



# TOTAL FIRE GROUP LTD

## Fire Risk Assessment Review

Conducted at:

Bagnall Court  
Greenway  
Manchester  
M22 4LT



08 June 2020



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## TERMS AND CONDITIONS OF BUSINESS

Bagnall Court, Greenway, Manchester, M22 4LT

**This fire risk assessment is in accordance with the full Terms and Conditions provided with our quotation that should be read in full.** This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority. Fire assessment and evaluation of risk is a dynamic and evolving process. The Assessment that we have prepared is based on the appearance of the premises/building, number of employees, internal layout and information provided on **Monday, 8 June 2020**

This fire risk assessment is prepared pursuant to our assessor's knowledge of the premises as disclosed to him/her by the occupier and following an inspection. The working of equipment not specifically checked by him/her is outside our knowledge and control. The risk assessment only identifies those areas of risk apparent at the date above in relation to the risks relating to fire. If there is a change in the structure of the premises/building, number of employees, layout or any other aspect that could impact upon fire safety the Responsible Person should ensure that no revision to the Assessment is required.

We have assessed the risk of fire to ensure legislative compliance and safety of relevant persons and have provided you with our Assessment. Ownership and implementation of the assessment is vital. We accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practices identified in our Assessment. The Responsible Person will always remain responsible for the outcome of the Fire Risk Assessment or its review. We highlight that we recommend a periodic fire risk assessment review regardless of any changes in the structure, nature of business and employees. Total Fire Group Ltd accepts no liability where the recommended review date in the fire risk assessment has been exceeded, the information provided should not be relied upon 12 months from the date of the Assessment.

The submission of this Assessment constitutes neither a warranty of future results by Total Fire Group Ltd nor an assurance against risk. The Assessment represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Our recommendations are outlined in an Action Plan Summary. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification. You are advised that this fire risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is imperative you act on its recommendations and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations. The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given within the Assessment, but you should review the Assessment sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

The Fire Safety Order requires that you give effect to 'arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures'. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, much of the information contained in this Assessment will coincide with the information in that record. We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. No verification of full compliance with relevant British Standards was carried out. Our surveys do not involve destructive exposure, and it is not always possible to see in all rooms and areas, nor inspect less readily accessible areas such as above ceilings or voids. It is therefore necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

## Part 2: References and Methodology Index

### A. Extracts from RRO (FS) 2005 Articles Part 2 – Fire Safety Duties:

- Article 8 – Duty to take general fire precautions
- Article 9 – Risk assessment
- Article 10 – Principles of prevention to be applied
- Article 11 – Fire safety arrangements
- Article 12 – Elimination or reduction of risks from dangerous substances
- Article 13 – Fire-fighting and fire detection
- Article 14 – Emergency routes and exits
- Article 15 – Procedures for serious and imminent danger and for danger areas
- Article 16 – Additional emergency measures in respect of dangerous substances
- Article 17 – Maintenance
- Article 18 – Safety assistance
- Article 19 – Provision of information to employees
- Article 20 – Provision of information to employers and the self-employed from outside undertakings
- Article 21 – Training
- Article 22 – Co-operation and co-ordination
- Article 23 – General duties of employees at work
- Article 37 – Fire-fighters' switches for luminous tube signs etc.
- Article 38 – Maintenance of measures provided for protection of fire fighters

## Part 2: References and Methodology Index continued

- B. The Fire Safety (Employees Capabilities) (England) Regulations 2010**
- C. Fire Safety Management**
- D. Information on Fire Alarm Systems**
- E. Information on Fire Fighting Equipment and Training**
- F. Information on Emergency Lighting**
- G. Information on Fire Safety Signs and Notices**
- H. Frequency Checks, Fire Safety Maintenance Log**
- I. Working with contractors**
- J. The Electricity at Work regulations 1989**
- K. Personal Emergency Evacuation Plan – Examples**
- L. FRA Review Information**
- M. Review Checklist**

**The following fire risk assessment has been conducted on behalf of:**

Wythenshawe Community Housing Group  
Wythenshawe House, 8 Poundswick Lane, Wythenshawe, Manchester, Greater Manchester, M22 9TA

**and relates only to the premises of:**

Bagnall Court, Greenway, Manchester, M22 4LT

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## 1.0 Fire Risk Assessment Details

**Responsible person(s):**

Wythenshawe Community Housing Group, 307 Greenwood Road, Wythenshawe, M22 9HD.

**Person(s) consulted and landline contact number:**

Diane Burrell Facilities Manager 0161 946 9191.

**Fire Risk Assessor:**

Garry Pritchard MIFireE, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 0138)

**Audited by:**

Darren Baird DMS, MIFireE, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 0096)

**Date fire risk assessment was conducted:**

Monday, 8 June 2020

**Time:**

9.40 a.m.

**Date of last FRA or FRA Review (if known)**

17 Jun 2019

**Suggested date for next review:**

June 2021

**Fire risk assessment limitations:**

A Type 1 (Non-Destructive) Fire Risk Assessment (as detailed in the latest guidance document Fire Safety in Purpose Built Blocks of Flats) has been completed. Due to the Covid-19 Pandemic, no flats were accessed to avoid face to face contact with residents. However, our assessor has accessed and viewed individual flats during previous assessments. The roof, the lift motor room, caretaker's area and all the ancillary rooms/areas on the ground floor were accessed along with a sample of the riser cupboards and the areas above the false ceilings. There was no access to the residents' storage cupboards in the short corridor leading into the laundry.

The assessment of the fire performance of the external wall construction and cladding is excluded from this assessment. Where commented on, advice is given to obtain a separate assessment as recommended in the current MHCLG consolidated advice note (CAN) January 2020 and the Fire Industry Association (FIA) Guidance note June 2020.

All services or penetrations traversing fire resisting compartments were not confirmed as being sufficiently fire stopped with fire resisting material. Any locations that have been identified are highlighted in Section 9. Where fire compartments/fire dampers/ceiling voids were considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range of the assessor, technical comment on these areas cannot be provided. If there are reasons to

suspect the fire resistance within the building has not been sufficiently maintained the responsibility to provide this technical information rests with the duty holder.

There were no outstanding notices of deficiencies/enforcement action from the enforcing authority and the fire strategy document and “as built” plans issued on completion of the building/alterations were not observed.

This review document is part of the continuous management of fire safety within these premises and as such should be read in conjunction with the fire risk assessment or review as dated above.

#### **Note**

The following assessment has been conducted to assist the responsible person in compliance with the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the Assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the Assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

## 2.0 General Premises Details

### 2.1 Number of floors:

13 including the ground floor.

