

Fire Risk Assessment

Prepared for

39 Museum Street

WC1A 1LP

39 Museum Street



Assessor: Gari Savanhu

Date of Assessment: 17/08/22

Date of Next Assessment Review: 18/08/24

Number of storeys: 4

Number of stairwells: 1

Risk: Medium

Tolerability: Moderate

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Introduction and Scope

This Fire Risk Assessment is designed to highlight all the relevant fire safety issues appertaining to your premises. The extent of the survey undertaken is dependent on levels of access to various parts of the building. It is not always practical to assess areas such as ceiling voids and wall cavities but where there are concerns that further special assessment of these areas is required, this will be highlighted within the report.

In this report:

- This is a Type 1 fire risk assessment. A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order. The inspection of the building is non-destructive. But, as well as considering the arrangements for means of escape and so forth, the fire risk assessment should include examination of at least a sample of flat entrance doors. It also considers, so far as reasonably practicable, the separating construction between the flats and the common parts without any opening up of construction. However, in this Type of fire risk assessment, entry to flats beyond the area of the flat entrance door, is not involved only in some cases to assess the fire and detection system provided. Where there are demountable false ceilings in the common parts, it may be appropriate to lift a sample of readily accessible false ceiling tiles. In addition, it will normally be appropriate to open a sample of service risers, provided access is practicable at the time of inspection.
- Where relevant facts in relation to the premises were not visually apparent on the date of our inspection, we have relied on the information and/or responses provided by or on behalf of the Employer or other Responsible Person.
- We have assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).
- Unless otherwise stated, we have assumed that at the premises (i) all fire safety equipment, including fire doors and fire resistant partitions and (ii) all servicing of fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.
- We have not looked in roof spaces or other hidden areas in the premises except where there was an obvious fire hazard, which reasonably required further investigation.
- We have assumed that information and documentation supplied to us by or on behalf of the Employer or other Responsible Person who has a bearing on this Fire Risk Assessment is current, true, accurate and not misleading.
- The term 'Responsible Person' has the meaning given to it in The Regulatory Reform (Fire Safety) Order 2005.

This report reflects the circumstances found at the time of the inspection and does not take away the duties imposed on the Responsible Person for ensuring effective fire safety management within the premises on a day-to-day basis.

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Responsible person (e.g. employer) or persons having control of the premises:	Seven Dials Co Op
Position:	Body Corporate
Premises name / Employer:	39 Museum Street
Address of Premises	39 Museum Street, WC1A 1LP
Premises contact number:	
Person/s consulted if not 'Responsible Person'	Michelle Zini-Lopes Housing Administrator
Date of fire risk assessment:	17/08/22
Details of previous assessment:	
Date of previous fire risk assessment:	18/06/20
Emergency protocol?	Evacuate
Risk Rating	Medium
Suggested date for review:	
<i>This fire risk assessment should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.</i>	
	18/08/24

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Assessor: Gari Savanhu CFPA(Europe)Diploma

Signature:

Date: 17/08/22

A handwritten signature in black ink, appearing to read 'Gari Savanhu', written in a cursive style.

General Information

1. The Premises

1.1	Total number of floors, including basement floors in the building:	4
1.2	What are the total number of floors included in the risk assessment:	3
1.3	Approximate floor area in m ² of the footprint of the building	55
1.3a	<i>Approximate Floor Area in m² per floor</i>	55
1.4	Approximate total floor area in M ² of all floors surveyed:	165
1.4a	Number of units	3
1.5	Number of occupiers in the building	3
	<p>It is a four storey Georgian townhouse converted into three self contained flats. There is no accommodation on the ground floor this area is a commercial unit with a separate entrance. There is a basement area that can be accessed from the main entrance lobby. This basement is part of the commercial unit and while reference will be made to it the basement is not part of this FRA.</p>	
1.6	Description of property	<p>Main entrance door opens directly into staircase. A door under the staircase allows access to the basement.</p> <p>Flat A is located on the 1st floor and the entrances to flats B & C are located on the 2nd floor. There are multiple cupboards located on the staircase, majority of them used for storage however one door on the 1st is the electrical intake cupboard.</p> <p>The building is served by a Grade A LD2 fire alarm system and emergency lighting is present.</p>
1.6a	Number of stairwells	1
1.6b	Number of storeys	4
1.7	Brief details of construction	Traditional brick built with timber frame, timber floors and timber staircase. Roof is flat
1.8	Use of premises	House conversion, self contained flats
1.9	Tenure Type	General Needs

