



TOTAL FIRE GROUP LTD

Fire Risk Assessment Review

Conducted at:

Village 135
3 Hollyhedge Court Road
Wythenshawe
Manchester
M22 4GW



08 February 2020



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TERMS AND CONDITIONS OF BUSINESS

Village 135, 3 Hollyhedge Court Road, Wythenshawe, Manchester, M22 4GW

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 **Saturday, 8 February 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 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:

Village 135, 3 Hollyhedge Court Road, Wythenshawe, Manchester, M22 4GW

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1.0 Fire Risk Assessment Details

Responsible person(s):

Wythenshawe Community Housing Group as owner and as having control in the premises.

Person(s) consulted and landline contact number:

Ms Amanda Seals, Senior Manager.

Date fire risk assessment was conducted:

Saturday, 8 February 2020

Time:

09.30

Date of last FRA or FRA Review (if known)

05 Sep 2019

Suggested date for next review:

February 2021

Fire risk assessment limitations:

A Type 3 common parts and flats (Non-Destructive) Fire Risk Assessment Review (using the latest MHCLG, NFCC guidance and the document Fire Safety in Purpose Built Blocks of Flats) has been completed with access available to flat(s) Guest bedroom in Block C only. A significant number of apartments have been previously accessed. Due to the vulnerabilities and disability of some of the residents along with the care support provided, the guidance "Fire Safety in Specialised Housing" is also considered.

The risk of external fire spread is considered as part of this fire risk assessment review taking into account the height, materials, vulnerability of residents, location of escape routes, and the complexity of the building. The explicit remediation advice provided in the MHCLG advice note (Jan 2020) is used in support of the fire risk assessment findings and remedial actions as required in the buildings below 18m due to a risk to the health and safety of residents who may require substantial evacuation assistance. This is in addition to the requirements of the Building Regulations at the time of completion.

Previously, a sample of suspended ceiling tiles and access hatches was lifted to carry out a head and shoulders inspection of the ceiling voids and it was confirmed that there has been no changes and work carried out that may affect the fire-resisting compartmentation and internal structure of the buildings.

The building is relatively new with handover taking place in April 2017; substantial passive fire protection work has been

carried out following previous recommendations and this fire risk assessment is not a full building compliance check to ensure compliance with the Building Regulations. Where areas have been identified that appear not to comply with Approved Document B, these have been highlighted within the report.

A large sample of locked service risers in each block was previously accessed however, not all services or penetrations traversing fire resisting compartments were 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.

Compliance issues regarding the fire-resisting qualities of components used in the external cladding systems have been raised and a Tenos report regarding initial observations on matters of compliance of external cladding with Building Regulations was provided which is considered in this fire risk assessment review.

This fire risk assessment review forms part of the ongoing fire safety management of the building and should be read in conjunction with the fire risk assessment 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:

Hub - 2 storeys with roof garden.

Block A, Redwood is 5 storeys approximately 12.9 m top floor height.

Block B, Cedar is 8 storeys approximately 22.5 m top floor height.

Block C, Hawthorn is 6 storeys approximately 16.1 m top floor height.

Block D, Oak is 4 storeys approximately 9.7 m top floor height.

2.2 Approximate building footprint:

The overall site covers approximately 3500m²

2.3 Details of Construction and Premises:

Village 135 is extra care sheltered residential development consisting of two sites on either side of Hollyhedge Road, Wythenshawe, joined by a footbridge at the second-floor level. The development consists of four blocks of accommodation and a community Hub between the two sites.

At the center of the development is a double-height ground floor communal Hub and roof garden linking two apartment blocks, A (Redwood) and B (Cedar). Block A consists of 31 apartments over five storeys and Block B with 50 apartments over eight storeys, with the ground floor containing plant rooms, landlords service areas, and two guest apartments.

The linked site on the opposite side of Hollyhedge Road consists of two blocks, C (Hawthorn) and D (Oak) with C comprising 38 apartments over six storeys and block D with 16 apartments over four storeys.

The Hub is accessed by residents from neighbouring apartment blocks and members of the local community via the main entrance; it includes seating areas where light refreshments and meals can be served, community groups can meet and small events take place. A hair and beauty salon is located at one end of the Hub. Access by residents into the apartment blocks is controlled by access keys/fobs. The roof garden and other communal spaces are for residents' access only.

Residents are housed in apartments incorporating their own cooking and sanitary facilities and have been designed specifically for persons who might require assistance, e.g. elderly people and where some form of assistance by 24 hours on-site care staff is available. The original "stay put" fire strategy was revoked and changed to simultaneous evacuation on a block by block basis as an interim measure due to non-compliant cladding systems with the fire alarms and staff procedures configured accordingly.

Surrounded by gardens and lawns to the side and rear of each site is a car park. The buildings are fitted with comprehensive automatic fire detection and emergency lighting systems together with manual and automatic smoke ventilation systems and electronic door control and release devices.

The apartments previously accessed are all similar in layout with FD30s entrance doors on free swing automatic self-closing devices linked to the fire alarm. A heat detector is linked to the common system and provided in the hallway. Doors leading to habitable rooms are free swing FD20/30 fire doors and each flat is provided with a self-contained interlinked BS 5839 Pt. 6 smoke and heat alarms which are linked to the care call system and monitored 24 hours a day. Extract vents are provided in the bathrooms and kitchens which connect directly to the atmosphere without traversing compartment walls/floors. The as-built plans indicate the layout of all flats is similar and it can be reasonably assumed the construction standard of 60 minutes fire resistance has been implemented due to recent passive fire surveys and remedial work by independent specialists.

The guest bedrooms have no cooking facilities with bathroom only provided.

2.4 Occupancy/Purpose Groups

The premises are classed as Purpose Group 2b Residential (other) as defined by Building Regulations Approved Document B 2006 Table D1.

2.5 Approximate maximum number of persons:

282.

2.6 Approximate maximum number of employees at any one time:

12 consisting of up to 6 care staff and 6 WCHG staff. At night a minimum of 3 care and 1 WCHG staff are present.

2.7 Maximum number of members of the public:

270 residents based on two per flat which is highly unlikely. Also resident's visitors.

2.8 Occupants at Special Risk:

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <i>Sleeping occupants</i> | |
| Persons familiar with the premises | Yes |
| Persons unfamiliar with the premises | Yes |
| <i>Occupants with disabilities</i> | |
| Mobility-impaired | Yes |
| Hearing-impaired | Yes |
| Learning difficulties | Yes |
| Occupants in remote areas | No |
| Others | No |
| Comments | |
| <p>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 is undertaken on taking up residence and regularly reviewed. Residents are encouraged to have a health and wellbeing check carried out by Greater Manchester Fire and Rescue community support staff.</p> <p>Regular talks are provided for the residents which cover all aspects of the emergency procedures.</p> <p>There are four guest apartments located on the ground floor, two in Cedar and two in Hawthorn. Each has a fire procedure posted within the apartment on the action to take on hearing the fire alarm. Permission is required to book the guest apartment and any person with a significant disability is likely to be identified and any relevant PEEP produced.</p> <p>The latest MHCLG guidance for residential buildings below 18m highlights the risk of external fire spread should be considered to take into account the vulnerability of residents, Remedial actions may be required in buildings below 18m previously considered compliant under the Building Regulations where there is a risk to the health and safety of residents, see significant finding 9.13.</p> | |

2.9 Fire Loss Experience

None.

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.

There are a number of significant findings with an individual moderate risk rating and the overall risk to life is considered 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: Moderate

The recent information regarding the exterior cladding means a fire may spread further affecting more of the property and the overall risk to the property is considered moderate. A substantial amount of remedial fire stopping and fire door upgrade work has taken place since initial construction and resolving the issue with the cladding will reduce the overall risk to the property to tolerable.

Risk to Business Continuity: Tolerable

A business continuity plan is in place.


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

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

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

| Ref | SIGNIFICANT FINDINGS |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | None. |
| Ref | RECOMMENDATIONS |
| | None. |
| Ref | COMMENTARY |
| 4.0 | Residents identified as using medical oxygen within their apartment have a warning sign placed on entry to the apartment.  |
| 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. |
| 4.8-4.10 | The refuse bins are stored at the ground floor level internally with secure door external doors. |

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)) | Yes |
| 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? | Yes |
| 5.4 | Is all furniture in a good condition i.e. free from tears in covers, burns or discolouring from heat? | Yes |

5.0 Interior Furnishings: Finding(s)

| Ref | SIGNIFICANT FINDINGS |
|-----|----------------------|
| | None. |

| Ref | RECOMMENDATIONS |
|-----|-----------------|
| | None. |

| Ref | COMMENTARY |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.1 | <p>All soft furnishings in the common areas are relatively new and a sample of labels was observed indicating the furniture to be fire retardant.</p> <p>Upholstered chairs and occasional tables are located in lift lobbies which are separated from the protected escape corridors by self-closing fire-resisting doors and alternative exit routes are provided. There is no furniture in the corridors where direct access into apartments is provided.</p> |

6.0 Heating and Electrical Appliances

| | | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 6.1 | Are portable or fixed heaters used? | Yes |
| 6.2 | Are all heaters fitted with suitable guards and located in positions away from combustible materials? | Yes |
| 6.3 | Are all heaters free from naked flames? | Yes |
| 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? | Yes |
| 6.18 | Are filters changed and ductwork cleaned regularly? | Yes |
| 6.19 | Are suitable extinguishing appliances available? | Yes |
| 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? | N/A |

6.0 Heating and Electrical Appliances: Finding(s)

| Ref | SIGNIFICANT FINDINGS |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | None. |
| Ref | RECOMMENDATIONS |
| | None. |
| Ref | COMMENTARY |
| 6.1 | The building is provided with biomass heated hot water central heating. |
| 6.5 | Portable electric appliances in the Hub and communal rooms have been tested in April 2019. |
| 6.5 | The mobility scooter chargers in both scooter storerooms have labels indicating they are subject to a periodic PAT test as previously recommended. |
| 6.6 | The main electrical installation will be due for re-test in 2021 and the residential apartments in 2026. |
| 6.7 | There is a policy in place preventing the use of personal portable electrical equipment within the common areas. One piece of equipment authorised for use (karaoke machine) has undergone a PAT test. |
| 6.10-6.11 | It is assumed appliances are fitted with the correct fuses as they are relatively new. The site manager is available to deal with any localised failure of portable equipment. |
| 6.18 | Kitchen staff previously confirmed the kitchen filters are regularly removed and cleaned. |
| 6.20 | The automatic opening ventilators for smoke control are serviced and tested by a specialist with records held by WCHG facilities department and were not observed by our consultant. See significant finding 8.5. |
| 6.21 | Lightning protection systems are serviced periodically. Records are held electronically on internal systems. |

7.0 Persons at Risk Audit

| | | |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 7.1 | 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 |
| 7.2 | Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities | No |
| 7.3 | Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable? | Yes |
| 7.4 | Have all disabled staff members been consulted and where agreed PEEPs. been prepared? | N/A |
| 7.5 | Have standard PEEPs. been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises? | Yes |
| 7.6 | Are disabled refuges provided? | Yes |
| 7.7 | Are members of staff trained in the evacuation of disabled or mobility impaired persons? | Yes |
| 7.8 | Are fire evacuation drills conducted at least annually, taking into account all employees, shift and casual workers, visitors and contractors where appropriate? | Yes |
| 7.9 | Are the results recorded? (People involved, time taken, learning outcomes). | Yes |
| 7.10 | Is the access of relevant persons controlled at all times? i.e. are public, visitors & contractors required to sign in? | Yes |
| 7.11 | 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 |
| 7.12 | Are notices in place to inform of restricted access areas? | Yes |
| 7.13 | Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency? | N/A |
| 7.14 | Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.). | Yes |

