

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment for:

**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 20th February 2014

Suggested Review Date: 1st April 2015
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 both of the staircases and their landings, the flat/lift lobby areas and the cupboards off them, the external roof areas, the roof level areas including the lift motor room and cold water tank rooms, the ground floor level bin storage area, the cleaner rest room, the boiler room, the electrical intake and water pump rooms and the area surrounding this building.

Area(s) not covered:

All the private residential apartments, the ground floor level externally accessed locked store area, the electrical substation, the Vodafone mobile telephone equipment room and any other part of the building not identified above.

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 Equality 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.

The FSO applies to the common parts of the building but the Housing Act 2004 applies to the whole of the building and could impose additional fire safety measures on areas of the building outside the scope of the FSO.

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 Glenn McAllister of the Tenant Management Organisation (TMO) 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 Part 1 System Designer, BS 5839 Part 6, Competent Engineer BS 5266, IFE Assessor /Auditor (FSO). 19 years Fire Safety experience with local Fire Authority, in enforcement and auditing roles, 5 years as an independent fire risk assessor. Member of the construction industry CPD certification Service for 11 years. Professional indemnity insurance cover provided by [REDACTED] Enhanced CRB checked.

H M Government Guide used:

Sleeping Accommodation

Local Government Group Fire safety in purpose-built blocks of flats (July 2011)

Any other guides that may be relevant:

Building Regulations 2010 Approved Document B (Volume 2) inc FPA information
Managing Agents management policy's, procedures and associated documentation
LACoRS (now Local Government Regulation) Housing Fire Safety Guidance

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

The Equality Act 2010

Building Information

This fire risk assessment was carried out when the building was in normal use and only a visual inspection has been undertaken of the buildings structure and no invasive 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 within the following report. As far as I am aware the construction and any refurbishments of this 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, there is no external cladding on this building.

Description of the building:

This is a standalone purpose built square shaped 14 storey residential tower block with residential apartments on the first to 13th floor levels, there are six self contained private domestic apartments/dwellings per floor level making 78, in total in the building. On the ground floor level there are plant rooms and other ancillary areas along with a central boiler room and an electrical substation, occupying one corner of the ground floor level area is a cleaner's rest room and there is a Vodafone equipment room for the mobile telephone masts located on the plant room flat roof area of this building. On the roof level there are also cold water tank rooms and the lift motor room, this area is accessed via locked gates off either of the two staircases and this area is restricted to authorised personnel only.

This tower block is located off a public road and directly outside the building is a parking area and a garden area. This building stands in its own site and it is not attached to any other buildings with enough distance between this building and adjacent properties calculated to meet Building Regulation approval therefore minimising and preventing any fire spread to adjacent premises. It is considered unlikely that a fire in this building would compromise other nearby buildings. There were no apparent unusual structural features either externally or internally observed at the time of the assessment and there are no high voltage luminous tubes for signs etc in or on 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. 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 brick and concrete constructed building with a flat roof, there are two concrete staircases which run the height of this building, one is a protected staircases the other an accommodation one and is open at its base to the entrance lobby area. The floors and walls of this building are also constructed of concrete with the walls being painted plaster. There appears to be no hidden voids apart from the normal service duct and sanitary ones, in this building or sandwich panels used. 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:

Floor levels 1 to 13 in this building are residential accommodation with six flat per floor level accessed off the internal flat/lift lobby areas, on the ground floor level are the ancillary areas, a central boiler room and a cleaners rest room area. The roof level internal rooms contain the cold water tanks and the lift motor room. On opposite sides of the flat/lift lobby there are staircases located these run the height of the building, both have self closing 30 minute fire rated doors separating them from the flat/lift lobby areas. The protected staircase is total fire separated from the flat/lift lobby areas at each floor level and has an exit at the ground floor to open air. The other staircase has louvered vents in the screen between the staircase and the flat/lift lobby areas, is open at its base with the entrance lobby area and has the opening for the purpose built refuse chute on its landings at each floor level. There are no plans or drawings of this building attached to this risk assessment, but the TMO do have plans showing the layout of this building.

The evacuation strategy for this building:

For the residents of this building there is a “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 in tenant’s handbooks, 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 articles 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 problems with false alarms from any domestic detectors fitted within any of the individual dwellings.

The evacuation strategy for the boiler room and the plant room next door to it on the ground floor of this building which are fitted with a fire alarm system is to leave the area and wait outside and call the fire service if there is a fire. These two areas have their own independent entrance and exits and are totally separate from the remainder of this building with no interconnecting doors between these areas and the rest of the building. The cleaner’s rest room area is located off the ground floor level entrance lobby area and this entrance lobby area is completely sterile so there is a very low risk of this exit route being compromised by a fire. Any person in the cleaners rest room would leave the building using this very short exit route if there was a fire in this one room area.

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 type and scope of this Fire Risk Assessment is as defined by the Local Government Group Fire safety in purpose-built blocks of flats guidance document July 2011, as a Type 1 assessment, ie Common parts only, non destructive. But there is some over lap into a Type 3 assessment because questions have been asked and answers given about the electrical and heating installations within the flats along with testing and maintenance regimes and also the fire alarm systems installed.