2. The Occupants

2.1	Approximate maximum number in the premises:	3
2.2	Approximate number of employees in the premises at any one time:	1
2.3	Maximum number of members of public at any one time:	Private residence no public access
2.4	Associated times/hours of occupation:	24/7
2.5	Approximate number of people who sleep in the premises:	3
2.6	Number of persons in the premises who require special assistance i.e. disabled children, language barriers etc.:	Residents are of a vulnerable nature and are visited regularly by Seven Dials Co Op staff
2.7	When used as a place of public assembly, the maximum number of persons admitted should not exceed:	

Floor name or number: **Floor/room/space type** **Final occupancy Figure for room/area**

3. Occupants Especially At Risk From Fire

3.1	Sleeping occupants:	Yes
	How many?	3
	Further comment	
3.2	Disabled occupants:	N/A
	How many?	
	Further comment	There were no signs of any Equality Act 2010 guided alterations to the building for tenants with mobility issues
3.3	Occupants in remote areas and lone workers:	N/A
	How many?	
	Further comment	
3.4	Young persons:	N/A
	How many?	
	Further comment	No children reside at this site
3.5	Others:	None

4. Fire Loss Experience

Date	Reported by	Location	Details	Probable cause	Assessors recommendations

5. Other Relevant Information

5.1 Comments by assessor.

No information was available on site to confirm if the external wall insulation system met the requirements of the Building Regulations with regards to limited combustibility and surface fire spread requirements. However the external construction and already having an “evacuate” emergency protocol would not deem an EWS report necessary.

It is vital the Responsible Person liaises with the RP for the commercial unit as a fire situation in with the commercial unit or basement could have a detrimental effect on on the flats above. The RP needs to carry out an FRA for those two areas and that Information needs to be shared.

The building is also listed so any fire door renewal works are going to be subject to an application to the local authority. A fire door survey has also recently been carried out. This may increase the time allotted to do these works.

6. Relevant Fire Safety Legislation

6.1 **The following fire safety legislation applies to these premises:**

Regulatory Reform (Fire Safety) Order 2005

6.2 **The above legislation is enforced by:**

Region: London

Enforcer: London Fire Brigade

6.3 **Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):**

The Smoke Free (Premises & Enforcement) Regulations 2006., Health and Safety (Safety Signs and Signals) Regulations 1996., Other Housing Act 2004

6.4 **The legislation referenced above is enforced by:**

Local Authority

6.5 **Comments and observations** Camden Council

Fire Hazards and Their Elimination or Control

7. Electrical Sources of Ignition

No	Question	Answer	Comments
7.0	Are reasonable measures taken to prevent fires of electrical origin?	YES	All electrical switchgear is protected by fire rated construction, electrical fittings and fixtures present in communal areas were found to be in a good visual condition
7.1	Are fixed electrical circuits periodically inspected and tested	YES	Management have programs to undertake periodic inspection reports in accordance with IET Wiring Regulations and B.S. 7671 for all electrics in communal areas of premises Evidence was on the distribution board Next inspection is due this month
7.3	Add date of last known test		15/07/17
7.4	Has portable appliance testing (where appropriate) carried out?	N/A	Not required as no portable appliances used in the communal areas
7.7	Suitable policy regarding the use of personal electrical appliances?	N/A	
7.8	Suitable limitation of trailing leads and adapters?	N/A	
7.9	Are there any other measures required to prevent fires of electrical origin?	NO	

Pictures



7.1 EICR due now

8. Smoking

No	Question	Answer	Comments
8.0	Are reasonable measures taken to prevent fires as a result of smoking?	YES	Strict rules in accordance with the Smoke Free Regulations 2007 are in force in all communal areas of the building
8.1	Is smoking prohibited in the premises?	YES	Smoking is prohibited in the communal areas
8.1a	Is smoking prohibited in appropriate areas?	YES	See section 8.1
8.2	Is the appropriate signage displayed?	NO	
8.3	Suitable arrangements for those who wish to smoke?	YES	No designated outside smoking area but resident may smoke in their flats/rooms should they wish to do so
8.4	This policy appeared to be observed at time of inspection?	YES	
8.5	Are there any other measures required to prevent fires in relation to smoking?	NO	