7.0 Persons at Risk Audit: Finding(s)

| Ref | SIGNIFICANT FINDINGS |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | None. |
| Ref | RECOMMENDATIONS |
| | None. |
| Ref | COMMENTARY |
| 7.2 | From the original fire strategy report, the occupancy of the communal Hub space is based on a floor space factor of 1.5 m ² per person. However the initial proposal for the kitchen serving this area is designed for up to 100 persons. Based on the floor space and the 1.5 m ² per person, the Hub is considered to safely accommodate up to 280 persons depending on furniture layout. All normal and emergency exits should remain clear of obstructions for their full width. |
| 7.5 | Residents are constantly monitored by staff and undergo a well-being check when necessary and at periodic intervals. During the well-being check any issues regarding the mobility or capacity to respond to the emergency procedures are assessed and PEEPs formulated where necessary. In identifying any vulnerable persons in case of fire, a Person Centred Fire Risk Assessment is carried out and risk reduction measures implemented where necessary. Prior to this fire risk assessment review, a review all PEEPs has been made and updated. Further to the findings regarding the external cladding systems, staff have in the last 2 weeks engaged with all residents to explain the reasons for the scaffolding and confirmed the fire evacuation procedures. To reduce the risk of an outbreak of fire further, all personal electrical equipment has been subject to a PAT and all residents advised not to smoke in their apartment. |
| 7.6-7.7 | A number of "Evacuation chairs" have been provided and strategically placed in escape stairs where disabled refuges are located. The location of the nearest two evacuation chairs is displayed by the communications point in each disabled refuge not provided with an evacuation chair as previously recommended. Evacuation chair training for staff has been arranged and is due to take place by way of refresher training by an external provider. |
| 7.8-7.9 | It was confirmed fire drills for staff are carried out and recorded. Records of fire drills were not observed by our consultant on this occasion. |
| 7.10-7.11 | Public, visitors and contractors are required to sign in. |
| 7.12 | Restricted areas are kept locked. |
| 7.14 | Two guest rooms are provided on each of the ground floors of blocks B and C. |

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? | Yes |
| 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 |
| Electronic Door Release Devices | | |
| 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 | |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--|
| Observation | | | |
| 8.5 | The latest industry guidance has identified issues with electromagnetic holding devices for smoke vents which can have an unpredictable performance leading to failure under fire conditions. Such failure can occur due to a loss of power to the devices, or through the magnetic fields of the devices being weakened as temperatures in and around the smoke shaft increase. Such a failure during a fire is likely to render the escape route untenable placing relevant persons at risk of harm. | | |
| Recommended Actions | | | |
| 8.5 | <p>The competent persons responsible for testing and maintaining the smoke ventilation system should be consulted to confirm the method of operation with regard to the use of electromagnetic holding devices as part of any smoke ventilation shaft installation. Where installed, the system should be reviewed with consideration being given to replacing these devices with a more robust form of vent actuator.</p> <p>Where a repair cannot be carried out immediately, a review of the fire risk assessment should be carried out to determine whether mitigation measures should be put in place. The local Fire and Rescue Service should also be informed and consulted on the planned mitigation measures.</p> | | |
| Ref | | RECOMMENDATIONS | |
| Observation | | | |
| 8.5 | <p>The windows at the end of most of the corridors have drapes hanging as a decorative feature. Observed at the time of this fire risk assessment review, a couple were partially closed. The windows are Automatic Opening Smoke vents (AOV) and any drapes not held back in the open position are likely to interfere with the smoke ventilation in the event of a fire.</p> <p>The smoke control facilities include AOVs in corridors and staircases. In corridors with no external wall the AOVs open into smoke shafts. In the case of an automatically opening system that relies on a smoke shaft, if smoke is detected, the door/damper to the smoke shaft on that floor should open together with the vent at the top of the shaft. This creates a chimney effect, allowing the smoke to vent to open air. All other vents opening into the smoke shaft should remain closed in order to maintain the fire separation in the building, prevent smoke spreading to other floors and avoid reducing the rate at which smoke is being vented from the affected floor.</p> <p>Smoke Control Systems play an important role in protecting escape routes in residential buildings in the event of fire. The primary objective being to protect the staircase enclosure, but the system may also provide some protection to the adjacent corridor.</p> | | |
| Recommended Actions | | | |
| 8.5 | <p>The means of escape checks should include observation of the drapes to ensure they remain in the tied back position. The drapes should not be closed at night as this is likely to obstruct smoke venting via the AOV.</p> <p>Also due to the issues with the cladding system the smoke control system testing should be up to date and fully functioning. Where necessary the smoke control testing engineers should be consulted regarding any doubts with the system.</p> | | |
| Ref | | COMMENTARY | |
| 8.5 | The roof garden was observed to be unlocked and keys are provided on hooks by each entrance door. The procedure when opening the garden is to unlock both doors of the garden to provide alternative exits. Albeit not essential as there is a substantial distance between the escape routes within the open air and any fire is highly unlikely to present a significant risk to persons on the roof garden. The correct keys were observed, as with the last review, to be in position by each door. | | |
| 8.5 | Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to provide a suitable system of maintenance for any facilities, equipment and devices so that they are maintained in good working order. | | |
| 8.6 | The corridors and escape routes were observed free from obstructions and unauthorised combustible materials, and a very high standard of housekeeping is being maintained. | | |
| 8.11 | A weekly means of escape check is carried out and recorded. Domestic and maintenance staff are moving around the common areas throughout each day and any issues are dealt with immediately. | | |

9.0 The Confinement of Fire

| | | |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 9.1 | Are all escape routes and compartments protected by fire resistant walls and doors where required? | Yes |
| 9.2 | Are all fire doors self-closing, kept locked shut where appropriate and in good condition? | No |
| 9.3 | Are all fire doors fitted with smoke seals and intumescent strips where required? | No |
| 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? | Yes |
| 9.7 | Were the requirements of the Building Regulations followed and a completion certificate issued? | No |
| 9.8 | Are all ducts fitted with effective fire dampers where required? | Yes |
| 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? | Yes |
| 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 |
| Automatic Hold Open Devices | | |
| 9.16 | Are any fire doors fitted with automatic door release devices? | Yes |
| 9.17 | Are the devices fitted to any critical doors? e.g. onto stairs in a single staircase building | No |
| 9.18 | Is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?) | Yes |
| 9.19 | Are all non-self-contained devices linked to the fire alarm system and released on actuation? | Yes |
| 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) | Yes |
| 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? | Yes |

9.0 The Confinement of Fire: Finding(s)

| Ref | SIGNIFICANT FINDINGS |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Observation |
| 9.2 | <p>The following fire door defects are identified for remedial action:</p> <ul style="list-style-type: none"> Block C Hawthorn refuse room inner lobby door not closing fully. Block B Cedar refuse room inner door wedged open, the outer door not closing fully. <p>Fire doors that do not close on activation of the fire alarm may allow smoke to spread throughout the escape route placing relevant persons at risk of harm.</p> |
| | Recommended Actions |
| 9.2 | Arrange for the doors identified to be adjusted/repaired. |
| | Observation |
| 9.13 | <p>Following guidance from the Ministry of Housing Communities and Local Government (MHCLG), investigations into the external cladding system have begun. An analysis of the materials used with regard to their combustibility and flame-retardant properties along with specific installation and positioning has been carried out by Tenos Fire Safety Engineers who have recommended further investigations to be carried out by the specialist contractors on the following:</p> <ul style="list-style-type: none"> Zinc cladding HPL Prodema cladding Spandrel panels External wall insulation materials Cavity barriers and fire-stopping <p>Blocks A & B are treated as a single building under the Building Regulations and should conform fully to the recommendations for residential buildings with a top floor over 18m in height. Blocks C & D top floors are less than 18m in height and parts of the external cladding system may have conformed to the recommendations. However, the latest MHCLG guidance recommends the risk of external fire spread should be considered for all residential buildings regardless of top floor height.</p> <p>Whilst many of the provisions in the Approved Document B (ADB) for means of escape from flats with a top storey below 18m are applicable to sheltered housing, the nature of the occupancy may necessitate some additional fire protection measures as to those recommended in ADB. This is reiterated in the MHCLG guidance where combustible materials prohibited in buildings over 18m are deemed suitable in low rise buildings and still present a risk to residents who may require substantial assistance to evacuate in the event of a fire. Therefore, because it has been confirmed that some residents in Blocks C or D require substantial assistance to escape, a similar standard of materials used in remediating the external wall cladding system should be specified for Blocks C & D to that of Blocks A & B.</p> <p>The current investigations by specialist contractors are likely to determine the remedial measures required. Because of the current potential for external fire spread a "stay put" strategy may expose residents to increased risk of harm from a fire. The previously recommended and instigated interim measure of whole block full evacuation on 2nd knock/confirmation of fire is considered a suitable interim measure to reduce the risk of harm to all relevant persons.</p> |
| | Recommended Actions |
| 9.13 | On completion of the investigations by specialist cladding contractors, any recommendations should be fully implemented. It is likely the same cladding system materials are used on Blocks C & D as those on A & B and should WCHG require the "stay put" fire strategy to be implemented on completion of the remedial measures it is recommended Blocks C & D are examined and included in the remedial measures recommended for Blocks A & B. |
| | Observation |
| 9.14 | <p>The following areas were identified as having unauthorised combustible storage that increases the fire hazard:</p> <ul style="list-style-type: none"> The lobby leading to the Block B refuse room. (Photo 1) The electrical switch room in Block B Cedar. The water pump room in Block C Hawthorn. (Photo 2) <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>1.</p> </div> <div style="text-align: center;">  <p>2.</p> </div> </div> |
| | Recommended Actions |
| 9.14 | Arrange for the items to be removed, the doors kept locked, and a regular check made to ensure the areas remain clear of stored items. |
| | Observation |
| 9.14 | The car park adjacent to Block B has cars in close proximity to the facade which contains combustible insulation and may also not be provided with suitable cavity barriers to prevent the unseen spread of fire on the exterior of the building. An outbreak of fire in a car parked within approximately 6m of the facade comprising cladding with combustible insulation may spread to the building placing relevant persons at risk of harm. |
| | Recommended Actions |
| 9.14 | As an interim measure vehicles should be prevented from parking within approximately 6m of any facade containing cladding with combustible insulation, or combustible cladding. |

| Ref | RECOMMENDATIONS |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Observation |
| 9.2 | The threshold gap at the base of the entrance door to apartment 117 is in excess of 15mm. No access was made by our consultant however a thick pile carpet is fitted on the inside of the apartment which appears to be in contact with the bottom of the door and may restrict the spread of smoke in the event of a fire. The door was not confirmed to self close effectively. |
| | Recommended Actions |
| 9.2 | At the next weekly fire alarm test, the door to apartment 117 should be in the open position with the automatic self closer in the free swing mode. A check should be made that the door closes freely against the rebate on activation of the fire alarm. Where necessary any findings reported should be remedied as a matter of priority. |
| | Observation |
| 9.3 | The cross corridor door on the 4th floor in Hawthorn has a loose combined strip and seal at the meeting edge of the double doors. |
| | Recommended Actions |
| 9.3 | Arrange for the combined strip and seal to be firmly fixed into the rebate. |

