

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment for:

**Gilray House, Milman Street, London
SW10 0BT**

for

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

By Carl Stokes on the 19th November 2012

Review Date: **1st January 2014**
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 the building, both staircases, both of the ground floor electrical rooms, both roof level lift rooms and the water tank rooms, the external roof level including the rear staircases, the external bin storage cupboards, the basement boiler room area of the building the garden surrounding the property.

Area(s) not covered:

All the private residential apartments, the ground floor store room, the external private resident/s storage sheds 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 Jose Miguel Almeida of the Tenant Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea

Assessment completed by:

Mr C Stokes, ACI Arb, FPA Dip FP (Europe), Fire Eng (FPA), NEBOSH, FIA BS 5839 Part 1 System Designer, BS 5839 Part 6, Competent Engineer BS 5266, IFE Assessor /Auditor (FSO). 19 years Fire Safety experience with local Fire Authority, in enforcement and auditing roles, 4 years as an independent fire risk assessor. Member of the construction industry CPD certification Service for 10 years. Professional indemnity insurance cover provided [REDACTED] Enhanced CRB checked.

H M Government Guide used:

Sleeping Accommodation

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

Any other guides that may be relevant:

Building Regulations 2010 Approved Document B (Volume 2) inc FPA information Managing Agents management policy's, procedures and associated documentation

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 rectangular shaped standalone purpose built nine storey residential apartment building, basement to seventh floor level, it is situated off a public road and sits on its own site with an fenced off garden area to the rear of it. The building is divided into two separate halves with a staircase in each half running the height of the building, there are two flats to each floor level in each half. In the basement area of this building is the heating boiler for the whole estate, the basement is accessed from the street level via its own independent staircase which is secured against unauthorised access.

The whole building stands in its own site and it is not attached to any other buildings with enough distances between this building and adjacent properties calculated to meet Building Regulation approval therefore minimising and preventing any fire spread to adjacent premises. It is considered unlikely that a fire in this building would compromise other buildings within the area.

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

Construction of the Building;

This is a brick and concrete constructed building with a flat roof, the staircase, the landings and the floor of the building are constructed of concrete, there is a protected staircase in each half of the building with the walls of the staircase enclosures being painted plaster over it is assumed brickwork. The basement area is fire separated from the remained of the building above.

There appears to be no hidden voids in the building or sandwich panels used and there are no apparent unusual elements of building construction that were considered to add a significant additional contribution to the fire risk.

Use and Layout of the Building;

This building is a residential accommodation building with 32 private residential apartments, 16 in each half, two per floor level, the apartments are accessed from the protected staircases. At the top of each staircase is the access hatch to the lift motor room and cold water tank room and also the external roof level of the building. There is an electrical room at the base of each staircase opposite the lift, this electrical room contain the supply boards for the common parts of the building. There is a purpose built domestic refuse chute located in each of the staircase enclosures with an opening on alternate half landing floor levels, the bin storage cupboards are externally accessed and located at the front of the building by the staircase entrance door. The basement boiler room area is totally separated from the remainder of the building with the basement having its own independent access and exits.

There are no plans or drawings of this building attached to this risk assessment, but the TMO do have plans showing the layout of this building.

The evacuation strategy for this building:

For the residents of this building there is a “stay put” evacuation strategy, this means the residents remain within their own dwelling during a fire incident unless the fire is in that dwelling or it is otherwise affected, in which case they should immediately evacuate the dwelling and call the Fire and Rescue Service. The Fire Service or TMO employees will arrange for a general evacuation of the building at anytime if this is appropriate or the resident can leave at anytime if they so wish. TMO has provided information to all residents in tenant’s handbooks, via letters and briefing sheets of ‘what to do in the event of an emergency’ and articles on fire safety advice and emergency procedures are included in the resident’s magazine called “Link”. Also articles are provided reminding tenants that they must not store items in communal areas nor cause obstructions to the means of escape, these articles are produced in the 7 major languages which have been selected as being most likely to meet the needs of the residents. The landlord relies upon the tenants to respond to any emergency in accord with agreed emergency plans and does not facilitate any fire drills or other emergency evacuation exercises. As far as it is known having asked the person named above, there have been no fires in this building with-in the last 2 years and there is no known problems with false alarms from the domestic detectors in the individual dwellings.