9. Arson

No	Question	Answer	Comments
9.1	Does basic security against arson by outsiders appear reasonable? - Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.	YES	Entrance to premise is via key or tenant buzzer.
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	YES	
9.3	Are there internal security arrangements in place?	YES	
9.4	Have there been any recent arson occurrences, deliberate ignition or vandalism?	NO	
9.5	Are there any other measures required to prevent deliberate fires?	NO	

10. Portable Heaters and Heating Installations

No	Question	Answer	Comments
10.1	Is the use of portable heaters avoided as far as practicable?	YES	There is no use of any portable electric equipment in the communal areas. However plug points are present and could potentially be used by residents
10.2	Is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?	N/A	These types of heaters are not permitted. Any found should be immediately removed
10.3	Are suitable measures taken to minimise the hazard of ignition of combustible materials by heaters?	N/A	
10.4	Are fixed heating installations subject to regular maintenance?	N/A	There are no fixed heating installations in the communal areas
10.6	Are there any other measures required to prevent fires involving heaters or heating?	NO	

11. Cooking & Catering

No	Question	Answer	Comments
11.0	Are reasonable measures taken to prevent fires as a result of cooking?	N/A	No cooking takes place in the communal area
11.1	Are domestic type catering facilities provided e.g. tea, coffee, microwave, toaster?	NO	
11.2	Are cookers, deep fat fryers or hobs in use?	NO	
11.3	Filters changed and ductwork cleaned regularly?	N/A	
11.4	Are appropriate cut off switches provided?	N/A	
11.5	Suitable extinguishing appliances available?	N/A	
11.6	Are there any other measures required to prevent fires involving cooking?	NO	

12. Lightning

No	Question	Answer	Comments
12.1	Do the premises have a lightning protection system?	NO	Due to the number of storeys on this premise lightning protection is not mandatory and there were no signs of lightning protection
12.3	Are there any other measures required to prevent fires involving lightning?	NO	

13. Housekeeping

No	Question	Answer	Comments
13.1	Is the standard of housekeeping adequate?	YES	Housekeeping was deemed generally satisfactory at time of visit
13.2	Combustible materials appear to be separated from ignition sources?	YES	
13.3	Avoidance of unnecessary accumulation of combustible materials or waste?	YES	
13.4	Appropriate storage of hazardous materials?	N/A	No hazardous materials stored on the premise
13.5	Avoidance of inappropriate storage of combustible materials?	YES	
13.6	Are there excessive display materials on walls and corridors or in protected routes?	NO	
13.7	Are there any other measures required to prevent fires involving combustible materials?	NO	

No	Question	Answer	Comments
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14. Hazards Introduced by Outside Contractors and Building Works

No	Question	Answer	Comments
14.1	Are fire safety conditions imposed on outside contractors?	YES	<p>a)Only authorised contractors, who have provided method statements & schedules of work undertake works within this building. Management have policies & procedures for contractors carrying out work in their buildings which include 'permits to work' systems for specific operations. These policies & procedures are kept under review and altered as and when necessary or in light of new information. If any contractors or tradespersons are employed by a leaseholder or tenant directly and Management is not informed they have no control over those contractors (residents have a legal duty under their tenancy or lease to inform Management of any significant changes or alterations made to their property). Contractors employed by Management are advised on procedures to undertake when 'lone working' takes place. Contractors employed by Management are advised that when work takes place that waste & building materials should not be allowed to accumulate & obstruct or block exits & escape routes nor should final exit doors be propped or wedged open to aid the operatives or deliveries to site. Contractors are instructed if openings are created in fire resisting partitions or compartments suitable preventative measures must be in place to maintain the fire separation within the building until these openings are closed again or suitably fire stopped with appropriate materials. Contractors are advised care must be taken to prevent false alarms of any AFD equipment present by dust, smoke or heat created by any works (any protective covers supplied to smoke or heat detection equipment must be removed immediately on completion of works). It is assumed by Management and remains the responsibility of the contractor that any tools or items of equipment or plant bought onto the premises by them or their subcontractors are suitable for the work to be undertaken & are checked before use and regularly serviced in accordance with the manufacturers instruction and or any current regulations applicable. (b)No construction or refurbishment works were being undertaken in the common parts of this building at the time of this inspection.</p>
14.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	YES	<p>Any work activity involving 'hot works' must be subject to a risk assessment & the following of as 'safe system of work' as contained within Management's 'Policies & Procedures'. In all situations where the requirements of the work falls outside the scope of given conditions, or is not specifically included in the 'safe systems of works' procedure, guidance should be sought from the operatives immediate line manager. 'Hot works' may only commence once a risk assessment has been issued or a dynamic risk assessment carried out & all the safety criteria identified have been established. All operatives must ensure they are familiar with the use of the 'safe systems of work' procedure/s. External contractors must provide their own 'safe system of works procedure, otherwise they must demonstrate they are familiar with Management's safe system of work' procedure & policy. Should a 'hot works' permit be required the authorised issuer and contractor to undertake the works must sign the relevant sections of the permit at the</p>

