

**FIRE RISK ASSESSMENT
FOR THE PREMISES OF**

Grenfell Tower London W11 1TG

**CONDUCTED ON BEHALF OF
The Tenant Management Organisation of the
Royal Borough of Kensington and Chelsea**

BY



Salvus Consulting Ltd
Safety Unit



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Introduction

This Fire Risk Assessment has been conducted at the request of the Tenant Management Organisation of the Royal Borough of Kensington and Chelsea. Following the additional recommended control measures identified in this risk assessment will enable the risks in the event of a fire to be minimised. It will also aid compliance with the Regulatory Reform (Fire Safety Order) 2005 and forms part of your Risk Assessment requirements under the Management of Health and Safety at Work Regulations 1999 under the Health & Safety at Work etc Act 1974.

How to use this document

The assessment is produced in two sections:

Part I

This Part identifies the fire hazards, persons at risk and the current existing control measures.

It also identifies the level of residual risk that is left with those control measures in place.

Where the existing control measures do not appear to reduce the level of risk to the lowest reasonably practicable, such risks are identified by the use of *italics*.

Where there is a need to reduce these risks still further then Part II of the document is used.

Section and paragraph numbers are provided for ease of identification and cross reference

Part II (yellow section) – Action Plan

Part II of the documentation identifies the actions required to reduce the risks to the lowest level reasonably practicable. It is also colour coded to identify actions required to satisfy potential statutory breaches (red), those considered to be Best Practice given current fire safety guidance (amber) and those considered to be an improvement which will enhance life safety (green).

The Action Plan also contains boxes that require a named person to take responsibility for the actions and sets an arbitrary date for remedial actions to take place (guidance from the priority ratings –see page 1 of Part II)

It is critical that the allocation of responsible persons and target dates are completed, as assessments that have not been completed in this way and the controls not implemented, do not provide compliance with the legal requirements, or assist in the reduction of fire risk to the organisation, thus leaving the organisation open to potential prosecution.

To complete the cycle, the risks, (when the additional control measures have been put into place) are re-assessed. The assessment is then complete, until its review date, or when any alterations (e.g. building alterations, change of process or number of persons on site) render the assessment no longer valid.

The Plan

As part of the Landlord duties is to maintain the facilities in such a manner as to ensure the safety in the event of a fire of all the tenants and persons who may come onto the premise a plan has been attached to this fire risk assessment. It will identify the fire safety features currently in place within the landlord domain. This plan was produced by Salvus Consulting onto which has been annotated additional information. ***Should you be unsure of how this document should be used please contact Salvus Consulting, details are available on the front cover.***

Definitions

To ensure clarification of some of the definitions used within this risk assessment the following will apply:-

Fire Hazard

Something that has the potential to: initiate a fire, exacerbate a fire, or prevent adequate response in the event of a fire.

Fire Risk

The likelihood that a fire hazard will occur, coupled with the severity of outcome, including those persons who may be affected (including numbers affected). **N.B.** As the worst case outcome of fire is generally considered to be death or multiple deaths, the risk category generally reflects the likelihood of a fire occurring and the number of persons who will be affected.

People at Risk (Groups)

T	Tenants
V	Visitors – all persons visiting the premises
D	Disabled Persons (physical / sensory impaired)
O	Other occupiers
C	Contractors – visiting contractors on short term work
E	Employee of TMO
F	Firefighters

Generally the first five groups will always be affected, however under certain circumstances specific groups will be identified as being more at risk and on these occasions **only the specific group will be identified**

Risk Category (qualitative mechanism employed)

The risk category is based upon two key areas and the number of persons exposed to the risk - Likelihood of harm occurring X Severity of the outcome

High =	Very Likely/almost certain to occur / Major injury death out come
Medium =	Could occur in time / Injury & ill health outcome
Low =	Unlikely to occur / Minor or no injury & ill health outcome

Where, in the opinion of the assessor/s, there is a combination of likelihood and out come that falls between clear, High, Medium and Low, a Medium/High etc will be shown. The risk category will also be utilised in part II Action Plan of the document to prioritise the actions required to reduce the risk.

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The most significant Risks are arising from the risk assessment have been identified under the headings shown in the table below. The assessment of risk has been made in the light of the relevant standards contained in the reference material, also shown in the table below.

No's	Headings
1	Sources of Ignition allowing fire to start
2	Sources of fuel that may assist fire growth
3	Rapid Fire & smoke spread in the building
4	Fire spread to adjacent properties / areas
5	Persons in premises unaware of fire
6	Persons cannot escape safely in the event of fire
7	Small fire grows rapidly / untrained persons at risk
8	Existing / future construction/ maintenance alterations
9	Lack of Facilities/Access for Fire Service
10	Lack of Co-operation with other occupiers in the building

Reference Material
Regulatory Reform (Fire Safety) Order 2005
Building Regulations 2006 Approved Document B
H M Government Guide:- Sleeping Accommodation
BS 5839 Part 1 – Fire Detection and Fire Alarm Systems for Buildings
BS 5839 Part 6 - Fire Detection and Fire Alarm Systems for Dwellings
BS 5266 Part 1 – Emergency Lighting
BS 5306 Part 8 – Selection of fire extinguisher equipment on premises
BS 5306 Part 3 – Installation and maintenance of portable fire extinguishers
BS 5499 Part 4 – Fire Safety Signs for escape route signing
BS 9999 Code of practice for fire safety in the design, management and use of buildings
Management of Health & Safety at Work Regulations 1999
Landlords management policy's & associated documentation
Managing agents contractors policies, schedules and records

General Information

Landlord Name	Royal Borough of Kensington and Chelsea
Responsible Person	Chief Executive of the Royal Borough of Kensington and Chelsea
Responsible Person / Contact on Site	Tenant Management Organisation Warden
Persons Consulted during Assessment	Ms Janice Wray of the Tenant Management Organisation

Building Description

This is a 23 storey tower block which comprises of 3 lower floors of offices etc., 20 floors of residential accommodation and above them a plant area on the roof. Each of the residential levels has 6 flats making a total of 120 dwellings in the block, the footprint of the building is 24 metres by 22 metres approximately. The building is of slab concrete construction with a flat roof area where the building's water tanks, lift motor room and plant are housed. Access to the roof level is restricted to authorised personnel only.

There were no apparent elements of the building construction that were considered a significant additional contribution to the risk from fire eg. no hidden voids, unprotected mezzanine floor areas or sandwich panels.

The building is provided with a dry riser and smoke extraction system but no domestic sprinklers.

There is a protected concrete central core which accommodates the lift lobby area and staircase, this runs the height of the building. The central core is sub divided by fire rated construction into staircase shaft, refuse chute duct and lift lobby areas, the fire doors in the structure are self closing 30 minutes fire doors with intumescent strips (FD30). The door to each dwelling appears to be FD30 with a letter box located just below the halfway line of the door. The staircase is entered from a protected ground floor corridor separated by a FD30 fire door and discharges at the 2nd floor, giving access to the offices. At the 2nd floor there is then access to the staircase serving the remaining 20 levels and the roof, there is a final exit direct to the external open deck area at this level. The two passenger lifts in the lobby area serve all levels apart from the 1st floor which has its own access and the roof.

The separate occupier on the 1st floor is accessed via a separate lift from the ground floor but there is secondary egress from the 1st floor on to the external stairs.

Area covered by this Fire Risk Assessment

The ground floor reception and interview rooms, the second floor offices and the common parts of the 20 floors of accommodation plus the roof area.

Area excluded from this Fire Risk Assessment

On the ground floor, the area to the rear of the building, "children's area" (separate occupier), room next to lifts and transformer rooms both locked, the 1st floor complete (separate occupier) and all the private dwellings.

Evacuation Strategy

For The Offices:

For any TMO employees in the offices or reception area etc of this building, on the sounding of the fire alarm system the employees leave the building by the nearest available fire exit and go to the assembly point at the front of the building.

For The Residential part of the building:

There is a “defend in place” strategy for this building (this means each tenant stays put within their own dwelling during a fire incident unless the fire is in that dwelling or otherwise affects it). The Tenants Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea has provided information to all tenants via letter and briefing sheets of ‘what to do in the event of an emergency’. Additional fire safety advice has been included in the “Autumn 2009 TMO Residents Magazine”.

The landlord relies upon the tenants to response to any emergencies and does not facilitate emergency evacuation exercises.

Overall Risk Rating

Normal

Fire Risk Assessment for
Type of Premises

Tenants Management Organisation (TMO) of RBKC
A tower block with the offices and
self contained apartments
Grenfell Tower London W11 1TG

Assessor
Date of Assessment
Date of Review

Carl Stokes
30/09/09
29/09/10

Address

	FIRE HAZARD	PEOPLE AT RISK (see definitions)	EXISTING CONTROL MEASURES IN PLACE (italics identifies those <u>not</u> adequately controlled)	High/Med/Low (see definitions) RISK CATEGORY WITH CONTROLS	If Yes See Part II FURTHER ACTION
1	Sources of Ignition allowing fire to start				
1.1	Faulty Electrical Supplies & systems	T, V, D, C, E	From a visual inspection during the fire risk assessment the electrical systems within the building appeared to be in good order with no obvious signs of any defects. The system appears to have been provided with overload protection including fuses, RCD's and trip devices (for circuit and human protection). <i>At the time of fire risk assessment there were no documents available to clarify if wiring checks by a competent engineer had been carried out as part of the certification process conforming with IEE guidance</i> <i>There was no information available which indicated the frequency and type of ongoing maintenance and testing.</i>	Medium	Yes
1.2	Portable Electrical Appliances or Heating systems	T, V, D, C, E	At the time of the fire risk assessment visit no portable electrical appliances or heating systems were provided or placed within the residential communal parts of the building. There were portable electrical appliances in the ground floor reception and interview areas also in the TMO offices on the 2 nd floor. At the time of the risk assessment none of the portable electrical appliances appeared to be in a damaged condition. <i>At the time of the risk assessment it was noticed that some of the portable electrical appliances had electrical test labels on them but there was no information available which indicated the frequency of testing nor if there was a central asset register of appliances or test records.</i>	Medium	Yes
1.3	Smoking /smokers materials	T, V, D, C, E	TMO operates a no smoking policy in line with current national legislation and its own policies. There was no evidence of abuse of these policies at the time of fire risk assessment visit.	Low	No
1.4	Arsonist Attack (internal)	T, V, D, C, E	Access control to the building is provided by a suitable electrical security system and a manned reception desk. This is by way of entrance door control for visitors and a fob key operated lock for residents. On egress from the building the entrance door is fitted with a self closing device to maintain building security.	Low	No
1.5	Arsonist Attack (external)	T, V, D, C, E	The exterior of the building, at the time of the risk assessment, was free of any items of combustible waste. No external penetrations to the building were noted (at the time of assessment) that may provide access for any potential arsonist.	Low	No

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1.6	Hot Works and other potentially hazardous electrical works – Contractor and Operatives	T, V, D, C, E	TMO has policies, procedures and guidance in relation to the management of contractor works and in particular hot works and other potentially hazardous electrical works. Ms Wray and the TMO estates department have provided evidence of TMO's procedures and there is a separate risk report covering the management policies and procedures.	Low	No
1.7	Lack of/inadequate maintenance of Lightning protection for the building	T, V, D, C, E	The lightning protection provided for the building appeared to be in satisfactory condition (from visual inspection) at the time of the fire risk assessment. <i>It could not be confirmed at the time of fire risk assessment if the lightning protection system had been subject to maintenance and testing in line with current guidance and British Standards.</i>	Medium	Yes
2	Sources of fuel that may assist fire growth:				
2.1	General Housekeeping of combustible materials	T, V, D, C, E	In general the housekeeping within the building was considered satisfactory at the time of visit and that the tenants appear to be managing the common areas reasonably <i>See 2.3 ref waste materials below</i>	Low	No
2.2	Storage of combustible materials	T, V, D, C, E	The storage arrangements appear to be adequate given that no inappropriate storage was noted within the areas covered at the time of the risk assessment.	Low	No
2.3	Combustible Waste Materials	T, V, D, C, E	There is a fire separated room containing a purpose built rubbish chute from each landing for domestic waste, this leads to a secure bin area at the ground floor level, the receptionist confirmed the bin is emptied on a regular basis by the Local Authority. <i>It was noted that there were isolated examples of black plastic bags of rubbish in the lift lobby areas and the rubbish chute rooms of the residential part of the building, even though there were TMO signs in these areas stating "Do Not leave rubbish here"</i>	Medium/Low	Yes
2.4	Walls and ceiling linings	T, V, D, C, E	At the time of the risk assessment the walls and ceiling linings appear to have been installed to meet Building Regulation standards and thus are unlikely to add to the fire loading within the building. No damage was noted at the time of fire risk assessment visit	Low	No
2.5	Carpets / Curtains (soft furnishings)	T, V, D, C, E	There are no carpets or curtains in the residential common parts of the building. There are no carpets or curtains in the commercial common parts of the building. There are carpets and blinds in the office areas of the building, which appear to be standard commercial fixtures and fittings and at the time of the risk assessment they appeared to be undamaged. <i>No confirmation could be given during the visit as to whether the carpets and blinds (soft furnishings) within the office area met the standards in line with HM Government guidelines.</i> Tenants have not added any such materials within communal parts of the building.	Low	Yes

