

FIRE RISK ASSESSMENT

Date: 11 December 2018
Address: Citygate, Woodhead Drive, Cambridge
Postcode: CB4 1YL



Property Ref: N/A




**Active Fire
Management**

FIRE RISK ASSESSMENT



Full Property Name:	Citygate
Full Property Address:	Woodhead Drive, Cambridge, CB4 1YL
Date of Fire Risk Assessment:	11 December 2018
Name of Fire Risk Assessor:	Simon Hewitt
Overall Risk Level of Property:	LOW (3)

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SECTION A STATEMENT OF FIRE RISK ASSESSMENT

Active Fire Management Ltd has conducted this comprehensive Fire Risk Assessment to assist the Responsible Person in complying with The Regulatory Reform (Fire Safety) Order 2005 in meeting the specific requirements of our client. The Assessment is a systematic evaluation of the premises identifying hazards, potential hazards and persons at risk and determining the likelihood (risk) that such hazards will cause harm. The Assessment we have provided should not be a one-off procedure but a dynamic, live process. The Responsible Person is required to have this Assessment constantly reviewed and adjusted if necessary to meet any changing circumstances – Article 9 (3). This Fire Risk Assessment has been conducted using a five-step Fire Risk Assessment process as recommended by HM Government Guides, Employer's Guides and the Health and Safety Executive. The recommendations of Publicly Available Document 79:2012, Fire Risk Assessment, Guidance and Methodology (PAS 79) have also been considered and it is considered to satisfy the recommendations of the document. This Fire Risk Assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Where appropriate and necessary the assessment included the consideration of sections 1-6, 8, 9, and 11 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises. The scope of this Fire Risk Assessment does not include roof void space areas.


The Fire Risk Assessment should be available for inspection or validation by any authorised person and should be reviewed:

- Following a change of work practice
- Following a significant change of staffing level
- Following any structural or material change to the premises or its usage
- Following any change in the fire precautions in the premises
- Following any near miss or fire incident
- At recommended intervals of no more than twelve months

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed. The additional controls, recommendations and actions given for each section in the action plan/summary section of the document should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a level which is acceptable in the circumstances. Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, responsible persons must, among other things, 'provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures, which are in place for serious and imminent danger. Before employing a child, the responsible person must, provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures, which are in place for serous and imminent danger.

This Fire Risk Assessment contains factual information as per the observations, notes and records of the qualified fire risk assessor who completed the site visit and assessment. None of the observations and comments may be changed following the issue of this assessment without the prior consultation with the fire risk assessor. Active Fire Management Ltd will keep a copy of this document for 05 years. Active Fire Management Ltd will provide any additional feedback on comments raised in this report for up to 12 months after the fire risk assessment date noted on this document. In some cases Active Fire Management Ltd may not be able to provide further comments without a re-visit.

The responsible person must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in their undertaking. This is Type 1 fire risk assessment (non-destructive/non-intrusive). It is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order and the inspection of the building is non-destructive.

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SECTION B FIRE RISK ASSESSMENT

