

# FIRE RISK ASSESSMENT FOR

Fire Safety Policy and Procedures

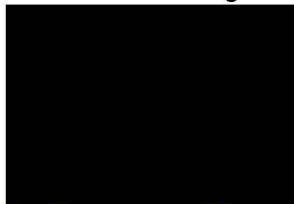
CONDUCTED ON BEHALF OF

**The Tenant Management Organisation of the  
Royal Borough of Kensington and Chelsea**

BY



Salvus Consulting Ltd



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## Introduction

This Fire Risk Assessment Management report has been completed at the request of Russell Thompson Head of Asset Strategy and Investment of Tenant Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea.

This Management Report reflects information gathered on the fire safety management systems of the TMO in respect of its property portfolio as per contract Agreement dated 2<sup>nd</sup> September 2009.

Salvus Consulting has attempted to gain as much information as possible in relation to fire safety management from the TMO and the information contained in this report reflects that which was available at the time of assessment.

Each of the subsequent fire risk assessment reports and action plans, produced as part of the contract should be read in conjunction with this report as many of the issues raised in each individual fire risk assessment report may well reflect on key aspects of fire safety management.

## How to use this document

The Management Report is produced in two sections:

### Part I

This Part of the Report identifies the key management issues that may lead to one or more fire hazards. It will also identify specific groups of persons at risk and any current existing control measures with regard to fire safety policy and fire safety arrangements.

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

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

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

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

### Part II (yellow section) – Action Plan

Part II of the documentation identifies the actions required to reduce the risks to the lowest level reasonably practicable. A priority rating is also included so that resources can be targeted at those risks. Priority 1 is given to those risks which in the opinion of the assessor require prompt attention to avert a significant life risk, and to avoid prosecution from the Enforcement Authorities.

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

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

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

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

### Definitions

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

#### Fire Hazard

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

#### Fire Risk

The likelihood that a fire hazard will occur, coupled with the severity of outcome, including those persons who may be affected (including numbers affected).

**N.B.** As the worst case outcome of fire is generally considered to be death or multiple deaths, the risk category generally reflects the likelihood of a fire occurring and the number of persons who will be affected.

#### People at Risk (Groups)

T	Tenants
V	Visitors – all persons visiting the premises
D	Disabled Persons (physical / sensory impaired)
C	Contractors – visiting contractors on short term work
E	Employee's of TMO
O	Other occupiers
F	Firefighters

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

#### Risk Category (qualitative mechanism employed)

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

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

*Where, in the opinion of the assessor/s, there is a combination of likelihood and out come that falls between clear, High, Medium and Low, a Medium/High etc will be shown*

### Index

The Management Report has been completed under the following headings indicated in the table below. The assessment of risk has been made in the light of the relevant standards contained in the reference material, also shown in the table below.

Nos	Headings
1	Fire Safety Policy and Fire Safety Arrangements
2	Fire Safety Organisation – Roles and Responsibilities
3	Training and Competence
4	Active Monitoring – Inspections of the Premises and Facilities
5	Testing and Maintenance of Fire Safety Systems
6	Re-active Monitoring – Incidents and False Alarms
7	Information and Instructions to Employees and Others
8	Co-ordination and Consultation with Other Responsible Persons
9	Emergency Procedures and Evacuation Plans
10	Control of Contractors, Construction and Maintenance Work

Reference Material
Regulatory Reform (Fire Safety) Order 2005
Building Regulations 2006 Approved Document B
H M Government Guides:- Fire Safety Risk Assessment – Offices and Shops
Fire Safety Risk Assessment – Sleeping Accommodation
Means of Escape for Disabled People (Supplementary Guide)
BS 5839 Part 1 – Fire Detection and Fire Alarm Systems for Buildings
BS 5266 Part 1 – Emergency Lighting
BS 5306 Part 8 – Selection of fire extinguisher equipment on premises.
BS 5306 Part 3 – Installation and maintenance of portable fire extinguishers
BS 5499 Part 4 – Fire Safety Signs for escape route signing
BS 9999 Fire safety in the design, management and use of buildings
LACoRS Housing Fire Safety Guide
Management of Health & Safety at Work Regulations 1999
Previous Fire Risk Assessment under Fire Safety Order dated 23 August 2007



