

Fire Risk Assessment



Responsible Person	Rob Bailey - Building Manager	
Premises Name	Centenary Court	
Address:	Devonshire Drive, Eastwood, Nottinghamshire, NG16 3TR	
Assessor's Name	Martin Hartland	
Date of Assessment	18 th December 2019	Review Date: See ¹ below
Person(s) Consulted:	Rob Bailey - Building Manager	
Date of Previous Fire Risk Assessment	Not applicable	

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at a time where if there is a reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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Fire Risk Assessment

Scope

This assessment pertains solely to Centenary Court, Devonshire Drive, Eastwood, Nottinghamshire, NG16 3TR.

The type of assessment carried out was a Type 1 – Common parts only (non-destructive). A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order (FSO).

This type of inspection of the building is non-destructive. It requires considering the arrangements made for a means of escape as well as an examination of a sample number of the entrance doors to flats. It requires taking into consideration any construction made to separate the flats from the common parts, as far as reasonably practicable, without any need for the opening of any construction. In this mode of fire assessment, there is no need to enter the flats beyond the entrance. No access was gained into the loft areas.

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

The format and scope of this fire risk assessment will be suitable and sufficient to satisfy the recommendations of *PAS 79:2012 Fire Risk Assessment. Guidance and a recommended methodology*.

The Local Government Association's document - *Fire safety in purpose-built blocks of flats* was used as guidance.

General information

1. The premises

1.1. Number of floors:

The premises are of three storey construction with the ground floor flats occupying only the ground floor and the first-floor flats occupying the first and second floors (two-storey flats). There are 18 flats in total within the premises.

A cellar area acts a plant room containing the gas equipment, boilers and sprinkler valves.

1.2. Brief details of construction:

The premises are a recently (2015) developed former school (Springbank School) originally constructed in approximately 1910. The building has had all of its extensions removed leaving the original fabric intact. The building has been completely stripped and refurbished to current fire safety standards.

1.3. Use of premises:

The premises are used as single and two-storey flats, there are currently some void flats.

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2. The occupants, employees and visitors

2.1. Approximate maximum number

The exact number of current occupants is not known; however, this is not expected to be more than 50 persons.

3. Persons at significant risk from fire

Persons at risk of fire are:

- Residents;
- Visitors;
- Maintenance contractors; and
- Any other persons who may be present.

4. Fire loss experience

There have been no fires since the building was redeveloped.

Fire hazards and their elimination or control

5. Electrical sources of ignition

5.1. Fixed installation periodically inspected and tested?

The fixed installation was new at the time of redevelopment (2015).

The property manager should plan to have the electrical installations in the flats inspected and tested regularly. Current guidance states that the electrical installations supplying the flats and the common parts of the block should also be subject to periodic inspection and test. This should be undertaken every five years.

5.2. Portable appliance testing carried out?

Not applicable for this assessment, residents will be responsible for ensuring the safety of their own electrical appliances.

5.3. Suitable limitation of trailing leads and adapters?

There was no evidence of overuse of extension leads or multi plug adapters at the time of the assessment.

6. Smoking

6.1. Is smoking prohibited in the building?

Smoking is prohibited within the common areas of the building (*a public enclosed or substantially enclosed area*), however the Health Act 2006 does not apply to domestic premises, so residents are allowed to smoke in their homes.

6.2. Are there suitable arrangements for those who wish to smoke?

Not applicable, see above.

6.3. Did this policy appear to be observed at the time of the inspection?

There was no evidence of smoking in the common areas of the building at the time of the inspection.

7. Arson

7.1. Does basic security against arson by outsiders appear reasonable?

Security of the site and the building itself is good with secure access to the site, secured access to the building and bin store, and a CCTV system present.

8. Portable heaters, heating installations, gas appliances

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

No portable heaters are used in the common areas, residents are free to use portable heaters should they wish.

8.2. If portable heaters are used is the use of more hazardous types (e.g. radiant bar fires or LPG appliances) avoided?

None of these types of appliances were noted at the time of the assessment.

8.3. Are suitable measures taken to minimise the hazard of ignition of combustible materials from portable heaters?

Not applicable, see sections 8.1 & 8.2 above.

8.4. Are fixed heating installations subject to regular maintenance?

See section 8.5 below.