No	Question	Answer	Comments
			appropriate times prior to commencing the works and upon satisfactory completion
14.3	If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of “hot work” permits?	YES	Any work activity involving 'hot works' must be subject to a risk assessment & the following of a 'safe system of work' as contained within Management's 'Policies & Procedures'. In all situations where the requirements of the work falls outside the scope of given conditions, or is not specifically included in the 'safe systems of works' procedure, guidance should be sought from the operatives immediate line manager. 'Hot works' may only commence once a risk assessment has been issued or a dynamic risk assessment carried out & all the safety criteria identified have been established. All operatives must ensure they are familiar with the use of the 'safe working procedure/s'. Should a 'hot works' permit be required the authorised issuer and operative to undertake the works must sign the appropriate sections of the permit at the appropriate times prior to commencing the works and upon satisfactory completion
14.4	Are there any other measures required to prevent fires when building works are being carried out or contractors are working on site?	NO	

15. Dangerous Substances

No	Question	Answer	Comments
15.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A	There are no dangerous substances used or stored in the communal areas.
15.2	If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	

No	Question	Answer	Comments
15.3	Are all flammable liquids cleaning products and chemicals stored in suitable areas and in containers away from potential sources of ignition.	N/A	
15.4	Are there any other measures required to prevent fires involving chemicals or flammable materials?	NO	

16. Other Significant Fire Hazards That Warrant Consideration Including Process Hazards That Impact on General Fire Precautions

No	Question	Answer	Comments
16.1	Are there any hot processes other than cooking taking place in the premises?	NO	No hot processes take place in the communal areas.
16.2	Are there any chemical agents stored or used in the premises?	NO	No chemical agents stored or used on the premise
16.3	Are there any factory processes carried out in the premises?	NO	No factory processes carried out on the premise
16.4	Are there any other hazards that should be noted?	NO	

Fire Protection Measures

17. Fire Protection Measures Means of Escape From Fire

No	Question	Answer	Comments
17.1	It is considered that the premises are provided with reasonable means of escape in case of fire.	YES	The main protected staircase is a reasonable means of escape
17.2	Adequate design of escape routes?	YES	The design of the escape route is adequate for the type of premise
17.3	Adequate provision of exits?	YES	Exit is the main entrance and it is adequate
17.4	Exits easily and immediately operable where necessary?	YES	Manually operated final exit
17.5	Fire exits open in direction of escape where necessary?	NO	This is permissible due to the low numbers that will use the exit at any one time
17.6	Are electronic securing devices fitted on any doors forming part of the means of escape appropriately fitted and tested?	N/A	
17.6a	Are there satisfactory means for securing exits?	YES	
17.6b	Are there suitable protection of escape routes?	NO	See section 17.17.1
17.7	Avoidance of sliding or revolving doors as fire exits where necessary?	YES	
17.8	Are the external escape routes satisfactory?	N/A	The premise has no external escape route
17.9	Are there any other measures required in relation to the fire exit routes?	NO	

Reasonable Distances Travelled

No	Question	Answer	Comments
17.10	Where there is a single direction of travel?	YES	All travel distances are within the specifications laid down in LACORS guide to fire safety in housing
17.11	Where there are alternative means of escape?	N/A	
17.12	Suitable fire precautions for all inner rooms?	N/A	No inner rooms identified
17.13	Are escape routes unobstructed?	YES	
17.14	It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.	N/A	At the time of visit there was no indication that the premise had any Equality Act 2010 guided alterations for disabled residents with mobility issues
17.15	Are there any other measures required in relation to travel distances?	NO	

