

Fire Risk Assessment And Action Plan



Client:
FirstPort Marlborough House Management.

Site Name:
1-6, 23-28 Gerard Walk, 2-12 Rycote Close, 30-52, 35-45, 78-88 Marney Road

Site Address:
Marney Road - 50407,
Oak Meadows,
Swindon,
Wiltshire,
SN5 6AS

Visit Date:
17/09/2018

Recommended Review Date:
September 2021

Report Prepared By:
Gary Gates

Version No:
1



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by SSAIB in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule

Part 1a	Quantum Risk Management t/a Quantum Compliance
Part 1b	WORC056
Part 2	FirstPort
Part 3a	Marney Road
Part 3b	Part / parts of the premises covered: communal areas.
Part 4	Scope and purpose of the FRA: the identification of life safety fire hazards that can be removed or reduced to protect premises in the case of a fire.
Part 5	Date of FRA: 17/09/2018
Part 6	Recommended FRA Review date: September 2021
Part 7	Unique Ref Number - 452633

We, being currently a 'Certificated Organisation' in respect of the fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessments.

Signed for and on behalf of the issuing Certificated Organisation:

Philip Jones, Technical Director, Quantum Compliance.

Date of issue: 17/09/2018.

Certificate Number: 50407

Third Party Certification Body:



SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear NE25 9SX.

Photographic Record of Properties Inspected

30 - 52 Marney Road (access)



1- 6 Gerard Walk (accessed)



23 - 28 Gerard Walk and 35 - 45 Marney Road (accessed)



2 - 12 Rycote Close (accessed)



78 - 88 Marney Road (accessed)



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Section 1 - Executive Summary

1.1 General Information.

Site Description	<p>General: This is a housing estate with 5 blocks of residential flats on 3 or 2 floors.</p> <p>30 -52 Marney Road 3 floors and 12 flats. 78 - 88 Marney Road 3 floors with 6 flats 35 - 45 Marney Road and 23 - 28 Gerard Walk 3 floors and 12 flats. 1 - 6 Gerard Walk 2 floors and 6 flats. 2 - 12 Rycote Close 3 floors and 6 flats.</p> <p>Ancillary accommodation: - plant rooms (electrical intake cupboard). - bin storage area externally.</p> <p>Staircases: The properties are each designed with a single means of escape via a single protected staircases.</p> <p>Staircases provide access to all floors.</p> <p>Externally there are paved walkways immediately outside the main entrance, and car parking to each block.</p> <p>Fire safety and health and safety compliance records (relating to statutory service and maintenance) for this property are not held on site. These records are held by FirstPort's Asset Compliance Team and can be provided following on request.</p> <p>Although the specific records for this site were not seen by the consultant, FirstPort have previously been able to demonstrate adequate central systems of document management and therefore, the relevant risk control standards detailed in Section 3 of this report have been marked as being compliant (subject to the preceding paragraph).</p>
Responsible Person (or Dutyholder) - Residential	<p>FirstPort is the 'Responsible Person' as defined by the Regulatory Reform (Fire Safety) Order 2005.</p>
Responsible Person (Site) - Property / Development Manager	<p>Stephine Mott (Property Manager) has been appointed to support the Responsible Person in performing fire safety duties on a day-to-day basis as defined by fire safety law and approved guidance.</p>
Competent Person (appointed by Dutyholder)	<p>Quantum Compliance has been appointed to provide competent advice to support the Dutyholder in complying with fire safety law and approved guidance.</p>
Other Key People Providing Information.	<p>N/A.</p>
Property Type	<p>Purpose Built</p>
No of Properties / Blocks	<p>5</p>
No of Floors	<p>3 and 2.</p>
No of Staircases	<p>1 per block.</p>
No of Entrances	<p>Number of Entrances: 1 (some with 2).</p>

No of Flats	42
Approximate Number Of Occupants	84
Construction	Roof: Pitched and tiled. Floors: Wooden. Ceilings: Plasterboard. Walls: Brick / block and plaster and assumed stud partition separating compartments within flats. External Cladding small areas of treated timber cladding.
Car Park	Yes
Stair Lift	No
Justification	N/A.
Passenger Lift	No
Plant Rooms	Electrical Cupboards
Other Plant Room(s)	
Site Representative Present?	No
Site Representative Name	Unaccompanied visit.
Fire Loss Experience (any fires that have occurred in recent years):	No information relating to historic fire loss was available.
Any further relevant information that has a bearing on fire risk	No
Details	There were no further exceptional fire hazards identified during this fire risk assessment other than what is highlighted within Section 2 of this report.

