

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment of:

**Adair Tower, Appleford Road, London
W10 5EA**

for

The Tenants Management Organisation
(TMO) of the Royal Borough of Kensington
and Chelsea

By Carl Stokes on the 28th October 2010

Review Date: **1st December 2011**
or before, if any significant changes have taken place, in or adjacent to this building

DATE	REASON FOR REVIEW	BY WHOM	OUTCOME

Area(s) covered by this fire risk assessment:

All the common parts of the building including the flat/lobby areas, and the cupboards off them, both staircases and the roof level lift motor room and cold water tank area.

Area(s) not covered:

All the private residential apartments, the open roof area with mobile telephone masts, the ground floor electrical substation and plant rooms, the secured bin store and the secured disused areas.

The significant findings and action plan of this Fire Risk Assessment are inserted next with this document continuing on page 2.

It is the policy of the TMO to take all reasonable steps to protect all relevant persons including residents, employees, visitors, contractors, any members of the public or any other persons who are lawfully on the premises, from potential injury and damage to their health which might arise whilst they are on these premises. When entrusting tasks to an employee their capabilities are taken into account as regard to Health and Safety so far as they relate to fire aspects. The aim of the fire risk assessment is to comply with The Regulatory Reform (Fire Safety) Order 2005.

The occupier takes the duties imposed by the Disability Discrimination Act very seriously and seeks to ensure that all reasonable adjustments are made to enable people with disabilities to be treated fairly and not to be placed at any substantial disadvantage as required by The Regulatory Reform (Fire Safety) Order 2005.

Legal Statement

This risk assessment has been undertaken as a requirement of The Regulatory Reform (Fire Safety) Order 2005, the enforcing authority, ie "the police" for the FSO are the fire and rescue authority for the area in which the premises are situated, (Article 25 of the FSO). It is the local Fire and Rescue Service who therefore have the power to undertake an audit of the fire risk assessment to determine if it is suitable and sufficient or not. Other agencies can ask if you have completed a fire risk assessment but it is not for them to view, enforce or make judgement on.

You do not have to give a copy of your risk assessment to anybody, not even the fire authority, if you do give them a copy this could be used against you at a later date. Under Article 9, headed Risk Assessment sub sections 6 and 7 of the FSO it states:

- (6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—
 - a) he employs five or more employees;
 - b) a licence under an enactment is in force in relation to the premises; or
 - c) an alterations notice requiring this is in force in relation to the premises.
(It is very unlikely that an open air even would have an alterations notice)
- (7) The prescribed information is—
 - a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and
 - b) any group of persons identified by the assessment as being especially at risk.

So legally you have to record any significant findings from the risk assessment if you fall into the categories of 6 a to c above and have this available to be inspected.

Responsible Person:

Chief Executive of the Royal Borough of Kensington and Chelsea

Building Owners/ Landlord:

The Council of The Royal Borough of Kensington and Chelsea

Person Consulted during the Assessment:

Mr P Dunlea and Mr K Fifield of the of the Tenant Management Organisation of the Royal Borough of Kensington and Chelsea

Assessment completed by:

Mr C Stokes, ACI Arb, FPA Dip FP (Europe), Fire Eng (FPA), NEBOSH, FIA BS 5839 System Designer, Competent Engineer BS 5266, IFE Assessor / Auditor (FSO). 19 years Fire Safety experience with local Fire Authority, in enforcement and auditing roles, 3 years as an independent fire risk assessor. Member of the construction industry CPD certification Service. Professional indemnity insurance cover provided by ████████ Enhanced CRB checked.

H M Government Guide used:

Sleeping Accommodation

Any other guides that may be relevant:

Building Regulations 2000 Approved Document B (Volume 2) inc FPA information Managing Agents management policy's, procedures and associated documentation

Any other legislation that could make requirements for fire precautions in the building.

Disability Discrimination Act 2005

Building Information

This fire risk assessment was carried out when a building was in normal use and only a visual inspection has been undertaken of the buildings structure and no evasive structural investigation was undertaken to complete the risk assessment. If there was any concern about hidden structural damage or lack of structural integrity of the buildings structure this will be raised with the landlords and commented upon with-in the following report. As far as I am aware the construction and any refurbishments, of the building have gone through the Building Regulations process. Information has been gathered from the buildings occupants and employees of TMO and from an analysis of documents provided by TMO

Description of the building:

This is a purpose built standalone rectangular fourteen storey residential tower block, the ground has a boiler/plant room, an electrical sub station, a Vodafone radio transmission room, a secured bin storage area and some secured disused areas with 13 floors of residential dwellings above. The lift motor room and the cold water tanks for the tower are located on the roof level which is accessed via locked gates off the staircases and is restricted to authorised personnel only. Each flat/lift lobby area gives access to the six flats on that level, there are a total of 78 apartments in the building. The non residential areas of the building have been assessed as low risk areas and in the event of a fire it is assumed that tenants noticing a fire will provide warning to others.

The tower block is located off a public road and directly outside the building is a garden area. The building's flat roof area which is an open space has mobile telephone masts and radio transmitters so access to the external roof area is restricted to authorised personnel only.

The distance between this building and adjacent properties appears to meet Building Regulation requirements therefore minimising and preventing any fire spread to adjacent premises.