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3	Rapid Fire & smoke spread in building:				
3.1	Structural compartmentation and fire resistance	T, V, D, C, E	Given the materials of structure (concrete) it is likely that this will provide structural compartmentation to meet the requirements of BS476. Those areas of access provided at the time of visit gave no indication that breaches of the compartmentation had taken place. NB Please see the introduction section of this document to see which areas were not accessed or areas not available at the time of the visit.	Low	No
3.2	Fire protection separation in access corridors and routes	T, V, D, C, E	The structure of the building is concrete and was constructed to meet the separation requirements of the Building Regulations of the day. The access routes would appear to be capable of providing separation to FR30 standard in line with current HMG/ADB Guidance The fire doors in the corridors and on the access routes appeared to be FD30 fire doors fitted with self closing devices and intumescent strips. <i>The fire doors on the staircase compartment and in the ground and first floor offices etc were not fitted with cold smoke seals, in line with current standards and best practice.</i>	Medium/Low	Yes
3.3	Fire protection separation of high risk areas	T, V, D, C, E	The plant and lift motor rooms of the building are situated on the roof level and separated by a concrete floor slab which should afford a minimum of FR30 from the residential areas below. There is an electrical intake room on the ground floor with a FD30 fire door, the fire stopping in the room appears to be fire rated, an electrical sub station that could be accessed externally is also situated on the ground floor. The protected room at each level, which houses the refuse chute duct, is provided with a self closing FD30s fire door (fitted with intumescent strips and cold smoke seals). <i>NB There was no access to the sub station at the time of visit and thus compartmentation of this areas could not be confirmed.</i>	Low	Yes
3.4	Fire compartmentation between corridors and private dwellings	T, V, D, C, E	The entrance door to each dwelling appears to be a rated fire door to FR30 standard <i>As there was no access to all the dwellings it could not be confirmed if each door is fitted with an intumescent strip, cold smoke seal and self closing device.</i>	Medium	Yes

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4	Fire spread to adjacent properties / areas				
4.1	Fire resisting separation between building properties / areas	T, V, D, C, O	The building stands in its own plot and it is not attached to other buildings on site. The distances between buildings appear to have been calculated to meet Approved Document B, minimising/preventing fire spread to adjacent premises. From visual inspection those areas abutting the TMO property appeared to be of adequate fire resistance in accord with ADB (other occupiers of the shared building)	Low	No
5.	Persons in premises unaware of fire				
5.1	Means of communication not available / not maintained	T, V, D, C, E	A fire alarm system installed in the building comprises of smoke detection in the lift lobby areas of the residential part of the building. In the office areas visited and the roof level areas there is detection, call points and audible warning devices (bells). All the devices in the building are linked to a fire alarm panel located in the ground floor lift lobby area. The system appears to be designed around an early version of BS 5839 There are no sounders in the residential parts of the building. The fire procedure for the building, as explained by the receptionist, is on the sounding of the alarm the office areas evacuate the building, the residents remain in their accommodation as it is assumed that should a fire occur it would be contained to a single compartment (flat / apartment) and that the occupants would have sufficient time to alert the reception who then calls the fire service and co-ordinates any evacuation of dwellings. TMO has provided information to all tenants via letters and a news sheet of what to do in the event of an emergency. <i>It was not clear what the procedure was if the fire alarm sounded when the reception area was not staffed.</i> <i>As there was no access to the individual dwellings it could not be confirmed if a fire detection and warning system is fitted within each flat.</i>	High	Yes

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5.2	Means of communication not understood	T, V, D, C, E	TMO has provided information to all tenants via letters and a news sheet of what to do in the event of an emergency, particularly given that there is currently no warning system within the residential part of the building. The staff spoken to at the time of assessment appeared to be familiar with the means of communication <i>In general people react to a warning of fire, however, it could not be confirmed if tenants or staff within the building could understand the details contained within the letter which was solely written in the English language.</i>	Medium	Yes
5.3	Fire starts in little visited and unoccupied areas	T, V, D, C, E	There is detection fitted in the office and roof level areas linked to the alarm system. Due to the construction of the refuse area a fire starting within(eg arson) would be contained, therefore there is no detection currently provided. <i>It could not be ascertained how, should a detector activate in the non-dwelling areas, the alarm will be communicated to the residents also see 5.1 above.</i>	High	Yes
5.4	All tenants and others within building are not adequately warned in the event of a fire (i.e. sensory impaired – hearing, etc.)	T, V, D, C, E	At the time of the risk assessment there was no evidence of any resident or staff within the premises who suffers from sensory impairment that would prevent them from hearing a shouted warning or, in limited areas, the audible warning. <i>It could not be confirmed at the time of fire risk assessment if any tenant or staff members have sensory impairments or if TMO had any personal emergency evacuation plans available or policies in place if they were needed. (see also 5.1 and 5.3 above)</i>	Medium	Yes
5.5	Location of fire not readily identifiable to responsible persons	T, V, D, C, O, E, F	A fire alarm panel is provided at ground floor level in the main lobby area, which provides an indication of the zone of operation. <i>The zoning/layout plan next to the panel did not appear to be in accordance with BS5839. There appears to be no fire log book currently on site in which to record the weekly fire alarm tests so it could not be confirmed that weekly landlord tests are being completed by TMO. No information was available at the time of the risk assessment to confirm that the system is tested by competent engineers in line with BS5839.</i>	Medium	Yes
6	Persons cannot escape safely in the event of fire				
6.1	Escape route size and number cannot cope with the number of persons	T, V, D, C, O, E	The escape routes, their size and number appear to be appropriate given the current occupancy of the building and in essence comply with guidance from H M Government and within Building Regulations.	Low	No
6.2	Escape routes restricted / blocked	T, V, D, C, O, E	It would appear that tenants and staff alike take a responsible approach to ensuring means of escape are kept clear. At the time of the risk assessment the escape routes were clear of obstructions.	Low	No

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6.3	Evacuation routes not clearly defined	T, V, D, C, O, E	There is escape signage provided in the building showing the way out via the staircase and to a place of ultimate safety. <i>This signage is not to the current British Standard ie pictogram running man symbols. At the time of the risk assessment it was noticed that one or two of the signs were in need of replacement because of damage, there only being half the sign left or in two cases signs were missing, as on the staircase door from the 17th floor.</i>	Medium/Low	Yes
6.4	Evacuation routes illuminated on electrical supply failure	T, V, D, C, O, E	Emergency lighting to BS5266 appears to have been installed throughout the common areas of the building by a competent engineer which provides adequate levels of illumination should the supply systems fail. <i>It could not be confirmed that monthly landlord tests are being completed by TMO. No information was available at the time of the risk assessment to confirm that the system is tested by competent engineers in line with BS5266.</i>	Medium	Yes
6.5	Time taken to evacuate to place of safety	T, V, D, C, O, E	The travel distances in the building appear to be appropriate and meet the Building Regulations guidance. <i>The staff in the 1st floor offices could not recall any dates of fire drills or exercises.</i>	Medium	Yes
6.6	Final exit doors not clearly marked / obstructed or do not open in direction of travel	T, V, D, C, O, E	All final exit doors open in the direction of travel and are not obstructed. <i>The exit doors have fire exit signs but not to the current British Standard ie pictogram running man symbols.</i>	Medium/Low	Yes
6.7	Exit route doors not easily operable	T, V, D, C, O, E	The opening devices on the exit doors are in accordance with H M Government and ADB guidance, depending on which door the device is either the internal door handle on the exit door which over rides the locking mechanism and opens the door in a single action with minimal force required, a push bar or in the office area a release device. Each appeared to function when tested at the time of visit <i>It could not be confirmed if regular reviews are carried out by TMO to confirm the operation of the release devices on the final exit doors.</i>	Low	Yes
6.8	Persons slipping, tripping or falling during an evacuation	T, V, D, C, O, E	At the time of the risk assessment the flooring materials on the escape routes within the common parts appear suitable to prevent slips, trips and falls during evacuation, with no signs of any damage to the floors or any unevenness. <i>It could not be confirmed if regular reviews of flooring conditions are being undertaken by TMO</i>	Low	Yes
6.9	Multiple occupiers utilising shared escape routes	T, V, D, C, O, E	Given the information provided at the time of the risk assessment the number of other occupiers using the shared means of escape routes would be unlikely to compromise any evacuation process.	Low	No

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7	Small fire grows rapidly / untrained persons at risk				
7.1	No first aid fire extinguishing equipment provided or inappropriate provision	T, V, D, C	<p>In accordance with current TMO policy there is no provision of first aid fire extinguishing equipment within the residential common areas of the building.</p> <p>TMO indicated that this policy is in place as in the past they have been misused, abused and in general utilised to wedge open fire doors negating fire protection arrangements and thus increasing the risk.</p> <p>In line with H M Government guidance reference the provision of portable fire fighting equipment, as training cannot be provided to tenants, it is likely that those utilising the equipment will endanger themselves and others (See also 7.2 below).</p> <p>There is first aid fire extinguishing equipment within the office/ roof level plant room (commercial) areas of the building and this appears to meet the requirements of BS 5306.</p> <p><i>It could not be confirmed that monthly landlord tests are being completed by TMO.</i></p> <p><i>The extinguishers were in test date according to the test date labels affixed to each appliance but there was no other information available at the time of the risk assessment to confirm testing by competent engineer in line with BS5306.</i></p>	Medium	Yes
7.2	Fire extinguishing equipment used inappropriately putting operator at risk	T, E	<p>It could not be confirmed if there is any portable fire fighting equipment in the private dwellings but in the TMO news letters to the tenants there are instructions in relation to the safe use of portable fire fighting equipment.</p> <p><i>In the areas where portable fire fighting equipment is provided it could not be confirmed if TMO provide staff with training in the use of the equipment</i></p> <p><i>Should training have been provided it could not be confirmed as to when refresher training would be provided</i></p>	Medium	Yes
7.3	Fire extinguishing equipment where installed not clearly identifiable / obstructed	E	At the time of the risk assessment the signage of the fire fighting equipment provided was considered adequate conforming to current HM Guidance. The equipment was not obstructed and was visible through 180°	Low	No
8	Existing / future construction/ maintenance alterations				
8.1	On site operations affecting fire safety measures	T, V, D, C, E, F	<p>TMO has policies and procedures for contractors carrying out work in their buildings and any construction work programmed in should conform to these policies.</p> <p>There appeared to be no breaches of compartmentation or damage to fire safety systems that may occur due to construction/maintenance works at the time of assessment.</p> <p>NB. At the time of the risk assessment there was no construction, refurbishment or maintenance work being carried out in the building.</p>	Low	No

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9	Lack of Facilities/Access for Fire Service				
9.1	Lack of/ineffective Dry riser system installed in the building	F	A dry riser system has been installed in the lift lobby area of the building, the inlet is at the ground floor level and there is an outlet at each floor level including the roof level. The riser inlet and all the outlets are housed within secured British Standard approved boxes, from a visual inspection the system appears to be in working order. <i>It could not be confirmed at the time of fire risk assessment if the dry riser had been subject to maintenance and testing in line with current guidance and British Standards.</i> NB There is a fire hydrant in the public road near the entrance to the building and the parking space available outside the main entrance to the building. This given current arrangements would be unlikely to be obstructed thus allowing parking for Fire Service vehicles.	Medium	Yes
9.2	Smoke ventilation system installed in the building	F	A manually operated smoke ventilation system has been installed in the building, the vents for the system are in the lift lobby area at each floor level. The control panel for the system is located in the reception area with the equipment installed in the roof plant room. <i>It could not be confirmed at the time of fire risk assessment if the smoke ventilation system had been subject to maintenance and testing in line with current guidance and British Standards.</i> <i>The receptionist could not explain fully the policy or procedures for when or how to operate the systems.</i>	Medium/High	Yes
9.3	Lack of Fire fighting lifts installed in the building	F	There are 3 lifts installed in the protected central lift lobby area of the building. <i>It could not be confirmed at the time of fire risk assessment if any of these lifts are fire fighting or evacuation lifts.</i>	Medium	Yes
10	Lack of Co-operation with other occupiers in the building				
10.1	Lack of information relating to any Significant findings of the risk assessments of other occupiers in the building	T, V, D, C, E	Part of the ground floor and the whole of the 1 st floor of this building are occupied by other occupiers. <i>It could not be confirmed at the time of fire risk assessment if TMO had requested the significant findings of the risk assessments of other occupiers in the building.</i>	Medium	Yes

