

# Fire Risk Assessment:

1 - 64 Gardner Close  
Gardner Close  
Wanstead  
E11 2HW

**Property Code: LBR021F**



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## 1 FIRE RISK ASSESSMENT, 1 - 64 GARDNER CLOSE

### 1.1 1 - 64 GARDNER CLOSE MAIN BUILDING



#### 1.1.1 Assessment overview

##### *Assessment General Information*

- Name of the person carrying out the fire risk assessment:  
[REDACTED]
- Date of this fire risk assessment:  
**16 May 2017**
- Date of the previous fire risk assessment:  
**01 Jan 2017**
- Suggested date for the review of the fire risk assessment:  
**16 May 2018**
- Are there any issues that were highlighted in the previous fire risk assessment that are yet to be resolved?  
**N/A**
- The auditor was not able to inspect the level of fire resistance provided between adjoining premises and floors due to difficulty of access.

#### 1.1.2 General information

##### *Overview*

- The responsible person (e.g. employer) or person having control of the premises:  
**London Borough of Redbridge**
- Address of premises:  
**1-64 Gardner Close,**

**Wanstead,  
E11 2HW**

- Name of the person(s) consulted about the assessment:  
**Caretaker**

*Premises*

- There are 12 floors in this building
- The approximate total floor area of the building is 500 square metres
- The building is constructed out of:  
**Concrete floors with brickwork walls and flat roof. There is one ventilated protected staircase which gives access to the upper floors.**
- Where is the mains gas isolation shut-off located?  
**External side elevation**
- Where is the mains electricity isolation shut-off located?  
**Ground floor cupboard**
- Where is the firemans switch located?  
**Not applicable**

*The Occupants/Users of the Building*

- The designated occupancy capacity of the building is ■■■
- The maximum number of employees working in the building at any one time, taking into account seasonal or business operation, is 2
- The average number of members of public in the building at any one time is ■■■

*Occupants or groups considered to be at risk from fire*

During the investigation of the fire risk assessment within this building the following occupants and groups were considered to be at risk from fire.

- There are other organisations or businesses that operate in the building.
- Employees or visitors with disabilities
- Sleeping occupants
- Young persons
- There are other groups of people at risk who need to be considered as part of this assessment.
- Employees who work late
- Contractors
- New and expectant mothers
- Visitors or persons unfamiliar with the layout of the building
- Lone workers

*Fire Loss Experience*

- Details of any previous fire loss/damage experienced:  
**None declared**

*Fire Management System Summary*

- There is a fire alarm system installed in the building.
- An M category alarm system is in place. This is a wholly manual system which relies on verbal warnings being given or hand-bells being operated.

*Relevant Fire Safety Legislation*

- The following legislation has been taken into consideration for the purposes of this fire risk assessment:  
**Health and Safety at Work etc Act 1974 and the Building Regulations 2010, in conjunction with the Regulatory Reform (Fire Safety Order) 2005 OR Fire (Scotland) Act 2005 OR Fire Safety Regulations (Northern Ireland) 2010**
- The above legislation is enforced by:  
**Local/regional fire authorities and councils.**
- Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

**Control of Substances Hazardous to Health Regulations 2002 (COSHH), Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR), Control of Major Accident Hazards Regulations 1999, Management of Health and Safety at Work Regulations 1999 (MHSWR), Electricity at Work Regulations 1989, Health and Safety (Safety Signs and Signals) Regulations 1996.**

- The above legislation is enforced by:  
**The Health and Safety Executive, local councils and the Environment Protection Agency.**
- Comments  
**The fire risk assessment was carried out with reference guide purpose built flats**

## 2 ASSESSMENT SUMMARY

The purpose of the assessment is to give a high level view of the significant risks that the assessor observed whilst carrying out the assessment on your premises.

If at the time of the assessment, the assessor identified issues that were serious enough to be deemed to pose an immediate threat to life or property, the assessor would have requested that management took immediate steps to stop a process being carried out and/or to clear an area until the issue had been made safe.

In addition to the significant risks that were found during the risk assessment, we wish to bring your attention various issues that the assessor observed that are perceived to have a lower or reduced risk to your premises. These issues should also be considered at the appropriate level and response to the level of risk.

### 2.1 SIGNIFICANT RISKS EXPLAINED

During the assessment the auditors will identify and prioritise significant risks. All risks identified will be accompanied with photographs and an observation and recommendation.

