

Fire Risk Assessment

**2021-2022**

**Introduction**

This Assessment is carried out in order to conform to the requirements of “The Regulatory Reform (Fire Safety) Order 2005” and “The Management of Health and Safety at Work Regulations 1999. The assessment has been completed by a qualified and competent assessor and in accordance with applicable HM Government guidance “Fire Safety Risk Assessment –Sleeping Accommodation" & The Building Regulations 2010 Approved Document B (ADB). It primarily covers the common areas in relation to the apartments, but some recommendations may have been made around compartmentation to the apartment interiors.

**Assessor – Dave Loney GIFirE Fire Safety Consultant**

The Fire Safety Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect ‘relevant persons’ in case of fire in and around most premises. The Order requires fire precautions to be put in place where necessary and to the extent that it is reasonable and practicable in the circumstances of each case.

Responsibility for complying with the order rests with the ‘responsible person’. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner.

**Owner – Sabden Properties Ltd – Mr. Ian Walker**

**Manager– Mr. Stuart Yates**

The responsible person must carry out a fire risk assessment. Where an organisation employs five or more people the significant findings of the fire risk assessment must be recorded, HM Government guidance states that it is good practice to record the significant findings in any case.

**Enforcement**

The Local Fire and Rescue authority *(Lancashire Fire & Rescue Service LFRS)* will enforce the order in most cases. The enforcing authority has the power to inspect premises to check for compliance. They will require evidence that a suitable Fire Risk Assessment (FRA) has been carried out and the significant findings of the assessment have been acted upon. They will expect to see a copy of the assessment and associated certificates.

If an FRA has not been carried out, or the enforcing authority is dissatisfied with the outcome of the assessment or the action taken, they may issue an enforcement notice that requires certain improvements. In extreme cases a prohibition notice may be issued which prevents or restricts use of the premises until improvements are made.

**Failure to comply with any duty imposed by the order or any notice issued by the enforcing authority is an offence and may result in prosecution, fine or imprisonment.**

**The Fire Risk Assessment**

**Good management of fire safety is essential to ensure that fires are unlikely to occur, that if they do occur, they are likely to be controlled quickly, effectively and safely, or that, if a fire does occur and grow, everyone in the premises is able to escape to a place of total safety easily and quickly.**

**This FRA will ensure that fire safety procedures, fire prevention measures, and fire precautions are in place and working properly at the time of inspection. The FRA will also identify any issues that need attention. However, FRA’s are not exhaustive and additional control measures may be required should a Fire occur, or on periodic inspections by the responsible person(s) or Local authority Fire officer.**

**The FRA was completed during a physical inspection of the premises, inspection of records and in discussion with various members of staff.**

**Immediate actions that were identified were actioned immediately by the inspector and recorded on this document for reference. The responsible person was made aware of the need to rectify the issues immediately.**

**It is an organised and methodical look at the premises, the activities carried out at the premises and the likelihood that a fire could start and cause harm to those in and around the premises.**

**The aims of the fire risk assessment are:**

* **To identify the hazards.**
* **To reduce the risk of those hazards causing harm to as low as is reasonably practicable.**
* **To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in the premises should a fire start?**

**The fire risk assessment achieves these aims by:**

* **Identifying sources of ignition, fuel and oxygen.**
* **Identifying people at risk, both in and around the premises, whilst working or while escaping in the event of an emergency.**
* **Evaluating the risk of a fire occurring, the risk to people from a fire, existing controls, and as necessary recommend improvements to remove or reduce fire hazards and the risk to people.**
* **Recording significant findings and detailing an action plan, providing the necessary information to allow the organisation to Inform, instruct and train its relevant people.**
* **The fire risk assessment should be regularly reviewed and revised as necessary.**

**This fire risk assessment should be periodically reviewed by a competent person at such times as:**

**• Following a change of staff/ownership,**

**• Following a structural or material change,**

**• Following a near miss or fire incident,**

**• At any other time where it is considered necessary to do so,**

**• At intervals not exceeding 12 months.**

**Overview**

**’27-29 Manchester Rd – Halifax House’ should be currently regarded as LOW RISK in-regards to fire strategy, protective measures, residents and assistance that will be required in the event of a fire.**

**However, the risk of fire occurring should be regards as MEDIUM due to the actions/behaviours of the residents within.**

**This means that regular inspections and maintenance of the buildings fire protection systems needs to be upheld, further control measures may be necessary to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. *Actionable items are from page 15 of this document.***

**Details of the Premises**

**The Building is a modern constructed (circa 1978) property sitting above 3 commercial shop units.**

**Built using external stone block with reinforced concrete internal walls and floors. Incorporating the internal restructuring that have been finished plastered to modern standards and flat roof (lead and tarred). It is an ex-bank (Halifax) that includes 10” reinforced concrete floor and walls and it has change of use to it’s current use as an apartment block for domestic living with 6 apartments (4 & 2). It consists of 4 floors – Basement (retail unit (gym) Ground (1 internal retail unit (nail salon)), first (2 apartments) and second (2 apartments) accessed via Manchester road and a further 2 apartments accessed and addressed as 2a Hargreaves St – no internal links between properties that sit over the same footprint.**

**UPVC windows throughout with escape window settings. no external downward escape. Singular staircase and lift shaft (– non fire rated)**

**The property sits on a town centre road with adequate Fire appliance access for Pumping and aerial appliances on 2 faces of the building.**