Structural Means of Escape

No	Question	Answer	Comments
17.16	Are the escape routes provided with the necessary level of fire protection?	NO	See section 17.17.1
17.17	Do all fire-resisting doors appear to comply to BS476?	NO	See section 17.17.1
17.17.1	Can the flat entrance doors be considered suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	NO	Although they have been remediated the flat entrance doors cannot be considered notional FD30S and door sets should be replaced
17.17.2	Can the intake and riser cupboard doors be considered as suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	YES	Riser/Intake cupboard door/s inspected can be considered notional/nominal FD30S There is a panel on the inside of the electrical intake cupboard that is assumed to be of some kind of fire resisting construction. It is unknown what that panel is made of. The panel has given the door necessary weight to strengthen the integrity. But if panel is found to contain asbestos it is recommended that door set be replaced.
17.17.3	Can the communal fire doors be considered as suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	NO	If found not to be behind a wall on the inside of flat A the unused door next to Flat A on the escape route so should be renewed to FD30S. All other cupboard doors in the communal area do not need any upgrading as these cupboards are locked, purely used for storage and there is no ignition risk.
17.18	Are the fire doors held or wedged in the open position by irregular means?	NO	
17.19	Are any approved hold open devices fitted to fire doors properly fitted and suitably signed?	N/A	
17.20	Are there any other measures required in relation to the structural means of escape?	YES	There is an electrical installation on the ground floor behind a locked door. The electrical installation appears to be redundant. If that is the case no action is needed. If not then that electrical installation needs to be enclosed in 30 minute fire resisting construction and holes coming out need to be fire stopped.

Pictures



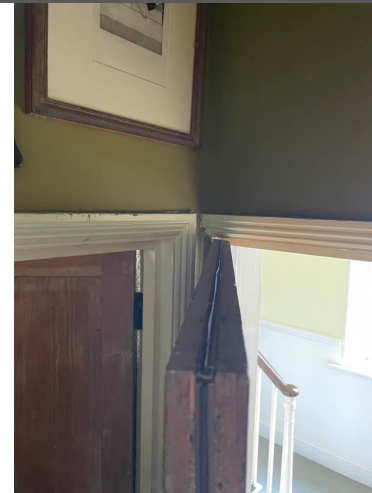
17.17.1 not a notional fire door



17.17.1 not a notional fire door



17.17.1 not a notional fire door



17.17.1 not a notional fire door



17.17.3 Door next to Flat A

Pictures



17.20 Ground floor electrical installation

External Staircase and Escape Routes

No	Question	Answer	Comments
17.21	Is the external staircase suitable and sufficient and in good condition?	N/A	No external staircase on the premise
17.22	Are any doors or windows (other than toilet windows), which open onto or are adjacent to, external staircases, balconies, and gangways, which are used for means of escape purposes, or are within 1.8 metres horizontally or 9 metres vertically of it, fire resisting?	N/A	
17.23	Are external staircases, balconies and gangways examined by a competent person at least every three years?	N/A	
17.24	Are the external escape staircases clear of obstructions or any other hazards?	N/A	
17.25	Is the external escape route from the building considered satisfactory?	N/A	
17.26	Are there any other measures required in relation to the external escape routes from the building?	NO	

18. Measures to Limit Fire Spread and Development

No	Question	Answer	Comments
18.1	Is compartmentation of a reasonable standard. Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate	NO	The fire stopping in the electrical intake cupboard was unsatisfactory
18.2	Reasonable limitation of linings that might promote fire spread.	YES	
18.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.	N/A	No fire dampers on the premise
18.3.1	What type/s of smoke ventilation measures are present?	YES	The stairwell/staircase can be manually ventilated
18.3.2	Do escape routes have adequate openable vents for smoke clearance and are they at least equal to 1.5m ² per floor / section?	YES	
18.4	Are there any other measures required in relation to fire separation or compartmentation	NO	

Pictures



18.1 electrical intake



18.1 electrical intake

19. Emergency Escape Lighting

No	Question	Answer	Comments
19.1	Reasonable standard of emergency escape lighting system provided? Based on visual inspection, but no test of luminance levels or verification of full compliance with relevant British Standards carried out.	YES	Emergency lighting present in the communal areas in accordance with BS5266.
19.2	Is the system tested to comply with BS 5266-8?	YES	Weekly testing is being carried out and logged
19.3	Is the system serviced to comply with BS 5266-8?	NO	
19.5	Are there any other measures required in relation to emergency lighting.	NO	

