

# BUTLER HAYDON ASSOCIATES LIMITED



## Health, Safety and Fire Risk Assessment

Client:

Holmewood Residents Limited

Date of Assessment:	2nd March 2016
Assessment conducted by:	Amanda Butler

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## 1. Introduction

### Health, Safety and Fire Risk Assessment

Butler Haydon Associates Ltd was instructed by Holmewood Residents Limited to conduct a Health, Safety and Fire Risk Assessment of the residential property at:

Holmewood 40 Gregories Road, Beaconsfield HP9 1GE
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### Property Type

Residential (dwelling)	✓	Residential (Institutional)	
Office		Shop and Commercial	
Assembly and Recreation		Industrial	
Storage			

Reference: Building Regulations 2010, Approved Document B (Fire Safety) Volume 2, table D1

### Property Details

Number of persons:	Residents of 13 flats in one block plus visitors and contractors.
Floor / floors:	Entire building, comprising common areas of ground, 1 <sup>st</sup> and 2 <sup>nd</sup> floors.
Building amenities:	Interior lighting. Fire detection. Automatic opening vents. Car park. Automatic gates.
Escape facilities:	1 staircase leading from the ground to the 2 <sup>nd</sup> floor with 1 exit leading to external area.
Date of construction:	2008

## Health and Safety

This risk assessment addresses the requirements of the Health and Safety at Work Act 1974 and is made in accordance with Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

## Fire

The fire risk assessment addresses the requirements of the Regulatory Reform (Fire Safety) order 2005 which came into force on 1<sup>st</sup> October 2006. This order places a duty upon the responsible person to conduct a suitable and sufficient assessment of the risks and to identify any fire precautions necessary. The report does not address the risk to property or business continuity from fire

## Legal Position – Residential Developments

All residential developments must have a risk assessment carried out for the health and safety of common areas and this is a requirement of the Management of Health and Safety at Work Regulations 1999. It might seem easy to argue that the common areas are not areas of work and that accidents are few and far between but if cleaners, gardeners, managing agents or repair contractors enter them, then a risk assessment must be made. The courts and the Health and Safety Executive do consider common or communal areas as included in health and safety regulations (see Westminster City Council v Select Management Ltd. Court of Appeal 1985). This can include gardens, grounds, plant rooms, loft areas, meter cupboards and lift motor rooms.

## Report Caveats & Disclaimers

This report is based on a Type 1 risk assessment of the common parts only; the assessment was not in any way invasive and did not include the flats / houses themselves. It should be noted that work / alterations carried out within the flats / houses can impact on the safety of the buildings in a number of ways, if the responsible person is aware of any such work which may affect other occupant's safety then a Type 3 or 4 survey would be required. Whilst all care and effort is taken to identify hazards and risks during the inspection Butler Haydon Associates Ltd accepts no responsibility or liability for the absences of any information, inaccuracy or omission. The content of this report is based on the information and access provided at the time of inspection, the recommendations or advice in this report are based on evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers will not result in other breaches of legislation being found. Whilst every care is taken to interpret current

Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law. Any suggestions or recommendations contained in the report are suggestions only and it shall be the responsibility of the responsible person or persons carrying out subsequent works to ensure the most appropriate remedy.

**Scope of the fire risk assessment**

Type 1 – Basic fire risk assessment of the common parts to satisfy the FSO.

Type 2 – As Type 1 but with an element of invasiveness.

Type 3 – As Type 1 but includes the flats themselves.

Type 4 – As Type 2 but includes the flats themselves.

## 2. Executive Summary

On the 2nd March Butler Haydon conducted a health, safety and fire risk assessment of the property on behalf of Holmewood Residents Limited. This risk assessment encompasses the internal and external common areas, shared access / escape routes and common service and plant installations.

Below is a summary of the significant findings:

The property is a purpose built residential development (purpose group 1 [a] flats).

There is no 'No Smoking' signage or fire action notices displayed at the property. Fire stopping within the riser cupboards needs to be assessed by a competent person.

Risk assessments, observations and comments concerning the hazards identified can be found in Section 5. The Action Plan in Section 6 identifies remedial actions required and should be used to record the measures taken and the implementation dates. Section 4 provides an overview of the legal compliance of this property.