### 2.2 Approximate building footprint:

550m<sup>2</sup>

### 2.3 Details of Construction and Premises:

The premises are high rise residential block completed in 1964. There is a total of 62 flats. There is a communal laundry, caretaker's office, plant rooms and the bin room on the ground floor. The block was constructed with brick and concrete panel facings, concrete floors and a single stairway. The layout of all the upper floors is the same with the entrance doors to the five flats opening into the lift lobby. A door from the lobby leads onto a small open balcony. There are two doors on the balcony one leads into the single stairway and the other into a permanently ventilated bin chute lobby. The exit from the stairway is adjacent to but separated from the main entrance. A dry rising main is provided for the fire service. The inlet for the dry rising main is on the front of the premises and the outlets are located within the lift lobbies. The flats have a hallway approach to the habitable rooms. The existing fire alarm has been reconfigured to be a silent system and is now used as an emergency alert system for use by the Fire and Rescue Service only. Emergency lighting is provided throughout the premises.

### 2.4 Occupancy/Purpose Groups

The premises are classed as Purpose Group 1a Residential (Flat) as defined by Building Regulations Approved Document B 2006 Table D1.

### 2.5 Approximate maximum number of persons:

124 residents assuming an average of 2 persons per flat.

### 2.6 Approximate maximum number of employees at any one time:

Limited to maintenance/administration staff that may visit the premises.

### 2.7 Maximum number of members of the public:

Limited to visitors to the residents.

## 2.8 Occupants at Special Risk:

<b><i>Sleeping occupants</i></b>	
Persons familiar with the premises	Yes
Persons unfamiliar with the premises	No
<b><i>Occupants with disabilities</i></b>	
Mobility-impaired	Yes
Hearing-impaired	Yes
Learning difficulties	Yes
Occupants in remote areas	No
Others	No
<b>Comments</b>	
<p>Flats are general needs. Residents may be present with any combination of disabilities throughout the premises. WCHG should provide information and regularly remind tenants on the fire procedures by providing leaflets and where necessary encouraging new tenants to have a home fire safety check by the local fire service. Specific measures regarding tenants with any disabilities identified can be discussed and implemented following the home fire safety check in conjunction with relevant local community services.</p>	

## 2.9 Fire Loss Experience

None known.

### 3.0 Overall Risk Rating

Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:

**Risk to Life: Moderate.**

This assessment has highlighted issues regarding the external walls and the standard of the individual flat entrance doors. The risk to life is therefore considered to be moderate.

However, when the significant findings and recommendations identified within this Fire Risk Assessment are addressed the risk to life will be reduced to tolerable.

The risk rating has been determined after considering the fire risk rating matrix in section 17.0. In these premises it is considered that the risk of a fire occurring is unlikely and the likely consequences of harm from fire (should one occur) are moderate harm.

**Risk to Property: Tolerable**

Notwithstanding the above paragraph, the compartmentation within the premises means that any fire should be confined to the flat/area of origin until the Fire and Rescue Service can intervene. The risk to property is considered to be tolerable.

**Risk to Business Continuity:**

N/A.

**Note:** The BAFE SP205-1 fire risk assessment certification relates to life safety only and not property or business continuity protection. The client should undertake further detailed assessment of risk for these areas if it considers necessary.

## 4.0 Dangerous, Flammable, Combustible Materials & Substances

### AUDIT: IDENTIFYING THE FIRE HAZARDS

<b>4.1</b>	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (Article 12)?	N/A
<b>4.2</b>	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (Article 16) ?	N/A
<b>4.3</b>	Have combustible or flammable materials used or stored in the premises been identified?	N/A
<b>4.4</b>	Are all combustible or flammable materials stored or stacked safely?	N/A
<b>4.5</b>	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	N/A
<b>4.6</b>	Are all substances stored away from ignition sources?	N/A
<b>4.7</b>	Where flammable stores are provided, are they adequately ventilated and correctly marked?	N/A
<b>4.8</b>	Are all refuse bins sited where they will not affect the means of escape or pose a fire hazard?	N/A
<b>4.9</b>	Is all combustible waste removed on a regular basis?	N/A
<b>4.10</b>	Is the frequency of waste removal adequate?	N/A

## 4.0 Dangerous, Flammable, Combustible Materials & Substances: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
4.1-4.2	Questions 4.1 and 4.2 relate to substances and materials which are subject to the "Dangerous Substances and Explosive Atmosphere Regulations 2002" (DSEAR). No substances or materials falling into the above regulations are stored or used inside the premises.

### 5.0 Interior Furnishings

5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	N/A
5.2	Where appropriate are they retreated with flame retardant chemicals (theatre curtain etc.) or made from inherently flame retardant materials?	N/A
5.3	Are all items located away from ignition sources?	N/A
5.4	Is all furniture in a good condition i.e. free from tears in covers, burns or discolouring from heat?	N/A

### 5.0 Interior Furnishings: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
5.1	At the time of the Fire Risk Assessment Review, the common areas were free from furniture.

## 6.0 Heating and Electrical Appliances

6.1	Are portable or fixed heaters used?	No
6.2	Are all heaters fitted with suitable guards and located in positions away from combustible materials?	N/A
6.3	Are all heaters free from naked flames?	N/A
6.4	Has the use of safer alternatives been considered?	N/A
6.5	Are systems in place to ensure appliances are tested, repaired and maintained on a regular basis in accordance with the Electricity at Work Regulations, 1989?	Yes
6.6	Has the premise's electrical system undergone electrical safety checks?	Yes
6.7	Is there a procedure to prevent the use of unauthorised portable appliances?	Yes
6.8	Is the ventilation of all appliances adequate?	Yes
6.9	Are all appliances turned off when the area is unoccupied?	Yes
6.10	Are all appliances protected by the correct fuse rating?	Yes
6.11	Are systems in place to isolate any appliance with a blown fuse?	Yes
6.12	Are all appliances free from visible signs of overheating?	Yes
6.13	Are multi-point adapters and extension leads kept to a minimum?	Yes
6.14	Are walkways or escape routes free from trailed cables?	Yes
6.15	Are cables free from mechanical damage?	Yes
6.16	Do signs indicate all electrical hazards?	Yes
6.17	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
6.18	Are filters changed and ductwork cleaned regularly?	N/A
6.19	Are suitable extinguishing appliances available?	N/A
6.20	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as lifts, hoists, escalators, air handling systems, heating boilers, pressure vessels etc.?	Yes
6.21	Do the premises have a lightning protection system? (where required)	Yes
6.22	Have other potential sources of heat not listed above been considered?	Yes

## 6.0 Heating and Electrical Appliances: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
6.1	There is no heating provided in the communal areas.
6.5	Portable appliance testing (PAT) is regularly carried out with the latest test indicated to be carried in January 2020. It is highlighted that not all electrical devices need to be the subject of an annual PAT. The Health and Safety Executive (HSE) advocates a proportionate, risk-based approach to the maintenance of portable electrical appliances within the workplace. This guidance is simple and easy to follow and can be found on the HSE website "Maintaining Portable Electrical Equipment in a low risk environment."
6.6	Mains electrical tests are carried out. The date of the last test recorded was 12.5.16.
6.20	All gas installations have safety checks carried out on a 10 month rolling programme of work. The common heating system, the lifts and laundry facilities are all maintained under contract. Records are kept on WCHG systems.
6.21	The lightning protection system is tested on an annual basis. The test records are stored on WCHG systems.