Number of individual private dwellings in this building:

32

Methodology, for the completion of this fire risk assessment

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

- Gathering relevant information for the building, occupants, processes and past fire history etc.
- Identifying hazards and determining measures to eliminate or control identified fire hazards.
- Determining existing physical fire protection measures and identifying any short comings.
- Discussions with occupiers and employees to determine the effectiveness of fire safety procedures and management policies.
- Subjective assessment of the likelihood of fire occurring.
- Subjective assessment of likely consequences to the occupants of a fire event.
- Assess fire risk and tolerability.
- Document the significant findings from the fire risk assessment.
- Formulating an action plan with the aim being to reduce the fire risk, from the significant findings with both physical and procedural controls.
- Formulating a checking procedures to oversee the “actions to be taken” in the significant findings.
- Formulating a time schedule for reviewing the assessment.

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

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

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

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

- 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. Also 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.

Any other relevant information on this premises

A Notification of Fire Safety Deficiencies was issued by the London Fire and Emergency Planning Authority LFEPA on the 7th January 2009 against this building after an inspection was carried out, LFEPA reference was K&C/FS /12-00855, the only requirements were that:

The fire risk assessment should be reviewed, with specific consideration given to the procedures put in place in relation to occupants of the building with reduced mobility and a review of the alternative means of escape available from the fourth to seventh floors. Both these items are covered in this risk assessment and the previous one.

The areas of concern identified in the notice have I believe been satisfactorily attended to, there have been no further comments from LFEPA or any correspondence received from them in connection with this premises, according to the TMO estates manager.

I believe that London Fire Brigade (LFB) Officers have visited this building since the above notice was issued and have talked to the TMO's Health and Safety team but there is no other written correspondence as far as I am aware from the LFB about any fire safety issues in this building.

When this building was constructed there was a secondary/alternative staircase exit route from the apartments above the fourth floor level as mentioned above, this alternative exit route entails gaining access to other person's private flat from this secondary staircase. Or the alternative is to go to the open roof level, but once at the roof level there is no way to access the lift motor rooms because a special key is needed and then there is no ladder to get down to the top floor level landing. This escape strategy is I believe not viable because it means having keys to unlock doors and entering private residential areas of the building which are not under the control of the TMO or the person who may have to use the route. I believe that the route is not needed because the flats are off a protected staircase and there is a stay put evacuation policy used in these buildings. The current escape route strategy has been discussed with the LFB who agree with it and that the secondary escape route scheme of having access to other persons private flats is not workable or acceptable. I believe that the staircases in this building are suitable as the only means of escape route. No further comments will be made in this fire risk assessment about these secondary escape routes apart from in the housekeeping sections if persons are storing items in them.

FIRE RISK ASSESSMENT

FOR: Gilray House, Milman Street London SW10 0BT

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

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

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

Low ☐

Medium ☒

High ☐

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

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight harm ☒

Moderate harm ☐

Extreme harm ☐

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

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant.

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

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

A suitable risk based control plan should involve effort and urgency that is proportional to risk.

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

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

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

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

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

1. ELECTRICAL SOURCES OF IGNITION

	YES	NO	N/A
Are reasonable measures taken to prevent fires of electrical origin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fixed installation periodically inspected and tested?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If appropriate, is portable appliance testing carried out?	<input 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 electrical contractors label fixed to the main supply/fuse board, in the basement the 5 year electrical test on the fixed wiring in the building was last checked on the 14th December 2009 and is next due to be tested in December 2014, in the lift motor rooms the test dates were last tested on the 6th April 2010 with a retest date of April 2015. There appeared to be no outstanding items indicated. The electrical supply boards and other associated electrical components appear to be industry standard items and are were appropriate housed in standard metal lockable containers.

The caretakers carry out regular visual inspections of the lighting system which is the only electrical installation in the common parts of this building and which is on a different electrical circuit from the apartments this inspection also encompasses the electrical rooms. Some of the lighting units are combined lighting/emergency lighting units. If there is any damage or remedial work is needed this is reported and repair's or replacement lighting units are installed by a contractor on a responsive defect reporting procedure.