**It has full access to utilities mains fed Electricity and Water, separated by distribution board to all units terminating in consumer units.**

**The building is covered by a Fire alarm system of Grade A BS5839-6:2004 LD2. Interconnecting in common areas and individual within Apartments**

**It has internal Emergency Lighting equipment illuminating the escape routes. (action item Basement)**

**It Currently has no Fire extinguishing equipment on any floor.**

**Means of Escape**

**There is one Final exit (main entrance for 4 apartments and 1 retail unit) and 1 final exit for 2 apartments (Hargreaves St) on the ground floor both exiting to a place of safety at the Front of the premises.**

**Exit from the basement and 1st and 2nd floor is via an internal staircase that is isolated and encapsulated with breaches enclosed by FD30 doors with intumescent cold smoke seals and adequately operating self-closing devices installed. (Action item)**

**Using BS9999 = A = (Occupants who are awake and familiar with the building) B = (Occupants who are awake but unfamiliar with the layout) & C = (Occupants who are sleeping in the building)**

**This places the building under the travel distance Fire risk appraisal of 2 (Medium Growth Rate) and 35m to a total place of safety.**

**Due to the method of construction and high standard of internal fitment to each apartment (internal FD30s with intumescent seals) single directional escape routes are applied as a measure of the distances travelled to a place of reasonable safety (behind 2 FD30 doors) for all floors.**

**Fire Procedure and Strategy**

**Building construction combined with the Fire separation inbuilt and maintained appropriately should provide at least 60mins fire resistance protection of the escape routes enabling a full evacuation well within 2 ½ minutes.**

**A *‘defend in place’* or ‘*stay put’* strategy will be undertaken due to the human factors involving the occupation of the apartments, with a natural aversion to leave the ASET (Actual safe evacuation time) will differ considerably to the RSET (realistic safe evacuation time). This has been acknowledged during the planning and renovation to the new use of the building, including acknowledgement of the construction method used on initial build. The addition of a fire alarm system linked Automatic opening vents (AOV’s) to each staircase also allows protection of the escape stair (both staircases) for adequate escape from upper floors (apartments)**

**The occupation of the commercial units differs to each unit, however 3 of the 5 units have direct exit from their respective unit entrances – unshared. This means the normal Floor space factor (ADB -C1) of 2m2 is applied to all retail shop units.**

**For the purpose of this document each unit will be described from the main door on 27-29 Manchester rd. numbering 1, 2 & 3 (3 being on Hargreaves Street) the 2 internal retail units are described as ‘Ground floor’ and ‘Basement’**

**1 – approx. 28m2 / 2m2 (shop unit) single exit max occupancy = 14 persons.**

**2 - approx. 34m2 / 2m2 single exit max occupancy = 17 persons.**

**3 – approx. 27m2 / 2m2 single exit max occupancy = 14 persons. (Barbers)**

**Basement – approx. 90m2/ 2m2 single exit (protected by fire rated compartmentation (Georgian wired glass wall) 45 persons. (Gym)**

**(nail salon) Ground floor – approx. 50m2/ 2m2 single exit max occupancy = 25 persons. (Nail salon/Beauty Parlour)**

**The Fire procedure is to the Fire Action Notice detailing that occupants of each commercial unit should assemble to the front of the building role call managed by each individual business operating under tenancy. This should be displayed on entry to each unit.**

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| **Dependency levels-** |  | **Type** |
| **Low dependency** | **Able to respond and exit in the event of a fire** | **Residents** |
| **Medium dependency** | **Require physical assistance or guidance to exit or will take a longer period to exit (Ie limited mobility or children)** | **Residents** |
| **High Dependency** | **Require total assistance to move in the event of a fire and would take physical assistance to aid evacuation** | **None** |

**Occupancy is 6 apartment dwellings in a domestic living environment. Each 1 bedroom & 1 study apartments. Averaging around 45m2 per apartment.**

**Vertical escape is achieved by single stair and final exit door is less than 3m from top of basement stair. It is approx. 9 m from the base of the upper floor staircase. Each apartment is accessed via enclosed (FD30) hallway (includes lift shaft) Signage required (action item) final exit door is electronically locked defaulting to open on power failure with emergency override available.**

**There is restricted access for visitors by means of secure access; however, residents will have responsibility for their visitors when on site.**

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

**The additional controls, recommendations and actions given in each section should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to lowest practical level.**

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| **Ignition sources** | **Present**  **Y N** | | **Control measures in place?** | **Control details** | **Comments** |
| Electrical - installations | ✓ |  | ✓ | Installed by NIC approved contractor | Last test 1/7/21 |
| Electrical – portable equipment | ✓ |  | ✓ | None is common areas |  |
| Boilers – Electric/Gas |  | ✓ |  | No gas service |  |
| Gas equipment. |  | ✓ |  |  |  |
| Cooking equipment – fixed kitchen | ✓ |  | ✓ | Domestic style Kitchen in each apartment. | No shared facilities |
| Mechanical equipment - Lifts etc. | ✓ |  | ✓ | Isolated shaft | Requires signage ‘DO NOT USE In FIRE’ |
| Smoking materials | ✓ |  | 🗶 | Strict no smoking within property policy in place with tenancy | Identify external smoking area and install smoking bin |
| Naked flames – candles/gas rings etc. | ✓ |  | 🗶 |  | Candles in use in individual apartments (scented & tea lights) |
| Arson – threats or actual |  | ✓ | 🗶 | No threats in place | Arson vulnerability is low due to location of the building. |
| Hot work/Processes |  | ✓ | 🗶 | None in use | Contractor policy, which should include method statements and sign off complete by building manager |
| Spontaneous combustion – Rags/Cotton storage |  | ✓ |  |  | Apartments in 2a Hargreaves Street have external storage compartments (enclosed) ensure on landlord inspection these do not become overloaded with items causing dangerous storage practices. |

