BUTLER HAYDON ASSOCIATES LIMITED

Health, Safety and Fire Risk Assessment

Client:

40 Eastcote Road Property Company Limited

Date of Assessment:	26th February 2018
Assessment conducted by:	Kynan Cooper
Assessment checked by:	Amanda Butler

Contents

1. Introduction

Health, Safety and Fire Risk Assessment

Butler Haydon Associates Ltd was instructed by 40 Eastcote Road Property Company Limited to conduct a Health, Safety and Fire Risk Assessment of the residential property at:

40 Eastcote Road
Hillingdon, Ruislip
HA5 1DH

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 38 flats in one block plus visitors and contractors
Floor / floors:	Entire building, comprising common areas of basement, lower ground, ground, 1st, 2nd and 3rd floors
Building amenities:	Interior lighting. Fire detection. Dry Rising Main. Underground and Overground Car park. Lift. Electric gates.
Escape facilities:	2 x staircases leading from the ground to 2nd floor with 1 staircase leading to the 3rd floor. Four ground floor exits leading to external area.
Date of construction:	2001

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 1st 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.

The principle of the 'stay put' policy is based upon flat / room compartmentation and the buildings fire safety provisions.

Since the 1970's buildings have been constructed so that the structure of the flat – walls, floors and doors – are designed to give appropriate resistance from a fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building. It is important that where stay put policy's are in force the responsible person should ensure that the building is properly constructed (so that the structure (walls, floors and doors) are designed to give appropriate protection) and that any refurbishment or maintenance is carried out to compliant standards of fire safety.

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.

*Type 1 excludes entry into confined spaces and lofts

2. Executive Summary

On the 26th February 2018 Butler Haydon conducted a health, safety and fire risk assessment of the property on behalf of 40 Eastcote Road Property Company 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).

Firestopping of service penetrations and compartmentation of the riser cupboards is to be reviewed by a competent person and carried out as required. Several of the fire doors either lack the correct signage or require some form of remedial work.

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 25th February 2019 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: Kynan Cooper

Kynan Cooper

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:

Severity						
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	2	3	4	5
			Likelihood		

Priority & Action Required	
1	Unacceptable risk – Plan out. Immediate Action
2	Acceptable only in no other method viable. Risk must be urgently reduced
3	No major additional controls required. Improvement necessary
4	Acceptable. No further action required.

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 (passive and active)
- 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
Regular 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			✓	
Fire-fighting equipment inspected and tested			✓	
Emergency Lighting conforming to BS EN 50172 & BS 5266		✓		
Legionella risk assessment / testing & disinfection of tanks		✓		
Electrical installation inspected (periodic test 5 yearly)		✓		
Electrical appliances inspected	✓			
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					
A notice in one of the electrical riser cupboards stated that the last EICR was conducted in April 2016, therefore, the next inspection is due in April 2021.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Recommended control measures					
All fixed electrical installations should be subject to an Electrical Installations Condition Report (EICR) carried out by a suitably qualified electrician at periods not exceeding 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					
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. All outdoor meter boxes must be compliant with BS 8567:2012 - Specification for outdoor electricity meter cupboards.					
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 electrical appliances (fixed or portable) fit for purpose and subject to regular testing?			✓	6	3

Hazards observed and comments
Fixed heaters installed. Several of the heaters were either not signed or the signage had deteriorated. The managing agent is to ensure that heaters are inspected in conjunction with the 5 yearly EICR as a minimum.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors		Public	

Current control measures
'Do Not Cover' signage installed on some heaters.

Recommended control measures
If any portable equipment is supplied for use within the common areas it must be PAT tested. 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" d) Testing required every 4 years or at least with the EICR Table lamps are to be tested every 2 years.

Monitoring and future requirements

Warning signage has faded

5.4	N/A	Yes	No	Risk Rating	Priority
'No Smoking' signage displayed		✓			

Hazards observed and comments

Persons at Risk									
Residents		Children		Visitors		Contractors		Public	

Current control measures
Signage displayed

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
Monitor to ensure that the signs remain intact and legible.