20. Fire Safety Signs and Notices

No	Question	Answer	Comments
20.1	Is there a reasonable standard of fire exit signage?	YES	Fire exit signage in accordance with Health and Safety (Safety Signs and Signals Regulations) 1996 is present throughout the communal areas
20.2	Reasonable provision of other fire safety signs and notices?	NO	No fire action notices present and no hazard warning sign on electrical intake cupboard
20.3	Do the signs comply to the Health & Safety (Signs & Signals) Regulations 1996 or British Standard 5499-10?	YES	
20.4	Are there suitable and sufficient Fire Action notices?	NO	See previous section
20.5	Is the assembly point suitably signed?	N/A	Assembly point not required for this premise
20.6	Are there any other measures required in relation to fire safety signs and notices?	NO	

21. Means of Giving Warning in Case of Fire

No	Question	Answer	Comments
21.1	Is there a satisfactory means of raising the alarm in the event of a fire?	YES	In accordance with the LACORS guide to fire safety in Housing along with fire safety in specialised housing a Grade A: LD2 fire alarm system is present on the premise
21.2	Reasonable manually operated electrical fire alarm system provided?	YES	
21.3	Is the fire alarm system tested on a weekly basis?	YES	Weekly tests are carried out and logged
21.4	Is the system serviced on an annual basis to comply to BS 5839 -1?	NO	Fire alarm system must be tested periodically by a competent contractor
21.6	Automatic fire detection provided?	YES	
21.7	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	YES	
21.8	Remote transmission of alarm signals?	NO	
21.9	Is a fire alarm zone plan provided adjacent to the fire alarm panel?	NO	
21.10	Are there any other measures required in relation to the means of giving warning in case of fire?	NO	

22. Manual Fire Extinguishing Appliances

No	Question	Answer	Comments
22.1	Reasonable provision of portable fire extinguishers	N/A	Portable fire extinguishers are not required for this premise
22.2	Hose reels provided?	NO	
22.3	Are all fire extinguishing appliances readily accessible?	N/A	
22.4	Are all extinguishers fitted on wall brackets or provided with floor stands?	N/A	
22.5	Are there any dry powder extinguishers in the building?	NO	
22.6	Are all extinguishers tested in accordance with British Standard 5306?	N/A	
22.8	Are there any other measures required in relation to fire extinguishing appliances?	NO	

23. Relevant Automatic Fire Extinguishing Systems

No	Question	Answer	Comments
23.1	Other Relevant Type of Fixed Systems And Equipment	N/A	No other fixed extinguishing systems and equipment present on premise
23.3	Are there any other measures required in relation to fire extinguishing appliances?	NO	

24. Fire Fighter Safety – Access & Water Supplies

No	Question	Answer	Comments
24.1	Are access roads for Fire & Rescue Service vehicles satisfactory	YES	
24.2	Is there good access to the building for firefighters	YES	
24.3	Are there adequate and local water supplies available	YES	Fire hydrants situated within visible distance of entrance to premise
24.4	Is there an 'Emergency Folder' with sufficient information and plans for firefighters?	N/A	Due to the size and simplicity of the premise an emergency folder isn't required
24.5	Is there external signage to warn firefighters of significant hazards?	N/A	
24.6	Is there suitable provision of fire-fighters switches' for high voltage luminous tube signs, etc	N/A	
24.7	Is the responsible person aware of any environmental issues as a consequence of a fire in the building	YES	
24.8	Where the premises forms part of a building with other premises, or the landlord has responsibility for common areas,	NO	

No	Question	Answer	Comments
	have arrangements been made to cooperate and coordinate others regarding risks?		

25. Management of Fire Safety Procedures and Arrangements

No	Question	Answer	Comments
25.1	Fire safety is managed by:		Seven Dials Co Op
25.2	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?	YES	Competent persons tasked to carry out any fire safety work are all suitably qualified professionals
25.3	Is there a suitable record of the fire safety arrangements? Specifically, policy arrangements for the planning, organising, controlling, monitoring and reviewing of the fire safety arrangements?	YES	Records of fire safety arrangements, Management lead the organisation's fire safety policy arrangements for the planning, organisation, controlling, monitoring & reviewing of fire safety arrangements
25.4	Where the premises forms part of a building with other premises, or the landlord has responsibility for common areas, have arrangements been made to cooperate and coordinate others regarding risks?	NO	Mixed or shared use: Ensure cooperation between all Responsible Persons identified within the mixed use development ensuring that all significant findings within FRAs are allocated and actioned by the relevant persons. Periodic reviews should be undertaken of the specific "Fire Strategy" for the development and "Responsible Persons" need to share key information with all parties; a review can also be prompted by a change including but not limited to a) A change in the number of people present b) changes to work procedures, including the introduction of new equipment c) Alterations to the building including internal layout d) Significant changes to assets within the premise e) The introduction of or increase of the storage of hazardous substances
25.5	Are there any other measures required in relation to management issues?	NO	

