

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment for:

**9 Colville Square,
London W11 2BD**

for

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

TMO Property reference number UPRN S217008450001

By Carl Stokes on the 2nd February 2016

Suggested Review Date: February 2017 with a new FRA Feb 2019
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:

The common parts of this building, the ground floor level protected entrance hall/lobby area and the internal staircase and its landings, the electrical cupboard off the entrance hall area, the open external area at the basement level at the front of this building and the external bin cupboards.

Area(s) not covered:

The private residential apartments, the 2nd floor level residents storage area, the rear garden area, the basement storage area, the enclosed and external roof space areas 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 Ken Wilson of the Tenant Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea and the residents of the building.

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, 7 years as an independent fire risk assessor. Member of the construction industry CPD certification Service for 13 years. Professional indemnity insurance cover provided by Hiscox. Enhanced CRB checked.

Contact details: carlstokes@firesafety-consultant.co.uk or [REDACTED]

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 six storey mid terraced residential apartment building, basement up to 4th floor level located in a terraced row of similar properties with a public road in front of this building. There are six domestic self contained private apartments/dwellings in this property, one per floor level all accessed from the internal protected entrance hall area or from the landings of the protected staircase. There is an open external area at the basement level at the front of this building, with a residents storage area behind a metal gate. This basement area is accessed via a gate from the public footpath and then down a set of concrete steps.

This is a mid terraced property and there are party walls separating this building from the adjacent properties no inspection of these walls could be undertaken because there is no access to them. But from a visual inspection from the road there were no obvious signs of any breaches of these party walls. It is therefore considered unlikely that a fire in this building would compromise the adjacent 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 built building with a tiled pitched roof but you can walk in the gullies and the valleys of the roof, there is an internal protected staircase that runs from the ground floor up to the 4th floor level, this is separated at the 2nd floor level by a self closing fire door. The walls of the entrance hall and the staircase enclosure are painted plaster over it is assumed brick work, the staircase could be stone, with the floors of this building being of timber. The staircase is underdrawn. The staircase within flat A which goes down to the basement level is constructed of timber I believe, the party walls are brickwork. 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;

This building is a residential accommodation building with six self contained private residential domestic apartments, one per floor level, all accessed internally. On the top floor level landing there is a fixed ladder which allows you to access the external open roof area. In the ground floor hall/lobby area there is a small electrical cupboard which contains the electrical meters for the flats and the common parts/landlords electrical items of equipment. Flat A covers the basement level, with flat B accessed from the staircase half landing off the entrance hall area and covering the ground floor level. Flat C covers the 1st floor and so on up to flat F covering the 4th floor level of this building. Externally beside the building's entrance door there are purpose built brick bin cupboards with timber doors, these are used by the residents to place their rubbish and recycling in either the black plastic dustbins or plastic bags. 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 can remain within their own dwelling during a fire incident in this building unless the fire is in their dwelling or that their dwelling is otherwise affected by the fire. In which case they should immediately evacuate their dwelling and call the Fire and Rescue Service. The Fire Service or TMO employees can arrange for a general evacuation of the whole building or part of it at anytime if this is appropriate to do so. Alternatively any resident can leave their dwelling at anytime if they so wish to do so.

The flooring in this building is timber, please see section 14 below for more information on the rational and suitability for a stay put policy for the occupants of this building.

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.

Number of individual private dwellings in this building:

6

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 for the residential areas.

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:

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

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.)

- a. fire will occur within the flat or maisonette (e.g. not in a stairwell);*
- b. there can be no reliance on external rescue (e.g. a portable ladder);*
- c. 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*
- d. 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 Lakeland 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) of this building was undertaken by an LFB Fire Safety Inspecting Officer Matthew Ramsey on the 17th June 2014, the result of this audit was that this building was "Broadly compliant". A letter dated the 14th October 2014 was issued stating this outcome. As far as I am aware no further audits or visits to this building have been undertaken by the LFB and there has been no further correspondence written or otherwise from the LFB in connection with this premises concerning the FSO. This information has been checked with the TMOs Health and Safety team.

The fire officers did not comment either at the time of the audit or in any correspondence after the audit about the buildings layout, the means of escape routes, compartmentation etc and any positioning or siting of the fixed systems within the 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 structural changes to this premises since the Fire Safety audit was undertaken.

