London Borough of Redbridge

LFCDA
Fire Safety Management

Fire Risk Assessment

COMPLIANT WITH THE REQUIREMENTS OF THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

PROPERTY ADDRESS:	53 - 62, Gaysham Hall, Longwood Gardens, IG5 0ER
UPRN:	**1169580**
PREMISES USE:	Purpose built – Residential
PROPERTY DESCRIPTION:	5 Storey residential block of 10 self-contained flats
ASSESSORS NAME AND TITLE:	
DATE OF ASSESSMENT:	9th May 2016
RESPONSIBLE PERSON:	LB of REDBRIDGE – Chief Executive
PERSONS CONSULTED:	
PREVIOUS FRA	18th November 2015

WHAT IS THE OVERALL CATEGORY OF FIRE RISK:	LOW	MEDIUM	HIGH
		✓	

RECOMMENDED REVIEW	2 Years or following a Material Change

EXECUTIVE SUMMARY

FOLIO	EXECUTIVE SUMMARY	Action

Brief description of construction / building uses and activities:

5 Storey purpose built block of flats comprising of 10 self-contained flats with 2 flats per storey and a single centralised staircase.

No requirement for a Fire Alarm in common parts of the block.

Traditional brick and concrete building with a flat roof.

BS 5839 part 6 LD3 self-contained smoke alarms have been installed in all flats.

Assumed 60 minutes fire resistant compartmentation throughout.

A Dry Rising Main is fitted in the building, and a lift serves all floors.

A refuse chute is fitted in the staircase enclosure, discharging to a bin room on the ground floor.

There is a loft hatch, but this only gives access to the lift motor room, with no common roof void.

Electrical intake and metering cupboard is kept locked and situated on the ground floor. The cupboard was kept clear of storage at the time of visual inspection.

STAY PUT evacuation policy in place

A Fire Compartmentation Survey has been carried out on the 9th May 2016 and forms an appendix to this Assessment

	Year of (approx.) construction.	1953	**Year (approx.) Building Converted**	N/A	**Use of building**	Residential

1	Purpose built residential block with 10 individual self-contained flats	See photos
2	Traditional brick and concrete construction, with a flat roof	See photos
3	A Fire Compartmentation Report was conducted on the 09.05.2016 and forms an appendix to this assessment.	App A
4	At the time of the inspection the escape routes were maintained as clear and free from obstructions and combustibles	Step 4
5	Some flats were identified as having gas supplies and appliances. Gas safety checks should be carried out annually and certificates provided.	Step 4
6	The ceiling of the top floor contains a loft hatch. The loft hatch gives access to the lift motor room.	Step 5
7	As the building has a flat roof, there is no common loft area to inspect.	Step 5

8	Emergency Escape Lighting was identified in the common areas of this block.	Step 7
9	It is not possible to confirm the fire resistance of all the flat entrance fire doors. However, these doors have been accepted as 'nominal' fire doors with a notional fire resistance of 30 minutes. Flat entrance Fire Doors and communal Fire Doors should meet the requirements of BS 476 part 22 & BS EN 1634 fitted with intumescent strips, cold smoke seals and appropriate self-closing devices. Your attention is drawn to the following Flat entrance front doors:	Step 8
10	A stay put policy is in place. The intention is that, due to the high levels of compartmentation, the dwellings apartments are places of temporary safety and only the occupants of the dwelling of origin need to evacuate initially, the occupants of other dwellings being able to 'stay put' in relative safety until directed otherwise by the fire and rescue service.	Step 10
11	Some flats were identified as having gas supplies and appliances, Gas safety checks should be carried out annually and certificates provided.	Step 11
12	Compliance certificates were not available to demonstrate that the dry rising main inspections have been completed. Ensure that these are tested in accordance with BS 9990:2006.	Step 11
13	Compliance certificates were not available to demonstrate that the lift inspections have been completed. Ensure that these are tested in accordance with BS EN 81-72.	Step 11
14	No certificates were available to demonstrate that the electrical inspections have been completed. Ensure that electrical installation is inspected at change of occupancy or every 5 years whichever is the sooner, in accordance with BS7671:2008.	Step 11

Step 1 - Preamble

This **Fire Risk Assessment Report** follows the guidance, issued by Chief Fire Officers Association (CFOA), Chartered Institute of Housing (CIH), & the Local Authority Group (LA Group). This report sets out to compare and assess each building as actually being used by its users (and the related hazards, risks, due to the intended uses & users actions) against the following (as relevant and appropriate to its use and users) technical standards, in accordance with the statutory requirements of The **Regulatory Reform (Fire Safety) Order 2005**:

Disclaimer:

LFCDA consultants have made every reasonable effort to ensure that the risk assessment and recommendations are accurate. We cannot, however, accept responsibility for any subsequent risks identified or for any consequences which might arise from the omission or implementation of any recommendations. This non-invasive fire risk assessment does not provide information on areas outside the scope of a visual inspection.

