WILLIAM MARTIN
HEALTH AND SAFETY CONSULTANTS

Pearl & Coutts part of the Structadene Group

Fire Risk Assessment (V.3)

5 Great James Street, Bloomsbury, London

Prepared for:

Pearl & Coutts part of the Structadene Group
3rd Floor
9 White Lion Street
London N1 9PD

Prepared by:
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Date of Site Visit: 19/01/2018

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INTRODUCTION

This fire risk assessment of the above property has been completed by William Martin Compliance Solutions Limited. The aim of the assessment is to assist the client in meeting their duties under the following legislation:

- in England and Wales) Regulatory Reform (Fire Safety) Order 2005
- in Scotland) combination of the Fire (Scotland) Act 2005 (as amended) and the Fire Safety (Scotland) Regulations 2006
- in Northern Ireland) Fire and Rescue Services (Northern Ireland) Order 2006, together with the Fire Safety Regulations (Northern Ireland) 2010

The purpose of this assessment is to provide an assessment of the risk to life from fire, this assessment does not address the risk to property of business continuity from fire.

Unless otherwise stated, this report is based on a review of documentation available and a physical inspection of the property by a competent consultant. Included within this report is an assessment of any fire safety risks and associated issues arising from the property or its associated activities. It details any identified deviation from statutory legislation, approved codes of practice, guidance or industry standard practice. It also includes recommended actions considered necessary in order to control fire safety risks to an acceptable level.

The process also includes an audit of the existing control measures, policies and procedures to ensure that they are being effectively implemented, insofar as this can be checked during the time on site.

This report reflects the situation relating to fire safety and associated issues found at the property at the time of the visit and are based upon the information made available to the consultant. Wherever possible the consultant will require physical evidence, such as documented records, to demonstrate that a control exists. If evidence is not available the consultant will raise an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the consultant during the audit process.

The scope of the report is limited to the areas specified under the 'Assessment Brief' section below.

REPORT FORMAT

The property has been inspected and audited using set of standard criteria prepared in accordance with Government guidance documents on the relevant fire safety legislation. These are set out in the 'Audit Questions & Observations' section of the report. Against each item the observed condition is recorded and where this condition is thought to be unsatisfactory appropriate recommendations are made and are allocated a priority in accordance with the risk matrix, given in the appendix.

Where a report section or individual item is shown as N/A this means that the issue is not relevant to the property and where appropriate for clarity this judgement has been provided with supporting comments.

Disclaimer/Limit of Recommendations

Any remedial actions recommended in this report should only be implemented with due respect to any relevant regulations or industry best practice including, but not limited to: Building Regulations; relevant British Standards; Planning Consent; Structural, Electrical and Mechanical safety standards; Traffic Management/Highways Guidance; Environmental Legislation etc.

Note that recommendations within this report set out *what* William Martin feel needs to be done but not *how* it is to be done. That is William Martin do not provide a specification or methodology for the necessary works as a part of this report. William Martin are Health and Safety Practitioners but they are not Architects; Surveyors; Building Services Engineers; Highways Engineers etc.

Responsibility for safe, appropriate and legal implementation of any remedial action recommendations rests with the client.

REVIEW

This assessment should be reviewed whenever there are significant changes such as alterations, change of activities or occupancy. A review should also be undertaken if any shortcomings are identified.

In any event an annual review should be carried out as recommended good practice.

ASSESSMENT BRIEF

Assessment commissioned by	Pearl & Coutts
Scope of assessment	Whole building including all tenants demised areas.
Limitations / exclusions, including areas not accessed	The external basement staircase could not be accessed but this was viewed from the street. No access was gained to the roof.
Special instructions	Two licence applications have been made, one for the flat on the top floor as there are three tenants and an s257 which is to license the whole building. 5 Great James Street is a Grade II* so it can be difficult to gain permission for certain works to be done. A site inspection 09-01-18 has been conducted by Camden Council and LFB. One of the biggest issues they saw was the fire separation between commercial and residential and if the fire alarm should be upgraded. The current commercial tenants haven't so far given a copy of their FRA but LFB did request for them to send this through. There were issues presented within their demise and travel distances to the escape route. The electrical intake cupboard is located within the commercial unit on the basement level.
Assessment carried out by	David Brown CMIOSH MIFireE
Visit accompanied by	Anna Michael

PROPERTY DETAILS

Property manager	Anna Michael and Dave Shaw (Main Contacts)
Brief description of property	5 Great James Street is a mid-terraced building of traditional brick, concrete and timber construction with a pitched and tiled roof and comprising of a basement, ground and floors 1-3. Of mixed use, the commercial office accommodation is on the basement and ground floors and residential tenants on the upper three floors. Access is gained via street level into a lobby which leads onto the single unprotected staircase providing access to all demised areas. There is later single storey flat roofed extension to the rear of the building.
Manned / unmanned	Unmanned
Key observations	No Pearl and Coutts staff on site. Built in 1721 the premises are Grade 11* listed and retains many original features.

Other information	The premises viewed from the outside have 3 commercial tenants on the basement and ground floors, these are Ambigram Architects 1st left in the entrance hall, Londonist rear right in the entrance hall who also have an internal staircase to a 1st floor, and Stack Hut in the basement accessed 2nd left via a door under the stairs in the entrance hall. There are 3 residential properties, flats 1 and 2 are occupied by single households and flat 3 is a House of Multiple Occupation occupied by 3 students.
Main use category	Residential
Other uses	Offices
Number of floors	Five
Number of staircases	Two
Number of lifts (passenger and goods)	None
Number of escalators	None
Approximate floor area	5500 square feet
Approximate age	1721

OCCUPANT DETAILS

No. landlord staff	0
Approx. No. of visitors / members of public	10
Approx. No. of tenants staff	20
Approx. total occupancy	36
Occupants especially at risk: Sleeping occupants	6
Occupants especially at risk: Disabled occupants	Not known
Occupants especially at risk: Occupants in remote areas / lone workers	Occasional contractor
Occupants especially at risk: Young people	Not known
Hours of occupation	24/7

FIRE SAFETY ARRANGEMENTS

Responsible Person	A Responsible Person has been appointed at Pearl and Coutts corporate level. The Facilities Manager is the sites competent person.
Fire strategy in place	No

Fire alarm and detection system	There are a variety of fire alarm systems in place. A Series 1000 Mk 4 6 zone, non-addressable fire alarm control panel to BS5839 pt 4 is located in the entrance corridor. Automatic fire detection (AFD) is provided to BS5839 pt 1 L3 standard in the means of escape staircase and corridor with 1 detector in each of the tenants demised areas off of the staircase. Break glass call points are also provided. The Offices and flats have AFD but to no set standard and are non-prescriptive. A single stage simultaneous evacuation procedure is in place in the commercial premises.
Emergency escape lighting (maintained/non-maintained)	Non-maintained 1 hour emergency lighting to BS 5266 is provided in the common parts.
Fire fighting equipment (sprinkler system / fire hose reels / fire extinguishers / dry-wet riser)	None provided. It is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of blocks of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate.
Smoke control system	Manually openable doors and windows only.
Assembly point	Great James Street
Fire loss experience	None
Relevant notices in force (Enforcement / Alteration/ Prohibition)	An enforcement notice from London Fire Brigade dated 29/1/18 has been received.
Other relevant information	There are 5 in total, these include 2 means of escape staircases which are the 1 internal main staircase and 1 external staircase from Stack Hut. There are 3 other staircases one in each of the tenants demised areas in Flat 3, the Londonist on the ground floor and in Stack Hut in the basement.