The TMO tenanted flats in this building have been fitted with new flat entrance door sets as part of a larger door replacement programme undertaken by the TMO. These new door sets for the tenanted flats have 30 minute certified fire rated self closing doors which meet the requirements of the Building Regulations. If there is any glazing in the new doors it is fire rated along with the letter box and/or spy hole if fitted to these new doors, cold smoke seals are fitted as standard, there is a level

threshold for compliance with Part M of the Building Regulations. A key is not needed to open these new flat entrance doors from the internal face of the door again complying with Building Regulation requirements. Information on these new doors which also have acoustic, safety and security properties (PAS 23 and 24) as well as fire along with the fire certification documentation is held at the Hub in the TMO offices. Please see section 12 of the main document for more information on this topic.

FIRE RISK ASSESSMENT

FOR: 9 Colville Square, London W11 2BD

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 moderate, this is because I have used "moderate harm" as the second factor above, the reasoning for this is that the staircase and floors of this building are timber and this is a converted premises, where the work was undertaken quite a few years ago now. This is not a purpose building apartment building constructed of concrete therefore the potential consequences of a fire in this building are higher than in a modern concrete constructed purpose built building. So I have used moderate rather than slight harm.

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

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

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

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

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

FIRE HAZARDS

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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If any electrical appliances are present, are trailing leads/adapters suitably limited and sockets not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

According to the contractor's labels on the landlords electrical supply/distribution boards located in electrical cupboard off the ground floor entrance hall area, the last 5 year electrical fixed wiring check on the common parts/landlords electrical fixed wiring was undertaken on the 3rd February 2015. The retest date on this Stewards Electrical Limited contractors test label is February 2020, there were no outstanding items indicated on this contractors label.

The electrical components appear to be industry standard items and they are where appropriate housed in standard lockable containers. The caretakers carry out regular visual inspections of the lighting system within this building which is the main electrical installation in the common parts of this building and which is on a different electrical circuit from the apartment's ones. The caretaker inspections also encompass this electrical cupboard. Some of the light units in this building are combined normal and emergency lighting units.

The electrical meters for the individual dwellings are located within this ground floor level cupboard next to the landlords electrical equipment, the electrical supply/distribution boards for the individual dwellings are located within each individual flat.

If there is any damage or remedial work to electrical items and components this is reported and repair's or replacement lighting units etc are installed by a contractor on a responsive defect reporting procedure. Residents can also report any damaged items or defects direct to the TMO's 24 hour help line. There was a single wall mounted electrical socket seen in the entrance hall area but there were no electrical appliances seen in this area or elsewhere in the common parts of this building at the time of this assessment. Trailing leads or multi plugs would only be used where necessary. Portable electrical appliance testing (PAT) is not carried out on any resident's private electrical items and there are no solar thermal or photovoltaic systems on or attached to this building.

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. The 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/communal areas of this building.
At the time of this risk assessment there were no indications that the no smoking policy was being abused either internally or externally at the time of this assessment. A "No smoking" sign is displayed by the building's entrance/exit door, 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 the communal entrance door of this building to restrict entry to the building to authorised personnel only. Keys are used by the residents and an intercom system for visitors to the building. The buildings entrance/exit door is opened from the inner face by using the door handle which overrides the locking mechanism fitted to the door in a single action. So no key is needed to open this door when leaving the entrance lobby area of this building. A self closing device is fitted to this buildings entrance door, so that the door close automatically thus maintaining the security of the building, this worked correctly at the time of this assessment and closed the door fully onto its stops. There is not a fireman switch override device fitted to this buildings entrance door locking mechanism.

Combustible and waste materials are kept away from the exterior of the premises as far as possible with the basement external open area free of any waste or rubbish. At this basement level there is a residents store which has a metal locked gate on it, this storage area contains private storage.

Combustible and waste materials are kept away from the exterior of the premises as far as possible, with the external open area at the lower ground floor level clear of any waste or rubbish. There are two purpose built brick bin cupboards located externally and adjacent to either side of this buildings entrance door, these have timber doors on them. The residents place their rubbish and recyclables in the black plastic dustbins in these bin cupboards. The area around and on top of these bin cupboards was clean and tidy with all rubbish etc in the dustbins.