It is recommended that the risk assessment be reviewed by a competent person by 1st March 2017 or at such earlier time as there is a reason to suspect that it is no longer valid or there have been significant changes.

Signed:



Amanda Butler

**Butler Haydon Associates Limited**

### 3. Risk and Hazard Evaluation

The regulations make the following definitions, which must be clearly understood:

A 'Hazard' is defined as something with the potential to cause harm. This includes injury and ill health, damage to plant, goods, property or the environment.

'Risk' is the likelihood that the harm from a particular hazard is realised.

**Risk Rating** is expressed as: **Severity of the Hazard x Likelihood of Occurrence**

#### **Risk**

In order to ensure that the greatest risks are addressed first it is necessary to be able to rank those risks. To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (the severity). By assigning a value to each events likelihood and hazard and multiplying those together a risk value for that task is established.

**Likelihood of Occurrence** – Probable Frequency (taking into account whatever precautions are currently being taken):

1	Improbable Occurrence	Low
2	Remote Occurrence	1% – 10%
3	Possible Occurrence	10% - 50%
4	Probable Occurrence	50% - 90%
5	Almost Certain Occurrence	90% +

**Severity** – of the Hazard:

1	Negligible
2	Minor Injury
3	Major Injury (as defined by RIDDOR)
4	Fatality
5	Multiple Fatalities

**Risk Rating** – The expression of the risk is then the sum of multiplying likelihood by severity as in the grid below:

<b>Severity</b>	<b>5</b>	5	10	15	20	25	<b>Priority &amp; Action Required</b>	
	<b>4</b>	4	8	12	16	20		<b>1</b> Unacceptable risk – Plan out. Immediate Action
	<b>3</b>	3	6	9	12	15		<b>2</b> Acceptable only in no other method viable. Risk must be urgently reduced
	<b>2</b>	2	4	6	8	10		<b>3</b> No major additional controls required. Improvement necessary
	<b>1</b>	1	2	3	4	5		<b>4</b> Acceptable. No further action required.
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
		<b>Likelihood</b>						

The risk rating can then be applied to categorising risks into order of priority and action required.

The risk assessment will evaluate the following criteria:

## Health and Safety

- Persons at risk – Residents (including children), contractors, visitors, public
- Trips, slips and falls (same level)
- Falls from height
- Safe access and egress
- Safety signage and notices
- Mechanical services (incl lifts)
- Electrical services
- Water supply systems
- Gas supply systems
- Control of Asbestos
- Building maintenance



## Fire

- Persons at risk – Residents (including children), contractors, visitors, public
- Fire / smoke detection and warning systems
- Other fire protection systems (vents, sprinklers)
- Safety signage and notices
- Emergency lighting
- Means of escape
- Sources of fuel
- Sources of ignition
- Sources of Oxygen
- Limitation of fire and fire spread (Compartmentation and structure)

## Compliance Schedule

There are a number of legal requirements which impose a duty on those responsible for the management of buildings (landlords, managing agents, and managing companies) to ensure that a programme of maintenance, inspection and testing is in place.

The schedule below identifies conformity or not to the legislation. Should there be any non-conformity or if information is not available at the time of the inspection then full details can be found in section 5.

Note that in some developments a number of the legal requirements may not be applicable. An example of this is fall arrest equipment. It is not a legal requirement to install fall arrest protection systems in all properties. However, if required and installed the equipment must be adequately maintained and tested.

N/A	Not applicable at this development
C	Conforms to current legislation
N/C	Does not conform to current legislation. See section 5 for details
NIA	No information available. Responsible person to investigate

Legal Requirement	N/A	C	N/C	NIA
Annual fire risk assessment		✓		
Regular health and safety risk assessment		✓		
Asbestos management plan	✓			
'No Smoking' signage in place			✓	
Safety signage in place			✓	
Smoke / fire detection systems inspected and maintained		✓		
Dry and Wet risers inspected		✓		
Emergency Lighting conforming to BS5266			✓	
Legionella testing and disinfection of tanks	✓			
Electrical installation inspected (periodic test 5 yearly)		✓		
Fall arrest protection systems inspected	✓			
Contractors risk assessments provided		✓		
Lifts inspected and maintained		✓		