SECTION 1 GENERAL		
1.1	DESCRIPTION OF PROPERTY	
REF	DETAILS	
1.1.1	Occupancy/Use:	Domestic accommodation with shared communal stairs
1.1.2	General Description	<p>The brick-built flats are in 2 sections, Blocks 1-3 and 4. Block 1-3 were built in 2003. This is divided into 3 sections by a brick wall which finishes at the underside of the roof line. There are 2 flats per floor.</p> <p>Block 4 is detached (built 2008) and has 3 flats per floor at levels 1 & 2. The 2 ground floor flats have direct access to fresh air (one to the front and one to the side)</p> <p>The pitched roof which covers all top floor flats is covered with a slate type tile.</p> <p>Each escape lobby is protected from the flats by brick walls which finish on the underside of the roof.</p> <p>There is security access via the pedestrian path and to the car park area which is to the rear. There is good access to the front and once passed the security gates, there is good access to the rear of the premises.</p> <p>The risk of arson is low due to the restricted access to the rear of the property.</p> <p>Letter boxes are located externally by the waste store.</p> <p>The site is well managed.</p> <p>The footprint is 750m².</p> <p>The floor area is 1,900m².</p> <p>The common area foot print 50m².</p> <ul style="list-style-type: none"> All measurements approx.
1.1.3	Number of storeys including basement floors	3 floors – Blocks 1, 2 & 4 2 floors – Block 3
1.1.4	Number of storeys included in the risk assessment	All floors in the common area stairs.
1.1.5	Was access gained to any of the flats if applicable to ascertain fire detection means?	No
1.1.6	Responsible Person	Citygate Property Partners Ltd (CEO – Simon Pinner)
1.1.7	Name of Responsible Person at Site for Fire Safety	Leslaw Pawlcyk
1.1.8	Details of Fire Risk Assessor accompanied or met by member of staff (name & position)	Simon Sharp (Director of Citygate Property Partners Ltd)

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1.2 USE OF PREMISES					
REF	DETAILS				
1.2.1	Description of Use Single private dwelling/flats with common means of escape.				
1.3 OCCUPIERS OF BUILDING					
REF	DETAILS				
1.3.1	Information on Occupants in remote areas None				
1.3.2	Any history of fires in the building None				
1.4 FIRE RISK ASSESSMENT					
REF	DETAILS				
1.4.1	Date of Fire Risk Assessment 11 December 2018				
1.4.2	Name of Fire Risk Assessor Simon Hewitt				
1.4.3	Risk Level of Property LOW (3)				
1.4.4	Next Suggested Review Date 11 December 2019				
1.5 CUSTOMER SPECIFIC					
REF	DETAILS	YES	NO	N/A	Not Known
1.5.1	What is the evacuation policy for this property?	STAY PUT			
1.5.2	Is the evacuation policy deemed as suitable?	X			
1.5.3	When is the next fire risk assessment due in accordance with customer policy?				X
1.5.4	Is this period of time deemed to be suitable?				X
	If NO state recommendation in action plan and enter date of next recommended fire risk assessment is different to customer policy	UNKNOWN			

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SECTION 2 FIRE HAZARDS & IGNITION SOURCES

2.1 ELECTRICAL SOURCES OF IGNITION					
REF	DETAILS	YES	NO	N/A	Not Known
2.1.1	Are electrical installations periodically tested?				X
2.1.2	Is there managerial control of personal electrical items, including evidence of testing of business portable electrical equipment?			X	
2.1.3	Are electrical adaptors or extension leads used safely?			X	
2.1.4	Are electrical cables routed so as to avoid physical damage?	X			
2.1.5	Is lightning protection provided for the building?			X	
2.2 HEATING					
REF	DETAILS	YES	NO	N/A	Not Known
2.2.1	Are mains gas supplies connected?	X			
2.2.2	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?			X	
2.3 COOKING					
REF	DETAILS	YES	NO	N/A	Not Known
2.3.1	Are shared cooking facilities available?			X	
2.3.2	Are cleaning certificates provided/available?			X	
2.4 ARSON					
REF	DETAILS	YES	NO	N/A	Not Known
2.4.1	Is external refuse managed adequately?	X			
2.4.2	Are suitable external security arrangements in place?	X			
2.4.3	Is the building safe from arson, no vulnerability noted?	X			