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.

4. PORTABLE HEATERS & HEATING INSTALLATIONS **YES** **NO** **N/A**

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

Are fixed heating boilers/installations subject to regular maintenance, including any gas supply? ☐ ☐ ☒

Are suitable measures taken to keep combustible materials and waste away from boilers or heaters? ☐ ☐ ☒

Are gas safety checks carried out in the building? ☒ ☐ ☐

Comments or observations:

Portable heaters are not used in the common parts of this building nor is there a fixed heating/boiler system for the whole building, each individual apartment has its own heating and hot water system. Any gas supply and boilers for tenanted flats are on a planned preventive maintenance and servicing programme, this includes annual servicing of any gas appliances of tenanted flats. The gas meters for the six apartments are wall mounted in industry standard wall boxes mostly with doors on them and located at the basement level.

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 2013 to September 2014 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.

5. PLANT and FIXED EQUIPMENT **YES** **NO** **N/A**

Does the plant look in good working order? ☐ ☐ ☒

Is combustible material kept away from the plant or equipment? ☐ ☐ ☒

Comments or observations:

There is no plant in this building or lifts etc.

6. COOKING and LAUNDRY FACILITIES)

N/A

Comments or observations:

There are no cooking or laundry facilities located in the common parts of this building, 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?

☐☐☒

Comments or observations:

There is no lightning protection system installed on this building.

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 floors of this building are constructed of timber, the staircase is I believe constructed of stone or possibly concrete. I believe that there could be a limited "managed" policy on items in the common part of this building even though the guidance suggests that this should only apply where the structural elements of this building are concrete and brick ie non combustible.

This limited "managed" policy on items in this area is as long as they do not cause any obstructions, so a push bike or a push chairs could be left in this protected staircase/entrance hall lobby area but not combustible items.

If a push bike or push chair were left in this entrance hall lobby area this would be I believe acceptable as there are no ignition sources in this area and these items are not readily combustible being constructed of metal but they must not obstruct the means of escape route. No items should be piled up on any push chairs though and no combustible storage should be left here. At the time of this assessment there were two push chairs in the entrance hall area, to the side of the entrance door, these were not blocking or obstructing the door or the means of escape route. These push chairs in this area are in accordance with the managed policy outlined above. At the time of this assessment the flooring of the entrance hall/lobby area, the staircase and its landings which is linoleum was in a good condition with no damaged areas seen. The common parts of this building the staircase and its landings etc were clear of any combustible items or storage, apart from the washing machine outside flat E's entrance door. There are no curtains at the window of the entrance hall area.

It is part of the landlords policies that the caretaker undertakes regular inspections to see that all the common parts of the building are kept free of combustible storage and waste.

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 residents have not introduced any 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.

The small electrical cupboard off the ground floor entrance hall area contains the electrical meters/supply boards for the common parts of this building and the electrical meters for the individual apartments. This was empty apart from the electrical components.

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. It is assumed that any tools or items of equipment used and owned by any contractors or tradesmen and brought onto the premises are suitable for the work to be undertaken and in a good state of repair. No checks or inspections are undertaken on any items of equipment or tools of any contractors or tradesmen. No construction refurbishment or maintenance work was being carried out in the common parts of this building at the time of this assessment, nor were there any contractors seen in this building at the time of this assessment.

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"/>
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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"/>
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Comments or observations:

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

FIRE PROTECTION MEASURES

<u>12. MEANS OF ESCAPE FROM FIRE</u>	YES	NO	N/A
It is considered that the building is provided with reasonable means of escape in case of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the design of the escape routes adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there suitable protection of escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the escape routes unobstructed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the escape routes suitable for buildings occupancy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the escape routes lead to suitable final exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there reasonable travel distances, both in a single and alternative direction, if applicable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are travel distances in dead ends suitably limited?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are travel distances suitable for disabled people?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate provision of final exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exits easily and immediately openable where necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary do the fire exits open in direction of escape route?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the final exit doors have appropriate securing devices?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the dwelling entrance doors appear to be fire rated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any other doors protecting the escape route suitably fire rated and in a good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate are any fire doors fitted with self closing devices and do these function correctly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 could have originally been a domestic house, if it was it would have been converted into flats a long time ago. As this premises is owned by the local Authority it would have gone through the Building Regulations process when any structural or work requiring Building Regulations approval was undertaken within this building. This includes any tenanted apartments and the common parts of this building. The work undertaken would have complied with any Building Regulations requirements at the time of the alterations. The present layout of the building including the travel distances, the escape route, the width of escape route and the number and location of exit are appropriate for the present use of this premises. The means of escape route leads directly to a final exit.