FIRE RISK ASSESSMENT

Overall likelihood of fire	Medium-Normal fire hazards and appropriate controls for this type of occupation.
Overall consequences of fire	Moderate Harm-Injury from fire possible but unlikely to involve multiple fatalities.
Overall risk to life from fire	Moderate-Essential risk reduction required as detailed in recommendations.

PRIORITY ACTION SUMMARY

The following table shows a summary of the number of actions raised against each priority level. When setting the priority level the consultant has considered issues including: non-compliance with statutory legislation; breaches of company policy; the likelihood and severity of the hazard; time considered necessary to rectify the issue and any additional guidance from the client.

Priority 1	Priority 2	Priority 3	Priority 4
0	31	10	0

ACTIONS

Sources of Ignition	2.4) Are cooking/vending/food heating appliances correctly sited and used			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The microwave oven must be taken out of the cupboard under the sink on the 1st floor landing of the Londonist and installed in a well ventilated area away from water.			
Action Notes	There is a microwave oven in a cupboard under a sink on the 1st floor landing of the Londonist. Ignition source and electric shock hazards.			
Action Images				

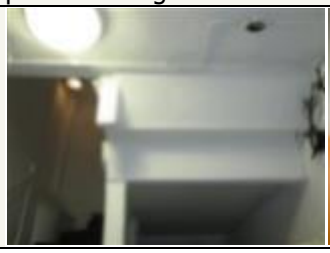
Sources of Ignition	2.7) Are adaptors and extension leads being used in a safe manner			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The electrical socket provision and use of extension leads in Flat 2 could not be ascertained so investigate the situation further and upgrade the sockets as required. Also check that there is a suitable provision of sockets in Flats 1 and 3 and upgrade accordingly.			
Action Notes	Extension cables and connections should not be overloaded or used in sequence ("daisy chain") due to the elevated risk of electrocution or fire.			
Action Images	  			

Sources of Ignition	2.10) Has the fixed electrical distribution system within the premises been examined and certified as satisfactory by a competent person			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 4	Likelihood: 1	Risk Score: 4	Risk Weighting: 2
Recommended Action	Arrange for a fixed wiring inspection to be carried out by a competent electrician of Flats 2 and 3 and the common parts. Upload the inspection report to Meridian and resolve all identified issues within suggested timescales.			
Action Notes	Fixed wiring inspection certificate is available; dated 23/5/17 for flat 1. New consumer unit and fire alarm upgrade for Flat 3 12/7/17. New consumer unit for the common parts 3/7/17. No other fixed wiring certificates observed. The property's fixed electrical system should be tested every five years to ensure that it remains effective and hasn't degraded. The report should be uploaded to Meridian and all findings resolved within suggested timescales by a competent electrician.			
Action Images				

Sources of Fuel and Oxygen	3.10) Are all other fuel/oxygen issues, not covered elsewhere in the report, satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Provide a fire guard to the gas fire.			
Action Notes	In Flat 2 Mrs King has an unguarded open gas fire in the lounge which also has a large amount of combustible material in fact the flat has a high fire loading.			
Action Images	  			

Sources of Fuel and Oxygen	3.10) Are all other fuel/oxygen issues, not covered elsewhere in the report, satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Liaise with the tenant of Flat 2 and advise that flammable liquids should not be stored in the cupboard under the stairs for Flat 3 and it would be preferable that they should be removed from site.			
Action Notes	In Flat 2 there are flammable liquids stored in the cupboard under the stairs for Flat 3.			
Action Images				

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The walls on the left between the offices and the means of escape corridor from the commercial premises should be upgraded to 60 minutes fire resistance. This can be achieved by encapsulating the internal office walls with plasterboard with the joints to be taped and the whole skimmed with plaster. A fire rated paint or varnish cannot be used as the original boards are too thin for this type of application.			
Action Notes	The walls between the offices and the means of escape corridor from the commercial premises are constructed of the original 1721 wood panels and are not to 60 minutes fire resistant. Flats should be separated from other occupancies in mixed-use buildings by walls and floors affording a minimum fire resistance of 60 minutes. It is equally important that the common means of escape from flats is suitably protected from the effects of a fire in other occupancies. The common means of escape routes, including corridors, lobbies and stairways, should be separated from other occupancies by fire-resisting construction to ensure the escape routes remain safe to use at all times.			
Action Images	  			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The fire separation between the basement ceilings and the ground floor (including the staircase soffit and spandrel) is believed to be lathe and plaster which is not in good condition and only providing a notional 30 minutes fire resistance, this needs to be made up to 60 minutes fire resisting preferably by encapsulating in additional plaster board to add a further 30 minutes fire resistance with the joints to be taped and the whole skimmed with plaster.			
Action Notes	The basement fire separation from the ground floor due to the lathe and plaster ceilings and walls is only a notional 30 minutes.			
Action Images	 			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The electric intake equipment in the basement offices in the means of escape to the front external fire exit should be enclosed in a 30 minute fire resistant cupboard. The new doors should be signed "Fire door keep locked" and an electrical warning sign fitted.			
Action Notes	The electric intake equipment in the basement offices in the means of escape to the front external fire exit is not enclosed in 30 minute fire resistant materials.			
Action Images	  			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Ensure that the glazing at the top of Flats 1 and 3 doors is upgraded to provide a minimum of 30 minutes fire resistance. This can be achieved by installing a fire resistant sheet of glass on the back of the existing glazing as per Flat 2. The glazing above the door to the Londonist on the ground floor should be encapsulated with plasterboard to 60 minutes fire resistance or replaced with 60 minute fire resistant glazing.			
Action Notes	The glazing above Flats 1 and 3 doors have no indication of fire resistance.			
Action Images	  			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The fire separation in Flat 2 in the cupboard under the stairs for Flat 3 should be upgraded to ensure at least 30 minutes fire resistance. This may be achieved by encapsulating the internal walls with plasterboard. The partition walls between Flat 2 and the common staircase should be upgraded to 30 minutes fire resistance by encapsulating the internal walls with plasterboard. The ceilings in Flat 2 are lathe and plaster and are in very poor condition and it is doubted if this will provide a notional 30 minutes fire resistance especially with the high fire loading in this flat, it would be preferable if they were encapsulated in new plasterboard to provide 30 minutes fire resistance but as the building is Grade 11* listed this is probably not possible therefore they should be painted with a fire retardant paint to provide 30 minutes fire resistance, advice from a specialist paint supplier should be sought prior to any application.			
Action Notes	There is a cupboard in Flat 2 under the stairs for Flat 3 which is not to 30 minutes fire resistance.			
Action Images	  			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The entrance door to Ambigram Architects should be upgraded to 60 FDS standard and fitted with new door furniture including a self-closer. The doors to Stack Hut and Londonist should be replaced with 60FDS fire doors to match the Ambigram Architects door. The glazing above the door to the Londonist on the ground floor should be encapsulated with plasterboard to 60 minutes fire resistance or replaced with 60 minute fire resistant glazing.			
Action Notes	The entrance doors to the commercial tenants are not 60 minutes fire resisting.			
Action Images	  			