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

From The Building Regulations, 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:*
- the fire is generally in a flat;*
 - there is no reliance on external rescue (e.g. by a portable ladder);*
 - 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*
 - 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).*

From BS 9991: 2011 Fire safety in the design, management and use of residential buildings – Code of practice, section 0.2 Flats and maisonettes, General principles.

- The provisions for means of escape for flats or maisonettes are based on the assumptions that: (the same as the Building Regulations apart from the end of a.)
- fire will occur within the flat or maisonette (e.g. not in a stairwell);*
 - there can be no reliance on external rescue (e.g. a portable ladder);*
 - the flat or maisonette will have a high degree of compartmentation and therefore there will be a low probability of fire spread beyond the flat or maisonette of origin, so simultaneous evacuation of the building is unlikely to be necessary; and*
 - where fires do occur in the common parts of the building, the materials and construction used in such areas will prevent the fire from spreading beyond the immediate vicinity (although in some cases communal facilities exist which require additional measures to be taken).*

Information for Londoners living in high rise properties, this information is provided by the London Fire and Civil Defence Service (LFB 's web site)

If you live in a flat or maisonette

Flats and maisonettes are built to give you some protection from fire. Walls, floors and doors will hold back flames and smoke for a time.

If there's a fire outside of your flat, in another part of the building, you're usually safer staying in your flat unless heat or smoke is affecting you.

Important relevant information

This reviewed Fire Risk Assessment (FRA) supersedes any previous FRA's in their entirety because of new guidance documents that have been provided by Government Departments and enforcement agencies since the original FRA's were compiled. In particular the fire safety guidance document produced by the Local Government Group Fire safety in purpose-built blocks of flats dated July 2011 and the amendment of September 2011. This also includes determinations issued by the Secretary of State concerning the Fire Safety Order in particular the one about the retrospective fitting of cold smoke seals on fire rated doors. The reports, including the Coroner's ones issued after the Lakanal House fire (Camberwell London) , Shirley Heights fire (Southampton) and the Prestatyn maisonette fire (North Wales) have been studied and where relevant any information contained within these reports has been incorporated into this FRA.

Any other relevant information on this premises

An audit, under The Regulatory Reform (Fire Safety) Order 2005 (FSO) was undertaken in this building by a Fire Safety Inspecting Officer of the London Fire Brigade, with a Notification of Fire Safety Deficiencies being issued.

This Notification of Fire Safety Deficiencies was issued by London Fire and Emergency Planning Authority (LFEPA) on the 7th September 2010, the LFEPA reference is KS/SW/12-083909/RP.

A copy of this Deficiency Notice is held by the TMO Health and Safety team based at The Network Hub 300 Kensal Road, the only requirement of this Notice was that "The fire risk assessment should be reviewed, with implementing the actions of the required to the reduce risk".

The Fire Risk Assessment (FRA) that the Fire Office was talking was reviewed on the 28th October 2010 and I can confirm that all of the items highlighted on the significant findings sheets and action plan of this FRA were actioned.

There have been no further written or verbal comments received from LFB as far as I know in connection with this premises and no follow up inspection has been undertaken by an LFB officer. This information has been checked with the TMOs Health and Safety team.

The fire officer did not comment either at the time of the audit or in any correspondence after the audit, in the Notification of Fire Safety Deficiencies about the buildings layout, the means of escape routes, compartmentation or ventilation also any positioning or siting of the fixed systems within this building. No adverse

comments were received either about the management policies, procedures and arrangements in place within this building at the time of the audit. Therefore it has been assumed that the Fire Authority were completely satisfied with these arrangements at the time of the audit and there have been no changes to this premises since the Fire Safety audit was undertaken.

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 items 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.

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 suitably limited and sockets not overloaded?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

According to the contractors labels fixed to the main electrical supply/distribution board located in the ground floor level electrical intake room the last 5 year fixed wiring check in this building was undertaken on the 7th January 2014, last month and it is due for retesting in January 2019. There appeared to be no outstanding items indicated on these labels. The electrical supply boards and other associated electrical components appear to be industry standard items and are were appropriate housed in standard metal lockable containers.

The caretakers carry out regular visual inspections of the lighting system which is the only electrical installation in the common parts of this building, the staircases and their landings along with the flat/lift lobby areas mostly. Some of the lighting units in this building on the landings of the staircases are also combined lighting/ emergency lighting units. The electrics in the common parts of this building are on a different electrical sub circuit than the apartment's ones. The caretaker's inspections also encompasses the electrical intake room and the electrical cupboards located off each floor level flat/lift lobby area. There are no electrical devices, items of equipment or supply boards etc on display in the common areas of this building. If there is any damage or remedial work is needed this is reported and repair's or replacement lighting units are installed by a contractor on a responsive defect reporting procedure.