The front entrance door of the building opens inwards not in the direction of travel, this is acceptable and in accordance with the Building Regulations as there are low numbers of people who would use this door and who reside in the building.

The inner door handle of the buildings entrance/exit door over rides the locking mechanism of the door in a single action and no keys are needed to open this door from the staircase side of the door.

There was adequate protection for the means of escape route, the entrance hall/lobby area and the staircase and its landings with no visual damage observed during this assessment. There are no openings off the staircase apart from the apartment entrance doors, the store room door on the 2nd floor level and the electrical cupboard door off the entrance hall area. These doors are fire rated doors, the door located to separate the staircase door opposite flat D is fitted with a self closing device and the store room and electrical cupboard doors are locked shut.

These are timber doors, the staircase door has a vision panel in it with the other two doors both being flush doors, these doors are 44mm thick.

The tenanted apartments within this building have had their flat entrance doors replace with new door sets. These doors are self closing 30 minute certified fire rated doors which meet the requirements of the Building Regulations, if there is any glazing in the new doors this is fire rated. The letter box on these new doors is fire rated and cold smoke seals are fitted as standard, there is a level threshold for compliance with Part M of the Building Regulations. A key is not needed to open these new flat entrance doors from the internal face of the door again complying with Building Regulation requirements. Information on these new doors which also have acoustic, safety and security properties (PAS 23 and 24) as well as fire along with the fire certification documentation is held at the Hub in the TMO offices. The other flat entrance doors which have not been replaced appear to be 30 minute fire rated doors, but they do appear not have a self closing device fitted to them. Please see the significant findings sheets for more information on the flat entrance which have not been replaced by the TMO. The flat doors which are the original doors are 44mm thick flush timber doors.

The door to the roof space area above flat F's entrance door appears to be a door suitable for purpose, if it is not fire rated I believe that it suitable and fulfils the function that is required of it, so no further action is needed on this issue.

The post/mail for the residents of this building is left in individual metal wall mounted letter boxes located behind the buildings entrance/exit door, having first been posted through the letter box in the buildings entrance/exit door. There is a wire basket attached to the rear of this door for the post. There are no letter boxes in the original flat entrance doors. These original flat entrance doors are fitted with multiple locks, it is assumed that the occupants of these flats can exit their flat in an emergency without any undue delay.

At the time of this risk assessment the escape route was clear of obstructions apart from the items mentioned in section 8 above. In the entrance hall lobby area there is an area to the side of the entrance door which is used to leave pushchairs, prams and push bikes. As long as these low risk items are not allowed to block the entrance door or the route to it and only pushchairs etc are left here I believe that this practice is acceptable and in accordance with the managed policy on items on the means of escape route. This is because of the low fire risk of the items there are no electrical ignition sources in the staircase and an arsonist would first have to enter the building.

The electric supply meters for the individual apartments are secured within a cupboard in the ground floor entrance lobby, the construction of this cupboard is considered satisfactory given the low level of risk from the contents. I therefore believe that no further action is needed on this issue. There are metal security bars fitted externally over the window openings of the basement level flat, these windows would not be used for escape purposes because the floor layout, alternative escapes and travel distances in the flat. At the time of the risk assessment the flooring materials on the escape routes within the common parts appeared suitable to prevent slips, trips and falls during evacuation, with no signs of any damage to the flooring material or any unevenness.

There is a metal fixed ladder on the wall of the top floor level landing which allows access to the external roof of this building.

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, changes to the Building Regulation standards are not retrospective. The fire doors in this building 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 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.

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 meetings 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.

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 that would prevent them from hearing a shouted warning of fire.
TMO have recently introduced a comprehensive programme to gathering information about tenants including any disabilities and their physical ability and mobility to respond to any emergency situations. This information will be imputed on a "TP Tracker system" and held centrally.
The additional information will be used to assess if residents may require additional devices to provide them with early warning of smoke/fire in their home and/or development of a Personal Emergency Evacuation Plan (PEEPs).

