assess whether there was satisfactory control over outside and/or in-house contractors.
- Any works conducted within LCC properties should be the subject to written method statements and risk assessments, which are considered for acceptance by the LCC department authorising the work.
- The relevant significant findings of this fire risk assessment, if any, should be made known to any outside contractors and they should be made aware of the blocks' emergency procedures.

TESTING AND MAINTENANCE

Adequate maintenance of premises?

N/A YES NO

Comments and deficiencies observed:

- Communal and flat front doors are not being adequately maintained.

See Action Plan

Weekly testing and periodic servicing of Fire Alarm System?

N/A YES NO

Comments and deficiencies observed:

Monthly and annual testing routines for emergency escape lighting?

N/A YES NO

Comments and deficiencies observed:

Annual maintenance of fire extinguishing appliances?

N/A YES NO

Comments and deficiencies observed:

Periodic inspection of external escape staircases and gangways?

N/A YES NO

Comments and deficiencies observed:

- This takes place on a monthly basis and records are allegedly kept.

Six monthly inspection and annual testing of rising mains?

N/A YES NO

Weekly and monthly testing, six monthly inspection and testing of fire fighting

Lifts?

N/A YES NO

Comments and deficiencies observed:

None Installed.

Weekly testing and periodic inspection of sprinkler installation?

N/A YES NO

Comments and deficiencies observed:

None Installed.

Routine checks of final exit doors and security fastenings?

N/A YES NO

Comments and deficiencies observed:

- EMO advised that this takes place. However, see comments under the 'Records' section below.

Annual inspection of lightning protection system?

N/A YES NO

Comments and deficiencies observed:

None installed.

Other relevant inspections or tests?

N/A YES NO

Comments and deficiencies observed:

None required.

RECORDS

Appropriate records of:

Fire Drills?

N/A YES NO

Fire training?

N/A YES NO

Fire alarm tests?

N/A YES NO

Emergency escape lighting tests?

N/A YES NO

Maintenance and testing of other fire protection equipment?

N/A YES NO

Comments and deficiencies observed:

- Records of all of the above were unavailable at the time of assessment indicating poor management.

See Action Plan

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS8800:

Potential consequences of Fire ⇒	SLIGHT HARM	MODERATE HARM	EXTREME HARM
Likelihood of Fire ↓			
LOW	Trivial Risk	Tolerable Risk	Moderate Risk
MEDIUM	Tolerable Risk	Moderate Risk	Substantial Risk
HIGH	Moderate Risk	Substantial Risk	Intolerable Risk

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

LOW **MEDIUM** **HIGH**

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

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings)

High: Lack of adequate controls applied to one or more significant fire hazards such as to result in significant increase in likelihood of fire.

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

SLIGHT HARM **MODERATE HARM** **EXTREME HARM**

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

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

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants

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

TRIVIAL TOLERABLE MODERATE SUBSTANTIAL INTOLERABLE

A suitable-risk control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS8800 for general health and safety risks:


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

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



TRIVIAL TOLERABLE

Estate Management Officer to note that although responsibilities in the action plan below are assigned to persons or departments other than themselves, the Estate Management Officer retains managerial responsibility. He/she must therefore ensure that any responsibilities in the action plan are undertaken by the relevant department and/or person. This includes the initial commissioning of the work. Contact will need to be initiated by the Estate Management Officer.

SIGNIFICANT FINDINGS AND PRIORITY ACTION PLAN

ITEM	RISK LEVEL/PRIORITY	RESPONSIBILITY	ACTION	TARGET DATE	DATE COMPLETED & SIGNATURE
<p><u>Electrical Sources of Ignition</u></p> <p>1. No evidence at the time of assessment that the fixed installation either in the communal areas or the dwellings had not been tested in accordance with British Standard 7671.</p>	Medium	Direct Services Organisation or General Building Works	<ul style="list-style-type: none"> Fixed electrical installation should be tested at least every 5 years for the communal areas (10 years for flats) and the certificate resulting from the test is to be kept for evidential purposes. The certificate is to be read and if any issues are identified, the building responsible person is to ensure that the outstanding issues are satisfactorily rectified. Periodic inspection and testing will reduce the risk of fire occurring due to electrical failure. 	February 2016	<p>New electrical distribution equipment to be installed next week commencing Tues 27th Aug 2016 including full test upon completion</p> 