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2.5 STORAGE & HOUSE KEEPING					
REF	DETAILS	YES	NO	N/A	Not Known
2.5.1	Are only small /normal amounts of combustible storage kept in the premises?			X	
2.5.2	Is there avoidance of large or excessive fire loading?	X			
2.5.3	Are storage arrangements adequate?	X			
2.5.4	Were all cupboards on escape routes assessed as suitable?	X			
2.5.5	Are the premises free of highly flammable materials?	X			
	If so are storage arrangements adequate?			X	
2.5.6	Are the premises free of hazardous materials?	X			
2.5.7	If so are storage arrangements adequate?			X	
2.5.8	Is general housekeeping satisfactory?		X		
2.5.9	Are significant ignition sources separated from combustible or highly flammable materials?			X	
2.5.10	Is the use of highly flammable materials minimised?			X	
2.6 BUILDING WORK & OUTSIDE CONTRACTORS					
REF	DETAILS	YES	NO	N/A	Not Known
2.6.1	At the time of the risk assessment, was the property free of any building work being carried out?	X			
	If NO: Were there any unusual hazards or ignition sources as a result of the building work?			X	
2.6.2	Are any fire safety conditions imposed on contractors?				X
2.6.3	Is there a permit to work/ hot work permits scheme?				X

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SECTION 3 MEANS OF ESCAPE

3.1 MEANS OF ESCAPE		YES	NO	N/A	Not Known
REF	DETAILS				
3.1.1	Are there adequate numbers of final exit doors?	X			
3.1.2	Are all fire exits immediately open able without use of key?	X			
3.1.3	Are electronic security locks fitted to exit doors on escape routes?			X	
	If YES are they appropriately and safely fitted and maintained?			X	
3.1.4	Do fire exits open in the direction of escape?	X			
3.1.5	Is adequate artificial illumination provided if required?	X			
3.1.6	Are the alternative exit route/s provided with appropriate fire exit signage?			X	
3.1.7	Were fire exit or escape routes noted as satisfactory?	X			
3.1.8	Are the alternative means of escape acceptable?			X	
3.2 PROTECTION OF INTERNAL ESCAPE ROUTES & STRUCTURAL INTEGRITY		YES	NO	N/A	Not Known
REF	DETAILS				
3.2.1	Is the property adequately protected of dead end exit routes?	X			
3.2.2	Are floor surfaces, stairs and handrails etc, safe?	X			
3.2.3	Are exit routes adequately clear of storage & obstructions?		X		
3.2.4	Are existing fire doors fully fitted with smoke seals, intumescent strips, positive door closers, correct door furniture and correct number of high melting point hinges?"		X		
3.2.5	Are fire doors maintained closed and not maintained open by irregular means?	X			
3.2.6	Are service shafts between floors adequately fire stopped?			X	
3.2.7	Are doors to service riser shafts to suitable fire resisting standard?			X	
3.2.8	Is compartmentation considered of a reasonable standard?	X			
3.2.9	Are disabled refuges provided?			X	
3.2.10	If so, are they adequate and provided with appropriate communications and signs?			X	
3.2.11	If so are they considered safe and adequate?			X	
3.2.12	Is the property free of any obvious or apparent risk of fire spread from adjoining or adjacent buildings?	X			
3.2.13	Does the external façade(s) of the premises appear to be of a material that may provide protection against extensive fire spread?	X			

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3.3	EXTERNAL EXIT ROUTES				
REF	DETAILS	YES	NO	N/A	Not Known
3.3.1	Do external exit routes lead to a place of final safety?				X
3.3.2	Are external exit routes even, illuminated, and without obstructions or trip hazards?	X			
3.3.3	Are external staircases, balconies and gangways properly and adequately protected from fire in the parent or adjacent occupancy?			X	
3.3.4	Are external exit routes clear of obstructions, storage, refuse?	X			
3.3.5	Are external exit routes considered satisfactory?	X			

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SECTION 4 EMERGENCY LIGHTING

4.1	DESCRIPTION				
The emergency lighting is provided on all exit routes in Blocks 2 – 4 and outside the final exit doors.					
4.2	MAINTENANCE & RECORDS				
REF	DETAILS	YES	NO	N/A	Not Known
4.2.1	Is the emergency lighting system installed as per BS5266 and in serviceable condition?				X
4.2.2	Is the emergency lighting serviced to comply with the current British Standard 5266?				X
4.2.3	Are occupants free from risk of emergency lighting deficiencies?	X			