## 5. Details of Significant Findings

5.1	N/A	Yes	No	Risk Rating	Priority
Fixed electrical installation periodically inspected and tested		✓			
Hazards observed and comments					
Satisfactory – Managing agent confirms this is completed 5 yearly.					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
Electrical Safety Council (ESC) recommends a periodic test of fixed installation wiring every 5 years.					
Monitoring and future requirements					

5.2	N/A	Yes	No	Risk Rating	Priority
Electrical installation and all electrical equipment secure and undamaged		✓			
Hazards observed and comments					
Satisfactory – no action required					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
Any faulty and/or damaged electrical installations should be repaired or replaced by a suitably qualified electrician at the earliest opportunity.					
Monitoring and future requirements					
In addition to the 5 yearly EICR the responsible person/s should carry out regular visual inspections to monitor the condition of sockets, switches, light fittings etc.					

5.3	N/A	Yes	No	Risk Rating	Priority
Are fixed heating installations subject to regular maintenance and signed		✓			
Hazards observed and comments					
Managing agent confirms electrical testing takes place annually.					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Where heaters are installed in the common areas it is essential to guard against injury and fire. The hierarchy of controls should be as follows ...					
a) Ensure there are no combustibles above or near to the heaters (eg. Notice boards)					
b) Fit guards over heaters to prevent contact with skin.					
c) Fit signs warning "Hot surface, do not touch, do not cover"					
Monitoring and future requirements					
Monitor testing programme and keep records up to date					

5.4	N/A	Yes	No	Risk Rating	Priority
'No Smoking' signage displayed			✓	4	3
Hazards observed and comments					
'No Smoking' signage not displayed					
Persons at Risk					
Residents	✓	Children		Visitors	
				Contractors	
					Public
Current control measures					
None					
Recommended control measures					
In order to comply with the "Smoke-free (Signs) Regulations 2012" at least 1 legible no-smoking sign must be displayed in smoke-free premises in accordance with the duty at section 6(1) of the Health Act 2006.					
Monitoring and future requirements					
Install signage and monitor to ensure legibility					

5.5	N/A	Yes	No	Risk Rating	Priority
Are all service and riser cupboards free from obstructions and combustible materials		✓			
Hazards observed and comments					
Satisfactory					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Residents advised to keep all service and riser cupboards clear					
Recommended control measures					
Monitoring and future requirements					
Monitor service cupboards to ensure they remain clear at all times and especially clear of all combustible material.					

5.6	N/A	Yes	No	Risk Rating	Priority
Are all internal and external escape routes clear of obstructions, combustible materials, slip and trip hazards		✓			
Hazards observed and comments					
Satisfactory					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Residents advised to keep common areas clear of all obstructions and trip hazards					
Recommended control measures					
Monitoring and future requirements					
Monitor escape routes to ensure they remain clear of hazards					

5.7	N/A	Yes	No	Risk Rating	Priority
Are all stairs, steps and floors in good condition including floor coverings		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Monitoring and future requirements					
Monitor stairs, steps and floors for signs of damage					

5.8	N/A	Yes	No	Risk Rating	Priority
Exits easily and immediately opened where necessary and doors on the route open in the direction of travel?		✓			
Hazards observed and comments					
Satisfactory					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
The fire doors on the escape routes should open in the direction of travel (towards the exit). It is common for the final exit door in blocks of flats to open inwards, due to the occupancy of the buildings this is considered to be low risk.					
Monitoring and future requirements					

5.9	N/A	Yes	No	Risk Rating	Priority
Exits are within a reasonable distance where there is a single direction of travel and/or an alternative escape route		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
Monitoring and future requirements					

5.10	N/A	Yes	No	Risk Rating	Priority
Are all internal fire doors correctly labelled and closed or locked			✓	4	3
Hazards observed and comments					
The electrical riser cupboard on the ground floor is signed on the inside rather than on the front of the cupboard door.					
Persons at Risk					
Residents	✓	Children	✓	Visitors	✓
				Contractors	✓
				Public	
Current control measures					
Recommended control measures					
Lobby fire doors must be kept closed. Fire doors to service/riser cupboards should be kept locked; the use of FB1 or FB2 locks is the most common method of compliance and will ensure that contractors and utility providers are able to gain access when necessary. Compliant signage should be visible on all fire doors.					
Monitoring and future requirements					
Install signage and monitor to ensure that signs remain intact and legible. Keep fire doors shut and, where applicable, locked at all times.					