There are no other electrical devices, items of equipment supply boards etc in the common parts of this building, the supply boards and electrical meters for the apartments are located within each individual flat.

There are no electrical sockets in the staircases or on the landings etc so trailing leads or multi plugs are not used 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. 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"/>

	YES	NO	N/A
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"/>
If located are the external smoking areas appropriately sited with suitable receptacles provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the no smoking policy appeared to be observed at the time of the inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

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

3. ARSON

	YES	NO	N/A
Does basic security against arson by outsiders appear reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible and waste materials kept away from the outside of the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the external refuse containers/rubbish bins suitably secured against an external arson attack?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

Comments or observations:

There is an electrically operated door entry control system on each of the entrance doors 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, there is also a fireman switch override device fitted to each door. These were tested at the time of the assessment, one worked correctly and released the lock on the door of the staircase with flats 1 to 16 the one on the other staircase door did not work. The entrance doors of this building are fitted with a self closing devices so that the door close automatically thus maintaining the security of the building, these worked correctly and closed the doors fully at the time of this assessment. Combustible and waste materials are kept away from the exterior of the premises as far as possible, the garden area was clean and contained no rubbish etc, the bin cupboards were secured shut by padlocks, these bin cupboards are located adjacent to the entrance doors of the building. There is a purpose built rubbish chute in each staircase of this building, this chute empties directly into the bin area which is externally accessed, the refuse goes into a system of smallish sized metal rubbish bins. The openings of the refuse chute are located on alternate the half landings of each of the staircases.

The bin cupboards are fitted with metal doors and are completely fire separated from the remainder of the building apart from the refuse chute. There is a steel shut off plate built into the refuse chute at its base in the bin cupboards so that the chute can be isolated. There are recycling bins located between this building and the next one, these are industry standard metal containers for use by the residents, the area around these recycling bins was clear and in a tidy state at the time of this assessment. 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are fixed heating boilers/installations subject to regular maintenance, including any gas supply?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are suitable measures taken to keep combustible materials and waste away from boilers or heaters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gas safety checks carried out in the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The central gas boiler for this buildings heating and hot water system is located in basement of this building, it is accessed externally from the independent entrance/exit on the right hand side of the building. There is a secondary exit from this boiler room via an external door to a light well and then up a fixed ladder. This boiler room provides the heating and hot water for this building and several others located on this estate. Portable heaters are not used in the common parts of this building. The gas supply and boiler is on a planned preventive maintenance and servicing programme which also includes annual servicing of any gas appliances of tenanted flats in this building. The Link magazine regularly includes a check list on the percentage of the tenanted properties with valid gas safety certificates, the autumn 2011 edition has a 99.9% compliancy rating which is very nearly 100%. The boiler room was clear of any waste or rubbish and there were no items on top of the boilers, this boiler room is fire separated from the remainder of this building with no gaps seen around the pipes as they leave or return to this room. At the time of this risk assessment there were no leaks of oil/lubricant or other types of liquid from the boilers or the associated machinery seen on the floor. Access to this boiler room is restricted to authorised persons only because of the type of key needed to access the room. There gas shut off valve is located at the head of the steps that access the boiler, according to the label on the main gas meter a new meter was fitted on the 15th May 2012.

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

Does the plant look in good working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is combustible material kept away from the plant or equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The lift motor room and other items of plant are located in a purpose built room internally at the roof level above each of the lifts, at the time of the risk assessment there did not appear to be any leaks of oil or other types of liquid from any plant or machinery. There is a planned maintenance programme of inspections for the plant within the building which is carried out by a third party contractor (Independent Lift Services Limited), with the records kept centrally in the "Hub" in Kensal Road but there is a record book kept in the lift motor room to aid the service engineers. The last service dates in the lift record books were the 10th and 30th October 2012. The lifts in this building have their own dedicated power supply and fire fighters control switch and could be used as an emergency evacuation lift but it cannot be called one because they are too small in size, they can only hold 3 persons not 8. The lift motor rooms are accessed via a portable ladder which is kept secured against a wall on the half landing below the top floor level landing.