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1.1	4	It is recommended that TMO ensures that there is full electrical supply / systems information for the building. This will assist in managing future alterations etc.					
1.1	4	Confirmation should be sought that electrical testing and maintenance in compliance with IEE guidance is being undertaken and that records are being kept.					
1.2	3	It is recommended that TMO ensures that portable electrical appliance testing is undertaken in line with current HSE guidelines by a competently qualified electrician.					
1.2	3	It is recommended that an asset register of portable electrical appliances is maintained and all testing recorded.					
1.7	3	It is recommended that TMO confirms if the lightning protection system installation on the building is subject to maintenance and testing in line with current guidance and British Standards.					
2.3	2	The small quantities of combustible waste within the common parts (lift lobby areas and the rubbish chute rooms) should be removed					
2.3	2	Either as a direct mail shot or as part of tenants newsletters it is recommended that all tenants be advised of the need to keep the staircase area free from combustible items.					
2.3	3	It is recommended that regular inspections and checks are carried out to prevent any recurrence of any combustible materials being left within the common parts, including the lift lobby areas and the rubbish chute rooms.					
2.5	3	Confirmation should be obtained that the carpets and blinds (soft furnishings) within the office area meet the fire resisting standards in line with HM Government guidelines.					
2.5	4	Confirm that a policy for appropriate procurement of soft furnishings / fabrics is in place – should this not be the case it is recommended that it be instigated.					
3.2	3	Consideration should be given, where not fitted, to the installation of intumescent strips and cold smoke seals to each corridor or compartment fire door by a competent contractor who is fully familiar with BS476 and appropriate industry standards					
3.3	3	It is recommended that areas of the building which are under the control of other persons (ie the electrical supply company) are checked for structural fire resistance by the responsible person. Confirmation from the other responsible person should be sought by TMO If any structural fire resistance is found to be inadequate this should be rectified to meet Building Regulations.					
3.4	3	Confirmation should be sought that each dwelling door is to FR30 standard and is provided with a self-closing device.					

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3.4	4 - 5	Consideration should be given, where not fitted, to the installation of intumescent strips and cold smoke seals to each tenant flat access door by a competent contractor who is fully familiar with BS476 and appropriate industry standards.					
3.4	4	It is recommended that a system of formal checks on tenant fire doors and all other fire compartmentation doors is introduced and implemented by the TMO to ensure fire compartments remain fit for purpose. NB this should extend to all fire doors within the building					
5.1	2	It is strongly recommended that the procedure of what to do in the event of a fire or fire alarm sounding is reviewed to take account of the reception area not being staffed and this policy made known to all relevant parties.					
5.1	3	As access to the individual dwellings could not be gained it is not known if any detection is fitted with in the private flats, it is recommended that TMO undertakes a survey of each dwelling to ascertain if detection is fitted.					
5.1	4 - 5	Where it is found that no detection is fitted within private flats it is recommended that domestic detection to BS 5839 part 6 is fitted in line with current Best Practice					
5.1	4 - 5	Consideration should be given to installing a manual alarm system to BS5839 part 1 throughout the building. Such a system may also incorporate detection (see 5.3 below) and also visual warning devices (see 5.4 below)					
5.2	3	It is recommended that TMO establish contact with tenants to confirm that the letter indicating response in the event of a fire has been fully understood and tenants are aware of the emergency plan.					
5.2	4	Future correspondence in relation to fire safety produced by TMO should take into account all persons, including those whose first language is not English.					
5.3	2 - 3	It is strongly recommended that a review of the procedure of what to do in the event of a fire or fire alarm sounding in the roof level or offices is reviewed This review should take account of the reception area not being staffed Changes to policy should be made known to all relevant parties. Such a policy should include how the activation would be communicated to TMO, the residents or the fire service. Also see 5.1 detection					
5.4	4	At the time of the risk assessment it could not be ascertained if any residents or staff in the building had any sensory impairments and it is recommended that the TMO includes an item in their next news sheet advising tenants to contact TMO if they have any disabilities that might restrict or hinder their ability to react or respond to an alarm.					

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5.4	3	A system for producing and implementing Personal Emergency Evacuation Plans in line with H M Government guidance should be introduced for TMO staffed areas where those with disabilities may work (if this is not currently the case).					
5.4	4 - 5	Should the TMO have been informed of any sensory impaired tenants it is recommended that the consideration of fitting an advanced warning system be upgraded to a recommendation to fit automatic fire detection and audible / visual alarm system within the building in accordance with BS5839.					
5.5	3	Confirmation should be sought by TMO that competent engineers have been / are engaged to test the fire alarm and warning system in line with BS5839 part1					
5.5	3	It is recommended that a fire log book is provided by TMO for the building to record the weekly fire alarm tests.					
5.5	3	It is recommended that a competent engineer is engaged to provide a zoning/layout plan to be located next to the panel in accordance with BS5839.					
6.3	3	It is recommended that the emergency escape route signage is replaced with signage in accordance with the current British Standard containing a pictogram in line with HMG Guidance.					
6.3	4	It is recommended that a system for regular inspections and checks on emergency escape route signage is introduced and any damaged signs are replaced.					
6.4	3	It is recommended that TMO confirms that monthly tests of the emergency lighting system are being undertaken. Should this not be the case it is strongly recommended that such a system is implemented in line with BS5266.					
6.4	3 - 4	Confirmation should be sought by TMO that competent engineers have been / are engaged to test the emergency lighting system in line with BS5266.					
6.5	2	Confirmation should be sought by TMO that the staff members employed in the building undertake regular fire drills or exercises and the results are recorded.					
6.5	3 - 4	Should it be confirmed that no fire drills or exercises are being conducted, it is strongly recommended that a system be introduced that initiates the exercises and records of such exercises be kept.					
6.6	3	It is recommended that the final exit door signage is replaced with signage in accordance with the current British Standard containing a pictogram in line with HMG Guidance. (see also 6.3 re inspections)					
6.7	3	It is recommended that TMO confirm that regular reviews are carried out to check the operation of the release devices on the final exit doors.					

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6.7	3	Should TMO identify that reviews are not being carried out to check the operation of the release devices on the final exit doors It is recommended that TMO instigates such a system.					
6.8	2 - 3	Confirmation should be sought that the TMO undertakes regular checks of floor conditions on escape routes and has appropriate levels of inspection / audits, particularly during periods of inclement weather.					
7.1	3	It is recommended that TMO confirms that monthly checks of the first aid fire extinguishing equipment is being undertaken. Should this not be the case it is strongly recommended that such a system is implemented in line with BS5306 and HMG Guidance.					
7.1	3	Confirmation should be sought by TMO that competent engineers have been / are engaged to test the first aid fire extinguishing equipment in line with BS5306 and HMG guidance.					
7.2	3	Where portable fire fighting equipment is provided in staff areas it is recommended that TMO confirms that staff training in the use of the equipment has been provided. Should this not be the case it is recommended that at least one staff member be so trained and a system for refresher training be introduced.					
9.1	3	It is recommended that TMO confirms that the dry riser installation in the building is subject to maintenance and testing in line with current guidance and British Standards.					
9.1	4	Should the dry riser not be subject to testing in accord with BS 5306-2 it is recommended that competent engineers be engaged to undertake such testing					
9.2	2	It is strongly recommended that TMO confirms the procedures and policies for the operation of the smoke ventilation system in the building.					
9.2	3	It is recommended that TMO confirms that the smoke ventilation system installation in the building is subject to maintenance and testing in line with current guidance and British Standards.					
9.2	4	Should the smoke ventilation system not be subject to testing in accord with current industry best practice, it is recommended that competent engineers be engaged to undertake such testing to ensure it meets BS 7346					
9.3	3	It is recommended that TMO confirms if any of the lifts installed in the building are either fire fighter or evacuation lifts.					
9.3	3	Confirmation should be sought that if lifts installed in the building are either fire fighter or evacuation lifts they have they been subject to maintenance and testing in line with current guidance and British Standards.					

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9.3	4	Should any installed fire fighter or evacuation lifts not be subject to testing in accord with current British Standards and guidance, it is recommended that competent engineers be engaged to undertake such testing					
10.1	3	It is recommended that TMO request the significant findings of the risk assessments of other occupiers/responsible persons within the building and act upon any actions contained therein.					
10.1	3	It is recommended that TMO provides the other occupiers/responsible persons within the building with the significant findings of this fire risk assessment, for them to act upon any findings.					

Key to priority rating

- 1 Immediate Action required – within 24hrs (usually dealt with during inspection)
- 2 Short term action required within 1 week
- 3 Undertake action within 1 month
- 4 Action within 3 months or agree plan within 6 months
- 5 Review as part of Business Plan

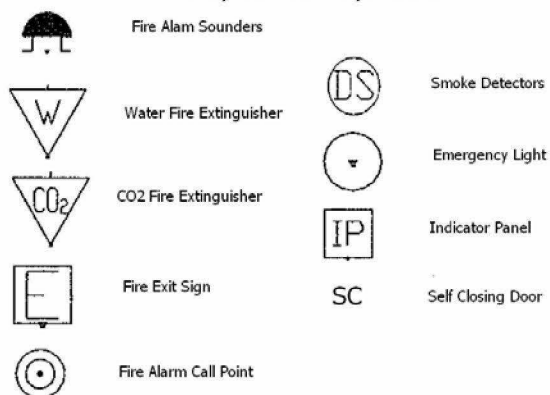
Key to colour coding

- Red – Statutory Breach
 Amber – Best Practice / guidance
 Green – Consultant recommendation (additional life risk protection)

Notes

It is essential that the action by/whom boxes are completed as soon as you have reviewed the assessment
 Failing to complete the information will leave the organisation vulnerable to prosecution by the enforcing authorities and may invalidate some building insurance policies

Key to Plan Symbols



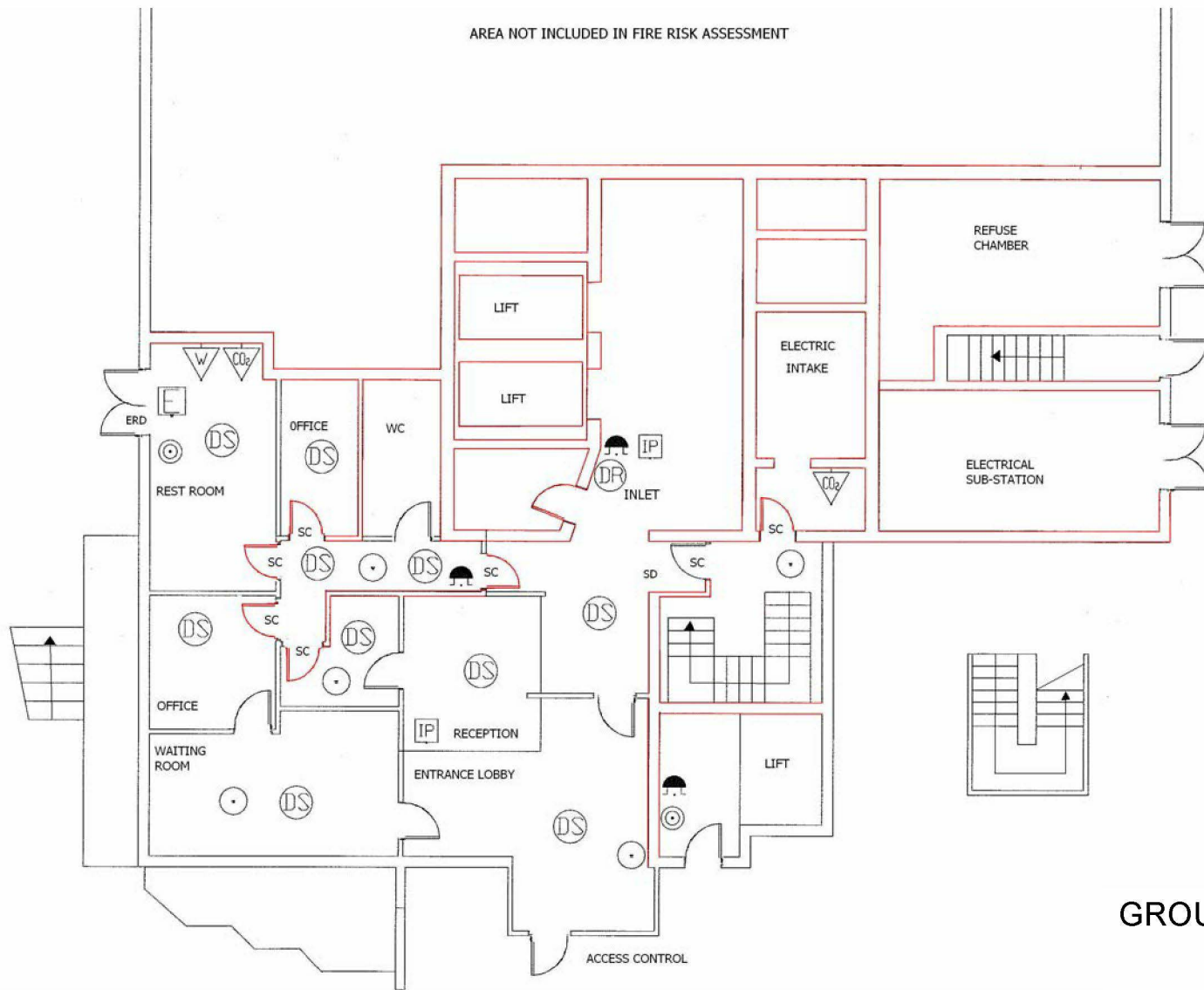
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GROUND FLOOR

