REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment for:

Markland House, 28 Darfield Way, London W10 6UA

for

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

TMO Property reference number UPRN S217008560002

By Carl Stokes on the 21st January 2016

Suggested review date: January 2017 with a new FRA in Jan 2019
or before, if any significant changes have taken place, in or adjacent to this building

DATE	REASON FOR REVIEW	BY WHOM	OUTCOME

Area(s) covered by this fire risk assessment:
The common parts of the building, the staircase and its landings, the flat/lift lobby areas, the refuse chute areas, the ground floor electrical intake and water pump rooms, the bin storage and bulk storage area, the walkways of the residents storage area, the sprinkler valve cupboard, the unused mezzanine areas above the storage areas, the caretakers offices on the ground floor, the roof level lift motor and plant rooms, the external roof and the area surrounding this property.

Area(s) not covered:
All the private residential apartments, the ground floor electrical substation, the offices on the ground floor used by Cofley, any enclosed spaces, ducts etc the insides of the residents storage areas and any other part of the building not identified above.

The significant findings and action plan of this Fire Risk Assessment are inserted next with this document continuing on page 2.

It is the policy of the TMO to take all reasonable steps to protect all relevant persons including residents, employees, visitors, contractors, any members of the public or any other persons who are lawfully on the premises, from potential injury and damage to their health which might arise whilst they are on these premises. When entrusting tasks to an employee their capabilities are taken into account as regard to Health and Safety so far as they relate to fire aspects. The aim of the fire risk assessment is to comply with The Regulatory Reform (Fire Safety) Order 2005.

The occupier takes the duties imposed by the Equality Act very seriously and seeks to ensure that all reasonable adjustments are made to enable people with disabilities to be treated fairly and not to be placed at any substantial disadvantage as required by The Regulatory Reform (Fire Safety) Order 2005.

Legal Statement

This risk assessment has been undertaken as a requirement of The Regulatory Reform (Fire Safety) Order 2005, the enforcing authority, ie "the police" for the FSO are the fire and rescue authority for the area in which the premises are situated, (Article 25 of the FSO). It is the local Fire and Rescue Service who therefore have the power to undertake an audit of the fire risk assessment to determine if it is suitable and sufficient or not. Other agencies can ask if you have completed a fire risk assessment but it is not for them to view, enforce or make judgement on.

You do not have to give a copy of your risk assessment to anybody, not even the fire authority, if you do give them a copy this could be used against you at a later date. Under Article 9, headed Risk Assessment sub sections 6 and 7 of the FSO it states:

(6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—
   a) he employs five or more employees;
   b) a licence under an enactment is in force in relation to the premises; or
   c) an alterations notice requiring this is in force in relation to the premises. (It is very unlikely that an open air even would have an alterations notice)

(7) The prescribed information is—
   a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and
   b) any group of persons identified by the assessment as being especially at risk.

So legally you have to record any significant findings from the risk assessment if you fall into the categories of 6 a to c above and have this available to be inspected.

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

Responsible Person:

Chief Executive of the Royal Borough of Kensington and Chelsea

Building Owners/ Landlord:

The Council of The Royal Borough of Kensington and Chelsea

Person Consulted during the Assessment:

Mr Ozwaldo Martinez of the Tenant Management Organisation (TMO) of the Royal Borough of Kensington and Chelsea and resident's of this building.

Assessment completed by:

Mr C Stokes, **ACIArb, FPA Dip FP (Europe), Fire Eng (FPA), NEBOSH, FIA BS 5839 Part 1 System Designer, BS 5839 Part 6, Competent Engineer BS 5266, IFE Assessor /Auditor (FSO). 19 years Fire Safety experience with local Fire Authority, in enforcement and auditing roles, 7 years as an independent fire risk assessor. Member of the construction industry CPD certification Service for 13 years. Professional indemnity insurance cover provided by Hiscox. Enhanced CRB checked.**
Contact details: carlstokes@firesafety-consultant.co.uk or [redacted]

H M Government Guide used:

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

Any other guides that may be relevant:

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

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

The Equality Act 2010

Building Information

This fire risk assessment was carried out when the building was in normal use and only a visual inspection has been undertaken of the buildings structure and no invasive structural investigation was undertaken to complete the risk assessment. If there was any concern about hidden structural damage or lack of structural integrity of the buildings structure this will be raised with the landlords and commented upon within the following report. As far as I am aware the construction and any refurbishments of this building have gone through the Building Regulations process. Information has been gathered from the buildings occupants and employees of TMO and from an analysis of documents provided by TMO, there is no external cladding on this building.

Description of the building;

This is a purpose built standalone square shaped, 23 storey residential tower block situated off a public road. There is a roof level lift motor room, a plant room and 2 empty areas, the roof is accessed via a secured door on the 20th floor level, this door can only be opened with specific keys, to restrict this area to authorised personnel only. On 2 side of this building is a road with grassed and paved areas on the other 2 sides. This building has two evacuation/ fire fighter lifts, these lifts serve alternate floor levels up to the 19th floor level, the 20th floor does not have lift access. There is a protected staircase located off the flat/lift lobby areas which runs the height of the building, including up to the roof level. The individual flats are accessed from the flat/lift lobby areas on each floor level from the 1st to the 20th floors. There is an externally accessed electrical substation located in a secure ground floor area of this building. This 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 at the time of the assessment and there are no high voltage luminous tubes for signs etc in or on this building. The access arrangements to this building have been considered and the arrangements appear to conform to Part B5 of Approved Document B of the Building Regulations. Any changes to road layout etc away from these premises are outside the control of the responsible person.

Construction of the Building;

This is a concrete and brick constructed building with a flat external roof, the staircase, the landings and the floor of the building are constructed of concrete, the protected staircase has exposed brick walls, as do the balconies, the lift lobby area have brick work and painted rendered walls. The staircase is separated from the lift/flat lobby areas by a fire rated glazed screen. To access the staircase from the flat/lift lobby areas there is a 30 minute self closing fire rated door to an open balcony area then another self closing fire door back into the protected staircase. There appears to be no hidden voids apart from the normal service duct and sanitary ones, in this building or sandwich panels used. There are no apparent unusual elements of building construction that were considered to add a significant additional contribution to the fire risk.