8.5. Are gas appliances regularly maintained by a gas safe registered engineer?

Gas appliances are serviced, and safety checked by C. Dixon Gas & Oil Services Ltd, last done on the 26th April 2019.

The gas shut off is located in the cellar.



9. Lightning

9.1. Does the building have a lightning protection system?

There is no evidence of a lightning protection system present on the building.

9.2. Comments and deficiencies observed:

It is assumed that the building's architects conducted an initial risk assessment to determine whether lightning protection was required and if so, what class was needed and what internal protection was required. However, as above no evidence of external lightning protection could be seen.

10. Dangerous Substances

10.1 Are the fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?

There are no significant quantities of substances in the premises that could reasonably, if not properly controlled, cause harm to people as a result of a fire or explosion or corrosion of metal.

10.2 If 10.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

A specific risk assessment under DSEAR is not required for these premises.

11. Housekeeping

11.1. Combustible materials appear to be separated from ignition sources?

There is a separate, external bin store that is secured, there are no waste chutes within the building.

12. Hazards introduced by outside contractors and building works

12.1. Are fire safety conditions imposed on outside contractors?

Fire safety conditions are not imposed on external contractors, the nature of the maintenance work that will be performed at the premises means this is not currently a significant hazard.

13. Means of escape from fire

13.1. Adequate design of escape routes?

There is a single escape route from the first floor, via the main stairs. The escape route appeared to be adequately protected from fire.

Each ground floor flat has French doors that lead to the rear gardens and a place of ultimate safety. There is a single passenger lift, this is signed as not to be used in the event of a fire.

13.2. Adequate provision of exits?

There is a single exit door at the front of the building, as above, each ground floor flat has an alternative escape route via the French doors.

13.3. Exits easily and immediately openable where necessary?

Although secured from the outside, the main exit door is easily openable from the inside via a manual door release. It is assumed that the door release is deactivated in the event that the fire alarm is activated.

13.4. Fire exits open in direction of escape where necessary?

The main fire exit opens inwards, this is acceptable as it is not expected that more than 60 people will use the door.

13.5. Avoidance of sliding or revolving doors as fire exits where necessary?

No sliding or revolving doors are present in the premises.

13.6. Reasonable distances of travel?

Travel distance to the exit door (the storey exit door for the first-floor flats) is approx. 20m, this is acceptable for this type of premises.

13.7. Suitable protection of escape routes?

Escape routes are of suitable construction as far as can be visually ascertained. The first-floor corridors are sub-divided with 60-minute fire doors fitted with a hold-open device that releases in the event of an alarm activation. The ground floor corridor is also sub-divided with a 60-minute fire door and hold-open device.

The main stairs are protected at the top with a 60-minute fire door and the ground floor lobby and stair access areas are also protected by a 60-minute fire door with hold open device.

The surface finishes of walls and ceilings in escape corridors, lobbies and stairways can significantly affect the rate of fire-spread and contribute to the development of a fire. It is, therefore, important to control the fire performance of linings within the common parts. As below, there are no significant combustible surface finishes or combustible items in the escape corridors, the lobby or the stairway (below).



As the building is a single stairway building, an automatically opening vent (AOV) is present in the first-floor corridor ceiling linked to the common areas detection system.



Escape routes unobstructed?

The escape routes in the common areas were unobstructed at the time of the assessment.

13.8. Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people?

There are currently no specific arrangements for the escape of disabled persons. Should a disabled person become a building resident then the property management will need to consider suitable means of escape for that person.

Measures to limit fire spread and development

13.9. Is compartmentation of a reasonable standard?

Compartmentation is to a generally good standard with each flat fitted with a 30-minute fire door with self-closer, intumescent strips, smoke seals, and fire resisting hinges.

As above, the corridors are sub-divided with 60-minute fire doors with hold open devices, self-closers, intumescent strips and smoke seals, and fire resisting hinges.

Three resident's flat entrance doors were examined, Flat 1, Flat 12, and Flat 18. While the doors were in good condition fitted well in their frames and had the smoke and heat seals in place the doors of Flats 12 and 18 did not latch fully in to their frames and will require adjustment of the self-closers and/or striker plates. It is recommended that all of the flat's doors are examined to ensure that they close fully by themselves and latch into their frame.