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SECTION 5 SIGNS & NOTICES

5.1		SIGNS & NOTICES			
REF	DETAILS	YES	NO	N/A	Not Known
5.1.1	Are signs and notices sufficient			X	
	If NO; are the deficiencies serious enough to put occupiers at risk?			X	

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SECTION 6 FIRE ALARM & FIRE WARNING ARRANGEMENTS

6.1	FIRE ALARM & FIRE WARNING ARRANGEMENTS.				
REF	DETAILS	YES	NO	N/A	Not Known
	Is automatic detection provided?	X			
6.1.1	If YES state where?	PART 1 – BLOCK 4 AOV PART 6 – ESCAPE ROUTE			
	If partial, indicate areas where provided?	ESCAPE ROUTE ONLY			
6.1.2	Does the system appear to conform to British Standard 5839 part 1? (As far as can be assessed during the inspection)	X			
6.1.3	Has the fire alarm/detection system been tested every 6 months (provide dates of last 12 months tests) and have all systems which are interfaced with the fire alarm system have been tested (e.g. smoke vents, fire door automatic hold-open devices etc)?				X
		NO RECORDS SEEN			
6.1.4	Are service records up-to-date(system)?				X
6.1.5	Are there sufficient and suitable fire alarm call points located within the premises?			X	
6.1.6	Are all alarm call points clearly visible, unobstructed and fitted with appropriate fire action signage where required?			X	
6.1.7	Are weekly tests undertaken using a different call point each week with the results recorded in the fire log book.			X	
6.1.8	Are occupants at risk from fire alarm deficiencies?		X		
6.1.9	Does the system in the resident's room/flat comply to BS 5839 part 6 (As far as can be assessed visually during the inspection)	X			

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SECTION 7 FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS

7.1 FIRE FIGHTING EQUIPMENT & INSTALLATIONS					
REF	DETAILS	YES	NO	N/A	Not Known
7.1.1	Are fire extinguishers required to the common areas at this site?			X	
7.1.2	Are fire extinguishers correctly sited and correctly identified by signage?			X	
7.1.3	Date of last service?	N/A			

OTHER FIXED FIRE INSTALLATION & EQUIPMENT					
<i>Provide a description of any other type of fixed firefighting installation provided here (i.e. sprinkler systems misting systems gas suppression system). Including purpose of the system if known.</i>		BLOCK 4 HAS AN AOV AT THE TOP OF THE STAIRS			
7.1.4	Are the fire installations and equipment periodically inspected, tested and maintained?				X
7.1.5	Are there records confirming the testing and maintenance available for inspection or use?		X		
7.1.6	Are staff aware of the location of the fixed installations, and what procedures should be followed on their activation?			X	

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SECTION 8 MANAGEMENT OF FIRE SAFETY

8.1		FIRE ROUTINE & EMERGENCY PLAN			
REF	DETAILS	YES	NO	N/A	Not Known
8.1.1	Is there an Established fire routine and emergency plan?	X			
8.1.2	Are all necessary issues, included in the plan?	X			
8.1.3	Is ongoing staff training appropriate?			X	
8.1.4	Are there a suitable number of fire wardens?			X	
8.1.5	What would be the minimum number of fire wardens at this site?			X	
8.2		RECORD KEEPING			
REF	DETAILS	YES	NO	N/A	Not Known
8.2.1	Is a dedicated fire logbook maintained on site?		X		
8.2.2	Are all appropriate records maintained?		X		

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**SECTION 9
ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY**

9.1	ACCESS				
REF	DETAILS	YES	NO	N/A	Not Known
9.1.1	Is access for the fire service satisfactory?				X
9.1.2	Is staircase and corridor ventilation satisfactory?		X		