6. COOKING and LAUNDRY FACILITIES)

YES NO N/A

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

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

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are reasonable measures taken to prevent fires if any laundry facilities are located in the building?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are any filters changed or cleaned on a regularly basis if fitted in any cooker hoods or tumble dryers in laundries?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Are any filters changed and ductwork cleaned on a regular basis in any kitchen/laundry extract systems?

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

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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 tenant being responsible for the maintenance of these domestic cooking areas and any laundry equipment contained within the dwelling.

7. LIGHTNING

YES NO N/A

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

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

This building has a lightning protection system installed on it, from the information provided by the TMO engineer this system is on a planned preventive maintenance contract with an external contractor with the records kept centrally in the "Hub" in Kensal Road. Where the system was visible and accessible a visually inspected was undertaken and there appeared to be no obvious defects.

8. HOUSEKEEPING

	YES	NO	N/A
Is the standard of housekeeping in the building adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an avoidance of unnecessary amounts of combustible materials or waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an avoidance of inappropriate storage of combustible materials or waste in escape routes, staircases or around rubbish chutes (if any in the building)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an avoidance of inappropriate storage of combustible materials or waste in cupboards or stores etc?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any soft furnishing etc in corridors kept to a minimum, do not raise the fire loading or cause an obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are routine preventive checks carried to see that the housekeeping/cleaning routines are working?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

The TMO has decided that the policy on items in the common parts of this building will be a "managed" one. This is because the structural elements of this building are concrete and brick ie non combustible, this means that items can be in the entrance hall area and on the staircase landings etc but the amount and type of items is monitored by regular caretaker inspections. So push bikes or push chairs etc could be left in the entrance hall lobby area or on the landings but not combustible items. I would recommend that the caretaker is asked to regularly check the staircases to make certain items are not stored or left here, if they do then the items must be removed immediately, this would include push bikes and push chairs etc as well. The means of escape route, the staircase was clear at the time of the risk assessment and it is part of the landlords cleaning contract that the contract cleaners remove any waste from the means of escape route. The caretakers also 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. 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 roof level lift motor and water tank rooms were free of any combustible storage as was the basement boiler room area at the time of this assessment. There is a purpose built domestic waste rubbish chute in each half of this building with the openings located on each second half landing area, the secure bin area is located at the ground floor level and is externally accessed. This bin cupboard was clean and tidy with no loose items of rubbish in the cupboard at the time of this assessment, all the waste was contained within the refuse bins. The small electrical room/cupboard in each of the ground floor entrance hall areas contains the electrical meters/supply boards for the common parts of that part of the building and some telephone equipment etc, these were empty apart from the electrical components.

There are no carpets in the common parts of this building and no curtains at the windows of the staircases, the flooring is linoleum over the concrete floor.

9. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORK

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

Comments or observations:

Only authorised contractors, who have to provide method statements and schedules of work or TMO employees carry out work in the building, TMO has policies and procedures for contractors or in house employees carrying out work in their buildings, including "hot work" or other permit work these policies and procedures are kept under review and altered as and when necessary or in the light of new information.

According to the TMO policies contractors or employees are advised on procedures to undertake when lone working takes place.

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

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

10. DANGEROUS SUBSTANCES

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

Comments or observations:

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

11. PEST CONTROL

YES NO N/A

Is there suitable control of any pest infestations?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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

12. MEANS OF ESCAPE FROM FIRE

YES NO N/A

It is considered that the building is provided with reasonable means of escape in case of fire?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the design of the escape routes adequate?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there suitable protection of escape routes?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are the escape routes unobstructed?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are the escape routes suitable for buildings occupancy?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do the escape routes lead to suitable final exits?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are there reasonable travel distances, both in a single and alternative direction, if applicable?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are travel distances in dead ends suitably limited?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are travel distances suitable for disabled people?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is there adequate provision of final exits?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Are exits easily and immediately openable where necessary?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Where necessary do the fire exits open in direction of escape route?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do the final exit doors have appropriate securing devices?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Do the dwelling entrance doors appear to be fire rated?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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"/>
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	YES	NO	N/A
Where appropriate are any fire doors fitted with self closing devices and do these function correctly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are store and cupboard fire doors kept locked shut?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where appropriate are the doors/flaps to rubbish chutes or the fire doors to the rubbish chute rooms suitable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the floor covering suitable to prevent slips, trips and falls?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments or observations:

This building appears to have been constructed in accordance with the Building Regulations with the layout of the building including the travel distances, escape routes, width of escape routes and exits appropriate for the present use. The means of escape routes/ the staircase leads directly to a final exit.