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| **Flammable/Combustible Materials** | **Present**  **Y N** | | **Control measures in place?** | **Control details** | **Comments** |
| Fixtures and fittings –curtains etc. |  | ✓ | ✓ | No curtained windows in shared areas |  |
| Textiles – towels/bedding |  | ✓ | ✓ | Individual apartments | None in shared area |
| Furniture |  | ✓ | ✓ |  | None in shared area |
| Paper/packaging |  | ✓ |  |  |  |
| Waste materials |  | ✓ |  | Bin store in quadrangle to rear – accessed via Hargreaves street | Ensure no waste materials are stored in shared areas – Escape routes must be kept clear at all times. |
| Plastics and rubber |  | ✓ |  |  | As above - Keep to minimum |
| Flammable Liquids (Turps/Petrol) |  | ✓ |  |  | Apartments in 2a Hargreaves Street have external storage compartments (enclosed) ensure on landlord inspection these do not become overloaded with items causing dangerous storage practices. |
| Flammable Gases |  | ✓ |  |  |  |
| Chemicals - cleaning |  | ✓ | ✓ |  |  |
| Other |  | ✓ | ✓ |  |  |
| **OXYGEN sources** |  |  |  |  |  |
| Cylinders |  | ✓ |  |  |  |
| Oxygen generation units |  | ✓ |  |  |  |
| Oxidising substances |  | ✓ |  |  |  |
| Mechanical ventilation | ✓ |  | 🗶 | Automatic Opening Vent (AOV) in each staircase. | On inspection key left in units (new install) ensure keys are not left in units and are stored appropriately   * Consider code accessed key safe for access out of hours |
| Natural ventilation | ✓ |  | ✓ | Windows and doors throughout | Physical wedging should be avoided at all time as this overcomes the door closers installed on the doors.  FD30 doors on staircase (to lift lobby) should have Fire door keep shut discs installed on each level |