<p>Smoking</p> <p>2. Smoking is prohibited in the communal areas. No smoking signs were displayed but these signs are only noticeable once the block is entered and not prior to entry.</p>	<p>Low</p>	<p>Estate Management Officer</p>	<ul style="list-style-type: none"> The 'No Smoking' sign should be displayed conspicuously and screwed to the wall so that any visitors to the block are immediately aware that there is a 'No Smoking' policy in the communal area. 	<p>Immediately</p>
<p>Means of Escape</p> <p>3. Many flat front doors are not 30 minutes fire resisting (FD30S) [see photograph 1 under supporting documentation]. For example the glazing above flat front entrance was not fire resisting, there were no cold smoke seals, letterbox was not provided with intumescent and the hinges were not CE marked. In addition the overhead self-closing device had been removed.</p>	<p>High</p>	<p>Technical Services</p>	<ul style="list-style-type: none"> All flat front doors are to be replaced with certified thirty minutes fire doors/sets to BS EN 1634 Parts 1, 2 and 3 are to be installed by a competent person and are to include cold smoke seals and intumescent strips with an overhead self-closing device to BS EN 1154. Alternatively the perkomatic concealed door closer may be used (see BS EN 1634-1:2000). Perko concealed door closers may only be used if certified to BS 476: Part 20:1987. 	<p>November 2015</p> <p>All flat front doors (frames and panes) have been replaced with new FIAS certified fire resisting door sets. Completed Feb/March 2016.</p>

<p>4. Some flat front doors are provided with multiple locking devices and/or exit is by use of a key. This could prevent quick and immediate escape in the event of a fire.</p>	<p>High</p>	<p>Technical Services</p>	<p>Installer is to have due regard to both British Standard BS 8214:2008 'Code of Practice for Fire Door Assemblies' and manufacturer's installation instructions.</p> <ul style="list-style-type: none"> Flat entrance doors and, in particular, any doors on the escape route, including the final exit from the premises must be able to be opened without the use of a key. A single action device, e.g. Yale lock, thumb turn or push pad (if appropriate) should be provided instead. Any single action device must be able to be operated by all tenants at all times in case of an emergency. In this regard, particular care should be taken to ensure that deadlocking night latches are not installed as they prevent escape in the event of an emergency. 	<p>November 2015</p>	<p>4. All new doors fitted with thumbturn locks.</p> 
<p>5. Communal meter cupboards and tenants' storage room enclosures were not 30</p>	<p>High</p>	<p>Technical Services</p>	<ul style="list-style-type: none"> Doors to the communal meter cupboards and tenants' storage rooms 	<p>November 2015</p> <p>P.T.O.</p>	

<p>minutes fire resisting (FD30S). Since the block is 12 storeys, notional fire resistance is not appropriate to address the risk.</p> <p>6. It is uncertain whether the electromagnetic locking device on the block's front entrance fails safe to the open position in the event of any electrical fault or power failure.</p>	<p>Medium</p>	<p>Estate Management Officer</p>	<p>are to be provided with certified thirty minutes fire doors/sets to BS EN 1634 Parts 1, 2 and 3 are to be installed by a competent person and are to include cold smoke seals and intumescent strips.</p> <p><i>These doors will not require self-closing devices but should nevertheless be kept locked shut and provided with signage to this effect.</i></p> <p>Installer is to have due regard to both British Standard 8214:2008 'Code of Practice for Fire Door Assemblies' and manufacturer's installation instructions.</p> <ul style="list-style-type: none"> Written confirmation is to be sought from the installer that in the event of a power failure or any other fault (e.g. short circuit/earth fault) the door entry system fail unlocks so that in the event of a fire any 	<p>Service Riseer doors replaced with FIRAS certified fire resisting doors by [redacted] Dec 2016. [redacted]</p>
			February 2016	