Use and Layout of the Building;

There are 80 self contained private domestic apartments in this building in total, 4 flats per floor level, the ground floor entrance hall area is completely sterile and has a high ceiling up to the underside of the 1st floor level. Half of the ground floor level of this building is occupied by the offices, some used by the caretaker others by a contractor, Cofley, the remainder of the ground floor is a water pump room, bin storage area again with high ceilings. A residents storage area with small cupboards for the storage of personnel items, a store room and an electrical rooms with unused storage areas above them at the mezzanine level. There is a purpose built domestic refuse chute in this building. The TMO have plans/drawings showing the layout of this building, none are attached to this fire risk assessment.

The evacuation strategy for this building;

For the residential areas of this building.

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

For the office area on the ground floor.

The evacuation strategy for the offices on the ground floor of this building is that if the fire alarm system activates then any persons in the offices will evacuate and go to the assembly point outside of this area. These offices are totally separate from the remainder of this building with no interconnecting doors between the occupancies. When constructed or when any alterations were carried out including fit outs etc for these offices the Building Regulations would have applied and this would have been classed as a mixed used building, with the appropriate separation and construction requirements between use groups applied.

Number of individual private dwellings in this building:

80

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. This also includes determinations issued by the Secretary of State concerning the Fire Safety Order in particular the one about the retrospective fitting of cold smoke seals on fire rated doors. The reports, including the Coroner's ones issued after the Lakanal House fire (Camberwell London) , Shirley Heights fire (Southampton) and the Prestatyn maisonette fire (North Wales) have been studied and where relevant any information contained within these reports has been incorporated into this FRA.

Any other relevant information on this premises

This building along with some others on the Silchester Estate had refurbishment work undertaken on them is 2011 and 2012, this refurbishment work was undertaken within TMO tenanted dwellings and in some common parts of buildings. This decent homes work to the tenanted apartments consisted of replacing fixed electrical wiring, the installation of new domestic lighting and the fitting of domestic hard wired, battery backup electrically powered interlinked domestic smoke and heat fire alarms. A domestic smoke detector/sounder was installed in the hallways of the dwellings and the interlinked heat detector/sounder in the kitchens. Some dwellings also had new kitchens and bathrooms fitted as part of this project.
As a side element of this work there was also the fitting of new 30 minute self closing fire rated apartment entrance doors to the tenanted flats, please see section 12 of the main document for more information on this topic. The scope of the works and any other information is held by the TMO in the buildings/site's premises files or the project files. As far as I know there were no structural changes undertaken during this refurbishment work.

FIRE RISK ASSESSMENT

FOR: Markland House, 28 Darfield Way, London W10 6UA

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?	✓		
Are fixed installation periodically inspected and tested?	✓		
If appropriate, is portable appliance testing carried out?			✓
If any electrical appliances are present, are trailing leads/ adapters suitably limited and sockets not overloaded?			✓

Comments or observations:

According to the contractors label on the landlords electrical supply/distribution board located in the ground floor level externally accessed electrical room the last 5 years fixed electrical wiring test of the landlords areas of this building was undertaken on the 30th April 2015. According to this Stewards Electrical Limited contractors testing label the fixed electrical wiring in this building is due to be retested April 2019, there were no outstanding items indicated on this contractors label.

The electrical supply/distribution boards and the other associated electrical components in the externally accessed electrical intake room at the rear this building appeared to be industry standard items and are where appropriate are housed in standard lockable containers. The caretakers carry out regular visual inspections of the lighting systems which is the main electrical installation in the common parts of this building and which is on a different electrical circuit from the apartment's ones. The caretaker inspections also encompasses this electrical intake room, the electrical meters for the individual apartments are located within each individual flat along with the individual apartment's electrical supply/distribution board. There are no electrical devices, items of equipment or supply boards etc on display on the common parts of this building. Off the rear balcony area of each flat/lift lobby area, on the refuse balconies, there are two electrical service ducts which run the height of the building, there are some electrical components in some of these risers on the floor levels which have doors on to the risers to access the components. In the cupboard on the 20th floor level is the secondary power supply for the 2 fire fighter lifts. Some of the lighting units on the flat/lift lobby areas, on the staircase landings and in the entrance hall etc, the means of escape route of this building 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. Any defects can also be reported at any time by a resident direct to the TMO's 24 hour help line.

There are no electrical sockets on display in the common parts of this building, on the landings of the staircase, on the open external balconies or lobby areas or on the flat/lift lobby areas. So no trailing leads or multi plugs are used in this building. There are no solar thermal or photovoltaic systems on or attached to this building. Portable electrical appliance testing (PAT) is not carried out on any resident's private electrical items.

In the caretakers office area some items of electrical items had Portable electrical Appliance Testing (PAT) labels on them and some did not, some of the electrical items were in test date and again others were not. Please see the significant findings sheets regarding this issue.
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?	✓		
Is the smoking ban suitable enforced, in the common parts with "No Smoking" notices displayed at the entrance(s)?	✓		
If located are the external smoking areas appropriately sited with suitable receptacles provided?			✓
Does the no smoking policy appeared to be observed at the time of the inspection?	✓		

Comments or observations:

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

3. ARSON	**YES**	**NO**	**N/A**
Does basic security against arson by outsiders appear reasonable?	✓		
Are combustible and waste materials kept away from the outside of the premises?	✓		
Are the external refuse containers/rubbish bins suitably secured against an external arson attack?	✓		
Is the refuse storage area kept reasonably tidy and the amount of waste material kept to a minimum?	✓		

Comments or observations:

There is an electrically operated door entry control system on the entrance door of this building this is to restrict entry to the building to authorised personnel only, the installed CCTV system records all persons who enter the building.