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## Safety Management & Training

Regulatory Reform (Fire Safety) Order 2005



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**Assessors**  
**Date of Assessment**  
**Date of Review**

S Wain  
22.09.09  
21.09.10

	HAZARD	PEOPLE AT RISK	EXISTING CONTROL MEASURES IN PLACE (italics identifies those <u>not</u> adequately controlled)	High/Med/Low RISK CATEGORY WITH CONTROLS	If Yes See Part II FURTHER ACTION
1	Fire Safety Policy and Fire Safety Arrangements				
1.1	Lack of a TMO fire safety policy statement	E T V D C	RBKC has produced a Corporate Health and Safety Policy Statement which has been signed on to by the Chief Executive <i>There does not appear to be an overall TMO fire safety policy statement, setting out the organisations strategic fire safety objectives, including reference to achieving full compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 wherever it applies to premises managed and/or occupied by the TMO; and which is formally endorsed by the Chief Executive on behalf of the TMO</i>	High	Yes
1.2	Lack or inadequate TMO policy and arrangements	E T V D C	RBKC has developed a Corporate Health & Safety Policy which includes relevant information on fire safety and fire safety management. This Corporate Policy places responsibility for the production of departmental policies on the nominated Directors of Service. <i>There does not appear to be adequate policy and supporting arrangements to explain how TMO will meet the objectives set out in any future strategic policy statement, to ensure suitable and sufficient fire safety is maintained at all times throughout the TMO's property portfolio.</i> <i>There was no specific policy and arrangements for fire risk assessment, appointing fire safety assistance, fire prevention, general fire precautions, use of dangerous substances, maintenance, training and co-operation and co-ordination (all of which are required by law).</i> There is an Estate Staff Quick Reference Handbook providing basic information to employees on a range of managerial matters associated with the safe and effective management of the estate. It includes for example sections on fire, security, signs and smoke alarms. <i>There does not appear to be any contingency plans in place for matters that may immediately and adversely affect fire safety arrangements such as defective fire doors fire alarms etc.</i> <i>An up to date Business Continuity Plan (Disaster Recovery Plan) was not available for review at the time of the assessment.</i>	High	Yes
1.3	Lack of / inadequate recording systems eg log book and/or fire safety manual	E T V D C	It is reported that there is an individual document file for each premises in which all relevant fire safety records are kept. <i>An example of such a folder was not available for review at the time of the assessment. See also 4.1 below.</i> <i>There does not appear to be any fire safety manual as recommended in BS 9999 (previously BS5588).</i>	High	Yes

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1.4	Lack of / ineffective managerial audit of fire safety arrangements	E T V D C	It is understood that the corporate safety advisor undertakes audits of health and safety arrangements on a regular basis. <i>There does not appear to be any senior managerial audit of fire safety arrangements adopted by the TMO to ensure that all fire safety related policy and procedures are being carried out diligently and in accord with set standards to meet the organisations strategic fire safety objectives.</i>	Medium//High	Yes
2.	<b>Fire Safety Organisation – Roles and Responsibilities</b>				
2.1	No clearly defined fire safety roles and responsibilities	E T V D C	There appears to be informal arrangements in place setting out the duties of TMO staff. Wardens / caretakers are required to carryout a range of activities as part of their duties including local management of fire prevention and waste arrangements through monthly premises safety checks, actions to be taken in case of fire and use of portable fire fighting equipment. <i>No organisational structure chart was available for review at the time of assessment, to identify the nature and extent of current roles and responsibilities of the Senior Management Team and all TMO employees in regard to fire safety matters.</i>	Medium/High	Yes
2.2	Inadequate number/ inappropriate persons appointed to roles	E T V D C	<i>With no organisational structure available for review it could not be confirmed that there are sufficient staff appointed to the specific fire safety roles needed to secure the reasonable safety of TMO managed properties.</i> <i>See also section 3 below regarding training and competence.</i>	Medium/High	Yes
3.	<b>Training and Competence</b>				
3.1	Lack of / inappropriate level of training	E T V D C	It was reported that there is an induction session for all new starters and regular refresher training on fire safety for all fire marshals, neighbourhood officers, estate staff, hostel cleaners and community officers. All sessions include the practical use of fire fighting equipment. <i>It could not be confirmed that there is a formalised policy and supporting arrangements in regard to fire safety training for TMO staff.</i> <i>There was no evidence that a formal training needs analysis has been prepared particularly in regard to specific fire safety roles and responsibilities of TMO staff, and that a training plan has been adopted to address those identified needs.</i> <i>Current arrangements do not appear to include all staff including those who are employed in offices who need general fire awareness training to prevent fires and to act in accord with the local emergency plan in event of fire.</i> <i>No records of training were available for review at the time of the assessment.</i> <i>No fire drills or exercises are carried out to practice the emergency plans.</i>	Medium/High	Yes