There are no electrical sockets located in the common parts of this building so trailing leads or multi plugs are not used here and there are no solar thermal or photovoltaic systems on or attached to this building. There are electrical sockets in the plant rooms boiler room and the lift motor room, no trailing leads or multi plugs were seen in these areas. If trailing leads or multi plugs were to be used they would be restricted to these areas of this building and they are only used where necessary. In the cleaners rest room area there is a fridge, a kettle a microwave along with a television and DVD player, some of the portable electrical appliances did not have portable electrical appliances testing (PAT) labels on them, the kettle for instance. No other portable electrical appliances were seen in this building at the time of this assessment and portable electrical appliance testing (PAT) is not carried out on any resident's private electrical items.

Contractors or workmen employed by RBKC and TMO are required to use only electrical equipment that is fit for purpose, in a good condition and appropriately inspected and maintained. TMO does not carried out checks on these items of

equipment and it is assumed that electrical items of equipment brought into the building by other contractors or workmen are also suitable and in a good condition as again the TMO does not carried out checks on these items of equipment. There is no recent history of major electrical power supply failures for this building.

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"/>
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Is the smoking ban suitable enforced, in the common parts, with "No Smoking" notices displayed at the entrance(s)?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If located are the external smoking areas appropriately sited with suitable receptacles provided?

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

The residents are allowed to smoke within their own private individual dwellings but not in the common parts of the building or communal areas, the flat/lift lobby areas for instance. 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 this building there is no designated external smoking area.

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 this buildings main entrance door to restrict entry to the building to authorised personnel only, keys or key fobs are used by the residents and there is an intercom system for visitors to the building.

There is a fireman switch override device fitted to this entrance door, this was tested at the time of the assessment and worked correctly and released the lock on the door. This door and the exit door at the base of the escape staircase are fitted with self closing devices so that these doors close automatically thus maintaining the security of the building, these both worked correctly and closed the doors fully at the time of this assessment.

There is a CCTV system in this building with a camera covering the main entrance door and the ground floor level lobby area, images are recorded on a disc and then over written days later.

Combustible and waste materials are kept away from the exterior of the premises as far as possible, the garden area and the open area were clear of any rubbish etc.

There is a purpose built domestic refuse chute in this building with openings of the refuse chute located on each floor level landing of the accommodation staircase, this refuse chute empties directly into the bin area directly below this refuse chute, This bin room is externally accessed from the car parking area side of the building with the bin room doors being secured locked shut at the time of this assessment. The refuse goes into medium sized industry standard metal rubbish bins. This bin storage area is completely fire separated from the remainder of the building apart from the refuse chute, there is a steel shut off plate built into the base of the refuse chute so that the chute can be isolated from the bin room. All the rubbish and waste was contained within the bins in the bin store with no loose rubbish or waste on the bin room floor.

There are recycling bins are located externally by the doors to the bin room, these are industry standard metal containers with lids for use by the residents of this building. The area around these recycling bins was clear and in a tidy state at the time of this assessment as was the bin area itself.

From information provided to me bin storage area fires have not been a problem in this area or building and to minimise the amount of waste the refuse is collected regularly by the local council.

<u>4. PORTABLE HEATERS & HEATING INSTALLATIONS</u>	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"/>
Are fixed heating boilers/installations subject to regular maintenance, including any gas supply?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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, there were no portable heaters seen in the cleaners area. There is a central gas boiler which provides the heating and hot water for this building and other nearby TMO buildings, this boiler room is externally accessed. There is an ancillary plant room next door to this central boiler room as well.

The boiler room was clear of any waste or rubbish and there were no items on top of the boilers, this boiler room is fire separated from the remainder of this building with no gaps seen around the pipes as they leave or return to this room. At the time of this risk assessment there were no leaks of oil/lubricant or other types of liquid from the boilers or the associated machinery seen on the floor. Access to this boiler room is restricted to authorised persons only because of the type of key needed to access the room.

There are spare items of engineering equipment in the boiler room, these items are related to these boiler's and are made of metal, these items were against walls etc and did not cause an obstruction or trip hazard.

The gas supply and the boiler is on a planned preventive maintenance and servicing programme, there is a gas shut off switch near to the door of this boiler room and also one in the plant room next door, again by the exit door of the room. For information the Link magazine regularly includes a "performance chart" of which one of the featured performance indicators is gas servicing, this is currently showing that the percentage of the tenanted properties with valid gas safety certificate is nearly 100%. The actual figure for the year September 2012 to September 2013 is 99.9%, the remaining point 1 of 1% of tenanted dwellings without an annual gas safety certificate are noted and targeted so that the goal is to have a 100% compliancy rating.

According to the contractors label on the gas boilers the last service of these boilers was undertaken on the 3rd January 2014, there were no outstanding items indicated on this contractor's label.

5. PLANT and FIXED EQUIPMENT

YES NO N/A

Does the plant look in good working order?

✓		
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Is combustible material kept away from the plant or equipment?

✓		
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Comments or observations:

The lift motor room and other items of plant are located in a purpose built room at the roof 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 was no storage of any kind in this lift motor room at the time of this assessment, or in the cold water tank rooms also located at this roof level.