Key fobs are used by the residents and there is an intercom system for visitors to the building, on the wall by the entrance door of this building a fireman switch override device is located. This was tested at the time of this assessment and it worked correctly and released the locking mechanism of the entrance door.
This entrance/exit door is fitted with a self closing device so that the door closes automatically thus maintaining the security of the building, this worked correctly at the time of this assessment and closed the door fully.
The entrance/exit door of this building is opened by using a push button near to the door which opens the door from the staircase side without the need for a key when leaving the building. I am told this door fails safe to the unlocked position if there is a power failure.
Combustible and waste materials are kept away from the exterior of the premises as far as possible, with the road and area around this building clear of any rubbish and waste etc.
There is a purpose built domestic rubbish chute located in this building, this refuse chute empties directly into the bin room which is at the base of the refuse chute, this bin room is located at the rear of this building and is externally accessed from the road. The refuse goes into a medium sized industry standard metal rubbish bin, the openings of this refuse chute are located off each flat/lift lobby area in a fire separated open to air balcony area. This balcony area is fire separated from the flat/lift lobby areas by two fire rated self closing doors which have Georgian wired fire rated glazing in them. On the external walls of these refuse chute areas there are louvered or mesh grills in the external wall so that there is natural ventilation of this area, this is the original design arrangement for this building.
The bin storage room is fitted with metal folding doors, this bin storage area is fire separated from the remainder of the building apart from the refuse chute, in the wall of the bin room which backs on to the lift lobby area there are glass bricks at high level. There is a steel shut off plate built into the refuse chute at its base in the bin room so that the chute can be isolated from the bin room. All the rubbish and waste was contained within the bins in the bin store with no loose rubbish or waste on the bin room floor. There was no rubbish or waste piled up on the floors under the refuse chute openings at the time of this assessment.
There are recycling bins located outside the bin room, these are industry standard metal containers with lids for use by the residents of this building, the area on the floor around these recycling bins was clear and in a tidy state at the time of this assessment. There were no bulk items in the vicinity of these recycling bins awaiting collection.
The bulk storage area was quite fully with amounts of bulk waste awaiting collection, the double doors to this area were secured locked shut. From information given to me bin storage area fires have not been a problem in the local area but to minimise the amount of waste the refuse is collected regularly by the local council.

4. PORTABLE HEATERS & HEATING INSTALLATIONS	**YES**	**NO**	**N/A**
Is the use of portable heaters avoided as far as practicable, in the areas covered?	✓		
Are fixed heating boilers/installations subject to regular maintenance, including any gas supply?			✓

	YES	NO	N/A
Are suitable measures taken to keep combustible materials and waste away from boilers or heaters?			✓
Are gas safety checks carried out in the building?	✓		

Comments or observations:

Portable heaters are not used in the common parts of this residential building. There is no fixed heating/boiler system for the whole building, each individual apartment has its own heating and hot water system.
Any gas supply and boilers for the TMO tenanted flats are on a planned preventive maintenance and servicing programme. The gas meters for any individual apartments with a gas supply connected are located within the individual dwelling. The Link magazine regularly includes a "performance chart" of which one of the featured performance indicators is gas servicing, this is currently showing that the percentage of the tenanted properties with valid gas safety certificate is nearly 100%. The actual figure for the year September 2013 to September 2014 is 99.9%, the remaining point 1 of 1% of tenanted dwellings without an annual gas safety certificate are noted and targeted so that the goal is to have a 100% compliancy rating.

5. PLANT and FIXED EQUIPMENT	YES	NO	N/A
Does the plant look in good working order?	✓		
Is combustible material kept away from the plant or equipment?	✓		

Comments or observations:

Both of the lifts installed in this building/tower are fire fighting/evacuation lifts, the lift motor room and other items of plant etc are located in a purpose built room located on the roof level of this building above the lifts. At the time of this assessment there did not appear to be any leaks of oil or other types of liquid from any plant or machinery here or from the other plant in the other roof top rooms. There is a planned maintenance programme of inspections for the lift machinery /plant within this building which is carried out by a third party contractor, Express Lift Services Limited, part of the Alliance Group. The records are 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 date in the lift record book for each lift was the 5th January 2016, there were no adverse comments from the lift engineer at the time of this last service about the operation of these lifts.
The lift motor room has its own secure metal door at the roof level, there is also a secure metal door on the 20th floor level staircase landing.
Externally accessed at the ground floor level at the front of this building is a water boost pump room, this room contains water pumps which pump water up to the dwellings. These pumps are on a planned maintenance programme of inspections according to the contractor's information and service booklets in this room, the third party contractor, Cofley's last service of these pumps is not known as the pages of the Cofley service book are all blank.

At the time of the risk assessment there did not appear to be any leaks of oil or other types of liquid from any plant or machinery and there was no storage of any kind in this pump room.
There was no storage in this water pump room at the time of this assessment.
The extraction system at the roof level is regularly inspected.
There was no access to the electrical substation located on the ground floor of this building as this is a restricted area to employees of the Utility Company but it is assumed that this area is kept clean and tidy and any equipment maintained and serviced in accordance with any contractual agreements.

6. COOKING and LAUNDRY FACILITIES	**YES**	**NO**	**N/A**
Are reasonable measures taken to prevent fires as a result of cooking?			✓
Is there a suitable design and layout of the cooking area?			✓
Are reasonable measures taken to prevent fires if any laundry facilities are located in the building?			✓
Are any filters changed or cleaned on a regularly basis if fitted in any cooker hoods or tumble dryers in laundries?			✓
Are any filters changed and ductwork cleaned on a regular basis in any kitchen/laundry extract systems?			✓
Are there suitable extinguishing appliances available?			✓

Comments or observations:

There are no cooking or laundry facilities located in the common parts of this building, kitchens are located in each residential dwelling with the occupier being responsible for the maintenance of these domestic cooking areas and also any laundry equipment contained within their dwelling.
In the ground floor level office area there is a tea room, this is located along the central corridor from the caretakers office which is the 1st office on the left as you entre this office area. In this tea room there is a kettle, a fridge, a microwave and toaster etc, this room is used to make hot and cold drinks and snacks for the caretaker and also any contractors who are in this area.
This office area and this tea room are used by the caretaker and the contractor, along with any invited guests only, the two doors to these offices are locked shut at all times. Any visitors to these offices can ring the door bell on the entrance door by the caretakers office to attract any persons in these offices who then can go to the door and let them in. There is no extraction system in this kitchen area as the amount of cooking is minimal and natural ventilation in the area is sufficient to dispel any cooking fumes.

7. LIGHTNING	**YES**	**NO**	**N/A**
If a lightning protection system is installed on the building does it look in good condition?	✓		

Comments or observations:

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

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

Comments or observations:

The TMO has decided that the policy on items in the common parts of this building will be a "managed" one. This is because the structural elements of this building are concrete and brick ie non combustible, this means that items can be on the flat/lift lobby areas, but not on the landings of the staircase. The amount and type of items is monitored by regular caretaker inspections. So push bikes or push chairs etc could be left in these areas, but they must not cause an obstruction and there must not be combustible items stored here, this includes items piled up on any push chairs etc. At the time of this assessment there were no push chairs and push bikes in these areas. No items should be left on the refuse balcony areas or of the external balconies off the staircase as I believe that there will be little or no control over items left in these areas.