Fire and Smoke Containment	4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The fire separation between the ground floor commercial offices ceilings and the flats above is believed to be lathe and plaster which is not in good condition and only providing a notional 30 minutes fire resistance, this needs to be made up to 60 minutes fire resisting preferably by encapsulating in additional plaster board with the joints to be taped and the whole skimmed with plaster.			
Action Notes	Due to the lathe and plaster ceilings the fire separation from the ground floor offices and the flats above is only a notional 30 minutes.			
Action Images				

Fire and Smoke Containment	4.4) Are all gaps in fire resisting walls or floors effectively sealed			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	All of the penetrations in the basement office by ducting or building services should be fire stopped using approved materials installed by a competent contractor to provide a minimum of 60 minutes fire resistance. On the ground floor entrance corridors the penetrations in the walls should be fire stopped to provide a minimum of 60 minutes fire resistance. On the staircase by Flat 2 the wall needs to be fire stopped to provide a minimum of 30 minutes fire resistance. Any sealants used should comply with BS476-22. See additional photographs.			
Action Notes	To ensure effective protection against fire, walls and floors providing fire separation must form a complete barrier. Any openings such as pipe or cable penetrations through which fire and smoke may spread should be rectified by suitable fire stopping with an equivalent level of fire resistance.			
Action Images				

Fire and Smoke Containment	4.6) Do wall linings restrict the spread of fire			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The surface finish / lining of the walls in the means of escape corridor and staircase appear to be combustible and should be upgraded to Class O. This may be achieved by using a fire rated paint to achieve Class O and advice from a specialist fire retardant paint supplier should be sought prior to any application.			
Action Notes	Flammable materials should not cover the surface areas of walls in escape routes. The walls on the right in the means of escape corridor and staircase abut the party wall and are constructed of the original 1721 wood panels and it is believed that due to the number of paint finishes these are not to a standard classification not lower than 'Class O' (as prescribed in the Building Regulations Approved Document B).			
Action Images				

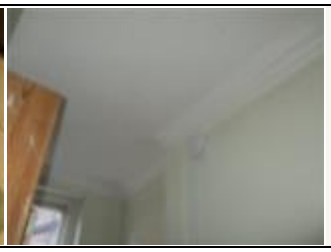
Fire and Smoke Containment	4.6) Do wall linings restrict the spread of fire			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The wall linings in Flat 2 are the original 1721 wood panels and these should be treated with a suitable fire retardant to bring them up to Class 1.			
Action Notes	The wall linings in Flat 2 are the original 1721 wood panels and these are not to Class 1 for surface spread of flame.			
Action Images	  			

Fire and Smoke Containment	4.7) Is the fire rating of floors satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The ceiling from Flat 1 or the floor in flat 2 should be upgraded to 30 minutes fire resistance to provide better protection against the spread of fire. This may be achieved by either encapsulating the internal ceilings with plasterboard or by using a fire rated paint to 30 minutes fire resistance on the internal ceiling. The floor boards in Flat 2 should be painted with a fire resistant varnish to 30 minutes fire resistance. Advice from a specialist fire retardant paint supplier should be sought prior to any application.			
Action Notes	The ceiling in Flat 1 is not to 30 minutes fire resistance. In Flat 2 the floor boards are original from 1721 and have many layers of paint or varnish on them. The ceiling in Flat 2 is the original lathe and plaster and is not to 30 minutes fire resistance. Construction of floors should not allow fire spread to the compartment above before the building has been safely evacuated.			
Action Images	  			

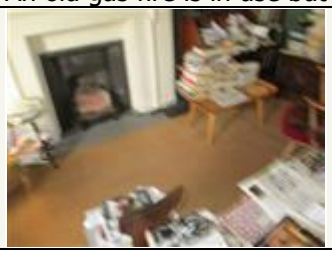
Fire and Smoke Containment	4.8) Are fire doors satisfactory; in good condition and state of repair			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The following fire doors require maintenance / adjustment to ensure they provide effective fire protection and close fully on to stops: The entrance door to Ambigram Architects requires adjustment.			
Action Notes				
Action Images				

Fire and Smoke Containment	4.8) Are fire doors satisfactory; in good condition and state of repair			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The internal doors to the bedrooms, living rooms and kitchens in the flats should be replaced with 30FD 4 panel solid doors.			
Action Notes	The internal doors to the bedrooms, living rooms and kitchens in the flats are not to 30 minutes fire resistance.			
Action Images	  			