5.5	N/A	Yes	No	Risk Rating	Priority
Are all service and riser cupboards free from obstructions and combustible materials?			✓	6	3

Hazards observed and comments
Electrical riser cupboards G4 and G9 were being used for storage. Items stored within service cupboards add to the fire load and obstruct contractors from accessing equipment.

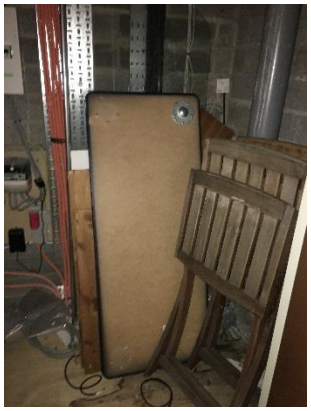
Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures
Most of the electrical riser cupboards are kept clear

Recommended control measures
Keep all service cupboards clear and locked.

Monitoring and future requirements
Monitor service cupboards to ensure they remain clear at all times and especially clear of all combustible material.

Riser cupboards to be kept clear



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?			✓	6	3

Hazards observed and comments
There was a loose floor mat at the main entrance which is a trip/slip hazard. This should be removed or replaced with a fixed, recessed mat. Additionally, there were plants being stored in the corridor outside flat 13, some of which were in front of a heater, which is a possible source of ignition. Such items add to the fire load in the escape route.

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
All escape routes, both internal and external, leading from the individual flats to a place of safety should be free from all obstructions, combustible and flammable items and should be free from trip/slip hazards.

Monitoring and future requirements
It is important to ensure that all escape routes are regularly monitored and that residents are aware of the need to keep such areas clear at all times.

Escape routes to be kept clear at all times

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					
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?			✓	6	3

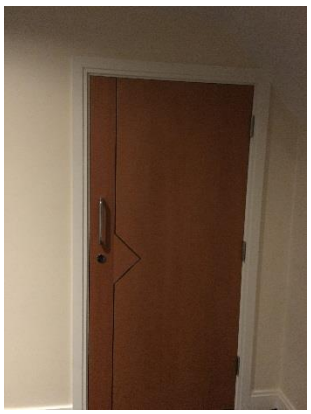
Hazards observed and comments
It should be noted that although the water and electrical riser cupboards were locked, the keys are kept in the locks. Access to these cupboards should be restricted to prevent storage, tampering, or injury and the current arrangements should be reviewed. The gas meter rooms in the basement were also unlocked. Electrical warning signage was not displayed on any of the electrical riser cupboards. Safety signage should be displayed to alert users to the presence of electrical equipment. Additionally, 'Fire Door Keep Shut' signage was not displayed on any of the lift lobby doors or basement lobby doors. 'Fire Door Keep Locked' signage was not displayed on the cupboard next to the lift on the first floor.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures
Correct fire door signage installed on most doors

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. Install correct signage to all fire doors. Reconsider measures for locking of riser cupboards.

Monitoring and future requirements



Fire Door signage to be installed

5.11	N/A	Yes	No	Risk Rating	Priority
Are all doors servicing the protected escape route fitted with correctly functioning door closers?			✓	6	3

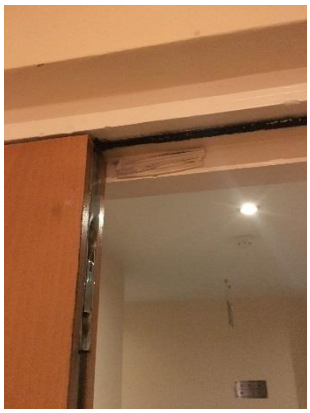
Hazards observed and comments
The central staircase lobby door on the first floor did not close fully – the closer needs adjusting. The lift lobby door on the second floor, and the double lobby door on the ground floor (west wing) both had foam pads fitted to their frames to facilitate soft closing. This prevents doors from sitting flush against their stops and may reduce the effectiveness of their cold smoke seals.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures
Majority of lobby doors have fully functioning closers

Recommended control measures
Lobby fire doors must be fitted with automatic closing devices fire rated to at least the same standard as the door and should be kept closed at all times, any wedges and/or hooks must be removed. Doors leading into the escape route from the flats should all be fitted with closers. For the purpose of this report it is assumed this is the case. Foam pads to be removed from frames and closers adjusted to ensure full closure.