<b>7.0 Persons at Risk Audit</b>		
<b>7.1</b>	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group?	Yes
<b>7.2</b>	Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities	N/A
<b>7.3</b>	Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable?	Yes
<b>7.4</b>	Have all disabled staff members been consulted and where agreed PEEPs. been prepared?	N/A
<b>7.5</b>	Have standard PEEPs. been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	N/A
<b>7.6</b>	Are disabled refuges provided?	N/A
<b>7.7</b>	Are members of staff trained in the evacuation of disabled or mobility impaired persons?	N/A
<b>7.8</b>	Are fire evacuation drills conducted at least annually, taking into account all employees, shift and casual workers, visitors and contractors where appropriate?	N/A
<b>7.9</b>	Are the results recorded? (People involved, time taken, learning outcomes).	N/A
<b>7.10</b>	Is the access of relevant persons controlled at all times? i.e. are public, visitors & contractors required to sign in?	Yes
<b>7.11</b>	Are relevant persons made aware of the fire and health and safety procedures on arrival? (i.e. fire procedure/building plan adjacent to signing in book etc.)	Yes
<b>7.12</b>	Are notices in place to inform of restricted access areas?	Yes
<b>7.13</b>	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	N/A
<b>7.14</b>	Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.).	N/A

<b>7.0 Persons at Risk Audit: Finding(s)</b>	
<b>Ref</b>	<b>SIGNIFICANT FINDINGS</b>
	None.
<b>Ref</b>	<b>RECOMMENDATIONS</b>
	None.
<b>Ref</b>	<b>COMMENTARY</b>
7.0	Information regarding the residents who would require assistance to evacuate is now held in the WCHG CCTV control room which is staffed 24/7. Should an incident occur, an Assure24 staff member will attend the premises and pass this information to the Fire and Rescue Service.
7.1	The building is general needs flats and individual PEEPs, evacuation drills and staff procedures are not required.
7.3	Residents may be present with any combination of the above disabilities throughout the premises. Individual PEEPs are not considered appropriate for general needs flats. It is not known if new tenants who occupy the flats have any disabilities but an assessment towards their ability to react to a fire within the premises should be undertaken on taking up residence.
7.8	Various members of the WCHG staff including the caretaker are on the premises at different times. They are all familiar with the layout of the premises including the exit routes. Evacuation drills are not considered to be necessary.
7.10-7.11	Entry is controlled by the residents who are informed of any visitors via the intercom located adjacent to the main entrance door. Contractors are organised and controlled by WCHG.

## 8.0 Escape

8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	Yes
8.2	Are there a sufficient number of exits of suitable width from each area/room for the persons present?	Yes
8.3	Can you ordinarily expect the Fire Service to arrive in the event of a fire whilst the fire is in the room of origin?	Yes
8.4	Can you expect the premises to be evacuated within the standard times for the type of construction?	Yes
8.5	Are all escape routes available and accessible at all times?	Yes
8.6	Are all escape routes and stairways free from undesirable items? (E.g. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers, mirrors).	Yes
8.7	Do any inner rooms exist?	Yes
8.8	Are vision panels provided between the inner room & access room and is it adequate?	N/A
8.9	If the vision between the inner room and the access room is inadequate is smoke detection provided within the access room?	Yes
8.10	Are all emergency exits doors unlocked and available at all times when the premises are occupied?	Yes
8.11	Are all final exit doors checked (opened) on a regular basis? Are the outcomes recorded?	Yes
8.12	Is the door furniture provided appropriate for the purpose group of the premises i.e. public buildings, licensed premises etc.?	Yes
8.13	Are floor and stairway surfaces in good condition and free from slip and trip hazards?	Yes
8.14	Do all final exits lead to a place of safety?	Yes
8.15	Are external escape paths clear of obstructions?	Yes
<b>Electronic Door Release Devices</b>		
8.16	Are all escape doors free from electro-mechanical door locks devices?	Yes
8.17	Are all escape doors free from electro-magnetic door locks devices?	No
8.18	Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Pt. 4 2015	Yes
8.19	Do entry control devices conform to the category of actuation for the purpose group that the particular premises/building currently operates within?	Yes
8.20	Is the emergency operation of the door lock stated by appropriate signage?	Yes
8.21	Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency?	Yes

## 8.0 Escape: Finding(s)



Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
8.5	 <p>Smoke ventilation in the stairway is provided by three permanently open vents on the top landing and three similar vents on the landing below. These vents together provide an area in excess of the 1m<sup>2</sup> required. In addition, the doorway from the stairway onto the open balcony can be opened for additional ventilation if required. Although this is an unusual arrangement it is considered acceptable at this time after taking into account that the stairway is separated on each floor from the lobby to the flats by an open balcony and a fire door. The final exit door also opens straight to outside.</p>
8.5, 8.10, 8.17	WCHG have previously confirmed that all the electro-magnetic locks within the premises are linked to the fire alarm and conform to BS 7273 part 4. See also Section 10 regarding the fire alarm.
8.11	Final exit doors are used regularly by residents and it can be reasonably expected that any fault would be reported.
8.11, 8.17	The electro-magnetic door lock release mechanisms are checked weekly. They are also serviced/tested every six months.

## 9.0 The Confinement of Fire


9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	Not Known
9.2	Are all fire doors self-closing, kept locked shut where appropriate and in good condition?	Not Known
9.3	Are all fire doors fitted with smoke seals and intumescent strips where required?	Not Known
9.4	Do wall & ceiling linings meet the required surface spread of flame classes? e.g. Class O on escape routes	Yes
9.5	Have any breaches in the fire resistance (walls, floors and doors) been fire stopped with appropriate fire resisting materials?	Yes
9.6	Have there been any structural alterations within the past 12 months?	No
9.7	Were the requirements of the Building Regulations followed and a completion certificate issued?	N/A
9.8	Are all ducts fitted with effective fire dampers where required?	Not Known
9.9	Are all fire exits underneath and within 1.8m horizontal or 9m vertically of any external escape stair, fire resisting and self-closing?	N/A
9.10	Is glazing within the above distances fire resisting and fixed shut?	N/A
9.11	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	N/A
9.12	Are the premises free from risk posed by adjacent properties? (Uncontrolled fly tipping, overgrown vegetation or poor housekeeping)	Yes
9.13	Has the risk of external fire spread been considered? Consider external cladding, wall systems, external render and balconies.	Yes
9.14	Are there any other premises features or hazards that could affect fire development or spread?	Yes
9.15	Are the premises secure from any potential fire hazards outside susceptible to arson attack that could affect the building?	Yes
<b>Automatic Hold Open Devices</b>		
9.16	Are any fire doors fitted with automatic door release devices?	No
9.17	Are the devices fitted to any critical doors? e.g. onto stairs in a single staircase building	N/A
9.18	Is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?)	N/A
9.19	Are all non-self-contained devices linked to the fire alarm system and released on actuation?	N/A
9.20	Are any self-contained, acoustically actuated door hold open devices fitted?	No
9.21	Are all devices tested regularly and the results recorded? (At least once a week)	N/A
9.22	Are all doors released at night or when the area is unoccupied?	N/A
9.23	Are all devices tested in accordance with the manufactures relevant standard to ensure satisfactory operation?	N/A

