

Fire Risk Assessment



Common Parts of;
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Inspection date: 10th March 2016
1st Annual Re-inspection: 10th March 2017

Fire Safety Risk Assessment

Key Persons Information:

Responsible Person	XXX XXXX
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Document History:

Version	Date
Date of Assessment	10th March 2016
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Table of Contents

Introduction

General information

Purpose

Scope

Risk Level

Definitions

Standards

Section 1

Action Plan

High Priority items

Medium Priority Items

Low Priority Items

Section 2

Fire Safety Management Audit

Management System

Training and information

Testing and Inspection

Records

Section 3

Hazard Audit

Housekeeping

Electrical Equipment

Arson

Smoking

Cooking

Heating

Dangerous Substances

Other Hazards

Section 4

Preventative and Protective Measures

Emergency Routes and Exits

Fire-fighting Measures

Fire Detection and Alarms

Maintenance

Section 5

SECTION 1.0 - INTRODUCTION

General Information

Brief details of construction:	Brick & Block construction with one main internal stairways. Constructed over a car park area, with a single rear entrance accessed via a metal stairway.
Number of floors:	Suspended ground floor plus 2 (two) above
Use of the premises:	Residential Flats
Maximum number of occupants at any one time:	n/a
Approximate number of employees at any one time:	n/a
Maximum number of members of the public at any one time:	n/a
Occupants that may be especially at risk from fire:	None
Fire loss experience:	None
Any other relevant experience	None

1.0 (Cont'd) INTRODUCTION

Purposes

The purpose of this risk assessment is to:

Identify the fire hazards in the common parts of the premises.

Identify who might be at risk from those hazards.

Evaluate the risks arising from the hazards and assess whether the existing protective and preventative measures are adequate, or whether additional measures are necessary.

Record the findings of the risk assessment; and

Provide a prioritized action plan where additional measures are deemed necessary.

The fire risk assessment is undertaken in order to comply with the Regulatory Reform (Fire Safety) Order 2005 and in accordance with the clients' instructions.

It has been prepared for, is addressed to and is for the sole use of the client. No person other than the client may copy this document (in whole or part), use or rely on the contents without the prior written permission of NSC. NSC accepts no liability for any use of this risk assessment other than for the purposes stated in the document. In that respect the areas considered in it, the findings recorded in the audit and the items contained in the action plan relate only to life safety.

This risk assessment is not intended to address property protection issues or business continuity, and should not be used for that purpose. As such, any advice, opinions or recommendations within this document should be read and relied upon in the context of the document as a whole.

Risk level:

Taking into account the hazards and potential ignition sources observed at the time of the risk assessment, it is considered that the likelihood of a fire starting in this premises is **Low**

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

Accordingly, it is considered that the risk to life from fire at these premises is **Low**.

Review

This risk assessment should be reviewed regularly to keep it up-to-date and in particular:
Where there have been alterations or it is intended to alter the layout of the premises;

Where there have been changes to work processes or it is intended to make changes to work processes;

At intervals no longer than every year from the date of issue.

1.0 (Cont'd) INTRODUCTION

Definitions

Low	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium	Normal fire hazards for this type of occupancy, with the fire hazards generally subject to appropriate controls.
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in likelihood of fire.
Slight Harm	Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the death of an occupant sleeping in a room in which a fire occurs)
Moderate Harm	Outbreak of fire could result in injury of one or more occupants but is unlikely to involve fatalities.
Extreme Harm	Serious potential for the serious injury or death of one or more occupants.
Trivial	No action is required.
Tolerable	No major additional measures are required. However there may be a need for minor improvements.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a limited time period.
Substantial	Major work is required to reduce the risk. Consideration should be given to restricting the use of the building.
Intolerable	The building (or parts of it) should not be occupied until the risk is reduced.

Definitions

The following standards are referred to in this document (list not exhaustive)

HSE Approved Code of Practice (ACOP) document L137 "Safe maintenance, repair and cleaning procedures".
Regulatory Reform (Fire Safety) Order 2005

British Standard BS5839 Part 1 2002

British Standard BS5266 Part 1 2005

British Standard BS5306 Part 3 2002

In this report fire resistant means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23: (Part 8: 1972 in respect of items tested prior to 1st January 1988) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.