The appropriate and relevant guidance may include:

- Building Bylaws, (London)
- Building Regulations, 1965, 1972, 1976, 1986, 1990, 2000, 2010 & relevant "Approved Documents"
- CP3: Chapter IV: 1971, "Precautions against Fire – For Blocks of Flats & Maisonettes above two stories"
- BS5588 Part 1:1990, "Fire Precautions in the Design, Construction and Use of buildings – Residential Buildings"
- "Fire Safety in buildings having Sleeping Accommodation", Issued by **DCLG** (National Government) in 2005
- "LACORS Guide" to "Fire Safety in buildings with Flats, provided by Conversion". (HiMO / HMO)
- "Fire Safety in Purpose Built blocks of Flats" by the LG Group & CFOA & CIH, (published July 2011)
- "Fire Safety in Housing – Practice Brief" , by CIH & CFOA (published June 2011)
- Local Fire Authority guidance and CFOA guidance issued under the **RR (FS) O 2005** legislation since 2005.

GENERAL INFORMATION

FOLIO	CHECKLIST			YES	N/A	NO	ACTION
1.1	Number of storeys?			**5 Storeys (G, 1, - 4.)**			
1.2	Is there a basement?					✓	
1.3	Is there car parking under the housing units?					✓	
1.4	Is there a passenger lift?	**Num.**		✓			
1.5	Is there a Fire Fighting lift? (With Firefighters Controls?)					✓	See notes
1.6	How many Staircase Shafts?	**Num.**	1				
1.7	Is there Smoke Shafts & Vents					✓	
1.8	Is there roof plant / equipment etc?					✓	
1.9	Any site conditions that present environmental impact if Fire occurs?					✓	
1.10	Fire or Arson – Have any incidents occurred in the past three years?					✓	Not Known
1.11	Are details of any previous fires or recorded near miss events available					✓	Not Known
1.12	Names of (non-residential) tenants in buildings or part sub-let to external businesses (Shops, Community Centres, Estate offices etc)			NONE			
NOTES	**1.5** A lift is fitted, but it is not a "firefighters" lift						

STEP 2: IDENTIFY PERSONS AT RISK

2.1	NUMBERS OF EMPLOYEES	**0**	**2.5**	ESTIMATED NUMBERS OF **Resident Staff + Contractors.**	**0 + Varies**
2.2	NUMBER OF (Self-Contained) FLATS	**10**	**2.6**	NUMBER OF RESIDENTS	**30+**
	Number of "Rooms Used for Residential Purposes" (RURP)	**0**			
2.3	DO ANY PERSONS HAVE A MOBILITY DISABILITY?	**Unknown**	**2.7**	DO ANY PERSONS HAVE A SENSORY DISABILITY?	**Unknown**
2.4	Visitors (other)	**(varies)**	**2.8**	OTHERS?	**Unknown (to LFCDA)**
Notes:	2.7 Unknown (by assessor) whether there are any residents with additional needs in the property.				

STEP 3: SOURCES OF IGNITION

FOLIO	ELECTRICAL SOURCES OF IGNITION	YES	N/A	NO	ACTION
3.1	Are there company policies (for workplaces) and procedures regarding use of electrical equipment?		✓		
3.2	Is there evidence of overloading of socket outlets or adapters (Charring or discolouration)?			✓	
3.3	Are electrical intake cupboards secured and kept clear of combustible materials?	✓			
FOLIO	**SMOKING POLICY / Smoking Ban Compliance**	YES	N/A	NO	ACTION
3.4	Is "NO SMOKING signage displayed at all entrances to the building?	✓			
3.5	Is there evidence of smoking in the prohibited areas?			✓	
FOLIO	**ARSON**	YES	N/A	NO	ACTION
3.6	Are adequate control measures used to deter arson attacks (e.g. external lighting, CCTV, fencing, watch schemes etc.)?	✓			
3.7	Are any externally located fuel sources protected to prevent Arson?	✓			
3.8	Is there controlled access into the building (e.g. swipe card, intercom, remote door release, etc.)?	✓			
FOLIO	**LIGHTNING PROTECTION**	YES	N/A	NO	ACTION
3.9	Does the building have a lightning protection system (evidence of lightning rod and earth)?			✓	
Notes:					

STEP 4: SOURCES OF FUEL

FOLIO	HOUSEKEEPING	YES	N/A	NO	ACTION
4.1	Are there unnecessary combustible materials or wastes stored or allowed to accumulate?			✓	See notes
4.2	Are arrangements for equipment ventilation and/or plant kept clear?	✓			
4.3	Are all corridors, stairways and landings kept clear of flammable materials and obstructions?	✓			
FOLIO	**GAS**	YES	N/A	NO	ACTION
4.5	Are gas boiler rooms kept clear of inappropriate materials?	✓			
4.6	Are gas meter boxes / rooms kept clear of inappropriate materials?	✓			
4.7	Are (visible) gas riser / supply pipes in good order?	✓			
FOLIO	**OTHER SIGNIFICANT FUEL SOURCES?**	YES	N/A	NO	ACTION
4.8	Bulk Bin Storage (Internal or External to Building)	✓			Internal
4.9	Recycling or other storage in common areas?	✓			
FOLIO	**ADDITIONAL SOURCES OF OXYGEN**	YES	N/A	NO	ACTION
4.10	Are there other sources of oxygen: e.g. Oxidising agents, Air-con systems, medical oxygen, etc.?		✓		Not Known