| Ref | COMMENTARY |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.0 | Previously identified, a significant number of fire doors had excessive threshold gaps which have been rectified in a number of ways. A timber strip added to the base of the door, a threshold floor plate or timber strip (on locked cupboards) fixed to the floor covering or a mechanical "drop-down" threshold seal has been fitted according to the size of the gap found. |
| 9.2 | Apartment 124 in Oak, the entrance door is left in the open position to allow easy access and egress for the disabled resident. This is considered suitable because the door is controlled by a free-swing self-closing device and on activation of the automatic fire warning system the door will automatically close. Should the occupant require assistance, the procedure is for care staff to respond and assist without taking personal risk. |
| 9.2 | Article 14 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure that emergency routes and exits can be used as quickly and safely as possible. |
| 9.2 | <p>Fire door checks are currently carried out on a periodic basis. It is important that a doorsets' fire resistance performance is measured and is routinely and professionally assessed; recently released recommendations from the Grenfell Phase 1 inquiry recommends inspecting self-closers every 3 months. This is considered onerous based on the occupant profile and the level of day to day management and interaction with the residents and should be done as part of at least a six monthly programme of planned preventive maintenance. These inspections are aimed at identifying defects such as:</p> <ul style="list-style-type: none"> • missing or ineffective self-closing devices and door seals (defective or missing self-closing devices should be replaced as a high priority) • damaged doors or frames or incorrect repairs • removal of locks/fittings without suitable repairs to the integrity of the doors • poorly fitting doors caused by distortion or shrinkage, or because of wear and tear • newly fitted, but inappropriate, door furniture • doors that have been replaced using non-fire-resisting types. <p>Flat entrance doors should be included in this programme. Where leasehold flats are involved, this will only be possible if there is the legal right of access, by means of a condition within the lease to carry this out. It is recommended that any new leases include such a condition.</p> <p>Other opportunities, such as when flats become vacant or change tenancy, should be used to inspect the condition of compartmentation and to undertake fire safety improvements where necessary.</p> <p>Where defects are reported, it is important that action is taken within an appropriate timescale and that they are not simply left to the next inspection.</p> <p>Further advice on routine inspection and maintenance of fire-resisting doors can be found in BS 8214 and LGA guidance Fire Safety in Purpose Built Flats section 82. https://www.local.gov.uk/fire-safety-purpose-built-flats</p> |
| 9.7 | A report by Tenos on matters of compliance of external cladding with Building Regulations has been produced and following recommendations, contractors are in the process of opening up areas of the façade to check material combinations and presence of cavity breaks etc against as-built details. Observations so far have revealed deficiencies and issues with foam insulation and HPL cladding combinations, spandrel panelling and missing or defective cavity breaks. Interim measures have been verbally suggested and implemented and are further documented in this fire risk assessment review. When the full extent is known remedial measures are to be taken to ensure compliance with current Building Regulations approved guidance. |
| 9.13 | <p>MHCLG guidance</p> <p>Although the Expert Panel's advice does not explicitly cover all types of external wall systems for residential buildings below 18m, the risk of external fire spread should be considered as part of the fire risk assessment for these buildings. The expert panel recommends the fire risk assessment should take into account a number of factors other than height and material type, including the vulnerability of residents, location of escape routes, and the complexity of the building.</p> <p>Whilst materials used on residential buildings with a top storey below 18m may be deemed to comply, the original design fire strategy indicated a "Stay Put" strategy was to be the basis for the building design. The latest findings regarding the cladding systems used indicated that there is a likelihood that the external wall may assist in fire spread that is likely to affect more than one apartment. The "Stay Put" strategy is predicated on the assumption that an outbreak of fire in an apartment should be contained and other neighbouring residents are safe to remain in their apartments. This is now less likely due to the cladding system employed. (The current building evacuation procedure on 2nd knock mitigates against external fire spread ensuring persons are warned of fire and need to evacuate at the earliest opportunity) Therefore a stay put strategy is no longer valid. Remedial actions may be required in buildings below 18m formerly deemed to comply where there is a risk to the health and safety of residents. With regard to the current interim simultaneous evacuation procedure, the following is assessed:</p> <ul style="list-style-type: none"> • vulnerability of residents- there is a range of abilities amongst the residents from those who are fit and able to self-evacuate to ones who need substantial assistance from staff. • location of escape routes- these are relatively simple and straightforward with stairs provided with disabled refuge points and communications systems. A fire spreading externally is unlikely to affect more than one exit staircase in the early stages of a fire and prior to the arrival of the F&RS. A fire is unlikely to spread internally due to the compartmentation. • The complexity of the building- the layout of the common escape routes from apartment entrance doors provide for two directions of escape with several intermediate areas of relative safety to allow for extended evacuation times. <p>Village 135 is unlike a high rise residential tower block in that staff are present 24 hours a day. A comprehensive fire detection and warning system linked to staff handsets and an off-site alarm receiving centre (ARC) is installed throughout which provides an immediate indication for staff to respond in accordance with the latest fire strategy.</p> |
| 9.13-9.14 | 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. |

| | |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.14 | <p>The bin compound to the apartments is a secure area. All waste sites are regularly cleared with lockable bin stores used. All waste is collected on a weekly basis.</p> <p>The area is monitored with CCTV and weekly inspections undertaken by the Site Officer.</p> |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

10.0 Fire Alarm System

FIRE SAFETY PROVISIONS

| | | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 10.1 | Is the premises provided with a fire alarm system? | Yes |
| 10.2 | Is it possible to define the alarm system category? (L1- L5 etc.) | Yes |
| 10.3 | Is the fire alarm or category suitable for the risk and premises type? | Yes |
| 10.4 | 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. | Yes |
| 10.5 | Are sufficient fire alarm call points and detectors provided? | Yes |
| 10.6 | Can the alarm be raised without placing anyone at risk? | Yes |
| 10.7 | Are all call points visible, unobstructed? | Yes |
| 10.8 | 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. | Yes |
| 10.9 | Where required does the system have a voice alarm? i.e. large places of assembly | N/A |
| 10.10 | Can the alarm be heard throughout all areas of the premises? | Not Known |
| 10.11 | Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes | Yes |
| 10.12 | Is the alarm system under a regular maintenance programme by a qualified fire alarm engineer? | Yes |
| 10.13 | Are there systems in place to ensure the system is tested weekly from a different call point? | Yes |
| 10.14 | Are all fire alarm tests, faults and maintenance schedules recorded? | Yes |

10.0 Fire Alarm System: Finding(s)

| Ref | SIGNIFICANT FINDINGS |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Observation |
| 10.10 | <p>The common fire alarm sounders do not extend inside the apartments (this would not of been a requirement of the system under a stay put strategy). A heat detector is installed in each apartment hallway but there is no sounder device. For a simultaneous evacuation strategy to be effective a sound level of at least 75db(A) should be achieved at the bed head with the doors closed and this is unlikely to be achieved from the corridor sounders, although some residents are reported to come out of their apartments on past activations. Due to the discovery of non-compliant external cladding systems persons may be at risk of harm if they are delayed due to inadequate fire warning.</p> |
| | Recommended Actions |
| 10.10 | <p>Confirm with the fire alarm engineer that the required audibility can be achieved at the bedhead (75dbA) of all the apartments when the full evacuation signal is transmitted throughout the block. Where necessary additional sounder devices should be installed to achieve the recommended sound level.</p> <p>As an interim measure, the existing staff should, on confirmation of a fire, alert residents to commence evacuation of the affected block. Priority should be given first to the affected floor level progressing to the floor above until all floors above have been evacuated. The remaining lower floors should be evacuated. This may be achieved by banging on doors, the use of portable air horns, calling up residents on the Dect phone or a combination of the above. One member of staff should remain at the fire panel to meet and inform the fire service on arrival.</p> <p>On activation of a smoke detector in an apartment and notification to staff on the Dect phones, the person in charge at the fire alarm panel should remain in contact with investigating staff to confirm the cause ASAP. Should communication be lost before confirmation of cause, the full alarm is to be activated and the fire service called no longer than 5 minutes from first activation. The Fire and Rescue Service should be summoned without delay on one of the following events:</p> <ul style="list-style-type: none"> • On confirmation of a fire via the social alarm communication system, or • No response from the resident via the social alarm communication system, or • Activation of a manual fire alarm call point, or • Activation of an automatic heat/multi-sensor detector in the entrance hall of an apartment which is connected to the building's common (BS 5839 Part 1) fire alarm system. • Loss of communication between staff member in charge and investigating staff. |
| Ref | RECOMMENDATIONS |
| | Observation |
| 10.6 | <p>Currently when the automatic fire detection and warning system operates in full evacuation mode (double knock) from an apartment in either Block A or B, both A & B blocks and the Hub are fully evacuated. This is considered onerous and causes disruption and anxiety for some of the residents.</p> <p>It is also considered unnecessary due to the fire resisting construction and the proximity of the blocks to one another. The closest point between Block A & B is approximately 20m. The layers of fire resisting construction between Block A & B together with the open space of the Hub acts as a delay to any potential early fire spread.</p> <p>An outbreak of fire in an apartment in Block A is highly unlikely to spread to Block B before substantial F&RS resources are on the scene; the same can be said in the opposite direction from Block B.</p> <p>For a fire in the Hub or one of the rooms connected to the Hub then the fire warning system would be activated in both A & B. The fire alarm panel has the facility to manually initiate a full evacuation alert in either block and staff have been trained how to do this should the need arise prior to the arrival of the F&RS.</p> <p>Full evacuation must be supported by a suitable number of trained staff where residents are identified as requiring assistance. This has been confirmed during recent telephone calls and during this fire risk assessment review with Ms Amanda Seals.</p> |
| | Recommended Actions |
| 10.6 | <p>The automatic fire detection and warning system cause and effect should be updated and fully documented to provide a clear understanding of the operating capabilities and procedure.</p> <p>HVAC plant should be confirmed to shut down in the block on detection of fire/smoke.</p> <p>To avoid unnecessary disruption and anxiety amongst residents it is recommended that:</p> <ul style="list-style-type: none"> • on activation of the full alarm in Block A, the evacuation sounders in A and the Hub sound only. • on activation of the full alarm in Block B, the evacuation sounders in B and the Hub sound only. • activation in the Hub, the evacuation sounders in A & B + Hub should sound. (as existing) • on activation of the full alarm in Block C, the evacuation sounders in C & D sound and the fire panel in the Hub provides an audible warning. (as existing) • on activation of the full alarm in Block D, the evacuation sounders in C & D sound and the fire panel in the Hub provides an audible warning. (as existing) <p>It is not considered necessary in the early stages to alert both A and B on the discovery of a fire in any one apartment of A or B. Should the need arise, a full evacuation can be manually activated at the fire panel by staff or the F&RS. This procedure has previously been verbally agreed between Fire Safety Inspecting Officers from GMFRS and Ms Amanda Seals, subject to this fire risk assessment review.</p> |

| Ref | COMMENTARY |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.2 | <p>The system installed within each apartment appears to conform to BS 5839 Part 6; 2013 to at least Grade C category LD 2 standard with a heat detector located in the kitchen and a smoke alarm in the hallway of each flat. The system is linked to the "Dect" care call phones with each member of care staff carrying a receiver and call point in the reception/ office. A fully addressable BS 5839 part 1 fire detection and warning system is installed within the common areas with a linked heat detector located in the hallway of each flat. The automatic fire detection and warning system installed in the common areas sounds an alarm to initiate a simultaneous evacuation of all common areas within the block of activation.</p> |
| 10.6 | <p>The fire alarm cause and effect documentation was not observed however it is understood to include the following brief sequence of events:</p> <ul style="list-style-type: none"> • Apartment smoke activation – fire warning sounds in apartment and alert to staff via DECT phone • Staff investigate activation via phone or in person – on confirmation of fire, full block alarm initiated • Two detectors (Smoke and Heat - double knock) activate in apartment – full block alarm activated • The fire service are called on full alarm and evacuation commences, duty staff assist starting with the apartment and adjacent/above apartments where safe to do so. One member of staff awaits the arrival of the F&RS at the entrance. <p>Currently when a full block alarm is activated the fire warning sounds in:</p> <ul style="list-style-type: none"> • Blocks A, B and The Hub are treated as one block and a full alarm covers both blocks and notifies the main panel in the Hub. See recommendation 10.6. • Blocks C and D are treated as one block and a full alarm covers both blocks and notifies the main panel in the Hub. <p>It could be argued that a resident in a neighbouring apartment could be at risk if there is a delay in automatically raising a full alarm (double knock) due to the apartment heat detector located in the hallway being isolated from the room on fire by a closed internal door. This delay may allow the fire within the room to break out of the room via an open window or the window failing and ignite the external cladding system. This is assessed as unlikely as the timeline for this to happen is in parallel to staff following the laid down procedure having been notified on the initial activation of the smoke detector. If staff are unable to make contact with the resident in the affected apartment, they will immediately proceed to the apartment to investigate.</p> |
| 10.10 | <p>Article 13 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure the premises are, to the extent appropriate equipped with appropriate fire detection and alarms.</p> |
| 10.12-10.14 | <p>Fire alarm maintenance procedures are in place with regular weekly tests carried out and recorded in the fire log book. All staff take part in the fire alarm tests on a rotational basis to ensure familiarity with interpreting and operating the fire control panels and Dect phone system.</p> |

11.0 Emergency Escape Lighting

| | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 11.1 | Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m ² , toilets>8m ² . | 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? | Yes |
| 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 |
| 11.5 | Emergency lighting maintenance procedures are in place and periodic tests of the system are carried out and recorded. |

12.0 Fire Fighting Equipment, Systems & Fixed Installations

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

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

| Ref | SIGNIFICANT FINDINGS |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Observation |
| 12.5 | <p>A number of portable fire extinguishers (listed below) located in locked areas appear to have been missed on the last annual service. The date indicating the last service is recorded as 2/18 on each extinguisher. Fire equipment that is not serviced and tested as recommended may not be relied upon in time of an emergency and may place the operator at risk of harm.</p> <ul style="list-style-type: none"> Hawthorn refuse room Main electrical room on the ground floor of block B Cedar |

Recommended Actions

| | |
|------|------------------------------------------------------------------------------------------------------------|
| 12.5 | Arrange for the extinguishers listed to be serviced by a competent person and the service records updated. |
|------|------------------------------------------------------------------------------------------------------------|

| Ref | RECOMMENDATIONS |
|-----|-----------------|
| | None. |

| Ref | COMMENTARY |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.3 | Portable firefighting equipment would not be generally sited in the corridors to flats as this may pose a risk to residents leaving their flat on fire and returning with a fire extinguisher placing them at increased risk where not trained. However, the premises are staffed 24 hours a day with staff responding to any fire alarm and the availability of fire equipment is considered suitable. |
| 12.5 | Firefighting equipment is regularly serviced with the latest date of February 2019 indicated on each device which forms the basis for the annual servicing schedule. Weekly checks on the equipment are carried out by the building manager. |
| 12.5 | Article 17 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to provide a suitable system of maintenance for any facilities, equipment and devices so that they are maintained in good working order. |
| 12.10 | Dry risers are provided. |