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| **A** | **Management arrangements** | **In place?** | | | | **Risk rating** | | | **Comments** |
| **A1** | **Company policy** | **YES** | **NO** | **N/A** | **??** | **Low** | **Med** | **High** |  |
| **1.1** | **Does the site have a suitable Fire policy and procedures in place?** | **✓** |  |  |  |  | **✓** |  | **Limited policy in place due to building nature each retail unit should display a Fire action notice to visitors and manage the evacuation of each business on alarm activation appropriately** |
| **1.2** | **Has a responsible person (RP) for fire safety been appointed on site?** | **✓** |  |  |  | **✓** |  |  | **Stuart Yates is the manager of the building, however does not work directly from the site, emergency contact details required and displayed in prominent location of out of hours emergency.** |
| **1.3** | **Does the responsible person understand and accept the duties?** | **✓** |  |  |  | **✓** |  |  | **Fully understand role and discusses with new tenants on building induction** |
| **1.4** | **Is there an effective system in place to replace the RP in case of absence?** | **✓** |  |  |  |  | **✓** |  | **Remote contact.** |
| **1.5** | **Is the owner aware of responsibilities in regards to Fire safety?** | **✓** |  |  |  | **✓** |  |  | **Ian Walker fully aware of responsibilities** |
| **A2** | **Emergency planning** | | | | | | | | |
| **1.6** | **Has an emergency plan or Business Continuity plan been collated and kept off premises?** | ✓ |  |  |  | ✓ |  |  | **Sabden Properties have Full emergency planning created for all incident types and the restoration of normality.** |
| **1.7** | **Have persons been designated to assist with the EAP?** | **✓** |  |  |  | ✓ |  |  | **No clear guidance as to who calls Fire Service (FS). Each unit will deal with incidents appropriately.** |
| **1.8** | **Are arrangements in place to evacuate at risk visitors with specific needs?** |  | 🗶 |  |  |  | **✓** |  | **Disabled access to site and each floor via lift, individual risk assessment should be undertaken should a visitor or resident attends with specific needs to the basement (not served by lift).** |
| **1.9** | **Is there evidence of regular evacuation drills?** |  | 🗶 |  |  | **✓** |  |  | **Not applicable to whole site, retail units should test and maintain procedures in line with the RRO (FS) order 2005** |
| **1.10** | **Are procedures in place to summon emergency services?** | ✓ |  |  |  | ✓ |  |  | **Individuals will call as required, briefed on tenancy.** |
| **1.11** | **Are arrangements in place for local fire authority liaison?** | **✓** |  |  |  |  | **✓** |  | **LFRS have never undertaken a visit, liaison has been made with local authority to ensure they are aware of the increased risk, and FRS have been notified of change of use.** |
| **1.12** | **Is there a system for an effective role call?** |  | 🗶 |  |  |  | **✓** |  | **Each unit will take own responsibility.** |
| **1.13** | **Is there a signed assembly point away from the premises?** |  |  | **✓** |  | **✓** |  |  | **No sign in place but Manchester road is the natural meeting point.** |
| **1.14** | **Is the assembly point suitable and clear?** | **✓** |  |  |  | **✓** |  |  | **Outside on roadway in sight of oncoming assistance** |
| **A3** | **Information and Training** | | | | | | | | |
| **1.15** | **Are residents fully provided with instruction on induction with regards to the building fire policy?** | **✓** |  |  |  |  | ✓ |  | **All residents on induction should be given basic fire safety instructions.** |
| **1.16** | **Is refresher training provided periodically?** |  |  | **✓** |  | **✓** |  |  |  |
| **1.17** | **Are nominated persons given additional instruction and training to fulfil role? (fire Marshall/Warden)** |  |  | **✓** |  | **✓** |  |  |  |
| **1.18** | **Have residents an understanding of the extinguishers, fire prevention and summoning assistance requirements in the building?** | **✓** |  |  |  |  | **✓** |  | **Residents of upper floor apartments will have a general ‘get out’ policy should the alarm sound; this is a stable policy for safety however see Fire Strategy above.** |
| **A4** | **Maintenance, testing and record keeping** | | | | | | | | |
| **1.19** | **Is there a fire log book in place or similar record system in place and correctly completed?** |  | 🗶 |  |  |  | **✓** |  | **Log book documentation for service and faults on alarm system should be recorded, along with a monthly test schedule. Kept centrally with building manager** |
| **1.20** | **Is the Fire detection system checked and maintained according to BS5839 (standards)?** | **✓** |  |  |  | **✓** |  |  | **System is grade A LD2.** |
| **1.21** | **Is the record of maintenance and testing up to date?** | ✓ |  |  |  | ✓ |  |  | **Ensure Records are in place** |
| **1.22** | **Is the Firefighting equipment checked and maintained to BS5306?** |  | 🗶 |  |  |  |  | **x** | **No Extinguishers in place on any floor** |
| **1.23** | **Is the record of maintenance and testing up to date?** |  | 🗶 |  |  |  |  | **x** | **As above** |
| **1.24** | **Is the emergency lighting equipment checked and maintained to BS5266?** | **✓** |  |  |  | ✓ |  |  | **Emergency lighting in place on all floors, All units were powered and operated correctly. These will need annual service inspection by competent electrical assessor** |
| **1.25** | **Is the record of maintenance and testing up to date?** | ✓ |  |  |  |  | ✓ |  | **A more stringent maintenance schedule and test procedure (monthly) should be undertaken and stored appropriately (with this Fire Risk Assessment - FRA)** |
| **A5** | **Fire Risk reduction** | | | | | | | | |
| **1.26** | **Do regular housekeeping inspections take place and acknowledge storage of combustibles?** | ✓ |  |  |  |  | ✓ |  | **Staff, when in attendance will monitor and manage any waste. Ensure single escape route is clear at all times** |
| **1.27** | **Is there a system in place for controlling the amount of combustibles stored within the premises?** | ✓ |  |  |  |  | ✓ |  | **As above** |
| **1.28** | **Are combustible materials stored appropriately?** | **✓** |  |  |  |  | **✓** |  | **None In shared areas.** |
| **1.29** | **Are effective measures in place for cleaning of any work equipment?** |  |  | **✓** |  | ✓ |  |  |  |
| **1.30** | **Are arrangements in place for testing fixed heating equipment?** | **✓** |  |  |  | **✓** |  |  | **Landlord safety certificate should be available for inspection.** |
| **1.31** | **Is Portable Appliance Testing (PAT) carried out?** |  |  | ✓ |  | ✓ |  |  | **No items in common areas, isolated circuit on staircase to be used by cleaning/maintenance staff – this should be isolated from common use after each use.** |
| **1.32** | **Are suitable arrangements in place to control the gas supply in an emergency?** |  |  | ✓ |  | ✓ |  |  |  |
| **1.33** | **Has reasonable steps been undertaken to reduce the risk of arson?** | **✓** |  |  |  | ✓ |  |  | **No actionable intelligence regards to Arson threats. Secured access to bins. Apartment occupants may be threatened in future and liaison should be made with Police, Fire Service and building manager informed. Add to induction.** |
| **1.34** | **Is external waste storage secure to reduce the risk of deliberate ignition?** | ✓ |  |  |  | ✓ |  |  | **As above** |
| **1.35** | **Are residents aware of the procedures in regards to contractors?** | **✓** |  |  |  | ✓ |  |  | **Contractors provide method statements currently which are required for completion of works authorisation by manager.** |
| **B** |  | **In place?** | | | | **Risk rating** | | | **Comments** |
| **B1** | **Communication** | **YES** | **NO** | **N/A** | **??** | **Low** | **Med** | **High** |  |
| **1.1** | **Is there appropriate means of raising the alarm throughout the premises?** | **✓** |  |  |  | **✓** |  |  | **Alarm system with 75db+ audible warning devices** |
| **1.2** | **Are manual/verbal arrangements for raising the alarm adequate?** | ✓ |  |  |  | ✓ |  |  |  |
| **1.3** | **Can a Fire be detected throughout the building?** | **✓** |  |  |  | ✓ |  |  | **Smoke/heat detection available inside each apartment and outside in common areas.** |
| **1.4** | **Can all persons in all areas hear the alarm system?** | **✓** |  |  |  | **✓** |  |  | **As above.** |
| **1.5** | **Do all residents know how to raise the alarm?** | **✓** |  |  |  | **✓** |  |  | **Verbally** |
| **B2** | **Automatic means of raising alarm** | | | | | | | | |
| **1.6** | **Is there an Automatic alarm system present?** | **✓** |  |  |  | **✓** |  |  | **Present to grade A BS5839:6 LD2** |
| **1.7** | **Is the alarm linked to a receiving/monitoring centre?** |  | 🗶 |  |  |  | **✓** |  | **Requires 999 call to be made by person.** |
| **1.8** | **Is the alarm system component parts monitored continuously?** | **✓** |  |  |  | **✓** |  |  | **Monitors and activates upon faults.** |
| **1.9** | **Can the alarm system be always heard by all persons?** | **✓** |  |  |  | **✓** |  |  |  |
| **B3** | **Signs and notices** | | | | | | | | |
| **1.10** | **Are Fire action notices prominently displayed throughout the site?** |  | 🗶 |  |  |  | ✓ |  | **Signs should be displayed on escape routes. Action items** |
| **1.11** | **Are Manual call points clearly visible and unobstructed?** | **✓** |  |  |  |  |  |  |  |
| **1.12** | **Is the Firefighting equipment clear and unobstructed and marked appropriately?** |  |  | ✓ |  |  |  | **x** | **No extinguishers in place action items** |
| **1.13** | **Is the Firefighting equipment in test range and available for immediate use? (stored pressure)** |  |  | ✓ |  |  |  | **x** | **No extinguishers in place action items** |
| **1.14** | **Are Fire escape routes clearly marked and with the appropriate signage? Visible in low/no light?** |  | 🗶 |  |  |  | **✓** |  | **Lighting unit required on basement staircase to guide to exit (no natural lights) action item**  **Emergency lighting Lumaires with adequate lumens for risk. Signage required to guide residents from each apartment to a place of safety.** |