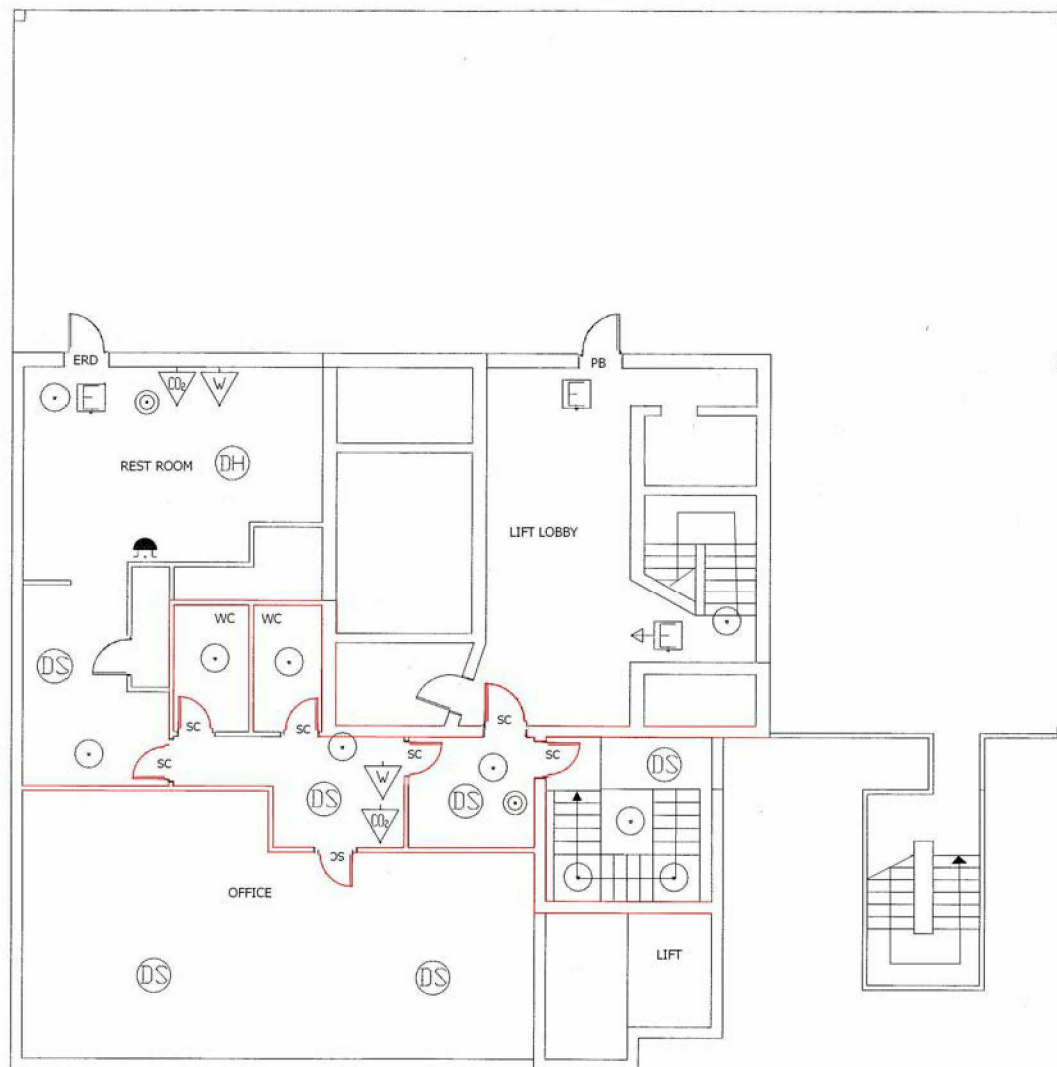
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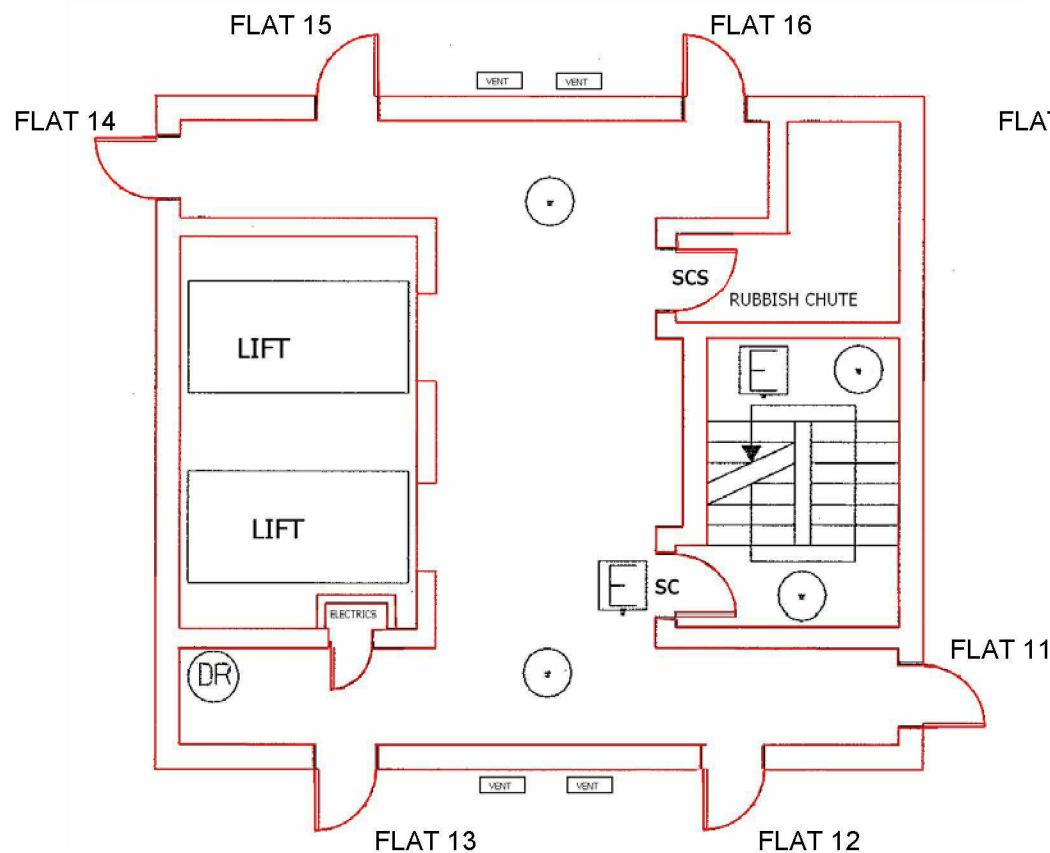
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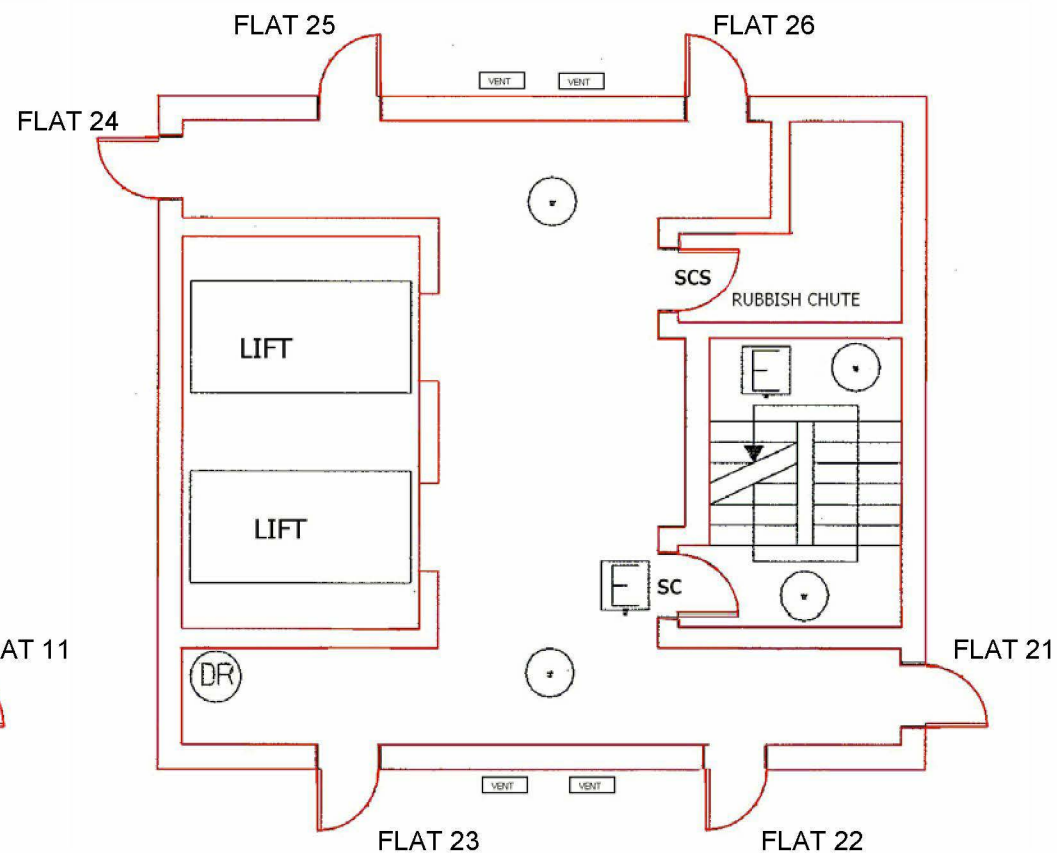
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SECOND
FLOOR