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? | Yes |
| 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? | Yes |
| 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 |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | None. |
| Ref | RECOMMENDATIONS |
| | None. |
| Ref | COMMENTARY |
| 13.10 | The door to central store was observed to be kept locked with signs fixed as previously recommended. An electromagnetic lock has been fitted with suitable emergency override on the escape side of the door. |

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? | Yes |
| 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, 14.4 | 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, the Fire Risk Assessment should be reviewed to identify if any further risk reduction measures are necessary. |
| 14.3 | False alarms have occurred within apartments due to cooking and residents informed of the measures to reduce the occurrence of false alarms. Due to the staff investigation procedures in place there has been no escalation and the fire service has not been unnecessarily called. |
| 14.7 | The WCHG Housing Manager is the nominated person on-site responsible for ensuring the fire precautions are implemented and managed correctly on behalf of WCHG who has the overall responsibility. |
| 14.8 | The local Fire and Rescue Service have visited on a number of occasions to carry out familiarisation visits for the gathering of operational information, community visits to advise residents on home fire safety and fire protection officers have visited to advise on any requirements following the Grenfell tower block fire. |

15.0 Fire Safety Management

| | | |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 15.1 | 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 |
| 15.2 | Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness? | Yes |
| 15.3 | Do all new employees receive basic fire procedure and induction training on the date of appointment? | Yes |
| 15.4 | Are records of fire safety training kept? | Yes |
| 15.5 | 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 |
| 15.6 | Is a "permit" to work procedure in place for contractors etc.? | Yes |
| 15.7 | Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made? | N/A |
| Fire Marshals & Fire Plans | | |
| 15.8 | Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required? | Yes |
| 15.9 | Is there a list of fire marshals displayed in all locations where required? | N/A |
| 15.10 | Are systems in place to provide identification for fire marshals during an emergency where required? | N/A |
| 15.11 | Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises) | Yes |
| 15.12 | Do the premises require a fire plan in order to evacuate? | Yes |
| 15.13 | Are there clearly defined written procedures to be followed in the event of a fire in the form of an emergency plan? | Yes |
| 15.14 | Is a fire plan displayed throughout the premises where required? | Yes |
| 15.15 | Are there procedures for calling out key staff during fire related emergencies outside of normal working hours? | Yes |

15.0 Fire Safety Management: Finding(s)

| Ref | | SIGNIFICANT FINDINGS |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| | | Observation |
| 15.13 | A documented fire safety plan was not observed nor confirmed given the originally written procedure was based around a stay-put strategy; the revised procedures should be clearly documented based on the commentary 15.12-15.13 which was verbally confirmed to be currently the case. Persons may take inappropriate action in the event of a fire placing themselves and others at risk of harm. | |
| | | Recommended Actions |
| 15.13 | Where necessary it is recommended the fire safety plan is updated and clearly documented in order for any member of staff, resident, visitor or contractor to read to gain a full understanding. Relevant persons should be informed of the plan or any changes where necessary. Regular checks and fire drills ought to be carried out to ensure the plan is current and effective. | |
| Ref | | RECOMMENDATIONS |
| | | None. |
| Ref | | COMMENTARY |
| 15.1 | Competent contractors and staff are employed to maintain and manage the fire protection and fire prevention systems. | |
| 15.2-15.4 | All staff including care staff have recently received fire marshal training with a record maintained on their personal file. Records of fire marshal training were not observed. All staff and residents have recently been informed of the evacuation procedures, the reasons for and the health and safety requirements surrounding the scaffolding erected for the investigation of the cladding system. This was followed up in the previous 2 weeks with a door knock on all residents doors to ensure all have been informed. During the door knock the apartment entrance doors were checked and all portable electrical equipment in each apartment and smoke alarms are to have been tested by Friday 14th February. | |
| 15.5-15.6 | Previously confirmed, all approved contractors are provided as part of the service level agreement and are expected to have been vetted to satisfy these requirements. Any work carried out by contractors that affects the fire compartmentation for the installation of cables and pipework is carried out by approved contractors who are instructed to provide before and after photos along with the methods and materials used to fire stop any holes on completion. An example of photos on an email (Texon) of recent cabling work was observed by our consultant and appeared to be a satisfactory standard. | |
| 15.12-15.13 | The Village development is predominantly made up of sheltered accommodation apartments and is designed with a high degree of compartmentation to prevent the spread of fire. The evacuation strategy is currently a simultaneous evacuation strategy for the area/s affected with the residents of the adjacent block remaining in their apartments. A simultaneous evacuation strategy for an outbreak of fire in the common parts. See section 10.6. Additional staff has been employed to assist with the procedure with the minimum likely at night to be four in total. On activation of the fire alarm, the staff are alerted on their DECT phones with the care staff nominated to proceed to the apartment to assist/confirm fire and the reception staff to call and meet the fire service with the emergency folder keys and any relevant information about the fire or residents. Article 15 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to establish and where necessary give effect to appropriate procedures including safety drills to be followed in the event of serious and imminent danger to relevant persons and where necessary nominate a sufficient number of competent persons to aid evacuation. | |

16.0 Fire Emergency Plan

| | | |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 16.1 | 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 |
| 16.2 | If the premises operates a "stay put" policy, is this suitable? | No |
| 16.3 | 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 |
|-----|-----------------|
|-----|-----------------|

Observation

16.2 The Stay Put (stay safe) fire strategy as designed is not fit for purpose due to the materials used in the construction of the external facade. This has previously been revoked and a simultaneous strategy implemented as an interim measure.

Recommended Actions

16.2 Following the survey of the materials used in the build up of the facade all the recommendation made by the specialist contractor/ fire engineering consultants should be implemented prior to any return to a stay put fire strategy.

| Ref | COMMENTARY |
|-----|------------|
|-----|------------|

16.1 For simultaneous fire evacuation purposes, the following areas are to be considered a full evacuation zone on manual (MCP) activation or 2nd Knock (two automatic detectors).

Area of activation of MCP or double knock

Hub including salon, kitchen, offices and rooms overlooking the hub at 1st floor

Apartment in Block A

Common area in Block A including staff only areas

Apartment in Block B

Common area in Block B including staff only areas

Apartment in Block C

Apartment in Block D

Common area in Block C or D including staff only areas

Area of simultaneous full evacuation

Hub + Blocks A + B

Hub + Block A

Hub + Block A

Hub + Block B

Hub + Block B

Block C + D

Block C + D

Block C + D

Fire Emergency Plan: General

On confirming that a fire exists raise the alarm, by operating the break glass call point

Ensure the fire service is summoned by dialling 999 stating Fire at:

Village 135, 3 Hollyhedge Court Road, Wythenshawe, Manchester, M22 4GW

All persons should move quickly and calmly to the nearest exit.

Only fight the fire if it is small (no more than the size of a waste paper bin) AND if trained and it is safe to do so, with the appropriate fire extinguisher. If the fire is larger than a waste paper bin close the door to the fire.

Persons **must not place themselves at risk.**

Close all doors behind you to contain the fire and prevent the spread of smoke and toxic fumes.

Proceed to your designated assembly point or well clear of the building and away from any approach road likely to be used by emergency vehicles.

Ensure a roll call of all members of your department is taken to establish if all persons are accounted for.

Liaise with the fire service officer on arrival, giving details of number of persons unaccounted for, the location and extent of the fire.

Do not re-enter the building until authorised to do so by a Fire Service Officer.

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: | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hazard: | 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. |
| Risk: | 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. |
| Harm: | 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 negligible, tolerable, moderate, substantial or intolerable. The subjective risk rating is calculated and the risk level determined within the following parameters:</p> | |
| Negligible Risk | 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. |
| Tolerable Risk | 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. |
| Moderate Risk | 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. |
| Substantial Risk | 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. |
| Intolerable Risk | 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

| FRA Ref | Hazard or Defect | Action Required | Hazard Priority | Risk Rating | Action Bv | Review Date | Contractor Completed |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------|-----------|-------------|----------------------|
| 8.5 | The latest industry guidance has identified issues with electromagnetic holding devices for smoke vents. | The competent persons responsible for testing and maintaining the smoke ventilation system should be consulted to confirm the method of operation with regard to the use of electromagnetic holding devices as part of any smoke ventilation shaft installation. | P2 | Moderate | | | |
| 9.2 | Fire door defects are identified for remedial action. | Arrange for the doors identified to be adjusted/repaired. | P2 | Moderate | | | |
| 9.13 | Following guidance from the Ministry of Housing Communities and Local Government (MHCLG), investigations into the external cladding system have begun. | Should WCHG require the "stay put" fire strategy to be implemented on completion of the remedial measures it is recommended Blocks C & D are examined and included in the remedial measures recommended for Blocks A & B. | P2 | Moderate | | | |
| 9.14 | Areas were identified as having unauthorised combustible storage that increases the fire hazard. | Arrange for the items to be removed, the doors kept locked, and a regular check made to ensure the areas remain clear of stored items. | P3 | Moderate | | | |
| 9.14 | The car park adjacent to Block B has cars in close proximity to the facade which contains combustible insulation and may also not be provided with suitable cavity barriers to prevent the unseen spread of fire on the exterior of the building. | As an interim measure vehicles should be prevented from parking within approximately 6m of any facade containing cladding with combustible insulation, or combustible cladding. | P2 | Moderate | | | |
| 10.10 | The audibility of the common fire alarm at the bedhead of each apartment could not be confirmed. Fire alarm sounders do not extend inside the apartments as required for a simultaneous evacuation strategy. | Confirm with the fire alarm engineer that the required audibility can be achieved at the bedhead of all the apartments when the full evacuation signal is transmitted throughout the block. Where necessary additional sounder devices should be installed to achieve the recommended sound level. | P1 | Moderate | | | |
| 12.5 | A number of portable fire extinguishers located in locked areas appear to have been missed on the last annual service. | Arrange for the extinguishers listed to be serviced by a competent person and the service records updated. | P2 | Moderate | | | |
| 15.13 | A documented fire safety plan was not observed nor confirmed. | Where necessary it is recommended the fire safety plan is updated and clearly documented in order for any member of staff, resident, visitor or contractor to read to gain full understanding. | P2 | Moderate | | | |

19.0 Recommendations

| FRA Ref | Observation | Recommended Action | Risk Rating | Contractor Completed |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|
| 8.5 | The corridor windows are AOV and any drapes not held back in the open position are likely to interfere with the smoke ventilation in the event of a fire. | The means of escape checks should include observation of the drapes to ensure they remain in the tied back position. | Moderate | |
| 9.2 | The threshold gap at the base of the entrance door to apartment 117 is in excess of 15mm. | At the next weekly fire alarm test, the door to apartment 117 should be in the open position with the automatic self closer in the free swing mode. A check should be made that the door closes freely against the rebate on activation of the fire alarm. | Moderate | |
| 9.3 | The cross corridor door on the 4th floor in Hawthorn has a loose combined strip and seal at the meeting edge of the double doors. | Arrange for the combined strip and seal to be firmly fixed into the rebate. | Moderate | |
| 10.6 | Currently when the automatic fire detection and warning system operates in full evacuation mode (double knock) from an apartment in either Block A or B, both A & B blocks and the Hub are fully evacuated. | See full recommendation. | Tolerable | |
| 16.2 | The Stay Put (stay safe) fire strategy as designed is not fit for purpose. | Following the survey of the materials used in the build up of the facade all the recommendation made by the specialist contractor/ fire engineering consultants should be implemented prior to any return to a stay put fire strategy. | Tolerable | |

The recommendations above are issues which have been observed by the Total Fire Group Ltd Consultant and which in their opinion do not constitute a breach of the Regulatory Reform (Fire Safety) Order 2005 which deals with life safety in relation to all relevant persons. The recommendations are designed to assist the responsible person in identify areas where the required life safety systems are showing signs of deterioration, fair wear and tear etc. so that the business can budget for future replacements, repairs etc. In addition, there may be areas where the consultant believes the business is vulnerable from fire in terms of property protection or business continuity and therefore has included recommendations for the client to consider or investigate further.