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| **C** |  | **In place?** | | | | **Risk rating** | | | **Comments** |
| **C1** | **Means of escape** | **YES** | **NO** | **N/A** | **??** | **Low** | **Med** | **High** |  |
| **1.1** | **Are there sufficient exits of suitable width (+750mm) for the people present on site?** | **✓** |  |  |  | ✓ |  |  | **Final exits are front and back door via protected staircase adequate for current risk.** |
| **1.2** | **Do exits lead to a place of safety?** | **✓** |  |  |  | **✓** |  |  | **Exit to rear (quadrangle) has door with thumb turn lock** |
| **1.3** | **Are escape routes clear and free from obstructions?** | **✓** |  |  |  | **✓** |  |  | **Clear externally. Maintain standard.** |
| **1.4** | **Are self-closing devices on doors operating correctly?** | ✓ |  |  |  | ✓ |  |  | **FD30 doors with self-closing devices in good order** |
| **1.5** | **Are final exits permanently unlocked when the building is occupied?** |  | 🗶 |  |  | **✓** |  |  | **Electronically Secured (domestic setting) with bypass switch and default to open on power loss** |
| **1.6** | **Are final exit doors able to be opened without key?** | ✓ |  |  |  | ✓ |  |  | **Thumb turn locks throughout** |
| **1.7** | **Do all Final exit doors open in the direction of travel?** | ✓ |  |  |  |  | ✓ |  | **Final exit door down from first floor push bar single action opener is in need of repair/replacement.** |
| **1.8** | **Are travel distances to secure or protected areas reasonable (less than 18m)** | **✓** |  |  |  | **✓** |  |  |  |
| **1.9** | **Do escape routes allow evacuation in a reasonable time?** | **✓** |  |  |  | **✓** |  |  | **Building can be evacuated within 2.5 mins** |
| **1.10** | **Are escape routes adequately lit at all times?** | **✓** |  |  |  | **✓** |  |  |  |
| **1.11** | **Are external escape routes clear and maintained in good condition?** | **✓** |  |  |  | **✓** |  |  |  |
| **C2** | **Lifts** | | | | | | | | |
| **1.12** | **Have lifts been designed for escape usage?** |  | **✓** |  |  | ✓ |  |  |  |
| **1.13** | **Are public aware that lifts must not be used in the event of a fire?** |  | 🗶 |  |  |  | ✓ |  | **Signage required on each floor** |