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3.2	Inadequate competence to deliver desired outcomes	E T V D C	The Health and Safety Advisor appointed by TMO appears to have sufficient competence to undertake the role in relation to health and safety which will include elements of fire safety management. <i>It was not possible at the time of the assessment to establish if all relevant staff have the necessary competence to implement their respective roles in regard to fire safety.</i>	High	Yes
4	<b>Active Monitoring – Fire Safety Inspections of the Premises and Facilities</b>				
4.1	Lack of / inadequate general inspection and monitoring of premises and facilities	E T V D C	The TMO has developed a monthly safety inspection proforma for use by wardens / caretakers to inspect premises and to report back on fire precautions. Provision is made for the reporting of defects by residents including use of an online form. <i>The inspections do not currently include any formal checks on fire doors or fire exits, storage and security matters.</i> <i>Guidance provided does not appear to indicate fully the procedure to follow in event of finding deficiencies and to whom completed reports should be sent to for audit purposes.</i> <i>A Site Plan and Fire Safety Drawing is not currently available showing relevant fire safety arrangements for any TMO managed properties to assist local wardens etc with fire safety checks.</i> <i>It was not possible at the time of the management assessment to confirm how defects to safety critical issues are managed and if all repairs are up to date.</i>	High	Yes
4.2	Lack of / inadequate monitoring of waste management and waste facilities	E T V D C	All properties are reported to have suitable and sufficient waste management arrangements in place and in most cases these involve regular collections carried out twice per week and in some cases more frequently. The need to keep escape routes free from obstructions and storage (including waste) is referred to in the Estates Staff Quick Reference Handbook. Tenants have been advised via the Autumn 2009 LINK magazine not to place domestic waste in any communal areas. <i>It does not appear that any regular formal checks are in place in regard to waste management, the condition of refuse chutes and security of paladin cupboards and storage areas (see also 4.1 above).</i>	Medium/High	Yes



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4.3	Lack of / inadequate inspection and monitoring of fire compartmentation and fire stopping	E T V D C F	<p>Informal arrangements currently exist for wardens etc. to inspect compartmentation, this is usually by exception (when faults are reported).</p> <p><i>It did not appear that adequate information or plan drawings showing relevant building construction was available to support the effective inspection and monitoring of fire compartmentation and fire stopping arrangement in TMO managed properties.</i></p> <p><i>It could not be confirmed that any arrangements are in place to secure the inspection and monitoring of fire compartmentation and fire stopping by a competent person to ensure that these provisions continue to be effective.</i></p>	High	Yes
5	<b>Testing and Maintenance of Fire Safety Systems</b>				
5.1	Lack of/ inadequate testing and maintenance of fire safety systems	E T V D C	<p>The TMO is responsible for maintenance of all their premises and have a number of contracts in place with external providers to deliver specific specialised services which they are unable to provide from in-house resources.</p> <p>An asset list is attached to the contracts awarded to external suppliers of specialised services to assist with the development of planned preventative maintenance schedules.</p> <p>Morrison's have been appointed as the Principal Contractor for repairs and maintenance to TMO managed properties from 1/12/2009.</p> <p>RGE Electricals have been recently appointed to implement all checks, tests and maintenance on estate electrical installations, estate lighting and emergency lighting provisions.</p> <p>In addition RGE Electricals have also recently been appointed under a separate contract to conduct all fire safety equipment checks tests and maintenance including those on the fire alarms, fire extinguishers, hose reels, dry and wet risers.</p> <p>T Brown are appointed to carry out all tests checks and maintenance on heating systems including any gas boilers where provided. They also do the individual flat gas safety checks.</p> <p>It was reported that all these tests checks and maintenance activities are carried out in accord with the guidance contained in the relevant British Standards, Industry guidance, and/or Statutory Regulations.</p> <p><i>No documentary evidence was available to confirm the exact details of what is being carried out to meet these contractual obligations.</i></p>	High	Yes