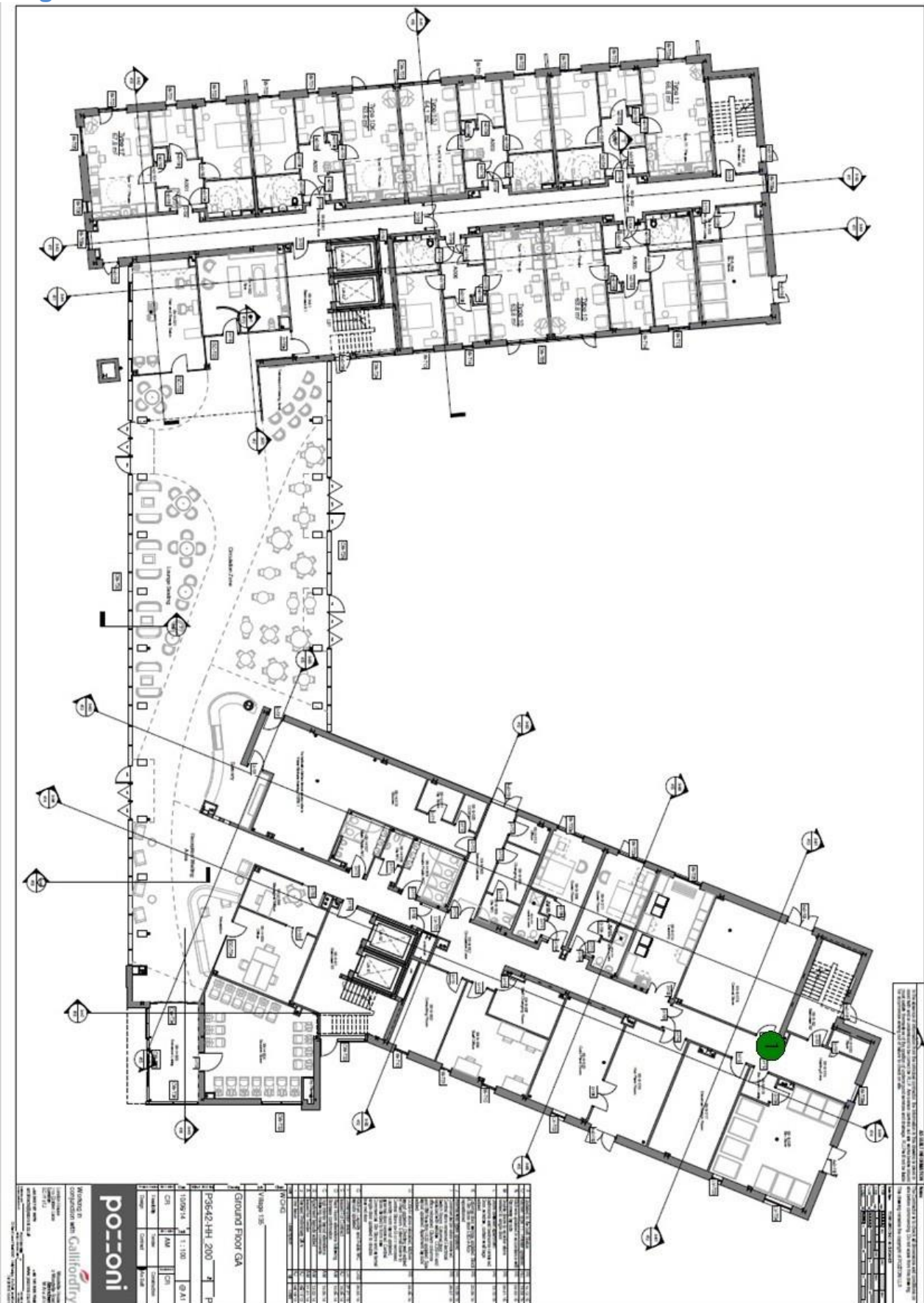
IT IS FOR THE RESPONSIBLE PERSON TO DETERMINE WHETHER THE USE OF THE PREMISES, THE NATURE OF THE OCCUPANTS, THE PROPERTY PROTECTION, DAY TO DAY OPERATIONS AND THE FIRE SAFETY MANAGEMENT WOULD BE ENHANCED BY THE IMPLEMENTATION OF ANY RECOMMENDATIONS. THEY DO NOT CONSTITUTE A SIGNIFICANT FINDING.

20.0 Commentaries

| FRA Ref | Observation | Recommended Action | Risk Rating | Contractor Completed |
|-----------------------------|-------------|--------------------|-------------|----------------------|
| THERE WERE NO COMMENTARIES. | | | | |

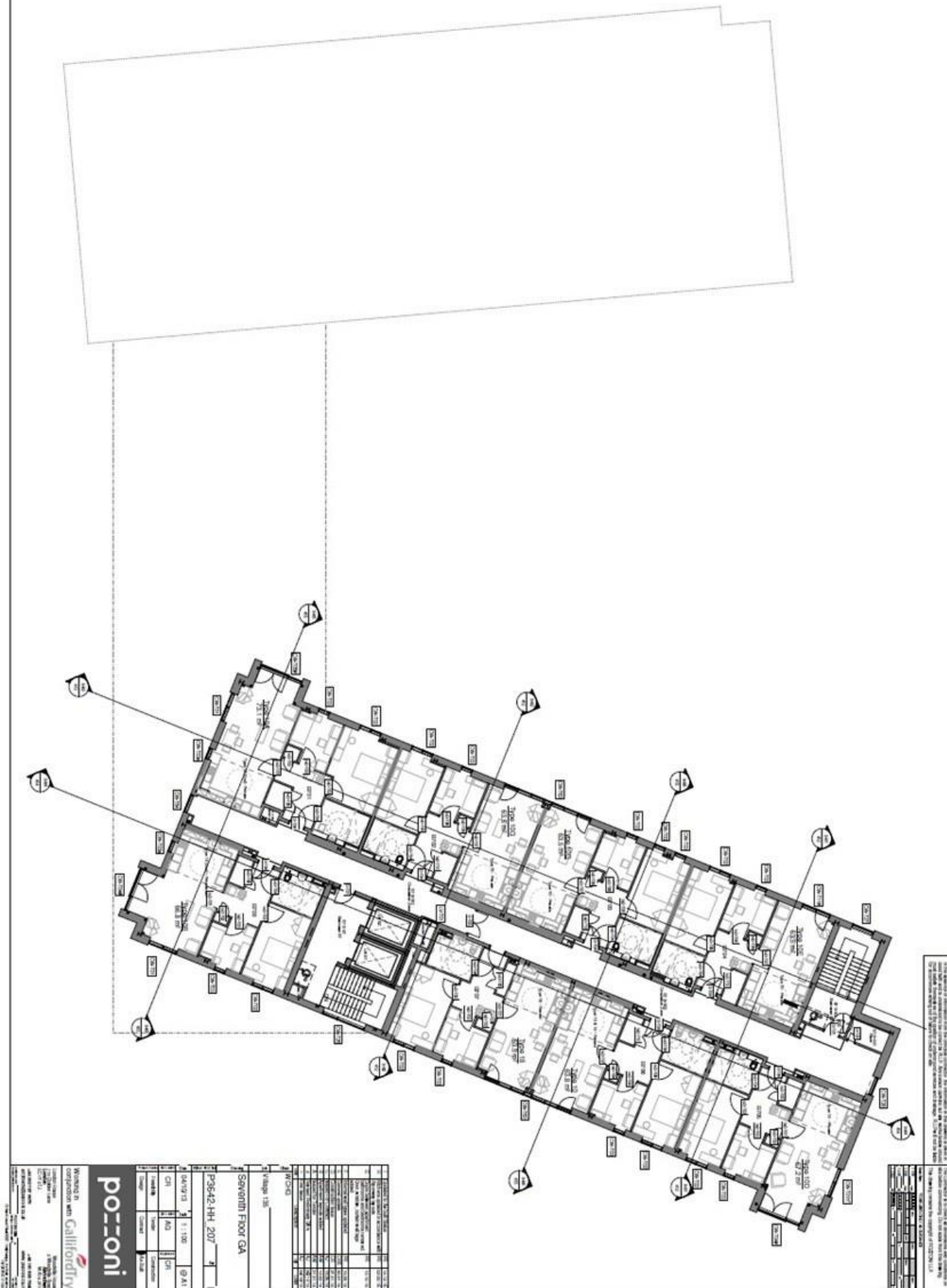
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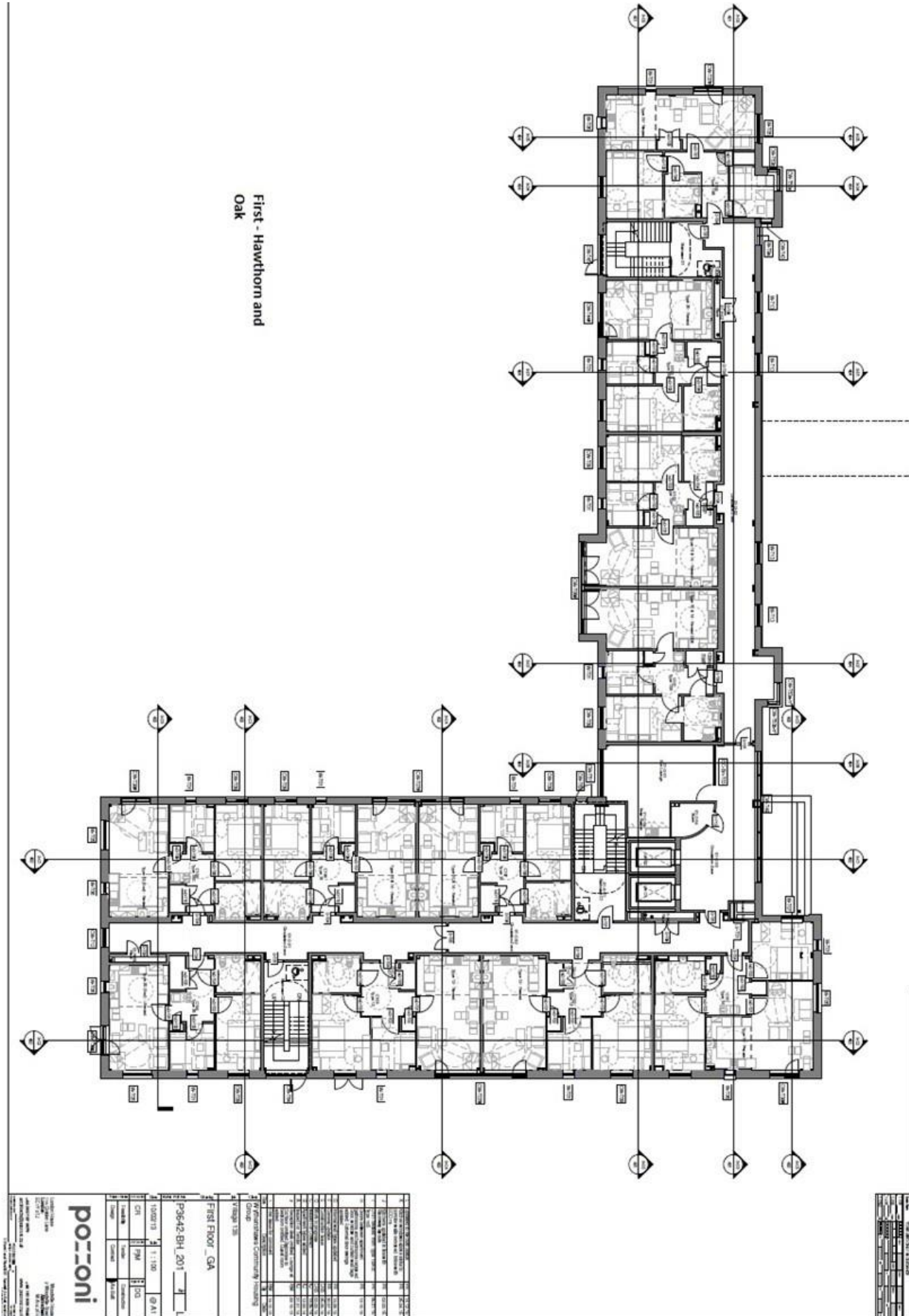
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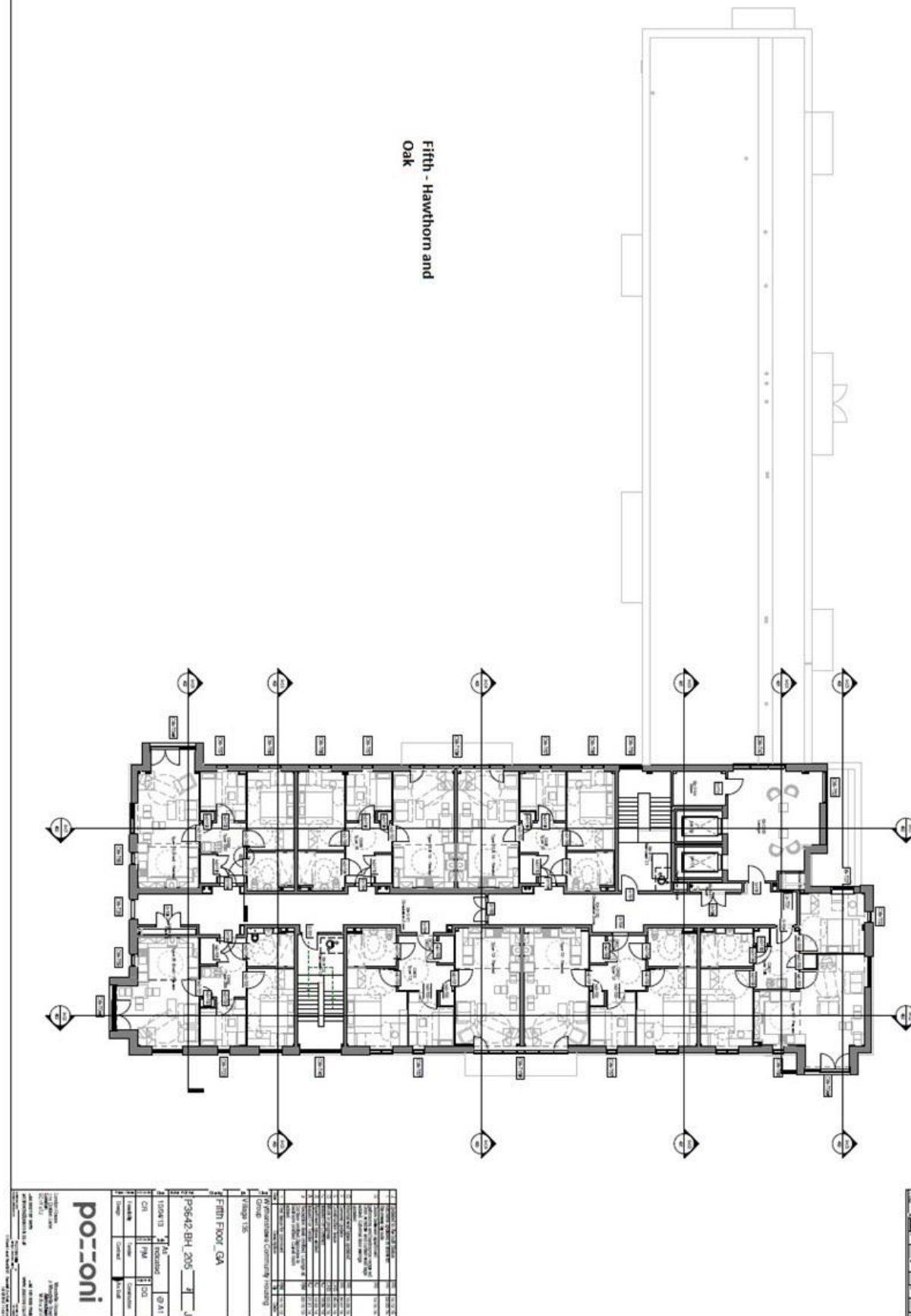