Procedures

No	Question	Answer	Comments
25.6	Appropriate fire procedures in place?	YES	Management have appropriate fire procedures in place for all their premises
25.7	Are procedures in the event of fire appropriate and properly documented?	YES	Management have suitable documentation procedures in place for action in the event of and actions post a fire incident
25.8	Are there suitable arrangements for summoning the fire and rescue service?	YES	Residents are advised to call the fire service via personal mobiles and landlines
25.9	Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters?	YES	
25.10	Are there suitable arrangements for ensuring that the premises have been evacuated?	YES	
25.11	Is there a suitable fire assembly point(s)?	N/A	Fire assembly point not required for this premise
25.12	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A	There were no signs of any alterations to the building in association with The Equality Act 2010 for disabled residents with mobility issues
25.13	Are there any other measures required in relation to the fire procedures?	NO	

Arrangements

No	Question	Answer	Comments
25.14	Persons nominated and trained to use fire extinguishing appliances?	N/A	Due to the type of tenure there are no staff permanently on the premise
25.15	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A	
25.16	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarisation visits)?	N/A	Due to size and simplicity of the premise fire service visits are not deemed necessary
25.17	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?	YES	Staff conduct a regular fire precautions & health and safety inspections. All information pertaining to this is logged in the fire folder
25.18	Are there any other measures required in relation to the fire arrangements?	NO	

Contractors

No	Question	Answer	Comments
25.19	When the employees of another employer work in the premises is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	YES	Outside employees will be given a programme of procedures and policies with regards to fire safety before commencing work
25.20	When the employees of another employer work in the premises are they provided with adequate instructions and information?	YES	See section 25.19
25.21	Are there any other measures required in relation to the management of contractors?	NO	

26. Training & Drills

Training

No	Question	Answer	Comments
26.1	Are all staff given adequate fire safety instruction and training on induction?	N/A	No staff permanently on site
26.2	Are all staff given adequate periodic "refresher training" at suitable intervals?	N/A	
26.3	Does all staff training provide information, instruction or training appropriate to their responsibilities and applicable to their role. Including: Fire risks in the premises, The fire safety measures on the premises, Action in the event of fire, Action on hearing the fire alarm signal, Method of operation of manual call points, Location and use of fire extinguishers, Means for summoning the fire and rescue service, Identity of persons nominated to assist with evacuation, Identity of persons nominated to use fire-extinguishing appliances.	N/A	
26.4	Are staff with special responsibilities given additional training?	N/A	
26.5	Are there any other measures required in relation to training?	NO	

Drills

No	Question	Answer	Comments
26.6	Are fire drills carried out at appropriate intervals?	N/A	Fire drills not required for this premise. Appropriate signage is present in common areas and information is given to residents upon occupation.
26.8	Are there any other measures required in relation to fire drills?	NO	

27. Testing & Maintenance

Testing

No	Question	Answer	Comments
27.1	Weekly testing and periodic servicing of fire detection and alarm system?	YES	
27.2	Monthly and annual testing routines for emergency escape lighting?	NO	This has been actioned in section 19
27.3	Annual maintenance of fire extinguishing appliances?	N/A	No fire extinguishers on the premise
27.4	Periodic inspection of external escape staircases and gangways?	N/A	No external staircase or gangway/s on premise
27.5	Six-monthly inspection and annual testing of rising mains?	N/A	No rising mains on site
27.6	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A	No lift/s on site
27.7	Weekly testing and periodic inspection of sprinkler installations?	N/A	No sprinkler installations on premise
27.8	Are there any other measures required in relation to testing and maintenance?	NO	

Maintenance & Routine Checks

No	Question	Answer	Comments
27.9	Routine checks of final exit doors and/or security fastenings?	N/A	Manually operated final exit
27.10	Adequate maintenance of premises?	YES	
27.11	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?	YES	Management regularly review, report and record their maintenance and testing of fire protection systems
27.12	Are there any other measures required in relation to routine maintenance or checks?	NO	
27.13	Are there any other relevant inspections or tests?	NO	