## 9.0 The Confinement of Fire: Finding(s)

Ref	SIGNIFICANT FINDINGS
	<b>Observation</b>
9.1	 <p>The above photograph shows a piece of board that has been used to replace the damaged redundant hatch door into the lift motor room which is located above the false ceiling on the top floor. Our assessor was not able to confirm that the board is fire resisting and that the expanding foam forming the seal around the board is a suitable material for use in this location. If the board is not fire resisting and/or sealed correctly it will not act as a barrier to prevent the spread of fire and the products of combustion between areas that include the escape routes.</p>
	<b>Recommended Actions</b>
9.1	<p>WCHG should confirm that the piece of board that has been used to replace the damaged redundant hatch door is fire resisting and that it is fixed and sealed in place using suitable materials. If this is not the case, then the board should be replaced and fixed and sealed in place using suitable materials that will provide a fire resistance equal to that of the structure where it is to be used in accordance with BS 476.</p>
	<b>Observation</b>
9.1-9.3	<p>As highlighted in previous Fire Risk Assessments, on inspection, the flat entrance doors fitted are not the original benchmark doors and it could not be ascertained if the replacements conform to FD30s standard. These replacement entrance doors were of solid composite construction with a letterbox and plate to the middle, however, our consultant was unable to confirm if the entrance door provides the relevant degree of fire resistance (30 minutes). At the time of this assessment, the flat entrance appeared to be in good condition when viewed from the common area.</p> <p>A number of manufacturer's flat entrance fire doors have been identified to fail the approved fire tests (July 2018) when subjected to fire on both sides of a composite door despite being certified as FD30s compliant. The flat doors could not be confirmed as meeting current test evidence and certified as FD30s door assemblies conforming to BS 476-22 (compatible door, frame, ironmongery, hardware etc.) and fitted with a positive-action self-closing device. Flat entrance fire doors should have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides.</p> <p>Where a flat entrance door is not self-closing or does not provide the relevant degree of fire resistance, a fire in a flat may prejudice the common means of escape as the doors may not form an effective barrier against the products of combustion placing relevant persons at risk of harm.</p>
	<b>Recommended Actions</b>
9.1-9.3	<p>WCHG should reference the manufacturer's test evidence/certification and documentation for existing and proposed fire doorsets. "Any test evidence used to substantiate the fire resistance rating of a door should be carefully checked to ensure that it adequately demonstrates compliance and is applicable to the adequately complete installed assembly. Small differences in detail (such as glazing apertures, intumescent strips, door frames and ironmongery etc.) may significantly affect the rating".</p> <p>If the doors meet current test evidence and are certified by the person carrying out the installation as follows, then no further action is necessary;</p> <ul style="list-style-type: none"> <li>• FD30s door assemblies conforming to BS 476-22 (compatible door, frame, ironmongery, hardware etc.),</li> <li>• fitted with a positive action self-closing device and,</li> <li>• installed in accordance with the manufacturer's instruction based on the original test specimen.</li> </ul> <p>Where it is known that the fire doors fitted do not have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides, then they should be replaced with fully compliant FD30s doors (compatible door, frame, ironmongery, hardware etc.) and fitted with a positive-action self-closing device and installed in accordance with the manufacturer's instruction based on the original test specimen. Where a long term door replacement program is initiated, a check and where necessary a positive action self-closing device should be installed as a priority. See commentary 9.1-9.3 regarding determining the risk priority.</p>
	<b>Observation</b>
9.2-9.3	<p>The following fire doors were found to be defective:</p> <ul style="list-style-type: none"> <li>• The 12th floor electric riser double doors were not fitted with intumescent strips and cold smoke seals along the edge between the doors.</li> <li>• The electric riser cupboard double doors on the 7th to the 11th floor were not fitted with intumescent strips and cold smoke seals along the top edges.</li> <li>• The fire door into the caretaker's area was not signed as a fire door, was not locked and does not have a self-closing device. In addition, there are two round holes in the panel above the door.</li> <li>• Flat 14 did not have a letterbox flap.</li> </ul> <p>Where fire doors are damaged, not self-closing or kept locked or not provided with intumescent strips and cold smoke seals along the edges of the door they will not act as a barrier to the passage of fire from one area to another including the escape routes. This will place persons at risk of harm.</p>
	<b>Recommended Actions</b>
9.2-9.3	<p>All the defective fire doors should be repaired or replaced.</p>

<b>Observation</b>	
9.5	 <p>1. The above photograph 1 shows that an item of equipment associated with the CCTV system has been installed in the service riser cupboard on the fourth floor and the gaps in the compartmentation around it have not been fire stopped. Photograph 2 shows a hole in the wall that separates the two lift motor rooms. A lack of fire stopping will allow fire and the products of combustion to pass into other areas, including the escape route, thereby placing persons at risk of harm.</p>
<b>Recommended Actions</b>	
9.5	Fire stopping should be carried out in the fourth floor riser cupboard around the CCTV box and in the hole in the wall between the two lift motor rooms. The materials used must be suitable for use in these locations and should provide the same fire resistance as the structure where they are to be used, in accordance with BS 476.
<b>Observation</b>	
9.13	 <p>The previous Fire Risk Assessment highlighted that it was not possible to determine the material that the vertical panels that form the balustrades on the balconies are made from. This issue remains outstanding. If the balustrades are made from a combustible material they may allow vertical and horizontal fire spread between and along the floors thereby placing persons at risk of harm.</p>
<b>Recommended Actions</b>	
9.13	WCHG should confirm that the vertical panels that form the balustrade for the balconies are not made from combustible materials. If the material cannot be identified or is found to be combustible then the panels should be replaced with panels that are non-combustible.
<b>Observation</b>	
9.13	<p>The premises have an unknown external wall system and window panels on the external walls, the EN classification, material specification, insulation and fixing method is unknown. Attention is drawn to the Ministry of Housing, Communities &amp; Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020: <a href="https://www.gov.uk/government/publications/building-safety-advice-for-building-owners-including-fire-doors">https://www.gov.uk/government/publications/building-safety-advice-for-building-owners-including-fire-doors</a> (the "Advice Note").</p> <p>The Advice Note recommends that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings. Consideration has been given to this matter within this fire risk assessment. The Advice Note further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building. Where the external wall/structure or balconies can assist a fire spreading, this may place relevant persons at risk of harm.</p>
<b>Recommended Actions</b>	
9.13	It is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding and the window panels fitted to this building. This exclusion is consistent with advice provided by The Fire Industry Association and is discussed in their guidance note to fire risk assessors on this matter <a href="https://www.fia.uk.com/">https://www.fia.uk.com/</a> .
Ref	RECOMMENDATIONS
	None.