5.11	N/A	Yes	No	Risk Rating	Priority
Are all doors servicing the protected escape route fitted with correctly functioning door closers		✓			
Hazards observed and comments					
All doors fitted with closers					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Closers fitted to all fire lobby doors					
Recommended control measures					
Adjust the closers on the specified fire doors so that they close fully					
Monitoring and future requirements					
Monitor closers to ensure they continue to function correctly					

5.12	N/A	Yes	No	Risk Rating	Priority
Are all fire doors fitted with cold smoke brush seals / intumescent strips?					
		✓			
Hazards observed and comments					
Satisfactory					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
<p>To ensure that the fire doors are fit for purpose the following action is recommended;</p> <ul style="list-style-type: none"> <li>• All fire doors should be fitted with dual purpose fire/smoke seals.</li> <li>• The gaps around the door frames should be sealed with suitable fire retardant/intumescent sealants.</li> <li>• Any holes in the doors or frames should be sealed / repaired.</li> <li>• Any glazing in the doors should be fire rated and fitted with intumescent seals.</li> <li>• Where the above measures will not achieve a minimum 30 minute rating the doors/frames should be replaced.</li> </ul> <p>For a list of competent fire protection contractors go to <a href="http://www.firas-database.co.uk/registers/">www.firas-database.co.uk/registers/</a></p>					
Monitoring and future requirements					

5.13	N/A	Yes	No	Risk Rating	Priority
Are all fire doors in good condition and suitable for purpose?					
		✓			
Hazards observed and comments					
Persons at Risk					
Occupants		Children		Visitors	
				Contractors	
				Public	
Current control measures					
Recommended control measures					
Monitoring and future requirements					
<p>Monitor condition of fire doors to ensure they fit correctly within the frame and are not damaged so as to reduce their effectiveness. Any glazing in the doors should be fire rated and fitted with intumescent seals. Carry out repairs to fire doors and ensure all nominated fire doors are adequately fire rated</p>					



5.14	N/A	Yes	No	Risk Rating	Priority
Fire Action Notice displayed?			✓	4	3
Hazards observed and comments					
There were no fire action notices displayed in the building					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Fire safety advice should be provided to all residents, this should include details of their responsibility for fire safety and what action to take in the event of a fire.					
Monitoring and future requirements					
Ensure notice remains intact and legible					

5.15	N/A	Yes	No	Risk Rating	Priority
Information for other users?	✓				
Hazards observed and comments					
Residential tenants only – No action required					
Persons at Risk					
Occupants		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
If the building is mixed use (e.g. residential and commercial) the responsible person should ensure that details of any matters affecting the other users is effectively communicated.					
Monitoring and future requirements					
Communication between different users of the building should be an ongoing process					

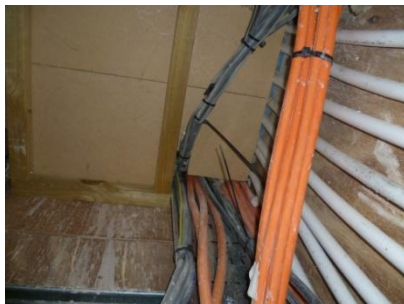
5.16	N/A	Yes	No	Risk Rating	Priority
Is adequate escape and warning signage in place	✓				
Hazards observed and comments					
Not applicable – no change of direction					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
In situations where it is possible to travel in a direction away from the nearest exit, escape route signage should be clearly displayed to ensure that persons who are unfamiliar with the building are able to escape in the quickest possible time.					
Monitoring and future requirements					

5.17	N/A	Yes	No	Risk Rating	Priority
Are the escape routes adequately lit		✓			
Hazards observed and comments					
Emergency lighting installed in common areas					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Emergency Lighting installed in common areas					
Recommended control measures					
It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that; <i>“Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting”</i>					
Monitoring and future requirements					
Check lighting during regular Managing agent visits					