Fire Detection and Warning Systems	5.2) Is the fire detection and alarm system adequate for the layout and use of the building			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The fire alarm system should be upgraded and there are several options available. Option 1: The premises should be fitted with a new Grade A LD2 BS 5839 pt 6 system in the flats with AFD (Automatic Fire Detection) installed in all of the risk rooms including lounges, access rooms and kitchens, it should also be fitted in bedrooms to achieve 75dBa at the bedhead and be interfaced with the Landlords system. Because of the poor compartmentation (even with the recommended works there are still hidden voids which will allow fire spread) and inner room situations (risk rooms) it is recommended that the Landlords fire alarm is extended into the commercial tenants demised areas to cover all rooms and that smoke detection is fitted to each staircase landing to L2 BS5839 pt 1 standard as this would cover risk rooms i.e. inner/access rooms. The Landlords L3 BS5839 pt 1 system currently has an AFD head in each of the flats and these should remain but should be changed to smoke detectors rather than heat detectors as their location is protected by a lobby and there would need to be a very serious fire for it to activate. Option 2: It could be argued that as the Landlords L3 BS5839 pt 1 system already has an AFD head in each flat and commercial demise it would avoid confusion if there was just one fire alarm system for the whole premises with a Landlords L2 BS5839 pt 1 system providing smoke detection to each staircase landing in and each room of both the residential and office areas. The provision of multi-sensor AFD heads could be used to keep false alarms to a minimum. See the Hochiki White Paper Scenarios 1, 2 and 3 for a part 1 system for further information (Uploaded to Meridian). It is advised to discuss this option with the Fire Alarm engineers and London Fire Brigade. Fire alarm requirements: A diagrammatic fire alarm zone plan is required. AFD installations may be achieved by using wireless technology which would not require invasive chasing of walls or surface mounted cables. A new Fire Alarm Control panel to the current EN 54 pt 2-4 standard will be required. To avoid confusion any redundant fire alarm equipment should be removed. See additional photographs. All works are to comply with Camden Councils Historic impact Assessment and Design and Access Statement.			
Action Notes	There are a variety of fire alarm systems on site and there seems to be a new system and a redundant system and it is difficult to know the cause and effect of all of the equipment on site, i.e. is the AFD in the basement office still live or is only the new AFD head active. There seems to be a mixed system within the flats having various degrees of coverage including an AFD head just inside their front entrance doors from the Landlords main building fire alarm system linked back to the fire alarm panel in reception. One of the commercial tenants Ambigram Architects has only a domestic smoke detector. With the exception of the Londonist all of the residential and office tenants have inner room situations, in fact Flat 2 has inner, inner, inner room situations with the bedroom access room not protected by AFD or vision panels etc. The flats seem to have a Grade D LD3 BS 5839 pt 6 system and the HMO a Grade D LD2 system but no AFD in the access room. The Landlords new system seems to be to L3 BS 5839 pt 1. It is not known if the AFD in the offices is still live or if it's linked to the Landlords panel. The zone chart just shows 1 zone per tenant but this is just for the Landlords AFD head and it is expected that the other AFD heads in the tenant's demised areas are not linked to the Landlords panel.			

Action Images	  

Fire Detection and Warning Systems	5.2) Is the fire detection and alarm system adequate for the layout and use of the building			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Instruct the fire alarm engineers to test all of the fire alarm systems on site including those in both the offices and flats so that the cause and effect of all of the fire alarm systems on site is known and recorded.			
Action Notes	The cause and effect of all of the fire alarm systems on site is not known.			
Action Images	  			

Fire Detection and Warning Systems	5.10) Are all other detection and warning system issues, not covered elsewhere in the report, satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Install a CO alarm in the lounge of Flat 2.			
Action Notes	An old gas fire is in use but there is no CO alarm provided in Flat 2.			
Action Images				

Escape Routes	7.1) Is the travel distance to the nearest storey exit acceptable			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Travel distances would be acceptable if the remedial actions outlined in this report were completed.			
Action Notes	Travel distances are not quite within the guidelines for a normal risk premises with one escape route(s).			
Action Images				

Escape Routes	7.6) Are fire exit doors capable of being immediately opened without the use of a key (i.e. push bars etc)			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The final exit door from the basement should be fitted with a thumb turn lock which is easily openable from the inside and the bolts removed.			
Action Notes	Final exit doors should be quickly and easily openable without a key and should not be bolted.			
Action Images				

Escape Routes	7.7) Is every escape route free of items which could cause slips, trips or cause an obstruction and/or pose a fire hazard			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Ensure that the escape routes in the following areas are unobstructed: Basement offices means of escape. These routes should be kept clear at all times and on no account should combustible material be left adjacent to or underneath the electrical cupboards. Also on the ground floor inside the entrance door and corridor.			
Action Notes	Items which pose a potential fire hazard or those that could cause an obstruction should not be located on escape routes. Tenants should be reminded that escape routes and exits should be available for use and kept clear of obstruction at all times.			
Action Images	  			

Escape Routes	7.8) Are external escape routes and stairs adequate and free from slip/ trip and fall hazards			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The external fire exit route from the basement needs to be inspected and repaired and cleaned of algae.			
Action Notes	The external fire exit staircase form the basement has broken treads, is slippery due to algae and has plant pots on it.			
Action Images				

Management of Fire Safety	8.1) Have all actions from the previous FRA been completed			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The following action(s) are still outstanding from the last fire risk assessment report. These must be actioned, completed and closed down on Meridian as soon as possible. See action points 1.1, 2.3, 3.2, 1.9, and 2.5.			
Action Notes	If actions cannot be completed and closed, overdue explanations should be added in Meridian for future reference.			

Management of Fire Safety	8.4) Is there an emergency plan in place			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	A written emergency plan detailing the action that people should take in the event of fire, should be provided and communicated to all relevant people i.e. residents, employees, contractors, tenants etc.			
Action Notes	Some residents are unsure of what they should do in the event of the fire alarm activating. A comprehensive emergency plan should be drawn up. The plan should include the action to be taken by residents and staff in the event of fire, the evacuation procedure – including arrangements for the evacuation of disabled staff or visitors, the location of the assembly points, the arrangements for calling the fire brigade and operational information for the fire brigade. The plan should make clear who is to be responsible for the implementation of its various parts. The plan should be reviewed regularly, at least annually.			
Action Images				

Management of Fire Safety	8.7) Have all tenants been provided with information regarding the procedures to follow in the event of a fire			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Ensure all tenants are provided with fire safety advice and a copy of the fire evacuation procedure.			
Action Notes	Document evidence that the fire evacuation procedure has been distributed to all tenants.			

Management of Fire Safety	8.10) Are fire evacuation drills carried out			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	Arrange for six monthly fire drills to be carried out for the commercial premises.			
Action Notes	Evacuation exercises (fire drills) should take place at least once but preferably twice in each 12 month period. All evacuations should be recorded along with the times and standard of evacuation.			

Residential	11.11) Were the flat entrance doors examined FD30s?			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The following flat entrance doors should be upgraded to FD30S or replaced with a FD30S door, fitted with a positive action self-closing device: Flats 1, 2 and 3. This may be achieved by using a fire rated paint to 30 minutes fire resistance and specialist advice from a specialist fire retardant paint supplier should be sought prior to any application. .			
Action Notes	The fire resistance of the flat doors could not be ascertained. The current benchmark standard is for flat entrance doors to be self-closing doors, capable of providing 30-minute fire resistance and incorporating intumescent strips and smoke seals (FD30S).			
Action Images				

Residential	11.13) Is the fire door furniture suitably fire resisting?			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 3	Likelihood: 2	Risk Score: 6	Risk Weighting: 2
Recommended Action	The letter boxes in the following flats should be replaced by a fire resisting letter box: Flats 1-3.			
Action Notes	Letter plates should ideally be positioned in the lower part of the door and should conform to BS EN 13724: Letter plates.			
Action Images	 			

People at Risk	1.3) Can sleeping occupants be adequately warned of fire			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Instruct the fire alarm engineers to conduct an audibility test throughout the building including the systems in the offices and residential flats. Ensure that the fire alarm sound levels are sufficient to wake anyone who may be sleeping i.e. sound level of 75dBA should be achieved at the bed head. See following for recommendations re the installation of additional AFD heads.			
Action Notes	The L3 system AFD and sounders are installed just inside the flat entrance doors so the decibel level at the bed head is unknown and some of the rooms in the residential flats have no AFD. In sleeping areas, to ensure that people are woken, a sufficient sound level should be achieved at the head of the bed (i.e. 75dBA). This will usually mean the fitting of a sounder device in each bedroom.			
Action Images	  			