Notes:

4.1 At the time of the inspection the escape routes were maintained clear and free from obstructions and combustibles

STEP 5: FIRE SEPARATION & COMPARTMENTATION

FOLIO	WALLS/CEILINGS / FLOORS ALONG PROTECTED ESCAPE ROUTES	YES	N/A	NO	ACTION
5.1	Is the property designed & provided with adequate compartmentation?	✓			See Fire Compartmentation Report 09.05.2016
5.2	Is there evidence that suggests compartmentation has been breached or not fire stopped around pipe work etc. (Missing ceiling tiles, non-FR Ducts, etc.?)	✓			See Fire Compartmentation Report 09.05.2016
5.3	Are there any signs of damage or (non-fire-stopped) penetrations of the "as built" compartmentation, in-between flats?			✓	See Fire Compartmentation Report 09.05.2016
5.4	Are travel routes separated by compartmental (fire) doors at least every 30M intervals?		✓		
5.5	Are wall coverings designed to reduce the surface rate of flame spread?	✓			See Fire Compartmentation Report 09.05.2016
5.6	Are there adjacent properties which present a risk to the assessed building?			✓	
5.7	Is the residential use adequately separated from other occupancies where the block is part of a mixed use development e.g. above shops or a hotel?		✓		
FOLIO	**ROOF VOID & CONCEALED SPACES**	YES	N/A	NO	ACTION
5.8	It is recommended that roof voids be inspected for compartmentation / smoke barriers?			✓	
5.9	Is there a loft hatch in the common parts?	✓			See notes
5.10	Was a cursory inspection of the internal roof void carried out?			✓	See notes
5.11	Was a cursory inspection of concealed spaces carried out?		✓		
5.12	Is the loft areas adequately separated?		✓		
5.13	If appropriate, are exiting fire separation arrangements adequate i.e. fire curtains, separating walls?		✓		

NOTES

5.1 A full Fire Compartmentation Report was conducted on 09.05.2016
The report is added as an appendix to the assessment

5.9 The ceiling of the top floor contains a loft hatch. The loft hatch gives access to the lift motor room.

5.10 & 5.12 As the building has a flat roof there is no common loft area to inspect.

STEP 6: SMOKE CLEARANCE

	FACILITIES FOR SMOKE CLEARANCE	YES	N/A	NO	ACTION
6.1	Are all sections of the escape route(s) enclosed (by walls, windows, doors, etc.) so as to entrap smoke?	✓			See notes
6.2	Do Escape Routes have adequate openable vents for smoke clearance at least equal to **1.5m2** per floor / section?	✓			
6.3	Are there Manual Opening Vents in lobbies or corridors?		✓		
6.4	Is there Automatic Opening Vents (AOV) in lobbies or corridors?		✓		
6.5	Are there Smoke Detectors to operate the AOV(s)?		✓		
6.6	Is an AOV of at least 1m2 provided at the head of the Stairway?		✓		
6.7	Is there a Mechanical Smoke ventilation system for the staircase?			✓	
6.8	Are there Smoke Detectors to operate the AOV/Mechanical Ventilation System(s)?		✓		

NOTES

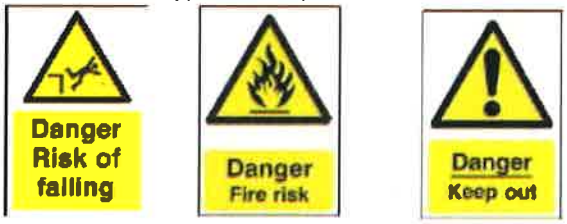
6.1 The escape stairwell is naturally ventilated.