The caretakers or contract cleaners ensure that any quantities of waste and combustible material are removed from the building to the external bin room, therefore not allowing a build up of any combustible waste materials or rubbish in the common parts of these buildings. It is part of the landlords cleaning contract that the cleaning contract's manager undertakes regular inspections to see that all the areas of the building are kept free of combustible storage and waste.

At the time of this assessment the means of escape route in this building, the flat/lift lobby areas and the staircase enclosure were clear of any combustible items or storage. The residents have not introduced any other items into the common parts of the building, apart from some residents do have door mats outside their flat doors, these are low risk and did not appear to cause an obstruction or be a trip hazard.

The staircase and its landings have an exposed concrete floor surface with the flat/lift lobby areas and the entrance hall area having tiled flooring, no areas of floor were seen to be damaged at the time of this assessment.
There is a purpose built domestic waste rubbish chute installed within this building, the openings of this refuse chute are located on the refuse chute area off each flat/lift lobby area. The area on the floor under the refuse chute openings was free of any rubbish or waste. The secure bin area is located at the ground floor level and is externally accessed, the bin room was clean and tidy with no loose items of rubbish in the room or on the floor at the time of this assessment, all the waste was contained within the refuse bins.
The roof level lift motor room and the plant rooms along with the ground floor level electrical and the water pump rooms were free of any storage the time of this assessment. The ground floor resident's storage area and the room next to it are protected by a fixed sprinkler system, please see section 19 below for more information on this system.
The buildings electrical intake room is located on the ground floor level at the rear of this building and is externally accessed, this room contains the landlords electrical components etc, this was empty apart from the electrical components.
The offices were reasonably tidy with the central corridor clear of any storage.

9.HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS & BUILDING WORK

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

Comments or observations:

Only authorised contractors, who have to provide method statements and schedules of work or TMO employees carry out work for the TMO in this building, the TMO has policies and procedures for contractors or in house employees carrying out work in their buildings, including "hot work" or other permit work. These policies and procedures are kept under review and altered as and when necessary or in the light of new information. If any contractors or tradesmen are employed by a leaseholder or tenant directly and the TMO is not informed then the TMO has control over these contractors or tradesmen and these persons are outside the control of the TMO. According to the TMO policies, contractors employed by the TMO or TMO employees are advised on procedures to undertake when lone working takes place. TMO instructed contractors or tradesmen are advised that when work is carried out that waste and building materials should not be allowed accumulate and obstruct or block exits and escape routes nor should final exit doors be propped or wedge open to aid the workmen.

If openings are created in fire resisting partitions or compartments suitable preventive measures must be put in place to maintain the fire separation within the building until these openings are closed again.
It is assumed that any tools or items of equipment used and owned by any contractors or tradesmen and brought onto the premises are suitable for the work to be undertaken and in a good state of repair. No checks or inspections are undertaken on any items of equipment or tools of any contractors or tradesmen.
No construction, refurbishment or maintenance work was being carried out in the common parts of this building at the time of this assessment nor were there any contractors on site working in the common parts of this building.

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?			✓

Comments or observations:

There are no dangerous substances stored or used in the common parts of this building, this includes the bulk and normal storage areas, 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?	✓		

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?	✓		
Is the design of the escape routes adequate?	✓		
Is there suitable protection of escape routes?	✓		
Are the escape routes unobstructed?	✓		

	YES	NO	N/A
Are the escape routes suitable for buildings occupancy?	✓		
Do the escape routes lead to suitable final exits?	✓		
Are there reasonable travel distances, both in a single and alternative direction, if applicable?	✓		
Are travel distances in dead ends suitably limited?	✓		
Are travel distances suitable for disabled people?	✓		
Is there adequate provision of final exits?	✓		
Are exits easily and immediately openable where necessary?	✓		
Where necessary do the fire exits open in direction of escape route?	✓		
Do the final exit doors have appropriate securing devices?	✓		
Do the dwelling entrance doors appear to be fire rated?		✓	
Are any other doors protecting the escape route suitably fire rated and in a good condition?	✓		
Where appropriate are any fire doors fitted with self closing devices and do these function correctly?	✓		
Are store and cupboard fire doors kept locked shut?	✓		
Where appropriate are the doors/flaps to rubbish chutes or the fire doors to the rubbish chute rooms suitable?	✓		
Is the floor covering suitable to prevent slips, trips and falls?	✓		

Comments or observations:

This building appears to have been constructed in accordance with the Building Regulations at the time of construction with the layout of this building, the travel distances, the escape routes, the width of the escape routes and the exit appropriate for the present use. The means of escape route in this building leads directly to a final exit at the base of the staircase, this is the buildings main entrance door, this entrance/exit door opens in the direction of travel. Both of the fire doors on each floor, from flat/lift lobby area to balcony and from balcony to staircase open in the direction of travel from the building.
To exit the building at the ground floor level there is a push button over ride device to release the locking mechanism on the entrance/exit door this is used every time by persons leaving the building.