1.2 Scope of the Fire Risk Assessment

The following areas were assessed.	<ul style="list-style-type: none"> - Electrical cupboards. - Staircases. - Landings. - Entrances. - External circulation routes. - External bin areas. - Loft spaces.
Areas inaccessible during visit.	Details
	<p>No access available to the electrical cupboards in blocks:</p> <p>30 - 52, Marney Road, 1- 6 Gerard Walk or 35 - 45 Marney Road and 23 - 28 Gerard Walk.</p> <p>External roof areas.</p>

Did the fire risk assessment include the examination of at least a sample of flat entrance doors?	Yes
Details	<p>The following flat entrance doors were inspected: flat 40.</p> <p>Refer to Structural Fire Protection below for more information.</p> <p>NOTE Although a sample of flat entrance doors were inspected, be aware that this only enables the Fire Risk Assessor to assess the standard of structural fire protection on a general basis; this does not confirm the standard of all flat entrance doors which may require further inspection if further information subsequently becomes available.</p>
Does the property have a loft space?	Yes
Access to loft achieved?	Yes
Loft Access Details or reasons why access could not be achieved	Multiple loft hatches.
Access Details	<p>The following loft hatches were inspected: single loft hatch in each block at the top floor common areas.</p> <p>The loft spaces were clear, fire rated walls from flats continued up to the pitched roof ensuring full compartmentation from flats and the loft spaces.</p>
Are there any corresponding Fire Action Plan items regarding the loft space?	No
Type of Fire Risk Assessment:	<p>The fire risk assessment carried out was a Type 1 and did not include areas below normal floor level or above false ceilings unless these areas were readily accessible. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility therefore, is accepted by the consultant for issues relating to compartmentation which could not be reasonably viewed or identified at the time of the survey.</p> <p>Note: If a greater degree of destructive inspection is deemed to be necessary, this will be detailed in Section 2 below.</p> <p>The fire risk assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons using to the building.</p> <p>The consultant was not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report was obtained during the site survey, from information obtained from the 'Responsible Person' or members of staff with varying levels of responsibility, if on site at the time of the survey. Where no members of staff were present, the relevant information was obtained through the visual inspection of the site.</p> <p>In establishing the final risk analysis, the consultant has taken into account the nature and design of the building, the occupants, including vulnerable occupants, the building protection afforded, safety provisions and any procedural arrangements observed at the time of the risk assessment.</p>

1.3 Existing Fire Safety Controls / Arrangements

Means of Escape	<p>Multiple means of escape are provided by protected corridors, formed by flat entrance doors and fire doors to the single staircases. Staircases lead direct to final exits which discharge to adjacent ground level.</p> <p>Escape at ground floor level is achieved through the main front entrance door or alternative door where present, leading onto the external pedestrian route.</p>
Structural Fire Protection	<p>Communal areas:</p> <p>The internal staircases are protected by fire resisting lobby doors at all floor levels, all of which are fitted with intumescent strips, cold smoke seals and overhead closing devices.</p> <p>Flat entrance doors:</p> <p>The flat entrance doors were not considered to be adequate - refer to Section 2 below.</p> <p>Letter boxes:</p> <p>The flat entrance doors were fitted with metal letter boxes which were centrally located in the doors, in good repair and fitted with spring loaded front flaps and gravity closed or spring loaded rear flaps.</p> <p>Fire stopping:</p> <p>Fire collars around plastic pipework and fire resisting infills (fire stopping), where visible, appear to be provided in accordance with British Standard 476 and building service risers are suitably fire stopped appropriate to the design of the riser.</p> <p>Note: No responsibility is accepted by Quantum Compliance for issues relating to compartmentation which could not be viewed or identified at the time of the survey.</p> <p>There are no cross-corridor fire doors provided as this is lobby access on each floor.</p> <p>Any significant findings relating to "Structural Protection" are detailed in Section 2 below. Construction, major building works or major refurbishment, would have been approved by a Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation. This could not be confirmed, as certificates of approval were not available at the time of the survey as all Completion Certificates are held at FirstPort head office.</p>
Fire Alarm System	<p>The property complies with current guidance, particularly in relation to adequate standards of compartmentation. Therefore, an automatic fire detection and alarm system is not fitted or required in the communal areas.</p>
Emergency Lighting	<p>No</p> <p>None Installed</p> <p><u>System Description:</u></p> <p>No emergency lighting has been installed and is considered to be necessary. Refer to Section 2 below.</p>
Smoke Control (including a description of how the system operates (BS7346-8)).	<p>Yes</p> <p><u>Location:</u></p> <p>Openable Windows (OV) were present in the escape route.</p>