Risk Score	Rating	
0	Risk Retained	Risk has been retained by the client
1	Very Low	Action required to comply with Best Practice Standards
4	Low	Action required as part of a scheduled programme of improvements to comply with Legislative standards
9	Medium	Action required within an agreed timescale to comply with legislative standards, to ensure business continuity and protect staff from injury
16	High	Urgent action required to comply with legislative standards, prevent loss of life or life threatening injuries and ensure business continuity
25	Very High	Immediate action is essential in order to comply with legislative standards, to prevent loss of life and severe loss of business continuity

### 2.2 SITE MANAGEMENT

#### 2.2.1 Assessor comments

- The fire risk assessment was carried out with no access to the residents flat doors.

## 3 MANAGING RISK

This is where documentation, certification and records relating to the specific criteria being assessed relating to the management of risk within the building were found to be in place and currently in date.

### 3.1 SITE MANAGEMENT

#### 3.1.1 Policy Review

Policies and procedures are designed to influence and determine all major decisions and actions, and all activities that take place.

Policies are principles, rules, and guidelines formulated or adopted by an organisation, typically published in a booklet or other form.

Procedures are the specific methods employed to demonstrate policies in action in day-to-day operations of the organisation.

<b>Fire Safety Management Plan (FSMP)</b>	A fire safety management plan takes into account fire procedures and arrangements, fire training and drills, testing and maintenance and all associated fire safety installations. A fire safety management plan is currently in place and available to view on the intranet.
<b>Personal Emergency Evacuation Plan (PEEP)</b>	A personal emergency evacuation plan outlines the procedures and arrangements that are in place to assist disabled people when evacuating the building. Personal emergency evacuation plans are currently in place where required.
<b>Smoking Policy</b>	A smoking policy determines where smoking is prohibited and details the locations of any designated smoking areas provided onsite. The policy should comply with the Health Act 2006. A smoking policy is currently in place and was available to view on the intranet.
<b>Use of Personal Electrical Equipment Policy</b>	A personal electrical equipment policy details the rules in place for staff members regarding the use of personal electrical equipment. A personal electrical equipment policy is in place and was available to view on the intranet.
<b>Control of contractors process</b>	A control of contractors process confirms how the business will address the health and safety issues related to the control of contractors. A control of contractors process is currently in place and was available to view on the intranet.

#### 3.1.2 Testing & Maintenance

A wide range of Health and Safety legislation and guidance exists relating to the management and operation within the workplace.

Periodic testing, inspection and maintenance of all areas where there is specific and relevant legislative requirements should be carried out to satisfy these health and safety and other statutory requirements.

<b>Means of escape (fire exits, refuges and stairways)</b>	There is a programme in place to regularly inspect all means of escape.
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#### 3.1.3 Procedures and Arrangements

Procedures are the specific methods employed to demonstrate policies in action in day-to-day operations of the organisation.

Arrangements are additional measures or steps implemented locally, to bolster the processes being carried out, making them more robust.

There is a designated person(s) responsible for the management of fire safety:

London Borough of Redbridge



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Procedures in the event of fire are appropriate and properly documented.

There are suitable arrangements for summoning the fire and rescue service in the event of a fire.

Familiarisation visits by the fire and rescue service currently take place.

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### 3.1.4 Fire Safety Signs and Notices

Fire safety signs and notices are required in the workplace, whenever there is a risk that has not been avoided or controlled by other means. These signs and notices are also required to clearly identify, indicate and direct the occupants to a place of safety, either inside or outside of the building, via a defined escape route.


All signs and notices should be positioned so that they can be easily seen and understood.


Fire safety signs must comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. The fire safety signs and notices displayed in the building comply with this legislation.


## 4 MANAGING RISK - ISSUES

This is where documentation, certification and records relating to the specific criteria being assessed relating to the management of risk within the building were found either not to be in place or not currently in date.