From information I have been given in the event of an electrical power failure the locking mechanism on the buildings entrance door defaults to the unlocked position. There was adequate protection for the means of escape route from the building with no visual damage observed during the assessment, there are no openings off the staircase apart from the staircase doors. The staircase of this building is fire protected for its full height with fire rated screens of Georgian wired glass separating the flat/lift lobby areas from the staircase enclosure, there are two self closing fire rated doors between each flat/lift lobby area and the staircase.
At the ground floor level the staircase is not fire separated from the lift lobby area, there is a partition of glass bricks, a metal framed screen with safety glass in it and a metal door with round glazed vision panels. I believe that the currently installed screen and door are suitable to provide separation between the lift lobby area and the staircase because these are both sterile areas and the construction of these areas is of concrete. So I believe that no further action is needed on this issue, if items are stored in this ground floor area or the screen and door are changed in the future then any new structure should comply with the Building Regulations requirements for a fire rated screen and self closing fire rated door, at the time of fitting.
On each flat/lift lobby area the only openings are the apartment entrance doors and the doors to the open to atmosphere balcony. The tenanted apartments within this building had a few years ago their flat entrance doors replace with new door sets. These door sets are self closing 30 minute certified fire rated doors which meet the requirements of the Building Regulations, if there is glazing in the new doors is fire rated. The letter box on these new doors is fire rated and cold smoke seals are fitted as standard, there is a level threshold for compliance with Part M of the Building Regulations. A key is not needed to open these new flat entrance doors from the internal face of the door again complying with Building Regulation requirements. Information on these new doors which also have acoustic, safety and security properties (PAS 23 and 24) as well as fire along with the fire certification documentation is held at the Hub in the TMO offices.
The other flat entrance doors which have not been replaced are solid fire rated doors these are the originally fitted doors, please see the significant findings sheets for more information on the flat entrance which have not been replaced by the TMO. On the flat entrance doors that have not been replaced the standard letter box and flap is in the lower half of the door 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. These original flat entrance doors are not fitted with self closing devices.
It is TMO's policy that if flats are refurbished or when new tenants move into a flat then the self closing device fitted to the flat entrance door is accessed. If the self closing device does not close the door fully or one is not fitted to the door then a new appropriate self closing device is fitted.
Some residents have erected lockable metal gates externally to their flat entrance door for added security, it is assumed that residents are able to unlock these quickly in an emergency to make their escape in case of fire for instance. In addition to the flats identified in the previous fire risk assessment another occupant has now fitted a metal security gate externally over their flat entrance door for added security. Please see the significant findings sheets for more information on this issue.
Above the fire doors to the refuse chute balcony area and both of the fire doors to the staircase there are boarded in small transom light areas, these boards appear to

be fire rated or if they are not they appear to be substantial enough to be suitable for their purpose.
On some of the refuse chute balcony areas off each flat/lift lobby area there are located metal or timber doors to pipe or cable riser ducts all of these doors were locked shut at the time of this assessment. The door/flap to rubbish chute openings of the purpose built refuse chute were suitable and shut fully at the time of this assessment. On the staircase landing and on the flat/lift lobby areas there are metal cover plates over other service ducts.
Both sets of fire doors onto the staircase from each of the flat/lift/lobby areas and the two fire doors to the refuse chute area also from the flat/lift lobby areas are fitted with self closing devices these all worked correctly at the time of this assessment and closed the doors fully onto their stops. There are cold smoke seals fitted to all 4 of these self closing fire doors, some of these cold smoke seals are damaged or missing. It is not a requirement of the Building Regulations to fit cold smoke seals to fire rated doors that face onto an external route but the TMO have fitted fire doors with cold smoke seals to these areas.
So these cold smoke seals must be maintained in a good condition. Please see the significant findings sheets for more information on this issue.
At the time of this risk assessment the escape routes were clear of obstructions, apart from on some flat/lift lobby areas there are cables hanging down from the ceiling and walls, please see the significant findings sheets for the locations of these cables.
The flooring of the common parts of this buildings appearing suitable to prevent slips, trips and falls during an evacuation, there were no signs of any damage to the floor surface any unevenness. The caretaker carry's out checks and reports 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.
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?	✓		

Comments or observations:

At the time of the risk assessment there was no evidence of any resident within the premises who suffers from sensory impairment that would prevent them from hearing a shouted warning of fire.
TMO have introduced a comprehensive programme to gathering information about tenants including any disabilities and their physical ability and mobility to respond to any emergency situations. This information will be imputed on a "TP Tracker system" and held centrally.
The additional information will be used to assess if residents may require additional devices to provide them with early warning of smoke/fire in their home and/or development of a Personal Emergency Evacuation Plan (PEEPs).
The lifts in this building are firefighter/evacuation lifts and could be used as part of the evacuation strategy for disabled persons but if these lifts were used this would be under the control of the fire service, if they were in attendance. Before the fire service arrive at this building these lifts could be used by the residents or perhaps TMO/RBKC staff. This policy is in accordance with guidance given in the H M Government risk assessment document Sleeping Accommodation.
I would recommend that the staff are trained on how to use these firefighter/evacuation lifts and that any keys needed are kept really available.

14. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

It is considered that there is:	YES	NO	N/A
A reasonable standard of compartmentation provided?	✓		
A reasonable limitation of the fire loading in the means of escape routes/corridors that might promote fire spread?	✓		
The wall and ceiling linings are in a good condition?	✓		
If fitted, is any fire rated glazing in good condition?		✓	
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?			✓
If fitted, is the ductwork of any mechanical ventilation system cleaned and any filters changed regularly?			✓

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.
The roof level of the building has been classed as one compartment with no fire rated areas or rooms although there are doors to the roof level rooms which sub divide the area up, this approach has been adopted because this area is above the residential areas and any fire could vent easier if there is no fire resistant structure thus improving the conditions for any fire fighting activities if they are needed.
There were no visible breaches of the compartment or wall and ceilings linings at the time of this risk assessment, apart from the one area mentioned on the significant findings sheets and the metal duct covers which are not securely fixed back to the walls on the flat/lift lobby areas. These are heavy pieces of metal sheet and have the potential to seriously injury somebody if they fell on them. I would recommend that in future that checks are carried out after contractors have undertaken work in the building to make certain that all inspection/cover plates are fixed back securely to the walls and any repairs to any wall or ceiling linings have been made good so that the wall and ceiling linings are kept in a good state of repair.
At the 19th and 20th floor levels there are hatches in the ceilings/floors, it is not known if these hatches are constructed of fire rated materials, please see the significant findings sheets fore more information on these hatches.
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. There is fire rated glazing in the screens of the staircase enclosure and is all of the fire doors off the flat/lift lobby areas to the refuse chute areas and in the 2 doors to the staircase. All of this Georgian wired fire rated glazing was in a good condition at the time of this assessment, with no cracks or damaged pieces noticed that is apart from the one piece of glazing mentioned on the significant findings sheets.
In the ground floor electrical room there was adequate fire stopping of the internal wiring routes out of this room at the time of this assessment. The non fire rated screen between the ground floor entrance lobby area and the lift lobby area is I believe acceptable because as mentioned elsewhere above these two areas are sterile.
From information provided there are no fire dampeners in this building and natural ventilation is used to vent the lift/lobby areas, refuse chute areas and the staircase. The refuse chute areas via the permanently open vents of the external walls, the staircase via the openable windows on each landing and the flat/lift landing areas by the external doors.