There is a planned maintenance programme of inspections for the lift machinery /plant within the building which is carried out by a third party contractor(Independent Lift Services Limited), with the records kept centrally in the "Hub" in Kensal Road but there is a record book kept in the lift motor room to aid the service engineers. The last service dates in the lift record books is the 11th February 2014. Both lifts installed in this building/tower are fire fighting/evacuation lifts with their own independent dedicated power supply and fire fighters control switches. This lift motor room and the whole of the roof level area is accessed from the head of either staircase, there are secured lock shut gates on the top floor landing so that only authorised persons can access this roof level. Located on the open external roof of the plant rooms are mobile telephone masts, there are signs on the door out onto the open external roof area stating "No roof access because of mobile telephone masts".

Externally accessed at the ground floor level is a water boost pump room, this room contains water pumps which pump water up to the roof level cold water storage tanks. These pumps are on a planned maintenance programme of inspections according to the contractor's information and service booklets in this room, the third party contractor's last service of these pumps was on the 31st December 2013. A record book is kept in this pump room to aid the service engineers and also this information is kept centrally in the "Hub" in Kensal Road.

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 and there was no storage of any kind in this pump room.

6. COOKING and LAUNDRY FACILITIES

YES NO N/A

Are reasonable measures taken to prevent fires as a result of cooking?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there a suitable design and layout of the cooking area?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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"/>
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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"/>
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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"/>
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Are there suitable extinguishing appliances available?

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

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There are no cooking or laundry facilities located in the common parts of this building, the flat/lift lobby areas etc, but the cleaners have in their rest room area a small tea making area in the cleaners rest room area which has a kettle, fridge, microwave etc and is used to provide hot drinks etc and snacks for the cleaners. This area is used by the cleaners and any invited guests only and is kept locked shut when they are not actually in the room. There is no extraction system in this area as the amount of cooking is minimal and the natural ventilation in the area is sufficient to dispel any cooking fumes. Kitchens are located in each residential dwelling with the occupier being responsible for the maintenance of these domestic cooking areas and also any laundry equipment contained within their dwelling.

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:

This building has a lightning protection system installed on it, from the information provided by the TMO engineer this system is on a planned preventive maintenance contract with an external contractor, Redpath Buchanan Limited, with the records kept centrally in the "Hub" in Kensal Road. Where the system was visible and accessible a visually inspected was undertaken and there appeared to be no obvious defects, but system was not fully visually inspected as access 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? ☒ ☐ ☐

Is there an avoidance of unnecessary amounts of combustible materials or waste? ☒ ☐ ☐

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)? ☒ ☐ ☐

Is there an avoidance of inappropriate storage of combustible materials or waste in cupboards or stores etc? ☒ ☐ ☐

Are any soft furnishing etc in corridors kept to a minimum, do not raise the fire loading or cause an obstruction? ☐ ☐ ☒

Are routine preventive checks carried to see that the housekeeping/cleaning routines are working? ☒ ☐ ☐

Comments or observations:

The TMO has decided that the policy on items in the common parts of this building will be a "managed" one. This is because the structural elements of this building are concrete and brick ie non combustible, this means that items can be on the flat/lift lobby areas etc. But the amount and type of items is monitored by regular caretaker inspections. So push bikes or push chairs etc could be left in these areas, but they must not cause an obstruction and there must not be combustible items stored here, this includes items piled up on any push chairs etc.

The caretakers or contract cleaners ensure that any quantities of waste and combustible material are removed from the building to the external refuse bins, therefore not allowing a build up of any combustible waste materials or rubbish in the common parts of the building.

The electrical cupboards on each floor level were free of any storage and at the time of the risk assessment the flat/lift lobby areas and the staircases of the building were clear of any combustible items or storage, with the means of escape routes also clear at the time of the risk assessment. The residents have not introduced any other items into the common parts of the building, apart from some residents do have door mats outside their flat doors, these are low risk and did not appear to cause an obstruction or be a trip hazard.

There is a purpose built domestic waste rubbish chutes located in this building with the openings located on the floor level landings of the accommodation staircase.

The secure bin area is located at the ground floor level, the areas around the refuse chute openings were clear of any rubbish at the time of the assessment.

The floor surface of the common parts of this building is mostly exposed concrete, there were no areas of flooring noticed that were damaged etc, there are no carpets in this building or curtains at the windows of the staircases. On the thirteenth floor level of each staircase is a locked gate which restricts access to the roof level.

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 for the TMO 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. These policies and procedures are kept under review and altered as and when necessary or in the light of new information. If any contractors or tradesmen are employed by a leaseholder or tenant directly and the TMO is not informed then the TMO has control over these contractors or tradesmen and these persons are outside the control of the TMO. According to the TMO policies contractors employed by the TMO or TMO employees are advised on procedures to undertake when lone working takes place. TMO instructed contractors or tradesmen 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 within 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 tenancy agreements 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.