Monitoring and future requirements



Foam pads to be removed from door frames

5.12	N/A	Yes	No	Risk Rating	Priority
Are all fire doors fitted with intumescent strips?			✓	8	2

Hazards observed and comments

The central staircase lobby door on the ground floor did not have any cold smoke seals installed.
The east wing staircase lobby door on the first floor had some of its intumescent strips and half of its cold smoke seals missing.
The east wing staircase lobby door on the second floor had half of its cold smoke seals missing.
Some of the cold smoke seals on riser G2 were dislodged due to damage (see also 5.13 below).
Additionally, gas cupboard B3 had one set of its intumescent strips missing.

Persons at Risk

Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures

Majority of fire doors fitted with dual purpose intumescent strips and cold smoke seals.

Recommended control measures

To ensure that the fire doors are fit for purpose the following action is recommended;

- All fire doors should be fitted with intumescent fire seals.
- The gaps around the door frames should be sealed with suitable fire retardant/intumescent sealants.
- Any holes in the doors or frames should be sealed / repaired.
- Any glazing in the doors should be fire rated and fitted with intumescent seals.
- Where the above measures will not achieve a minimum 30 minute rating the doors/frames should be replaced.

Doors leading into the escape route from the flats should all be fitted with intumescent strips and be 30 minute fire rated. For the purpose of this report it is assumed this is the case. For a list of competent fire protection contractors go to www.firas-database.co.uk/registers/

Arrange for replacement of intumescent strips and cold smoke seals

Monitoring and future requirements

Intumescent strips and cold smoke seals missing

5.13	N/A	Yes	No	Risk Rating	Priority
Are all fire doors in good condition and suitable for purpose?			✓	10	2

Hazards observed and comments

Throughout the development there were several failings regarding the condition of fire doors:
Riser G2 had damage to the top edge of the door, and the bottom lever-action bolt had been removed leaving a cavity within the door.
The lobby door by flat 30, and the east staircase lobby door on the second floor get caught on their cold smoke seals, which prevented them from closing.
In total, six lobby fire doors had gaps between the bottom edge and the floor, in some cases up to 20mm. Excessive gaps beneath doors can reduce the door sets' effectiveness at slowing the spread of smoke.
Additionally, most of the lift lobby doors had large gaps on their leading edges. The central staircase lobby door on the second floor has dropped, leaving a gap of 8mm on the top edge. Excessive leaf/frame gaps can render cold smoke seals redundant.

Persons at Risk

Occupants	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures

Recommended control measures

Monitor condition of fire doors to ensure they fit correctly within the frame and are not damaged so as to reduce their effectiveness. Gaps between the door and frame should not exceed 2-4mm (8mm underneath the door / 3mm to restrict smoke). Door sets (which includes the frame), access hatches, ducts and vertical shafts linking floors, exiting directly onto the protected escape route should be capable of resisting the passage of smoke and fire for 30 minutes.
Ironmongery such as hinges, closers, locks and latches are vital to the fire resisting performance of the door assembly and should be CE marked and approved by CERTIFIRE or another accredited approval scheme.

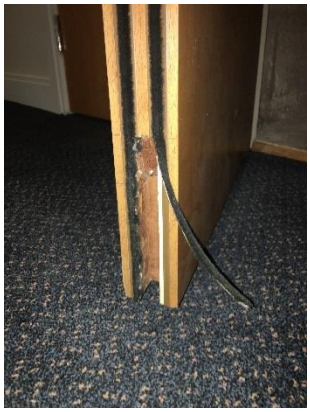
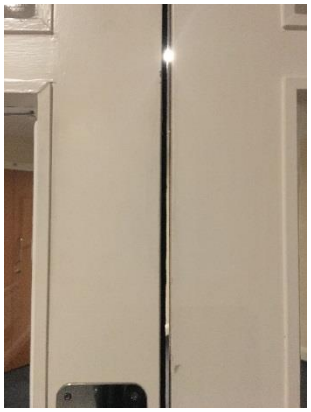
Wherever possible the fixing of a letter plate to a fire resisting door should be avoided. Letter plates should ideally be positioned in the lower part of the door and should confirm to BS EN 13724: 2013. Cat flaps should not be installed in fire doors.