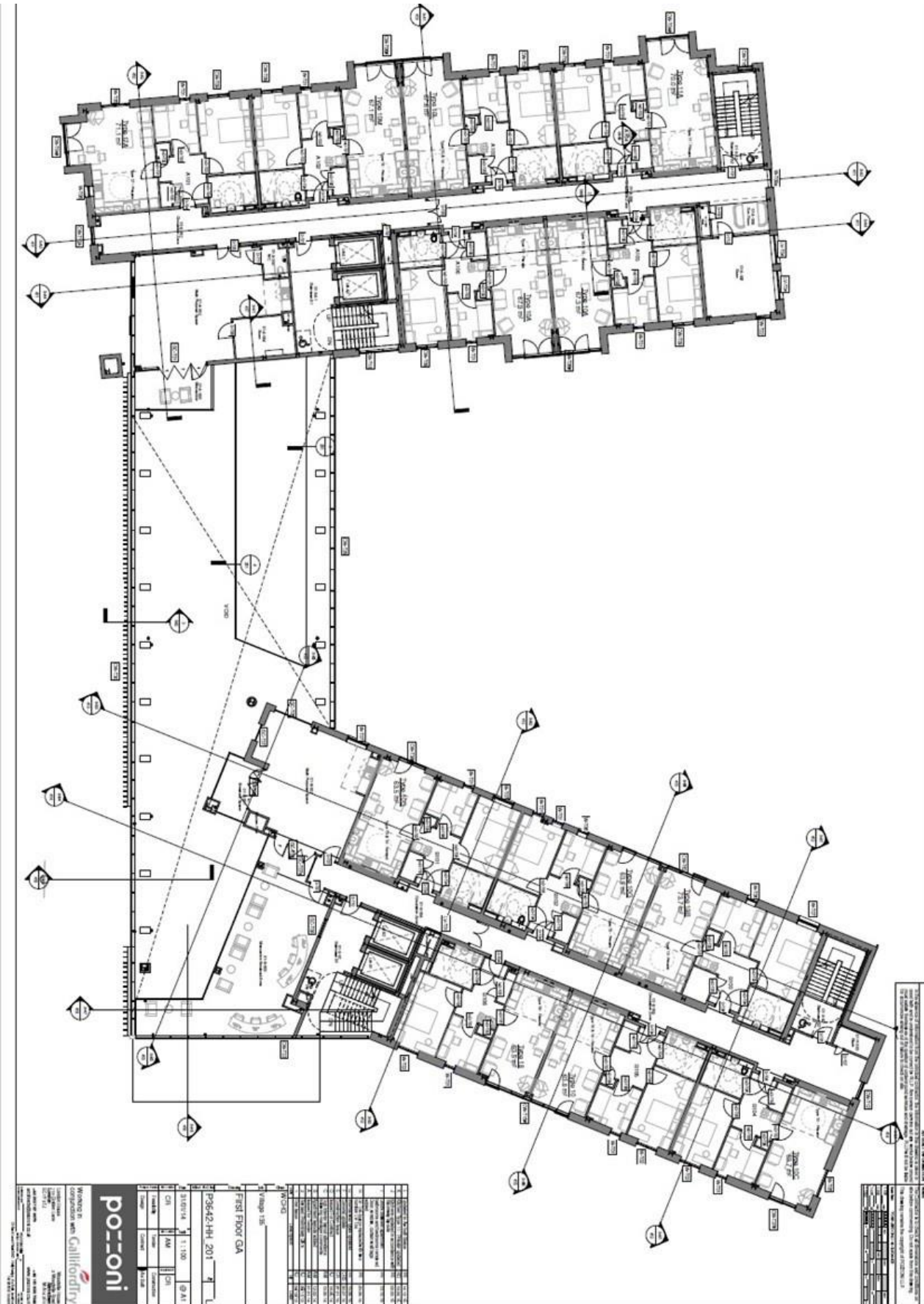


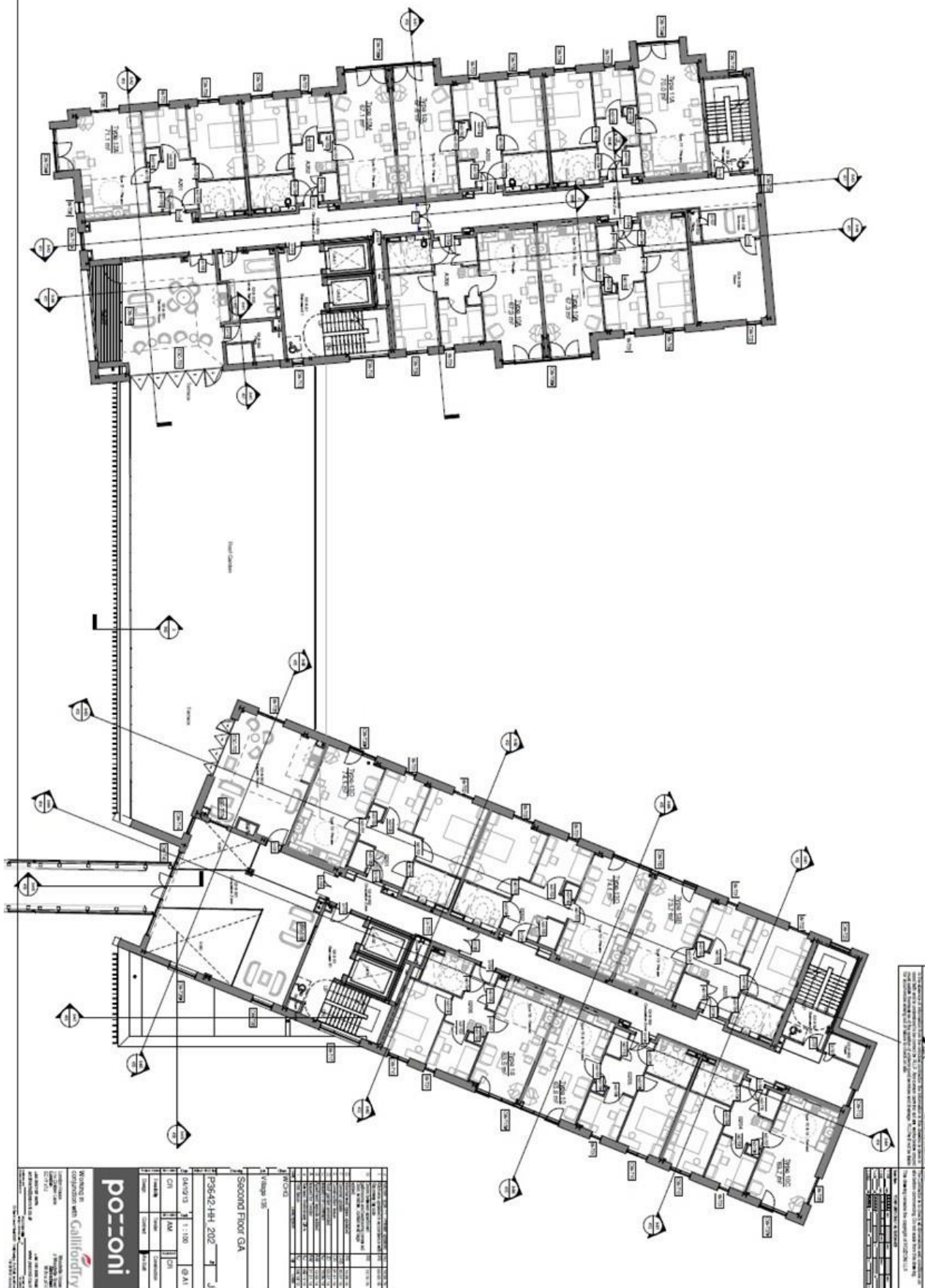
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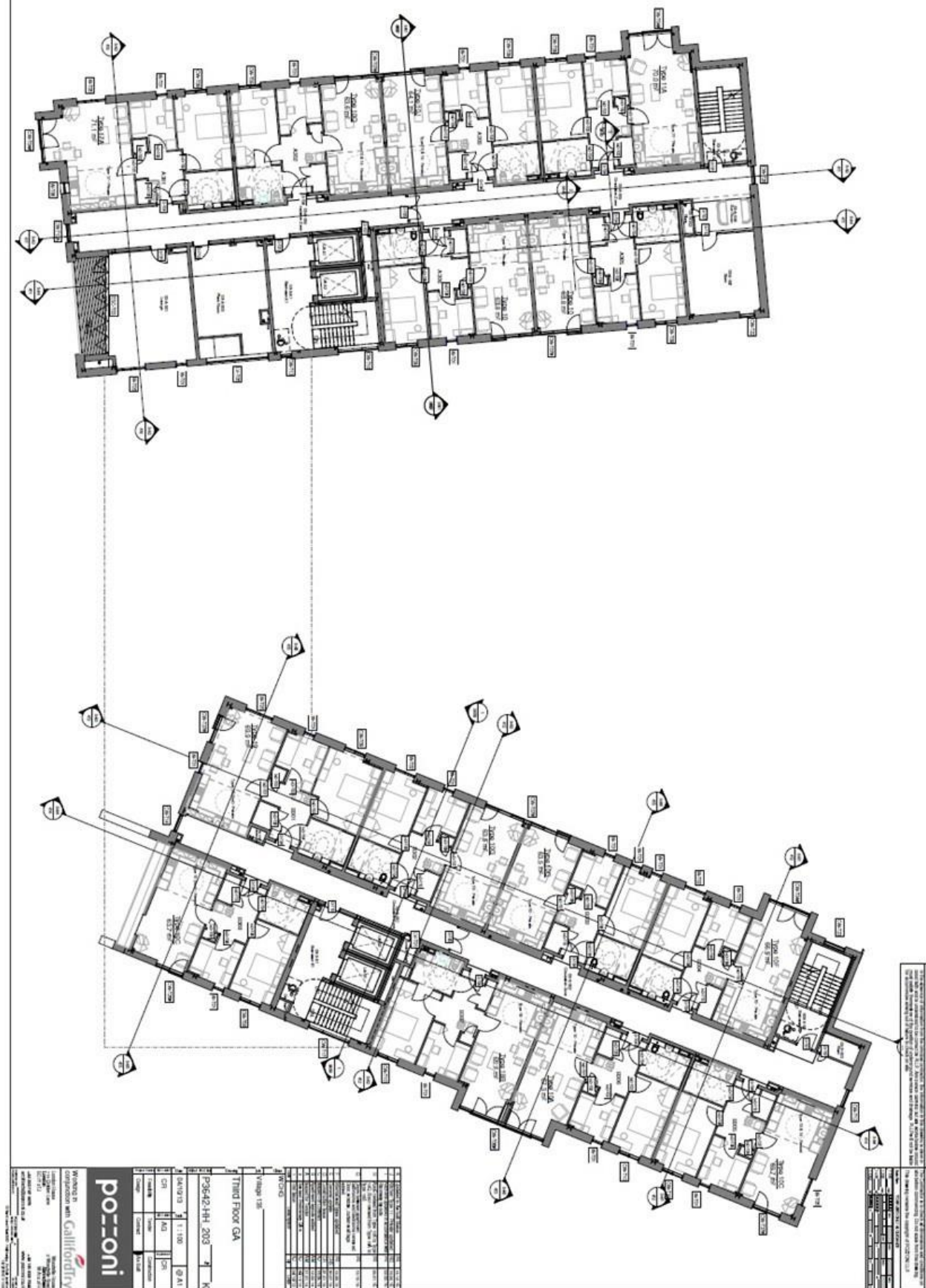