Where pigeon netting has been erected to cover the flat balconies from a visual inspection this appeared to be well fitting and at the time of this assessment no pieces were hanging down or likely to cause a trip hazard. As this pigeon netting is only covering the balcony opening it is therefore not obstructing any doors from the flats onto the external balcony areas.

FIRE PROTECTION MEASURES

12. MEANS OF ESCAPE FROM FIRE

	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"/>

	YES	NO	N/A
Where appropriate are any fire doors fitted with self closing devices and do these function correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are store and cupboard fire doors kept locked shut?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate are the doors/flaps to rubbish chutes or the fire doors to the rubbish chute rooms suitable?	<input type="checkbox"/>	<input checked="" 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 at the time of construction with the layout of the building including the travel distances, the escape routes, the width of escape routes and the number of exits appropriate for the present use. The means of escape route/the escape staircase leads directly to a final exit at the ground floor level, this is fire separated from the ground floor level entrance lobby area. The main entrance/exit door of this building and the exit door at the base of the escape staircase both open in the direction of travel.

To exit the building via the main entrance/exit door there is a push button release device fitted to the door or the inner door handle over rides the locking mechanism of the entrance/exit door in a single action, these are used every time by persons leaving the building. On the exit door at the base of the escape staircase there is a "push bar" release device fitted to these double doors.

The primary means of escape route from the floor levels of this building is the escape staircase, this is a fire protected staircase for its full height and has an independent final exit at ground floor level direct to open air. The other staircase with the refuse chute openings on it is open to the entrance lobby area at its base and has permanently open louvered vents in the screen between it and the flat/lift lobby areas. The permanently open louvered vents on the opposite side of the flat/lift lobby area go into a vent chamber which vents in the buildings external wall and is fire separated from the staircase next to it. This ventilation arrangement is as the building was constructed and has been discussed by myself with the senior Fire Safety Officers of the LFB during a meeting held between the LFB and the Royal Boroughs legal officer. The fire officer undertaking the last audit of this building had no adverse comments to make about any ventilation issues.

There was no damage observed during the assessment to the fire rated self closing doors or the side screens of the protected escape staircase at the time of this assessment, nor to the doors and self closing devices on the other staircase.

The apartment entrance doors appear to be 30 minute fire rated doors, apart from the one mentioned on the significant findings sheets, with a letter box and a flap in the lower quarter to half of the door. The flat entrance doors are not fitted with self closing devices. 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. These security gates could delay the evacuation of the apartment in an emergency, these gates were mentioned on the previous FRA and I believe that the Fire Service have

been told of this information, this is in accordance with the policy agreement presently in place with the LFB.

Some flat entrance doors are fitted with multiple locks, up to three in total in some cases it is assumed that the occupants of the flats can exit their flat in an emergency without any undue delay.

Beside each flat entrance door there is a small vertical side screen with Georgian wired fire rated glazing in it, some residents have painted over this glazing but it still can be seen that the glazing is Georgian wired underneath the paint. Please see the significant findings sheets for the locations of the damaged or crack glass in the flat entrance door side screens.

The doors to the cupboards off the flat /lift lobby areas are all solid doors which close tightly against the door frame and none were damaged so I believe that these are suitable and fit for purpose.

At the time of this risk assessment the escape route was clear of obstructions and the flooring materials on the escape routes within the common parts of the building appeared suitable to prevent slips, trips and falls during evacuation. There were 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

The door flaps/hoppers of the purpose built refuse chutes worked correctly at the time of this assessment and none were missing or damaged apart from the ones mentioned on the significant findings sheets.

If any of the apartments in this building are leaseholder apartments rather than tenanted apartments then the entrance door of the flat is demised to the leaseholder. The TMO does not have any control over or legal powers to intervene if the leaseholder changes the flat entrance door. The lease agreement clearly defines that the entrance door is demised to the leaseholder so if there is an issue over the conformity of the flat's entrance door to either the standards required of the Fire Safety Order or the Building Regulations this is a private matter between the leaseholder and the enforcement authority. There have been meetings on this subject between the TMO and the local LFB fire safety team leaders, minutes of these meeting are held by the TMO Health and Safety team manager along with the relevant policies and procedures. If the apartment is a tenanted one with a TMO tenant not a leaseholder then the TMO has control and will undertake any appropriate actions needed.

When this building was constructed it was not a requirement under the Building Regulations standards at the time to have cold smoke seals fitted to fire doors either the flat entrance doors or other fire doors, changes to the Building Regulation standards are not retrospective. The fire doors are close fitting and they shut tight on to the door frames, if these fire doors are to be replaced, repaired or any refurbishment work carried out that involves these fire doors, then they will either be upgraded with cold smoke seals fitted to the door or in the surrounding door frame or replaced with doors that already have cold smoke seals fitted to the doors or in the surrounding frame of the doors or the doors will be replaced with doors that already have cold smoke seals fitted. This stance on cold smoke seals is backed up by the Secretary of State's determination issue in May 2012.