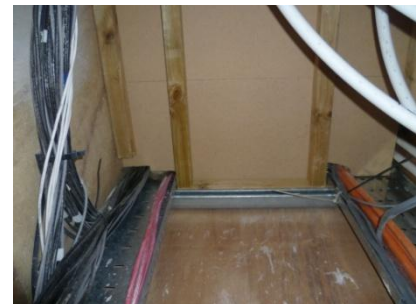
5.18	N/A	Yes	No	Risk Rating	Priority
Where emergency lighting is installed is it maintained and tested regularly?		✓			
Hazards observed and comments					
Managing agent confirms testing takes place annually. It is recommended that testing occurs more frequently.					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Annual testing					
Recommended control measures					
Test emergency lighting in accordance with BS5266 Part 8 2004					
Monitoring and future requirements					
Monitor testing regime					

5.19	N/A	Yes	No	Risk Rating	Priority
Is a manual or automatic fire detection system installed and being maintained		✓			
Hazards observed and comments					
Automatic opening vents installed. Annual testing in place as confirmed by the managing agent.					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Annual testing					
Recommended control measures					
Test fire alarms regularly in accordance with BS5839.					
Monitoring and future requirements					
Monitor testing regime					

5.20	N/A	Yes	No	Risk Rating	Priority
Is it considered that there is reasonable compartmentation to prevent the spread of smoke and fire			✓	10	2
<b>Hazards observed and comments</b>					
In the ground floor and 1 <sup>st</sup> floor riser cupboard there are several service penetrations that have not been sealed with fire/smoke resistant material. It is unclear if the riser has been sealed elsewhere subsequently making it a sealed unit across all three floors, this needs to be verified.					
<b>Persons at Risk</b>					
Residents	✓	Children	✓	Visitors	✓
				Contractors	✓
				Public	
<b>Current control measures</b>					
<b>Recommended control measures</b>					
In order to delay the spread of heat and smoke (especially in unseen areas) the following fire stopping measures are recommended ...					
<ul style="list-style-type: none"> <li>• All service penetrations, cavities, construction joints etc are sealed with products designed to resist the spread of heat/smoke.</li> <li>• All wooden loft hatches are replaced with fire rated loft hatches.</li> </ul>					
For a list of competent fire protection contractors go to <a href="http://www.firas-database.co.uk/registers/">www.firas-database.co.uk/registers/</a>					
<b>Monitoring and future requirements</b>					
Monitor these areas following any work taking place to ensure all new service penetrations are sealed adequately					



All service penetrations should be filled with fire resistant material



5.21	N/A	Yes	No	Risk Rating	Priority
Where present, is fixed (Dry risers and sprinkler systems) and portable fire fighting equipment regularly serviced and maintained		✓			
Hazards observed and comments					
Dry riser outlets on 1 <sup>st</sup> and 2 <sup>nd</sup> floors. Managing agent confirms annual testing is in place					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Annual testing					
Recommended control measures					
Monitoring and future requirements					
Record testing and maintenance					

5.22	N/A	Yes	No	Risk Rating	Priority
Does basic security against arson by outsiders appear reasonable? <sup>1</sup>		✓			
Hazards observed and comments					
Satisfactory – no further action					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Locked main entrance and automatic gates to the car park					
Recommended control measures					
In order to reduce the risk of arson it is recommended that the common entrance doors are kept locked, preferably fitted with an intercom system, and that storage of combustibles such as junk mail and paper recycling is limited to the refuse areas.					
Monitoring and future requirements					

5.23	N/A	Yes	No	Risk Rating	Priority
Are any combustible or flammable materials stored at the development			✓		
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Combustible or flammable materials are not to be stored in the development					
Monitoring and future requirements					
Regular managing agent visits					

<sup>1</sup> Reasonable only in the context of this risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

5.24	N/A	Yes	No	Risk Rating	Priority
Is there an absence of unnecessary fire load in close proximity to the building, or available for ignition by outsiders?		✓			
Hazards observed and comments					
Satisfactory – no further action					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Waste bins are emptied regularly					
Recommended control measures					
Monitoring and future requirements					
Managing Agent inspections					