STEP 7: FIRE PROTECTION MEASURES

FOLIO	MEANS OF ESCAPE					
	No of "Final Exits"?	1	Street Level			
			YES	N/A	NO	ACTION
7.1	Are there alternative means of escape from each flat entrance?				✓	
7.2	Is the Number of Fire Exits adequate?		✓			
7.3	Is the width of Fire Exits adequate?		✓			
7.4	Are there reasonable "*travel distances*" to a "*place of relative safety*"?		✓			
7.5	Do the (internal and final exit) doors on the escape route open in the direction of travel?		✓			
7.6	Are Exits easily and Immediately operable where necessary (is there a manual or automatic over ride on activation of alarms for electromagnetic locks)?		✓			
7.8	Is there avoidance of sliding or revolving doors?		✓			
7.9	Are suitable precautions in place for "inner rooms" (vision panels, smoke detection in outer rooms, clear exit routes)?			✓		
7.10	Are External/Internal escape stairways in safe condition for use and kept clear of obstructions?			✓		
7.11	Is the building provided with arrangements for the means of escape for persons with a disability? (Acceptable standards: CP3:1971 or BS 5588-1:1990 or AD B BR 2010 and AD M BR 2000 or BS 8300:2008 for accessibly.)				✓	Not possible due to design of original building
FOLIO	**EMERGENCY ESCAPE LIGHTING**		YES	N/A	NO	ACTION
7.1.1	Is the building's escape routes adequately lit by normal lighting or borrowed light?		✓			
7.1.2	Are there sufficient emergency lights illuminate all internal and external escape routes?		✓			See notes
7.1.3	Are all emergency lights clean and in good condition?		✓			
7.1.4	Are all illuminated Exit signs clean and in good condition?			✓		
FOLIO	**FIRE SAFETY SIGNS AND NOTICES**		YES	N/A	NO	ACTION
7.2.1	Is there adequate provision of correct pictographic (In accordance with BS 5499) signage for all escape routes and exits?		✓			
7.2.2	Are signs legible, fixed in correct position and unobstructed?		✓			
NOTES	7.1.2 Emergency Escape Lighting was identified in the common areas of this block.					

FOLIO	BUILDING SERVICES & METER ROOMS, ETC.	YES	N/A	NO	ACTION
	HAZARD SIGNS AND WARNING NOTICES				
7.3.1	Do all Service Risers, etc. have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
7.3.2	Do all Lift Motor Rooms have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
7.3.3	Do all Utility Service Intake Rooms have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
7.3.4	Do all Gas Meter Rooms have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
7.3.5	Do all Water Meter Rooms have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
7.3.6	Do all Electric Meter Rooms have the appropriate combination of **warning**, **hazard** and/or **danger** signs?	✓			
7.3.7	Do all Smoke Vent Shafts (& Vent Doors, etc.) have the appropriate combination of **warning**, **hazard** and/or **danger** signs?		✓		
Notes					

The above are typical examples, and more than one sign may be required.



The above are typical examples, and more than one sign may be required.

STEP 8: FIRE DOORS

FOLIO	COMMON ESCAPE ROUTES	YES	N/A	NO	ACTION
8	Where required do common area fire doors have:		No communal doors.		
	1. Adequate Fire Resistance,		✓		
	2. self-closers,		✓		
	3. cold smoke and/or Intumescing seals where required		✓		
	4. good fit correctly into frame,		✓		
	5. and in good repair, and		✓		
	6. with signage, where required		✓		
	7. Are vision panels inserted where required and are they of fire rated glazing?		✓		
FOLIO	**House / Flat Entrance Doors (Fire Doors)**	YES	N/A	NO	ACTION
8	Do all relevant (**FED**) doors have:				
	8. Adequate Fire Resistance,	✓			See notes
	9. self-closers,			✓	
	10. cold smoke and/or Intumescing seals where required			✓	
	11. good fit correctly into frame,	✓			
	12. and in good repair, and	✓			
	13. with signage, where required	✓			
	14. Do side or lower panels (to Front of Dwelling entrance) have adequate fire resistance (< 1.1m above floor level)	✓			
	15. Are any Flat Entrance Doors non-standard and Non Fire Resistant? (i.e. altered by resident / leaseholder)	✓			
FOLIO	**Fire doors to other compartments in good condition, locked and signed?**	YES	N/A	NO	ACTION
8.16	Electrical cupboards/cabinets	✓			
8.17	Lift motor rooms		✓		
8.18	Boiler & plant rooms		✓		
8.19	Bin rooms / waste stores	✓			
8.20	Cycle stores, etc.		✓		
8.21	Car park (enclosed) (underground) (surface)		✓		
Notes:	8.8 It is not possible to confirm the fire resistance of all the flat entrance fire doors. However, these doors have been accepted as 'nominal' fire doors with a notional fire resistance of 30 minutes.				

Flat entrance Fire Doors and communal Fire Doors should meet the requirements of BS 476 part 22 & BS EN 1634 fitted with intumescent strips, cold smoke seals and appropriate self-closing devices.

Your attention is drawn to the following Flat entrance fire doors, with a couple of photographic examples:

8.16 An electrical cupboard was identified on the ground floor.

This door was accepted as a "nominal" Fire door and should meet the requirements of BS 476 part 22 & BS EN 1634 fitted with intumescent strips, cold smoke seals, Fire Door Keep Locked and an appropriate "electrical hazard" sign.