The frame of the fire door leading on to the escape staircase has been fitted with draught proofing foam. This should be removed from the frame as it prevents the door from closing fully.



It was also noted that there is a gap in the electricity meter cupboard ceiling. Although quite small this gap should be suitably fire stopped so that any fire in this area is fully prevented from spreading upwards out of the cupboard.



14. Emergency escape lighting

14.1. Is a reasonable standard of emergency escape lighting system provided?

A mix of maintained and non-maintained emergency lighting is present in the premises, non-maintained is present on the escape routes and combined signage/maintained lighting is present at the main exit and first floor exit. It is assumed that the lighting is 3hour rated.

15. Fire safety signs and notices

15.1. Reasonable standard of fire safety signs and notices?

A reasonable standard of fire safety signage is present consisting of combined escape route signage/lighting, fire door keep shut signage.

16. Means of giving warning in case of fire

16.1. Automatic fire detection and alarm provided?

A BS5839 Class L2 common areas fire detection and alarm system is present and each flat contains at least two linked smoked detectors that are not connected to the common areas alarm system.

16.2. Extent of automatic detection generally appropriate for the occupancy and fire risk?

The extent of the detection is adequate, of the required standard, and appropriate for the occupancy level and fire risk.

17. Manual fire extinguishing appliances

17.1. Reasonable provision of portable fire extinguishers?

No portable fire extinguishers are present in the common areas, it is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of blocks of flats. Fire extinguishers are present in the basement plant room.

17.2. Are all fire extinguishing appliances readily accessible?

Not applicable, see comments in Section 17.1 above.

18. Automatic fire extinguishing appliances

A wet pipe type sprinkler system is installed throughout the building including the common areas and resident's flats. The isolation valve and test points are located in the cellar.



Sprinkler heads are fitted with cover plates designed to release at a lower temperature than the sprinkler system will operate. *It should be noted that the covers should not be painted as this may prevent the cover release mechanism from operating correctly.*

Management of fire safety

19. Procedures and arrangements

19.1. Fire safety is managed by?

Rob Bailey - Building Manager

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

Not applicable for this assessment.

19.3. Are procedures in the event of fire appropriate and properly documented?

There is currently no fire safety information given to residents or information given with regards to evacuation procedures. See section 19.6 below.

19.4. Are there suitable arrangements for summoning the fire and rescue service?

Alerting of the fire and rescue services will be by residents as there are no service staff on site.

19.5. Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?

No arrangements are in place for meeting the fire & rescue services, this is normal for a premises of this nature.

19.6. Are there suitable arrangements for ensuring that the premises have been evacuated?

Normal practices for blocks of flats of this nature is as follows:

- When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service.
- If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service.
- All other residents not directly affected by the fire can 'stay put' and remain in their flat unless directed to leave by the fire and rescue service.

The alternative to a 'stay put' policy is simultaneous evacuation. Simultaneous evacuation involves all of the residents being made aware of the fire and evacuating all of the flats together.

As this risk assessment cannot prove that the standard of construction is adequate for a 'stay put' policy, the assumption is that it is not. As a consequence, a simultaneous evacuation policy should be adopted.

It is recommended that fire safety information and an evacuation procedure is included in the Moving in Pack and a copy of the evacuation procedure posted close to the fire alarm control panel.

Suggested fire safety information for residents:

- How they can prevent fires in their own home and in the common parts;
- The importance of maintaining their block's security (making sure doors close behind them when they enter or leave) and being vigilant for deliberate fire setting;
- That they should never store or use petrol, bottled gas, paraffin heaters or other flammable materials in their flats, or in shared areas;
- What action they should take if they discover a fire;
- How they can ensure they can make their way safely from their flats and how to exit the building once they have left their flat;
- What 'stay put' means if there is a fire elsewhere in the building;
- What they must do to safeguard communal escape routes, especially taking care to make sure fire doors self-close properly and are not wedged, tied or otherwise held open;
- How they can avoid inadvertently damaging the building's fire protection when making changes to their flat;

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- What is involved in testing their smoke alarms and how often they should do it;
- Ways they can assist the fire and rescue service by not blocking access when parking and by keeping fire main inlets and outlets, where provided, clear; and
- How they can report essential repairs needed to fire safety measures in their flat and elsewhere in the block.

19.7. Is there a suitable fire assembly point?

A fire assembly point is designated and signed at the entrance to the site.