Sources of Fuel and Oxygen	3.10) Are all other fuel/oxygen issues, not covered elsewhere in the report, satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	The surface mounted cables should be painted with a fire retardant paint to stop fire spread.			
Action Notes	There are a lot of surface mounted cables in the entrance corridor and staircase which have been painted over many times, this presents a fire spread hazard.			
Action Images	  			

Fire and Smoke Containment	4.8) Are fire doors satisfactory; in good condition and state of repair			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Replace or upgrade the internal fire door to the basement office front fire exit to 30 minutes FDS and fit intumescent strips, cold smoke seals and a self -closer. The other door to the front escape route from the basement should have the lock removed and the door made up to 30 minutes fire resistance with intumescent strips, cold smoke seals and a self -closer. The fire door from the basement discharging under the buildings single escape staircase needs to be changed and upgraded to a 60 FDS fire resisting door with a self-closer with intumescent strips and cold smoke seals should be fitted at the head of the basement stairs. In the meantime the self-closer should be repaired and tenants instructed in writing not to disable self-closers. In the Londonist fit a self-closer to the fire door on th e ground floor adjacent to the staircase. If this door needs to be held open it should be fitted with either a Doorgard or Agrippa sonic electro-magnetic door holder which will close on operation of the fire alarm.			
Action Notes	The current door to the basement office front fire exit is not constructed to provide a minimum 30 minutes fire resistance. The other door to the front escape route from the basement is fitted with a mortice lock with a key. The fire door from the basement discharges under the buildings single escape staircase but is only a notional 30 minute fire door.			
Action Images	  			

Fire and Smoke Containment	4.8) Are fire doors satisfactory; in good condition and state of repair			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Repair the self-closer to the internal door from the rear offices in Ambigram Architects. The door to the front office needs to be reinstated. If these doors need to be held open then it should be fitted with an Agrippa or Doorgard electro-magnetic hold open device which will close the door on operation of the fire alarm. Write to the tenants and inform them that they must not disconnect the self-closers or remove internal doors.			
Action Notes	The self-closer on the door from the rear offices in Ambigram Architects has been disconnected and the door to the front office has been removed allowing rapid fire spread though the ground floor and offering no protection to the inner room.			
Action Images	 			

Fire Detection and Warning Systems	5.6) Is a fire alarm zone plan displayed in the vicinity of the fire panel			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Provide a fire alarm zone plan fixed adjacent to the control panel.			
Action Notes	On or adjacent to the control and indicating equipment should be a diagrammatic representation of the building, showing at least the building entrances, the circulation areas and escape routes, and the division into zones. Where this is not provided, a correctly oriented plan of the premises should be displayed.			
Action Images				

Signs and Notices	6.1) Are escape routes clearly indicated			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Remove the fire exit direction sign arrow down on the staircase people are familiar with this single escape route.			
Action Notes	The internal escape sign is not required.			
Action Images				

Signs and Notices	6.2) Are fire exit doors suitably marked			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Remove the text only sign and install a fire exit direction sign "arrow up" on the door from the basemen front means of escape to the external staircase. All signs should comply to BS ISO 7010 2011 and have text, a pictogram and arrow.			
Action Notes	Text only sign in use.			
Action Images	 			

Signs and Notices	6.3) Are all fire resisting doors correctly signed			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	Fit 'Fire Door' signage to the following fire doors: All fire doors from the commercial premises onto the means of escape corridor.			
Action Notes	Fire doors that have been fitted with self-closing devices should be labelled 'Fire door – keep shut' on both sides.			
Action Images	 			

Signs and Notices	6.9) Are other signage issues, not covered elsewhere in the report, satisfactory			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	The old red letter text "Fire escape keep clear" sign in the means of escape corridor should be replaced with a current standard sign.			
Action Notes				
Action Images	 			

Fire Service Information and Facilities	10.1) Is operational information regarding the premises available for the Fire Service			
Observed Condition:	Unsatisfactory			
Risk Measurement	Severity: 2	Likelihood: 2	Risk Score: 4	Risk Weighting: 3
Recommended Action	A Pearl and Coutts helpdesk number or contact number should be displayed. It is recommended that a folder or drawing be kept, adjacent to the fire alarm panel, containing the following information, for use by the fire brigade in an emergency: • Plans of building • Location of boiler room • Location of asbestos containing materials • Gas shut off • Electrical switch boards / shut offs • Escape routes			
Action Notes	Operational information required to assist fire brigade.			

AUDIT QUESTIONS & OBSERVATIONS

1 People at Risk
1.1) Are there satisfactory arrangements in place for lone workers and people occupying remote areas
Yes - Satisfactory arrangements are in place for lone workers and people occupying remote areas.
1.2) Are procedures in place for the evacuation of disabled people
N/A - No residents requiring evacuation assistance have been identified. Tenants are responsible for the evacuation of disabled staff and visitors.
1.3) Can sleeping occupants be adequately warned of fire
No
1.4) Are suitable and sufficient risk assessments in place for employed young people
N/A - Tenants are responsible for carrying out risk assessments with regard to any young persons they employ and residents are responsible for ensuring the safe evacuation of any young children in their flats.
1.5) Are all other people issues, not covered elsewhere in the report, satisfactory
Yes - No further significant issues were identified at this site.

2 Sources of Ignition
2.1) If individual heating appliances are in use are they suitably guarded and positioned
Yes - Heaters observed were in good condition, correctly positioned and clear of combustible and flammable materials.
2.2) Are all gas appliances serviced at least annually
Yes - Gas servicing is carried out by Gas Safe engineers. Records are maintained and were available for inspection, Flat 1 - 24/5/17, Flat 2 - 25/8/17, Flat 3 - 10/1/18
2.3) Is ventilation to equipment and machinery adequate and unobstructed
Yes - No blocked or obstructed vents were identified.
2.4) Are cooking/vending/food heating appliances correctly sited and used
No
2.5) Are precautions in place to avoid arson
Yes - Sufficient precautions were found to be in place to minimise the risk from arson.
2.6) Are plugs and sockets in good condition and not covered
Yes - Plugs and sockets were seen to be in good condition with no signs of charring, misuse or damage.
2.7) Are adaptors and extension leads being used in a safe manner
No
2.8) Are reasonable measures being taken to prevent fires as a result of smoking
Yes - No evidence of smoking in unauthorised areas was observed.
2.9) Are services, plant and equipment properly maintained
Yes - Appropriate maintenance procedures are in place for all plant and equipment on site and up to date records are in place.
2.10) Has the fixed electrical distribution system within the premises been examined and certified as satisfactory by a competent person
No
2.11) Is the lightning protection system adequately inspected and maintained
N/A - The building does not have a lightning protection system.
2.12) Are all portable electrical appliances, including personal items of equipment, inspected & tested

N/A - There are no portable electrical appliances for which the landlord/ managing agent is responsible at the property
2.13) Are all other ignition issues, not covered elsewhere in the report, satisfactory
Yes - No further significant issues were identified at this site.