The final exit doors open in the direction of travel, the door handle on the inside of the entrance/exit door of each of the staircase over rides the locking device fitted to the entrance door in a single action.

There is a secondary exit from the basement boiler room and exit signage is provided, please see the significant findings sheets item 9 for some advice on this secondary exit.

There was adequate protection for the means of escape route with no visual damage observed during the assessment, there are no openings off the staircases apart from the apartment entrance doors and the ground floor level electrical room door. The tenanted apartments within this building have recently had their flat entrance doors replaced with new self closing 30 minute certified fire rated doors which meet the requirements of the Building Regulations. 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. Most of the other flat entrance doors which have not been replaced appear to be 30 minute fire rated doors with a Georgian wired glass fire rated glazed vision panel in them, these are the originally fitted doors but they do 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 and the locations of any non compliant doors.

On the flat entrance doors that have not been replaced the standard letter box and flap is in the lower half of the door or below the half way high of the ceiling height of the flats hallway and in some cases these doors are fitted with multiple locks. It is assumed that the occupants of these flats can exit the flat in an emergency without any undue delay.

The door to each of the ground floor electrical room/cupboard appears to be fire rated but if they are not the presently fitted doors are suitable and fulfil the function that is required of them as they are close fitting solid doors.

At the time of this risk assessment the escape routes were clear of obstructions,

there were some pots of plants outside two flat entrance doors, these plants were located in the corners or against the walls of the building and did not appear to be an obstruction or could cause a trip hazard in an emergency so I believe are acceptable and in accordance with the managed policy on items on the means of escape routes.

There is a purpose built refuse chute located in each staircase of this building with the openings on each second of the half landings the door/flap to rubbish chute opening were suitable and fully shut apart from the one above flats 3 and 4.

At the time of the risk assessment the flooring materials on the escape routes within the common parts of the building appeared suitable to prevent slips, trips and falls during an evacuation, there were no signs of any damage to the floors or any unevenness.

The caretakers carry out checks and report any deficiency's to the "Hub" so repairs can be undertaken.

When this building was constructed it was not a requirement under the Building Regulations standards at the time to have cold smoke seals fitted to fire doors either the flat entrance doors or other fire doors, changes to the Building Regulation standards are not retrospective. Over time some entrance doors and other fire doors in the building have been replaced, so therefore have smoke seals.

The fire doors that do not have smoke seals are close fitting and shut tight. 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 door or in the surrounding frame or replaced with doors that already have 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 meeting are held by the TMO Health and Safety team manager along with the relevant policies and procedures. If the apartment is a tenanted one with a TMO tenant not a leaseholder then the TMO has control and will undertake any appropriate actions needed.

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?

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

At the time of the risk assessment there was no evidence of any resident within the premises who suffers from sensory impairment to such a level that would prevent them from hearing a shouted warning of fire or a loud knocking on their entrance door to warn them.

TMO have recently introduced a comprehensive programme to gathering information about tenants including any disabilities and their physical ability and mobility to respond to any emergency situations. This information will be imputed on a "TP Tracker system" and held centrally.

The additional information will be used to assess if residents may require additional devices to provide them with early warning of smoke/fire in their home and/or development of a Personal Emergency Evacuation Plan (PEEPs).