Fire Extinguishers	<p>No fire extinguishers were available in the communal areas.</p> <p>Fire extinguishers were not deemed to be required on account of the lack of trained users of fire fighting equipment; the presence of a fire detection and alarm system and minimal combustible items located within communal areas.</p>
Fire Hoses	<p>No</p> <p><u>location / description</u></p> <p>Fire hoses were not present in communal areas. This was considered to be acceptable.</p>
Sprinkler System	<p>No</p> <p><u>location / description</u></p> <p>A sprinkler system was not present in the property. This was considered to be acceptable.</p>
Dry Riser	<p>No</p> <p><u>location / description</u></p> <p>A dry rising main had not been installed within the property. This was considered to be acceptable.</p>
Security / Arson	<p>Access to the property was by a security door entry system in one block only the other blocks were unrestricted access.</p>
Means of Heating	<p>Electric</p> <p><u>location / description</u></p> <p>Electric heaters within individual flats.</p>
Housekeeping and Waste Disposal	<p>There are external bin enclosures to each block which are not being used.</p> <p>Bins are stored clear of the buildings and are being collected regularly by the local authority.</p>
Evacuation arrangements for older, mobility impaired or disabled residents	<p>Residents are responsible for the safe evacuation of any disabled / mobility impaired visitors in accordance with the evacuation policy for the building.</p>

1.4 Evacuation Strategy

Evacuation Strategy	<p>Stay Put</p> <p><u>Justification:</u></p> <p>STAY PUT:- There is adequate compartmentation between individual flats, electrical, plant and riser cupboards and throughout escape route(s) at this property to provide a minimum of 30/60 minutes protection from fire and smoke for residents with the exception of those areas identified in Part 2 of this report. In view of the foregoing a "defend in place" or "stay put" policy is advised for this property in accordance with current guidance.</p>
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1.5 Fire Safety Documentation

The fire documentation table below details the property's fire safety compliance records (relating to statutory service and maintenance), which are held on site.

Where the records are not held on site, they are held on FirstPort's central database and can be provided following a specific request.

Fire	Documentation Provided	Frequency	Last Done	Due
Fixed Electrical Installation	No	5 yearly.	Documentation held at head office.	

1.6 FirstPort Fire Safety Policies and Procedures

FirstPort has established comprehensive fire safety policies and procedures which are overseen by Property Managers and which are in turn periodically audited by Area Managers.

Whilst each of these policies and procedures has not been detailed in this report, the following summaries have been listed below to provide relevant background information in order to support the fire risk assessment findings:

* Residents are periodically advised, through the residents handbook, that they should have smoke alarms installed in accordance with BS 58396 (Grade D LD3 fire alarm system) that is not linked to any communal system.

* Plans for the safe evacuation of disabled / vulnerable residents remain the responsibility of individual residents.

1.7 Building Fire Risk Rating

The current risk to life from fire at these premises is:

FirstPort Building Fire Risk Rating	Satisfactory	Priority 1 Actions (1)	5+ Priority 2 Actions (2)	1-4 Priority 2 or Priority 3 Actions (3)
Part 1 - Sources of ignition allowing fire to start				15
Part 2 - Sources of fuel that may assist fire growth				15
Part 4 - Rapid fire and smoke spread				15
Part 6 - People in workplace unaware of fire	20			
Part 7 - People cannot safely evacuate in the event of fire				15
Part 9 - Inadequate emergency plan and arrangements				15
SUB TOTALS	20	0	0	75
TOTAL	95			
SCORE (%)	79			

Scoring Guide (1)Deduct 15 (2)Deduct 10 (3)Deduct 5

Risk Rating

MODERATE

Refer to risk rating definitions in the protocol.

Justification: There are storage issues within the escape routes throughout the site, some of the fire doors are not fully self closing or are wedged.			
Previous Risk Rating:	N/A	Date of Previous Risk Assessment:	N/A
Reason for change: N/A			

Refer to definitions in Section 5 of this report (Protocol).

1.8 Recommended New Fire Risk Assessment Date

Review Date	September 2021
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In accordance with FirstPort's fire risk assessment policy, new fire risk assessments will be completed by Quantum Compliance and fire risk assessment reviews will be completed by competent FirstPort Managers. (Refer to Section 5 - Protocol).

However, fire risk assessment will be reviewed again by a competent person if there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Note: The control measures identified in Section 2 of this report need to be implemented in order for the Building Fire Risk Rating to be Tolerable.

1.9 Fire Actions Requiring Immediate Attention

NONE

Section 2 - Fire Action Plan

Part 1 - Sources of ignition allowing fire to start

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749828	There was no 'No Smoking' sign displayed within the communal areas of all of the properties. Display a 'No Smoking' sign within the communal areas of the property.	Med	Fire: Sources of Ignition
1749831	There was no restricted access to the property. This presents a risk of arson attack and allows unauthorised people to enter the property. Arrange for additional locks to be installed on communal entrance doors or arrange for a door entry system to be fitted.	Med	Fire: Sources of Ignition

Part 2 - Sources of fuel that may assist fire growth

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749844	Net curtains were present in the common parts and it was not possible to confirm that they were fire retardant. Net curtains hung at ground floor lobby 2- 12 Rycote Close. Confirm the curtains located in the common areas are fire retardant or have been treated by a competent contractor using certificated products or otherwise arrange for them to be removed.  Net Curtains hung ground floor 2 - 12 Rycote Close	Med	Fire: Spread of Smoke/ Fire