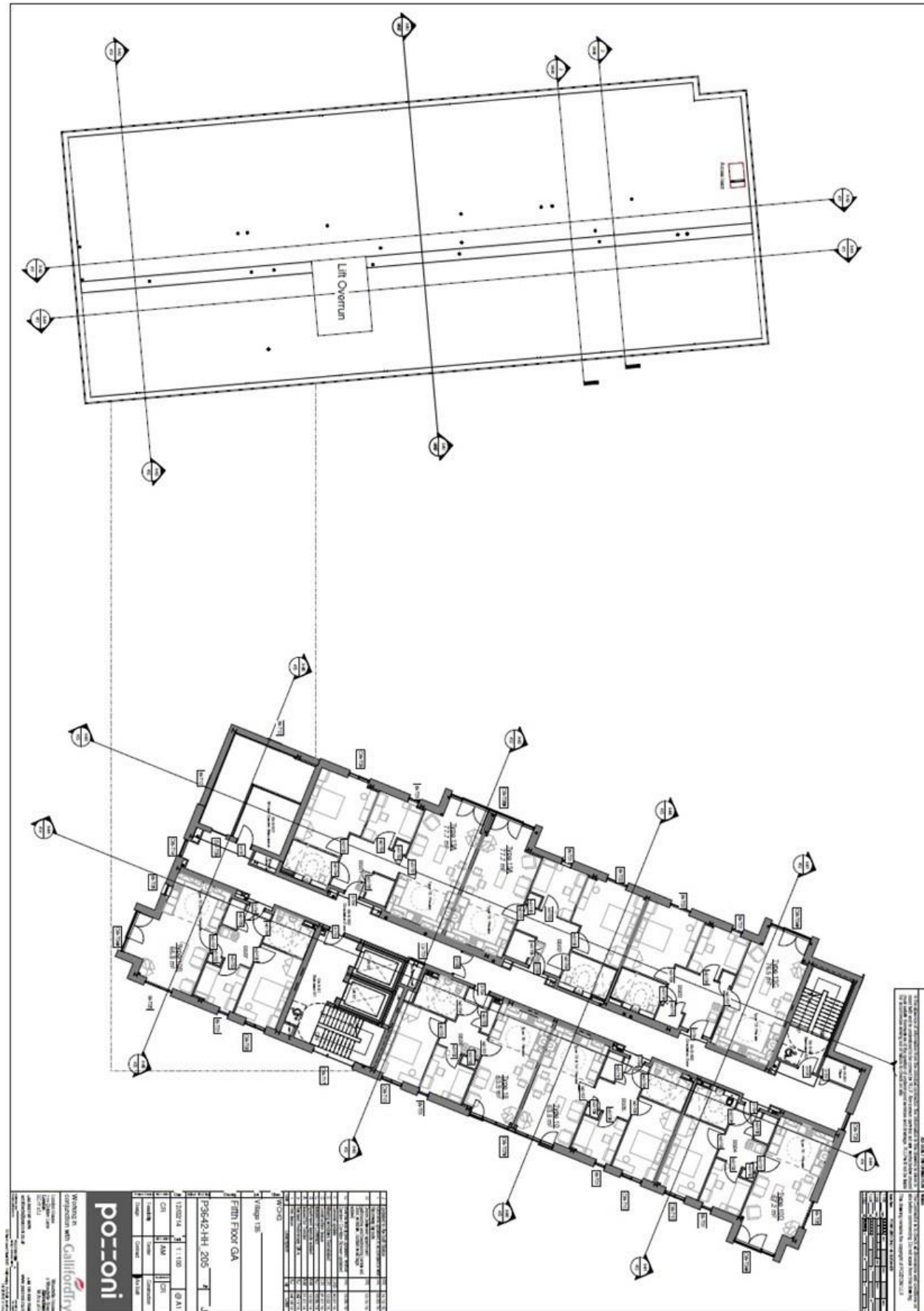


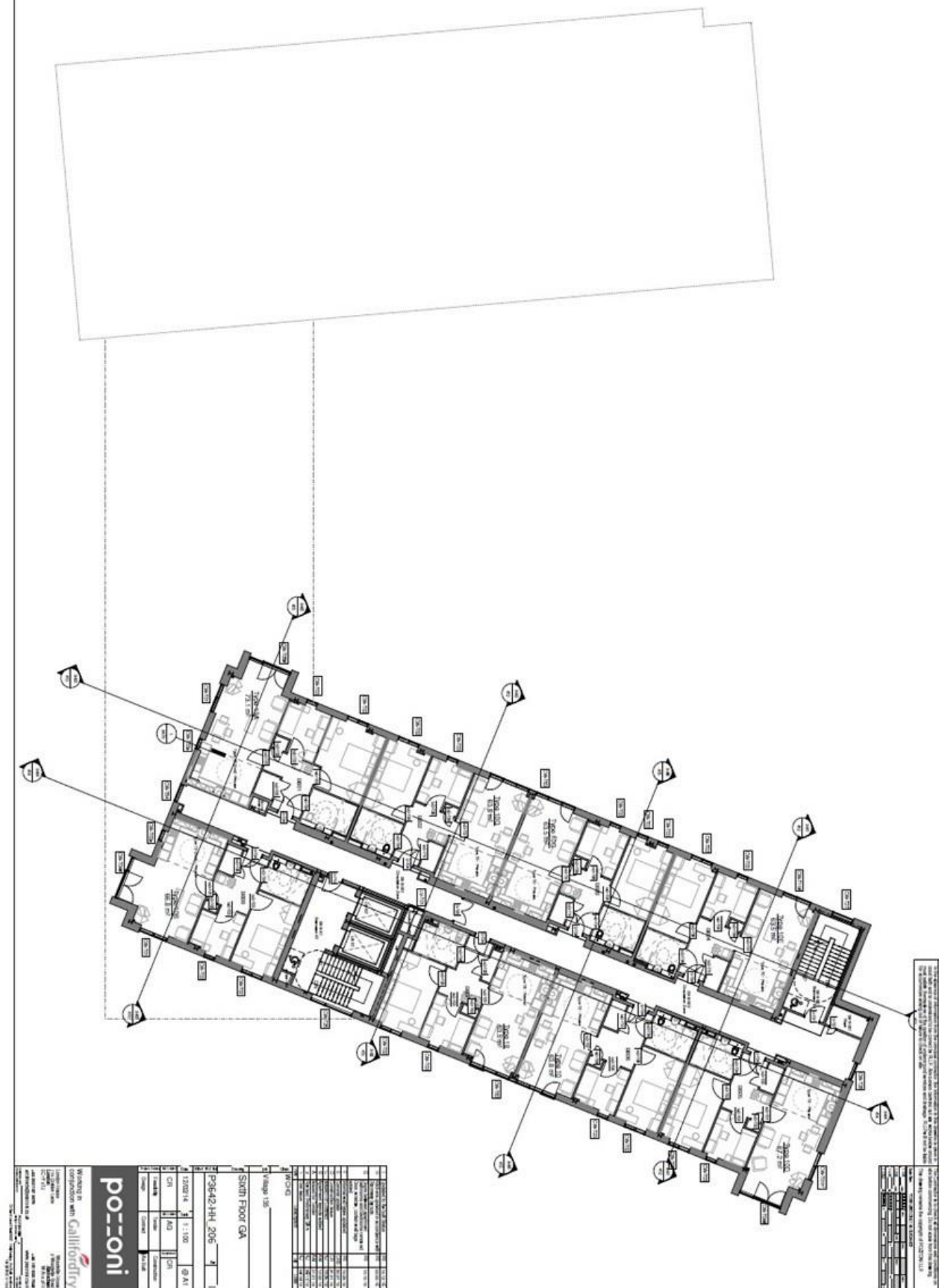




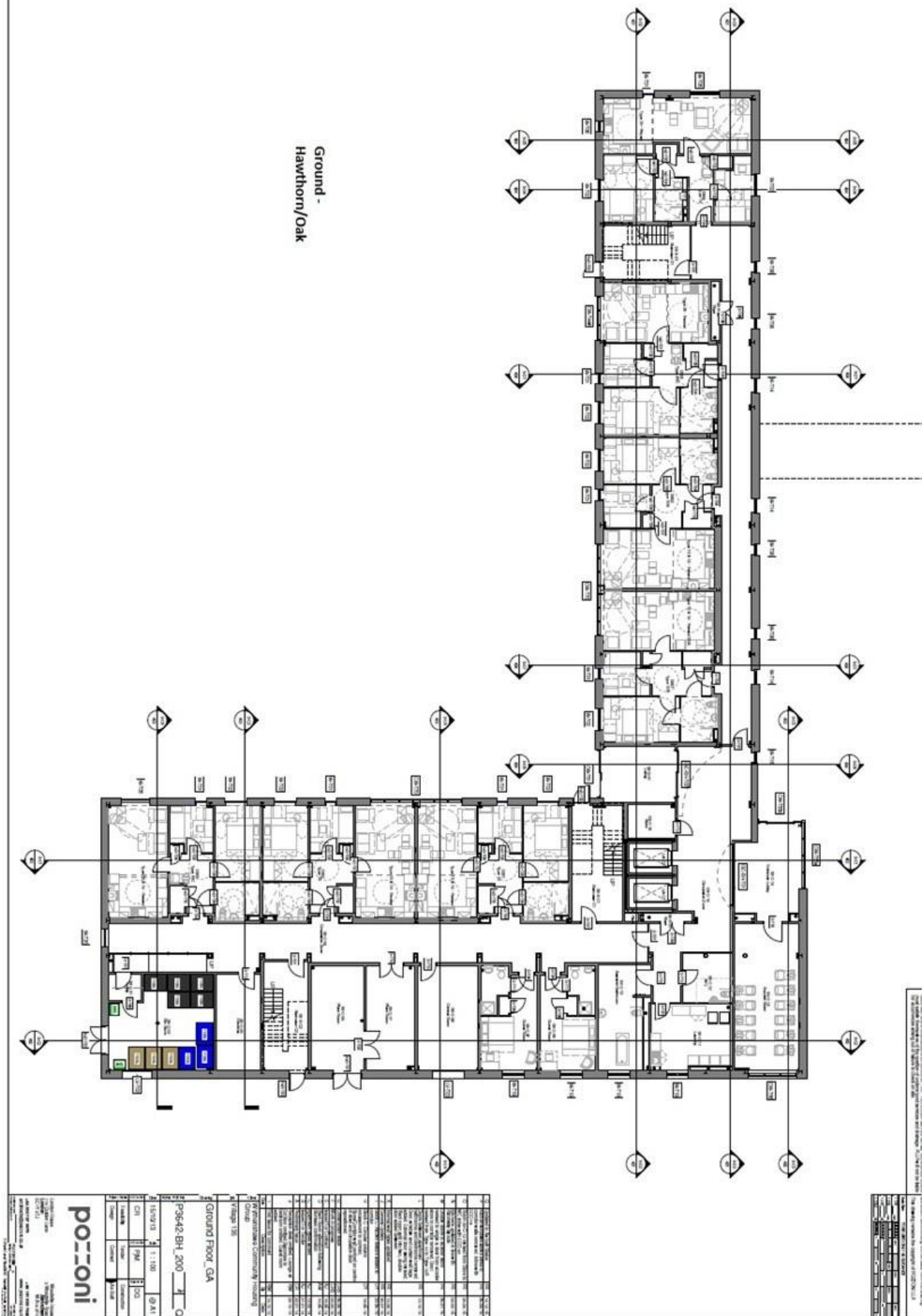


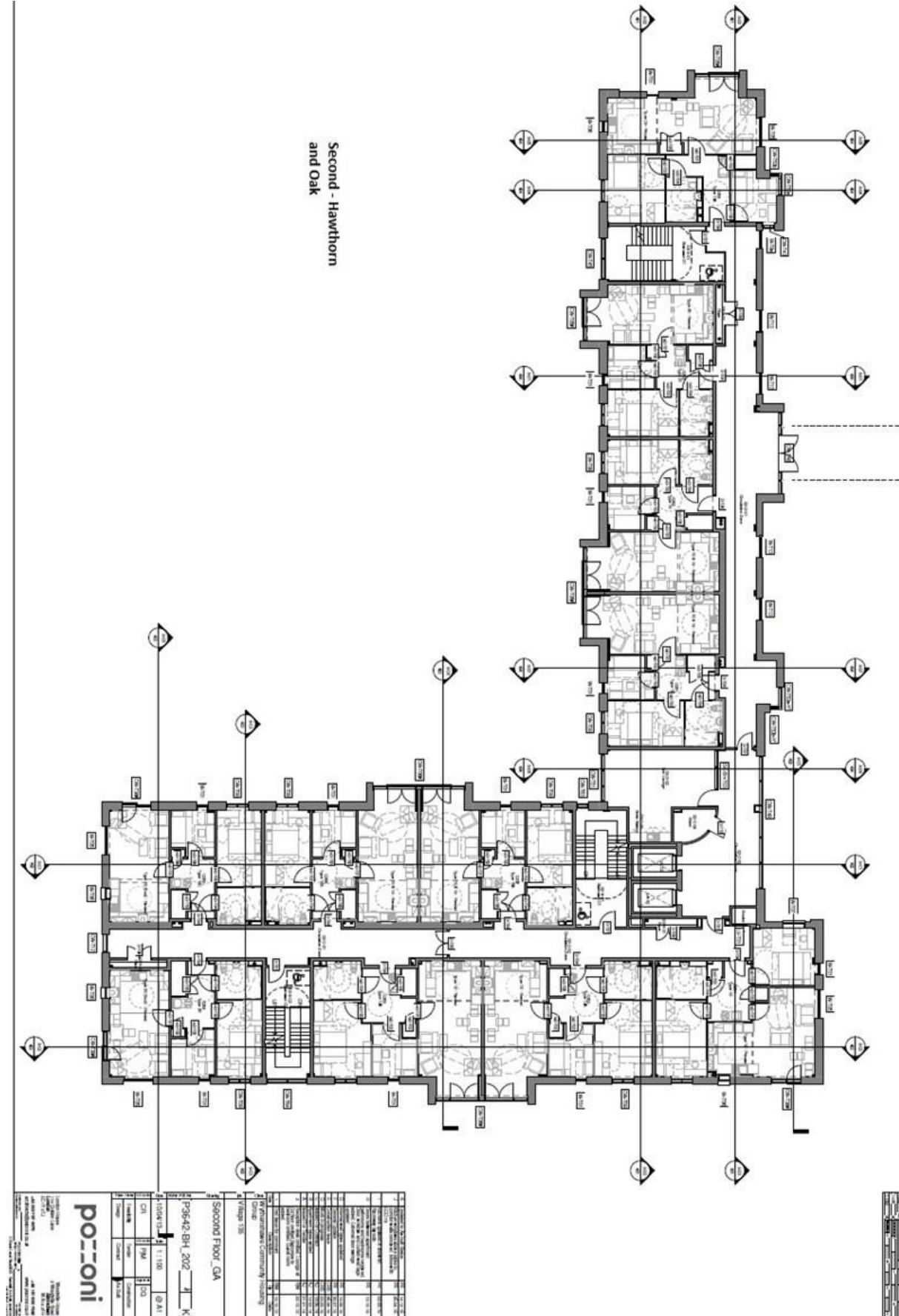