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.
This is a brick constructed building with a tiled roof, the walls of the ground floor level protected entrance lobby area and of the staircase enclosure are painted plaster over brick work. The staircase could be constructed of stone with the floors of this building being of timber. The staircase within flat A is I believe timber.
The ceilings of this premises in the lobby area and the staircase enclosure are painted plaster. As the floor itself cannot be inspected I have assumed that the timber floor is tongue and groove boarding. This is because this would have been the type of flooring used for the age of this premises, the ceilings could be lathe and plaster or plasterboard skimmed over with plaster.

Alternatively the ceilings could be a mixture of both types of ceiling, the lathe and plaster which has been plaster boarded over.

Either type of ceiling construction along with the close boarded flooring would comply with the requirements of the Building Regulations for horizontal compartmentalisation for a premises converted into self contained single occupied domestic dwellings. The standard of horizontal fire separation for this type of premises has not altered in the intervening years since any conversion may have been undertaken, the horizontal separation in this premises is I believe 30 minutes, the Building Regulations requirement.

As this premises is owned by the Local Authority I have assumed that any conversion work went through the Building Regulations process, but this work was undertaken a long time ago, possibly up to 50 years ago or more.

There were no visible breaches of the compartment walls and ceilings linings at the time of this risk assessment. There is Georgian wired fire rated glazing used in this building as well as the clear fire rated glazing in the transom light above the entrance door to flat A. The TMO have a copy of the documentation for this clear fire rated glazing.

At the time of this assessment 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.

In the ground floor entrance area there is a small cupboard which contains the electrical supply meters also cabling and wiring, there was adequate fire stopping of the internal wiring routes out of this cupboard at the time of this assessment.

From the information provided there are no fire dampeners in this building and natural ventilation is used to vent the entrance hall/lobby area, the staircase and its landing via the buildings entrance/exit door and the openable door at the roof level.

15. EMERGENCY ESCAPE LIGHTING

	YES	NO	N/A
If any is fitted, is the emergency lighting system currently installed in the building, to a reasonable standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequately normal or borrowed lighting to back up any fitted emergency lighting system installed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary, does the emergency lighting cover any external escape routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If fitted, are all emergency lighting units, clean and visually in a good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

There are emergency lighting units installed on the staircase landings of this building and in the ground floor level entrance hall/lobby area so that is on the means of escape route of this building. I believe this provides an adequate level of illumination should the normal supply systems fail.

There is street lighting on the public road outside of this building which would give adequate illumination by borrowed light to the external route from the building during the hours of darkness. In the event of an electrical supply systems failure in the building the exterior lighting would still function as it is on a different electrical circuit.

The emergency lighting units/system in this building was not tested during at the time of this assessment. The installed emergency lighting system/units are self contained units. The glare limits of the emergency lighting units are with-in the acceptable ranges of BS 5266 and the colour of the light produced is white , there are no twin pack lighting units in use in this building.

16. FIRE SAFETY SIGNS AND NOTICES

YES NO N/A

Is there suitable pictogram fire signage in this building?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are any signs displayed clearly legible, fixed securely in position and unobstructed?

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

Given the simple layout of this building, there is only one staircase and one means of escape route from this building so no escape signage is provided in this building, having no escape signage provided in this building is in accordance with H M Government Guidance. There are no fire action notices displayed in the building as the residents have been instructed on the actions to be taken in the event of any emergency in other ways, please see the section on evacuation strategy at the beginning of this document.

There is no signage on the entrance/exit door of this building describing the action of the release/securing device fitted to the door because the inner door handle of the entrance/exit door over rides the locking mechanism fitted to the door in a single action. This door handle is used every time by a person leaving the building, no keys are needed to open this door from the staircase side of the door.

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"/>
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Does it have automatic fire detection, if required?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Is the system suitable for the occupancy and fire risk?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If the system extends into the private flats is it suitable?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Has remote transmission of the system been considered?