Any glazing in the doors should be fire rated and fitted with intumescent seals.

Fire doors can be verified at the time of purchase through the manufacturer or supplier or in some instances by inspecting the door itself where markings may be present. Hollow flush doors, older panel doors, uPVC doors or those that are less than 44mm thick are unlikely to be fire rated. All door sets leading directly into the protected escape route must be rated FD30s.

Arrange for repairs to fire doors to ensure that they fit correctly within their frames, gaps meet the guidelines specified above and retain their fire rating.

Monitoring and future requirements

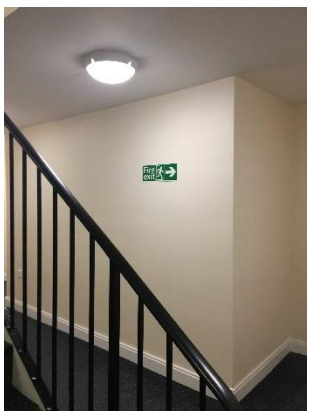




Remedial works required so that doors retain their fire rating and smoke-resisting capabilities

5.14	N/A	Yes	No	Risk Rating	Priority
Fire Action Notice displayed?		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Signage displayed					
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. Additionally, if there are shared escape routes then the fire policy will need to be co-ordinated between all tenants.					
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?			✓	6	3
Hazards observed and comments					
2no. directional signs at the bottom of the central staircase point away from the nearest exit.					
Persons at Risk					
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	
Current control measures					
Directional signage installed					
Recommended control measures					
Replace signage with correct directional arrows					
Monitoring and future requirements					



Directional signage points away from the nearest exit

5.17	N/A	Yes	No	Risk Rating	Priority
Are the escape routes adequately lit?		✓			
Hazards observed and comments					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Interior and emergency lighting installed					
Recommended control measures					
It is a requirement of the Regulatory Reform (Fire Safety) Order 2005 that; *"Emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting"*					
Monitoring and future requirements					

5.18	N/A	Yes	No	Risk Rating	Priority
Where emergency lighting is installed is it maintained and tested regularly?		✓			
Hazards observed and comments					
The managing agent has confirmed that full duration tests are carried out annually, and monthly functional tests are undertaken by the on-site porter.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Annual and monthly testing taking place					
Recommended control measures					
Monthly functional tests are to be carried out. A full system discharge test is to be carried out annually.					
Monitoring and future requirements					

5.19	N/A	Yes	No	Risk Rating	Priority
Is a manual or automatic fire detection system installed and being maintained?			✓	6	3

Hazards observed and comments
Mains operated fire alarm system and manual call points installed. The managing agent has confirmed that there is a maintenance contract in place and the last full inspection was carried out in October 2017. Manual call point should be tested weekly.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public	

Current control measures
Regular maintenance taking place

Recommended control measures
The provision of smoke alarms in the common areas is currently a contentious issue. The London Fire Brigade (LFB) has recently commented; “If they are in place we would want to see justification for fitting them. The reasoning behind this is that smoke detection in the common parts should not be necessary due to the fact that they should be sterile areas with nothing to burn. An alarm sounding in the common parts would encourage residents out of their flats into the hazardous area” Common areas must remain clear of all obstructions, flammable fixtures, fittings and goods at all times

Monitoring and future requirements
Ensure that common areas remain sterile environments and are free from all flammable fixtures, fittings and goods. Weekly functional test required for smoke detectors, sounders, and manual call points. Six monthly inspection and test of the full system.