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5.1			It is reported that there is an individual document file for each premises in which there is kept all relevant fire safety records. <i>An example of such a folder was not available for review at the time of the assessment, and therefore it could not be confirmed that these contain all of the information recommended in BS 9999 (previously BS5588) to be retained in a fire safety manual or similar document.</i> <i>It could not be confirmed that all checks tests and maintenance measures being carried out/are in date, at the time of the assessment.</i> <i>See also 1.3 &amp; 1.4 above regarding auditing</i>		
5.2	Lack of /inadequate testing and maintenance of utility systems and appliances in common parts of premises	E T V D C	The provision of checks tests and maintenance of utility systems and appliances in common parts is included the relevant contracts as set out in 5.1 above. <i>See issues in relation to contracts – 5.1 above</i>	High	Yes
5.3	Lack of /inadequate testing and maintenance of utility systems in private dwellings	E T V D C	It is reported that properties occupied by tenants are subjected to regular testing of gas and electrical systems by specialist contractors appointed by TMO and that these tests are up to date. <i>No records were available at the time of the visit to confirm that this maintenance in tenanted accommodation is up to date.</i> <i>It could not be confirmed that utility systems in properties occupied by leaseholders are subjected to regular checks and tests and maintenance arrangements in accord with best practice.</i>	Medium	Yes
6	<b>Re-active Monitoring – Incidents and False Alarms</b>				
6.1	Lack of / inadequate response to reports of incidents and false alarms	E T V D C	Tenants and leaseholders are aware of the emergency TMO telephone numbers and there is an out of hours call out facility for TMO wardens if needed. <i>There did not appear to be a formal procedure in place to effectively deal with reports of fire incidents or false alarms that occur in TMO managed properties, either at the time of the event or post event – prior to this management report completion the assessment team were aware of a fire incident that had not been reported to TMO.</i> Some basic guidance to wardens on what to do post an emergency is included in the Estates Staff Quick Reference Guide under "Emergency Planning". <i>This guidance does not appear to be sufficiently detailed to ensure that all necessary actions are likely to be taken at the time, and that sufficiently robust records are made when details of the event are most clear.</i>	Medium/High	Yes

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6.2	Lack of / inadequate records of incidents and false alarms	E T V D C	Informal arrangements appear to exist in relation to recording of incidents and false alarms <i>Limited information in relation to records of incidents and false alarms was available at the time of assessment.</i> <i>With regard to TMO properties that have fire warning and detection systems it could not be confirmed at the time of the visit that there is formal record keeping in place as per BS5839 guidance.</i>	Medium/High	Yes
7	<b>Information and Instructions to Employees and Others</b>				
7.1	Lack of / inadequate information and instruction to employees	E T V D C	There is an Estate Staff Quick Reference Handbook providing information to employees on a range of managerial matters associated with the safe and effective management of the estate. It includes sections on, fire, security and smoke alarms, escape routes clear of obstructions and storage, fire doors closed, floors and handrails etc in good condition, escape routes illuminated and signs in good order. It also refers to the need to keep refuse chutes adequately maintained and any defects repaired as a matter of urgency. <i>It does not appear that office based employees who do not have access to the Estate Staff Handbook will have adequate information on fire and fire prevention provided to them to secure their safety while at work.</i> In those offices visited to date it appears that there are fire action notices displayed to provide reminders to staff of fire procedures to follow in an emergency, and these notices are designed in accord with BS 5499.	Medium/High	Yes
7.2	Lack of / inadequate information and instruction to tenants and contractors	E T V D C	Tenants are informed of new developments through direct written communications, online access, the TMO LINK Magazine and through the tenant's forum. The Autumn 2009 magazine contains some basic fire safety information for residents including how to get help to fit a smoke alarm. <i>Fire action notices are not displayed in properties where there is no fire alarm system, and it is reported that tenants are not provided with specific individual emergency plans based upon their own building layout.</i> Contractors are provided with information on generic fire procedures by issue of the Health and Safety Quick Reference -Construction Work Information Guide. <i>Specific guidance of means of escape arrangements for individual premises does not appear to be available for issue to contractors at this time. See also 4.1 above.</i>	Medium/Low	Yes

