

LONDON FIRE BRIGADE - FIRE SAFETY REGULATION PREMISES INSPECTION AND DATA COLLECTION FORM

1. Location Detail Tab

File No:	12/084443		
UPRN:	217063483		
Building Name:			
Address:	36 OXFORD GARDENS LONDON W10 5UQ		
Use:	Hostel		
Borough:	Kensington and Chelsea		
Borough Fire Safety Team:	FSR Hammersmith & Fulham Kensington & Chelsea		
Station Ground:	G27 - North Kensington		
Risk Score:	5		
SIC Code:			
Number of Floors:	Total:	4	Basement: 1
Floor Area (m2):	Total	2400	Average: 600
No. of Protected Staircases:	2		
No. of Beds:	0		
% Open Plan:	5		
Special Features:			
Additional Detail:	Concrete and steel construction with PVCu window frames and lower panels (at front of building). Built circa 1960 - . Ground floor and basement occupied by RBKC Youth Offending Team; 1st floor houses EPIC office. RBKC hostel occupies 1st and 2nd floors. Hostel comprises TMO office plus 14 units providing temporary accommodation for homeless people. Laundry rooms on 1st and 2nd floors. Lift from basement to 2nd (motor room in basement).		
Environmental Risks:			
Reinspection Date:	2016-07-29		
Heritage Building:	<input type="checkbox"/>		
Petroleum Redevelopment:	<input type="checkbox"/>		
Fire Fighter Risk:	Medium		
Unwanted Fire Signals Count:	6		

2. Protection Tab

Fire Alarm

Alarm Type:
AFA with AFD

Management Standard:
Standard

☒ BS Compliance

☐ Material Deviations from Brigade preferred standard

Call Point Type:
Break Glass

Sounder Type:
Bell/Sounder

Power Supply Type:
Mains

Automatic Fire Detection

Type:
Smoke (Point, Aspirating)

Management Standard:
Standard

☐ Remotely Monitored

☒ BS Compliance

Smoke Ventilation

Type:
None

Management Standard:
☐ BS Compliance

Sprinklers

Type:
None

Management Standard:

% Covered

☐ Domestic Installation

☐ BS Compliance

General

☒ Fire Instructions Displayed

☐ Fire Drills And Training

☒ Brigade Appliance Access

Number of Firefighting Shafts:

☐ BS Applies

☐ Engineering Solution Applies

☐ Trade Off Measures

Special Features: Other Legislation:

3. Alias Tab

Alias Address

4. Property Detail Tab

Occupier Contact:

Address:

Responsible Team: FSR Hammersmith & Fulham Kensington & Chelsea

Occupancy Type: Occupier - multi occupancy

Use: Hostel

Valuation Office: Hostel

Risk Score: 5

Re-inspection Date: 2016-07-29

Total Capacity: 0

Floor Capacity: 0

Property Size for Use: Large

In M²: 751 to 1900

Is Non Ambulant: ☐

Occupancy Times: 24 Hours

Exceptional Value: ☐

Environmental

Risks:

Flammable Materials

Stored: ☐

Type:

5. People at Risk Tab

Time Period	Weekday Occupants	Weekend Occupants
00:00 - 04:00	0 < 20	0 < 20
04:00 - 08:00	0 < 20	0 < 20
08:00 - 12:00	0 < 20	0 < 20
12:00 - 16:00	0 < 20	0 < 20
16:00 - 20:00	0 < 20	0 < 20
20:00 - 24:00	0 < 20	0 < 20

6. Contacts Tab

Contact Type	Occupier
Sole Supplier Risk	
Name	DEFAULT PROPERTY
Responsible Person	
Position	
Address	36 Oxford Gardens LONDON W10 5UQ
Telephone	
Fax	
Email	
URL	
Contact Type	On Site Representative
Sole Supplier Risk	
Name	Kensington and Chelsea TMO
Responsible Person	Susan Anim Boadu
Position	Hostel Manager
Address	Kensington and Chelsea TMO 36 OXFORD GARDENS LONDON W10 5UQ
Telephone	
Fax	
Email	
URL	
Contact Type	Owner
Sole Supplier Risk	
Name	Kensington and Chelsea TMO
Responsible Person	
Position	Chief Executive
Address	Kensington and Chelsea TMO 292a Kensal Road London W10 5BE
Telephone	
Fax	
Email	
URL	