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

There is no fire alarm or warning systems installed in the common parts/landlord areas of this building, this is in the entrance hall/lobby area or on the staircase landings. 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 converted to the Building Regulations

standards at the time of becoming apartments. 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 access to one dwelling in this building, in this flat there were electrically powered/operated hardwired interlinked domestic devices fitted. There was a smoke detector/sounder fitted in the hallway and a heat detector/sounder in the kitchen.

All of the TMO tenanted dwellings of this building have had electrically powered/operated hardwired interlinked heat and smoke detectors fitted in them, I am told. It is not known if automatic detection is fitted in all the leaseholder flats but there could be a mixture of different types of domestic self contained battery operated smoke alarms. Copies of the London Fire Brigade home fire safety leaflet were left for the occupants of these flats in the entrance hall area. The occupants can call the LFB if they require the LFB to installed domestic detections/sounders within their flats.

The TMO in news letters etc has advised residents to fit domestic smoke detectors and there are some central records of devices being fitted in some flats before residents moved in. London Fire Brigade (LFB) operate a policy where they will undertake home visits to domestic dwellings and fit domestic detectors, the LFB have provide home information leaflets centrally to the TMO for caretakers to deliver to residents to request these visits.

If during any LFB visits concerns are identified about fire safety issues in any dwelling then the arrangement is that the TMO are informed of this by the LFB. 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/or heat detectors/alarms are fitted within a dwelling the occupant/resident is responsible for any testing of the device, at the start of every TMO tenancy any installed fire detection devices with the dwelling are tested by the TMO to be certain that they are in working order. This testing of the fire detection devices by the TMO at the start of a tenancy is recorded.

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? ☐ ☐ ☒

Are all the fire extinguishing appliances readily accessible? ☐ ☐ ☒

Comments or observations:

There are no portable fire fighting appliances provided within the common parts of this residential building. Not having fire extinguishers in the common parts of this residential building 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). Also 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.

19. FIXED FIRE SYSTEMS AND EQUIPMENT

YES NO N/A

Type of fixed system:

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

There are no fixed fire systems in this building.

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"/>
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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"/>
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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"/>
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Are there suitable policies and procedures in place for contractors and "lone workers"?

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

The TMO caretaker walks 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.
Any resident can ring the TMO 24 hour help line at any time to report any defects in this building, damaged lights etc or any items that are damaged. The Fire and Rescue service can be called at any time by any resident if there is an emergency situation and the tenants/occupant would meet the Fire Service on their arrival as would be the situation for a fire in any private dwelling.
The TMO has policies and procedures for anybody who may be undertaking lone working within this building.
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:

There are no employees who work in this building, but 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, 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.

The cleaning of the common parts of this building is undertaken I believe by the residents on a self help basis, contractors could be employed in this building but this is covered under section 9 above. The caretaker or another TMO employee may visit the building but this will be for short periods of time only so they will be like visitors to a resident.

22. CO-OPERATION WITH ANY OTHER EMPLOYERS

YES NO N/A

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

☐ ☐ ☒

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

☐ ☐ ☒

Comments or observations:

This is a single occupied residential building.

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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Monthly inspections of switches and annual testing of the fire fighting/evacuation lifts, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

There are combined normal and emergency lighting units installed on the means of escape route of this building, on the landings of the staircase and in the entrance hall/lobby area. Can it please be confirmed that this emergency lighting system/units are subject to a preventive maintenance programme and that testing, servicing and maintenance is being carried out on this system including an annual discharge test. With any records kept centrally by the TMO and the contractor?
As far as I know the occupier's tests of the emergency lighting units are being undertaken by the caretaker as per the checklist at the same time as the structural

safety features of the building area checked. It is the TMO policy that checks of the structural safety features of this building etc undertaken by a caretaker at regular intervals. But in between caretaker visits any resident can report any structural damage, damage to a door/fitting etc or lights not working to the TMO 24 hour help desk.

A new buildings inspection check list has been implemented by the TMO for the caretakers etc, this is a smart telephone based system. The check list is filled in while walking the premises and electronically sent to The "Hub" where the information is processed and recorded.

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 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: 2015. *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: 2015. *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.*

BS 8300:2009 (Amended 2010) *Code of Practice for the Design of Buildings and their approaches to meet the needs of disabled people.*

HM Government Supplementary Guide- Means of Escape for Disabled People.

Lightning

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

BS EN 62305-2: 2012. *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.*