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8	<b>Co-ordination and Consultation with Other Responsible Persons</b>				
8.1	Lack of / inadequate co-ordination and co-operation with other responsible persons sharing same buildings	E T V D C F	<i>There does not appear to be any formal procedures in place to co-operate with any other responsible persons sharing the same building with TMO properties, to ensure that fire safety arrangements are effectively co-ordinated and that appropriate fire safety measures are in place and maintained in good order.</i> <i>Specific guidance of means of escape arrangements for individual premises does not appear to be available for sharing with other responsible persons at this time. See also 4.1 above.</i>	High	Yes
9	<b>Emergency Procedures and Evacuation Plans</b>				
9.1	Lack of / inadequate emergency plans	E T V D C F	It is noted from the Estates Staff Quick Reference Handbook that there is a generic documented emergency plan. <i>This was not available for review at the time of the assessment and therefore it could not be confirmed that it is in accord with recommendations as set out in the HM Government guidance Section 7.2</i> TMO staff who receive fire safety training are trained to implement local fire fighting actions using portable fire extinguishers where they are present at the time and they consider it is safe to do so.	High	Yes
9.2	Lack of / inadequate liaison with Fire and Rescue Service	E T V D C F	<i>It does not appear that there is adequate liaison with the Fire and Rescue Service in regard to pre-planning for potential fire scenarios or in agreeing appropriate fire safety standards for adoption by TMO from the findings of fire risk assessments.</i>	Medium	Yes
9.3	Lack of / inadequate procedure for disabled and / or vulnerable persons	E T V D C	Information as to the location of vulnerable persons appears to be collated by TMO. <i>It could not be confirmed if the information relating to the location of vulnerable persons is up to date.</i> <i>There does not appear to be any formal procedures in place to deal effectively with fire safety issues associated with disabled or vulnerable people.</i>	High	Yes



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10	Control of Contractors, Construction and Maintenance Work				
10.1	Lack of / inadequate control of contractors undertaking construction and maintenance work	E T V D C	<p>It was reported that there is an agreed procedure for contractors working on TMO properties which is set out in the TMO Health and safety Quick Reference –this includes information on The Construction (Design and Management) Regulations 2007.</p> <p>Particular reference is made in the TMO Health and Safety Quick Reference -Construction Work Information Guide to the requirement to provide Health and Safety Plans and Health and Safety Files.</p> <p>Among many issues which are specifically dealt with in the handbook, there are sections on emergency procedures, use of hazardous materials, and fire arrangements.</p> <p><i>It could not be confirmed at the time of the assessment who at TMO is responsible for checking and approving Health and Safety Plans for projects, and for monitoring these in practice to ensure compliance with them by contractors at all times.</i></p> <p><i>Evidence from one fire risk assessment to date indicates that the H&amp;S Plans are not being adequately reviewed before approval.</i></p>	High	Yes
10.2	Lack of / inadequate control of dangerous substances and hot works used by contractors	E T V D C	<p>TMO appears to have a policy requiring work permits to be issued prior to commencing specified higher risk activities including hot works, electrical works and gas works etc.</p> <p>A minimum of four signatures are reported to be needed at authorisation by TMO, acceptance by operative and at any shift change, handback to TMO and cancellation.</p> <p><i>It could not be confirmed at the time of the assessment who at TMO is responsible for issue of work permits and for monitoring these activities to ensure compliance with them by contractors.</i></p> <p><i>Evidence from one fire risk assessment suggests that contractors are not complying with the hot work permit procedure at present and that this is also being ineffectively managed and/or monitored by TMO staff.</i></p>	High	Yes
10.3	Lack of / inadequate post construction inspections and sign off procedures	E T V D C	<p><i>There does not appear to be a formalised policy and supporting arrangements in regard to the carrying out of post construction inspections and sign off procedures to ensure that there are no breaches of compartmentation, damage to structure or any fire safety system.</i></p>	High	Yes