Part 3 - Sources of oxygen

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Part 4 - Rapid fire and smoke spread

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749854	<p>To prevent the unrestricted spread of fire and smoke, self-closing fire doors need to close fully into their frames.</p> <p>The following fire doors do not close fully and require adjustment:</p> <p>Ground floor block 30 - 52. At flat 32. Top floor block 30 - 52. At flat 28 and 41. Ground, first and second floors block 2 -12 Rycote Close.</p>	Med	Fire: Spread of Smoke/ Fire
1749873	<p>Self-closing fire doors have been provided to protect escape routes and prevent the unrestricted spread of fire and smoke. If self-closing fire doors are wedged open, smoke and fire will consequently be allowed to spread.</p> <p>Cease the practice of wedging open the following self-closing fire doors:</p> <p>Doors wedged at top floor 2 - 12 Rycote Close and at flat 84.</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div data-bbox="209 896 692 1254">  </div> <div data-bbox="708 896 1192 1254">  </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <div data-bbox="209 1261 625 1321"> <p>Lobby door wedged open at flat 84 Marney Road</p> </div> <div data-bbox="708 1261 1123 1321"> <p>Door wedged top floor lobby 2 - 12 Rycote Close.</p> </div> </div>	Med	Fire: Spread of Smoke/ Fire

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749860	<p>The front entrance door to flat 40 was inspected and found not to have a self-closing device fitted.</p> <p>You should be aware that all front entrance doors should be fitted with a closing device that will fully close the door from any angle and engage the latch (rising butts are not acceptable).</p> <p>Liaise with the resident and ensure this matter is resolved.</p>	Med	Fire: Spread of Smoke/ Fire
1749939	<p>The original flat entrance doors have been changed to UPVC type doors at door numbers 32 and 42 Marney Road.</p> <p>UPVC doors are unacceptable in residential flats with shared escape routes.</p> <p>Liaise with relevant residents with a view to changing these doors to meet the current required standard of FD30 (s).</p>	Med	Fire: Spread of Smoke/ Fire
	 <p>Flat entrance door with the self closing device removed.</p>		
	 <p>Flat entrance door changed to UPVC type.</p>		
	 <p>Flat entrance door changed to UPVC type.</p>		

Part 5 - Fire spread to adjacent properties

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Part 6 - People in workplace unaware of fire

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Part 7 - People cannot safely evacuate in the event of fire

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749900	<p>There were items stored in the smoke lobbies provided to each floor under the stairs or in the escape routes at the following places:</p> <p>Top floor lobby block 30- 52. Storage in the lobbies at flats 25, 28, 45 and the top floor block 23 - 28 Gerard Walk and 35 - 45 Marney Road. Storage under the stairs and first floor lobby block 2 - 12 Rycote Close. Storage under the stairs, 1st floor lobby and top floor landing block 78 - 88 Marney Road.</p> <p>Arrange to have communal area storage removed and the escape routes maintained clear at all times.</p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  <p>Example of storage in the lobbies.</p> </div> <div style="width: 50%;">  <p>Example of storage in the lobbies.</p> </div> <div style="width: 50%;">  <p>Example of storage in the lobbies.</p> </div> <div style="width: 50%;">  <p>Example of storage in the lobbies.</p> </div> <div style="width: 50%;">  <p>Example of storage under the stairs.</p> </div> <div style="width: 50%;">  <p>Example of storage in the landing</p> </div> </div>	<div style="background-color: orange; color: white; padding: 2px 5px; font-weight: bold;">Med</div>	<p>Fire: Escape Routes and Evacuation</p>

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749916	<p>The property had no emergency lighting to assist people in an emergency. Due to the fact that there are floors above ground and first floor and there is insufficient borrowed lighting, this is deemed to be required on the three storey blocks.</p> <p>Provide emergency lighting within the communal areas in accordance with BS 5266 Part 1, and make sure it is tested and maintained by a competent person.</p>	Med	Fire: Escape Routes and Evacuation
1749925	<p>There is a lock fitted to the smoke lobby door provided to the first floor 2 - 12 Rycote Close.</p> <p>This may hamper either fire service entrance to the flats or evacuation from the flats and is unacceptable.</p> <p>Arrange to have the lock removed and the doors fully openable at all times.</p>  <p>Lock fitted to smoke lobby door 2 - 12 Rycote Close</p>	Med	Fire: Escape Routes and Evacuation

Part 8 - Small fire grows rapidly putting untrained people at risk

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
	The required control / preventative measures are in place.		