STEP 9: MEANS OF GIVING WARNING & FIRE FIGHTING PROVISION

FOLIO	FIRE DETECTION AND ALARM SYSTEMS	YES	N/A	NO	ACTION
9.1	Is a fire alarm system provided in the common escape route that is audible throughout?			✓	See notes
9.2	Is an Automatic Fire Detection (AFD Smoke) system provided linked to the common alarm system?			✓	
9.3	Does the fire detection system provide automatic transmission to FRS or an alarm receiving centre?			✓	
9.4	Is the alarm raised by other means and does this alternative system meet requirements?	✓			
9.5	Is an (early warning) Automatic Fire Detection (AFD Smoke) system provided (in each flat / dwelling)?	✓			
9.5	• Mains & Battery "back-up" Power			✓	
9.6	• Is this SD (non-removable 10 year Battery)	✓			
9.7	Is there a 'mixed system' provided within the building?			✓	
NOTES	9.1 The premises are suitable for a STAY PUT policy therefore a general fire alarm is inappropriate. Individual flats are compliant to BS 5839 part 6 however a sample of the flats surveyed had single point smoke detection to BS5839 Grade F systems with detection only in the circulation spaces within the dwelling; i.e. to an LD3 Category.				

FIRE FIGHTING APPLIANCES

FOLIO	PORTABLE EXTINGUISHERS	YES	N/A	NO	ACTION
9.1.1	Are extinguishers provided appropriate to risk?			✓	See notes
9.1.2	Are extinguishers correctly sited so that no person need travel more than 30 Meters and free from obstructions?		✓		
9.1.3	Is there Emergency access for Fire Fighting crews	✓			
FOLIO	**FIRE MAINS & FIRE HYDRANTS**	YES	N/A	NO	ACTION
9.2.1	Dry Riser System?	✓			
9.2.2	Wet Riser System?			✓	
9.2.3	Are riser inlets & outlets appropriately signed, secure and in good condition?	✓			
9.2.4	Are risers tested and the results recorded			✓	
9.2.5	If "Wet mains system", is there access for pump engine within 18m of inlet point?		✓		
9.2.6	Are fire "Hydrants" (FH) provided within 30M	✓			
NOTES	9.1.1 LFCDA Ltd does not recommend the provision of portable Fire Extinguishers in common areas in residential blocks of flats. 9.2.4 Compliance certificates were not available to demonstrate that the dry rising main inspections have been completed. Ensure that these are tested in accordance with BS 9990:2006.				

STEP 10: MANAGEMENT OF FIRE SAFETY

FOLIO	FIRE ACTION & PROCEDURES	YES	N/A	NO	ACTION
10.1	Are the premises suitable for a 'Stay Put' fire strategy and is this communicated to the residents?	✓			
10.2	Does the premise require 'Simultaneous Evacuation' and are systems in place to support this strategy?			✓	
10.3	Are appropriate "Fire Action" Safety Signs displayed?	✓			
10.4	Is a "Place of Safety" (Assembly Area) designated where required?	✓			
10.5	Is there a "Premises Emergency Evacuation" plan completed?	✓			
10.6	Are regular rehearsals undertaken of the "Premises Emergency Evacuation" plan?		✓		
10.7	Are the premises provided with a 'Premises Log Book '		✓		
FOLIO	**FIRE INFORMATION AND TRAINING**	YES	N/A	NO	ACTION
10.1.1	Are all occupants given initial Fire Action instruction on commencement of occupation (Residents or Tenants Handbook, Welcome Pack, etc.)?			✓	
10.1.2	Have "Tenants" or "Residents" been provided with specific advice on "Fire prevention and fire safety"			✓	
10.1.3	Are Evacuation notices available in common parts	✓			
NOTES	10.1 A stay put policy is in place. The intention is that, due to the high levels of compartmentation, the dwellings are places of temporary safety and only the occupants of the dwelling of origin need to evacuate initially, the occupants of other dwellings being able to 'stay put' in relative safety until directed otherwise by the fire and rescue service. See Example evacuation notice in this document.				

FOLIO	HAZARDS INTRODUCED BY CONTRACTORS & BUILDING WORKS	YES	N/A	NO	ACTIONS
10.2.1	Are Safety conditions imposed on contractors?	✓			See notes
10.2.2	Are contractors notified of fire evacuation and fire safety procedures for the premises	✓			See notes
NOTES	10.2.1 & 10.2.2 The Responsible Person uses a pre-selected group of 'preferred' contractors and the assessor is aware that all of these contractors are aware of the (fire) Health & Safety conditions imposed on them whilst on the premises.				

STEP 11: TESTING AND MAINTENANCE.