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?	✓		
Is there adequately normal or borrowed lighting to back up any fitted emergency lighting system installed?	✓		
Where necessary, does the emergency lighting cover any external escape routes?	✓		

	YES	NO	N/A
If fitted, are all emergency lighting units, clean and visually in a good condition?	✓		

Comments or observations:

It appears that there are emergency lighting units installed on the staircase landings, on the flat/lift lobby areas, in the lobby areas between these two areas and in the ground floor level entrance lobby area that is on the means of escape route of this building. There are also emergency lighting units in the lift motor room, plant room areas, bin and storage areas, also in the office areas 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 give adequate illumination by borrowed light to the external route from the building during the hours of darkness. In the event of an electrical supply systems failure in the building the exterior lighting would still function as it is on a different electrical circuit.
The emergency lighting units/system in this building was not tested during at the time of this assessment. The installed emergency lighting system/units are self contained units. The glare limits of the emergency lighting units are with-in the acceptable ranges of BS 5266 and the colour of the light produced is white , there are no twin pack lighting units in use in this building.

16. FIRE SAFETY SIGNS AND NOTICES

	YES	NO	N/A
Is there suitable pictogram fire signage in this building?		✓	
Are any signs displayed clearly legible, fixed securely in position and unobstructed?			✓
If necessary, are there pictogram fire safety notices in the building with the assembly point indicated?			✓

Comments or observations:

In the residential areas of this building given the simple layout of this building, there is only one staircase in this building and only one entrance/exit door, so no emergency escape signage is provided within this building. This stance is in accordance with H M Government Guidance.
There is no signage on the entrance/exit door of this building describing the action of the release/securing device fitted to this door. This is because this door is released by pushing a button near the door which over rides the locking mechanism in one single action and this is used every time by person leaving the building. Under the button there is a sign which states “Push”, this system fails safe to open if there is a power cut I am told.
There are no fire action notices displayed in these buildings 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.
To aid the emergency services each floor level is permanently numbered in a large font opposite the lifts, this floor number sign can be seen from the staircase landings through the glazed screens separating the flat/lift lobby areas from the staircase.

In the office area on the ground floor there is a fire alarm system fitted, this area is now used by the caretaker and a contractor, there are no fire action notice displayed next to each fire alarm system break glass call point in these offices. There is suitable exit signage displayed so that persons are directed to either of the exit doors, one at each end of the building.
The exit doors have thumb turn devices on the inner faces of the exit doors, these devices are suitable as only authorised persons work in this area and these thumb turns open the locks fitted to the doors in a single action without a key being needed.

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?			✓
Does it have automatic fire detection, if required?			✓
Is the system suitable for the occupancy and fire risk?	✓		
If the system extends into the private flats is it suitable?			✓
Has remote transmission of the system been considered?			✓

Comments or observations:

There is no fire alarm or warning system installed in the common parts of this building that is on the flat/lift lobby areas, in the staircase, in the entrance hall area or any common part of this building. 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. There is a sprinkler system installed in the ground floor level residents storage area of this building, this is like a heat detector system. Before any work is undertaken on any TMO controlled building the work goes through the Building Control process of the local Authority and any observations or recommendations are incorporated into the project.
There was access to some of the flats in this building, in these flats there were electrically powered/operated hardwired interlinked domestic devises fitted. There was a smoke detector/sounder fitted in each hallway with a heat detector/sounder in each kitchen.
All of the TMO tenanted dwellings of this building have had electrically powered/operated hardwired interlinked heat and smoke detectors fitted in them. It is not known if automatic detection is fitted in all the leaseholder flats but there could be a mixture of different types of domestic self contained battery operated smoke alarms.
The TMO in news letters etc has advised residents to fit domestic smoke detectors and there are some central records of devices being fitted in some flats before residents moved in. London Fire Brigade (LFB) operate a policy where they will undertake home visits to domestic dwellings and fit domestic detectors, the LFB have provide home information leaflets centrally to the TMO for caretakers to deliver to residents to request these visits.
If during any LFB visits concerns are identified about fire safety issues in any dwelling then the arrangement is that the TMO are informed of this by the LFB.

It is TMO's policy that if flats are refurbished then the installed detection is assessed to see if it needs to be up graded etc by the addition of new devices.
Where domestic smoke and/or heat detectors/alarms are fitted within a dwelling the occupant/resident is responsible for any testing of the device. At the start of every TMO tenancy any installed fire detection devices within the dwelling are tested by the TMO to be certain that they are in working order. This testing of the fire detection devices by the TMO at the start of a tenancy is recorded.
A "Stay Put" evacuation strategy is currently in place for all residential flats in the building and this is considered to be acceptable.
In the office area there is a fire alarm system fitted, the coverage of this installed system appears to be suitable and appropriate. The installed fire alarm and warning system is these offices includes manually operated break glass call points, automatic fire detection and audible warning devices in accordance with British Standard 5839 Part 1 at the time of installation. The fire alarm system's control panel is located on the rear wall of these offices by the far entrance door, the entrance door at the other end of the corridor from the caretakers office. Please see the significant findings sheets for more information on this item. The fire alarm and warning system in these offices was not tested during this assessment because this fire alarm system is not powered up, the power light in the panel was not lit. So this fire alarm system is not in use, but there are persons working in these offices.

18. PORTABLE FIRE EXTINGUISHING APPLIANCES	**YES**	**NO**	**N/A**
Is there reasonable provision of portable fire extinguishers?	✓		
Are all the fire extinguishing appliances readily accessible?	✓		

Comments or observations:

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

19. FIXED FIRE SYSTEMS AND EQUIPMENT	YES	NO	N/A
Type of fixed system: Dry Riser Evacuation/Fire fighting Lift Sprinklers	✓		

Comments or observations:

There is a dry rising main installed in this building, the inlet is located at the rear of this building by the bin storage area, this is visible from the fire appliance parking place which will be on the road by this inlet. The dry riser inlet is housed in a standard red painted secured recessed box with a glass front panel, the outlets for this dry riser are also housed in standard secure metal boxes with glass front panels. These outlets are located on the flat/lift lobby areas of the even numbered floor from floor level four upwards and there is also an outlet at the roof level. The roof level outlet is not housed in a box, this is because this area has restricted access to it. There are signs fixed to the glazed screen of the staircase enclosure indicating the floor levels that the dry riser outlets are located on and also a sign in the entrance lobby area giving all floor levels that an outlet is located on.
The TMO use a third party contractor to maintain and service the dry rising main and all the fitting attached to it and they are responsible for its servicing, maintenance and effective working order. If any defects are noticed during a service or maintenance visit the contractor in under a contractual obligation to inform the TMO of these defects if there is a substantial cost implication or repair them if possible if the costs are within the agreed amount.
If this dry riser is used by the fire service during an operational incident then this riser is under the total and full control of the fire service.
Both the lifts in this building are evacuation/fire fighting lifts, the lifts have the standard fire fighter over ride controls fitted so that the Fire and Rescue Service can take control of these lifts and use them as they see fit to do so in the event of an emergency.
The TMO use a third party contractor to maintain and service these fire fighting lifts and any associated equipment and they are responsible for its servicing, maintenance and effective working order.
If any defects are noticed during a service or maintenance visit the contractor in under a contractual obligation to inform the TMO of these defects if there is a substantial cost implication or repair them if possible if the costs are within the agreed amount.
The power supply's to each lift are as required for a fire fighter/evacuation lift along with all the other requirements for weight and size etc but there is no roof hatch in the lifts. These two evacuation/fire fighting lifts could be used as part of a person's PEEP's if needed.
If these fire fighting/evacuation lifts are used by the fire service during an operational incident then these lifts are under the total and full control of the fire service.
The ground floor private residential storage area is covered by a water sprinkler system with the sprinkler control valve inside a cupboard in the store room to the left of the residents storage area. There is a sign indication its location on the external wall of this building, from the information provided by the TMO engineer this system is on a planned preventive maintenance contract with an external contractor.
At the time of this assessment none of the sprinkler heads appeared to be obstructed or had items/equipment etc stacked close to them so that if activated the water spray would be deflected.

From a visual inspection only, as the sprinkler heads are visible not under plastic discs, none of the heads appeared to be damaged or covered over.
The TMO use a third party contractor to maintain and service the sprinkler system and they are responsible for its operation and effective working order. If any defects are noticed during a service or maintenance visit the contractor in under a contractual obligation to inform the TMO of these defects if there is a substantial cost implication or repair them if possible if the costs are within the agreed amount.

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?	✓		
Are appropriate fire procedures in place with a suitable record of the fire safety arrangements ?	✓		
Are there suitable arrangements for summoning and meeting the fire and rescue service, including providing relevant information and any likely hazards?	✓		
Are there suitable policies and procedures in place for contractors and "lone workers?	✓		

Comments or observations:

The TMO caretakers walk around the common parts of this building on a regular basis and there are defect reporting policies and procedures in place so that any discrepancies or damage can be repaired or items replaced.
Any resident can ring the TMO 24 hour help line at any time to report any defects in this building, damaged lights etc or any items that are damaged.
The Fire and Rescue service can be called at any time by any resident if there is an emergency situation and the tenant would meet the Fire Service on their arrival as would be the situation for a fire in any private dwelling.
The Health and Safety Advisor of the TMO has regular liaison meetings with the local fire and rescue service commander to pass on information and arrange familiarisation visits if needed or requested. As far as I can tell and from information I have been given the policies and procedures are subject to reviewing at set intervals or are altered if new or relevant information becomes available.

21. TRAINING	YES	NO	N/A
Are TMO employees given adequate fire safety instruction and training on induction and adequate periodic "refresher training" at suitable intervals, with records kept?	✓		
Is the content of the staff training provided suitable, with practical instruction on fire fighting equipment?	✓		

Comments or observations:

All TMO employees receive induction training which includes fire training and periodic "refresher training" at regular intervals, any records of this training are kept by the Human Resources (HR) department at 300 Kensal Road North Kensington.
Caretakers, wardens and office managers receive training to be fire marshals/ wardens by a third party fire training company the fire warden are also the nominated persons and by being recorded as a fire warden you are also the nominated person, training records again kept by the HR department. The topics and areas covered by the training packages are available from either TMO's HR or the Health and Safety team or direct from the training provider.
I have been shown copies of the training documents and they appear to cover all the areas and topics that are mentioned in the H M Government risk assessment guidance booklets.
The practical training involves using the types of portable fire fighting appliances currently provided in the TMO buildings.
If anybody receiving this training does not use English as their first language this fact is taken into account so that they comprehend the information given to them.
Prior to moving into this building all residents are issued with a handbook which includes some fire safety advice and are given a tour of the building by a Neighbourhood Officer, there is no documentary evidencing required by TMO for the issuing of the handbook.
Contractors are reported by TMO to be required to have a construction phase plan which should be agreed before work commences and be acted upon including provision of a suitable number and type of fire extinguishers and someone trained to use them as part of the fire safety arrangements for the project where appropriate.

22. CO-OPERATION WITH ANY OTHER EMPLOYERS	**YES**	**NO**	**N/A**
If this building is shared with other occupiers is fire risk Information co-ordinated between occupiers?			✓
Have you received appropriate information on other occupiers fire risks and general fire precautions?			✓

Comments or observations:

This is a single occupied building, the offices on the ground floor are occupied by the caretaker, along with some contractors but these offices are under the control of the TMO.
The small ground floor electrical sub station is externally accessed, it is unmanned and only visited infrequently by employees of the utility company, this area is restricted access to employees of the Utility Company only.
There is no needed for the any employees to enter the residential parts of the building and TMO employees cannot access this substation. There is no permanent workforce, any employee of the utility company could be asked to visit the site, so there are no company employees in this building and no employees of TMO can enter the substation either.

23. TESTING AND MAINTENANCE	YES	NO	N/A
Is the structure of the premises adequately maintained?	✓		
Is there weekly testing and six monthly servicing of fire detection and fire alarm system, with records kept?		✓	
Is there a monthly visual and annual testing of the emergency escape lighting, with records kept?		✓	
Is there a monthly visual and annual maintenance of the fire extinguishing appliances, with records kept?		✓	
Is there a monthly testing and annual servicing and maintenance of any automatic opening vents along with any associated equipment/devices, with records kept?			✓
Is there routine checks of final exit doors and/or security fastenings, with records kept?	✓		
Is there periodic inspection of any external escape staircases and gangways, with records kept?			✓
Six monthly inspections and annual testing of any wet or dry rising mains, with records kept?	✓		
Monthly inspections of switches and annual testing of the fire fighting/evacuation lifts, with records kept?	✓		
Weekly inspections and annual testing of the sprinkler installations, with records kept?		✓	
Annual inspection and test of lightning protection system, with records kept?	✓		
Monthly and annual testing and servicing, under load of any back up/stand by generators, with records kept?			✓