<p>7. There is no smoke control within the stairway enclosure. This would, in the event of a fire, cause smoke logging of the staircase which would affect tenants wishing to escape and fire fighters entering the block to fight a fire.</p>	<p>High</p>	<p>Technical Services</p>	<p>tenant wishing to escape may do quickly and safely.</p> <ul style="list-style-type: none"> A free area of 1m² ventilation should be provided at the head of the staircase (stairwell vent). This can be in the form of fixed permanent louvered ventilation or an opening vent in the staircase opened by Fire and Rescue Service by means of hardware or by virtue of a control panel (battery back-up) located remotely. Two remote control switches at the top and bottom of the stairs that opens a vent to 120 degrees to minimise the impact of wind. A competent person may be able to verify that the existing low level fixed ventilation is sufficient to adequately vent smoke from any flat fire. If this verification cannot be obtained, then the lobbies serving the flats on each floor should be provided with 	<p>November 2015</p> <p>February 2016</p> <p>Items 7 and 8. Competent fire eng near employed registering these (B&R). His report dated October 2015 concluded that the benefit of improving ventilation was not proportional to the overall fire risk and the cost of works. Longterm improvement of ventilation to be considered as part of major renovation</p>
<p>8. Ventilation is provided in the lobby serving the flats in the form of openable windows. There is also fixed permanent ventilation lower down (see photograph 2 under supporting documentation). This is unlikely to be inadequate. The smoke layer would have to descend to potentially untenable</p>	<p>Medium</p>	<p>Technical Services</p>		

<p>conditions before being ventilated through the fixed vents. Long term therefore this set up is unacceptable for the purposes of smoke control.</p>			<p>1.5m² free ventilation located appropriately so that maximum smoke ventilation is possible. This ventilation should be in the form of permanent ventilation or automatic opening vents operated by smoke detection. This is the benchmark standard for existing blocks of flats.</p>		
<p><u>Measures To Limit Fire Spread and Development</u></p> <p>9. Cables in the meter cupboards pass through compartment floors thereby allowing the passage of smoke to upper floors (see photograph 3 under supporting documentation).</p>	High	Technical Services	<ul style="list-style-type: none"> The gaps around the cables in the meter cupboards are to be fire stopped with fire resisting putty, sealant, mastic or an alternative suitable fire stopping product. 	November 2015	Service riser Doors replaced Dec 2016
<p><u>Fire Safety Signs and Notices</u></p> <p>10. Lift motor room was not provided with a 'Fire Door Keep Locked Shut Sign.'</p>	Low	Estate Management Officer	<ul style="list-style-type: none"> Lift motor room should be provided with a 'Fire Door Keep Locked Shut' sign. 	Immediately	