5.25	N/A	Yes	No	Risk Rating	Priority
Is there satisfactory control over works carried out in the building by outside contractors (including risk assessments and 'Hot Work' permits)?		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Risk assessments from employed contractors					
Recommended control measures					
Monitoring and future requirements					
Managing agent to monitor and ensure all future contractors provide risk assessments					

5.26	N/A	Yes	No	Risk Rating	Priority
Is an asbestos register on site or details of where to view it?	✓				
Hazards observed and comments					
Not applicable - Building constructed in 2008					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Recommended control measures					
Monitoring and future requirements					
Keep an asbestos survey available for viewing					

5.27	N/A	Yes	No	Risk Rating	Priority
Are automatic gates / roller shutters fitted with crush safeguards in accordance with BS EN 12453 and subject to regular maintenance?		✓			
Hazards observed and comments					
Managing agent confirms that testing takes place 6 monthly.					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Verify maintenance contracts					
Monitoring and future requirements					

5.28	N/A	Yes	No	Risk Rating	Priority
Is there any external trip, slip or fall hazards?			✓		
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Regular general maintenance					
Recommended control measures					
Monitoring and future requirements					

5.29	N/A	Yes	No	Risk Rating	Priority
Is there any risk of injury from falling objects (both internal and external)			✓		
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Routine inspections of the property should include visual checks of all high level areas of the buildings, all walls and fences and any trees on or near the property.					
Monitoring and future requirements					

5.30	N/A	Yes	No	Risk Rating	Priority
Are refuse storage facilities adequately maintained, clean and safe?		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Recommended control measures					
For obvious hygiene reasons communal refuse storage facilities should be maintained in as clean a condition as possible with all waste sealed in bags and placed within receptacles which are suitable for such storage. Refuse should be regularly removed. Ideally refuse should be stored away from the main residential buildings, where this is not possible it is vital to ensure that bulk refuse such as furniture is not placed in the bin stores as this will increase the risk of arson. Where necessary lighting should be provided to ensure that residents using the refuse stores can clearly see what they are doing.					
Monitoring and future requirements					

5.31	N/A	Yes	No	Risk Rating	Priority
Do windows above ground floor level have guards or restrictors complying with Building Regulations Part K		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Recommended control measures					
Monitoring and future requirements					

5.32	N/A	Yes	No	Risk Rating	Priority
Where a lift is installed does it have an emergency call facility and is it subject to regular maintenance		✓			
Hazards observed and comments					
Satisfactory - Managing agent confirms testing is annual.					
Persons at Risk					
Residents		Children		Visitors	
Current control measures					
Lift maintenance contract in place					
Recommended control measures					
Monitoring and future requirements					
Regular and ongoing maintenance to be recorded					

5.33	N/A	Yes	No	Risk Rating	Priority
Are water storage systems checked and tested regularly (Legionella)	✓				
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Recommended control measures					
Refer to HSE publication INDG 458 Guide for Duty holders and Approved Code of Practice and Guidance L8					
Monitoring and future requirements					

5.34	N/A	Yes	No	Risk Rating	Priority
Are there any defects relating to the building fabric or failings with the maintenance regime			✓		
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors	
				Contractors	
					Public
Current control measures					
Regular and ongoing maintenance					
Recommended control measures					
Monitoring and future requirements					
The condition of the building fabric should be checked on a regular basis. Frequency and results of maintenance to be monitored.					



5.35	N/A	Yes	No	Risk Rating	Priority
Is there adequate emergency services access?		✓			
Hazards observed and comments					
Persons at Risk					
Occupants		Children		Visitors	
Current control measures					
Recommended control measures					
Monitoring and future requirements					
<p>Emergency services need to gain access to the property in order to carry out their duty sufficiently. Entrance gates should be a minimum of 3.1 metres wide to allow fire engines access. If no Dry Rising Main is in place the furthest point in the building can be no further than 18 metres from the fire engine. Further consideration should be given if there is a playground on site for ambulance access to the specific area.</p> <p>With reference to the London Fire Brigade's fire safety guidance note (GN11) pertaining to security doors and gates it should be noted that :-</p> <ul style="list-style-type: none"> <li>• Any door / gate should be easily opened to escape from inside without the use of a key</li> <li>• It should be possible to breach any door / gate within 3 minutes (using hand held equipment)</li> <li>• Security doors and security gates should not be installed together, only one should be required.</li> <li>• When installed, gates should be left open when occupants are at home and locked only when occupants are out.</li> </ul> <p>It is for the managing agents and Directors to decide on the best course of action considering both fire safety and security.</p>					

## 6. Management Action Plan

It is considered that the following recommendations should be implemented in order to reduce the risks to an acceptable level.