There are two staircases in the tower, both run the height of the building, one has permanently open vents on its external face and into the lift/lobby areas and provides a natural air supply to the flat/lift lobby areas. The second staircase is fire protected throughout its height with self closing fire rated doors and leads to a final exit at ground floor level, this is the means of escape route from the upper levels, it has natural ventilation provided by the openable external facing windows.

As this buildings is over 18 metres in height it is provided with dry risers with an external inlet outside the main entrance and outlets at each odd numbered floor level from level 5 upwards and at the roof level. The two lifts in the building are both fire fighter/evacuation lifts, both of the lifts serve each floor level and run the height of the building.

There were no apparent unusual structural features either externally or internally observed and there are no high voltage luminous tubes for signs etc on the exterior of this building. The access arrangements to this building have been considered and the arrangements appear to conform to part B5 of Approved Document B of the Building Regulations and any changes to road layout etc away from these premises are outside the control of the responsible person.

Construction of the Building:

This is a concrete constructed building, floors and walls, with a flat roof, both the staircases have concrete stairs and the protected staircase has self closing 30 minute fire rated doors separating the staircase from the remainder of the building. There appears to be no hidden voids in the building or sandwich panels used and there are no apparent unusual elements of building construction that were considered to add a significant additional contribution to the fire risk.

Use and Layout of the Building:

The building is a residential accommodation building with six private residential apartments per floor level, the apartment entrance doors appear to be fire rated and have letter boxes in the lower half of the door, as the entrance doors to the flats are open to the elements it is not considered necessary for them to be fitted with self closing devices or cold smoke seals.

The entrance lobby has two lifts which service all the floor levels, both are evacuation/fire-fighting lifts so can be used for disabled evacuation if needed. Please see the attached plan showing the layout of the building covered by this assessment at the end of the document.

The evacuation strategy for this building:

For the residents of this building there is a "defend in place or stay put" evacuation strategy, this means the residents remain within their own dwelling during a fire incident unless the fire is in that dwelling or it is otherwise affected, in which case they should immediately evacuate the dwelling and call the Fire and Rescue Service. The Fire Service or TMO employees will arrange for a general evacuation of the building at anytime if this is appropriate or the resident can leave at anytime if they so wish. TMO has provided information to all residents via letters and briefing sheets of 'what to do in the event of an emergency' and articles on fire safety advice and emergency procedures are included in the resident's magazine called "Link". Also article's are provided reminding tenants that they must not store items in communal areas nor cause obstructions to the means of escape, these articles are produced in the 7 major languages which have been selected as being most likely to meet the needs of the residents.

The landlord relies upon the tenants to respond to any emergency in accord with agreed emergency plans and does not facilitate any fire drills or other emergency evacuation exercises.

As far as it is known having asked the person named above, there have been no fires in this building with-in the last 2 years and there is no known problem with false alarms of domestic detectors from individual dwellings.

Number of individual private dwellings in this building:

78

Methodology, for the completion of this fire risk assessment

The adopted risk assessment methodology has been developed in line with guidance from the Health and Safety Executive (5 steps to risk assessment) and PAS79. The assessment involves:

- Gathering relevant information for the building, occupants, processes and past fire history etc.
- Identifying hazards and determining measures to eliminate or control identified fire hazards.

- Determining existing physical fire protection measures and identifying any short comings.
- Discussions with occupiers and employees to determine the effectiveness of fire safety procedures and management policies.
- Subjective assessment of the likelihood of fire occurring.
- Subjective assessment of likely consequences to the occupants of a fire event.
- Assess fire risk and tolerability.
- Document the significant findings from the fire risk assessment.
- Formulating an action plan with the aim being to reduce the fire risk, from the significant findings with both physical and procedural controls,
- Formulating a checking procedures to oversee the "actions to be taken" in the significant findings.
- Formulating a time schedule for reviewing the assessment.

The following rational is adhered to for the completion of this fire risk assessment

From Building Regulations 2000, Section 1 of B1, Means of Escape from Flats, of Approved Document B Fire Safety (Volume 2) Incorporating Insurers Requirements for Property Protection.

2.3 *The provisions for means of escape for flats are based on the assumption that:*

- a. the fire is generally in a flat;*
- b. there is no reliance on external rescue (e.g. by a portable ladder);*
- c. measures in Section 8 (B3) provide a high degree of compartmentation and therefore a low probability of fire spread beyond the flat of origin, so that simultaneous evacuation of the building is unlikely to be necessary; and*
- d. although fires may occur in the common parts of the building, the materials and construction used there should prevent the fabric from being involved beyond the immediate vicinity (although in some cases communal facilities exist which require additional measures to be taken).*

Any other relevant information on this premises

A Notification of Fire Safety Deficiencies was issued by LFEPA on the 7th September 2010 against this building after an inspection was carried out, LFEPA reference was KS/SW/12-083909/RP, the only requirements was that:

The fire risk assessment should be reviewed, with implementing the actions of the required to the reduce risk.

FIRE RISK ASSESSMENT

FOR: Adair Tower Appleford Road London W10 5EA

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 18004 2008:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight harm ☒ Moderate harm ☐ Extreme harm ☐

In this context, a definition of the above terms is as follows:

- Slight harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant.
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme harm:** Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

The risk to the occupants of this premises is considered to be tolerable.