Part 9 - Inadequate emergency plan and arrangements

Ref	Recommended Health & Safety Control / Preventative Measures	Priority	Hazard Cat.
1749933	<p>The emergency plan is inadequate and not correct for the property type.</p> <p>Make sure an adequate 'stay put' emergency plan (see Part 4 of this report) is communicated to each resident and displayed at the entrance to each building.</p>	Med	Fire: Escape Routes and Evacuation

Section 3 - Fire Safety Risk Assessment

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 1 - Sources of ignition allowing fire to start		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The fixed electrical installation supplying the flats is subject to periodic inspection and testing every five years, by a competent person (in accordance with the IEE Regulations).		Records held at head office.
Portable electrical appliances are regularly examined and tested, by a competent person (in accordance with the IEE Regulations).	N/A	
Electrical equipment is being used and maintained in accordance with current codes of practice/maker's instructions.		
There is appropriate no smoking signage and there are no signs of smoking in the common areas.		Action-1749828 (2)
Gas/oil fired heating are maintained on at least an annual basis by a Gas Safe Registered Engineer or other competent person.	N/A	
Appropriate controls are in place to reduce the risk of arson attacks e.g. adequate security (suitable door and window locks; access control linked to individual flats; communal letterboxes with suitable enclosures designed to contain burning material).		Action-1749831 (2)
If present, the lightning protection system is subject to regular inspection and testing (BS EN 62305-3).	N/A	
The use of barbecues is adequately controlled.	N/A	Notes

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 2 - Sources of fuel that may assist fire growth		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The storage of combustible items is kept at acceptable levels, with items kept tidy and remote from ignition sources, particularly in plant rooms and riser / service rooms / cupboards.		No access available to any electrical cupboards.
Appropriate procedures are in place for the removal of waste from dwellings to appropriate bin stores and controls are in place to prevent waste bins being located too close to the property.		
Curtains and blinds are not present in the common parts unless it can be proved they are fire retardant. ie BS 5852:Part 1:1979 - fire test of upholstered composites for seating and BS 5867 Part 2: 2008 - fire test for curtains which should meet Type B classification.		Action-1749844 (2)
Fire retardant / low flammability wall and ceiling linings are used to limit fire spread, i.e. 'Class O'. (EG Large areas of highly combustible wall and ceiling linings, e.g. wooden cladding, multiple layers of paint, polystyrene or carpet tiles).		
All communal area furniture and furnishings meets the Furniture and Furnishings (Fire Safety) Regulations 1988.	N/A	

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 3 - Sources of oxygen		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
All doors, windows and other openings remain closed if not required.		

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 4 - Rapid fire and smoke spread		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Any internal windows which open onto protected areas (lobbies, corridors, staircases) or any other glazing around or above flat entrance doors is fire resistant in frames fixed shut.		
Fire doors within communal areas are correctly located (excluding front entrance doors) are substantial; in good condition; have suitable self-closers; close fully onto the rebate of the door frame; have adequately sized door stops; intumescent backed cold smoke seals; and are not being held / wedged open.		Action-1749854 (2) Action-1749873 (2)
There is adequate compartmentation and fire separation between the flats and the common parts (including cavity barriers in loft spaces, floor and ceiling voids and including loft hatches in shared loft spaces) and between the common parts and ancillary accommodation (refuse chutes, plant rooms or service risers).		No access to electrical intake cupboards.
External escape routes are protected from fire inside the building by adequate fire resisting construction.		
Flat entrance doors meet the appropriate fire-resisting standard with positive action door closers fitted.		Action-1749860 (2) Action-1749939 (2)
Any holes or gaps in walls, ceilings and floors are properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them.		No access to electrical cupboards.
Where there is a staircase which links the basement to the upper floors, the basement is separated from the ground floor level by two 30-minute fire doors (one at basement level and one at ground floor level) or alternatively one 60 minute fire resisting door at ground level. Any floor over a basement should provide 60 minutes fire resistance.	N/A	
Storage cupboards, electrical meter / fuse cupboards and risers which open onto communal escape routes, are of a		No access

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
30 minute fire resisting construction and kept secured except for access.		
Vents into shared air supply ducts e.g. shared extract ducts from bathrooms and kitchens or openings in walls, floors and doors for communal heating systems, have been fitted with suitable intumescent dampers.	N/A	
If external cladding is present on the property, the cladding system, including the identification of the external cladding material and insulation material, has been confirmed as meeting the Building Regulations in relation to preventing the spread of fire.		Small areas of timber cladding considered satisfactory.

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 5 - Fire spread to adjacent properties		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
There is adequate fire resisting separation between different purpose groups and / or adjacent buildings.		