Para No	Priority Rating	ACTION REQUIRED TO REDUCE RISK		Action by (Name)	Action Required by (Date)	Re-assessed by (Name)	Revised Risk Category
1.1	3	It is strongly recommended that an overall TMO fire safety policy statement is developed setting out the organisations strategic fire safety objectives. That the statement includes a clear reference to achieving full compliance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 wherever it applies to premises managed and/or occupied by the TMO. That the statement is signed by and formally endorsed by the Chief Executive on behalf of the TMO. Guidance on what could be included in such a statement can be found in BS9999.					
1.2	4	It is strongly advised that adequate policy and supporting arrangements are introduced to explain how TMO will meet the objectives set out in the strategic policy statement, so as to ensure suitable and sufficient fire safety is maintained at all times throughout the managed estate (property portfolio). These should include specific policy and supporting arrangements for, as a minimum:- <ul style="list-style-type: none"> <li>fire risk assessment,</li> <li>appointing fire safety assistance,</li> <li>fire prevention,</li> <li>general fire precautions, including fire compartmentation and means of escape</li> <li>use of dangerous substances,</li> <li>maintenance of al fire safety measures including those provided to assist firefighters,</li> <li>training of staff and</li> <li>co-operation and co-ordination with other responsible persons.</li> </ul>					
1.2	4	It is recommended that TMO confirm that there are contingency plans in place for matters that may immediately and adversely affect fire safety arrangements such as defective fire doors fire alarms etc. For further advice see also Fire Safety Order, Building Regulations Approved Document B and H M Government Guide.					
1.2	4	It is recommended that TMO confirm that there is an up to date Business Continuity Plan (Disaster Recovery Plan) available that includes specific reference to fire incidents.					
1.3	3	It is strongly recommended that TMO confirm that the individual premises folders contain all relevant fire safety information and that it is up to date.					
1.3	4	It is suggested that these folders should contain the information to be included in a fire safety manual and fire log book as recommended in BS 9999 Annex H					
1.3	4	Arrangements should also be introduced to ensure that any such folder produced is maintained and kept up to date by a responsible person.					

Para No	Priority Rating	ACTION REQUIRED TO REDUCE RISK		Action by (Name)	Action Required by (Date)	Re-assessed by (Name)	Revised Risk Category
1.4	4-5	It is recommended that TMO introduce a senior managerial audit of fire safety arrangements to ensure that all fire safety related policy and procedures are being carried out diligently and in accord with TMO's standards to meet the organisations strategic fire safety objectives.					
1.4	4-5	Results of managerial audits of all fire safety including incidents and false alarms should be reported to Executive level as part of an annual review process, so that the Board can be kept up to date on progress.					
2.1	3	It is recommended that TMO develop an organisational structure chart which identifies fully the nature and extent of roles and responsibilities of TMO employees and all those with responsibility in regard to fire safety matters eg:- <ul style="list-style-type: none"> <li>Chief Executive</li> <li>Senior Management Team</li> <li>Health and Safety Advisory Team</li> <li>Facilities Management Team</li> <li>On site management Team eg Wardens / caretakers etc.</li> </ul>					
2.2	4	It is suggested that once the organisational structure document has been completed that TMO confirm that there are sufficient staff appointed to the specific fire safety roles needed to secure the reasonable safety of TMO managed properties.					
3.1	4	It is recommended that TMO develop and implement a formalised policy and supporting arrangements in regard to fire safety training for TMO staff.					
3.1	4	It is recommended that a formal training needs analysis is prepared in regard to the specific fire safety roles and responsibilities of TMO staff, and that a training plan is adopted to address the identified needs of all staff This should include those staff who are employed in offices who need general fire awareness training to prevent fires and to act in accord with the local emergency plan in event of fire.					
3.1	3	It is recommended that confirmation is sought that comprehensive fire safety training records are maintained by TMO. For further guidance see also BS 9999 Annex O and HM Government guidance.					
3.1	3	It is suggested that TMO introduce a programme of fire drills for those non –residential buildings or parts of buildings occupied by TMO staff.					