A suitable risk based control plan should involve effort and urgency that is proportional to risk. The following risk based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

A fire risk assessment has been carried out for this building and the significant findings produced. By implementing the actions of the significant findings the risks or hazards will be lowered and therefore making the building safer for its occupants. If appropriate the significant findings should be passed on to any other occupiers in the building so that co-ordinated actions can be taken and visa versa, this also applies to any significant findings from any reviews etc that are undertaken.

You should consider the potential increased risk and hazard of any significant change before the change is introduced, it is usually more effective to minimise a risk or hazard beforehand than trying to achieve it after the event.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. ELECTRICAL SOURCES OF IGNITION

YES NO N/A

Are reasonable measures taken to prevent fires of electrical origin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fixed installation periodically inspected and tested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If appropriate, is portable appliance testing carried out?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If any electrical appliances are present, are trailing leads/adapters suitability limited and sockets not overloaded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

According to the TMO electrical data information the 5 year electrical test on the fixed wiring in the building was last checked on the 1st March 2010 and is next due to be tested in March 2015, there appeared to be no outstanding items indicated on the test sheet. The electrical supply boards and other associated electrical components appear to be industry standard items and are where appropriate housed in standard metal lockable containers. There are no portable electrical appliances in the staircases or flat/lobby landings ie common parts of this buildings and testing is not carried out on any residents private electrical items. The use of trailing leads or multi plugs are restricted in this building and they are only used where necessary. There is an EDF electrical sub station located in a secure ground floor area with access restricted to authorised EDF employees only. From an inspection of the walls from the TMO side there did not appear to be any breaches of the wall linings. It is assumed that electrical items of equipment brought into the building by contractors or workmen are suitable and in a good condition, the occupier does not carried out checks on these items of equipment. There is no recent history of major electrical power supply failures for this building, therefore the British Standard testing timetables for stand by/back up batteries in the fire alarm (including radio/wireless systems), emergency lighting and other fixed systems is deemed to be acceptable.

2. SMOKING

YES NO N/A

Are reasonable measures taken to prevent fires as a result of smoking?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the smoking ban suitable enforced, in the common parts, with "No Smoking" notices displayed at the entrances?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If located are the external smoking areas appropriately sited with suitable receptacles provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the no smoking policy appeared to be observed at the time of the inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The residents are allowed to smoke within their own private individual dwellings but not in common parts of the building or communal areas, at the time of this risk assessment there were no indications that the no smoking policy was being abused. No smoking signage is displayed at the entrance to the building.

3. ARSON

YES NO N/A

Does basic security against arson by outsiders appear reasonable?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are combustible and waste materials kept away from the outside of the premises?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are the external refuse containers/rubbish bins suitably secured against an external arson attack?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the refuse storage area kept reasonably tidy and the amount of waste material kept to a minimum?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments or observations:

There is an electrically operated door entry control system on the main entrance door to restrict entry to the building to authorised personnel only and a CCTV system is also used, key fobs are used by the residents and an intercom system for visitors to the building. There is also a fireman switch override device fitted to the door entrance and this was tested at the time of the assessment and worked correctly, this door and the final exit door from the protected staircase are fitted with self closing devices so that the doors close automatically thus maintaining the security of the building.

Combustible and waste materials are kept away from the exterior of the premises as far as possible, with the refuse chute which is located in the open staircase discharging into the secure waste storage area located on the ground floor, near the main entrance to the building. The rubbish chute empties directly into a system of medium sized metal rubbish bins.

All waste storage areas are fitted with metal doors, there are open louvered vents above these doors allowing natural ventilation of the area, the bin storage area is completely separated from the remainder of the building apart from the refuse chute. From the information provided bin storage area fires have not been a problem in this building, to minimize the amount of waste the refuse is collected regularly by the local council. There were no combustible items or waste material in the corridors or on the landings of the premises that would aid any potential arsonist at the time of the fire risk assessment.

4. PORTABLE HEATERS & HEATING INSTALLATIONS

YES NO N/A

Is the use of portable heaters avoided as far as practicable, in the areas covered?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are fixed heating boilers/installations subject to regular maintenance, including any gas supply?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	YES	NO	N/A
Are suitable measures taken to keep combustible materials and waste away from boilers or heaters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gas safety checks carried out in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

Portable heaters are not used in the common parts of this building, the gas boiler for the buildings heating system is located in the ground floor boiler room, the gas supply and boiler are on a planned preventive maintenance and servicing programme which also includes annual servicing of all the gas appliances in the building. The Link magazine regularly includes a check list on the percentage of the tenanted properties with valid gas safety certificate's, the autumn 2010 edition has a near 97% compliancy rating.

5. PLANT and FIXED EQUIPMENT

	YES	NO	N/A
Does the plant look in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible material kept away from the plant or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The lift motor room and associated items of plant are located at roof level with additional plant at ground floor level, at the time of the risk assessment there did not appear to be any leaks of oil or other types of liquid from any plant or machinery. There is a planned maintenance programme of inspections for the plant with-in the building which is carried out by a third party contractor, with the records kept centrally in the "Hub" in Kensal Road. There was no access to the Vodafone or EDF areas of the building as these are restricted to employees of these companies but it is assumed that these areas are kept clean and tidy and any equipment maintained and serviced in accordance with the contractual agreements.