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 6 - People in workplace unaware of fire		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Where the property complies with current guidance, particularly in relation to adequate standards of compartmentation, a determination that an automatic fire detection system is not required, has been made.		
An appropriate automatic fire detection and alarm system has been installed.	N/A	
Where necessary, an L5 fire detection system in accordance with BS 5839-1 has been installed in the communal areas consisting of smoke detectors in the corridors/staircases and designed to operate the automatic opening vents. The system is maintained and tested at the required frequency and records are kept (fire log book).	N/A	
Where a fire alarm system has been installed, accurate records of testing and maintenance are being recorded.	N/A	

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 7 - People cannot safely evacuate in the event of fire		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The size of the escape routes (including external escape staircases) can cope with the number of people in the building; do not contain inappropriate combustible storage; are not restricted or obstructed with storage; and are free from trip hazards and or signs of damage.		Action-1749900 (2)
Where required, conspicuous fire safety signage, including directional fire exit signs and fire action notices, are provided.		
Lifts that do not ground upon actuation of the fire alarm have signs indicating that they are not to be used during an evacuation displayed at the entrance to each lift car at each floor level.	N/A	
Escape routes are capable of being illuminated on electrical supply failure in accordance with BS 5266 Part 1. The system is tested at the required frequency by a competent contractor with records kept.		Action-1749916 (2)
Suitable artificial lighting is provided on external escape routes and is checked regularly.	N/A	
The number and location of existing exits is adequate; they are not obstructed; are easy to open without the use of a key; are adequately marked; and open in the direction of travel where possible.		
There are no inappropriate means of escape, e.g. windows or throw out ladders, wall and floor hatches.		
Arrangements / equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents). Openable vents and automatic opening vents are maintained and tested at the required frequency by a competent person and records are kept (fire log book).		Openable windows only
There are no excessive security measures, such as grilles, gates and shutters that might delay escape by the residents, impinge on the safety of others (e.g. across a common balcony), or prevent access to the fire and rescue service to effect rescue and fight a fire in a flat.		Action-1749925 (2)

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 8 - Small fire grows rapidly putting untrained people at risk		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Where required, there are sufficient numbers of fire extinguishers of the correct type (as a minimum, a CO2 in a lift motor room and / or plant room).	N/A	
If present, fire extinguishers are correctly positioned and unobstructed; are either wall mounted or located in suitable fire extinguisher stands with signage if necessary; and are maintained annually by a competent person.	N/A	
Where fire hose reels are provided they are subject to periodic inspection, maintenance and testing.	N/A	
Sprinkler systems are operational, the heads are not obstructed, and the system is tested weekly and regularly maintained by a competent contractor.	N/A	
Dry risers (if present) are tested on an annual basis by a competent contractor.	N/A	

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 9 - Inadequate emergency plan and arrangements		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The emergency plan is adequate and correct for the property type ('stay put' or 'simultaneous evacuation' - see Part 4 of this report) and has been adequately communicated to residents /occupiers /tenants.		Action-1749933 (2)
Disabled people can use the existing means of escape or other suitable arrangements are in place.		
On manned sites, property staff are familiar with the evacuation procedures and with their specific roles in relation to executing the emergency plan.	N/A	
Fire-fighting facilities provided for fire fighters, e.g. fire-fighting lift, is maintained by a competent person	N/A	
Person Centred Risk Assessments are being correctly completed in accordance with the FirstPort Safety Bulletin (Retirement only).	N/A	

Section 4 - Emergency Plan

Address:	Marney Road - 50407, Oak Meadows, SN5 6AS
In the event of FIRE	ACTION
How people will be warned if there is a fire	<p>Smoke detector alarm or verbally. It is strongly recommended that each flat has at least two smoke detectors, sited as near to the front door and bedrooms as possible.</p> <p>Ensure that your smoke alarm works properly and that the battery is regularly changed.</p>
If you find a fire in your flat	<p>Verbally raise the alarm by shouting 'FIRE'.</p> <p>Call the Fire and Rescue Service by dialling 999.</p> <p>Warn all persons in your flat and leave together.</p> <p>Where possible turn off your cooker or oven if it is on.</p> <p>Ensure you close all doors on the way out, particularly the front door.</p> <p>Leave the immediate area and do not attempt to return to your flat until given permission by the Fire and Rescue Service.</p>
Tackling a fire	<p>If a cooking pot or chip pan is involved:</p> <ol style="list-style-type: none"> 1 Call the Fire and Rescue Service on 999 immediately. 2 Don't take risks. 3 Have a clear escape route. 4 Never move the pan. 5 Turn off the heat (if its safe to do so). 6 Never use water on chip pan fires, as this will cause a fireball. <p>Do not try to put the fire out using a damp towel or fire blanket!</p>
Hearing the alarm	<p>STAY PUT On hearing an alarm:</p> <p>Do not evacuate unless the fire directly affects your flat or you are instructed to leave by a member of the Fire and Rescue Service.</p> <p>In most instances there will be no need for you to leave your flat, however if circumstances are such that you need to leave, for example, you are in a communal area, leave by the nearest exit and wait at a location away from the building (preferably on a pavement to the front of the building) or as directed by the Development Manager or Fire and Rescue Service.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Always close doors behind you.</p> <p>Do not put yourself at risk or cause delay.</p>
How the fire and rescue service and any other services will be called and who will be responsible for doing this	<p>The person discovering the fire should call the Fire and Rescue Service by dialling 999.</p> <p>The Fire Service Operator will ask you some questions - do not end the call until the Fire Service Operator has repeated the address to you and you are sure they have got it right.</p>

	<p>What is on fire? What is the address? What is the nearest main road? What town are you in?</p>
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Section 5 - Protocol

Introduction

Employers and other persons who have control of premises are required by legislation to carry out an assessment of the fire risks to occupants of buildings, and other people in the vicinity of the buildings, to ensure that these people are safe from fire and its effects. Regulatory Reform (Fire Safety) Order 2005 requires that, in England and Wales, the risk assessment is "suitable and sufficient".