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3.2	3	It is recommended that TMO confirm that all staff are fully competent to their respective roles in regard to fire safety.					
3.2	3	Where found not to be fully competent to their respective roles in regard to fire safety additional training should be provided as necessary for those individuals concerned					
3.2	4	Interim measures should be introduced to support staff (such as mentoring by other competent staff members) until such time as training can be completed.					
4.1	3	It is strongly recommended that the monthly safety inspection form is upgraded to include formal checks on fire doors, fire exits, storage and security matters. Guidance should also be provided that includes information as to where to keep copies of the form, who to send copies to and what to do in event of finding deficiencies.					
4.1	4	Additional instruction and training should be provided to those required to conduct the safety inspections to ensure that they are fully competent to carry out the upgraded inspections.					
4.1	3	In order to assist local wardens and other personnel undertaking fire safety checks it is strongly advised that you should provide a site plan and fire safety drawing of all TMO managed properties.					
4.1	3	It is strongly recommended that TMO confirm who is responsible for the management of defect reporting and scheduling repairs and that all defects to safety critical issues have been repaired or are scheduled for repair as soon as possible.					
4.2	3	<p>It is recommended that regular formal inspections / checks are made in regard to:-</p> <ul style="list-style-type: none"> <li>waste management,</li> <li>the condition of refuse chutes</li> <li>security of paladin cupboards and storage areas</li> </ul> <p>This will ensure there is no inappropriate build up of waste, that all refuse chutes are in good working order and that unauthorised access to waste storage areas is prevented.</p> <p>It is advised that these inspections / checks are recorded on a formal fire safety inspection checklist.</p>					



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4.3	4	It is strongly recommended that adequate information or plan drawings showing relevant building construction is made available to support the effective inspection and monitoring of fire compartmentation and fire stopping arrangement in TMO managed properties.					
4.3	4-5	It should be confirmed by TMO that arrangements are in place to secure the regular inspection and monitoring of fire compartmentation and fire stopping by a competent person to ensure that these provisions continue to be effective.					
5.1/5.2	3	It is strongly recommended that TMO seek documentary evidence from contractors to confirm the exact details of what checks tests and maintenance are being carried out on utility systems and appliances to meet relevant obligations in TMO managed properties.					
5.1/5.2	4	Where insufficient arrangements regarding tests and maintenance of utility systems are noted, TMO should implement any additional works required to meet current guidance as set out in relevant British Standards, Industry guidance or Statutory Regulations. For further advice see also BS 9999 Annex V.					
5.1/5.2	4	It is recommended that TMO obtains confirmation that all checks tests and maintenance measures currently required to be carried out by external contractors are in date and scheduled for planned preventative maintenance. See 1.3 above reference individual premises folders.					
5.3	3	It is recommended that TMO confirm that records are available of checks and tests to utility system in flats, and that these maintenance arrangements are in date and up to date and scheduled for regular planned preventative maintenance.					
5.3	4	It is advised that TMO seek confirmation that utility systems in properties occupied by leaseholders are subjected to regular checks and tests and maintenance arrangements in accord with best practice as far as leaseholds permit.					
5.3	4	Where utility systems in properties occupied by leaseholders have not been subjected to regular checks and tests and maintenance arrangements additional works should be programmed to undertake this essential preventative maintenance.					