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| **D** |  | **In place?** | | | | **Risk rating** | | | **Comments** |
| **D1** | **Containment** | **YES** | **NO** | **N/A** | **??** | **Low** | **Med** | **High** |  |
| **1.1** | **Is there adequate compartmentalisation of the premise?** |  | 🗶 |  |  |  | ✓ |  | **The access to the voided areas above each floor is via unsecured loft hatches Action item**  **No other visual issues with standard board and plaster surfaces.** |
| **1.2** | **Is there adequate fire separation of the premise?** | ✓ |  |  |  | ✓ |  |  | ***As above*** |
| **1.3** | **Is there adequate structural fire protection of the premise?** | **✓** |  |  |  |  | ✓ |  | **Structural elements protected by encasement and reinforced concrete construction.** |
| **1.4** | **Will wall coverings promote rapid fire spread?** |  | **✓** |  |  | ✓ |  |  | **painted surfaces throughout. Monitor for loose items. Maintain current standard.** |
| **1.5** | **Is there adequate fire stopping material around pipe/wiring pass through?** |  | 🗶 |  |  |  |  | ✓ | **Some breaches made and left by contractors to voided areas**    **These should be enclosed after work completed.**  **Action item.** |
| **1.6** | **Are fire doors fitted with (magnetic) devices generally secured in closed position?** | **✓** |  |  |  | **✓** |  |  | **electrical locking systems in place see C1.5** |
| **1.7** | **Do access doors have emergency override devices?** | **✓** |  |  |  | **✓** |  |  |  |
| **1.8** | **Do access doors fail to the unlocked state on power outage?** | **✓** |  |  |  | **✓** |  |  | **As above** |
| **1.9** | **Are fire doors fitted with suitable and sufficient cold smoke intumescent strips?** | ✓ |  |  |  |  | ✓ |  | **Intumescent strips fitted on doors inside and into each apartment and sub compartmentation doors (corridor) all in good order (new)** |
| **1.10** | **Are any locking door fitted with thumb turn devices to allow for escape without key?** | **✓** |  |  |  | **✓** |  |  | **All doors have TT locks to internal side – good practice.** |
| **1.11** | **Are escape routes constructed of fire resisting materials making them unquestionably sound?** | **✓** |  |  |  | **✓** |  |  | **10” + reinforced concrete**  **New anti slip edging required on staircase edges Action item** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **E** |  | **In place?** | | | | **Risk rating** | | | **Comments** |
| **E1** | **Fire extinguishment** | **YES** | **NO** | **N/A** | **??** | **Low** | **Med** | **High** |  |
| **1.1** | **Are appropriate to risk means of firefighting equipment available throughout the premises?** |  |  | ✓ |  | ✓ |  |  | **None required in common areas as this will encourage residents to resist exit from premises.** |
| **1.2** | **Are there an adequate number of extinguishers provided?** |  | **x** |  |  |  |  | **x** | **The internal retail units required Extinguisher placement as per labelled areas (see photo log) Due to the nature of the rear exit of the premises (Hargreaves st) a Water extinguisher should be installed on the escape route pathway due to the enclosed space/smoking area. The defence of this escape route is recommended.** |
| **1.3** | **Are extinguishers sited suitably and available for immediate use?** |  | **x** |  |  |  |  | **x** |  |
| **1.4** | **Are extinguishers located suitably to their surroundings?** |  | **x** |  |  |  |  | **x** | **See 1.2** |
| **1.5** | **Are fire blankets provided and located appropriately?** |  | **x** |  |  |  | ✓ |  | **Fire blankets required in kitchenette areas of each retail unit** |
| **1.6** | **Is there sufficient access for Fire service vehicles?** | **✓** |  |  |  | **✓** |  |  | **Frontage is on road no vehicular access to rear.** |
| **1.7** | **Is there a nearby water source for fire service use? (hydrant/open water supply)** | **✓** |  |  |  | **✓** |  |  | **Hydrants in immediate vicinity.** |

|  |  |  |  |
| --- | --- | --- | --- |
| Significant findings and Action plan | | | |
| Finding - | Responsible person and actions | Timescale for completion | Completion date sign off |
| **Fire alarm, emergency lighting testing and routine** | Manager (M) – maintenance and testing schedule for alarm system and a record log book for completion in central location | **Immediate** |  |
| No emergency out of hours contact details for emergencies and faults | M – advised that all tenants have managers numbers. A formal sign on notice board to contact out of hours electrician/plumber etc would negate any temporary fix by an unqualified resident increasing the risk of fire | Advisory |  |
| Anti-slip tape on staircases (both shafts) is worn. | M – repair/replace stair edging tape with new materials to ensure no slip trips or falls can occur on staircase blocking singular exit | **Immediate** |  |
| Water extinguisher required at exit point (Hargreaves St) to rear quadrangle this area has a shared singular exit and has potential to utilised as a smoking area | M – arrange for installation and maintenance of 1 6L extinguisher  Maintain annually | **Immediate and ongoing** |  |
| Extinguisher placement in each unit appropriate for business risk Class A and Co2 extinguisher for electrical items is advisable as minimum | M – install 1 6l and 1 6kg Co2 in each retail unit  Stickers placed in most suitable location see photo appendix  Maintain annually | **Immediate and ongoing** |  |
| Loft hatches in retail and residential units give access to voided area/cockloft. There is potential for residential tenants to access and store items above | M – secure and seal each loft hatch to only allow access for maintenance crews as necessary | **Immediate** |  |
| Internal escape route (basement) not illuminated in the event of power failure | M –repair/replace Emergency lighting with battery back up to illuminate full escape route. . | **Immediate** |  |
| Automatic opening vent key in unit (2nd floor) and set to ‘close’ | M - Remove key from use and or add signage to state ‘This unit must be left set on AUTO at all times’ | **Immediate and ongoing** |  |
| Unassigned smoking area | M – install smoking bin/bucket monitor for discarded waste on inspections | **Immediate and ongoing** |  |
| Although the lift is designed to travel to ground floor on fire alarm activation Lift not a designated Fire lift no signage in place | M – install to each lift landing | **Immediate** |  |
| Main electrical intake for building in basement is open to access – *due to be replaced and sealed off* | M – ensure the compartmentation is akin to the rest of the rennovation and the door is rated appropriately (60mins) with signage on the door to ‘keep locked shut’  And ‘electrical isolation point’ for identification in an emergency | **Immediate** |  |
| Nail bar unit (ground floor) changed from residential to retail unit- fire safety legislation now applies to the unit and the following will need upgrading prior to use | * Installation of further smoke/heat detection in isolated rooms kitchen, massage and small room with loft hatch * Door to small room (loft hatch) requires intumescent seal (original planned bathroom) * Loft hatch sealed as above * Extinguishers installed as above * Emergency lighting unit highlighting singular exit * Photoluminescent signage identifying escape route | **Immediate and prior to use** |  |
| Voided area (accessed via nail bar retail unit above)  Compartmentation breaches after contractor work (fire alarm system installation) | M – arrange for adequate stopping materials around compartentation breaches See image section D1.5  Ensure any works completed are checked and signed off by building manager | **Immediate and prior to use** |  |
| Fire escape signage unclear from each apartment – immediately on opening door from each apartment route guidance should commence | M – install signage guiding route outside building | **Immediate** |  |
| Staircase shaft has sockets for cleaning and maintenance use. | M – ensure that circuit is isloated after use to-   1. Stop tampering of electrical items 2. Theft of electricity | **Immediate and ongoing** |  |
| All Lift lobby doors should have Fire door keep shut signage in place on either side of door | M – install | **Immediate** |  |
| Signage for AOV side of main entrance | M – install | **Immediate** |  |
| Keys left in AOV unit activators (upper level) | M – ensure keys are kept isolated (key safe) to ensure that the units are switched off by unqualified persons | **Immediate and ongoing** |  |
| No Emergency action notice | M – install with relevant details    On entry point to each retail unit (x5) | **Immediate** |  |