### 4.1 1 - 64 GARDNER CLOSE SITE MANAGEMENT

Testing & Maintenance	Observation:	Action plan #	Related issues
Fixed wire testing	The fixed electrical installations should be inspected and tested at least once in every period of 5 years as prescribed in BS7671(IEE Regulations). There is currently a programme in place to test and inspect the fixed electrical installations, but the records were not available to view.	LBR021FF0001  Risk score: 9 	




Testing & Maintenance	Observation:	Action plan #	Related issues
Fire protected lifts inspection and maintenance	An evacuation lift should conform to the relevant recommendations in BS EN 81-1 (18) or BS EN 81-2 (19). There is currently a programme in place to maintain and inspect the fire protected lifts, but the records were not available to view.	LBR021FF0002  Risk score: 4 	

Testing & Maintenance	Observation:	Action plan #	Related issues
Lightning protection system inspection and maintenance	BS EN 62305 states that lightning protection systems should be tested at maximum intervals of 12 months. There is currently a programme in place to inspect and maintain the lightning protection system, but the records were not available to view.	LBR021FF0003  Risk score: 4 	

Testing & Maintenance	Observation:	Action plan #	Related issues
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	

Testing & Maintenance	Observation:	Action plan #	Related issues
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]	

Testing & Maintenance	Observation:	Action plan #	Related issues
Emergency escape lighting	Testing and inspection records for emergency escape lighting are not available.	LBR021FF0006 Risk score: 9 	
Fire and smoke dampers	Testing and inspection records for fire and smoke dampers are not available.	LBR021FF0007 Risk score: 9 	
Wet and dry mains system	Testing and inspection records for the wet and dry mains system are not available.  Inspection carried out every six months. Certificates available on request.	LBR021FF0008 Risk score: 9 	
Fire door inspections (including intumescent and smoke seals)	Inspection records of fire doors are not available.  Management visit records available on request.	LBR021FF0009 Risk score: 9 	LBR021FF0024
Fire drills and unplanned evacuations	Records of fire drills and unplanned evacuations are not available.	LBR021FF0010 Risk score: 9 	

Testing & Maintenance	Observation:	Action plan #	Related issues
<b>Permits to work and hot works permits issued</b>	Records of permits to work and hot works permits issued are not available.	LBRO21FF0011  Risk score: 9 	
Testing & Maintenance	Observation:	Action plan #	Related issues
<b>Is there documentation to indicate the fire protection rating of each fire door in the building</b>	There was no certification or documentation to indicate the fire protection rating of each fire door in the building.	LBRO21FF0012  Risk score: 4 	
Measures to limit fire spread and development	Observation:	Action plan #	Related issues
<b>Is the organisation satisfied that compartmentation within the building has been maintained to a reasonable standard, as specified in the Building Regulations 2010?</b>	The assessor was not able to confirm whether he was satisfied that the compartmentation within the building was maintained to a reasonable standard. A full compartmentation survey is due to be carried out by Redbridge council in the future.	LBRO21FF0013  Risk score: 9 	LBRO21FF0019 LBRO21FF0023

## 5 ASSESSMENT DETAIL

The issues identified in the full report will give you an action plan number, a picture (to give evidence of when it was taken) and an observation outlining what was discovered. This allows you to cross reference information.

### 5.1 CATEGORIES

The significant risks identified during the course of the assessment were considered for the following categories covering:

#### 5.1.1 Sources of ignition

Potential ignition sources include sources of heat which could get hot enough to ignite material found in the premises.

#### 5.1.2 Sources of fuel

Anything that can burn is a potential fuel for a fire. This includes things that will burn reasonably easily and are in enough quantity to provide fuel for a fire, or cause it to spread to another fuel source.

#### 5.1.3 Sources of oxygen

The main source of oxygen for a fire is in the air around us, in an enclosed building this is provided by the ventilation system in use. This generally falls into one of two categories: natural airflow through doors, windows and other openings; or mechanical air conditioning systems and air handling systems. In many buildings there will be a combination of systems which will be capable of introducing/extracting air to and from the building.

Additional sources of oxygen can sometimes be found in materials used or stored at the premises.

#### 5.1.4 Means of escape from fire

Means of escape is a structural means, whereby a safe route is provided for persons to escape in case of fire. Routes should be available from any point in a building to a place of safety clear of the building, without outside assistance

#### 5.1.5 Measures to limit fire spread and development

These can be structures, partitions or fittings, which could be either part of the construction of the building, or subsequently installed/fitted in the building as a fire protection measure.

Examples of these are:

- Compartmentation
- Fire doors
- Smoke control/extraction – venting
- Ventilation systems/ductwork

#### 5.1.6 Emergency escape lighting

Non-maintained systems are used in buildings with a limited occupation time, such as offices and shops, and only operate if the power fails. In general, maintained systems are required for places of entertainment and licensed premises, and can be on all the time from normal mains supply, remaining on if the power fails

Emergency escape lighting is the part of emergency lighting that provides illumination for the safety of people leaving a location, or attempting to terminate a potentially dangerous process before doing so.