The lifts installed in this building are not evacuation or fire fighting lifts but they are on different electrical sub circuits and could be used as part of an evacuation strategy, this is in line with current thinking from the International Organisation for Standardisation (ISO) and it is now recognised that lifts can help persons with restricted mobility and other problems to evacuate buildings with relative ease and also significantly reduce general evacuation time even if they are not evacuation lifts. If the lifts were used to aid in the evacuation process from the building their use would be under the control of the Fire Service.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If fitted, is any fire rated glazing in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where necessary are fire dampers provided to protect the means of escape against fire, smoke and combustion products in the early stages of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If fitted, is the ductwork of any mechanical ventilation system cleaned and any filters changed regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

This building appears to have appropriate fire separation and compartmentation and from a visual inspection of the structure of the building there appeared to be no areas that raised concern about structural damage to the building or fire stopping issues. There were no obvious signs that in the areas covered that bad workmanship would mean that the fabric or fire integrity was or could be compromised. No invasive structural investigation was undertaken to complete this risk assessment.

There were no visible breaches of the compartment or wall and ceilings linings at the time of this risk assessment, apart from the areas mentioned on the significant findings sheets. These holes in the wall linings are where there has been some cables have passed through the walls the work has not been made good. I would recommend that in future that checks are carried out after contractors have undertaken work in the building to make certain that all wall and ceiling linings have

been made good so that the wall and ceiling linings are kept in a good state of repair.

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 of each staircase there is a locked room which contains the electrical supply boards and the electrical meter for the common parts of the building and the electrical meters for the individual apartments also cabling and wiring. There was adequate fire stopping of the internal wiring routes out of the rooms at the time of this assessment.

From information provided there are no fire dampeners in this building and natural ventilation is used to vent the staircases, there are permanently open vents above the entrance doors and at the top of the staircase shafts. There are also openable windows in the staircases at each half landing 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"/>
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Is there adequately normal or borrowed lighting to back up any fitted emergency lighting system installed?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Where necessary, does the emergency lighting cover any external escape routes?

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

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

There are combined normal and emergency lighting units installed in the staircase enclosures of this building, this is in the entrance hall area and on each of the landing. There are also emergency lighting units in the electrical rooms, the basement boiler room and in the lift motor rooms. In addition to these locations there are also emergency lighting units in the secondary staircases. I believe this provides an adequate level of illumination should the normal supply systems fail. There is street lighting on the public road outside the building which would illuminate by borrowed light the external route from the building during the hours of darkness. In the event of a supply systems failure in the building the exterior lighting would still function as it is on a different circuit. The emergency lighting system in this building was not checked during this assessment.

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

16. FIRE SAFETY SIGNS AND NOTICES

YES NO N/A

Is there suitable pictogram fire signage in this building?

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

Comments or observations:

Given the simple layout of the residential areas of this building, there is only one staircase in each part so no escape signage is provided in the building, this is in accordance with H M Government Guidance. There is escape signage provided in the basement boiler room to indicate the alternative exit route, the "Push Bar to Open" sign is missing from the door of this alternative route.

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 doors of this building describing the action of the release/ securing device fitted to the door because the normal door handle over rides the locking mechanism of the door in a single action and is used every time by a person leaving the building.

To aid the emergency services outside each staircase entrance door there is a sign indicating the flat numbers of that staircase.

Pictogram signage is used so that anybody who does not use English as their first language can understand the signage.

17. MEANS OF GIVING WARNING IN CASE OF FIRE	YES	NO	N/A
Is a suitable manually operated electrical fire alarm system provided in the common parts of the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does it have automatic fire detection, if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the system suitable for the occupancy and fire risk?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the system extends into the private flats is it suitable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has remote transmission of the system been considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

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

The roof top lift motor rooms and the small electrical cupboards/ rooms do not have automatic fire detection fitted this is because these areas have very low fire loading

or are located above the habitable areas of the building and have restricted access to authorised personnel only so a control is placed on the contents of these areas. The roof level lift motor rooms are separated by a concrete floor slab from the residential areas below them and the plant and electrical wiring is on a planned, preventive maintenance programme with regular servicing by professional external contractors. There have been no recent incidents of fire within any plant/lift rooms or electrical rooms/areas in TMO controlled buildings, therefore I believe that not automatic fire detection is needed in these areas. The basement area does not have automatic fire detection fitted because this area is fire separated from the residential parts of the building again by a concrete floor slab.