3 Sources of Fuel and Oxygen
3.1) Are LPG cylinders properly stored and used
N/A - LPG is not used or stored in the common areas of the building.
3.2) Is all combustible waste kept clear of escape routes and removed from the premises regularly
N/A - See 7.7 following.
3.3) Are all plant rooms free from inappropriate storage
Yes - Storage is limited to maintenance materials and equipment and is kept clear of plant and ignition sources.
3.4) Are the premises free of combustible artificial decoration, foliage or plants etc
Yes - Small quantities of combustible artificial decoration / foliage / plants were located clear of ignition sources in positions where they did not obstruct the escape route.
3.5) Is all upholstered furniture in good condition
N/A - There are no soft furnishings provided by Pearl and Coutts on site.
3.6) Are any doors or windows closed when building is unoccupied
N/A - Residential building occupied 24/7.
3.7) Can ventilation/AC systems be easily isolated in the event of fire
N/A - There is no mechanical ventilation provided by Pearl and Coutts on site
3.8) Do the exterior cladding system(s), where fitted, restrict the spread of fire?
N/A - There is no external cladding on this property.
3.9) Are waste containers, skips, pallets and other combustibles a safe distance from the external walls of the building?
N/A - There were no sources of fuel (waste containers, skips, pallets or other combustibles) located to the external areas at the time of this risk assessment.
3.10) Are all other fuel/oxygen issues, not covered elsewhere in the report, satisfactory
No

4 Fire and Smoke Containment
4.1) Are cavity barriers satisfactory
Yes - Accessible cavity barriers were seen to be in good condition.
4.2) Are all walls, doors, ceilings, glazing etc. to the required level of fire resistance
No
4.3) Are ceiling tiles being maintained in good condition and in place
N/A - No ceiling tiles were observed within the common areas of this property.
4.4) Are all gaps in fire resisting walls or floors effectively sealed
No
4.5) Are smoke ventilation systems adequate and maintained
N/A - There are no smoke ventilation and extraction systems installed.
4.6) Do wall linings restrict the spread of fire
No

4.7) Is the fire rating of floors satisfactory
No
4.8) Are fire doors satisfactory; in good condition and state of repair
No
4.9) Are gaps around fire doors less than 2-4mm
N/A - See 4.8 above.
4.10) Are all fire doors, except those that shut automatically on operation of the fire alarm, closed and not propped or wedged open
Yes - All fire doors were seen to be closed properly at the time of inspection.
4.11) Are all other fire containment issues, not covered elsewhere in the report, satisfactory
Yes - All works are to comply with Camden Councils Historic impact Assessment and Design and Access Statement.

5 Fire Detection and Warning Systems

5.1) Is the procedure for raising the alarm adequate
Yes - There is an automatic fire detection and alarm system installed with call points on the main escape routes.
5.2) Is the fire detection and alarm system adequate for the layout and use of the building
No
5.3) Is the distribution of sounders reasonable, i.e. can the alarm be heard in all accessible areas
Yes - Test documentation to BS 5839:1 is available on Meridian / on site and there are no reports of areas where the alarm does not alert all occupants.
5.4) Are visual alarms provided where necessary
N/A - None provided.
5.5) Are there suitable arrangements for calling the Fire Service
Yes - Arrangements for calling the fire brigade are detailed on the fire action notices.
5.6) Is a fire alarm zone plan displayed in the vicinity of the fire panel
No
5.7) Is the fire alarm system tested on a weekly basis
Yes - Weekly tests are carried out and recorded in the fire log book, 17/1/18.
5.8) Is the fire alarm system regularly tested and examined
Yes - Servicing and preventive maintenance is carried out at not more than six-monthly intervals. The last inspection and servicing certificate is dated 6/8/17.
5.9) Are the shut down and interfaces linked to the fire alarm activation known and documented
N/A - No shut down and interfaces linked to the fire alarm activation have been identified on site.
5.10) Are all other detection and warning system issues, not covered elsewhere in the report, satisfactory
No

6 Signs and Notices

6.1) Are escape routes clearly indicated

No
6.2) Are fire exit doors suitably marked
No
6.3) Are all fire resisting doors correctly signed
No
6.4) Are 'Fire Exit Keep Clear' signs provided to final exit doors
N/A - Not required.
6.5) Are completed fire action notices displayed in suitable locations e.g. next to call points
Yes - Completed fire action notices are prominently posted adjacent to the fire alarm call points at each floor level
6.6) Are extinguishers and hose reels correctly signed
N/A - No fire fighting equipment identified within common areas at this property.
6.7) Are dry/ wet risers correctly signed
N/A - No dry/wet risers have been identified on site.
6.8) Are private fire hydrants correctly signed
N/A - No private hydrants have been identified on site.
6.9) Are other signage issues, not covered elsewhere in the report, satisfactory
No

7 Escape Routes
7.1) Is the travel distance to the nearest storey exit acceptable
No
7.2) Are inner rooms protected
N/A - See 5.2 above.
7.3) Are dead ends safe
N/A - See 4.2 above.
7.4) Are all escape routes (including stairs) wide enough for the number of occupants
Yes - Escape route widths are suitable for the number of people likely to be in the building.
7.5) Are all escape route of sufficient height
Yes - There are no low headroom areas within the escape route.
7.6) Are fire exit doors capable of being immediately opened without the use of a key (i.e. push bars etc)
No
7.7) Is every escape route free of items which could cause slips, trips or cause an obstruction and/or pose a fire hazard
No
7.8) Are external escape routes and stairs adequate and free from slip/ trip and fall hazards
No
7.9) Are alternative means of escape suitable
N/A - See 7.8 above.
7.10) Are passenger lifts provided with 'do not use in the event of a fire' signage or 'ground' on operation of fire alarm
N/A - There are no lifts at the property
7.11) Do security systems fail safe
N/A - There are no electric locks at the property.
7.12) Is adequate emergency lighting provided to escape routes
Yes - Emergency and escape lighting is provided to all parts of the escape route.
7.13) Is emergency lighting properly tested and maintained

Yes - Testing and maintenance is carried out in accordance with current guidelines and recorded in the fire log book, monthly 12/17 annual 3/8/17.
7.14) Are all other escape routes and emergency lights issues, not covered elsewhere in the report, satisfactory
Yes - No further significant issues were identified at this site.