Escape route lighting is the part of emergency escape lighting provided to ensure that the means of escape can be effectively identified and safely used when the location is occupied.

#### 5.1.7 Fire safety signs and notices

Signs must be used to help people identify escape routes, find fire fighting equipment and emergency fire telephones.

Notices must be used to provide:

- Instructions on how to use any fire safety equipment.
- The actions to be taken in the event of fire.
- Help for the fire and rescue service (e.g. location of sprinkler valves or electrical cut-off switches).

All signs and notices should be positioned so that they can be easily seen and understood.

### 5.1.8 Means of giving warning in case of fire

There are various means and systems used to give a warning to occupants of a building in case of fire, examples of some of these are listed below:

- Manual call points
- Automatic fire detectors
- Sounders and other warning devices
- Control and indicator panel
- Detection zoning
- Linked operation

### 5.1.9 Manual fire extinguishing appliances

Portable fire extinguishers are manufactured to suit different types of fires and should be selected, sited, serviced and maintained in accordance with the relevant codes of practice

### 5.1.10 Relevant automatic fire extinguishing systems

An automatic fire suppression system can operate without human intervention. To do so, the system, must possess a means of detection, actuation and delivery.

### 5.1.11 Structural features that could aid the spread of fire

These can be structures, partitions or fittings which could be either part of the construction of the building, or subsequently installed. If they do not have fire protection measures fitted, or if following remedial works have reduced their fire integrity these structural features could aid the spread of fire. Examples of these are listed below:

- Ducts without dampers.
- Flues and redundant chimneys.
- Voids behind panelling, above ceilings and below floors.
- Unstopped holes around services.
- Compartmented roof spaces.
- Warped and ill-fitting doors.
- Unprotected stairways.
- Unprotected areas resulting from changes of use.

## 5.2 MAIN BUILDING

### 5.2.1 Sources of ignition

	No. of issues
Arson	1
Other sources of ignition	1

Arson	Ground:Bin chute room	Action plan #
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**Observation:**  
There is no security for the bin room which could create an arson problem.

LBR021FF0014

Risk score: 9



[Redacted]	[Redacted]	[Redacted]
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5.2.2 Sources of fuel / combustible materials

	No. of issues
Housekeeping	2

Housekeeping	Ground:Main electrical cupboard	Action plan #
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**Observation:**  
Combustible materials are not separated from ignition sources  
  
**Items removed**

LBR021FF0016

Risk score: 9



Housekeeping	10th Floor:Bin chute	Action plan #
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**Observation:**  
There was an unnecessary accumulation of combustible materials or waste in this area.

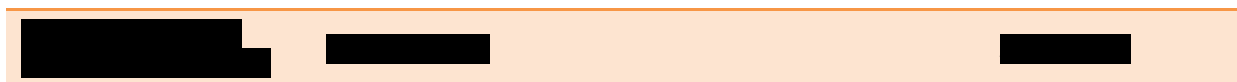
LBR021FF0017

Risk score: 9



### 5.2.3 Fire protection measures

	No. of issues
Means of escape from fire	1
Measures to limit fire spread and development	6
Manual fire extinguishing appliances	1



Measures to limit fire spread and development	6th Floor:Common area	Action plan #
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**Observation:**  
The cupboard should be kept locked shut.

LBR021FF0020

Risk score: 9



Measures to limit fire spread and development	10th Floor:Bin chute	Action plan #
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**Observation:**  
There is a bin chute in use in the building which is often a cause of fire incidents.

LBR021FF0021

Risk score: 9





Measures to limit fire spread and development	Ground:Bin chute room	Action plan #
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**Observation:**  
No apparent fire damper for bin chute room.

LBR021FF0022

Risk score: 16



Measures to limit fire spread and development	4th Floor:Common staircase	Action plan #
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**Observation:**  
The door did not close fully on its rebates. This could allow the passage of smoke and fire into adjacent areas, which could compromise the means of escape.

LBR021FF0024

Risk score: 9



Item resolved

Manual fire extinguishing appliances	11th Floor:Lift motor room	Action plan #
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**Observation:**  
The extinguisher provided is outdated and should be replaced.