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?			✓	12	1

Hazards observed and comments
Firestopping of service penetrations and compartmentation of the riser cupboards has taken place in some instances, however, this needs to be reviewed by a competent person any further firestopping measures taken as required.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors		Public	

Current control measures

Recommended control measures
In order to delay the spread of heat and smoke (especially in unseen areas) the following fire stopping measures are recommended … • All service penetrations, cavities, construction joints etc are sealed with products designed to resist the spread of heat/smoke. • Doors (including access hatches to cupboards, ducts and vertical shafts linking floors) walls, floors and ceilings protecting escape routes should be capable of resisting the passage of smoke and fire for long enough so that people can escape from the building. Generally regarded as 30 minutes. • All wooden loft hatches are replaced with fire rated loft hatches. For a list of competent fire protection contractors go to **www.firas-database.co.uk/registers/**

Monitoring and future requirements
Ensure all contractors are aware that new service penetrations need to be filled with material designed to resist the spread of heat and smoke

Firestopping measures to be reviewed

5.21	N/A	Yes	No	Risk Rating	Priority
Where present, is fixed (Dry or wet risers, sprinkler systems, smoke vents) and portable fire fighting equipment regularly serviced and maintained?			✓	6	3

Hazards observed and comments
Dry riser installed. The managing agent has confirmed that dry risers are serviced annually, and the last service was carried out in October 2017. Visual inspections should be carried out every 6 months in addition to annual servicing.

Persons at Risk										
Residents	✓	Children	✓	Visitors	✓	Contractors	✓	Public		

Current control measures
Annual servicing taking place

Recommended control measures
It is a requirement of the Regulatory Reform (Fire safety) Order 2005 that; *"Any facilities, equipment and devices provided in respect of the premises for use by or protection of fire fighters …. are subject to a suitable system of maintenance and are maintained in an efficient state".* Where necessary the responsible person should arrange for maintenance of all such equipment. Smoke vents are to be serviced annually to confirm to BS7346-8: 2013. Dry or wet risers are to be maintained and serviced in accordance with BS9990: 2015. Service check every 6 months, pressure test annually. All signage should be monitored to ensure that it remains legible and intact. If fire extinguishers are present residents need to be trained in their use.

Monitoring and future requirements

5.22	N/A	Yes	No	Risk Rating	Priority
Does basic security against arson by outsiders appear reasonable?[1]		✓			

Hazards observed and comments

Persons at Risk										
Residents		Children		Visitors		Contractors		Public		

Current control measures
Locked entrance door to common areas

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

[1] 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.

5.23	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					

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					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
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		Contractors		Public	
Current control measures					
Managing agent confirms that risk assessments are received from any employed contractors					
Recommended control measures					
All contractors working at the property should be assessed to ensure they are competent for the task/s to be undertaken. This includes assessment of their arrangements for health & safety in respect of the risks to themselves, their employees and to all others who may be affected by their activities. Written records of such assessments should be kept by the responsible person/s along with copies of the contractor's public liability insurance. It is a requirement under Regulation 38 to provide fire safety information to the responsible person at completion for all building works subject to Building Regulations in England and Wales. Compliance with CDM 2015 is also required.					
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 2001					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Recommended control measures					
The Control of Asbestos Regulations impose a duty on the responsible persons to identify any asbestos containing material (ACM) used in the construction of the buildings and to implement adequate means of managing the ACM and the risk it poses. If the building was constructed prior to 2000 it should be assumed that ACM is present, a survey carried out by a competent professional should identify any that exists. In buildings constructed after 2000 it is safe to assume that ACM was not used in the construction and no further action is required.					
Monitoring and future requirements					
If ACM's are present the responsible person must implement a management plan to control the risk of exposure. Display signage and ensure it remains intact and legible. Review any ACM's left in place, including those that have sealed or enclosed, to see if they have deteriorated or been damaged or disturbed in anyway. The time between inspections will depend on the type of material, where it is and its condition but it should be at least every 6 to 12 months.					