All fire-resistant elements of structure are to be constructed to true ceiling height.

Where reference is made to "Notices and Signs", they should be installed in accordance with the recommendations contained in BS5499: Part 1, the Health and Safety (Safety Signs and Signals) Regulations, or a similar equivalent standard.

1.0	High Priority Items: These items should receive immediate attention			
Ref No:	Action item:	Nominated person	Date completed	Signature
1.1	Building Exit Control The entrance door lock mechanism should be replaced to allow it to be unlocked and free to open from the inside of the property at any time.			
1.2	Fire alarms/sensors It is recommended that fire alarm/smoke detectors are installed in the common areas. (1st & 2 nd Floors)			
1.3	Provide information on any checks/tests of fire safety equipment such as Emergency Lighting e.g. a fire log book.			

2.0	Medium Priority Items: Every effort should be made to complete these items within 6 months.			
Ref No:	Action item:	Nominated person	Date completed	Signature
2.1	<p>Emergency Information:</p> <p>There is no information to advise residents on what to do in a fire emergency.</p> <p>To address this, it is recommended that Fire Action Notice and Evacuation Direction signs are installed in the Common Parts and on both floors.</p>			
2.2	<p>Housekeeping</p> <p>Maintain the good practice of keeping stairways, Common Area's and Electrical Cupboards clear of storage and rubbish.</p> <p>"No Smoking" signs should be fitted in line with 2007 regulations.</p>			

3.0	Low Priority Items: These items should be incorporated into the routine maintenance programme for the premises or programmed review of management procedures as necessary.			
Ref No:	Action item:	Nominated person	Date completed	Signature
3.1	Undertake Emergency Lighting discharge tests.			

3.0 FIRE SAFETY MANAGEMENT AUDIT

Fire Safety Procedures and arrangements?	Yes	No	N/A
Is there a suitable record of the fire safety arrangements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has a competent person been appointed to assist in undertaking the preventative and protective measures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are appropriate fire procedures in place?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
In particular:			
Are procedures to be followed in the event of fire properly documented?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there suitable arrangements in place to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there suitable arrangements for ensuring that the premises have been evacuated?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there a suitable assembly point?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there procedures in place for the evacuation of any disabled people who are likely to be present?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are persons nominated and trained to use the fire extinguishers or is the policy not to fight fire recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are persons nominated and trained to assist with evacuation of the premises, including disabled people?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there appropriate liaison with the fire and rescue service (e.g. by crews visiting for familiarization)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are routine in-house inspections of the fire precautions undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Training and information	Yes	No	N/A
Are persons employed to work in the premises provided with sufficient training and instruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In particular:			
Are all staff given adequate fire safety training on induction?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all staff given adequate periodic refresher training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does staff training provide information & instruction about:			
The fire risks in the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The fire safety measures in the building?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The action to be taken in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The method of operation of the fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The location and the use of fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The method of calling the fire and rescue service?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
The identity of persons nominated to undertake the fire fighting and evacuation duties	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have fire wardens received specialised training in relation to evacuation and Fire fighting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are fire drills carried out at periodic intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When the employees of another employer work in the premises:			
Is their employees given appropriate information regarding fire risks and General fire precautions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is it ensured that the employees are provided with adequate instructions and information?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3.0 (Cont'd) FIRE SAFETY MANAGEMENT AUDIT

Testing and Inspection	Yes	No	N/A
Fire warning system: Are arrangements in place to test the fire alarm system on a weekly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are arrangements in place to subject the fire alarm system to a quarterly and annual test by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency lighting system: Are arrangements in place to test the emergency lighting system on a monthly basis?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to subject the emergency lighting system to an annual test by a competent person?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Firefighting equipment Are arrangements in place to subject the portable fire extinguishers and hose reels to an annual test by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Rising mains: Are arrangements in place to subject the rising mains to a six monthly inspection and annual test?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sprinkler system Are arrangements in place to subject the sprinkler system to a weekly test and Periodic inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Records	Yes	No	N/A
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Is a log book kept that records:

Fire warning system tests?