11.1	FIRE DETECTION AND ALARM SYSTEMS	YES	N/A	NO	RECORD DATE
11.1.1	Weekly testing?	✓			Required
11.1.2	Annual Inspection/test?		✓		
11.1.3	Fire Alarm Testing Record Book / Records?		✓		
11.2	**EMERGENCY LIGHTING**	YES	N/A	NO	RECORD DATE
11.2.1	Monthly testing?	✓			Required
11.2.2	Annual testing?	✓			Required
11.3	**FIRE EXTINGUISHING APPLIANCES**	YES	N/A	NO	RECORD DATE
11.3.1	Annual servicing?		✓		
11.4	**RISING MAINS**	YES	N/A	NO	RECORD DATE
11.4.1	Six (6) monthly testing?	✓			Required
11.4.2	Annual testing?	✓			Required
11.5	**LIGHTNING PROTECTION**	YES	N/A	NO	RECORD DATE
11.5.1	Annual inspection and test of lightning protection equipment		✓		
11.6	**ELECTRICAL INSTALLATION**	YES	N/A	NO	RECORD DATE
11.6.1	Five (5) yearly inspection and test of electrical hard wiring in common areas.	✓			Required
11.7	**GAS HEATING EQUIPMENT**	YES	N/A	NO	RECORD DATE
11.7.1	Annual Inspection and testing (Communal Areas)	✓			Required
11.8	**LIFT EQUIPMENT**	YES	N/A	NO	RECORD DATE
11.8.1	Six (6) monthly Lift plant inspection	✓			Required
11.9	**SMOKE VENTILATION**	YES	N/A	NO	RECORD DATE
11.9.1	Annual Inspection of AOV's & Permanent Vents		✓		
11.9.2	Annual Inspection of Override switches & facilities		✓		
NOTES	The above mentioned certificates and records may be available and held elsewhere. Comments are intended to merely demonstrate that they were 'not available' to the assessor at the time of the inspection.				

STEP 12: SIGNIFICANT FINDINGS/HAZARDS ACTION PLAN

REF:	FIRE HAZARD AREA	RISK RATING	OBSERVED HAZARD	PRIORITY	RECOMMENDED ACTION	DATE CLEARED
		L M H		3 2 1		
5	**Fire Separation**	**H**	A Full Fire Compartmentation survey was carried out on the 09.05.2016	**1**	Recommendations from the report should be actioned as a matter of priority.	
8	**Fire Doors**	**M**	It is not possible to confirm the fire resistance of all the flat entrance fire doors. However, these doors have been accepted as 'nominal' fire doors with a notional fire resistance of 30 minutes. Flat entrance Fire Doors and communal Fire Doors should meet the requirements of BS 476 part 22 & BS EN 1634 fitted with intumescent strips, cold smoke seals and appropriate self-closing devices.	**2**	Your attention is drawn to the following Flat entrance fire doors: [redacted]	
11	**Testing & Maintenance**	**M**	Emergency Escape Lighting was identified in the common areas of this block.	**2**	A compliance certificate to BS 5266 should be obtained to ensure the system meets the required standard.	
11	**Testing & Maintenance**	**M**	Some flats were identified as having gas supplies and appliances.	**2**	Gas safety checks should be carried out annually and certificates provided.	

11	**Testing and Maintenance**	**M**	Compliance certificates were not available to demonstrate that the dry rising main inspections have been completed.	**2**	Ensure that these are tested in accordance with BS 9990:2006.	
11	**Testing and Maintenance**	**M**	Compliance certificates were not available to demonstrate that the lift inspections have been completed.	**2**	Ensure that these are tested in accordance with BS EN 81-72.	
11	**Testing and Maintenance**	**M**	Compliance certificates were not available to demonstrate that the electrical inspections have been completed.	**2**	Ensure that electrical installation is inspected at change of occupancy or every 5 years whichever is the sooner, in accordance with BS7671:2008.	

Notes: A copy of the 'FIRE RISK ASSESSMENT' is held on file by The London Borough of Redbridge County Council

RISK LEVEL ESTIMATOR			
	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
UNLIKELY OCCURRENCE	TOLERABLE RISK	TOLERABLE RISK	MODERATE RISK
POSSIBLE OCCURRENCE	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
LIKELY OCCURRENCE	MODERATE RISK	SUBSTANTIAL RISK	SUBSTANTIAL RISK

RISK BASED CONTROL PLAN		
RISK LEVEL	ACTION	TIME SCALE
LOW/TOLERABLE 3	Generally no action is required and no documentary records need to be kept. There may be some potential for minor injury. No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that any controls put in place are maintained.	None
MEDIUM/MODERATE 2	Potential for serious injury. Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited, Risk reduction measures should be implemented within an agreed programmed time period. Where the moderate risk is associated with extremely harmful consequences further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.	Via an agreed programme
HIGH/SUBSTANTIAL 1	Potential for major injury or high numbers of people harmed. Work should not be started or continue until risks have been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress urgent action should be taken.	Works ordered as a priority

EXAMPLE

Fire Instructions for Residents

What to do if there is a fire in your home

- Warn everybody in your own flat – get them out with you
- Leave as quickly as possible via the nearest fire exit
- Do not stop to collect valuables
- Close the doors behind you, especially the front door
- Stay close to the ground to avoid smoke
- Call 999 from outside the building – give an accurate address to the operator
- DO NOT go back inside the building

If the fire is not in your home but elsewhere in the building

- STAY PUT – resist the temptation to open your front door
- 99.9 % of fires do not travel outside the flat where they started
- You are safer in your own home when there is smoke in the building
- Call 999 or 112 and report the fire.