19.8 Are there adequate procedures for evacuation of any disabled people who are likely to be present?

Not applicable, see Section 13.8.

20. Training and drills

20.1. Are all residents given adequate fire safety information?

There is currently no fire safety information given to residents or information given with regards to evacuation procedures. See section 19.6.

20.2. Are there any residents or staff with special responsibilities (e.g. fire wardens)?

Not applicable, not necessary for this type of premises.

20.3. Are fire drills carried out at appropriate intervals?

Fire evacuation drills are not carried out, these are not appropriate for this type of premises.

21. Testing and maintenance

Maintenance and testing of the alarm system and sprinkler system is performed by P Gibson services Limited Last service date 11/7/2017.

Testing and maintenance of the emergency escape lighting within the building is currently not in place. Emergency escape lighting must be tested every month by simulating failure of the normal power supply to the luminaires (using the test switches) and drain tested annually to ensure that the lighting remains lit for its full rated duration (assumed 3hrs). Records of tests should be documented.

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Risk level

High	Normal	Low
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Normal Fire Risk

There is a good standard of fire safety arrangements in place at Centenary Court and it is pleasing to note that a sprinkler system is installed throughout the building, this greatly reduces the chances of loss of life, and the indeed building in the event of a fire. There are some issues regarding residents’ flat doors that need to be resolved, a minor fire stopping issue. The provision of fire safety information for the residents will also need to be considered as will ongoing testing and maintenance of emergency escape lighting. However, these issues can be easily resolved by the Building Manager.

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It is the full responsibility of the client to ensure that the below identified actions are completed in a timely manner. Please ensure that the recommendations are approached in risk priority order i.e. high-risk items to be tackled first. The assessor has not put a timeframe on any action to ensure that all solutions to mitigate the identified risks are fully explored.

Action Plan

No	Action Required as Identified in Sections Below	Priority High/Med/ Low	Date Completed
13.9	<p>Three resident's flat entrance doors were examined, Flat 1, Flat 12, and Flat 18. While the doors were in good condition fitted well in their frames and had the closer, and smoke and heat seals in place, the doors of Flats 12 and 18 did not latch fully in to their frames and will require adjustment of the self-closers and/or striker plates.</p> <p>It is recommended that all of the resident's flats doors are examined to ensure that they close fully by themselves and latch fully into their frame.</p>	High	
21	<p>Testing and maintenance of the emergency escape lighting within the building is currently not in place.</p> <p>Emergency escape lighting must be function tested every month by simulating failure of the normal power supply to the luminaires (using the test switches) and drain tested annually to ensure that the lighting remains lit for its full rated duration (assumed 3hrs).</p> <p>Records of tests should be documented.</p>	High	

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No	Action Required as Identified in Sections Below	Priority High/Med/ Low	Date Completed
<p>19.3</p> <p>19.6</p> <p>20.1</p>	<p>There is currently no fire safety information given to residents or information given with regards to evacuation procedures.</p> <p>Normal practices for blocks of flats of this nature is as follows:</p> <ul style="list-style-type: none"> • When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service. • If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service. • All other residents not directly affected by the fire can ‘stay put’ and remain in their flat unless directed to leave by the fire and rescue service. <p>The alternative to a ‘stay put’ policy is simultaneous evacuation. Simultaneous evacuation involves all of the residents being made aware of the fire and evacuating all of the flats together.</p> <p>As this risk assessment cannot prove that the standard of construction is adequate for a ‘stay put’ policy, the assumption is that it is not. As a consequence, a simultaneous evacuation policy should be adopted.</p> <p>It is recommended that fire safety information and an evacuation procedure is included in the Moving in Pack and a copy of the evacuation procedure posted close to the fire alarm control panel.</p> <p>Suggested information for residents is given in Section 19.6.</p>	<p>Medium</p>	
<p>13.9</p>	<p>The frame of the fire door leading on to the escape staircase has been fitted with draught proofing foam. This should be removed from the frame as it prevents the door from closing fully.</p> <p>It was also noted that there is a gap in the electricity meter cupboard ceiling. Although quite small this gap should be suitably fire stopped so that any fire in this area is fully prevented from spreading upwards out of the cupboard.</p> <p>See photos in Section 13.9</p>	<p>Medium</p>	