<p>Means Of Giving Warning In Case Of Fire</p> <p>11. It is uncertain whether all flats within this block are provided with automatic fire detection of the appropriate grade and coverage. The gas safety checks, as per the gas safety record sheets, do not adequately undertake these checks fully and for all flats. There is no evidence to suggest that the Estate Management Officers or Assistant Estate Management Officers are undertaking these checks.</p>	<p>High/Medium</p>	<p>General Building Works and/or Direct Services Organisation</p>	<ul style="list-style-type: none"> Short term, it is to be ensured that all flats are provided with a battery operated smoke alarm (Grade F) with a longer than normal battery life (minimum is one year), which cannot be easily removed. In flats the smoke alarm will be in the flat lobby. 3 metres of the door). <p>At the time of refurbishment, rewire or prior to re-let, flats/maisonettes are to be provided with interlinked mains powered smoke alarms with battery back-up (Grade D) to minimum LD3 standard or preferably to LD2 standard. LD2 covers the locations in the paragraph immediately above and, in addition, covers the kitchen and the living room.</p> <p>Additional smoke alarms may be required in</p>	<p>Refurbishment/Re-let Stage</p>
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<p><u>Procedures and Arrangements</u></p> <p>12. Persons not nominated to meet and greet the fire service on arrival.</p>	<p>Medium</p>	<p>Estate Management Officer/Duty Officer</p>	<p>bedrooms where residents smoke or are mobility impaired or are known for alcohol/substance abuse. This will be determined by virtue of a risk assessment of the dwelling under the Housing Health and Safety Rating System.</p>		
<p>13. There was no indication at the time of assessment whether this block housed tenants with mobility issues, visual or hearing impairment or learning difficulties. It is uncertain whether any suitable Personal</p>	<p>Medium</p>	<p>Estate Management Officer/Duty Officer</p>	<ul style="list-style-type: none"> A nominated key holder should be available 24/7 and 365 days per year to attend any building incident and convey all relevant information to an attending Fire Brigade. In order to assist an attending Fire Brigade in the event of a fire, it is essential that all relevant building information may be passed to them, so as to assist them in dealing with a fire event. The default position is that in all purpose-built flats, other than the one in which the fire occurs, occupants should 'stay- 	<p>February 2016</p>	<p>February 2016</p>

<p>Emergency Evacuation Plans (PEEPs) are in place.</p>			<p>put' in the event of a fire due to the degree of compartmentation. This is normally the safest option. The 'stay-put' policy needs to be clarified with all tenants. Fire action notices are not always read by tenants and even if they are, the rationale behind a stay-put policy is not understood.</p> <p>However, there may be a need or a wish to evacuate and this is the prerogative of individual residents.</p> <p>If there is a need to evacuate and a tenant has mobility or visual impairment or has learning difficulties, it is reasonable to expect that the Estate Management Officer and the Duty Officer may need to receive training depending on the various occupants' escape needs in the event of a fire.</p>	
			<p>Personal emergency</p>	

			<p>evacuation plans (PEEPs) are to be drawn up after/alongside such training and in conjunction with the tenant(s). It is only then that a standard evacuation plan can be tailored to the needs and reasonable sensitivities of an individual.</p> <p>Prior to drawing up PEEPs, other options may need to be considered. For example, where there is mobility impairment of a nature that independent escape from above ground floor is extremely difficult, the first option would be to relocate on the ground floor or provide alternative suitable housing, e.g. sheltered housing.</p> <p>If this is not practicable in the long term then, in exceptional circumstances, the Estate Management Officer, Duty Officer and a deputy may need to</p>	
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			<p>receive training in moving, handling, lifting and disability evacuation etiquette.</p> <p>Similarly, for other issues such as breathing and learning difficulties, appropriate training may be required with refresher training at intervals.</p> <p>In some cases, e.g. visual impairment, the PEEPs may identify that EMO or Duty Officer intervention is not required. A simple inexpensive adaptation may be all that is required, for example, handrails on escape stairs or good colour contrasts.</p> <p>Tenants/occupants need to be reasonable in fire situations and should be informed that it might take the Estate Management Officer or Duty Officer up to 30 minutes (or more in rare instances) to arrive and assist in an escape and</p>		
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<p>Testing and Maintenance</p> <p>14. Communal and flat front doors are not being adequately maintained.</p>	<p>High</p>	<p>Estate Management Officer</p>	<p>in that scenario, the fire may be well-developed in a location where it would not be reasonably safe for an EMO or the Duty Officer to effect an escape.</p> <p>NB: A fire risk assessment of the vulnerable person's dwelling under the Housing Act should identify the measures necessary to reduce the probability of a fire occurring to as low as reasonably practicable. Home fire safety checks by the Fire Service for vulnerable persons, though not a substitute for a risk assessment may be a helpful interim measure.</p>		
		<ul style="list-style-type: none"> As part of the monthly inspection programme, the Estate Management Officer and Assistant Estate Management Officer should inspect fire doors to ensure as a minimum the following: 			