Remember these important fire safety tips

- Make sure you – and others living with you know what to do in the event of a fire
- DO NOT prop open doors
- DO NOT remove doors in your home, especially the kitchen door
- DO NOT fit security gates in your own doorway
- DO NOT put rubbish in the stairwell or on the landings
- Keep communal stairwells and landings clear from furniture items and obstructions
- TEST YOUR FIRE ALARM REGULARLY

Photographs.

Photo 1		53 - 62, Gaysham Hall, Longwood Gardens
Photo 2		Front Entrance
Photo 3		Dry Rising Main Inlet

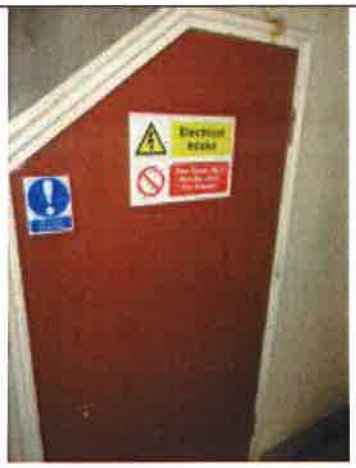
Photo 4		View from the front door
Photo 5		The lift
Photo 6		Electrical cupboard

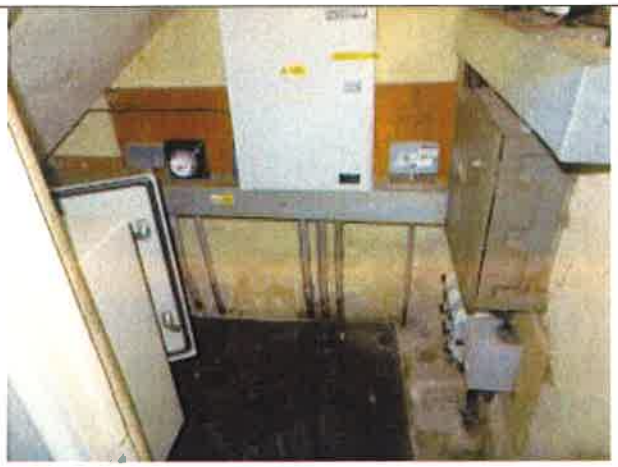
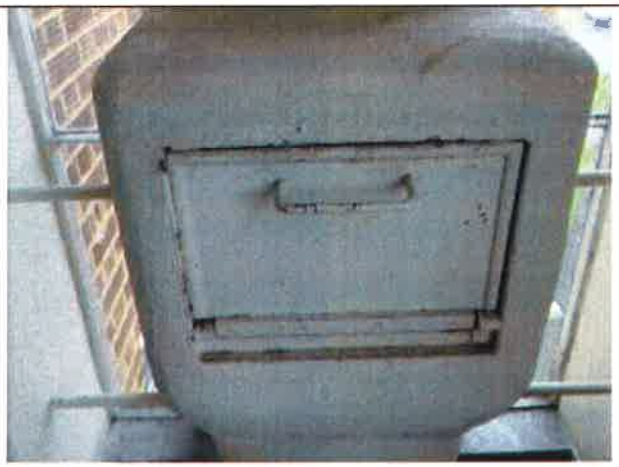
Photo 7		Inside electrical cupboard.
Photo 8		The refuse chute in the staircase enclosure
Photo 9		Opening window in stairwell

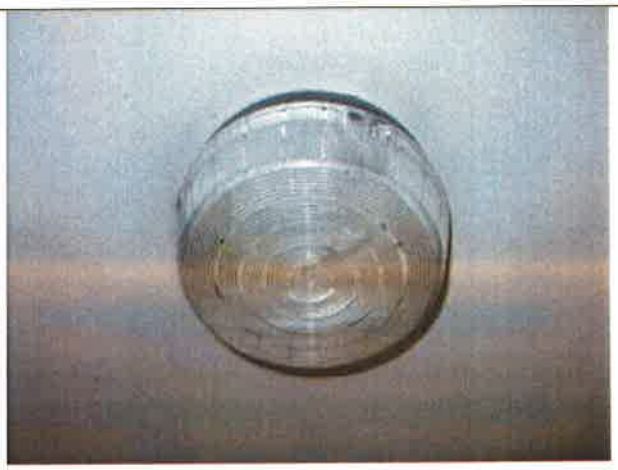
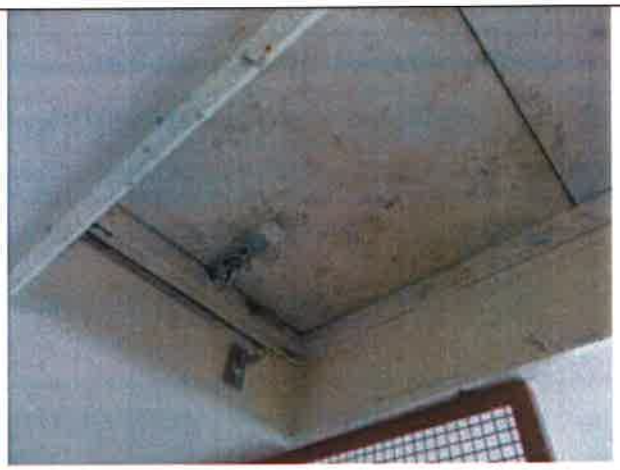
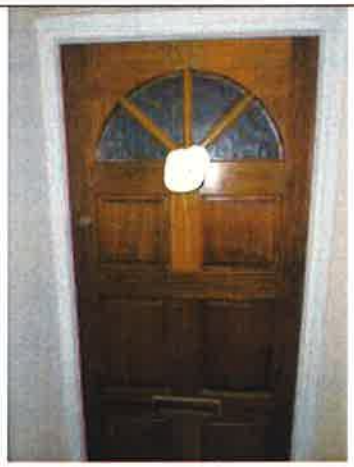
Photo 10		Emergency lighting
Photo 11		Loft Hatch
Photo 12		Dry riser outlet