Comments or observations:

There is a fire alarm system installed in the office area on the ground floor level of this building, this fire alarm system is not being serviced or maintenance and no weekly occupiers tests are being undertaken. This is because this fire alarm system is not powered up or turned on.
There are emergency lighting units installed on the means of escape route of this building, plus in the lift motor room and other plant rooms. Can it please be confirmed that these emergency lighting units are subject to a preventive maintenance programme and that testing, servicing and maintenance is being carried out on this system including an annual discharge test. With any records kept centrally by the TMO and the contractor?
It is not known if the monthly occupier's tests of the emergency lighting units, fire extinguishers, sprinkler system and the other structural safety features of the

building are being carried out by the caretaker as per the checklist and that a written record is being kept on each relevant premises file or in a TMO office as proof of the inspections having been undertaken.
There are fire extinguishers located within this building, according to the contractors labels attached to the ones in the lift motor room and electrical intake room the last service date was in September 2015. But the other fire extinguishers are all out of service date according to the contractors labels. The ones in the office areas were last serviced in 2013.
This building has a lightning protection system installed on it, from the information provided by the TMO via Keystone the computerised asset management system, this lightning protection system was lasted serviced on the 6th February 2015 and passed the service. This building's lightning protection system is on a planned preventive maintenance contract with the external contractor, Redpath Buchanan Limited. All records for this system are kept centrally by TMO at the "Hub" and by the contractor.
According to the contractors testing label fixed with the dry riser inlet box this dry rising main was last tested this month, January 2016, the comments on the label say "sat" this is I am assuming short for satisfactory. Testing, servicing and maintenance is undertaken on this dry rising main by a professional third party contractor on a planned preventive maintenance programme with records kept centrally by TMO at the "Hub" and by the contractors. The certificate for this dry rising main with all the test pressure information on it will be at the Hub.
According to the Select Fire Services Limited contractors testing label fixed to the door of the water sprinklers valve room, this water sprinkler system was last tested and serviced/maintained on the 23rd November 2015, this was a quarterly service. The testing, servicing and maintenance of this sprinkler system is undertaken by a professional third party contractor on a planned preventive maintenance programme with records kept centrally by TMO at the "Hub" and by the contractors.
It is not known if the monthly occupier's tests of the installed sprinkler system are being undertaken with record kept as proof of testing.
A new buildings inspection check list has been implemented by the TMO for the caretakers, this is a smart telephone based system. The check list is filled in while walking the premises and electronically sent to The "Hub" where the information is processed and recorded. In between caretaker visits to these buildings any resident can report any structural damage, damage to a door/fitting etc or lights not working to the TMO help desk.

Definitions:

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

"**responsible person**" means—

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

ii. the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.

"relevant persons" means—

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

Child; Anyone who is not over compulsory school age, i.e. before or just after their 16th birthday.
You must, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.

Combustible materials: A substance that can be burned.

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

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

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

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

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

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

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

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

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

Where necessary: The Order requires that fire precautions (such as fire fighting equipment, fire detection and warning, and emergency routes and exits) should be provided (and maintained) 'where necessary'.
What this means is that the fire precautions you must provide (and maintain) are those which are needed to reasonably protect relevant persons from risks to them in case of fire. This will be determined by the findings of your risk assessment including the preventative measures you have or will have taken.

Who is at Risk in the building:
This is a term used in risk assessment documents and the Fire Safety Order 2005, for the purposes of this risk assessment persons who are at risk are deemed to be anybody who is lawfully entitled to be in the building, ie relevant persons, but excluding fire fighters engaged in emergency activities. Please see the definition of "relevant persons" as described above.

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

REFERENCES:

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

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

BS 5839-6: 2013. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.*
BS 5839-8: 2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*
BS 5839-9: 2011. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances
BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*
BS 5306-3: 2009. *Fire extinguishing installations and equipment on premises - Code of practice for the inspection and maintenance of portable fire extinguishers.*
BS 5306-8: 2012. *Fire extinguishing installations and equipment on premises - Selection and installation of portable fire extinguishers - Code of practice.*
BS EN 3. *Portable fire extinguishers.*
BS EN 671-3: 2009: *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*
BS 5306-0:2011 *Fire protection installations and equipment on premises Part 0: Guide for selection of installed systems and other fire equipment*
BS EN 1869: 1997. *Fire blankets.*
BS ISO 14520-1:2006 *Gaseous fire-extinguishing systems. Physical properties and system design. General requirements*

Emergency Lighting
BS 5266-1: 2011. *Emergency lighting - Code of practice for the emergency lighting of premises.*
BS 5266-7: 1999 (BS EN 1838: 1999). *Lighting applications - Emergency lighting.*
BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems.*

Fire Safety Signs
BS 5499-1: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout.*
BS 5499-4: 2000. *Safety signs, including fire safety signs. Code of practice for escape route signing.*
BS 5499-5: 2002. *Graphical symbols and signs - Safety signs, including fire safety signs. Signs with specific safety meanings.*
BS 5499-10: 2006. *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.*

Fixed Fire Extinguishing Systems and Equipment
BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*
BS 9990: 2015. *Code of practice for non-automatic fire-fighting systems in buildings.*
BS EN 12845: 2004. *Fixed fire-fighting systems - Automatic sprinkler systems - Design, installation and maintenance.*

Miscellaneous

BS 476-22: 1987, 'Fire tests on building materials and structures, methods for determination of the fire resistance of non-load-bearing elements of construction'
BS 7176: 2007 A1 2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*
BS 7273-4: 2015. *Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.*
BS 7671: 2008 A1:2011. *Requirements for electrical installations. IEE Wiring Regulations. Seventeenth edition.*
PAS 79: 2012. *Fire risk assessment - Guidance and a recommended methodology.*
BS 8300:2009 (Amended 2010) Code of Practice for the Design of Buildings and their approaches to meet the needs of disabled people.
HM Government Supplementary Guide- Means of Escape for Disabled People.

Lightning

BS EN 62305-1: 2011. *Protection against lightning. General principles.*
BS EN 62305-2: 2012. *Protection against lightning. Risk management.*
BS EN 62305-3: 2011. *Protection against lightning. Physical damage to structures and life hazard.*
BS EN 62305-4: 2011. *Protection against lightning. Electrical and electronic systems within structures.*