Therefore, fire risk assessment refers to the overall process of identifying fire hazards and evaluating the risks to health and safety arising from them, taking account of existing risk controls (or, in the case of a new activity, the proposed risk controls).

The fire risk assessment is a systematic and structured assessment of the fire risk in the premises for the purpose of:

- expressing the current level of fire risk;
- determining the adequacy of existing fire precautions; and
- determining the need for, and nature of, any additional fire precautions.

Any such additional fire precautions required are set out in the Fire Action Plan, which forms part of the documented fire risk assessment. The objective of the fire action plan is to set out measures, which will ensure that the fire risk is reduced to, or maintained at, a tolerable level.

In carrying out the fire risk assessment, Quantum Compliance will consider the following:

Fire prevention measures - measures to prevent the outbreak of fire.

Fire protection measures - design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs.

Components of fire safety management - task(s) carried out by a defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems (passive, active and procedural) within the building are working properly at all times.

The following methodology details Quantum Compliance's fire risk assessment process, which comprises nine steps (and is based on PAS 79 Fire Risk Assessment - Guidance And A Recommended Methodology).

Step 1 - to obtain relevant information about the building, the processes carried out in the building, and the occupants of the building.

Step 2 - fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.

Step 3 - to make a (subjective) assessment of the likelihood of fire. This will be based primarily on the findings of Step 2 above. However, the assessment of the likelihood of fire will also take into account any relevant information obtained in Step 1 above.

Step 4 - to determine the physical fire protection measures, relevant to the protection of people in the event of fire.

Step 5 - to determine relevant information about fire safety management.

Step 6 - to make a (subjective) assessment of the likely consequences to the occupants in the event of fire.

Step 7 - to make an assessment of the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire (see below).

Step 8 - to formulate a fire action plan to address shortcomings in fire precautions in order to reduce the fire risk.

Step 9 - to determine the fire risk assessment periodic review period / date.

Hazard Identification

Hazards can be identified in numerous ways, both proactive and reactive. For example:

Proactive	Reactive
Risk Assessment	Accident Report
Safety Inspection	Near Miss
Task Analysis	Accident Trends
Worker Engagement	Complaint
Audit	Enforcement Action
Asset Management	Damage Report

Where a fire hazard is identified - be it proactively or reactively, the associated risk has been calculated using the methodology outlined below.

The level of risk will determine whether or not control measures are required to reduce the level of risk, and if so the priority that should be attributed to these control measures.

Risk Calculation

To calculate the risk for an identified hazard, both the **likelihood** that harm will be caused and the potential **severity** of this harm need to be considered. The predefined categories and numerical scores set out below have been used.

Likelihood

The likelihood that harm will be caused can be assessed as follows:

Improbable	(1)	Over time it would not be expected that harm will be caused.
Possible	(2)	Over time it would be expected that harm could be caused, albeit it is by no means certain.
Probable	(3)	Over time it would be expected that harm will be caused.

Severity

The potential severity of harm can be defined as follows:

Slight harm	(1)	Minor injury perhaps requiring first aid treatment. Not expected to result in hospital treatment or time off work.
Moderate harm	(2)	Significant injury probably requiring hospital treatment, or debilitating illness or injury that is unlikely to require long-term absence from work.
Extreme harm	(3)	Fatality or life-threatening injury, or disabling chronic illness or injury requiring long-term or permanent absence from work.

Risk Matrix

Once the likelihood and potential severity have been assessed, the level of risk has been calculated as follows:

$$\text{Risk} = \text{Severity} \times \text{Likelihood}$$

The simple risk matrix below can then be used to assess the level of risk using this method:

Intolerable (9)	Substantial (6)	Moderate (3)	Extreme Harm (3)	Severity (of harm caused)
Substantial (6)	Moderate (4)	Tolerable (2)	Moderate Harm (2)	
Moderate (3)	Tolerable (2)	Trivial (1)	Slight Harm (1)	
Probable (3)	Possible (2)	Improbable (1)		
Likelihood (that harm will be caused)				

The calculated level of risk has a numerical value and a pre-defined category, ranging from 'intolerable' down to 'trivial'.

The risk category can be used to prioritise the most significant risks.