Abstracts

Part B - Fire Safety Audit

Article 9 - Risk Assessment

SAFETY CRITICAL	<i>"The responsible person shall make a suitable and sufficient assessment of the risks to which relevant persons are exposed to identify the preventive & protective measures"</i>
Has a suitable and sufficient Fire Safety Risk Assessment been carried out for the premises?	
Compliance Level:	Observations:
Minor deficiency; Non-Compliant	FRA, although requested, not provided prior to audit.
	article being complied with but additional observations required
	FRA, although requested, not available at audit. Clear that FRA has been carried out at some point as appropriate fire safety provisions in place.

Article 10 - Principles of prevention to be applied

SAFETY CRITICAL	<i>"Where the responsible person implements any preventative and protective measures he must do so on the basis of the principles specified in Part 3 of schedule 1"</i>
Have any preventative and protecting measures been implemented?	
Compliance Level:	Observations:
Broadly Compliant	FRA not available at audit so cannot score.

Article 11 - Fire Safety Arrangements

SAFETY CRITICAL	<i>"The responsible person shall make . appropriate arrangements for the effective planning, organisation control, monitoring & review of preventive and protective measures"</i>
Is there effective Fire Safety Management?	
Compliance Level:	Observations:
Broadly Compliant	Generally well managed and on-site representative well aware of fire safety issues. On-site rep stated that she tests the fire alarm 1 x per week and the EL 1 x p.m. Units are checked by TMO staff once a month - includes detection and fire blankets. Maintenance, test and training records not available

at audit as all kept off site.

Article 17 - Maintenance

SAFETY CRITICAL **Are fire safety provisions being adequately maintained?**

"Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that the premises and facilities, equipment & devices provided, are subject to a suitable system of maintenance, in an efficient state, in efficient working order and in good repair"

Compliance Level:
Minor deficiency; Non-Compliant

Observations:

FFE last serviced 10/16. On-site rep stated that FA & EL are checked 2 x p.a. No records available at audit. The refuse door on the 2nd floor was sticking - the on-site rep called the caretaker to fix this. Door to basement not closing fully - advised that this needs attention.

Article 17(1) Facilities/equipment not maintained

At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the fire door to the basement fire door was not closing fully into its frame.

Remedy:

Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by repairing or replacing this door so that it closes fully without human intervention.

Article 38 - Maintenance of Measures Provided for Protection of Fire-Fighters Safety Critical

SAFETY CRITICAL **Are suitable arrangements in place to ensure that facilities, equipment and devices for use by or the protection of fire fighters are maintained in an efficient state, in efficient working order and in good repair?**

"Where necessary, to safeguard the safety of fire-fighters in the event of fire, the responsible person must ensure, facilities, equipment and devices provided, use by or protection of fire-fighters, suitable system of maintenance, maintained, working order and in good repair"

Compliance Level:
Not Applicable

Observations:

Article 19 - Provision of information to employees

Is adequate provision made to provide information to employees?

"The responsible person must provide his employees with comprehensible and relevant information"

Compliance Level:
Broadly Compliant

Observations:

Staff briefed on main issues during staff meetings

Article 20 - Provision of information to employers and the self-employed from outside undertakings

Is adequate information provided to employers and employees from outside undertakings?

"The responsible person must ensure that comprehensible and relevant information is provided to employees from outside undertakings and to ensure such employees from outside undertakings are provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person"

Compliance Level:
Broadly Compliant

Observations:

All outside undertakings agreed before commencement of works

Article 22 - Co-operation and co-ordination

Is there adequate co-operation and co-ordination between responsible persons

"Where two or more responsible persons share, or have duties in respect of, premises (Whether on a temporary or a permanent basis) each such person must, co-operate, Take all reasonable steps to co-ordinate necessary measures, and

<p>where there are two or more sharing responsibilities or have duties in respect of premises?</p> <p>Compliance Level: Not Applicable</p>	<p>provide information"</p> <p>Observations:</p> <div style="border: 1px solid black; height: 30px;"></div>
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Article 21 - Training	
<p>SAFETY CRITICAL</p> <p>Are employees being effectively trained?</p> <p>Compliance Level: Broadly Compliant</p>	<p><i>"The responsible person must ensure that his employees are provided with adequate safety training"</i></p> <p>Observations:</p> <div style="border: 1px solid black; padding: 5px;"> <p>On site representative stated that she had been given fire marshal training and that training was repeated every year. Records were not available at audit.</p> </div>