THIRD FLOOR



FOURTH FLOOR

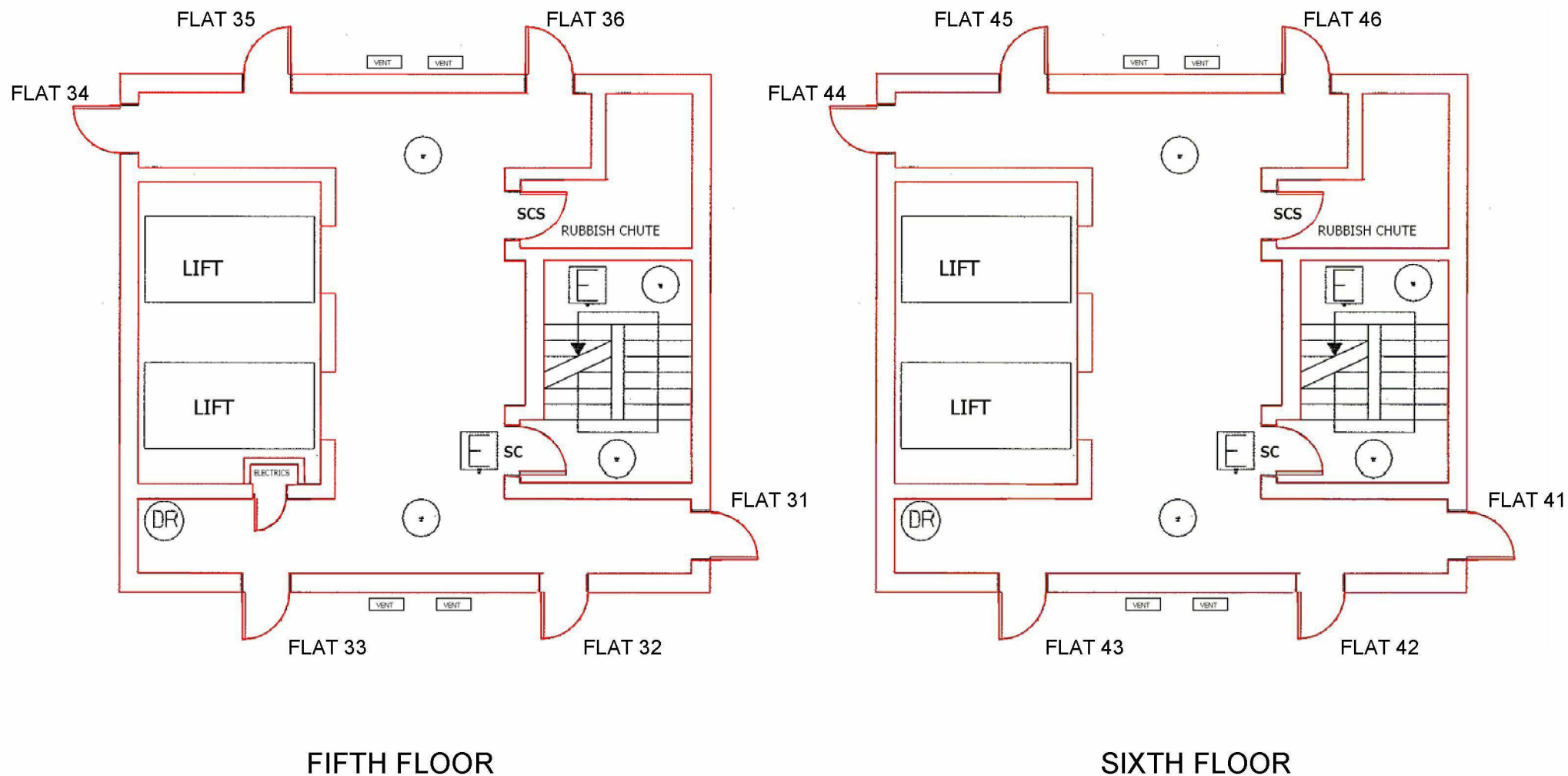
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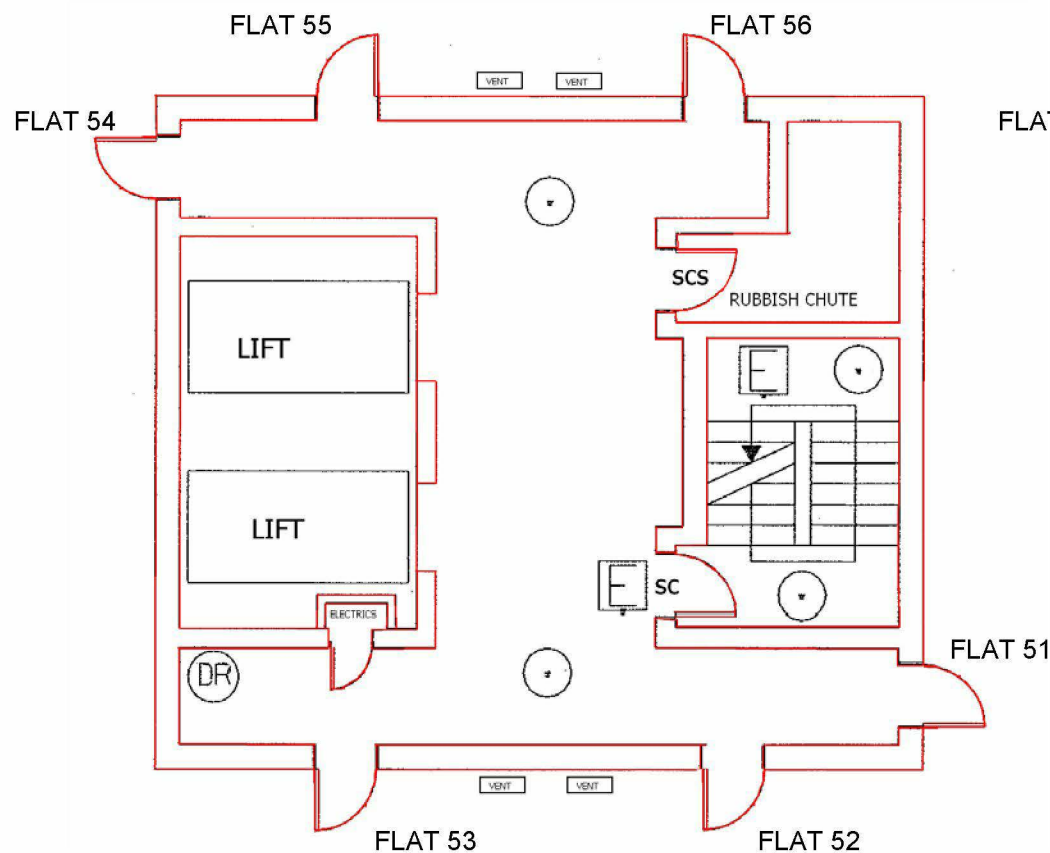
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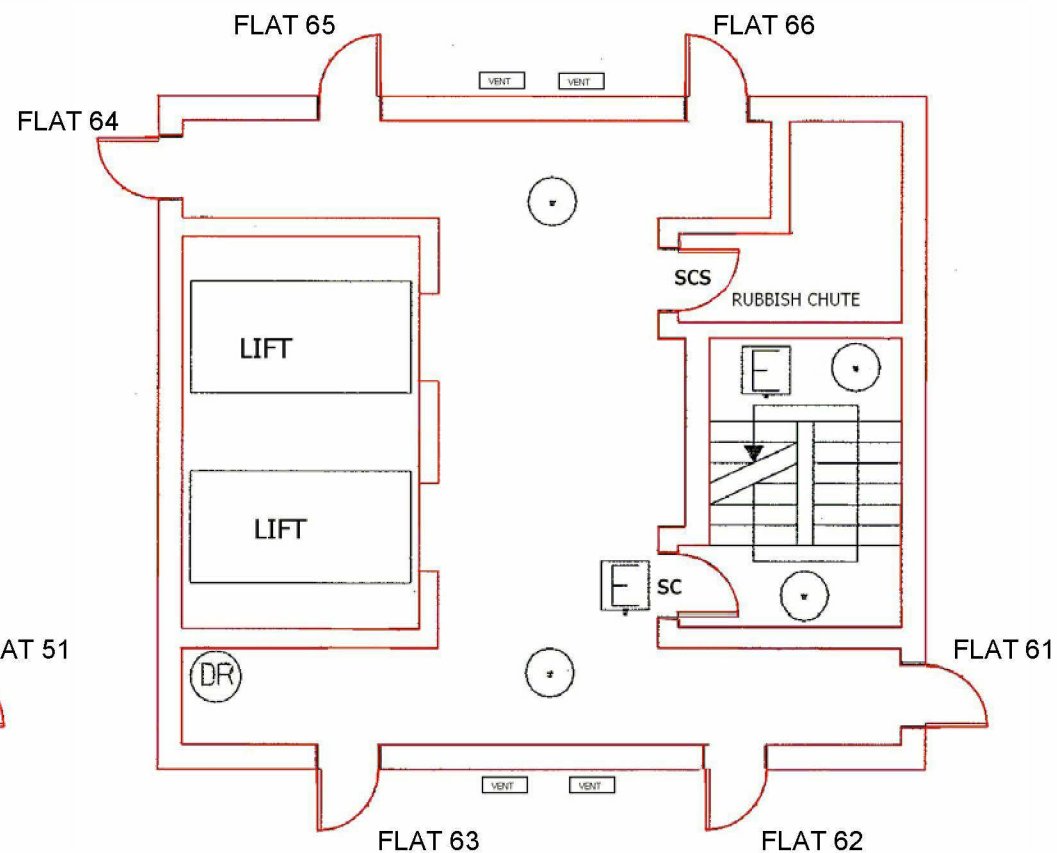
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SEVENTH FLOOR



EIGHTH FLOOR

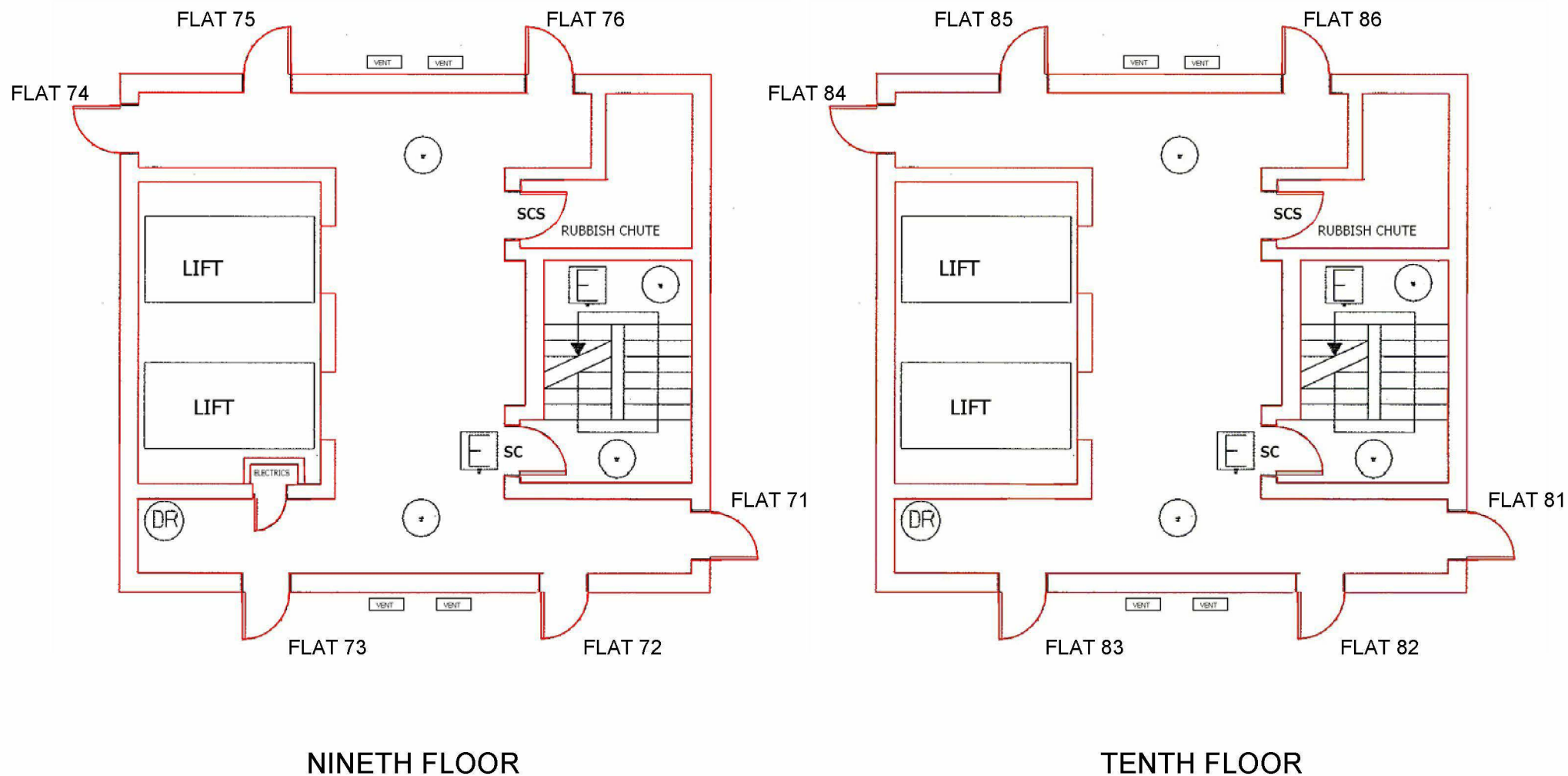
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NINETH FLOOR