6. COOKING and LAUNDRY FACILITIES)

	YES	NO	N/A
Are reasonable measures taken to prevent fires as a result of cooking?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a suitable design and layout of the cooking area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are reasonable measures taken to prevent fires if any laundry facilities are located in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any filters changed or cleaned on a regularly basis if fitted in any cooker hoods or tumble dryers in laundries?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are any filters changed and ductwork cleaned on a regular basis in any kitchen/laundry extract systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there suitable extinguishing appliances available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

There are no cooking or laundry facilities located in the common parts of this building or communal laundry facilities.

7. LIGHTNING

YES NO N/A

If a lightning protection system is installed on the building does it look in good condition?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments or observations:

The building has a lightning protection system installed, from the information provided by the TMO engineer this system is on a planned preventive maintenance contract with an external contractor. The system was not visually inspected as access to the external roof area is restricted because of the mobile/radio transmission masts on the roof.

8. HOUSEKEEPING

YES NO N/A

Is the standard of housekeeping in the building adequate?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there an avoidance of unnecessary amounts of combustible materials or waste?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Is there an avoidance of inappropriate storage of combustible materials or waste in escape routes, staircases or around rubbish chutes (if any in the building)?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there an avoidance of inappropriate storage of combustible materials or waste in cupboards or stores etc?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Are any soft furnishing etc in corridors kept to a minimum, do not raise the fire loading or cause an obstruction?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are routine preventive checks carried to see that the housekeeping/cleaning routines are working?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Comments or observations:

The caretakers or contract cleaners ensure that quantities of waste and combustible material are removed from the communal areas of the building, to the external refuse bins storage area, therefore not allowing a build up of any combustible materials. The means of escape routes, staircases and landings were clear of all items at the time of the risk assessment and it is part of the landlords cleaning contract that the cleaning contractors manager undertakes regular inspections to see that all the areas of the building are kept free of combustible storage and waste. Residents have not introduced any items into the common parts of the building, there is a purpose built domestic waste rubbish chute located on each landing of the accommodation staircase which is open to the elements with the secure bin area located at ground floor level. It was noted that small quantities of combustible waste materials or contractors waste were being stored within the locked duct cupboards in each flat/lobby area and in the roof space area.

On the thirteenth floor level of each staircase is a locked gate which restricts access to the roof level and there are no carpets or curtains in the staircases of the building.

9. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORK

	YES	NO	N/A
Are fire safety conditions imposed on outside contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If contractors carry out lone working are there suitable precautions taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there are in house maintenance personnel, are suitable precautions taken, including use of hot work permits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

Only authorised contractors, who have to provide method statements and schedules of work or TMO employees carry out work in the building, TMO has policies and procedures for contractors or in house employees carrying out work in their buildings, including "hot work" or other permit work.

According to the TMO policies contractors or employees are advised on procedures to undertake when lone working takes place. Contractors are advised that when work is carried out that waste and building materials should not be allowed accumulate and obstruct or block exits and escape routes nor should final exit doors be propped or wedge open to aid the workmen. If openings are created in fire resisting partitions or compartments suitable preventive measures must be put in place to maintain the fire separation with-in the building until these openings are closed again.

No construction refurbishment or maintenance work was being carried out in the building at the time of the visit nor were there any contractors on site.

10. DANGEROUS SUBSTANCES

	YES	NO	N/A
If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

There are no dangerous substances stored or used in the common parts of this building, this risk assessment has not taken into account any substances that may be within any domestic dwelling, but there are clauses in the residents contract to restrict such substances.

11. PEST CONTROL

	YES	NO	N/A
Is there suitable control of any pest infestations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The building does not have any problems at the present time with rats, pigeons, squirrels or other rodents or insects but this issue is kept under review to mitigate any damage that these types of vermin could cause to the fabric or structure of the building and electrical cabling or wiring. If droppings or guano are noticed then action can be taken to inform the pest control company employed by TMO to monitor the pest situation and measures will be taken to eradicate the problem.

FIRE PROTECTION MEASURES

<u>12. MEANS OF ESCAPE FROM FIRE</u>	YES	NO	N/A
It is considered that the building is provided with reasonable means of escape in case of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the design of the escape routes adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there suitable protection of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the escape routes suitable for buildings occupancy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the escape routes lead to suitable final exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there reasonable travel distances, both in a single and alternative direction, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are travel distances in dead ends suitably limited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are travel distances suitable for disabled people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate provision of final exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits easily and immediately openable where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary do the fire exits open in direction of escape route?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the final exit doors have appropriate securing devices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the dwelling entrance doors appear to be fire rated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any other doors protecting the escape route suitably fire rated and in a good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate are any fire doors fitted with self closing devices and do these function correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are store and cupboard fire doors kept locked shut?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
Where appropriate are the doors/flaps to rubbish chutes or the fire doors to the rubbish chute rooms suitable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the floor covering suitable to prevent slips, trips and falls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

This building appears to have been constructed in accordance with the Building Regulations with the layout of the building including the travel distances, escape routes and exits appropriate for the present use. The lifts in the building are evacuation lifts so they would be used as the primary means of escape route with the protected staircase the secondary route, this is fire protected for its full height and has an independent final exit at ground floor level. The securing device on the inside of the main entrance/exit door is over ridden by the inner door handle and the alternative exit door has a "push bar" release device. Both of these exit doors open in the direction of travel.