Para No	Priority Rating	ACTION REQUIRED TO REDUCE RISK		Action by (Name)	Action Required by (Date)	Re-assessed by (Name)	Revised Risk Category
6.1	3 – 4	<p>It is recommended that TMO introduce a formal procedure to effectively deal with reports of fire incidents or false alarms that occur in TMO managed properties, both during and after any incident.</p> <p>It is suggested that the written guidance is upgraded to ensure that all necessary actions are taken at the time of the incident, and that a sufficiently robust recording system is in place to capture all relevant information when the details are most clear.</p> <p>This may take the form of a paper based report for use on site, similar to the monthly safety inspection.</p>					
6.2	3 – 4	<p>It is recommended that formal records of incidents and false alarms should be kept in a log book associated to each site that has fire warning and detection systems in place.</p> <p>BS5839 guidance provides details of the type of information that should be recorded.</p>					
7.1	4	<p>It is recommended that adequate information on fire and fire prevention is provided to all office based employees to secure their safety while at work.</p> <p>This may be in the form of internal communication by e-mail or as part of regular fire safety refresher training e.g. corporate CBT programme.</p>					
7.2	4	<p>It is recommend that fire action notices should be displayed in all TMO managed properties setting out the fire action procedure for the specific property as per LACoRS guidance.</p>					
7.2	4	<p>Consideration should be given to providing fire safety guidance including specific evacuation advice on their property to each tenant and leaseholder on site .</p> <p>For further advice see also BS 9999 Annex R or HM Government guidance section 3.4.5</p>					
7.2	3	<p>It is recommended that contractors are provided with specific information on means of escape arrangements for each premises prior to commencing work therein, in order to complete their health and safety plans. See also 4.1 above.</p>					

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8.1	3-4	It is strongly recommended that TMO introduce formal procedures to secure effective co-operation with any other responsible persons sharing the same building with TMO properties.  Appropriate fire safety measures should be in place to ensure that all measures are maintained in good order, and that fire safety arrangements are effectively co-ordinated between responsible persons, in event of an incident.  It is recommended that other responsible persons are consulted on the specific means of escape arrangements for each premises to ensure that they do not accidentally compromise any such arrangements as a result of their normal working practices. See also 4.1 above.					
8.1	3	It is strongly recommended that the relevant findings of all fire risk assessments are shared with other responsible persons and that a system of gathering information from others fire risk assessments is introduced.					
9.1	4	It is strongly recommended that TMO seek confirmation that all emergency plans are in accord with recommendations as set out in the HM Government guidance Section 7.2, and where found not to be so that adjustments are made as necessary to fully comply with this guidance.					
9.2	3-4	It is recommended that TMO seek adequate liaison with the Fire and Rescue Service in regard to pre-planning for potential fire scenarios in TMO managed properties and agree how relevant information may be provided between parties in an effective manner in an emergency. See also BS 9999 Annex M for additional advice.					
9.2	4-5	TMO should determine a set of fire safety standards for the organisation to move towards in the future as part of a programme of improvements. Such standards should be in accord with priorities based upon the findings of the fire risk assessments and current best guidance Ideally approval of the Fire and Rescue Service should be sought for these internal TMO standards.					
9.3	4	It is strongly recommended that TMO consider development of formal procedures to deal effectively with fire safety issues associated with disabled or vulnerable tenants and leaseholders, and also any employees.  This should include a range of options from relocation in severe cases with or without potential property adaptations and fixed fire suppression systems to the provision of specific personal emergency evacuation plans in those less serious cases. See also recommendations in HM Government guidance and Building Regulations Approved Document M.					

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10.1	3	It is strongly recommended that TMO confirm who is responsible for checking and approving Construction Phase Plans for all construction and building projects, and for monitoring these in practice to ensure compliance with them by contractors at all times. Where it is not clear then specific staff should be identified to undertake this important function on behalf of TMO in future.					
10.1	3	It is recommended that a review is carried out of the Construction Phase Plan for the refurbishment works at Gillray House, and that any adjustments necessary are agreed with the contractor and put in place without delay. See separate fire risk assessment report for Gillray House.					
10.2	3	It is strongly recommended that TMO confirm who is responsible for checking and approving Hot Work Permits, and for monitoring these in practice to ensure compliance with them by contractors at all times. Where it is not readily identifiable then specific staff should be appointed and trained to undertake this important function on behalf of TMO.					
10.2	3	It is recommended that a review is carried out of the hot work being carried out at Gillray House, and that any adjustments necessary are agreed with the contractor and put in place without delay. See separate fire risk assessment report for Gillray House.					
10.3	3	It is strongly recommended that TMO confirms that there is a formal policy and supporting arrangements in place in regard to the carrying out of 'post construction' inspections and sign off procedures.					
	4	Where this is found to be missing from current arrangements then a policy and procedure is to be developed and introduced by TMO as an essential part of all construction and building projects.					

#### Key to priority rating

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

#### Key to colour coding

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

#### Notes

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