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**SECTION 10
PHOTOGRAPHS**





	<p>Photo 1 Block 3 – Door mat on means of escape Refer to section 3.2.4</p>
	<p>Photo 2 Block 3 – Door mat on means of escape Refer to section 3.2.4</p>
	<p>Photo 3 Block 3 – Door mat on means of escape Refer to section 3.2.4</p>
	<p>Photo 4 Block 2 – Door mat on means of escape Refer to section 3.2.4</p>

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	<p>Photo 5 Block 2 – Bicycle on means of escape Refer to section 3.2.3</p>
	<p>Photo 6 Block 2 – Storage on means of escape Refer to section 3.2.3</p>
	<p>Photo 7 Block 1 – Storage on means of escape Refer to section 3.2.3</p>
	<p>Photo 8 Block 4 (No 25) – Bicycle on means of escape Refer to section 3.2.3</p>

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	<p>Photo 9 Block 4 (No 23) – Storage on means of escape Refer to section 3.2.3</p>
	<p>Photo 10 Block 4 – Storage in electrical store. Refer to section 2.5.8</p>
	<p>Photo 11 Block 4 – Storage in electrical store. Refer to section 2.5.8</p>
	<p>Photo 12 Block 4 (No's 21 – 22) Door frame with no cold smoke seal of intumescent strip. Refer to section 3.2.4</p>

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SECTION C ACTION PLAN FINDINGS, RECOMMENDATIONS AND GENERAL ADVICE

EXPLANATION OF GRADINGS

The risk management process applied to this report involves the systematic identification of hazards, the assessment of resulting risks and the subsequent management of these risks through control and elimination.

Thereafter a judgment is made to best evaluate a severity (numerical score 1-3) best illustrating the current status for each hazard detailed within this report using the following categories: **People**, **Assets**, **Environment** and **Reputation**.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either unlikely, possible or very likely. Thereafter a total score is categorised into an overall risk rating.

Overall risk ratings (see conversion table) are thereafter either High (1), Medium (2) or Low (3). Each of these headings generates a priority weighting (1-3) and depending on the rating this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled).

The overall outcome from the conversion table is also recorded and transferred to the Action Plan in this section of the report.

SEVERITY

	PEOPLE	ASSETS	ENVIRONMENTAL	REPUTATION
3	Fatalities	Major Damage	Long Term Harm	Considerable Impact
2	Major Injury	Localised Damage	Short Term Harm	Localised Impact
1	Lost Time Injury	Minor Damage	Low Impact/Little Harm	Limited Impact

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LIKELIHOOD

Score from Severity Chart ↓	UNLIKELY	POSSIBLE	VERY LIKELY
	Extremely unlikely to occur	Likely to occur some time	Regular or continuous occurrence
	1	2	3
3			HIGH RISK
2		MEDIUM RISK	
1	LOW RISK		

CONVERSION TABLE

OVERALL RISK RATING	PRIORITY	
HIGH RISK	1	Serious Hazard or Deficiency requiring immediate action
MEDIUM RISK	2	Hazard or Deficiency requiring remedial action as soon reasonably feasible
LOW RISK	3	Recommendation for overall fire safety management based on observations or findings
	ADVICE	General advice to be considered in the interests of fire safety

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Completed by Active Fire Management Ltd

SECTION 1 GENERAL

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	FOR CUSTOMER USE ONLY		
				COMPLETION DATE	COMMENTS	SIGN OFF
1.5.3. 1.5.4	There is no schedule for the review of the fire risk assessment.	To ensure that there is a policy with regard to the frequency of fire risk assessment review e.g. annually.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 1 General of the Fire Risk Assessment
(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

1.4	The premises are well managed. Some of the findings of the previous FRA have been addressed. The outstanding items have been included in this report.	
1.5.1 1.5.2	It is understood that inform has been provided for each of the tenants regarding the evacuation procedures.	