**Photographs provided for reference – see attached document.**

**RECORDS**

A fire logbook should be kept containing comprehensive details such as;

* Fire alarm testing
* Emergency lighting tests
* Fire door operation including automatic self closers
* Final exit door fastenings/operation
* Fire safety inspections
* Annual Gas Check
* Electrical Inspections
* PAT Inspections
* Monthly fire extinguisher checks
* Staff training
* Evacuation drills

Provide a fire logbook to record all the above items. The fire logbook will need to be available for the Fire Officer to inspect during the fire safety audit.

**ARSON PREVENTION**

Arson accounts for almost half of all fires in the UK, and close attention should be paid to arson prevention measures. Recent studies indicate that, across all premises types, over 2,100 deliberately set fires, resulting in two deaths and 55 injuries, occur every week.

All premises can be targeted either deliberately or simply because they offer easy access.

Be aware of other small, deliberately set fires in the locality, which can indicate an increased risk to the premises. Be suspicious of any small ‘accidental’ fires on the premises and investigate them fully and record your findings.

Fires started deliberately can be particularly dangerous because they generally develop much faster and may be intentionally started in escape routes. Of all risk-reduction measures, the most benefit may come from the effort to reduce the threat of arson. Although there is a low probability of arson attack, the possibility should nevertheless be borne in mind.

Measures to reduce arson may include the following:

* Ensure the outside of the premises are well lit and, if practical, secure the perimeter and/or the premises.
* Thoroughly secure all entry points to the premises, including the windows and roof, but ensure this does not compromise the use of escape routes.
* Ensure combustible rubbish is regularly removed.
* Do not place rubbish skips adjacent to the building and if possible secure waste bins in a compound separated from the building.
* Encourage staff to report people acting suspiciously.
* Ensure your security alarm/fire-detection system is monitored and acted on.
* Secure flammable liquids so that intruders cannot use them.
* Secure all storage areas and unused areas of the building that do not form part of an escape route against unauthorised access, ensure access to keys to those areas is restricted.
* Fit secure metal letterboxes on the inside of letter flaps to contain any burning materials that may be pushed through; and
* Do not park vehicles or store goods or materials in the open next to windows or doors opening into buildings.

Further advice on arson prevention can be found at <http://www.firesafe.org.uk/how-to-combat-arson/>

**Appendix D**

**FIRE ALARM TESTING AND MAINTENANCE**

**The following tests and procedures are based on those in BS 5839 – 1: 2002**

**Procedures should be laid down for:**

* Dealing with an alarm of fire.
* Dealing with a fault warning.
* Taking the alarm out of use (for maintenance etc)

**A log-book should be kept, which should include:**

* Date and time of all alarms (genuine, practice, test or false
* Defects and faults.
* Tests.
* Servicing.
* Periods of disconnection or disablement.

**The following Checks should be made,**

**Daily Attention by User:**

Check panel for normal operation and ensure any faults receive attention.

**Weekly Checks:**

A manual call point should be operated with the test key using a different call point each week in rotation. The test should be carried out at approximately the same time of day and the results recorded in the logbook.

**Periodic inspection and testing:**

It is essential that fire alarms are subject to periodic inspection and servicing so that unrevealed faults are identified and preventative measures can be taken to ensure the continued reliability of the system.

A person with specialist knowledge of fire detection and alarm systems, who should hold a recognised third party certificate indicating their competence, should carry out periodic inspection and servicing at periods not exceed six months.

**On completion, a certificate of testing should be issued.**

**EMERGENCY LIGHTING**

**TYPES:**

**Maintained** – on at all times; will remain on when power fails.

**Non-maintained** – normally off; illuminate on power failure.

**TESTING & MAINTENANCE**

The following test procedure is based on a simplified schedule from BS 5266-1:1999

**Daily:**

* Any faults dealt with urgently;
* Ensure maintained luminaries all lit.