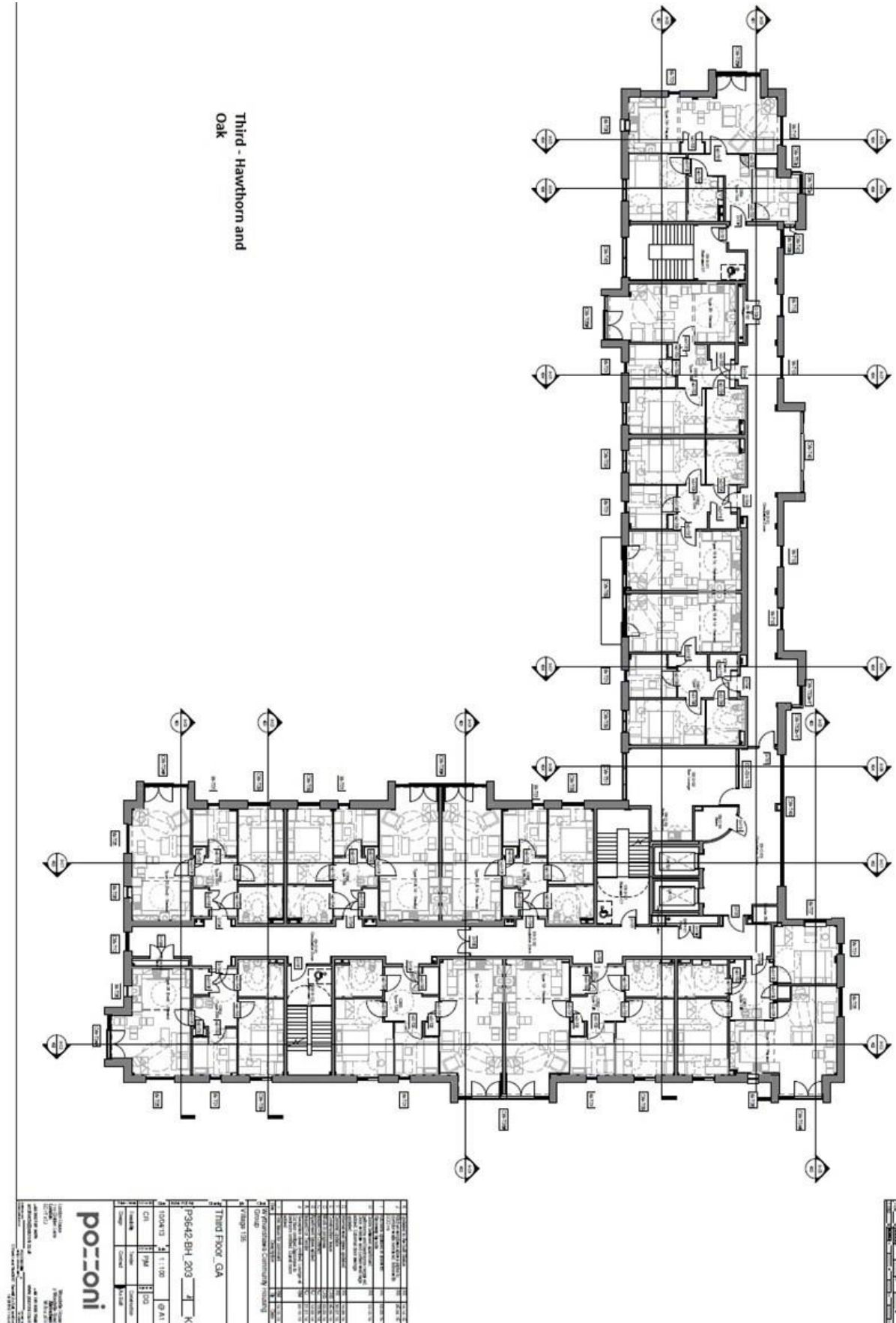


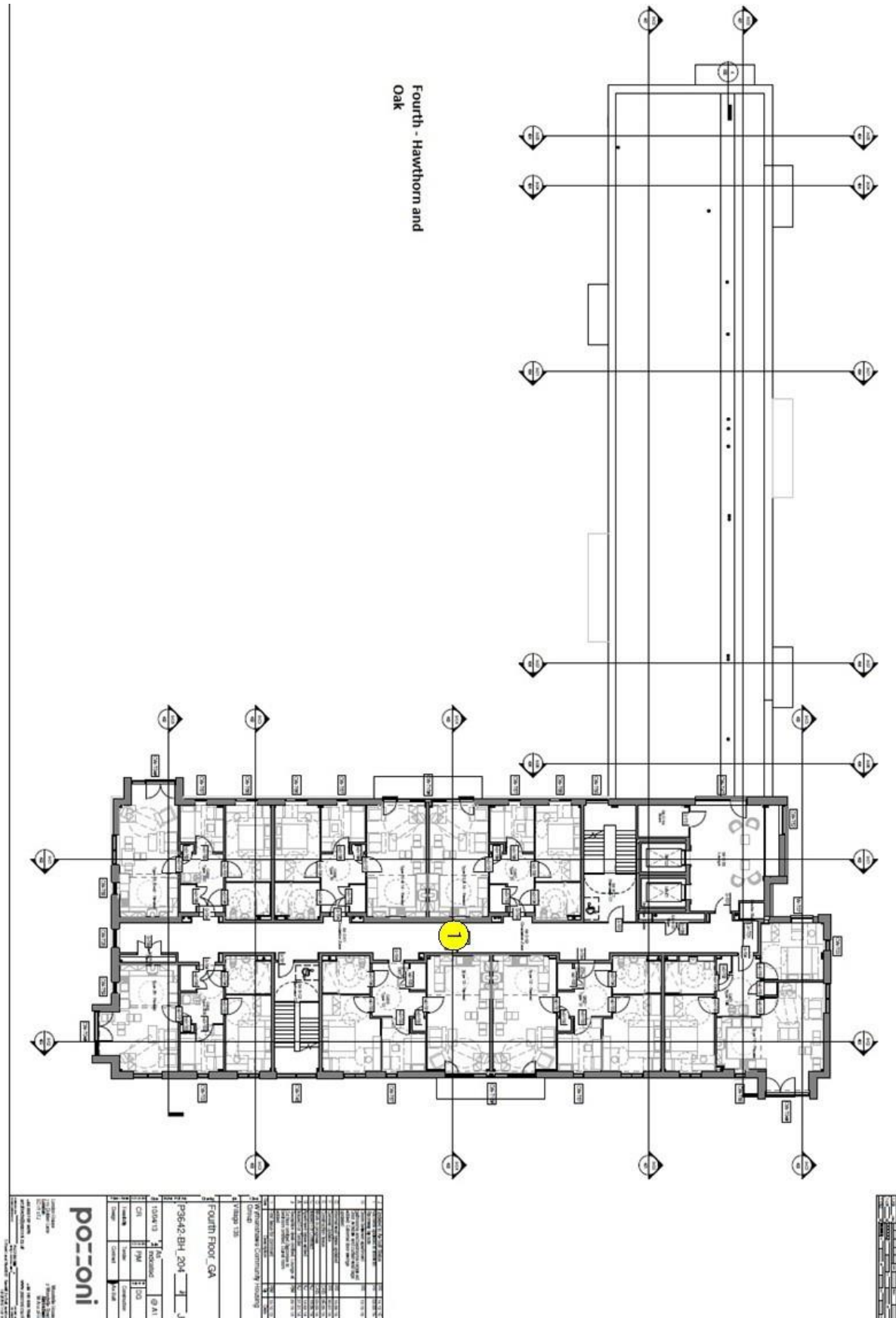


BH Ground









1 The Confinement of Fire - 9.3

No Image