13. DISABLED PEOPLE

YES NO N/A

It is considered that the building is provided with reasonable arrangements for means of escape for disabled people?

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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 to such a level that would prevent them from hearing a shouted warning of fire or a loud knocking on their entrance door to warn them.

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).

The lifts in this building are firefighter/evacuation lifts and could be used as part of the evacuation strategy for disabled persons but if these lifts were used this would be under the control of the fire service, if they were in attendance. Before the fire service arrive at this building the lifts could be used by the residents, this policy is in accordance with guidance given in the H M Government risk assessment document Sleeping Accommodation.

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:

This 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 to the building or fire stopping issues. There were no obvious signs that in the areas covered that bad workmanship would mean that the fabric or fire integrity was or could be compromised. No invasive structural investigation was undertaken to complete this risk assessment. There were no visible breaches of the compartment walls and ceilings linings at the time of this risk assessment apart from the area mentioned on the significant findings sheets.

The roof level of the building has been classed as one compartment with no fire rated areas or rooms although there are doors to the roof level rooms which sub divide the area up, this approach has been adopted because this area is above the residential areas and any fire could vent easier if there is no fire resistant structure thus improving the conditions for any fire fighting activities if they are needed. The fire rated glazing in this building was in a good condition at the time of this assessment with no cracks or damaged pieces noticed apart from the areas mentioned on the significant findings sheets.

The fire loading of the common parts of the building was considered to be good, please see the sections on "housekeeping" and "arson" for more information.

There are electrical cupboards in this building which contain electrical meters and components there was adequate fire stopping to the wiring routes out of these cupboards at the time of this assessment.

I am told that there are no fire dampeners in this building and natural ventilation is used to vent the flat/lift lobby areas and the staircases via the open louvered vents etc.

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"/>
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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"/>
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Where necessary, does the emergency lighting cover any external escape routes?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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If fitted, are all emergency lighting units, clean and visually in a good condition?

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

There are emergency lighting units installed on the landings of both of the staircases in this building, also in the lift motor room, electrical intake room and some of the other plant rooms and in the boiler room, I think. If there are no emergency lighting units in this room torches would be suitable as this is a small area accessed directly from the ground floor external area. I believe this provides an adequate level of illumination should the normal supply systems fail. The flat/lift lobby area may have an emergency lighting unit on them but if they do not them there will be borrowed light from the emergency lighting units on the staircase landings coming through the glazed screens. There is street lighting on the public road and on the paved area outside the building which would provide borrowed lighting for the external routes from the building during the hours of darkness. In the event of a supply systems failure in the building the exterior lighting would still function as it is on a different circuit.

The emergency lighting system in this building was not tested/checked as part of this assessment.

The currently installed emergency lighting system/units consists of self contained non maintained emergency lighting units powered by rechargeable back up batteries when in use. Not a centralised battery system or a generator back up system, the neon indicator lights are visible on the units to show they are the emergency lighting

units and that they are being charged. 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 signage in this building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any signs displayed clearly legible, fixed securely in position and unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:

There is only one protected means of escape staircase in this building 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. So there is no escape signage provided in the building as there is only one actual escape staircase and these two staircases are in sight of each other, also no escape signage is provided as the layout of this building is not complex.

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.

The push bar to open sign is missing from the double exit doors at the base of the protected staircase describing the action of the release the securing device fitted to the doors The door handle of the main entrance/exit door over rides the locking mechanism fitted to this door in one single action this is used every time by person leaving the building so it has no signage indicating the operation of the opening device on the door. There is also a button to release the locking mechanism for this main entrance/exit door of the building there is a sign which states "Push to open door" around the button. This system fails safe to open if there is a power cut I am told.

To aid the emergency services each floor level is permanently numbered in a large font opposite the lifts and in the ground floor level lobby area by the lifts there is a sign which is permanently fixed to the wall and in a large font informing you what numbered flats are on which floor level.

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"/>
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 this residential building that is on the flat/lift lobby areas or in the staircase enclosures. 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 was constructed to 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.

There was no access to all the individual dwellings, but in the two or three flats I looked at there was hardwired domestic smoke alarms fitted, there is a smoke detector/alarm in the hallway and in some cases a heat detector in the kitchen areas, these devices are interlinked. Other flats could have different types of domestic smoke alarms fitted, either battery operated self contained smoke alarms or electrically powered/ operated hardwired interlinked ones. 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 etc by the addition of new devices. Where domestic smoke and heat alarms are fitted within a dwelling the occupant/resident is responsible for any testing of the device.

The roof level plant/lift motor rooms do not have automatic fire detection fitted this is because this area has a very low fire loading and have restricted access to authorised personnel only so a control is placed on the contents of the area. 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 this location because of the temperature fluctuations and they 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.

There are automatic heat detectors fitted on the ceilings of the boiler room and the plant room next door to it as well as break glass call point by the entrance and exit doors to these rooms. Please see the significant findings sheets for more information on this fire alarm system. The installed fire alarm system in this building was not tested/checked as part of this assessment.

A "Stay Put" 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?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are all the fire extinguishing appliances readily accessible?