**Monthly:**

* Simulating power failure for 4-5 min and check lamps are lit (test switches sometimes provided);
* Restore power & ensure red or green neon lights in lamp units light up;
* Record test results and ensure any faults receive urgent attention.

**Six monthly:**

Simulating power failure for full duration of batteries and check lamps are lit (this test must be carried out early in the day, and must not endanger anyone);

Restore power & ensure red or green neon lights in lamp units illuminate;

Record test results and ensure any faults receive urgent attention.

NB Battery duration is usually 3 hours, if they last a significantly shorter time than this, they should be replaced

**Further guidance on emergency escape lighting installations is given in BS 5266-127A and BS 5266-8.27**

**Location of signs**

Signs should be located in the normal field of vision, and should be prominent, taking precedence over all other signs, i.e. they should not have to ‘compete’ with other signs.

**Up to 40m**

**Size of signs**



# Exit

**Up to 10m**



# Exit

**Up to 20m**

# Fire

# Exit



**Size (mm) 300 x 100 600 x 200 1200 x 400**

.

New fire extinguishers should comply with BS EN 3-7.86 Guidance on the selection and installation of fire extinguishers is given in BS 5306-8, 18 for maintenance BS 5306-319 and for colour coding in BS 7863.20

Electrical fires are not included, as they can fall into any of the classifications. However, if you use a standard water extinguisher you must isolate the electric supply first as you could be electrocuted. Water based extinguishers such as foam and water mist are safe for use on electrical fires if they have been tested to 35000V (also written 35kV) and a safety distance of 1m is adhered to. In addition, it must be remembered that certain electrical apparatus maintain a lethal charge for some time after they have been switched off. What should you do if you discover a fire? You must get everyone out as quickly as possible and call the fire brigade. However, you may discover a fire in its very early stages and successfully use a fire extinguisher. The first thing that you should remember, however, is that fire spreads very quickly. Even a small, contained fire can quickly spread, producing smoke and fumes which can kill in seconds. If you are in any doubt do not tackle the fire, no matter how small. You can put yourself at risk by fighting the fire.**If in doubt, get out, call the Fire Service out and stay out.**

The following factors should also be considered when siting fire extinguishers:

* Extinguishers should be fixed at an elevated height, so that the carrying handle is 1m from the floor for heavier units (heavier than 4kg) and 1.5m for smaller units. For special risks they should be fitted adjacent to the risk but not too close to prevent use in the event of fire occurring.
* They should be near the door, in shallow recesses and away from extremes of temperature.
* Extinguishers should be within reasonable distance from any fire risk:

1. Class A: 30m
2. Class B: 10m
3. Class C: 30m
4. Class D: case-by-case basis, by expert advice
5. Class F: 10m

* If you have to travel through doorways, the maximum travel distances need to be reduced.
* The method of operation should be similar for all extinguishers, where possible.
* The occupiers should be capable of handling all the types and sizes recommended.
* Where different types of extinguishers for different risk types are sited together they must be properly labelled to prevent confusion.
* Extinguishers should be fitted with suitable jet or spray nozzles or flexible hoses to suit the risk involved.

**PAT Testing**

**The *Electricity at Work Regulations 1989*, and the *Provisions and Use of Work Equipment Regulations 1992* place a duty on employees to ensure that p**ortable electrical appliances (anything with a plug on it) are maintained in a safe condition. To achieve this, PAT testing should be carried out regularly, and recorded. Information on PAT testing is available from the HSE website at: http://www.hse.gov.uk/pubns/elecindx.htm.

**Summary**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Taking into account the nature of the premises and its visitors and staff with the addition of the fire prevention, protection and procedures in place at the time of inspection it should be considered that the risk of fire occurring, potential to spread and significant risk to persons in the event of fire would be:- | | | | | |
| **Likelihood of fire v’s**  **Potential consequences** | | | | | |
| **Likelihood of fire ⮊** | **Trivial** | **Manageable** | | **High** | |
| **Consequences ⮋** |
| **Low** | **1** | **2** | | **3** | |
| **Moderate** | **4** | **5** | | **6** | |
| **High** | **7** | **8** | | **9** | |
| **Ratings:** | | **Low** | **Medium** | | **High** |
| **Assessment of Fire Occurring should be regarded as :-** | |  | **Medium** | | **High** |
| **Assessment of risk to person(s) should be regarded as :-** | |  | **Medium** | |  |

|  |  |
| --- | --- |
| **1** | No risk |
| **2** | Low risk of fire and low risk to life |
| **3** | High risk of fire low risk to life |
| **4** | Low risk of fire and moderate risk to life |
| **5** | Moderate risk of fire and moderate risk to life |
| **6** | High risk of fire and moderate risk to life |
| **7** | low risk of fire and high risk to life |
| **8** | Moderate risk of fire and high risk to life |
| **9** | Significant risk of fire and Significant risk to life |

Current level occupation of Halifax house/2a Hargreaves St is a -

***4 – Low risk of fire and moderate risk to life***

**Signed as a true and accurate record of findings by the assessor,**



**……………………………………………………………………………………………………... Date……………….**

**Dave Loney - DSL Training and Fire Consultancy.**

**Signed as responsible person for site – acknowledging actions to be taken and responsibility for actions undertaken.**

**………………………………………………………………………………………………….. Date……………….**

**Printed ……………………………………………………………………………………..**

**Role ………………………………………………………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Significant change to premises or event summary** | **Fire risk assessment reviewed as adequate?** | **Action required** |
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