There was no visual damage observed during the assessment to the fire rated self closing doors or the side screens of the protected means of escape route staircase, the doors are not fitted with cold smoke seals because the flat/lobby areas and the staircase are open to the elements. The apartment entrance doors appear to be 30 minute fire rated doors with a letter box and a flap in the lower quarter to half, as the entrance doors to the apartments are off an area open to the elements they are classed as external doors and there is no requirement to fit self closing devices, intumescent strips and cold smoke seals to these external doors.

Some residents have erected lockable metal gates externally to their flat entrance door for added security, it is assumed that residents are able to unlock these quickly in an emergency to make their escape in case of fire.

At the time of this risk assessment the escape routes were clear of obstructions and the flooring materials on the escape routes within the common parts appeared suitable to prevent slips, trips and falls during evacuation, with no signs of any damage to the floors or any unevenness. The caretakers carry out checks and report any deficiency's to the "Hub" so repairs can be undertaken, some residents have placed door mats outside their flat entrance doors but these I believe do not cause a trip hazard nor an obstruction.

<u>13. DISABLED PEOPLE</u>	YES	NO	N/A
It is considered that the building is provided with reasonable arrangements for means of escape for disabled people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

At the time of the risk assessment there was no evidence of any resident within the premises who suffers from sensory impairment that would prevent them from hearing a shouted warning of fire. TMO have recently introduced a comprehensive programme to gathering information about tenants including any disabilities and their physical ability and mobility to respond to any emergency situations. This information will be imputed on a "TP Tracker system" and held centrally.

The additional information will be used to assess if residents may require additional devices to provide them with early warning of smoke/fire in their home and/or development of a Personal Emergency Evacuation Plan (PEEPs). Both the lifts in this building are evacuation/fire fighting lifts and could be used in the evacuation of any disabled residents from the building.

14. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

	YES	NO	N/A
It is considered that there is:			
A reasonable standard of compartmentation provided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A reasonable limitation of the fire loading in the means of escape routes/corridors that might promote fire spread?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The wall and ceiling linings are in a good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If fitted, is any fire rated glazing in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary are fire dampers provided to protect the means of escape against fire, smoke and combustion products in the early stages of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If fitted, is the ductwork of any mechanical ventilation system cleaned and any filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

The building appears to have appropriate fire separation and compartmentation and from a visual inspection of the structure of the building there appeared to be no areas that raised concern about structural damage (fire stopping issues) to the building or obvious signs that in the areas covered that bad workmanship would mean that the fabric or fire integrity was or could be compromised. No evasive structural investigation was undertaken to complete this risk assessment. There were no visible breaches of the compartment or wall and ceilings linings at the time of this risk assessment this includes the ground floor boiler room etc. At the time of this assessment the fire loading of the common parts of the building was considered to be very good but please see the sections on "housekeeping" and "arson" for more information.

From information provided there are no fire dampeners in this building. Natural ventilation is used to vent the staircases and flat/lobby areas via the permanently open vents and openable windows in the staircases and lobby area walls.

15. EMERGENCY ESCAPE LIGHTING

	YES	NO	N/A
If any is fitted, is the emergency lighting system currently installed in the building, to a reasonable standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequately normal or borrowed lighting to back up any fitted emergency lighting system installed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
Where necessary, does the emergency lighting cover any external escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If fitted, are all emergency lighting units, clean and visually in a good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

There is emergency lighting installed in the staircases, flat/lobby areas, ground floor entrance lobby area and plant rooms of the building giving I believe adequate coverage for the means of escape routes should the normal supply systems fail. Externally there is street lighting which will provide a suitable level of illumination outside the building during the hours of darkness for the external escape routes and also in the event of a supply systems failure in the building the exterior lighting would still function as it is on a different sub circuit.

The system consists of self contained units, not a centralised battery system or a generator back up system, the neon indicator lights are visible on the units. The glare limits of the emergency lighting units are with-in the acceptable ranges of BS 5266 and the colour of the light produced is white , there are no twin pack lighting units in use.

16. FIRE SAFETY SIGNS AND NOTICES

	YES	NO	N/A
Is there suitable pictogram fire exit signage in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are signs clearly legible, fixed in position and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If necessary, are there pictogram fire safety notices in the building with the assembly point indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

Given the layout of the building, there is only one protected means of escape staircase the other staircase is an accommodation stair as it is open at its base and there are permanently open vents into every flat lift/lobby area there is no escape signage provided in the building. As there is only one staircase, escape signage is not required and there are no fire action notices displayed as the residents have been instructed on the actions to be taken in the event of any emergency in other ways.

There is suitable signage on the protected staircase final exit door describing the action of the release/ securing device fitted to the door, the door handle on the main entrance/exit door over rides the locking mechanism in one single action so no sign is displayed on this door as it is in daily use.

To aid the emergency services each floor level is permanently numbered in a large font opposite the lifts.