Ref	COMMENTARY
9.1-9.3	<p><b>Determining the risk priority for fire doors</b></p> <p>WCHG have plans in place for a four year replacement programme for their flat entrance doors that are of composite construction and do not meet the Building Regulations performance requirements</p> <p>Ministry of Housing, Communities &amp; Local Government (MHCLG) Consolidated Advice Note (issued January 2020) for housing providers where doorsets are made from other (not timber or metal) or composite materials and identified as unlikely to conform to test requirements. The guidance also states that when doors are identified for replacement the fire risk assessment ought to determine a risk based approach on how urgently such doors should be replaced within the particular building. A judgement is made based on the likelihood of a fire occurring, then spreading and the consequences affecting the relevant persons.</p> <ul style="list-style-type: none"> <li>• In making this judgement the following non-exhaustive list outlines some of the issues which have been considered:</li> <li>• The likelihood of a fire occurring in the common landing area and affecting the flat entrance door and subsequently the flat</li> <li>• The likelihood of a flat fire affecting the common area and thus adjacent flats prior to Fire and Rescue Service intervention</li> <li>• The condition and design of the existing flat entrance door (nominal smoke and fire resistance)</li> <li>• The internal layout of the flat (that may assist in fire/smoke containment)</li> <li>• The installation of smoke alarms within the flats</li> <li>• The installation of fire alarm in the common area</li> <li>• The floor height of the highest occupied flat</li> <li>• Alternative exit routes and their availability (escape windows, balcony or multiple stairs)</li> <li>• The size of the clients housing stock and competing priorities</li> <li>• The national picture regarding fire doors and their supply (Is it likely doors can be replaced on the suggested timescales?)</li> <li>• A risk comparison against general housing and high rise residential tower blocks.</li> </ul> <p>In the case of this residential building at the time of this fire risk assessment the overall risk is determined in section 3 above, however, the risk priority given to this significant finding taking into account all the relevant factors is a moderate risk meaning the outbreak of fire is unlikely and any consequences for harm are moderate. Whilst not presenting a serious risk the issue would detract from the overall impact on the fire safety provisions within the premises. On the issue of flat entrance fire doors, it is acknowledged by the independent Expert Panel set up following the Grenfell Tower fire, supported by the National Fire Chiefs Council - "the risk to public safety remains low", the suggested period for addressing this significant finding is given as P3 (see section 17) and a medium to long term improvement programme is suggested for this issue.</p>
9.1-9.3, 9.5, 9.13-9.14	<p>Article 8 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to take general fire precautions to ensure the safety of relevant persons. This includes measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.</p>
9.1, 9.5	<p>It has been highlighted in previous Fire Risk Assessments, that compartmentation works have been carried throughout the premises by Allied Protection Ltd. They are an accredited passive fire protection contractor and they have provided WCHG with documentary/photographic evidence of their work. Following the installation of the fire alarm system, further fire stopping was required. This was carried out by Flame Hold Ltd who are also an accredited passive fire protection contractor. They have also provided WCHG with documentary/photographic evidence of their work.</p>
9.2-9.3	<p>The flat entrance doors are checked at the same time as the annual gas safety checks. The checks include:</p> <ul style="list-style-type: none"> <li>• confirming that the door is fitted with a working self-closing device</li> <li>• confirming that the door fully closes into the rebate</li> <li>• confirming that the door is fitted with intumescent strips and cold smoke seals</li> <li>• confirming that the door has not been damaged</li> <li>• confirming that any glazing in the door is fire resistant.</li> </ul>
9.5	<p>The use of third party accredited passive fire protection contractors and products should ensure any remedial actions will be to the required standard in the most cost effective manner. The Responsible Person ought to have in place a system for ensuring that the integrity of any passive fire protection measures is not compromised building alterations are carried out e.g. for the installation of new pipes, cables and other services. Records of these should be maintained for future inspection by auditors and enforcement agencies. One common available fire stopping product is expanding fire resisting foam. To avoid unnecessary costs, the universal use of expanding fire resisting foam products should be used with caution and in strict accordance with the manufacturer's recommendations to achieve the required fire resistance. Generally, expanding foam products are tested as narrow linear gap seals and will not work in a large penetration seal. Current guidance recommends PU expanding fire resisting foam products should only be used to seal linear gaps between walls and walls/floors/ceilings. It cannot be used to seal pipe or cable penetrations unless tested for that end-use application. It is recommended where rectifying compartmentation issues that third party accredited contractors, who have been accredited to undertake the particular aspect of works, using appropriate third party accredited products is considered.</p>
9.5, 9.8	<p>WCHG have previously confirmed that Allied Protection Ltd has completed fire stopping and compartmentation works to prevent fire spread via the common bathroom extract shafts. They have also fitted fire rated valves with an intumescent infill in the bathrooms which are connected to the ducting and shaft. Although these valves will not prevent smoke spread into the shaft they are an acceptable method of preventing fire spread. Documentary and photographic evidence is available.</p>
9.8	<p>Ventilation ductwork was not observed throughout the building. Under Regulation 38 (formally 16B) of the Building Regulations the designer/principle contractor is required to handover, to the end user, "as built" information regarding the systems and protection measures for the safe operation of the building. This information was not available to the consultant at the time of the fire risk assessment. It should include the design and fire protection measures incorporated into the ventilation system. If there are reasons to suspect the fire resistance within the building has not been sufficiently maintained the responsibility to provide this technical information rests with the duty holder.</p>

9.13	<p>The assessment by specialists should follow the process set out in the MHCLG Consolidated Advice Note. Note should be taken of diagram 1 of that document. This assessment should demonstrate how the external wall construction supports the overall intent of Requirement B4 (1) in Part B of Schedule 1 to the Building Regulations 2010, namely that “the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and location of the building”. In this connection, the assessment should address this functional requirement (regardless of the height of the building) and not just the recommendations set out in guidance that supports the Regulations (e.g. Approved Document B under the Regulations). The assessment should not just comprise a statement of either compliance or non-compliance with the functional requirement or the guidance but should include a clear statement on the level of risk and its acceptability. This assessment by specialists should take into account a number of factors, including, but not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• The type of evacuation strategy used in the building, i.e. simultaneous, staged, phased or ‘stay put’ and the anticipated evacuation time should evacuation become necessary;</li> <li>• Suitability of the facilities for fire fighting, including fire fighting access for the fire and rescue service;</li> <li>• The construction of the external walls, including any cladding and its method of fixing; The presence, and appropriate specification, of cavity barriers;</li> <li>• The height of the building;</li> <li>• The vulnerability of residents;</li> <li>• Exposure of external walls or cladding to an external fire;</li> <li>• Fire protection measures within the building (e.g. compartmentation, automatic fire suppression, automatic fire detection);</li> <li>• Apparent quality of construction, or presence of building defects;</li> <li>• The combustibility of the building structure and the use of modern methods of construction, such as timber framing, CLT etc;</li> <li>• The location of escape routes;</li> <li>• The complexity of the building; The premises’ emergency plan including an assessment of the adequacy of any staffing levels for the type of evacuation method employed.</li> </ul> <p>The assessment is likely to take account of information on any approval of the building (and alterations to the building) under the Building Regulations, and of information on external wall construction and any cladding available from the Responsible Person (e.g. in operation and maintenance manuals, or handed over for compliance with Regulation 38 of the Building Regulations). It is unlikely that an RICS EWS1 form will provide adequate assurance on its own.</p>
9.14	<div data-bbox="236 1010 869 1243" data-label="Image">  </div> <p>In the bin room on the ground floor, the bin in use is located adjacent to a lid that has a fusible link which enables the lid to self-close over the bin should a fire occur. This is to prevent the fire, smoke and toxic gases spreading up the chute. The fusible link is checked annually by an appointed contractor. The photographs above show the lid and an example of the bin hoppers located on each floor.</p>