There was no access to all the individual dwellings but from the flats looked at there appears to be a mixture of different types of domestic smoke alarms, there are self contained battery operated ones and also electrically powered/operated hardwired ones, it is not known if automatic detection is in every flat.

TMO in news letters etc has advised residents to fit domestic smoke detectors and there are some central records of devices being fitted in some flats 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 provided 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 heat alarms are fitted within a dwelling the occupant/resident is responsible for any testing of the device.

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?

✓		
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Are all the fire extinguishing appliances readily accessible?

✓		
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Comments or observations:

There are no portable fire fighting appliances provided within the common parts of this building this is in accordance with the guidance in the document issued by the Local Government Group, Fire safety in purpose-built blocks of flats (July 2011) and because of advice from London Fire and Civil Defence Service. Under normal circumstances it is good practice for extinguishers to be located in a building along escape routes and near exits but as residents in an accommodation building are not trained to use portable fire extinguishers none are provided. The presence of fire extinguishers may encourage people to tackle a fire when, they should be evacuating the building and additionally any fire extinguishers provided could be stolen and /or misused as there are no permanent staff/employees on site. So with the recommendations of the guidance in mind portable fire fighting equipment is only located in plant rooms and other similar ancillary areas of TMO controlled buildings. It is not known if any portable fire fighting equipment has been purchased by residents for their own private dwellings, in news letters to the residents there have been fire safety articles containing basic instructions in relation to the safe use of portable fire fighting equipment.

Fire extinguishers are provided in the roof level lift motor and plant rooms, in the electrical rooms and in the basement level boiler room.

With the coming into force of BS 5306 Part 8 2012 the principles of the 2000 document in regard to dry powder fire extinguishers being used/discharged in a confined space because of the sudden reduction of visibility which may temporarily jeopardise any escape, rescue or other emergency action has been extended. Previously water based extinguishers were the preferred option in hospitals, old people's homes and hotels. Now dry powder fire extinguishers should not normally be specified for use indoors unless mitigated by a Health and Safety assessment, the only dry powder fire extinguishers in this building are in the basement boiler room which is a large open plan area and these would only be used by trained employees. Therefore I believe that locating these dry powder fire extinguishers in this location is acceptable because it is not a small confined area.

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 caretakers walk the building on a regular basis and there are defect reporting policies and procedures in place so that any discrepancies or damage can be repaired or items replaced. The Fire and Rescue service can be called at any time by any resident if there is an emergency situation and the tenant would meet the Fire Service on their arrival as would be the situation for a fire in any private dwelling.

The Health and Safety Advisor of the TMO has regular liaison meetings with the local fire and rescue service commander to pass on information and arrange familiarisation visits if needed or requested.

As far as I can tell and from information I have been given the policies and procedures are subject to reviewing at set intervals or are altered if new or relevant information becomes available.

21. TRAINING AND DRILLS

YES NO N/A

Are TMO employees given adequate fire safety instruction and training on induction and adequate periodic "refresher training" at suitable intervals, with records kept?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Is the content of the staff training provided suitable with practical instruction on fire fighting equipment?

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

All TMO employees receive induction training which includes fire training periodic "refresher training" at regular intervals, records of this training are kept by the Human Resources (HR) department at 300 Kensal Road North Kensington. Caretakers, wardens and office managers receive training to be fire marshals/ wardens by a third party fire training company the fire warden are also the nominated persons and by being recorded as a fire warden you are also the nominated person, training records again kept by the HR department. The topics and areas covered by the training packages are available from either TMO's HR or the Health and Safety team or direct from the training provider. I have been shown copies of the training documents and they appear to cover all the areas and topics that are mentioned in the H M Government risk assessment guidance booklets. The practical training involves using the types of portable fire fighting appliances currently provided in the TMO buildings.

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

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

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

22. CO-OPERATION WITH ANY OTHER EMPLOYERS

YES NO N/A

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

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Have you received appropriate information on other occupiers fire risks and general fire precautions?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly and annual testing and servicing, under load of any back up/stand by generators, with records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments or observations:

There is an emergency lighting system installed in this building, according to information TMO electrical asset register the last annual service was on the 4th November 2010, could it please be confirmed that this system is subject to an annual maintenance contract and that testing, servicing and maintenance is being carried out on the system with records kept.