Article 12 - Elimination or reduction of risks from dangerous substances	
<p>SAFETY CRITICAL</p> <p>Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substance?</p> <p>Compliance Level: Not Applicable</p>	<p><i>"Where a dangerous substance is present . the responsible person shall ensure that risk related to the . substance is either eliminated or reduced as far as is reasonably practicable"</i></p> <p>Observations:</p> <div style="border: 1px solid black; height: 30px;"></div>

Article 16 - Additional emergency measures in respect of dangerous substances	
<p>Are there suitable additional emergency measures provided to safeguard all relevant persons from an accident, incident or emergency related to dangerous substances in or on the premises?</p> <p>Compliance Level: Not Applicable</p>	<p><i>"The responsible person subject to the risk assessment, must ensure that information on emergency arrangements is available, suitable warning and other communication systems are established, escape facilities are provided and maintained, provide information to relevant accident and emergency services and display information at the premises. In the event to an incident occurring take immediate steps and permit only essential persons to the affected area and provide PPE, specialised equipment and plant"</i></p> <p>Observations:</p> <div style="border: 1px solid black; height: 30px;"></div>

Article 18 - Safety assistance	
<p>Are there adequate number of competent persons and arrangements in place to assist the responsible person in undertaking the preventative and protective measures?</p> <p>Compliance Level: Not Applicable</p>	<p><i>"The responsible person must appoint competent persons to assist him in undertaking preventive and protective measures"</i></p> <p>Observations:</p> <div style="border: 1px solid black; height: 30px;"></div>

Article 14 - Emergency routes and exits	
<p>SAFETY CRITICAL</p> <p>Is effective means of escape provided and maintained?</p> <p>Compliance Level: Broadly Compliant</p>	<p><i>"Where necessary to safeguard the safety of relevant persons in case of fire the responsible person must ensure that routes to emergency exits . and exits are kept clear at all times and where required, to be adequately illuminated by emergency lighting"</i></p> <p>Observations:</p> <div style="border: 1px solid black; padding: 5px;"> <p>EL throughout the common areas but no EL in the office and there may not be sufficient borrowed light in an emergency.</p> </div>

	Advised on-site rep that additional EL in the office should be considered.
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Article 8 - General Fire Precautions

SAFETY CRITICAL
Are employers carrying out their general fire precaution responsibilities?

Compliance Level:
Broadly Compliant

"The responsible person must - Take such general precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees or relevant persons"
(see Article 4, meaning of general fire precautions)

Observations:

PAT last carried out 03/09/2015. On site rep advised to chase up. Laundry T/Ds filters not cleaned regularly - advice given that these should be checked by the cleaner or caretaker on a regular basis.

Article 13 - Fire Warning Arrangements

SAFETY CRITICAL
Are effective fire warning arrangements provided?

Compliance Level:
Broadly Compliant

"Where necessary, the responsible person must ensure that the premises are equipped with appropriate fire detection equipment, alarms, and fire-fighting equipment"

Observations:

The fire alarm is linked throughout the building - Hostel, YOTs, EPIC and nursery on ground floor. Combination AFD throughout hostel.

Article 13 - Fire Fighting Equipment

Are effective fire fighting equipment arrangements provided?

Compliance Level:
Broadly Compliant

"Where necessary, the responsible person must ensure that the premises are equipped with appropriate fire-fighting equipment"

Observations:

FFE provided in common areas and office. Office Manager and Caretaker trained to use.

Article 15 - Procedures for serious and imminent danger and for danger areas

SAFETY CRITICAL
Are there adequate procedures for serious and imminent danger and for danger areas?

Compliance Level:
Broadly Compliant

"The responsible person must establish & where necessary give effect to procedures to be followed in the event of serious & imminent danger to relevant persons, nominate competent persons to implement procedures, inform & instruct relevant persons concerned"

Observations:

EP is stay put. New residents given information pack containing fire safety information. If necessary interpreters used. FANs (in several languages) also displayed in units. PIB and plan of building not provided - recommended. Large pile of toys located in the children's playroom which could be a source of fuel (potential arson risk). Suggested these should be stored in a fire resistant cupboard or the room should be locked - action agreed at audit.