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 2 FIRE HAZARDS & IGNITION SOURCES**FOR CUSTOMER USE ONLY**

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
2.1.1	No evidence on site of fixed electrical testing.	It is understood that the fixed electrical installation was tested, but there was no evidence or records of testing having taken place. Records should be held and made available for inspection as applicable. If not done the electrical circuitry of the building should be tested to BS7671 every ten years unless indicated otherwise by the engineer's report.	3			
2.5.8	There is storage in the means of escape and in the electrical cupboard. Refer to pictures 10 & 11.	To ensure that all means of escape and the electrical cupboard areas kept free from storage and that the electrical cupboard	2			
2.6.2	No contractor policy.	To ensure that all contractors working on site are fully aware for the fire safety provisions provided and what to do in case of a fire. The policy should be documented.	3			
2.6.3	No 'Hot Work' permit policy	A 'Hot Work' policy should be documented, and all contractors and Management should be fully aware of the procedures that should be followed when carrying out any hot work.	3			

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ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION
relevant to SECTION 2 FIRE HAZARDS & IGNITION SOURCES of the Fire Risk Assessment
(The following information is provided as guidance & information purposes in the interest of Fire Safety)**FOR CUSTOMER USE ONLY**

2	There is a no smoking policy in all flats. A designated smoking area is located in the rear courtyard. It is recommended that a 'Smoking Area' sign is provided in the smoking area.	
2.1	The refuse area has a block wall to 2 m and a sloping roof which sits approx. 1.5 above the block wall. Solar panels are located on the roof with inverters in the refuse area.	
2.1.2	It is recommended that tenants are requested to regularly check their portable electrical equipment.	
2.2.2	It is recommended that when the flat gas boilers have been serviced, the certification is copied to the RP.	
2.2.2	No evidence/documentation on site to indicate periodic maintenance to gas installations. Records should be held / made available for inspection purposes. An annual gas and heating installation check should be conducted within the flats and to any external fittings to ensure adequate gas safety is maintained. It is recommended that the Management retain copies of certificates.	
2.4	There are security gates on the entrance to the premises and CCTV cameras are installed.	

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 3 MEANS OF ESCAPE**FOR CUSTOMER USE ONLY**

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
3.2.2	Door mats may become a trip hazard and compromise the escape route. Refer to pictures 1 – 4.	To ensure that the escape route is free from trip hazards, all door mats should be flat laying and be fit for purpose.	3			
3.2.3	Storage in means of escape. Refer to pictures 5 – 9.	The storage in the single means of escape should be removed and the staircase be kept clear of all storage.	2			
3.2.4	The door to flats 21 & 22 has a strip of cold smoke seal and intumescent strip missing. Refer to picture 12. Fire doors to flats are not regularly checked.	To ensure that cold smoke seals and intumescent strips are fitted to all doors. To ensure that all flat doors have self-closing devices which close the door in a control manner from any angle and that the smoke seals and intumescent strip are fitted correctly (e.g. the cold smoke seals should seal the gap between the door and door frame).	2			
3.2.8	Doors to electrical cupboard (Block 4) do not provided suitable protection.	All doors to the electrical cupboard should be kept locked shut.	2			
3.3.1	Exit gates may not be available for evacuation purposes.	To ensure that the entrance gates which are locked for security purposes will be available to use during a power failure.	2			

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ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION
relevant to SECTION 3 MEANS OF ESCAPE of the Fire Risk Assessment
(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

3 Generally, the exit routes are well managed.

3 The designated assembly point is located opposite the entrance to the car park.

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 4 EMERGENCY LIGHTING

SECTION 4 EMERGENCY LIGHTING				FOR CUSTOMER USE ONLY		
REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
4.2.1 4.2.2	No evidence/documentation on site of emergency light testing or maintenance available on site.	Records/Evidence of testing/maintenance should be held and made available for inspection as applicable. If not already being done the lighting should be tested in accordance with BS 5266 and serviced periodically by a suitably qualified engineer.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to SECTION 4 EMERGENCY LIGHTING of the Fire Risk Assessment
 (The following information is provided as guidance & information purposes in the interest of Fire Safety)

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION		FOR CUSTOMER USE ONLY
4	Emergency lighting is provided at all exit doors externally.	
4.2.3	There is emergency lighting in all areas except Block 1, flats 15-17. There may be adequate borrowed lighting from street furniture in this case.	