RGE Services are under contract to TMO to provide portable fire fighting equipment, testing, servicing and maintenance, the fire extinguisher in the lift motor rooms, the ground floor electrical rooms and the basement boiler room were out of test date according to the contractors label on the extinguishers. The last test date was on the 9th February 2011.

From the asset records provided to me by the TMO the lightning protection system on this building is subject to a maintenance contract and that testing, servicing and maintenance is being carried out on the system by professional third party contractors on a planned preventive maintenance programme with records kept centrally by TMO at the "Hub" and by the contractor.

It is not known if the caretaker is undertaking the monthly occupier's tests of the installed emergency lighting system, fire extinguishers and structural items as per the caretakers check list with the results being kept as a record of testing having been undertaken.

Definitions:

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

"responsible person" means—

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

"relevant persons" means—

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

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

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

Combustible materials: A substance that can be burned.

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

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

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

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

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

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

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

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

Travel distance: The actual distance to be travelled by a person from any point with-in the floor area to the nearest storey exit or final exit, taking into account the layout of walls, partitions and fixings in the building. If the building has been constructed in accordance with The Building Regulations and no unauthorised alterations have then place then the travel distances will be satisfactory.

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

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

Who is at Risk in the building:

This is a term used in risk assessment documents and the Fire Safety Order 2005, for the purposes of this risk assessment persons who are at risk are deemed to be anybody who is lawfully entitled to be in the building, ie relevant persons, but

excluding fire fighters engaged in emergency activities. Please see the definition of "relevant persons" as described above.

Young person:

- (a) A person aged 16 years, from the date on which he attains that age until and including the 31st August which next follows that date.
- (b) A person aged 16 years and over who is undertaking a course of full-time education at a school or college which is not advanced education.
- (c) A person aged 16 years and over who is undertaking approved training that is not provided through a contract of employment.

REFERENCES:

Fire Safety Design and Management

BS 5588-12: 2004. *Fire precautions in the design, construction and use of buildings Managing fire safety*. Now incorporated in:
BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings and BS 9991:2011*.
LACoRS. *Housing Fire Safety Guidance (Now Local Government Regulation)*
Local Government Group Fire safety in purpose-built blocks of flats (July 2011)

Fire Detection and Fire Alarm Systems

BS 5839-1: 2008. *Fire detection and fire alarm systems for buildings - Code of practice for system design, installation, commissioning and maintenance*.
BS 5839-6: 2004. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings*.
BS 5839-8: 2008. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems*.
BS 5839-9: 2003. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems*.

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets*.
BS 5306-3: 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: 2000. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose*.
BS 5306-0:2011 *Fire protection installations and equipment on premises Part 0: Guide for selection of installed systems and other fire equipment*
BS EN 1869: 1997. *Fire blankets*.
BS ISO 14520-1:2006 *Gaseous fire-extinguishing systems. Physical properties and system design. General requirements*

Emergency Escape Lighting

BS 5266-1: 2011. *Emergency lighting - Code of practice for the emergency lighting of premises.*

BS 5266-7: 1999 (BS EN 1838: 1999). *Lighting applications - Emergency lighting.*

BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems.*

Fire Safety Signs

BS 5499-1: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.*

BS 5499-4: 2000. *Safety signs, including fire safety signs. Code of practice for escape route signing.*

BS 5499-5: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Signs with specific safety meanings.*

BS 5499-10: 2006. *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.*

Fixed Fire Extinguishing Systems and Equipment

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*

BS 9990: 2006. *Code of practice for non-automatic fire-fighting systems in buildings.*

BS EN 12845: 2004. *Fixed fire-fighting systems - Automatic sprinkler systems - Design, installation and maintenance.*

Miscellaneous

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

BS 7176: 1995. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4: 2007. *Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.*

BS 7671: 2008. *Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.*

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

Lightning

BS EN 62305-1: 2006. *Protection against lightning. General principles.*

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

BS EN 62305-3: 2006. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4: 2006. *Protection against lightning. Electrical and electronic systems within structures.*