17. MEANS OF GIVING WARNING IN CASE OF FIRE

	YES	NO	N/A
Is a suitable manually operated electrical fire alarm system provided in the common parts of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does it have automatic fire detection, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

	YES	NO	N/A
Is the system suitable for the occupancy and fire risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the system extends into the private flats is it suitable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has remote transmission of the system been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

There is no fire alarm or warning system installed in the common parts of the building this is in accordance with the requirements of the Building Regulations, Approved Document B Fire Safety and the HM Government Guide, Sleeping Accommodation as this building has been constructed to current Building Regulations standards. Before any work is undertaken on any TMO controlled building the work goes through the Building Control process of the local Authority and any observations or recommendations are incorporated into the project.

The roof top plant/lift motor rooms and ground floor boiler rooms do not have automatic fire detection fitted this is because these areas have very low fire loading and have restricted access to authorized personnel only so a control is placed on the contents of the areas. Plant and electrical wiring is on a planned, preventive maintenance programme with regular servicing by professional external contractors. Smoke alarms would not be very effective in these locations because they get little or no air movement (such as small under stair electrical supply cupboards/ rooms and the like or can get cold (such as an unheated roof top lift motor rooms), the detectors could produce false activations. If heat detectors were to be fitted these would not activate quickly because of the low fire loading or lack of heat produced as the equipment in the area is RCD protected and any power supplies will have been shut down on a malfunction of the equipment. There have had no recent incidents of fire within any plant/lift rooms/ area in TMO controlled buildings. These areas do not endanger the means of escape routes for the residents therefore I believe that not automatic fire detection is needed. The ground floor Vodafone radio transmission room which I believe houses switching gear is fitted with an automatic detector, this room is secured shut and very rarely visited., there is a sounder for this detector located in the buildings ground floor main lobby area and remote transmission equipment.

There was no access to all the individual dwellings but it is believed that they is a mixture of different types of self contained battery operated and hardwired domestic smoke alarms have been installed within each private flat. TMO in news letters etc has advised residents to fit domestic smoke detectors and there are some central records of devices being fitted in some flats. London Fire Service operate a policy where they will undertake visits to domestic dwellings and fitted domestic detectors, if during these visits concerns are identified about fire safety issues in the dwelling then TMO are informed by the Fire Service.

It is TMO's policy that if flats are refurbished then the installed detection is assessed to see if it needs to be up graded to current standards, but there is no requirement for existing layouts to be upgraded unless building work is being undertaken.

A 'defend in place' evacuation strategy is currently in place for all residential flats in the building and this is considered to be acceptable.

18. PORTABLE FIRE EXTINGUISHING APPLIANCES**YES NO N/A**

Is there reasonable provision of portable fire extinguishers?

☒ ☐ ☐

Are all the fire extinguishing appliances readily accessible?

☒ ☐ ☐

Comments or observations:

There are no portable fire fighting appliances provided within the common parts of this building. Under normal circumstances it is good practice for extinguishers to be located in a building along escape routes and in close proximity to fire hazard areas. However there are a number of limitations which prohibits the installation of extinguishers on the premises. There is a history of extinguishers being stolen and / or misused. As there are no permanent staff on site and no one will trained in there use. The presence of extinguishers may encourage people to tackle a fire when, they should be evacuating the building. With this in mind the recommendation is to provide effective compartmentation and information provided to tenants about what actions to take in the event of a fire.

It is not know if any portable fire fighting equipment has been purchased by residents for their own private dwellings, in news letters to the residents there have been fire safety articles contains basic instructions in relation to the safe use of portable fire fighting equipment.

Fire extinguishers are provided in the roof level lift motor room, and in the ground floor boiler rooms, these carbon dioxide extinguishers were in test date according to the servicing labels attached to each item, the last test date being November 2009.

19. FIXED FIRE SYSTEMS AND EQUIPMENT**YES NO N/A**

Type of fixed system: Dry/Wet Riser

☒ ☐ ☐

Evacuation/Fire fighting Lift

Comments or observations:

There is a dry riser installed in this building with the inlet near to the main building entrance and visible from the fire appliance parking place, which will be on the main road outside the building. The outlets for the dry riser are on each odd numbered floor from five upwards and the roof level, the use of the dry riser will be under the total control of the Fire Service if it is used.

Both the lifts in the building are evacuation/ fire fighting lifts, the lifts have the standard fire fighter over ride controls fitted so that the Fire and Rescue Service can take control of these lifts and use them as they see fit to do so in the event of an emergency. TMO use a third party contractor to maintain and service the lifts and dry risers o are responsible for their operation and effective working.

The evacuation/ fire fighting lift could be used as part of a person's PEEP's if needed.

MANAGEMENT OF FIRE SAFETY**20. PROCEDURES AND ARRANGEMENTS****YES NO N/A**

Are there routine in- house fire safety inspections and checks carried out, with records kept?

☒ ☐ ☐

	YES	NO	N/A
Are appropriate fire procedures in place with a suitable record of the fire safety arrangements ?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements for summoning and meeting the fire and rescue service, including providing relevant information and any likely hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there suitable policies and procedures in place for contractors and "lone workers"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The caretakers walk the building on a daily basis and there are defect reporting policies and procedures in place so that any discrepancies or damage can be repaired or items replaced. The Fire and Rescue service can be called at any time by any resident if there is an emergency situation.