TENTH FLOOR

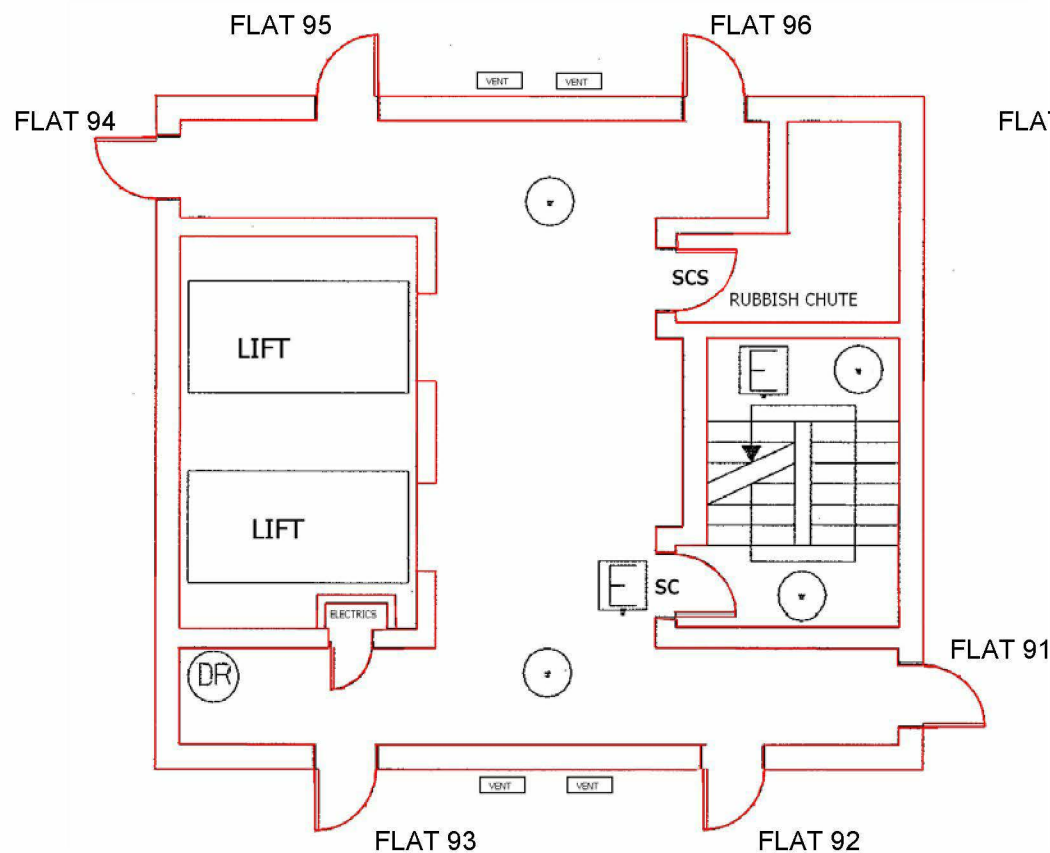
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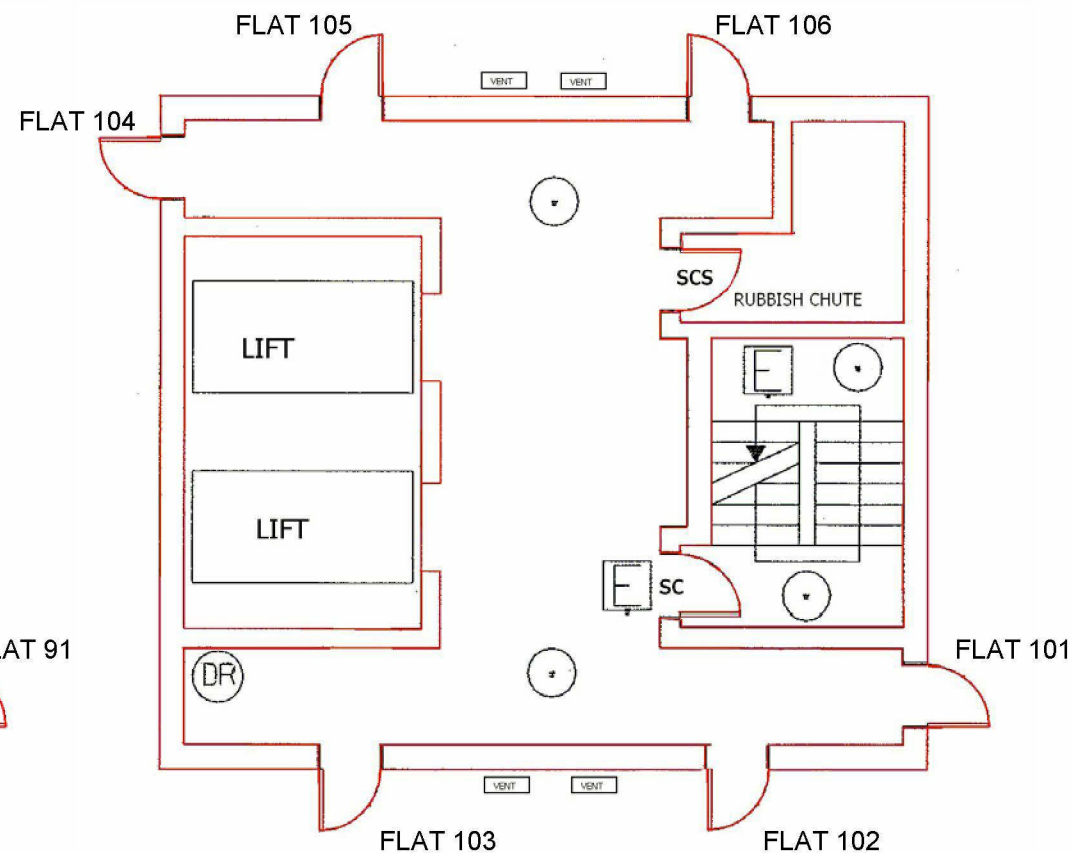
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ELEVENTH FLOOR



TWELTH FLOOR

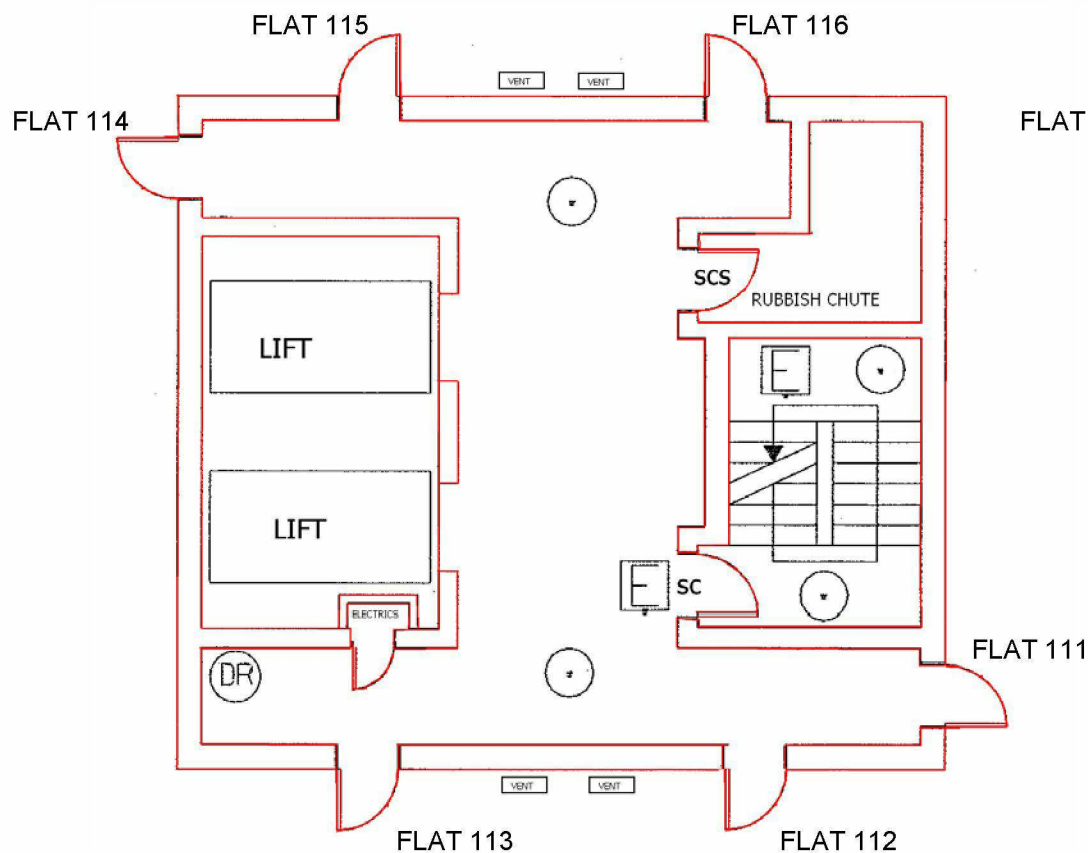
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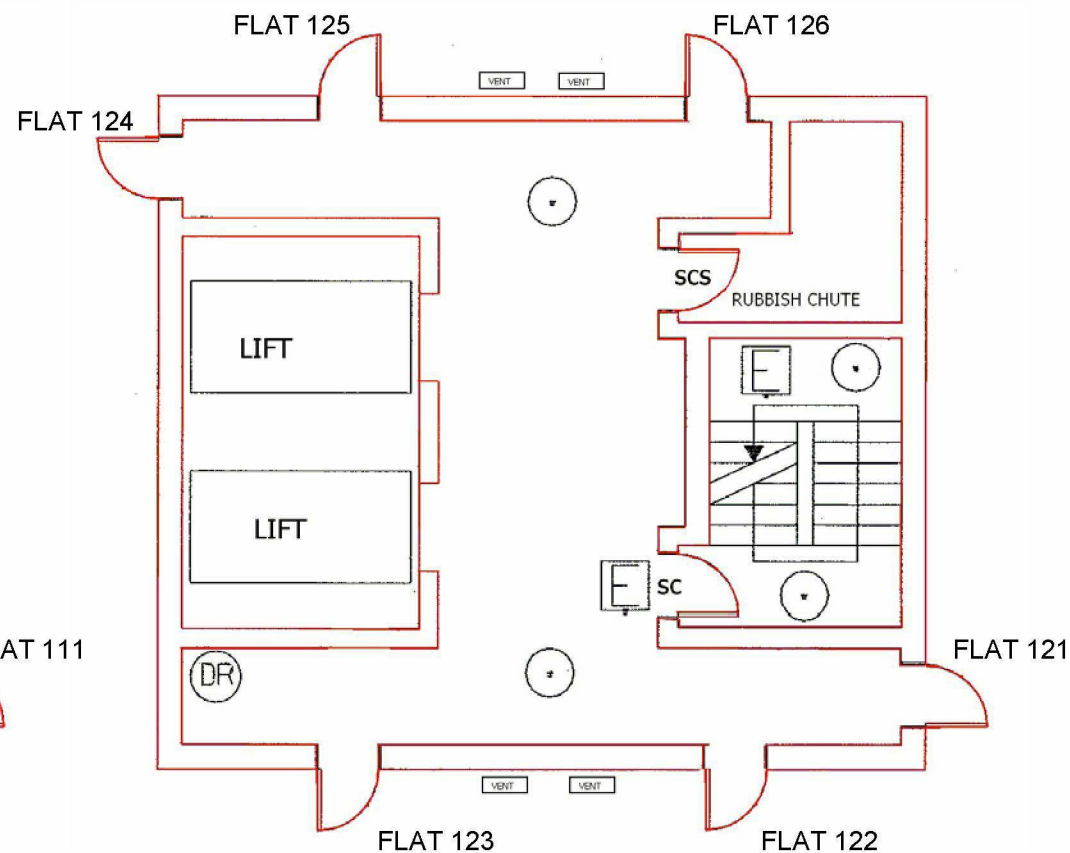
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THIRTEENTH FLOOR