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					
Electric vehicle gate installed. The managing agent has confirmed that the gates are serviced annually.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Annual servicing taking place					
Recommended control measures					
The responsible person/s should undertake a suitable and sufficient risk assessment to identify any hazards and associated risks to persons using electrically powered gates, consideration must be given to unauthorised users such as children who may play on or near the gates. The risk assessment should identify any trapping and/or crushing hazards both at the hinge area and the leading edge of the gate/s when it is closing. It is prudent to carry out regular force testing to ensure that any safety sensors fitted to the gates are activated before the force is sufficient to cause injury. Where the gates are identified as a machine under the Supply of Machinery (Safety) Regulations 2008 a conformity assessment should have been undertaken prior to the commissioning of the gates. At all times manufacturers guidelines should be followed and the equipment CE marked.					
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					
Satisfactory at time of inspection					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
General ongoing maintenance					
Recommended control measures					
It is important to ensure that all areas used by pedestrians, whether or not intended for such use, do not pose any risk to residents, visitors, contractors, children and members of the public. TRIPS - On pedestrian routes anything raised above the surface by 6mm or more should be considered a trip hazard. SLIPS - It is important to prevent excessive accumulation of water, moss, silt, ice and snow, leaves, fruit and/or berries from tree and shrubs or any other substance which could make the ground slippery. Where such substances fall naturally regular cleaning/clearance is necessary. FALLS - Consideration should be given to edge protection (a minimum of 1100mm in height) on areas used by pedestrians where it is possible to fall from that level and where the height of the fall is such that injury could be predicted. When installing edge protection please refer to the Building Regulations (Approved Document K) Section 3.					
Monitoring and future requirements					
General ongoing maintenance. Routine inspections of all pedestrian areas should be undertaken. Any fallen leaves and moss should be regularly cleared away					

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					
Satisfactory at time of inspection					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
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		Contractors		Public	
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, appropriate signage and is it subject to regular maintenance?		✓			
Hazards observed and comments					
Lifts installed. The managing agent has confirmed that servicing takes place 6 monthly and the next service is due in March 2018.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Warning signage in place. 6 monthly servicing taking place					
Recommended control measures					
It is a requirement of the Lifting Operations and Lifting Equipment Regulations 1998 that all passenger lifts are subject to a thorough examination at least every 6 months. The regulations also require lifts to be fitted with a system such as an emergency alarm system to ensure that trapped persons can be freed. The responsible person should ensure that a contract is in place in respect of the lift maintenance, this should include the maintenance of the emergency call facility.					
Monitoring and future requirements					
All signage should be monitored to ensure that it remains legible and intact.					

5.33	N/A	Yes	No	Risk Rating	Priority
Are water storage systems checked and tested regularly (Legionella)?		✓			
Hazards observed and comments					
Water tank installed. The on-site porter confirmed that the water is tested every 6 months.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
6 monthly testing in place					
Recommended control measures					
If water is stored in communal tanks prior to distribution to the individual properties it is vital to ensure that the water is safe for consumption. Reference should be made to the Risk Assessment carried out on the water system to determine the frequency of testing required. The responsible person should ensure a risk assessment is carried out and reviewed regularly specifically when there is reason to believe the previous risk assessment may no longer be valid. For full details of the requirements for the treating and testing of water systems please refer to the HSE approved Code of Practice (ACOP) “Legionnaires Disease: The control of Legionella Bacteria in water systems”.					
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					
Recommended control measures					
Since the 1970's buildings have been constructed so that the structure of the flat – walls, floors and doors – are designed to give appropriate resistance from a fire. The Local Government Group's publication, Fire Safety in Purpose Built Blocks of Flats, recognises that the standards of compartmentation have changed over the years with advances in materials, technology and building design / regulation (Building Regulations). It is likely that older buildings will not achieve the minimum levels of fire resistance expected today and it may be necessary to upgrade materials in some circumstances. Any building works or maintenance within the building should also comply with this. Any building works subject to Building Regulations must also comply with Regulation 38 of the building regulations (2010) which states that *"The person carrying out the work shall give fire safety information to the responsible person not later than the date of completion of the work, or the date of occupation … whichever is earlier."* Compliance with CDM 2015 is also required.					
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		Contractors		Public	

Current control measures

Recommended control measures

Monitoring and future requirements
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. With reference to the London Fire Brigade's fire safety guidance note (GN11) pertaining to security doors and gates it should be noted that :- • Any door / gate should be easily opened to escape from inside without the use of a key • It should be possible to breach any door / gate within 3 minutes (using hand held equipment) • Security doors and security gates should not be installed together, only one should be required. • When installed, gates should be left open when occupants are at home and locked only when occupants are out. It is for the managing agents and Directors to decide on the best course of action considering both fire safety and security.