The Health and Safety Advisor of the TMO has regular liaison meetings with the local fire and rescue service commander to pass on information and arrange familiarisation visits if needed or requested. As far as I can tell and from information I have been given the policies and procedures are subject to reviewing at set intervals or are altered if new or relevant information becomes available.

21. TRAINING AND DRILLS

	YES	NO	N/A
Are TMO employees given adequate fire safety instruction and training on induction and adequate periodic "refresher training" at suitable intervals, with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the content of the staff training provide suitable with practical instruction on fire fighting equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

All TMO employees receive induction training which includes fire training periodic "refresher training" at regular intervals, records of this training are kept by the Human Resources (HR) department at 300 Kensal Road North Kensington.

Caretakers, wardens and office managers receive training to be fire marshals/ wardens by a third party fire training company the fire warden are also the nominated persons and by being recorded as a fire warden you are also the nominated person, training records again kept by the HR department. The topics and areas covered by the training packages are available from either TMO's HR or the Health and Safety team or direct from the training provider. I have been shown copies of the training documents and they appear to cover all the areas and topics that are mentioned in the H M Government risk assessment guidance booklets. The practical training involves using the types of portable fire fighting appliances currently provided in the TMO buildings.

If anybody receiving this training does not use English as their first language this fact is taken into account so that they comprehend the information given to them.

Prior to moving into this building all residents are issued with a handbook which includes some fire safety advice and are given a tour of the building by a Housing Officer, there is no documentary evidencing required by TMO for the issuing of the handbook.

Contractors are reported by TMO to be required to have a construction phase plan which should be agreed before work commences and be acted upon including provision of a suitable number and type of fire extinguishers and someone trained to use them as part of the fire safety arrangements for the project where appropriate.

22. CO-OPERATION WITH ANY OTHER EMPLOYERS **YES** **NO** **N/A**

If this building is shared with other occupiers is fire risk Information co-ordinated between occupiers? ☐ ☐ ☒

Have you received appropriate information on other occupiers fire risks and general fire precautions? ☐ ☐ ☒

Comments or observations:

This is a single occupied residential building, there are two small ground floor areas which are used by other companies but these two areas are unmanned and only visited infrequently and restricted to employees of these companies. The areas are Vodafone a radio transmission switch gear room and an EDF electrical sub station which are accessed externally and there is no needed for either companies employees to enter the residential parts of the building and TMO employees cannot access these two areas. I have therefore considered this to be a single occupied building because there is no permanent workforce (any employee of Vodafone or EDF could be asked to visit the site) of these two companies employed in the building and there are no employees of TMO in the building either. The contract cleaning company who are contacted to clean the common parts of the building have a small room on the ground floor and their employees work in the building for a certain period of time each day, there is frequent meetings with this company and TMO so I have classed this as a single occupied building for the purposes of this fire risk assessment.

23. TESTING AND MAINTENANCE **YES** **NO** **N/A**

Is the structure of the premises adequately maintained? ☒ ☐ ☐

Is there weekly testing and six monthly servicing of fire detection and fire alarm system, with records kept? ☐ ☐ ☒

Is there a monthly visual and annual testing of the emergency escape lighting, with records kept? ☒ ☐ ☐

Is there a monthly visual and annual maintenance of the fire extinguishing appliances, with records kept? ☒ ☐ ☐

Is there routine checks of final exit doors and/or security fastenings, with records kept? ☒ ☐ ☐

Is there periodic inspection of any external escape staircases and gangways, with records kept? ☐ ☐ ☒

Six monthly inspection and annual testing of any wet or dry rising mains, with records kept? ☒ ☐ ☐

	YES	NO	N/A
Six monthly inspection and annual testing of the fire fighting/evacuation lifts, with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weekly testing and periodic inspection of sprinkler installations, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Annual inspection and test of lightning protection system, with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly and annual testing and servicing, under load of any back up/stand by generators, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

TMO have confirmed that the emergency lighting system is subject to a maintenance contract and that testing, servicing and maintenance is being carried out on the system and records are kept by the contractors.

TMO have indicated that it is intended that monthly on site checks of emergency lighting and portable fire fighting equipment will be carried out by the caretakers and that a written record will be kept on each relevant premises file.

RGE Services are under contract to TMO to provide portable fire fighting equipment testing, servicing and maintenance .

Any fixed systems installed in the building are serviced, tested and maintained by professional third party contractors on a planned preventive maintenance programme with records kept centrally by TMO at the "Hub".

Definitions:

Responsible person: The person ultimately responsible for fire safety as defined in the Regulatory Reform (Fire Safety) Order 2005. which is:-

"responsible person" means—

- a) in relation to a workplace, the employer, if the workplace is to any extent under his control;
- b) in relation to any premises not falling within paragraph (a)—
 - i. the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or
 - ii. the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

"relevant persons" means—

- a) any person (including the responsible person) who is or may be lawfully on the premises; (members of the public in a shop or licensed premises, contractors or visitors in a factory) and
- b) any person in the immediate vicinity of the premises who is at risk from a fire on the premises, but does not include a fire-fighter who is carrying out his duties in relation to a function of a fire and rescue authority under section 7, 8 or 9 of the Fire and Rescue Services Act 2004 (fire-fighting, road traffic

accidents and other emergencies). This could include people in flats above a ground floor shop or the staff living over a licensed premises.