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

There are no portable fire fighting appliances provided within the common parts of this building this is in accordance with the guidance in the document issued by the Local Government Group,

Fire safety in purpose-built blocks of flats (July 2011) and because of advice from London Fire and Civil Defence Service. Under normal circumstances it is good practice for extinguishers to be located in a building along escape routes and near exits but as residents in an accommodation building are not trained to use portable fire extinguishers none are provided. The presence of fire extinguishers may encourage people to tackle a fire when, they should be evacuating the building and additionally any fire extinguishers provided could be stolen and /or misused as there are no permanent staff/employees on site.

So with the recommendations of the guidance in mind portable fire fighting equipment is only located in plant rooms and other similar ancillary areas of TMO controlled buildings. It is not know if any portable fire fighting equipment has been purchased by any 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. If any residents have purchased portable fire fighting equipment, then this will be for their own person use and beyond the control of the TMO.

There are portable fire fighting appliances/extinguishers in the roof level lift motor, in the ground floor level plant and electrical intake area along with some in the ground floor level boiler room. Please see the significant findings sheets for more information on this issue.

With the coming into force of BS 5306 Part 8 2012 the principles of the 2000 document in regard to dry powder fire extinguishers being used/discharged in a confined space have now been extended to cover all types of buildings. The BS 5306 Part 8 2000 document only previously commented on their use in hospitals, old people's homes and hotels this is because of the sudden reduction of visibility which may temporarily jeopardise any escape, rescue or other emergency action.

Previously water based extinguishers were the preferred option in hospitals, old people's homes and hotels, now dry powder fire extinguishers should not normally be specified for use indoors in any building unless mitigated by a Health and Safety assessment. The only dry powder fire extinguishers in this building are in the externally accessed ground floor level plant and boiler rooms and these would only be used by trained employees. Therefore I believe that locating these dry powder fire extinguishers in this location is acceptable because it is an externally accessed area. The fire extinguisher engineer may comment further on this issue when he next undertakes the annual servicing of the fire extinguishers.

All the fire extinguishers located in this building were visible and none were obstructed in any way at the time of this assessment.

19. FIXED FIRE SYSTEMS AND EQUIPMENT

YES NO N/A

Type of fixed system: Dry Riser
Evacuation/Fire fighting Lift

✓		
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Comments or observations:

There is a dry riser installed in this building with the inlet on the buildings side wall by the external doors to the water pumps, this is around the corner from the building's main entrance door. This inlet is a short distance and visible from the fire appliance parking place, which will be in the parking area outside this building, this dry riser inlet is housed in a standard red painted secured recessed box. The outlets for the dry riser are housed in standard secure metal boxes recessed into cupboards on each of the odd numbered floor levels from level five upwards, so the flat/lift lobby

area of floor levels, 5, 7, 9, 11 and 13. There is also an outlet at the roof level by the double exit door out to the open roof area external accessed cold water tank room. There are signs fixed to the walls of the staircase to indicated which floor levels the dry rising main outlets are located on.

The TMO use a third party contractor to maintain and service the dry rising main and all the fitting attached to it and they are responsible for its operation and effective working order. If any defects are noticed during a service or maintenance visit the contractor in under a contractual obligation to inform the TMO of these defects if there is a substantial cost implication or repair them if possible if the costs are within the agreed amount.

If this dry riser is used by the fire service during an operation incident then this riser is under the total and full control of the fire service.

Both the lifts in this 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. The TMO use a third party contractor to maintain and service these fire fighting lifts and any associated equipment and they are responsible for its operation and effective working order. If any defects are noticed during a service or maintenance visit the contractor in under a contractual obligation to inform the TMO of these defects if there is a substantial cost implication or repair them if possible if the costs are within the agreed amount.

The power supply's to each lift are as required for a fire fighter/evacuation lift along with all the other requirements for weight and size etc but there is no roof hatch in the lifts. The evacuation/ fire fighting lifts could be used as part of a person's PEEP's if needed.

If these fire fighting/evacuation lifts are used by the fire service during an operation incident then these lifts are under the total and full control of the fire service.

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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 TMO caretakers walk around the common parts of this building on a regular 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

and the tenant would meet the Fire Service on their arrival as would be the situation for a fire in any private dwelling.

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

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?

☒ ☐ ☐

Is the content of the staff training provided suitable, with practical instruction on fire fighting equipment?

☒ ☐ ☐

Comments or observations:

All TMO employees receive induction training which includes fire training and periodic "refresher training" at regular intervals, any 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 Neighbourhood 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:

I have classed this as a single occupied residential building, there is an externally accessed EDF electrical substation on the ground floor level of this building and this occupies part of the buildings foot print, this area is unmanned and only visited infrequently and restricted to employees of this electrical company. There is no needed for the companies employees to enter the residential parts of the building and TMO employees cannot access this area. So I have therefore considered this to be a single occupied building because there is no permanent workforce (any employee of EDF could be asked to visit the site) of this company employed in the building and there are no employees of TMO in the building either. Looking at the party walls from the TMO sides there did not appear to be any breaches of the walls between this substation and the remainder of the ground floor areas of this building. The contract cleaning company who are contacted to clean the common parts of this building and other nearby have a small room on the ground floor level of this building. The cleaners only work in this building for a certain period of time each day and use this area for welfare reasons and as a tea/rest room area. This area is controlled by the TMO even though it is used by the employees of the cleaning company and there are frequent meetings with the cleaning company and TMO this is why I have classed this as a single occupied building for the purposes of this fire risk assessment.