28. Records

No	Question	Answer	Comments
28.1	Appropriate records of fire drills?	N/A	Fire drills not required for this premise
28.2	Appropriate records of fire training?	N/A	
28.3	Appropriate records of fire alarm tests?	YES	
28.4	Appropriate records of emergency escape lighting tests?	YES	
28.5	Appropriate records of maintenance and testing of other fire protection systems?	N/A	No other fire protection system/s in place

No	Question	Answer	Comments
28.6	Are there any other measures required in relation to the maintenance of records?	NO	

Fire Risk Assessment Methodology

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of Fire	Potential Consequences 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

Considering 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: **Medium**

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.

Considering the nature of the premises 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: **Moderate harm**

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

- Slight harm** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
- 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 at the time of the survey the risk to life from fire at these premises is: **Moderate**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

- Risk level** Action and timescale
- Trivial** No action is required and no detailed records need be kept.
- Tolerable** No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

- Moderate** It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
- Intolerable** Premises (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.)

It is considered necessary that all recommendations in the Action Plan be implemented to reduce fire risk to, or maintain it at, the following level: **Tolerable**

Action Plan

No	Question	Required action	Risk Rating	Floor Level	Location	Department	Priority
7.1	Are fixed electrical circuits periodically inspected and tested?	Landlord's Electrical Installation - Renew.	High	1st Floor	Intake Cupboard - Electrical	Management	1 Month
8.2	Is the appropriate signage displayed?	Provide No Smoking signage	Medium	Ground	Main Entrance	Management	3 Months
17.17.1	Can the flat entrance doors be considered suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	Fire Door Renewal - Renew doorset complete.	Medium	All Floors	All Units	Management	3 Months
17.17.2	Can the intake and riser cupboard doors be considered as suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	Fire Door Renewal - Renew doorset complete. Check if panel on inside of intake cupboard door is made of non asbestos material. If there are found to be traces of asbestos in this panel the door set should be replaced	Medium	1st Floor	Intake Cupboard - Electrical	Planned - Maintenance Team	90 Days
17.17.3	Can the communal fire doors be considered as suitable fire doors in their current state? (In comments, please state whether fully compliant door set, upgraded FD30S or accepted original notional FD30).	Check if unused door to flat A on 1st floor has a wall behind it on the inside. If it does no action needs to be taken. If not the as door is on escape route it must be upgraded to FD30S	Medium	1st Floor	Landing	Management	3 Months

No	Question	Required action	Risk Rating	Floor Level	Location	Department	Priority
17.20	Are there any other measures required in relation to the structural means of escape?	There is an electrical installation on the ground floor behind a locked door. The electrical installation appears to be redundant. If that is the case no action is needed. If not then that electrical installation needs to be enclosed in 30 minute fire resisting construction and holes coming out need to be fire stopped.	Medium	Ground	Intake Cupboard - Electrical	Management	3 Months
18.1	Is compartmentation of a reasonable standard. Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate	Provide fire stopping and ensure it is of the same fire resisting integrity as the wall/floor breached	Medium	1st Floor	Intake Cupboard - Electrical	Management	3 Months
19.3	Is the system serviced to comply with BS 5266-8?	Emergency Lighting - Inspection and Report. Instruct a competent contractor to carry out a periodic service of the emergency lighting	Medium	All Floors	All Communal Areas	Planned - Electrical Delivery Team	3 Months
20.2	Reasonable provision of other fire safety signs and notices?	Fire Action Notice - Provide 'Evacuation' Fire Action Notice in Noticeboard.	Medium	Ground	Main Entrance	Management	3 Months
20.2	Reasonable provision of other fire safety signs and notices?	Signage - Provide hazard type	Medium	1st Floor	Intake Cupboard - Electrical	Management	3 Months
21.9	Is a fire alarm zone plan provided adjacent to the fire alarm panel?	Provide a zonal map for fire alarm panel	Medium	Ground	Main Entrance	Management	3 Months
25.4	Where the premises forms part of a building with other premises, or the	Obtain copy of FRA/s from commercial unit/s below and keep them on file	Medium	Not Stated	All Communal Areas	Management	3 Months

No	Question	Required action	Risk Rating	Floor Level	Location	Department	Priority
	landlord has responsibility for common areas, have arrangements been made to cooperate and coordinate others regarding risks?						