8 Management of Fire Safety

8.1) Have all actions from the previous FRA been completed
No
8.2) Is an up to date log book, containing all relevant fire related information, held in an accessible location.
Yes - Log book is kept on site and is up to date. The log book is kept by the fire alarm panel but other records are on Meridian the electronic Health and Safety management system.
8.3) Are contractor / maintenance staff controls in place for works carried out in the building, including a permit to work system for hot works
Yes - Procedures are in place including a 'hot works' permit system.
8.4) Is there an emergency plan in place
No
8.5) Is a fire evacuation procedure in place for the property
Yes - An evacuation procedure is in place which details the arrangements for the safe evacuation of all occupants of the building.
8.6) Is the fire evacuation procedure appropriate with regard to the findings of the fire risk assessment
Yes - The single stage simultaneous evacuation procedure is suitable to the fire safety arrangements provided to the commercial tenants in the property in the property. The Flats will evacuate upon the fire alarm being raised in their flats.
8.7) Have all tenants been provided with information regarding the procedures to follow in the event of a fire
No
8.8) Have staff (including contractors) received fire training
Yes - All staff, including contractors, under the landlords / managing agents control have had fire training.
8.9) Are fire wardens appointed and trained
N/A - Tenants are responsible for the appointment and training of fire wardens.
8.10) Are fire evacuation drills carried out
No
8.11) Is the location of the fire assembly point suitable and identifiable
Yes - Across the road in Great James Street.
8.12) Are regular inspections of the premises carried out
Yes - Regular inspections of the escape routes are carried out and recorded locally.
8.13) Are tenants regularly reminded of their obligations to have fire risk assessments in place for their demised areas
Yes - It is understood that tenants are regularly reminded of their obligations to have fire risk assessments in place for their demised areas.
8.14) Is there a fire strategy document in place for the property
N/A - The building was constructed pre-1991 and is unlikely to have a fire strategy document in place.
8.15) Are all fire management issues, not covered elsewhere in the report, satisfactory
Yes - No further significant issues were identified at this site.

9 Fire Fighting Equipment and Installations
9.1) Where installed, are hose reels suitably located and inspected / maintained (within the last 12 months)
N/A - There are no hose reels at this property.
9.2) Where installed, are fire dampers regularly tested, inspected and maintained
N/A - No fire dampers installed
9.3) Where installed, is the smoke control system, including smoke curtains, regularly tested, inspected and maintained (within the last 12 months)
N/A - No smoke control system installed.
9.4) Where installed, is the sprinkler system regularly inspected, tested and maintained (within the last 6 months)
N/A - No sprinkler system installed.
9.5) Are weekly sprinkler system checks being carried out and recorded on the weekly test cards provided
N/A - No sprinkler system installed.
9.6) Where installed, is the fire suppression system(s) regularly tested, inspected and maintained (within the last 12 months)
N/A - No fire suppression system installed.
9.7) Is the fire suppression system connected to the main fire alarm system
N/A - No fire suppression system installed.
9.8) Where installed, are fire shutters regularly tested, inspected and maintained
N/A - No fire shutters installed.
9.9) Where installed, is the pressurisation system regularly tested, inspected and maintained
N/A - No pressurisation system installed.
9.10) Where installed, are dry riser, wet riser and/or foam inlets regularly tested, inspected and maintained (within the last 12 months)
N/A - No dry riser / wet riser / foam inlets installed.
9.11) Are suitable fire-fighters switch(es) provided to isolate high voltage luminous tube signs
N/A - No high voltage luminous tube signs installed on site.
9.12) Where installed, have the fire-fighters switch(es) been tested and maintained
N/A - No fire-fighters switches were identified on site.
9.13) Are appropriate fire extinguisher provisions in place
N/A - Fire extinguishers are not provided in the common areas as it is not expected that residents should need to tackle a fire in their flats to make their escape.
9.14) Are all extinguishers – wall mounted or otherwise – accessible, secured and free from obstruction
N/A - No extinguishers have been identified within common areas at this property.
9.15) Have all fire extinguishers been inspected within the previous 12 months
N/A - No extinguishers have been identified within common areas at this property.
9.16) Are fixed fire fighting equipment and installations issues, not covered elsewhere in the report, otherwise satisfactory
Yes - No further significant issues were identified at this site.

10 Fire Service Information and Facilities
10.1) Is operational information regarding the premises available for the Fire Service
No
10.2) Are fire fighting water supplies available
Yes - There are public hydrants in the highway outside the building.
10.3) Have the private fire hydrants been examined within the last 12 months
N/A - No private fire hydrants identified at this property.
10.4) Is fire fighting access reasonable
Yes - Fire engines can approach and park within a reasonable distance of the building.
10.5) Are fire service issues, not covered elsewhere in the report, otherwise satisfactory
Yes - No further significant issues were identified at this site.

11 Residential
11.1) Scope of the fire risk assessment?
Yes - A Type 3 fire risk assessment of the whole building including all tenants demised areas. Considering the arrangements for means of escape and fire detection (ie smoke alarms) within the flats. Within the flats, the inspection is non-destructive, but the fire resistance of doors to rooms is considered.
11.2) Does the building contain residential units?
Yes - House converted into self-contained flats and commercial offices.
11.3) Type of residential property?
Yes - There are 3 residential properties, flats 1 and 2 are occupied by single households and flat 3 is a House of Multiple Occupation occupied by 3 students.
11.4) Number of residential floors?
Yes - Two
11.5) Number of residential basements?
N/A - The basement tenant is a commercial office.
11.6) Evacuation Policy?
Yes - Simultaneous single stage evacuation.
11.7) Are all gas appliances serviced at least annually?
Yes - Gas servicing is carried out by Gas Safe engineers. Records are maintained and were available for inspection, Flat 1 - 24/5/17, Flat 2 - 25/8/17, Flat 3 - 10/1/18
11.8) Is all combustible waste kept clear of escape routes and removed from the premises regularly?
N/A - See 3.2 above.
11.9) Have a sample of flat entrance doors been examined?
Yes - The following flats were accessed numbers 1-3 and floor(s) to examine the flat entrance door and the separating construction around the doors walls and ceilings.
11.10) Were the flat entrance doors examined fitted with a suitable positive action self-closing device.
Yes - The flat entrance doors sampled were fitted with a positive action self-closing device.
11.11) Were the flat entrance doors examined FD30s?
No
11.12) Were the flat entrance doors examined FD30 (minimum 44mm thick with 25mm doorstops)?