## 10.0 Fire Alarm System

### FIRE SAFETY PROVISIONS

<b>10.1</b>	Is the premises provided with a fire alarm system?	N/A
<b>10.2</b>	Is it possible to define the alarm system category? (L1- L5 etc.)	N/A
<b>10.3</b>	Is the fire alarm or category suitable for the risk and premises type?	N/A
<b>10.4</b>	Does the system conform to standards appropriate to the purpose group for the premises/building use? i.e. BS 5839 Pt. 1 or BS 5839 Pt. 6 etc.	N/A
<b>10.5</b>	Are sufficient fire alarm call points and detectors provided?	N/A
<b>10.6</b>	Can the alarm be raised without placing anyone at risk?	N/A
<b>10.7</b>	Are all call points visible, unobstructed?	N/A
<b>10.8</b>	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	N/A
<b>10.9</b>	Where required does the system have a voice alarm? i.e. large places of assembly	N/A
<b>10.10</b>	Can the alarm be heard throughout all areas of the premises?	N/A
<b>10.11</b>	Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes	Yes
<b>10.12</b>	Is the alarm system under a regular maintenance programme by a qualified fire alarm engineer?	Yes
<b>10.13</b>	Are there systems in place to ensure the system is tested weekly from a different call point?	Yes
<b>10.14</b>	Are all fire alarm tests, faults and maintenance schedules recorded?	Yes

## 10.0 Fire Alarm System: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
10.0	The common fire detection system is not considered to be a common fire alarm and has been configured for Fire and Rescue Service use as an Emergency Alert System (EAS). One of the recommendations made in the Grenfell Tower Inquiry Phase 1 report published in October 2019 recommends; "that all high-rise residential buildings (both those already in existence and those built in the future) be equipped with facilities for use by the Fire and Rescue Services (FRS) enabling them to send an evacuation signal to the whole or a selected part of the building by means of sounders or similar devices" Such systems should be separate from any fire detection and warning system as recommended in BS 8629. The evacuation strategy has reverted to a stay-put strategy. The common area fire detection system is configured as a silent system under normal operating mode and the fire panel control and indicating equipment (CIE) is provided for use by the FRS for manually alerting individual or multiple floors to evacuate should the need arise during firefighting operations. On activation of a fire/smoke detector or call point within the common area, a signal is sent to the CIE in the entrance foyer and then transmitted to an off-site receiving centre where a call is made to the FRS for a response to the building. The system was configured following consultation with GMFRS. It is not in accordance with the recommendations of British Standard 8629:2019, Code of Practice for the Design, Installation, Commissioning and Maintenance of Evacuation Alert Systems for use by the Fire and Rescue Service in Buildings Containing flats.
10.5	WCHG have previously confirmed that each flat has been provided with a BS 5389 Pt 6 Grade D LD 1 system with smoke detection in the bedrooms, living areas, lobby areas and with a heat detector in the kitchen. This was confirmed during the previous assessment in the two flats accessed by our assessor.
10.12, 10.14	The emergency alert system is tested weekly by the staff from WCHG's Facilities Department. A record of the test is kept on-site and on WCHG's systems. The maintenance of the system is carried out by an approved contractor and is also recorded.

### 11.0 Emergency Escape Lighting

11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m <sup>2</sup> , toilets>8m <sup>2</sup> .	Yes
11.2	Is emergency lighting provided in accordance with guidance relevant to the purpose group for the premises? (BS5266, ADB Table 9)	Yes
11.3	Does it illuminate escape routes, exits, corridors, hazards or obstructions, changes in floor level, signs, fire alarm call points and firefighting equipment?	Yes
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	N/A
11.5	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – i.e. daily, monthly, 6 monthly and annual checks?	Yes
11.6	Are records of maintenance kept?	Yes
11.7	Is normal lighting adequate and in working order?	Yes

### 11.0 Emergency Escape Lighting: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
11.4	There is adequate borrowed light available for persons to reach a place of safety.
11.5-11.6	Monthly and six monthly checks of the emergency lighting are carried out by a qualified engineer from the appointed contractor. A record of the checks is kept on WCHG systems.

## 12.0 Fire Fighting Equipment, Systems & Fixed Installations

<b>12.1</b>	Where appropriate are adequate numbers of fire extinguishers provided? Consider floor area, special risks, minimum travel distance of 30m.	Yes
<b>12.2</b>	Are the correct types of extinguishers provided for the risks?	Yes
<b>12.3</b>	Are all extinguishers installed and sited in accordance with current guidance?	Yes
<b>12.4</b>	Are appropriate checks carried out on a monthly basis?	Yes
<b>12.5</b>	Are all extinguishers serviced by a qualified engineer every 12 months?	Yes
<b>Fixed Installations</b>		
<b>12.6</b>	Are any fixed firefighting installations provided? (Sprinkler systems, local gas flooding etc.)	No
<b>12.7</b>	Are all systems fully operational and under a maintenance programme?	N/A
<b>12.8</b>	Are all security devices functional? (Sprinkler valves, wet & dry rising mains padlocked etc.)	N/A
<b>12.9</b>	Where sprinklers are fitted are all heads clear of obstructions (500mm clear of stock) and functional?	N/A
<b>12.10</b>	Are firefighting shafts with dry or wet mains provided?	No

## 12.0 Fire Fighting Equipment, Systems & Fixed Installations: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
12.1	There are no fire extinguishers within the common areas. It is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of blocks of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate.
12.1, 12.4-12.5	Fire extinguishers are provided in plant and staff areas. They are checked monthly and serviced annually by the approved contractor. The annual service is due in November 2020. Records are kept on WCHG systems. It was noted that on a small number of extinguishers the service record details were incorrect. WCHG have confirmed that all the extinguishers have been serviced and that the contractor has been instructed to amend the incorrect details during the next monthly checks.
12.6	At the time of this assessment, the installation of a sprinkler system was taking place. WCHG intend to fit sprinkler systems in all their HRRBs.
12.10	The dry rising main is both pressure tested and visually inspected annually with six months between the two visits. The tests and inspections are carried out by an approved contractor. Records are kept on WCHG systems. The last pressure test took place in October 2019 and the last visual inspection took place in April 2020.