Recommendations in the Management Action Plan have been classified with a risk priority

Hazard No.	Action Required.	By Whom	Suggested Time scale	Risk Priority	Action Taken / Complete
5.4 Action	'No Smoking' signage not displayed Install signage	Managing Agent	1-2 months	3	
5.10 Action	The ground floor electrical cupboard is missing its signage Install signage	Managing Agent	1-2 months	3	
5.14 Action	No fire action notices displayed in the building Install signage	Managing Agent	1-2 months	3	
5.20 Action	Fire stopping in the riser cupboards is in question A competent person should assess the fire stopping in the risers and complete works where necessary	Managing Agent	2-4 months	2	

## 7. Fire Safety Information

### Fire Safety Advice for Residents

#### Protect you and your household

The easiest way to protect your home and family from fire is with a working smoke alarm. A smoke alarm can provide an early warning of a fire and allow you to make your escape – but only if it is working. You are more than twice as likely to die in a fire if you do not have a working smoke alarm.

- Fit smoke alarms on every level of your home
- Make sure your smoke alarms meet British and European standards
- Test your smoke alarms regularly
- Never disconnect or take the batteries out of your smoke alarm

You can prevent fire from happening by taking a few simple steps

- Do not leave cooking unattended and avoid leaving children in the kitchen with cooking on the hob
- Be especially vigilant when cooking with oil. Do not overfill chip pans and NEVER put water on a chip pan fire
- Make sure cigarettes are put out properly, use proper ashtrays and do not smoke in bed
- Do not overload electrical sockets
- Turn off appliances when not in use
- Keep matches and lighters out of the reach and sight of children
- Make sure candles are secured in proper holders and away from materials that may catch fire
- Children should not be left alone with candles

## Fire Safety in Purpose Built Blocks of Flats

Your flat is in a building designed to be fire-resisting. A fire should not spread from one flat to another, so that normally you need not leave your home if there is a fire elsewhere in the block. That said, if in doubt, get out.

Always leave if your flat is affected by smoke or heat or if told to by the fire service. Your stairway is designed to be safe for escape throughout the course of a fire. Always use the stairway to descend to the ground level if escaping.

**DO NOT LEAVE YOUR BELONGINGS OR RUBBISH IN CORRIDORS, THE LIFT LOBBY OR THE STAIRWAY**

This could affect you and your neighbours if there is a fire.

If you are in a corridor, lift lobby or stairway and you notice a smoke or a fire, leave the building immediately and, if safe to do so, alert other residents in the immediately vicinity on the way out (knock on their doors).

**DO NOT PUT YOURSELF AT RISK.**

**DO NOT RETURN TO YOUR FLAT UNTIL YOU ARE INSTRUCTED TO DO SO BY THE FIRE SERVICE**

Remember:

- Test your smoke alarm regularly
- Keep the exit route from your flat clear so you can escape in an emergency
- Close doors at night, especially the doors to lounges and kitchen to prevent fire spreading

**PLAN YOUR ESCAPE NOW.** Be prepared and do not wait until it happens.

## Fire Action Notice – ‘Stay Put’ Policy

If fire breaks out in your home:

- Leave the room where the fire is straight away, then close the door
- Tell everyone in your home and get them to leave. Close the front door of your flat behind you (to reduce the spread of fire)
- Do not stay behind to put the fire out
- Call the fire services
- Wait outside, away from the building

If you see or hear of a fire in another part of the building:

- The building is designed to contain a fire in the flat where it starts. This means that it is usually safe for you to stay in your own flat if the fire is elsewhere
- You must immediately leave if smoke or heat affects your home, or if you are instructed to do so by the fire service
- If you are in any doubt, GET OUT

To call the fire service:

- Dial 999 or 112
- When the operator answers, give your telephone number and ask for FIRE
- When the fire service reply, give the address where the fire is
- Do not end the call until the fire service has repeated the address correctly