N/A - See 11.11 above
11.13) Is the fire door furniture suitably fire resisting?
No
11.14) Are gaps around fire doors less than 3mm?
Yes - All fire doors were close fittings with no excessive gaps.
11.15) Are fire door threshold gaps less than 10mm?
Yes - There were no excessive gaps between the bottom of the fire doors and the finished floor level.
11.16) Are flat final exit door locks capable of being opened from the inside without the use of a key?
Yes - Final exit doors were easily operable from the inside without the use of a removable key.
11.17) Are all fire doors, except those that shut automatically on operation of the fire alarm, closed and not propped or wedged open?
Yes
11.18) Are the flat walls and glazing to the staircase enclosure or corridor a minimum 30 minutes Fire Resisting?
N/A - See section 4.2 above.
11.19) Are appropriate smoke and heat alarms fitted within the flats?
N/A - See 5.2 above.
11.20) In mixed use premises are the flats separated from other users by walls and floors affording a minimum fire resistance of 60 minutes?
N/A - See section 4.2 above.
11.21) If a balcony escape(s) is provided are the exit doors to the balcony fitted with a suitable inside lock (thumb turn)?
N/A - None provided.
11.22) If a balcony escape(s) is provided are balconies managed to minimise fire load?
N/A - None provided.
11.23) Is a communal automatic fire alarm and detection system installed?
Yes - An automatic fire alarm and detection system is installed in accordance with BS 5839-1 with an AFD head in each of the office and flats demised areas.
11.24) Is smoke ventilation provided to the escape route(s)?
N/A - Only manually openable doors and windows provided.
11.25) Are escape routes clearly indicated?
Yes - Clear signage indicating the escape routes is provided.
11.26) Are fire exit doors suitably marked?
Yes - Fire exit doors are clearly indicated.
11.27) Are all fire resisting doors correctly signed?
N/A - See 6.3 above.
11.28) Are 'Fire Exit Keep Clear' signs provided to final exit doors?
N/A - See 6.9 above.
11.29) Are all other residential fire issues, not covered elsewhere in the report, satisfactory?
Yes - There were no further residential issues identified for this section of the report.

SUPPORTING PHOTOGRAPHS

The fire separation between the basement and the ground floor is believed to be lathe and plaster which is not in good condition and only providing a notional 30 minutes fire resistance, this needs to be made up to 60 minutes fire resisting preferably by encapsulating in additional plaster board with the joints to be taped and the whole skimmed with plaster.

The fire separation between the basement and the ground floor is believed to be lathe and plaster which is not in good condition and only providing a notional 30 minutes fire resistance, this needs to be made up to 60 minutes fire resisting preferably by encapsulating in additional plaster board with the joints to be taped and the whole skimmed with plaster.

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The fire separation between the basement and the ground floor including the panelling to the staircase is believed to be lathe and plaster which is not in good condition and only providing a notional 30 minutes fire resistance, this needs to be made up to 60 minutes fire resisting preferably by encapsulating in additional plaster board with the joints to be taped and the whole skimmed with plaster.

In th basement The unprotected wood that cannot be encapsulated should be treated with a fire retardant paint or varnish to provide 60 minutes fire resistance.

The penetrations in the basement cupboards adjacent to the basement means of escape to the front of the building by ducting or building services should be fire stopped using approved materials installed by a competent contractor to provide a minimum of 30 minutes fire resistance.

The penetrations in the basement cupboards adjacent to the basement means of escape to the front of the building by ducting or building services should be fire stopped using approved materials installed by a competent contractor to provide a minimum of 30 minutes fire resistance.

The unprotected wood in the cupboards adjacent to the basement means of escape to the front of the building that cannot be encapsulated should be treated with a fire retardant paint or varnish to provide 30 minutes fire resistance.

The openings in the basement office walls adjacent to the basement means of escape to the front of the building by ducting or building services should be fire stopped using approved materials installed by a competent contractor to provide a minimum of 30 minutes fire resistance.

The openings in the basement office walls adjacent to the basement means of escape to the front of the building by ducting or building services should be fire stopped using approved materials installed by a competent contractor to provide a minimum of 30 minutes fire resistance.

On the staircase by Flat 2 the wall needs to be fire stopped to provide a minimum of 30 minutes fire resistance.

The wall above the door to Ambigram Architects on the ground floor needs to be fire stopped to provide a minimum of 60 minutes fire resistance.

Ensure that the escape routes in the following areas are free from combustible material: On the staircase under the window.

Ensure that the escape routes in the following areas are unobstructed and free from combustible material: Ground floor inside the entrance door and corridor. These routes should be kept clear at all times.

Ensure that the escape routes in the following areas are unobstructed and free from combustible material: Ground floor inside the entrance door and corridor. These routes should be kept clear at all times.

The wall on the ground floor entrance corridor needs to be fire stopped to provide a minimum of 60 minutes fire resistance.

In the Londonist fit a self-closer to the fire door on the ground floor adjacent to the staircase. If this door needs to be held open it should be fitted with either a Doorgard or Agrippa sonic electromagnetic door holder which will close on operation of the fire alarm. This door should be fitted with either a 'Fire Door Keep Closed' sign or an Automatic Fire Door Keep Clear' sign.

Hidden void in the basement.

No AFD in access rooms.

No AFD in access rooms.

Redundant fire alarm should be removed.

Redundant fire alarm should be removed.

Two fire alarm systems in the flats.

Fire action notice adjacent tot he break glass call point.

The toilet door off of the staircase does not need to be upgraded to a fire door.

All works are to comply with Camden Councils Historic impact Assessment and Design and Access Statement.

APPENDIX: RISK MATRIX

RISK RATING MATRIX

HAZARD SEVERITY (H)	The potential of a hazard to cause harm. This will vary in severity and the ratings are applied as follows:	
	Rating Classification	
	4	Significant potential for serious injury or death of multiple occupants.
	3	Outbreak of fire could foreseeably result in fatality or serious injury to one or more individuals, but unlikely to involve multiple fatalities.
	2	Outbreak of fire may result in injury but unlikely to result in fatalities.
	1	Outbreak or fire highly unlikely to result in serious injury or death of any occupant
LIKELIHOOD (M)	The probability that the HAZARD SEVERITY will be realised. The ratings are applied as follows:	
	Rating Classification	
	4	Highly likely fire will occur at some point
	3	There is a significant possibility fire will occur
	2	Fire may occur at some point
	1	Fire is unlikely to occur
RISK RATING (R)	The risk rating is the combination of the HAZARD SEVERITY rating multiplied by the LIKELIHOOD rating, which may be applied using the following calculation: **ASSESSMENT CALCULATION : Likelihood x Hazard Severity = Risk**	

Severity (H)	4 – Death	4	8	12	16
	3 – Major	3	6	9	12
	2 – Minor	2	4	6	8
	1 – Trivial	1	2	3	4
		1 – Unlikely	2 – Possible	3 – Likely	4 - Common
		Likelihood (M)			

RISK CLASSIFICATION (R)

Priority	1	Serious issue requiring urgent action. Ideally should be resolved in no more than one month. Immediate action or much shorter timescales may be necessary in some cases.
Priority	2	Significant issue that should be resolved promptly; ideally no longer than three months
Priority	3	Area of concern which requires the implementation of the recommended remedial action within six months
Priority	4	Lower priority issue usually reserved for good practice or issues requiring longer term investment. Recommended item should be considered within twelve months