Photo 16		Flat front door number
Photo 17		Flat front door number
Photo 18		Bin storage room

ASSESSMENT COMPLETION

WHAT IS THE OVERALL CATEGORY OF FIRE RISK:	LOW	MEDIUM	HIGH
		√	

A REVIEW SHOULD BE CARRIED OUT		
FOR LOW RISKS EVERY 3 YEARS	**FOR MEDIUM RISKS EVERY 2 YEARS**	FOR HIGH RISKS EVERY YEAR

ASSESSMENT COMPLETION			
ASSESSORS NAME:	[redacted]	SIGNATURE:	[redacted]
ASSESSMENT INSPECTION DATE:	9th May 2016	NEXT REVIEW RECOMENDED	May 2018
QUALITY ASSURANCE CHECK	[redacted] MIFireE	DATED	**May 2016**

The "Responsible Person" or designated person with overall responsibility for the Housing portfolio must consider any recommendations made, decide what action will be taken and take steps to implement the changes by the target date.

The "Responsible Person" must maintain an up to date copy of the completed Fire Risk Assessment.

REVIEW

A new Fire Risk Assessment should be carried out where material changes are identified

ASSESSORS NAME:		SIGNATURE:	
DATE OF REVIEW:		NEXT REVIEW:	
MANAGER RESPONSIBLE:		SIGNATURE:	

No further reviews can be carried out using this risk assessment form.
A new fire risk assessment form is to be completed.

Notes:

Relevant Guidance	In **all** flats, early warning of fire should be provided by means of smoke alarms installed in accordance with BS 5839-6. A category LD3 system should be considered the minimum in all circumstances. This is a system where there is one or more smoke alarms solely in the circulation spaces of a flat. Flats with more than one level and those with more than one hallway or circulation space will always require more than one smoke alarm. Fire detection and alarm systems are not normally provided in the common parts of blocks of flats This has been the benchmark standard for many years (see Appendix 1) and continues to be the case for new blocks of flats under the current guidance in Approved Document B. There may be circumstances in which such a system needs to be provided in order to compensate for shortcomings in compartmentation and means of escape. There should be no access to such extinguishers because they are sometimes stolen, vandalised, partly discharged and their use may create additional risks for the (non-trained) user. All **service risers, etc.** in escape routes must be clearly identified and all must have the relevant Hazard Warning and/or Danger signs displayed. Using appropriate Hazard Graphics & English Text. (Additional Languages are permitted.) The use of **No Fire Exit signs** should also be considered. All Service Risers enclosing construction & door(s) must provide (at least) 30 Minutes Fire Resistance if they open on to any part of any escape route. All **service risers, etc. fire doors** must be capable of being kept locked shut, or must have self-closers, if they open on to any part of any escape route.
Fire Doors	Fire Doors may be upgraded or replaced as part of a planned maintenance programme New Fire doors should adequately meet the requirements of BS 476 parts 21,22, & 31 BS EN 1634/8214 applies. All New Fire Doors should be fitted with Intumescent strips to top and hanging edges and self-closing devices as a minimum.
FFE	LFCDA Ltd does not recommend the provision of portable Fire Extinguishers in residential blocks of flats The provision of fire blankets and simple fire extinguishers can be useful in restricting the development and spread of small fires in their early stages. However, unless a fire is very small, the best advice is to evacuate the building to a place of safety and call the fire and rescue service. For larger & developing incidents people need training to know what type of fire an extinguisher can safely be used on, how to tackle a fire safely, and when to give up and get out. The installation of extinguishers can also lead to problems if they are not properly maintained or where equipment is discharged through malice or horseplay. For these reasons extinguishers are not recommended in accommodation blocks unless there are resident staff who are trained in their use (a caretaker, housekeeper, warden or similar).