	✓	
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Emergency lighting system tests?

	✓	
--	---	--

Fire fighting equipment tests?

		✓
--	--	---

Staff training and fire drills?

		✓
--	--	---

Rising mains tests?

		✓
--	--	---

Sprinkler system tests?

		✓
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Smoke control systems tests?

		✓
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Summary of FIRE SAFETY MANAGEMENT AUDIT

General Overview

The premises were found to be very clean and tidy with a good maintained housekeeping policy. Under the main stairs the electrical meter cupboard is located. There is buildup of boxes and unused building materials. These items should be removed and placed in the correct waste containers to avoid being an obstruction as well as an ignition source

It was noted that the common area walkways are clear of rubbish or stored items

Emergency Fire Evacuation Notices

The Assessor noted there are no notices to inform residents on what to do in the event of a fire.

Fire Alarm and Smoke Detectors

The Assessor noted there is NO fire alarm system and there are NO smoke detectors in the common parts of the building.

Emergency Lighting

Emergency Lighting is installed but the Assessor did not see evidence these were being tested or checked.

4.0 HAZARD AUDIT

This section of the fire risk assessment seeks to identify potential fuel and ignition sources.

Housekeeping	Yes	No	N/A
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Is the general standard of housekeeping adequate?

In particular

Are combustible materials separated from ignition sources?

✓		
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Are accumulations of combustible waste avoided?

	✓	
--	---	--

Are boiler rooms and electrical intake rooms kept free of storage?

		✓
--	--	---

Are combustible materials stored appropriately?

		✓
--	--	---

Are there any other areas where housekeeping could be improved?

	✓	
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Electrical Sources of Ignition	Yes	No	N/A
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Are reasonable measures taken to prevent fires of electrical origin?

In particular:

Is the fixed electrical installation subject to a periodic test?

		✓
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Is portable electrical equipment subject to periodic test?

		✓
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Is the use of trailing leads and adapters kept to a minimum?

		✓
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Is the building provided with a lightning protection system as required by BS 6651?

		✓
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Arson	Yes	No	N/A
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Is the general defense against arson adequate?

In particular:

Does security against arson by outside intruders appear to be reasonable?

Is there any fire loading in close proximity to the premises?

Is there a history of arson in the area or at the premises?

Smoking:	Yes	No	N/A
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Are reasonable measures taken to prevent fires as a result of smoking?

In particular:

Is smoking prohibited in buildings?

Is smoking prohibited in appropriate areas?

Are suitable arrangements in place for those who wish to smoke?

Is there any evidence of breach of the smoking policy?

Are "No Smoking" signs fitted in accordance with the Smoke-free (Signs) Regulations 2007?

Heating	Yes	No	N/A
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Are reasonable measures taken to prevent fires due to heating appliances?

In particular:

Is their use of radiant bar and LPG fires?

Are measures taken to minimize the ignition of combustibles?



Cooking	Yes	No	N/A
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Are reasonable measures in place to prevent fires due to cooking activities?

In particular:

Are filters and ductwork cleaned regularly?

Are suitable fire extinguishers provided?

Are gas shut-off valves suitably indicated and free from obstruction?

Are flammable materials kept away from hot surfaces and open flames?

Dangerous Substances:	Yes	No	N/A
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Are measures in place to prevent dangerous or flammable substances coming into contact with ignition sources?

In particular:

Are flammable liquids stored appropriately?

Are only the quantities required for use exposed at any time?

Is flameproof equipment used where flammable atmospheres may be encountered?

Are arrangements in place for the safe handling and transport of dangerous substances?

Has a risk assessment been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

Other Hazards and Ignition Sources	Yes	No	N/A
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Are there any work processes that produce heat?