LBR021FF0025

Risk score: 9















## 6 ACTION PLAN






It is considered that the following recommendations should be implemented, in order to reduce fire risk, or maintain it at the current level




Risk Score	Rating	
0	Risk Retained	Risk has been retained by client
1	Very Low	Action required to comply with Best Practice Standards
4	Low	Action required as part of a scheduled programme of improvements to comply with Legislative standards
9	Medium	Action required within an agreed timescale to comply with legislative standards, to ensure business continuity and protect staff from injury
16	High	Urgent action required to comply with legislative standards, prevent loss of life or life threatening injuries and ensure business continuity
25	Very High	Immediate action is essential in order to comply with legislative standards, to prevent loss of life and severe loss of business continuity




### 6.1 CATEGORIES







	Sources of ignition		Sources of fuel		Hazards introduced by contractors
	Fire detection and warning		General hazard		Fire protection measures
	Means of fire fighting		Fire safety management		Housekeeping
	Sources of oxygen		Certification, documents & records (all)		Management of risk (all)







6.2 - 1 - 64 GARDNER CLOSE SITE MANAGEMENT

Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
LBR021FF0001		<p><b>Policy Review</b></p> <p><b>Observation</b> The fixed electrical installations should be inspected and tested at least once in every period of 5 years as prescribed in BS7671(IEE Regulations). There is currently a programme in place to test and inspect the fixed electrical installations, but the records were not available to view.</p> <p><b>Recommendation</b> The electrical fixed wiring inspection record should be readily available to view, either in paper format or on a company intranet network. This is to ensure that they can be viewed by an enforcing authority if required.</p>	<p>Risk score: 9</p> 			
LBR021FF0002		<p><b>Policy Review</b></p> <p><b>Observation</b> An evacuation lift should conform to the relevant recommendations in BS EN 81-1 (18) or BS EN 81-2 (19). There is currently a programme in place to maintain and inspect the fire protected lifts, but the records were not available to view.</p> <p><b>Recommendation</b> The fire protected lifts inspection records should be readily available to view either in paper format or on a company intranet network. This is to ensure that they can be viewed by an enforcing authority if required.</p>	<p>Risk score: 4</p> 			
LBR021FF0003		<p><b>Policy Review</b></p> <p><b>Observation</b> BS EN 62305 states that lightning protection systems should</p>	<p>Risk score: 4</p>			








Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
		<p>be tested at maximum intervals of 12 months. There is currently a programme in place to inspect and maintain the lightning protection system, but the records were not available to view.</p> <p><b>Recommendation</b> The lightning protection system inspection records should be readily available to view, either in paper format or on a company intranet network. This is to ensure that they can be viewed by an enforcing authority if required.</p>	<p>Low</p>			
LBR021FF0004		<p><b>Policy Review</b></p> <p><b>Observation</b> There is no fire log book or records available.</p> <p><b>Recommendation</b> A fire log book should be in place, complete with all relevant certificates and records for fire life and protection systems.</p>	<p>Risk score: 9</p> <p>Medium</p>			
LBR021FF0005		<p><b>Policy Review</b></p> <p><b>Observation</b> Testing and inspection records of portable fire extinguishers are not available.</p> <p><b>Recommendation</b> A programme should be in place for the testing and maintenance of portable fire extinguishers, including fire blankets. All certificates and test documents should be available for review.</p>	<p>Risk score: 9</p> <p>Medium</p>			
LBR021FF0006		<p><b>Policy Review</b></p> <p><b>Observation</b> Testing and inspection records for emergency escape lighting</p>	<p>Risk score: 9</p>			







Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
		<p>are not available.</p> <p><b>Recommendation</b></p> <p>A programme should be in place for the testing and maintenance of emergency escape lighting and all certificates and test documents should be available to review.</p>	<p>Medium</p>			
LBR021FF0007		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>Testing and inspection records for fire and smoke dampers are not available.</p> <p><b>Recommendation</b></p> <p>A programme should be in place for the inspection and maintenance of all fire and smoke dampers and all certificates and test documents should be available for review.</p>	<p>Risk score: 9</p> <p>Medium</p>			
LBR021FF0008		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>Testing and inspection records for the wet and dry mains system are not available.</p> <p><b>Recommendation</b></p> <p>A programme should be in place for the inspection and maintenance of the wet and dry mains system and all certificates and test documents should be available to review.</p>	<p>Risk score: 9</p> <p>Medium</p>			
LBR021FF0009		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>Inspection records of fire doors are not available.</p>	<p>Risk score: 9</p> <p>Medium</p>			







Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
		<p><b>Recommendation</b></p> <p>A programme should be in place for the inspection and maintenance of all fire doors and all certificates and test documents should be available for review.</p>				
LBR021FF0010		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>Records of fire drills and unplanned evacuations are not available.</p> <p><b>Recommendation</b></p> <p>It is recommended that a programme be put in place to ensure that fire drills and unplanned evacuations occur and records of these should be available.</p>	<p>Risk score: 9</p> 			
LBR021FF0011		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>Records of permits to work and hot works permits issued are not available.</p> <p><b>Recommendation</b></p> <p>Records of any permits to work or hot works permits issued should be available for review in order to demonstrate reasonable management of fire risk in the building.</p>	<p>Risk score: 9</p> 			
LBR021FF0012		<p><b>Policy Review</b></p> <p><b>Observation</b></p> <p>There was no certification or documentation to indicate the fire protection rating of each fire door in the building.</p> <p><b>Recommendation</b></p>	<p>Risk score: 4</p> 			



Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
		Certification or documentation to indicate the fire protection rating of each fire door in the building should be available. This is to establish the level of fire protection afforded by fire doors to each area or zone of the building.				
LBR021FF0013		<p><b>Managers Questions</b></p> <p><b>Observation</b> The assessor was not able to confirm whether he was satisfied that the compartmentation within the building was maintained to a reasonable standard. A full compartmentation survey is due to be carried out by Redbridge council in the future.</p> <p><b>Recommendation</b> Building Regulations 2010 require that the compartmentation within all the areas of the building is correctly specified and in conjunction with the installed fire protection and will maintain building compartmentation, structural stability and provide a safe means of escape.</p>	<p>Risk score: 9</p> 			
LBR021FF0014		<p><b>Bin chute room</b></p> <p><b>Observation</b> There is no security for the bin room which could create an arson problem.</p> <p><b>Recommendation</b> Advise secure bin room with ventilation.</p>	<p>Risk score: 9</p> 			
LBR021FF0015		<p><b>Common area</b></p> <p><b>Observation</b> Scooter stored in common escape area.</p> <p><b>Recommendation</b></p>	<p>Risk score: 16</p> 			



Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
		Advise scooter be stored within dedicated fire resistant areas away from common escape routes.				
LBR021FF0016		<p><b>Main electrical cupboard</b></p> <p><b>Observation</b> Combustible materials are not separated from ignition sources</p> <p><b>Recommendation</b> It is recommended that combustible materials are kept separate from ignition sources.</p>	<p>Risk score: 9</p> <p></p>			
LBR021FF0017		<p><b>Bin chute</b></p> <p><b>Observation</b> There was an unnecessary accumulation of combustible materials or waste in this area.</p> <p><b>Recommendation</b> It is recommended that the unnecessary accumulation of combustible materials or waste is avoided.</p>	<p>Risk score: 9</p> <p></p>			
LBR021FF0018		<p></p> <p><b>Observation</b> Exits are not easily and immediately accessible where necessary.</p> <p><b>Recommendation</b> Ensure fire exits can be accessed easily by those who need to use them in an emergency.</p>	<p>Risk score: 16</p> <p></p>			

Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
LBR021FF0019		<p>■■■■■</p> <p><b>Observation</b> Compartmentation was not maintained in hidden spaces and holes were identified.</p> <p><b>Recommendation</b> Investigate whether the compartmentation within all the areas of the building is correctly specified and, in conjunction with the installed fire protection, will maintain building compartmentation, structural stability and provide a safe means of escape.</p>	<p>Risk score: 9</p> <p></p>			
LBR021FF0020		<p><b>Common area</b></p> <p><b>Observation</b> The cupboard should be kept locked shut.</p> <p><b>Recommendation</b> All fire doors that should be kept locked should be regularly checked to ensure they remain locked and can only be accessed by authorised people. This applies to all floors.</p>	<p>Risk score: 9</p> <p></p>			
LBR021FF0021		<p><b>Bin chute</b></p> <p><b>Observation</b> There is a bin chute in use in the building which is often a cause of fire incidents.</p> <p><b>Recommendation</b> Advise not using and secure opening.</p>	<p>Risk score: 9</p> <p></p>			

Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
LBR021FF0022		<p><b>Bin chute room</b></p> <p><b>Observation</b> No apparent fire damper for bin chute room.</p> <p><b>Recommendation</b> Advise fire damper for bin chute room with fusible link.</p>	<p>Risk score: 16</p> 			
LBR021FF0023		<p><b>Observation</b> This area does not offer full fire rated compartmentation. It was considered that this area, due to the nature of the processes carried out or the equipment stored or used within it, should be properly compartmented.</p> <p><b>Recommendation</b> Advise check on all residents doors to ensure correct fire resistance and self closing devices fitted.</p>	<p>Risk score: 9</p> 			
LBR021FF0024		<p><b>Common staircase</b></p> <p><b>Observation</b> The door did not close fully on its rebates. This could allow the passage of smoke and fire into adjacent areas, which could compromise the means of escape.</p> <p><b>Recommendation</b> Consideration should be given to adjusting the fire door to ensure that it closes fully on its rebates in order to maintain compartmentation. Any works to fire doors should be undertaken by an approved fire door company or a competent person.</p>	<p>Risk score: 9</p> 			

Action plan #	Category	Description	Priority	Allocated to	Completed by	Current status
LBR021FF0025		<p><b>Lift motor room</b></p> <p><b>Observation</b> The extinguisher provided is outdated and should be replaced.</p> <p><b>Recommendation</b> Consideration should be given to replacing the extinguisher with a new style extinguisher conforming to BS 5306.</p>	<p>Risk score: 9</p>  <p>Medium</p>			

## 7 ASSESSMENT CRITERIA AND LIMITATIONS

The purpose of this report is to provide an assessment of the risk to life from fire in these premises and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Any comments added to this report based on general observations will be done so in the interest of the client as an act of goodwill. Any such comments should not be acted upon without seeking further advice or validation. Where appropriate, the assessor will endeavour to include details of where further advice or validation can be obtained.

### 7.1 CRITERIA OF THE FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005 (amended 2006), Fire (Scotland) Act 2005 or, where appropriate, The Housing Act 2004, require the employer or other responsible person(s) to carry out a fire risk assessment of their premises. This fire risk assessment has been carried out to enable the employer or other responsible person(s) to comply with these legal requirements summarised. The fire risk assessment should be available for inspection.

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 employer, or other responsible person, should ensure that the additional fire safety controls, recommendations and actions set out in this document are effected to bring the assessed areas up to a standard that will ensure, so far as is reasonably practicable, the safety of any of his employees, any other person lawfully on the premises or any person in the immediate vicinity of the premises at risk from a fire on the premises.

The Regulatory Reform (Fire Safety) Order 2005 (amended 2006) and the Fire (Scotland) Act 2005 (as applicable) impose various other obligations in relation to fire safety on responsible persons. Responsible persons must, amongst other things, provide their employees and parents of employed children 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 in place in the event of serious and imminent danger.

The findings identified in the assessment will represent the risks observed by the assessor 'at that moment in time', and information given to the assessor by the designated client representative(s). We cannot be held responsible if such information is given incorrectly or if loss or damage is caused by anything that was not visible at the time of assessment. The report will be addressed to the employer (or if applicable other responsible person in relation to the premises) for its sole benefit and may not be relied upon by any other person, firm or company.

The assessment will only remain valid whilst the site in question remains in its present state as on the date(s) of assessment.

The fire risk assessment should be reviewed by the responsible person regularly so as to ensure it is current. The assessment must be reviewed by the date indicated on the report or at such earlier time as there is reason to suspect that it is no longer valid or there has been significant change in the matters to which it relates, including the premises special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions.

It is recommended that the assessment is reviewed at intervals of no less than 12 months. A further assessment would be required should any significant changes be made. Significant changes can include but are not limited to:

- significant changes to work practices or procedures.
- significant change to the number of people present or the characteristics of the occupants, including the presence of people with any form of disability.
- significant structural or material change to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.
- significant change to furniture and fixings and/or to displays or quantities of stock.
- the introduction or increase in the storage of hazardous substances.
- any change to the fire precautions at the premises.
- any near miss or fire incident.

### 7.2 LIMITATIONS

Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we will rely on the information and/or responses provided by, or on behalf of, the employer or other responsible person.

We assume that all relevant building regulations were complied with in the construction of the premises, including any extensions, conversions, renovations and refurbishments.

Unless otherwise stated in the report, we will assume that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all fire safety equipment, has been installed or servicing carried out by persons competent to do so and in accordance with all applicable standards.