			<p>(i) The doors sit neatly in the frame and are free of distortion. (ii) The overhead self-closing devices are present. (iii) The gap between the door leaf and the frame is not more than 3mm. (iv) Smoke seals and intumescent strips are present in the sides and top of the door or door frame and are not damaged or painted over. (v) 3 solid hinges are present (not plastic). (vi) The door closes and engages with the latch from any angle.</p> <p>Any defects should be notified to the appropriate department for rectification and the EMO/Assistant EMO should ensure that the works are completed within a reasonable timeframe.</p>	
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<p>Record Keeping</p> <p>15. Records of the following were unavailable at the time of assessment:</p> <ol style="list-style-type: none"> 1. Periodic electrical inspection for the communal areas as well as the flats. 2. Operability, availability and ease of use of final exit doors. 3. Comprehensive fire door checks. 4. Monthly testing of the emergency escape lighting. 5. Evidence of the annual discharge test of the emergency escape lighting system. 6. Service records for the dry rising main 7. Commissioning/Service certificate for the fire alarm system. 8. Weekly testing of the manual call points, if present, by the Estate Management Officer. 9. Monthly checks of the communal areas and the perimeter of the building (housekeeping records) 	<p>High</p>	<p>Estate Management Officer</p>	<ul style="list-style-type: none"> Records of the identified items mentioned should be retained. Records of monthly inspections of the communal areas including any fire doors inspected should be retained in order to easily demonstrate due diligence on the part of the Estate Management Officer. Additionally any warnings given to tenants and letters regarding fire safety should be retained. Some areas of consideration in this respect are: <ol style="list-style-type: none"> (a) Wedging of communal fire doors, (b) Removal of overhead self-closing devices from flat front doors, (c) Storing personal items in communal areas, (d) No smoking, (e) Stay put policy, (f) Advice on weekly checks of smoke alarms. 	<p>Immediate</p>
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			<p>(g) Shutting doors at night when sleeping, leaving the flat or evacuating if necessary.</p> <ul style="list-style-type: none"> All certification, e.g. periodic electrical inspection reports, emergency lighting servicing certification, gas safety records, fire alarm service certificates etc. are to be read by the Estate Management Officer to familiarise themselves with and, more importantly, to ensure that any works or issues identified have in fact been rectified by the contractor or the in-house team. <p>For example, the emergency lighting test certificate may have identified that a 2D emergency light in the entrance lobby failed.</p> <p>The Estate Management Officer as the Building Responsible Officer should ensure that the</p>	
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				contractor, having identified the failure, has rectified it.	
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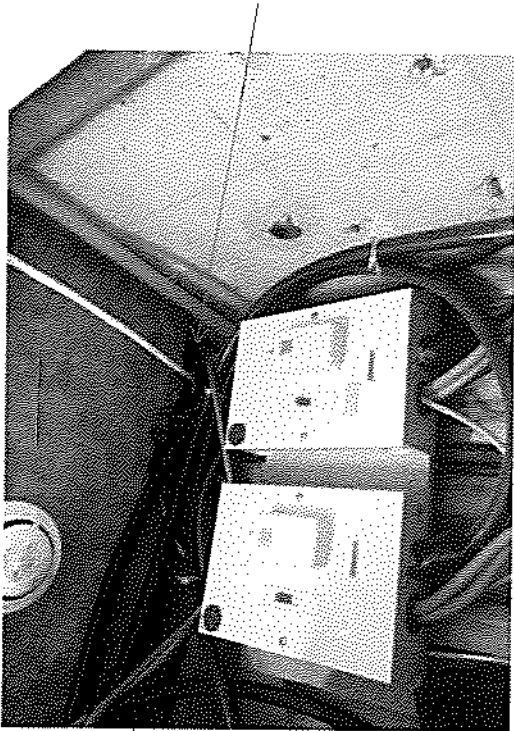
SUPPORTING DOCUMENTATION



Photograph 1 – Example of a flat front door set not achieving 30 minutes fire resistance (FD30S).



Photograph 2 – Existing ventilation in lobby serving flats.



Photograph 3 – Breach in fire resisting compartment floor.