FIRE RISK ASSESSMENT

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 5 SIGNS & NOTICES

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to SECTION 5 SIGNS & NOTICES of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

5.1.1	There are no exit signs provided as the floor layout is simple.					
5.1.1	The final exit door thumb screw locks do not have signage in how to operate provided. It is acceptable not to have signage, providing all tenants are shown how to operate the locking device.					

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 6 FIRE ALARM AND FIRE WARNING ARRANGEMENTS

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
6.1.3 6.1.4	No records available on site for the testing and maintenance of the fire detection equipment to the communal areas.	Records/Evidence of testing should be held and made available for inspection as applicable. The fire detection and alarm system should be tested and maintained by a suitably qualified person in accordance with the conditions of BS 5839.	2			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to SECTION 6 FIRE ALARM & FIRE WARNING ARRANGEMENTS of the Fire Risk Assessment
 (The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

6.1.1	There is detection which appears to be fitted for the natural ventilation outlet on the top floor to Block 4. There is also a BS 5839:6 detection system in all corridors to Block 4.	
6.1.1	There is a BS 5839-6 fire alarm system installed in each flat, but there is no regular maintenance provided. It is recommended that each flat ensures that their detection system operates correctly and report this to the responsible person on a regular basis.	
6.1.8	It is assumed that the flats are separated by 60-minute fire resistant construction and the fire doors achieve a nominal fire resistance of 30-minutes, occupants are deemed not to be at risk of fire spread from neighbouring flats.	

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 7 FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT & INSTALLATIONS

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
7.1.4 7.1.5	No records were available to show that the fire installations and equipment have undergone periodic inspections and testing.	To ensure that the system is maintained and tested in accordance with the relevant standard. All testing and maintenance should be recorded.	2			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to SECTION 7 FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT & INSTALLATIONS of the Fire Risk Assessment (The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

Nil	
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FIRE RISK ASSESSMENT

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Property Ref: N/A

SIGNIFICANT FINDINGS & RECOMMENDATIONS

Completed by Active Fire Management Ltd

SECTION 8 MANAGEMENT OF FIRE SAFETY**FOR CUSTOMER USE ONLY**

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
8.2.1 8.2.2	No dedicated logbook/records of any testing and maintenance kept on site.	Records/Evidence of logbooks should be held and made available for inspection as applicable. The responsible person for the property should keep a logbook, holding records of all testing and maintenance of the fire safety devices and equipment.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION
 relevant to SECTION 8 MANAGEMENT OF FIRE SAFETY of the Fire Risk Assessment
 (The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

8.1	There is a formal quarterly Board meeting. It is recommended that any fire safety issues regarding the flats are dealt with at this meeting.	
8.1	It is recommended that the notice board and regular correspondence is used to convey relevant/specific fire safety information on a regular basis.	
8.1.1	It is understood that each tenant has received the emergency plan.	
8.1.2.		
8.1.3	There are no staff employed.	

FIRE RISK ASSESSMENT

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

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SECTION 9 ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY**FOR CUSTOMER USE ONLY**

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
9.1.1	Possible restricted access to the rear of the premises for the F&RS.	To ascertain if the security gates open upon isolation of electrical power to allow access to the rear of the premises by the F&RS.	3			
9.1.2	Block 3 does not have any natural ventilation provided.	To consider ways to extract smoke from the exit stairs in case of fire.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION
 relevant to SECTION 9 ACCESS FOR FIGHTING & FIRE FIGHTER SAFETY of the Fire Risk Assessment
 (The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

9	A fire hydrant is within 100m of the premises.					
9.1.2	Blocks 1 & 3 have manually openable windows in the escape stairs at high level. It is recommended that provisions to open these windows are made available. Block 4 has AOV's installed with override switches located at the final exit lobby.					

END