We assume that information and documentation supplied to us by or on behalf of the employer or other responsible person which has a bearing on the fire risk assessment is current, true, accurate and not misleading.

The recommendations contained within the report regarding fire alarm systems will be based on visual inspection only, with no audibility tests of sounders, alarms or verification of full compliance with relevant British Standard to be carried out as part of the fire risk assessment

Where security measures against arson on site appear to be reasonable in the context of the fire risk assessment, this will be deemed sufficient. Should further security be required, it is recommended that a specialist security advisor be consulted.

Ceiling voids and inaccessible spaces will not be checked for fire stopping or compartmentation as part of this fire risk assessment, as this would involve invasive inspection.

A review of the design of HVAC systems is outside the scope of the fire risk assessment, therefore a visual inspection of the location of fire dampers only will be performed.

Based on a visual inspection of the emergency lighting, no luminance level tests or verification of full compliance with relevant British Standard will be carried out as part of the fire risk assessment.

The identification of a responsible person (e.g. employer), or person having control of the premises to carry out a fire safety risk assessment of the premises, does not imply legal responsibility, but reflects the managerial arrangements at the time of the fire risk assessment.

## 8 REGULATIONS AND STANDARDS RELEVANT TO THIS FIRE RISK ASSESSMENT

- **Regulatory Reform (Fire Safety) Order 2005**
- **Fire (Scotland) Act 2005, Fire Safety (Scotland) Regulations 2006**
- **The Fire Safety Regulations (Northern Ireland) 2010**
- **Health and Safety at Work etc. Act 1974**
- **Building Regulations 2010**
- **The Housing Act 2004**
- **BS7671 (IEE Regulations)** – The fixed electrical installation should be inspected and tested at least once in every period of 5 years.
- **Electricity at Work Regulations 1989 (EAW Regulations)** - All electrical installations should be regularly inspected by a competent electrical engineer
- **BS EN 81-1 [18] or BS EN 81-2 [19]** - Recommendations for conformity of evacuation lifts
- **BS EN 62305:2006** - States that lightning protection systems should be tested at maximum intervals of 12 months. It is usually advised that 11 monthly intervals are undertaken, so that the effects of seasonal variations can be taken into account.
- **BS 5839: Fire Detection and Alarm Systems for Buildings - Part 1** - Code of practice for system design, installation, commissioning and maintenance
- **BS 8214** - Specification, installation and maintenance of fire doors.
- **BS 476:22** - Test criteria for fire rated doors.
- **BS 5266-1:2011: Emergency lighting - Part 1** - Code of practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment & **Part 8** - Emergency escape lighting.
- **BS EN 50172:2004/ BS 5266-8:2004** - Emergency escape lighting systems, specifies the minimum provision and testing of emergency lighting for different premises
- **BS EN 1838:1999/ BS 5266-7:1999** - Lighting applications – emergency lighting. Specifies the illumination to be provided by emergency lighting (including luminance, duration and colour)
- **BS EN 60598-1: 2008 Luminaires** - General requirements and tests. See the 60598 series for particular requirements.
- **BS EN 62034:2006** - Automatic test systems for battery powered emergency escape lighting. Specifies a test system for battery powered emergency lighting
- **BS EN 62034:2006** - Automatic test systems for battery powered emergency escape lighting. Specifies a test system for battery powered emergency lighting
- **BS 5499** - Graphical symbols and signs. Safety signs, including fire safety signs
- **BS 5499-1:2002 Fire Safety Signs, Notices and Graphic Symbols - Part 1** - Specification for geometric shapes, colours and layout
- **BS 5499-4:2000 - Part 4** - Safety signs, including fire safety signs. Code of practice for escape route signing
- **BS 5839: Fire Detection and Alarm Systems for Buildings - Part 1** - Code of practice for system design, installation, commissioning and maintenance
- **BS 5839:2002+A2:2008** – States to test and maintain fire alarm systems in accordance with the manufacturer's recommendations and British Standards
- **BS 5306: Fire Extinguishing Installations and Equipment on Premises - Part 3** - Maintenance of portable fire extinguishers and **Part 8 – Code of Practice** - Selection and installation of portable fire extinguishers
- **BS 7937** - Specification for portable extinguishers for use on cooking oil fires (Class F).
- **BS EN 13565-2:2009 Fixed Fire Fighting Systems**. Foam systems. design, construction and maintenance

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