FOURTEENTH FLOOR

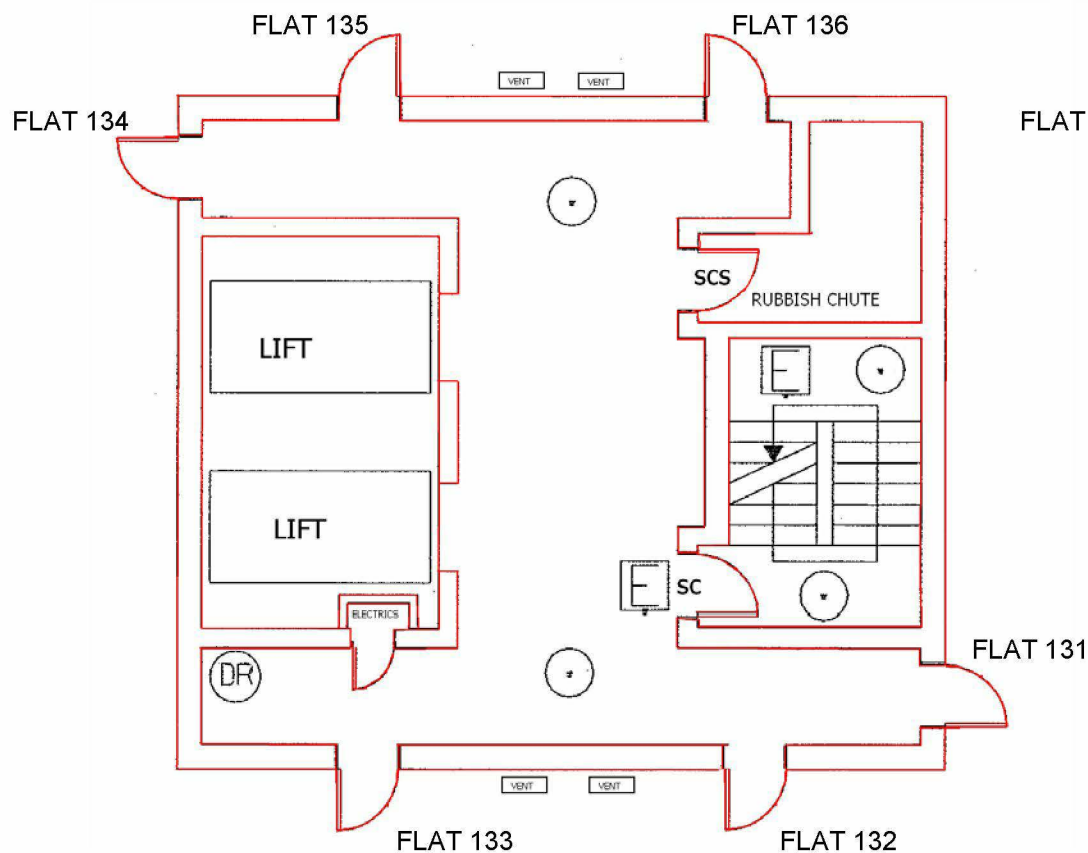
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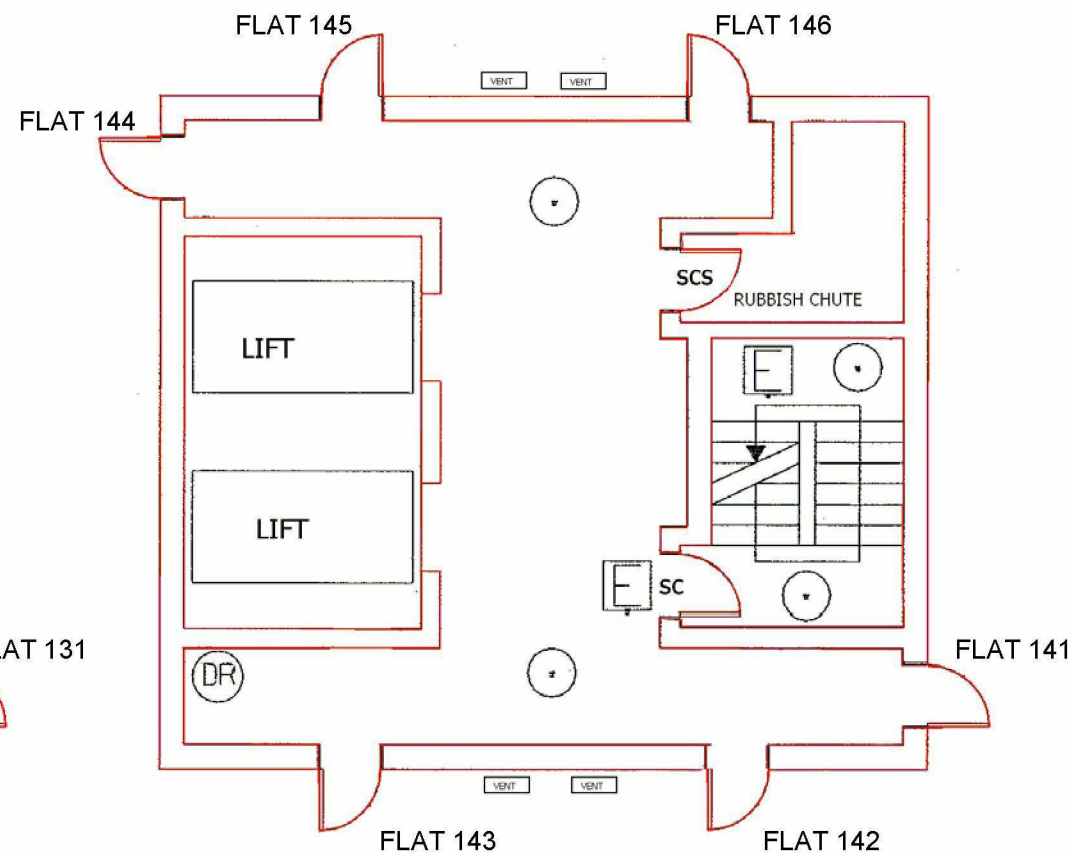
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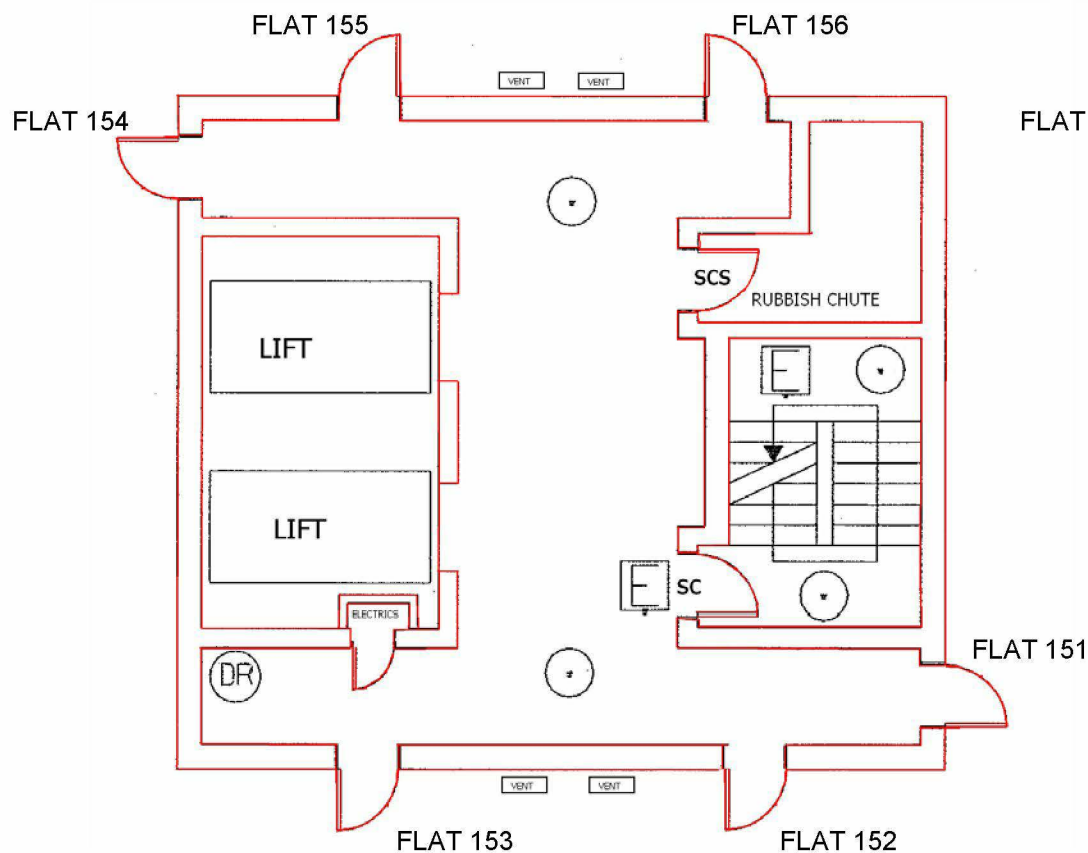
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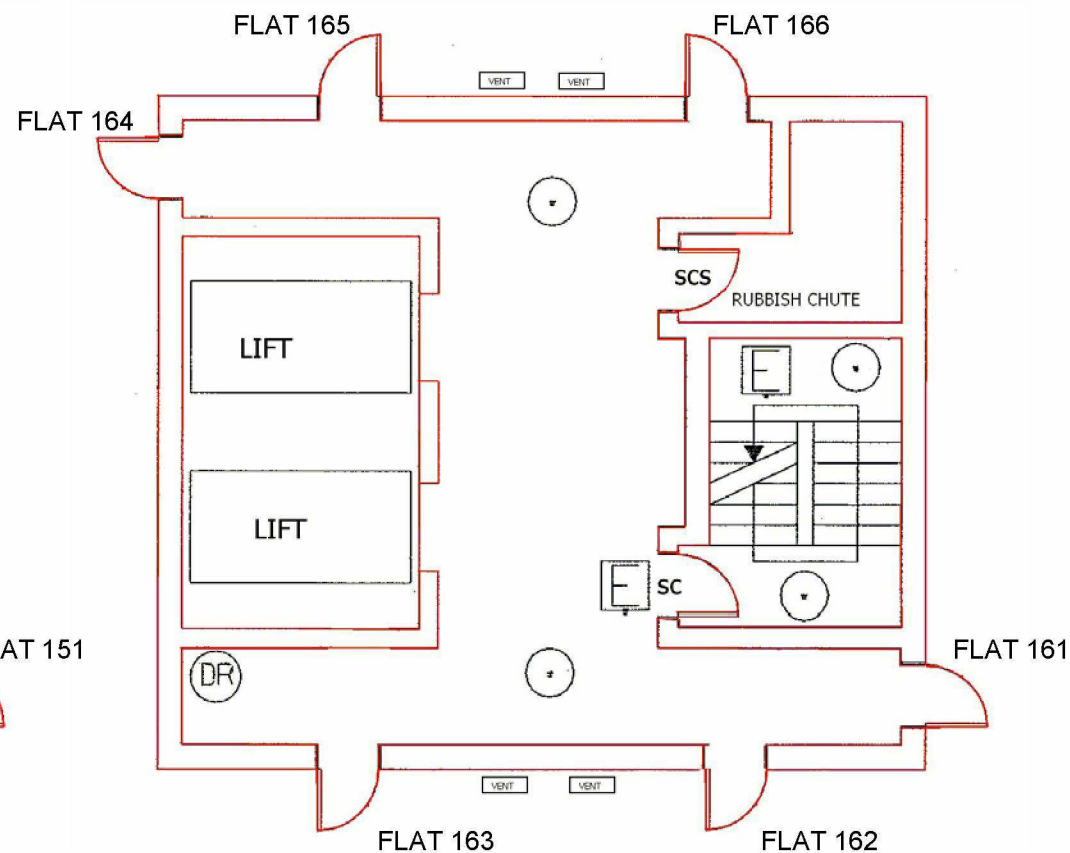
FIFTEENTH FLOOR



SIXTEENTH FLOOR



SEVENTEENTH FLOOR



EIGHTEENTH FLOOR

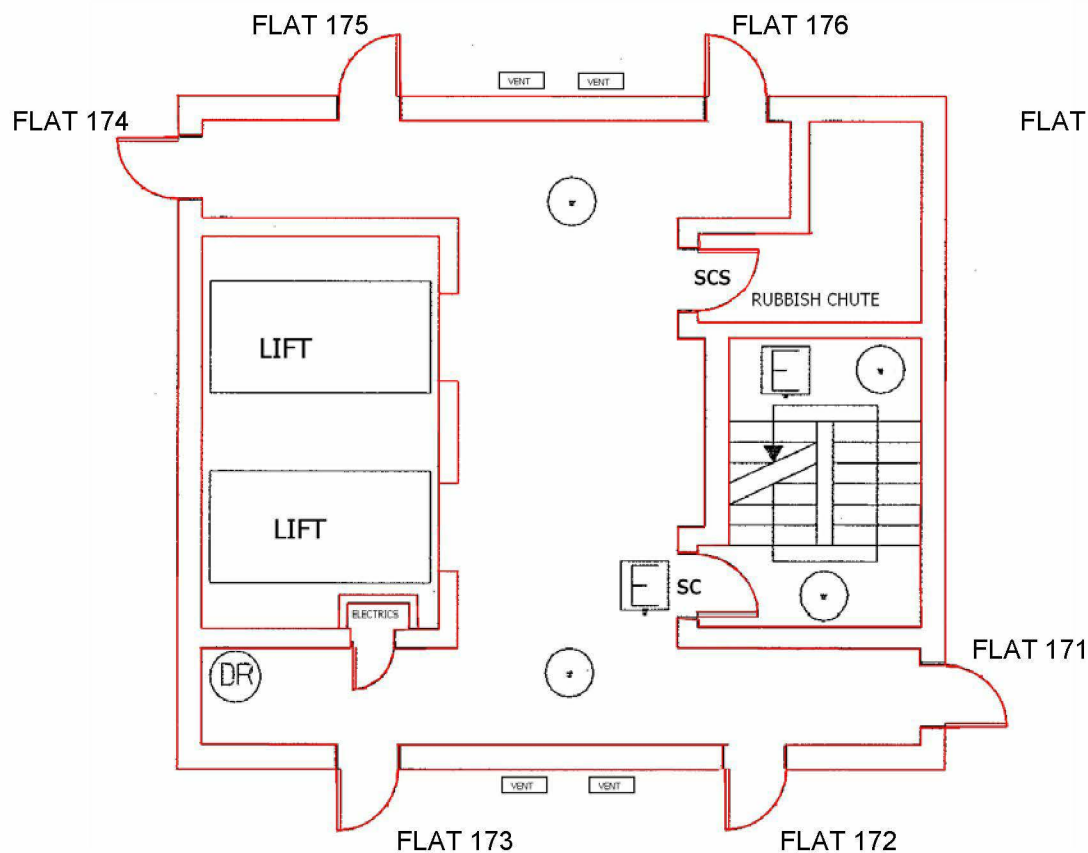
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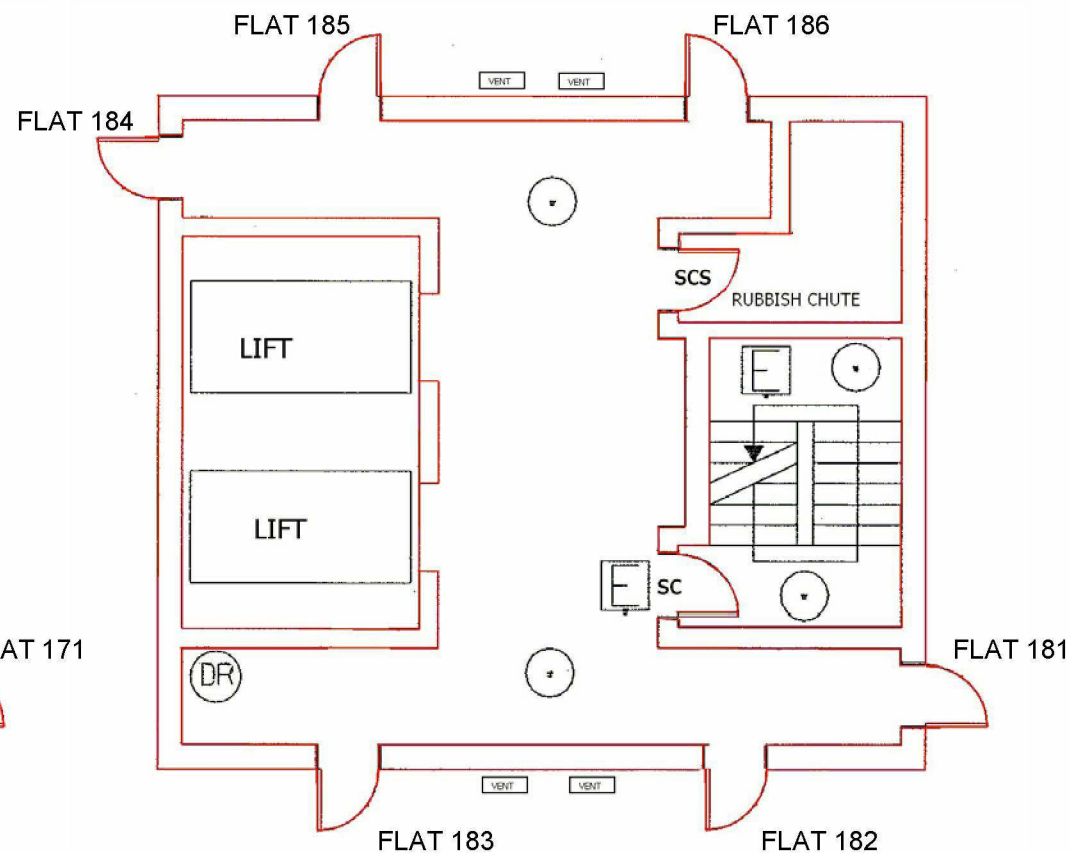
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NINETEENTH FLOOR