Are there any other hazards or ignition sources that warrant consideration

5.0 AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

This section of the fire risk assessment seeks to identify fire safety measures with which the premises is provided

Emergency Routes and Exits:	Yes	No	N/A
Is the premises provided with adequate emergency routes and exits? In particular:			
Are the escape routes adequately designed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there a sufficient number of exits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit doors immediately operable without the use of a key?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do fire exit doors open in the direction of escape where necessary?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is the travel distance reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are sliding or revolving doors avoided?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are escape routes enclosed in fire resistance materials where appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inner room conditions dealt with appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is emergency lighting provided where it is necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are arrangements in place to deal with the evacuation of disabled persons?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are signs provided to indicate the emergency route and exits, and the function of fire doors?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is it considered that there is a reasonable standard of compartmentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it considered that there is a reasonable limitation of linings that might promote fire spread?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire dampers provided where ductwork passes through fire resisting walls protecting the means of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Fire fighting measures**Yes****No****N/A****Is the premises provided with adequate fire fighting measures?****In particular:****Is at least one extinguisher provided for every 200m² of floor space?**

		✓
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Are there at least two 13A rated extinguishers on each floor?

		✓
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Is it possible to reach a fire extinguisher within 30m travel?

		✓
--	--	---

Are special extinguishers provided to cover additional risks such as electrical Equipment and flammable liquid fires?

		✓
--	--	---

Are extinguishers mounted on suitable brackets and indicated by Identification signs?

		✓
--	--	---

Are extinguishers, hose reels and fire blankets readily accessible, Unobstructed, and ready for use?

		✓
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Is a fire sprinkler system or other fire suppression system installed in the premises Or parts of it?

	✓	
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5.0 (Cont'd) AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

Fire Detection and Alarms	Yes	No	N/A
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Is the premises provided with adequate fire detection and warning measures?

In particular:

Does the building have an effective means of raising the alarm?

	<input checked="" type="checkbox"/>	
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Is a fire alarm call point sited at each exit from the building?

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

Is it possible to reach a fire alarm call point within 45m travel?

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

Are automatic fire detectors provided in unoccupied areas?

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

Is the alarm audible throughout the building, and differentiated from other sounds?

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

Are fire alarm call points accompanied by a fire action notice?

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

Are arrangements made for people with hearing disabilities?

	<input checked="" type="checkbox"/>	
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5.0 (Cont'd) AUDIT OF PREVENTATIVE AND PROTECTIVE MEASURES

Maintenance of Preventative and Protective Measures:

Yes

No

N/A

Are the preventative and protective measures which the premises is provided maintained in accordance with the original specification?

In particular:

Are all fire-resisting elements of structure maintained in good repair?

✓		
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Are all fire resisting doors (including their closing mechanisms) maintained in good repair?

✓		
---	--	--

Are all signs maintained in a legible condition?

✓		
---	--	--

Are the floor surfaces of emergency routes and exists maintained free from trip hazards?

✓		
---	--	--

Are operating mechanisms for exit doors in good working order?

✓		
---	--	--

Does the fire alarm system appear to be in good working order?

		✓
--	--	---

Is there evidence that the emergency lighting system is subject to a regime of testing and servicing?

	✓	
--	---	--

Does the emergency lighting appear to be in good working order?

✓		
---	--	--

Does the fire-fighting equipment appear to be in good working order?

		✓
--	--	---

Is there evidence that the fire fighting equipment is subject to a regime of testing and servicing?

		✓
--	--	---

Fire Doors

All Fire Doors were checked and found to be working correctly.

Action: 3 monthly checks should be made on the mechanics of all exit doors.

Emergency Lighting

Whilst the Assessor noted that all units appeared to be charging there were no documents confirming the units were being tested regularly or maintained.

Emergency Lights fail as they age and batteries and bulbs need replacing

Action The Assessor recommends an engineer undertakes a discharge test on all emergency lights and records this activity in a suitable fire log book on a 3-month basis.

Emergency Fire Action Notices

The Assessor noted that there is no information to advise on what they should do in a fire.

Action: One option would be to install a notice in the ground floor foyer similar to the one shown below.

Fire Route Signage

The Assessor noted there are no Fire Route Direction signs in the Common Parts, please see the below example.