There is a Vodafone radio transmission switch gear room, equipment for the mobile telephone mast located on the roof area, this equipment room is externally accessed and there is no needed for any Vodafone company employees to enter the residential parts of the building and TMO employees cannot access this area either. If access is needed to the actual transmission masts located on the external roof of the plant rooms then access will be required to the residential parts of the building, but an employee of the mobile phone company will be escorted by a TMO employee because special keys are needed to access the roof level area. I have therefore considered this to be a single occupied building because there is no permanent workforce (any employee of Vodafone could be asked to visit the site) of this company employed in the building and there are no employees of TMO in the building either.

This does not mean that any fire in the ground floor level electrical sub station or the mobile telephone equipment room would not affect the residential property above and the TMO could ask for a copy of these occupiers Fire Risk Assessments. But as a suitable measure these are separate occupancies much in the same way two houses or shops in a terrace are separated by party walls.

23. TESTING AND MAINTENANCE

	YES	NO	N/A
Is the structure of the premises adequately maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there weekly testing and six monthly servicing of fire detection and fire alarm system, with records kept?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a monthly visual and annual testing of the emergency escape lighting, with records kept?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is there a monthly visual and annual maintenance of the fire extinguishing appliances, with records kept?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
Is there a monthly testing and annual servicing and maintenance of any automatic opening vents along with any associated equipment/devices, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there routine checks of final exit doors and/or security fastenings, with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there periodic inspection of any external escape staircases and gangways, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Six monthly inspections, (pipe & pump(s)) and annual testing of any wet or dry rising mains, with records kept?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly inspections of switches and annual testing of the fire fighting/evacuation lifts, with records kept?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weekly inspections and annual testing of the 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:

From information and the asset records provided to me by the TMO the dry riser, lightning protection system, the emergency lighting system and the fire fighter/evacuation lifts in the building are subject to maintenance contracts and testing, servicing and maintenance is being carried out on these systems by professional third party contractors on a planned preventive maintenance programme with records kept centrally by TMO at the "Hub" and by the contractors.

There is a fire alarm system installed in the boiler room and the plant room next to it in this building, could it please be confirmed that this system is subject to a maintenance contract and that testing, servicing and maintenance is being carried out on the system with records kept, as this system is not on the TMO electrical asset register.

It is not known if the weekly occupier's tests of the installed fire alarm system are being undertaken there are no records of any tests in the fire alarm logbook.

RGE Services are under contract to the TMO to provide portable fire fighting equipment testing, servicing and maintenance, the fire extinguisher in this building, in the water pump room, electrical intake room, the lift motor room and the bulk storage area etc were all in test date, the last test date on the RGE contractor's label being January 2014.

It is not known if the monthly occupier's inspections of the fire extinguishers, lifts emergency lighting etc and the buildings structure are being carried out by the caretakers as per the checklist and a copy is being kept as a written record of these inspections having been undertaken.

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 and BS 9991:2011*.

LACoRS. *Housing Fire Safety Guidance (Now Local Government Regulation)*

Local Government Group *Fire safety in purpose-built blocks of flats* (July 2011)

Fire Detection and Fire Alarm Systems

BS 5839-1: 2013. *Fire detection and fire alarm systems for buildings - Code of practice for system design, installation, commissioning and maintenance*.

BS 5839-6: 2013. *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: 2013. *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: 2011. *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: 2009. *Fire extinguishing installations and equipment on premises - Code of practice for the inspection and maintenance of portable fire extinguishers*.

BS 5306-8: 2012. *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: 2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose*.

BS 5306-0:2011 *Fire protection installations and equipment on premises Part 0: Guide for selection of installed systems and other fire equipment*

BS EN 1869: 1997. *Fire blankets*.

BS ISO 14520-1:2006 *Gaseous fire-extinguishing systems. Physical properties and system design. General requirements*

Emergency Escape Lighting

BS 5266-1: 2011. *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 476-22: 1987, 'Fire tests on building materials and structures, methods for determination of the fire resistance of non-load-bearing elements of construction'

BS 7176:2007 A1 2011. *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 A1 2011. *Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.*

PAS 79: 2012. *Fire risk assessment - Guidance and a recommended methodology.*

Lightning

BS EN 62305-1: 2011. *Protection against lightning. General principles.*

BS EN 62305-2: 2006. *Protection against lightning. Risk management.*

BS EN 62305-3: 2011. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4: 2011. *Protection against lightning. Electrical and electronic systems within structures.*