TWENTYTH FLOOR

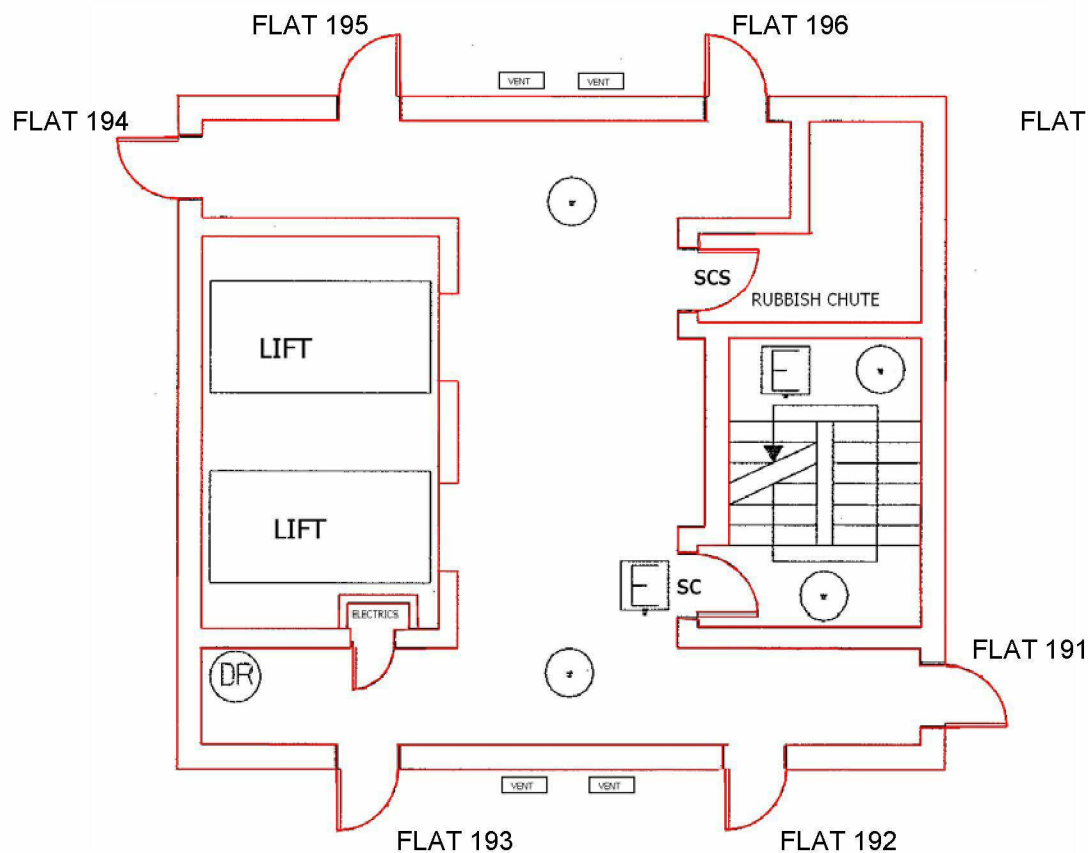
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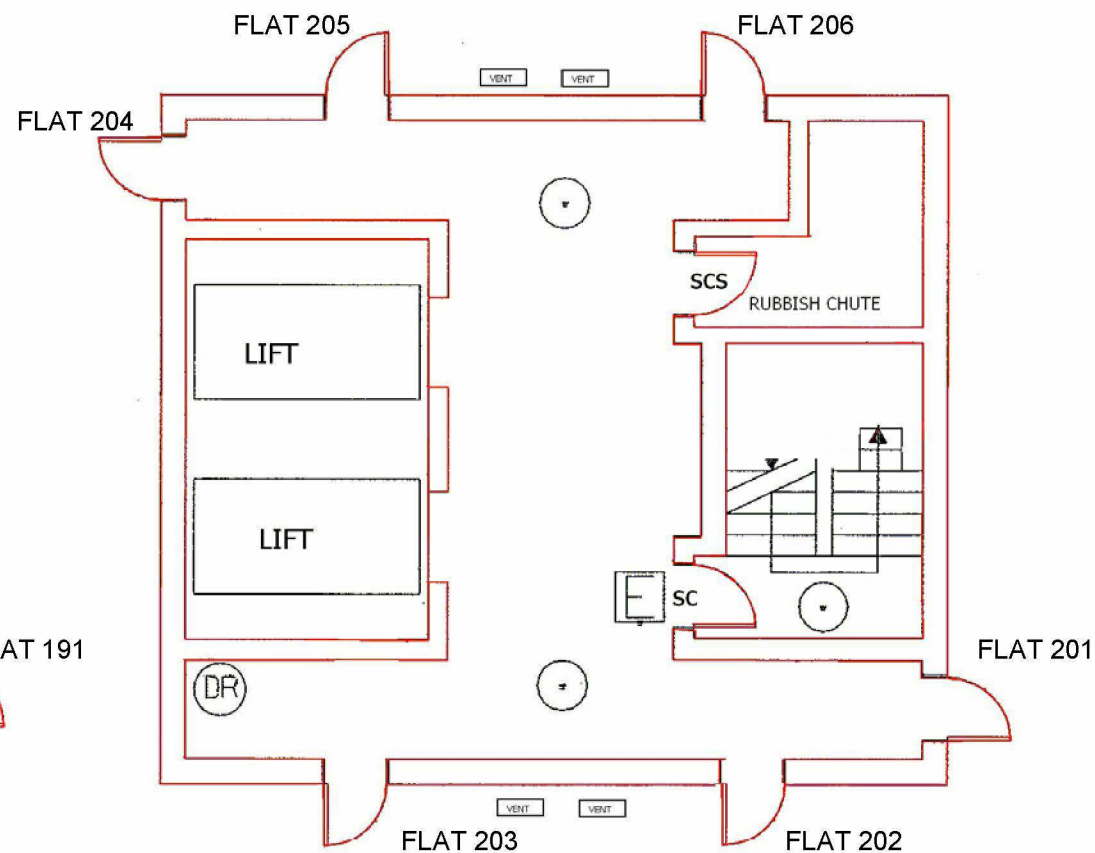
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TWENTY FIRST FLOOR



TWENTY SECOND FLOOR

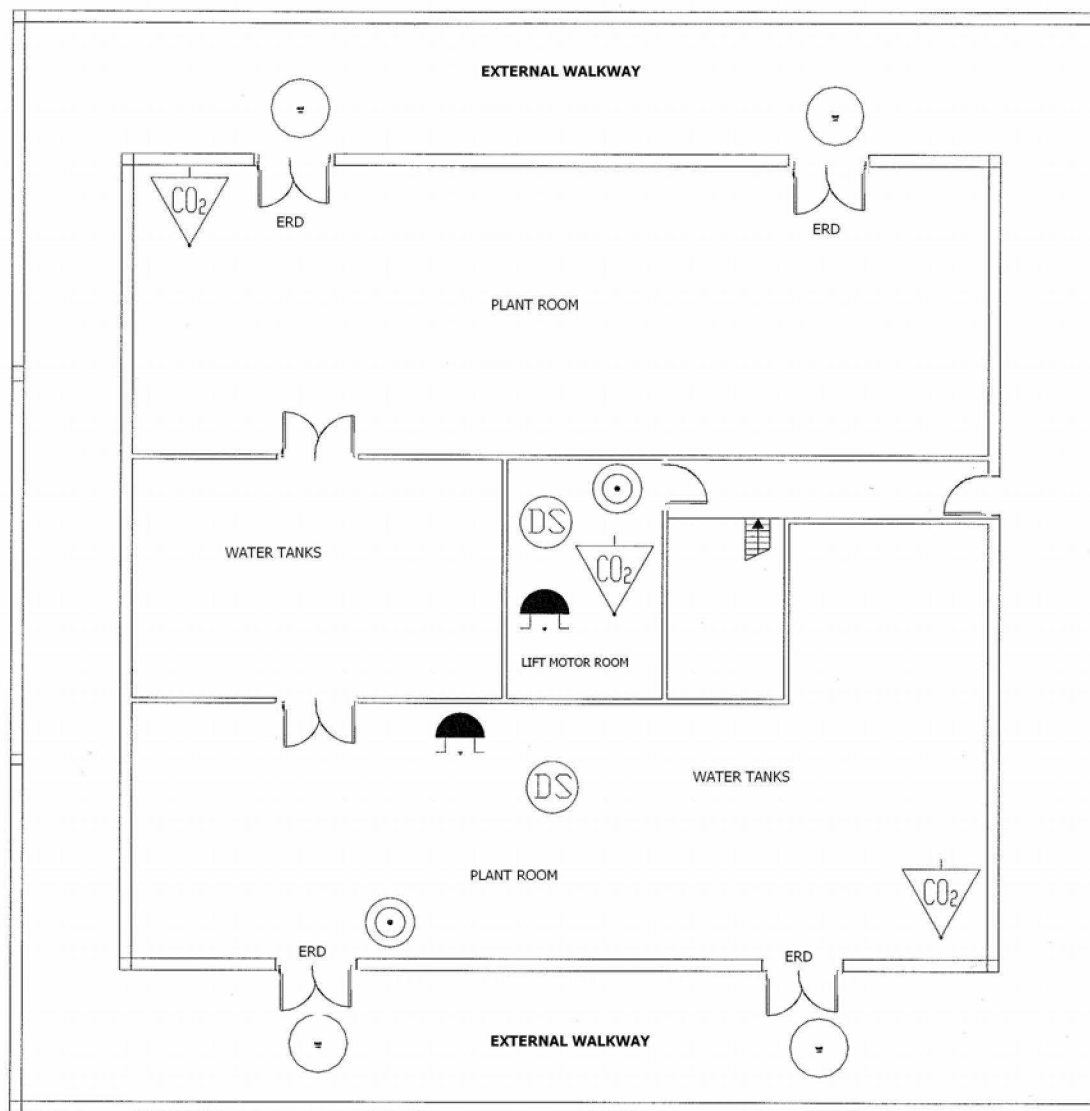
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ROOF