Risk Categories

The following table sets out the predefined levels of risk and their corresponding definitions.

Risk Level (Score)	Definition
Intolerable (9)	There is a clear, imminent and significant danger that people could be seriously injured or killed. Action must be taken immediately to mitigate the risk by implementing control measures. If the issue is more complex, interim measures should be implemented or further use of the area prohibited whilst longer-term work is planned and prioritised accordingly. Resources cannot be an issue or excuse.
Substantial (6)	Given time, there is a possibility that people could be seriously injured or even killed due to a failure or string of failures. An action plan to reduce risks to a tolerable level must be implemented quickly, with defined timescales that are proportional to the high level of risk present. Considerable resources may be required.
Moderate (3-4)	Given time, there is a possibility that people could be injured, although it is unlikely to be a serious injury or fatality. Action must be taken to reduce risks to a tolerable level, although action should be proportional to the level of risk present. Therefore action may not be a high priority, and significant resources would be considered unreasonable.
Tolerable (2)	Given time, it is extremely unlikely that people could be seriously injured, although minor injury is a possibility. If actions can be implemented with little or no cost, then they should be planned in due course, either at local level or via policy/procedure review. Significant resources would be wholly unreasonable.
Trivial (1)	The risks are the legal responsibility of individual residents so FirstPort can only recommend that the risk improvement work is completed.

The estimated level of risk will then dictate what action needs to be taken (if any) and how quickly this action needs to be prioritised. It will also infer how reasonable it would be to spend significant resources (financial, time, effort) on reducing risks to acceptable levels.

Risk Priorities

The risk category will in turn dictate the **priority** to be applied to the required control measure – either **P1**, **P2** or **P3** (approximating to high, medium and low risk in turn).

P1s

P1s would be applied to 'intolerable' risks and potentially some 'substantial' risks which are verging on the intolerable.

As such, P1s would only be issued where there is a clear, imminent and significant risk that people could be seriously injured or even killed. P1s would therefore only be expected in the most exceptional circumstances.

Control measures to reduce the risk would be expected to be put in place immediately. If the risk cannot be adequately reduced by permanent means in such a timescale, temporary measures would be required, or consideration given to prohibiting access to the area.

P2s

P2s would be applied to 'substantial' risks and potentially some 'moderate' risks which are verging on the 'substantial'.

As such, P2s would be issued where there is a clear risk that needs to be reduced, but where the priority would not be as great as for a P1.

Control measures to reduce the risk would be expected to be put in place within 3 months, although for issues requiring significant resources (such as the installation of a fire alarm system) the timescale could be longer.

P3s

P3s would be applied to 'moderate' risks and some 'tolerable' risks, where for the latter, the resources required would not be considered significant.

As such, P3s would be issued where there is a low risk that can be reduced further, but where significant resources to do so would not be considered reasonably practicable.

Control measures to reduce the risk would be expected to be put in place within 6 months, or alternatively could be dealt with via procedural changes, or additional information/guidance etc. e.g. to residents.

Building Fire Risk Rating and New Fire Risk Assessment / Review Frequencies

Quantum Compliance would finally calculate a Building Fire Risk Rating, which subsequently identifies the most appropriate frequency for completing new fire risk assessments and for completing review fire risk assessments.

In accordance with FirstPort Marlborough House Management.'s fire risk assessment policy, new fire risk assessments will be completed by Quantum Compliance and fire risk assessment reviews will be completed by competent FirstPort Marlborough House Management. Managers.

However, fire risk assessment will be reviewed again by a competent person if there is reason to suspect that it is no longer valid or if there has been a significant change in the matters to which it relates, or if a fire occurs.

Building Fire Risk Rating Calculator

The Building Fire Risk Rating Calculator which is included in Section 1 of this report would be completed to arrive at the Building Risk Rating Score.

The Building Risk Rating Score is then used to allocate a risk rating description:

Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.	<65
Substantial	Considerable resources may have to be allocated to reduce the risk. If the premises are occupied, urgent action should be taken.	65-74
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.	75-84
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.	85+

This in turn is then used to determine the appropriate new fire risk assessment and review fire risk assessment frequencies.

Building Fire Risk Rating	1. New FRA Frequency (to be undertaken by Quantum Compliance)	2. Review FRA Frequency (to be undertaken by First Port Property Managers)
Intolerable	As per action plan (To be agreed with First Port H&S Team)	As per action plan (To be agreed with First Port H&S Team)
Substantial	1 year	As per action plan (To be agreed with First Port H&S Team)
Moderate	2 years (high rise) 3 years (low rise)	Every year 2 years
Tolerable	3 years (high rise) 4 years (low rise)	Every 2 years
Trivial	Unlikely	

Quantum Compliance provides the following specialist consultancy services:

Health and Safety

Fire Safety

Training

Asbestos

Water

Environmental

www.qcompliance.co.uk