### 13.0 Fire Safety Signs and Notices

13.1	Do signs indicate all final exits?	Yes
13.2	Can the final exit or a directional sign be identified from any position in the assessment area?	Yes
13.3	Are all signs in the correct position, suitably fixed and directional arrows correct? (Can the way out be found just by using signs alone?)	Yes
13.4	Are the signs the correct size for the areas where they are located?	Yes
13.5	In places of public assembly are all escape signs illuminated on maintained luminaires?	N/A
13.6	Are fire action notices displayed prominently and completed fully throughout the premises?	Yes
13.7	Are all fire action notices similar throughout the premises?	N/A
13.8	Does the content of the fire action notices reflect the actual procedure?	Yes
13.9	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	Yes
13.10	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	Yes
13.11	Where required, are external fire assembly points signs prominently displayed?	N/A
13.12	Are "No Smoking" signs and procedures in place to ensure there is no smoking in work or public places? (The Smoke Free (Premises and Enforcement) Regulations 2006)	Yes
13.13	Are all signs legible and in good condition?	Yes
13.14	Do all signs comply with the EN 7010:2011 where necessary?	Yes

### 13.0 Fire Safety Signs and Notices: Finding(s)

Ref	SIGNIFICANT FINDINGS
	<b>Observation</b>
13.0	During this assessment, it was noted that some signage had been removed, probably whilst decorating was being carried out. The missing signs included floor number, riser cupboard signage and the sign indicating which floors the lifts served. Missing signage may cause confusion for persons evacuating the premises and for firefighters attending an incident thereby placing them at risk of harm.
	<b>Recommended Actions</b>
13.0	WCHG should arrange for all missing signage to be replaced as soon as possible.
	<b>Observation</b>
13.0	The wayfinding signage in the premises that indicates the floor number and the direction to take to the flats on that floor is currently acceptable. This signage assists the residents and their visitors and also the Fire and Rescue Service during operations should a serious fire occur. However, it should be noted wayfinding signage has been included in a revision to Building Regulations Approved Document B which will come into force in November 2020. The specifications for this signage include: <ul style="list-style-type: none"> <li>the height of the buildings that require the signage</li> <li>the siting of the signage</li> <li>the typeface and wording to be used the size of the lettering on the signage</li> <li>the text should be easily legible and readable in low level lighting conditions or when illuminated with a torch.</li> </ul> Where wayfinding signage is considered to be inadequate it may place persons at risk of harm.
	<b>Recommended Actions</b>
13.0	It is recommended that WCHG should consider the new wayfinding signage requirements against the signage that they have in place. Where necessary, signage should be replaced to comply with the latest requirements of the Building Regulations Approved Document B.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
13.0	"In the event of fire do not use his lift " notices have been provided on each landing adjacent to the lift.
13.0	Article 14 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person where necessary to ensure the escape routes are provided with adequate signage.
13.6, 13.8	A new fire action notice is displayed in the entrance area. It includes the action to be taken should persons hear the fire alarm, which is that they should evacuate the premises via the stairway.

### 14.0 General Fire Safety Procedures

14.1	Has the premises been free from reports of any fire related incidents within the past 12 months?	Yes
14.2	Has action been taken to avoid reoccurrence?	N/A
14.3	Has the premises been free of any fire alarm actuations within the past 12 months?	No
14.4	Where necessary has any action been taken to prevent reoccurrence?	N/A
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	No
14.6	Do all staff understand the need to report any potential fire hazards?	Yes
14.7	Has a person(s) been given the overall responsibility for fire safety related matters and management?	Yes
14.8	Have the fire service inspected the premises within the last 12 months?	Yes
14.9	Were any recommendations, enforcement or prohibition notices served?	No
14.10	Have all recommendations and notices been complied with?	N/A
14.11	Are all important documents that may affect business continuity stored in fire resisting containers?	Yes
14.12	Is adequate access provided for fire service vehicles in the event of an emergency?	Yes

### 14.0 General Fire Safety Procedures: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
14.1-14.2	Since the last fire risk assessment was undertaken there have been no reports of fire that our consultant was made aware of and there was no evidence of any fires having occurred. Any reports of fire or false alarms should be fully investigated and where necessary control measures implemented to reduce the possibility of further occurrences. Following any outbreak of fire affecting the common areas, the Fire Risk Assessment should be reviewed to identify if any further risk reduction measures are necessary.
14.3-14.4	All false, accidental and malicious actuations are recorded. System faults are corrected as soon as possible by the alarm contractor. Accidental and malicious actuations are passed via the Facilities Department to the appropriate department who will take the appropriate action.
14.7	The Chief Executive, Wythenshawe Community Housing Group, has the overall responsibility for fire safety related matters and management.
14.11	All important documents and data regarding the premises are stored off-site.
14.12	The Fire Service has been provided with access fobs for all WCHG high rise blocks.

<b>15.0 Fire Safety Management</b>		
<b>15.1</b>	Are there an adequate number of competent persons and arrangements (under Article 18 of the RRFSo) in place to assist the responsible person in the management and implementation of the preventative and protective measures? (safety assistance)	Yes
<b>15.2</b>	Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	Yes
<b>15.3</b>	Do all new employees receive basic fire procedure and induction training on the date of appointment?	Yes
<b>15.4</b>	Are records of fire safety training kept?	Yes
<b>15.5</b>	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	Yes
<b>15.6</b>	Is a "permit" to work procedure in place for contractors etc.?	Yes
<b>15.7</b>	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	N/A
<b>Fire Marshals &amp; Fire Plans</b>		
<b>15.8</b>	Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required?	N/A
<b>15.9</b>	Is there a list of fire marshals displayed in all locations where required?	N/A
<b>15.10</b>	Are systems in place to provide identification for fire marshals during an emergency where required?	N/A
<b>15.11</b>	Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises)	N/A
<b>15.12</b>	Do the premises require a fire plan in order to evacuate?	Yes
<b>15.13</b>	Are there clearly defined written procedures to be followed in the event of a fire in the form of an emergency plan?	Yes
<b>15.14</b>	Is a fire plan displayed throughout the premises where required?	N/A
<b>15.15</b>	Are there procedures for calling out key staff during fire related emergencies outside of normal working hours?	Yes

<b>15.0 Fire Safety Management: Finding(s)</b>	
<b>Ref</b>	<b>SIGNIFICANT FINDINGS</b>
	None.
<b>Ref</b>	<b>RECOMMENDATIONS</b>
	None.
<b>Ref</b>	<b>COMMENTARY</b>
15.1	WCHG employs competent persons to carry out service and maintenance and all preventative and protective services.
15.2-15.4	WCHG have confirmed that adequate fire safety training is in place both for induction and repeat training for all staff that work at the premises. Appropriate training records are kept by the HR Department.
15.5	As fires are more frequent during refurbishment and/or alteration, it is important that any additional risks are evaluated, particularly when the building is occupied. Contractors have a duty to carry out a risk assessment and inform the client of any significant findings and of the remedial measures identified. Their impact on the building should be closely monitored with regard to (amongst others), damage to party walls, and the introduction of sources of ignition and combustible materials, the blocking of exit routes or fire doors being wedged open.
15.5-15.6	WCHG have systems in place to control new work, repairs and alterations to ensure that no fire hazards are introduced into the premises. They also have a permit to work system in place for contractors.
15.15	There are "Out of hours" Emergency Procedures and Emergency Evacuation Procedures in place.