Article 37 - Fire-Fighters Switches for Luminous Discharge Tubes

Has suitable notice been given to the fire authority regarding the installation of fire-fighters switches?
"Prescribed voltage"
means:

1000v AC or 1500v DC between two conductors, 600 v AC or 900 v Dc between conductor and earth

Compliance Level:
Not Applicable

"This article applies to apparatus" "designed to work at a voltage exceeding the prescribed voltage" "The cut off switch must be" "placed, coloured or marked as to satisfy" "the fire authority" The responsible person must give suitable notice to the fire authority showing where the cut off switch is to be sited, coloured or marked"

Note This article does not apply to licensed premises authorised to for the exhibition of a film

Observations:

Article 23 - General duties of employees at work

Are employees carrying out their general duties while at work?

Compliance Level:

"Every employee must, while at work take reasonable care for the safety of himself and others, co-operate with their employer, inform their employer or any other employee with specific responsibility for the safety of his fellow employees of any hazard"

Observations:

Broadly Compliant

The following articles do not attract a score and are for information only (primarily to inform Government IRMP returns); however these issues should be considered when applying the EMM.

Article 27 - Powers of inspectors

Has the Responsible Person prevented an inspector from exercising their powers under this Article where a prosecution has **not** been taken

No (Compliant)

Article 29 - Current alterations notices

Has the Responsible Person failed to comply with any alterations notice served on the premises where a prosecution has **not** been taken

Not Applicable

Article 30 - Current enforcement notices

Has the Responsible Person failed to comply with any enforcement notice served on the premises where a prosecution has **not** been taken

Not Applicable

Article 31 - Current prohibition notices

Has the Responsible Person failed to comply with any prohibition notice served on the premises where a prosecution has **not** been taken

Not Applicable

Article 32 - Offences

Has the Responsible Person failed to comply with any other Article, not mentioned elsewhere on this form, where a prosecution has **not** been taken

Not Applicable

Article 24 - Power to make Regulations

Article 24 Secretary of State's Power to make additional regulations about fire precautions

Not Applicable

Management Compliance Level

Management Compliance Level:

1 - Well above average

Initial Expectation:

Verbal action

☐ Considered EMM

Confirmed Action:

Verbal action

Audit Conclusion:

Programmed re-inspection. Met with Susan Anim-Boadu (Hostel Manager). 100% of common parts audited door to flat 7 checked. Discussed the following at audit: PAT last carried out 03/09/2015 on site rep advised to chase up; laundry room tumble dryer filters not cleaned regularly - advised that these should be checked by the cleaner or caretaker on a regular basis and residents encouraged to clean out after use; PIB and plan of building not provided - recommended; recommended that the large pile of toys in the children's playroom which could be a source of fuel (potential arson risk) should be stored in a fire resistant cupboard or the room should be locked - action agreed at audit; door to basement not closing fully without human intervention - advised that this should be rectified; suggested that additional EL in the office should be considered and that more electrical sockets should be provided. Broadly Compliant letter with recommendations sent to Janice Wray.

Other authorities to notify (if required)

Amount of weeks to be allowed for completion of any necessary works

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Peak Activity Inspections required:

**General Notes
(eg Instructions to Admin)**

Hello Admin, please process FS01 and close job. Thank You

Non-Farynor required detail:

<input type="checkbox"/> History Of Fires	<input type="checkbox"/> Fire Setting In Area
Appliance Access:	Water Supplies:
Average <input type="button" value="v"/>	Average <input type="button" value="v"/>
Occupants Predominant Type:	Fire Warning System:
Average Mobility <input type="button" value="v"/>	Adequate <input type="button" value="v"/>
Fire Loading:	Features Assisting Fire Spread:
Average <input type="button" value="v"/>	<input type="checkbox"/> Atrium
	<input type="checkbox"/> Unprotected Voids
	<input type="checkbox"/> Unprotected Ducts
	<input type="checkbox"/> Other

Audit Calculation & Signature

Management Compliance Level:	1 - Well above average
Property Risk Group:	A - Sleeping Unfamiliar
Life Risk:	-2
Relative Risk:	4.92
Signature of Occupier:	
Date Completed	02 November 2016