Child: Anyone who is not over compulsory school age, i.e. before or just after their 16th birthday.

You must, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

Combustible materials: A substance that can be burned.

Compartment wall and/or floor: A fire-resisting wall or floor that separates one fire compartment from another.

Competent person: A person with enough training and experience or knowledge and other qualities to enable them properly to assist in undertaking the preventive and protective measures.

Dangerous substances: A substance which because of its physico-chemical or chemical properties and the way it is used or is present at the workplace creates a risk or a substance subject to the Dangerous Substances and Explosive Atmosphere Regulations 2002 (DSEAR). Small quantities of substances are not considered a major hazard for instance DSEAR talks of quantities of 25 litres and more so a few plastic bottles of cleaning materials and other such substances are not relevant and would be normal. For example the local corner shop or supermarket would not record as dangerous substances all the items they sell in their shop, including bleach, white spirit, paint and glue etc.

Material change: An alteration to the premises, process or service which significantly affects the level of risk to people from fire in those premises.

Means of escape: Route(s) provided to ensure safe egress from the premises or other locations to a place of total safety.

Premises: Any place, such as a building and the immediate land bounded by it, any tent, moveable or temporary structure or any installation or workplace.

Significant findings: A feature of the premises or items from which the fire hazards and persons at risk are identified this information comes from completing the fire risk assessment. It can also contain the necessary information, instruction and training needed and how it will be given. From the significant findings can come an:-

An Action plan: The actions you have taken or will take to remove or reduce the chance of a fire occurring or the spread of fire and smoke, including time frames and who will supervise or carry out the work needed.

Travel distance: The actual distance to be travelled by a person from any point with-in the floor area to the nearest storey exit or final exit, taking into account the layout of walls, partitions and fixings in the building. If the building has been

constructed in accordance with The Building Regulations and no unauthorised alterations have then place then the travel distances will be satisfactory.

Where necessary: The Order requires that fire precautions (such as fire fighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and maintained) 'where necessary'.

What this means is that the fire precautions you must provide (and maintain) are those which are needed to reasonably protect relevant persons from risks to them in case of fire. This will be determined by the findings of your risk assessment including the preventative measures you have or will have taken.

Who is at Risk in the building:

This is a term used in risk assessment documents and the Fire Safety Order 2005, for the purposes of this risk assessment persons who are at risk are deemed to be anybody who is lawfully entitled to be in the building, ie relevant persons, but excluding fire fighters engaged in emergency activities. Please see the definition of "relevant persons" as described above.

Young person:

(a) A person aged 16 years, from the date on which he attains that age until and including the 31st August which next follows that date.

(b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education.

(c) A person aged 16 years and over who is undertaking approved training that is not provided through a contract of employment.

REFERENCES:

Fire Safety Design and Management

BS 5588-12: 2004. *Fire precautions in the design, construction and use of buildings Managing fire safety.* Now incorporated in:

BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings.*

LACoRS. Housing Fire Safety Guide

Fire Detection and Fire Alarm Systems

BS 5839-1: 2008. *Fire detection and fire alarm systems for buildings - Code of practice for system design, installation, commissioning and maintenance.*

BS 5839-6: 2004. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.*

BS 5839-8: 2008. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9: 2003. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3: 2003. *Fire extinguishing installations and equipment on premises - Code of practice for the inspection and maintenance of portable fire extinguishers.*
BS 5306-8: 2000. *Fire extinguishing installations and equipment on premises - Selection and installation of portable fire extinguishers - Code of practice.*
BS EN 3. *Portable fire extinguishers.*
BS EN 671-3: 2000. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*
BS EN 1869: 1997. *Fire blankets.*

Emergency Escape Lighting

BS 5266-1: 2005. *Emergency lighting - Code of practice for the emergency lighting of premises.*
BS 5266-7: 1999 (BS EN 1838: 1999). *Lighting applications - Emergency lighting.*
BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems.*

Fire Safety Signs

BS 5499-1: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.*
BS 5499-4: 2000. *Safety signs, including fire safety signs. Code of practice for escape route signing.*
BS 5499-5: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Signs with specific safety meanings.*
BS 5499-10: 2006. *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.*

Fixed Fire Extinguishing Systems and Equipment

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*
BS 9990: 2006. *Code of practice for non-automatic fire-fighting systems in buildings.*
BS EN 12845: 2004. *Fixed fire-fighting systems - Automatic sprinkler systems - Design, installation and maintenance.*

Miscellaneous

BS 7176: 1995. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*
BS 7273-4: 2007. *Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.*
BS 7671: 2008. *Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.*
PAS 79: 2007. *Fire risk assessment - Guidance and a recommended methodology.*

Lightning

BS EN 62305-1: 2006. *Protection against lightning. General principles.*
BS EN 62305-2: 2006. *Protection against lightning. Risk management.*
BS EN 62305-3: 2006. *Protection against lightning. Physical damage to structures and life hazard.*
BS EN 62305-4: 2006. *Protection against lightning. Electrical and electronic systems within structures.*