## 16.0 Fire Emergency Plan

<b>16.1</b>	Do the premises have a fire procedure/emergency plan and is it suitable for the numbers of staff and the processes carried on within the premises?	Yes
<b>16.2</b>	If the premises operates a "stay put" policy, is this suitable?	Yes
<b>16.3</b>	In multi-occupied buildings do all the fire /emergency plans complement each other?	N/A

## 16.0 Fire Emergency Plan: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
16.1-16.2	<p>The fire-resisting construction of the flats means an outbreak of fire is likely to be contained within the flat of origin. The high degree of compartmentation means other residents are in a reasonably safe place within their own flat while a fire in an adjacent flat is dealt with. An evacuation alarm is installed for use by the Fire Service.</p> <p>However, there are a small number of deficiencies identified relating to the passive fire protection measures (see significant findings in Section 9) which may impact on the containment of fire from the area/compartment of fire origin. Currently, it is deemed there is an increased risk to life for occupants whilst a 'stay put' policy remains. The overall risk to life is detailed in Section 3.</p> <p>As the significant findings in this report relating to deficiencies in the compartmentation are addressed, the risk of fire spread beyond the compartment of origin is likely to decrease and thus the overall risk to life will begin to reduce towards tolerable. There are also findings not relating to compartmentation which ought to be addressed. Whilst these do not directly affect the suitability of a 'stay put' policy, the risk to life is likely to remain increased until all the significant findings in the FRA are addressed.</p> <p>It is a requirement of the Fire Safety Order that there should be a suitable emergency plan for the premises. Rarely will it be necessary to have a more elaborate emergency plan than a simple fire action notice nor will it be universally necessary to display such notices. The Responsible Person should convey this information to tenants in other ways (e.g. through residents' handbooks/notice poster). WCHG have informed all the residents in their high rise residential buildings, via a newsletter, of the action they should take on discovering a fire or on hearing the emergency alert system when activated by the Fire and Rescue Service.</p>

## Fire Emergency Plan FLATS

### STAY PUT POLICY

#### **GENERAL ADVICE TO RESIDENTS**

This building has been built in such a way as to protect the people in it if a fire breaks out.

The important thing to remember is that if the fire starts in your home, it is up to you to make sure that you can get out of it.

#### **AT ALL TIMES**

- Make sure that the smoke alarms in your flat are tested.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. If this is not possible, only use a convector heater in your hall or corridor. Do not use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

#### **IF A FIRE BREAKS OUT IN YOUR FLAT**

If you are in the room where the fire is, leave straightaway, together with anybody else, then close the door.

- Do not stay behind to try to put the fire out, unless you have received suitable training.
- Tell everybody else in your flat about the fire and get everybody to leave.
- Close the front door and leave the building.
- CALL THE FIRE SERVICE.

#### **IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING**

- It will usually be safe for you to stay in your own home.
- You must leave your home if smoke or heat affects it OR you are instructed to do so by the Fire Service. Close all doors and windows.

#### **CALLING THE FIRE SERVICE**

The Fire Service should always be called to a fire, even if it only seems to be a small fire. This should be done straight away.

The way to call the fire service is by telephone as follows.

- 1) Dial 999.
- 2) When the operator answers give the telephone number you are ringing from and ask for the FIRE service.

When you are put through to the fire service, tell them clearly where the fire is:

**Bagnall Court, Greenway, Manchester, M22 4LT**

Do not hang up until the fire service have repeated the address to you and you are sure they have got it right. The fire service cannot help if they do not have the address

**THE ABOVE PROCEDURE SHOULD BE COMMUNICATED TO EACH RESIDENT.**

## 17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Priority 1 (P1)	A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short – from immediate up to one month
Examples include:	Blocked or locked fire exits, serious breaches of required fire resistance, ineffective fire doors, insufficient or complete failure of emergency lighting or fire alarm systems.
Priority 2 (P2)	A lesser breach of the Fire Safety Order which if not resolved would present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given, such as two months or longer.
Examples include:	Firefighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.
Priority 3 (P3)	Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. Also includes provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order. Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level.
Examples include:	Logbooks not completed or up to date, fire extinguishers not wall mounted.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each significant finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises is given an overall risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:	
<b>Hazard:</b>	An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.
<b>Risk:</b>	A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.
<b>Harm:</b>	Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.
<p>To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity.</p> <p>The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm.</p> <p>The level of fire risk is then quantified as <b>negligible, tolerable, moderate, substantial or intolerable</b>. The subjective risk rating is calculated and the risk level determined within the following parameters:</p>	
<b>Negligible Risk</b>	Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is negligible, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A reassessment should take place on the review date.
<b>Tolerable Risk</b>	Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required, with a reassessment being conducted at the review stage.
<b>Moderate Risk</b>	The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A reassessment should be made once the control measures have been put in place.
<b>Substantial Risk</b>	Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
<b>Intolerable Risk</b>	Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a tolerable level. If this cannot be achieved, then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Reassessment is required following implementation of the immediate or interim control measures.

The Probability of Fire depends on the number and nature of ignition sources, the extent of and any fire prevention measures and the nature and actions of the occupants. The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the significant findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

### FIRE RISK RATING MATRIX

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

## 18.0 Summary of Findings

FRARef	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Contractor Completed
9.1	A piece of board has been used to replace the damaged redundant hatch door into the lift motor room which is located above the false ceiling on the top floor.	WCHG should confirm that the piece of board is fire resisting and that it is fixed and sealed in place using suitable materials or the board should be replaced and fixed and sealed in place using suitable materials that will provide a fire resistance equal to that of the structure where it is to be used in accordance with BS 476.	P1	Moderate			
9.1-9.3	Composite fire doors are installed which may not meet current certified test evidence to BS 476-22.	WCHG should reference the manufacturer's test evidence/certification and documentation for existing and proposed fire doorsets. See full recommendation.	P3 - previously identified	Moderate	Kevin Rosevere		
9.2-9.3	A small number of fire doors were found to be defective.	All the defective fire doors should be repaired or replaced.	P1	Moderate			
9.5	Fire stopping has not been carried out in a fourth floor riser cupboard and in the wall between the two lift motor rooms.	Fire stopping should be carried out in the areas highlighted.	P1	Moderate			
9.13	It was not possible to determine the material that the vertical panels that form the balustrade of the balconies are made from.	If the material cannot be identified or is found to be combustible then the panels should be replaced with panels that are non-combustible.	P1 - previously identified	Moderate	Rob McDougall		
9.13	The premises have an unknown external wall system and window panels on the external walls, the EN classification, material specification, insulation and fixing method is unknown.	It is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding and the window panels fitted to this building. See Commentary 9.13.	P1	Moderate			
13.0	It was noted that some signage had been removed, probably whilst decorating was being carried out.	WCHG should arrange for all missing signage to be replaced as soon as possible.	P1	Moderate			
13.0	Wayfinding signage has been included in a revision to Building Regulations Approved Document B which will come into force in November 2020.	Where necessary, signage should be replaced to comply with the latest requirements of the Building Regulations Approved Document B.	P2	Moderate			

## 19.0 Recommendations

FRARef	Observation	Recommended Action	Risk Rating	Contractor Completed
THERE WERE NO RECOMMENDATIONS				

## 20.0 Commentaries

FRARef	Observation	Recommended Action	Risk Rating	Contractor Completed
THERE WERE NO COMMENTARIES.				