5.36	N/A	Yes	No	Risk Rating	Priority
Where exposed water (i.e. lakes, ponds and streams) is present is adequate signage in place?			✓	6	3

Hazards observed and comments
There is a small pond at the front of the development. Warning signage was not displayed.

Persons at Risk									
Residents	✓	Children	✓	Visitors	✓	Contractors		Public	✓

Current control measures
None

Recommended control measures

Monitoring and future requirements
Ensure signage remains intact and legible

Warning signage to be installed by pond

5.37	N/A	Yes	No	Risk Rating	Priority
Is safety equipment and precautions present near all exposed water?	✓				

Hazards observed and comments
There is a safety barrier around part of the pond, however, if adequate warning signage is installed additional barriers or further precautions would not be required.

Persons at Risk									
Residents		Children		Visitors		Contractors		Public	

Current control measures
Barrier around section of the pond.

Recommended control measures

Monitoring and future requirements

5.38	N/A	Yes	No	Risk Rating	Priority
Is exposed water clean and safe?		✓			
Hazards observed and comments					
The managing agent has confirmed that cleaning and maintenance of the pond is carried out by the on-site porter as required.					
Persons at Risk					
Residents		Children		Visitors		Contractors		Public	
Current control measures					
Unknown					
Recommended control measures					
Algae should not be allowed to build-up and there should be precautions against any health risks with stagnant water including the potential for the water to ice over in winter months. Vermin and related health risks (Leptospirosis, Wiels disease) are also a consideration close to water.					
Monitoring and future requirements					

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
5.3 Action	Heater signage missing or deteriorated Replace or install signage	Managing Agent	1-2 months	3	
5.5 Action	Storage in riser cupboards Keep riser cupboards clear	Managing Agent	1-2 months and Ongoing	3	
5.6 Action	Plants in the escape route / loose entrance mat Replace or remove mate, remove plants / Keep escape routes clear	Managing Agent	1-2 months and Ongoing	3	
5.10 Action	Risers unlocked, and fire doors not signed Install signage / review locking arrangement	Managing Agent	1-2 months / 3-6 months	3	
5.11 Action	Faulty door closer / foam pads Remove pads and adjust closer	Managing Agent	1-2 months	3	
5.12 Action	Intumescent strips or cold smoke seals missing Replace seals	Managing Agent	2-4 months	2	

5.13 Action	Door frame/floor gaps of 6/20mm and damage Arrange for repairs	Managing Agent	2-4 months	2	
5.16 Action	Incorrect directional escape signage Replace with correct directional signage	Managing Agent	1-2 months	3	
5.19 Action	Manual call points not currently tested Arrange for weekly testing	Managing Agent	1-2 months	3	
5.20 Action	Firestopping/compartmentation measures Arrange for further firestopping	Managing Agent	2-4 months	1	
5.21 Action	Dry Riser visual inspections Arrange for 6 monthly visual inspections	Managing Agent	3-6 months	3	
5.36 Action	No signage at pond's edge Install warning signage	Managing Agent	2-4 months	3	

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

In the common areas

- Do not leave your belongings or rubbish in corridors or the stairway
- Do not obstruct exit doors
- Ensure that all fire doors are kept closed

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

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.

‘Stay Put’ Policy

The principle of the ‘stay put’ policy is based upon flat / room compartmentation and the buildings fire safety provisions.

Since the 1970’s buildings have been constructed so that the structure of the flat – walls, floors and doors – are designed to give appropriate resistance from a fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.

In the event of a fire

If the fire is elsewhere in the building:

- In a purpose built residential development such as this it is usually safest to adopt a “Stay Put” policy, unless you feel threatened, the smoke or heat is affecting you or the Fire and Rescue Service instruct you to leave.

If the fire is in your residence:

- Try to remain calm, leave the building in an orderly fashion and if possible make sure that all windows and doors are closed as you leave. Do not stop to collect possessions.
- Do not use any lifts.
- Do not use a balcony unless it is a designated escape route.

It should not be implied that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.

Dial 999 and ask for the Fire and Rescue Service, give them the phone number you are calling from and the address where the fire exists. If you have evacuated do not return to the property unless instructed by the Fire Service.