

FIRE RISK ASSESSMENT

Retirement Housing (Independent Living)

Developed in conjunction with Cambridge shire Fire and Rescue Service, Housing and Care 21's primary authority (v3.November 2016)

Regulatory Reform (Fire Safety) Order 2005

Category of Premises against the FSO 2005: Sleeping Accommodation

The purpose of this report is to provide an assessment of the risk to life from fire in the building, 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.

The Regulatory Reform (Fire Safety) Order applies to the common areas of the building and the fire safety facilities provided in support of the building.

Responsible Person	Housing & Care 21
Retirement Housing Court Name	Oak Grange.
Court Address	Brookside Avenue, Knotty Ash, Liverpool, L14 7NG.
Court Manager (Fire Safety Manager)	Diane Platford
Fire Risk Assessor	David Johnson. Building Surveyor.
Date of Fire Risk Assessment	November 28th 2017
Date of Previous Fire Risk Assessment	9 th August 2016.
Suggested date for review 12 months or sooner if: <ul style="list-style-type: none"> • Any structural or material change to the premises; • A change of work practice; • A near miss or fire incident; • A significant change in staff levels. 	November 28th 2018

1. THE BUILDING		
1.1	Number of floors	11 Floors.
1.2	Brief details of construction	Oak Grange is a multi-storey block of flats. It is a typical concrete /steel framed building with cement rendered infill panels. The building has a flat roof. There are two lifts servicing all floors.
1.3	Court type	Category 2

2. MEANS OF GIVING WARNING IN CASE OF FIRE		
2.1	Is there a reasonable manually operated fire alarm system provided?	Yes
2.2	Is the fire alarm addressable (e.g. can the location of the activated heat or smoke head be determined at the fire panel) Yes or No?	Yes
2.3	Is there automatic fire detection provided? Detail alarm type and category i.e. BS 5839 Pt 2013 L2M	Yes BS 5839 – 1:2013 Fire detection and fire alarm systems non-domestic premises. BS 5839 – 6:2013 Fire detection and fire alarm systems domestic premises.
2.4	When the fire alarm is activated does this sound throughout the building or only within the activated zone	Activated zone
2.5	Is there automatic and remote fire alarm signal transmission?	Yes
Comments and hazards observed: None		

3. DETAILS OF FIRE LOSS		
Date	Location	Details
		None in the last 12 months.

4. THE OCCUPANTS – Information provided by the Court Manager		
4.1	Maximum number sleeping within individual flats (approximate)	78
4.2	Maximum number of employees at any one time (approximate)	4

4.3	Maximum number of visitors/others at any one time (assumed)	45
<p>Comments and hazards observed: None. Details of vulnerable persons identified can be found in the premise information box located adjacent to fire panel. The court manager completes this form and updates when and where changes are identified, as in line with H&C 21 guidance (Person Centered approach)</p>		

5.	EVACUATION STRATEGY AND TRAINING <i>The Court Manager will be given adequate training and instruction on the scope and requirements for the fire duties to be undertaken – L2 Fire Safety Manager</i>	
5.1	What is the current Fire Evacuation Strategy? i.e. Stay Put/Delayed Evacuation Phased Evacuation Full Evacuation	Stay put.
<p>A delayed or stay put evacuation strategy requires the residents to remain in their individual flats until such time as a decision is made (usually by the fire service) to partly or fully evacuate the building, moving the residents to a place of safety. Evacuation strategies are detailed in the Fire Risk Management document.</p>		
5.2	Has the Court Manager, or designated member of staff, successfully completed the L2 Fire Safety Manager course?	Yes 15/3/16.
5.3	Are all staff familiar with the Fire Evacuation Strategy?	Yes
<p>Comments and hazards observed: The building's fire safety organisation operates a stay put /delayed evacuation policy for the residents in the event of a fire alarm on the premises. This requires each tenant to remain in their individual flat units until such time as the decision is made to partly or fully evacuate the building moving tenants to a place of safety. The requirement for the delayed evacuation procedure is set out in the Housing and Care 21 Fire Safety Policy Document which is kept up to date by the Court Manager. This all relies on the fire detection and compartmentation, detection must be appropriate and compartmentation suitable. Awareness is communicated by providing information to occupants, information at meetings such as coffee mornings, news letters etc.</p>		

6.	FIRE HAZARDS – ELIMINATION & CONTROL	YES / NO
6.1	Are reasonable measures taken to prevent fires of an electrical origin? Specifically:	
6.1.1	• Fixed installations periodically inspected and tested? (last inspection date)	November 2015
6.1.2	• Portable appliance testing carried out? (last inspection date)	9 th July 2016
6.1.3	• Suitable policy regarding the use of personal electrical appliances?	Yes
6.1.4	• Suitable limitation in the use of trailing leads and adapters?	Yes

Comments and hazards observed:

The buildings main electrical installation has been checked and tested in accordance with the current electrical regulations (EAW Regulations 1999).

H&C21 Portable installations have been tested within the prescribed timescales. A further test is arranged for the same month periodically.

Sub-contractors working in the premises must ensure that their own electrical equipment is periodically tested for electrical integrity. It was evident that the majority of equipment was either tested or brand new.

6.2	Are reasonable measures taken to prevent fire as a result of smoking? Specifically:	
6.2.1	• Is smoking prohibited in the building?	Yes
6.2.2	• Is smoking prohibited in appropriate areas?	Yes
6.2.3	• Are there suitable arrangements for those who wish to smoke?	Yes
6.2.4	• Is there any evidence of breaches to the smoking policy?	No.

Comments and hazards observed:

Smoking is only permitted in the flats and outdoor areas.

6.3	Does the basic security against arson by outsiders appear reasonable?	
	• Is there an absence of unnecessary fire loading in close proximity to the building or available for ignition by others?	Yes

Comments and hazards observed:

During the inspection there was no evidence of combustible materials or fire loading in areas considered to be a risk. Periodic inspections are also undertaken by the Court Manager

6.4	Is the use of portable heaters avoided as far as possible?	Yes.
	If portable heaters are used: <ul style="list-style-type: none"> • is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? • are suitable measures taken to minimise the hazard of ignition of combustible materials? 	
6.5	Are fixed heating installations subjected to regular maintenance?	Yes

Comments and hazards observed: There are gas powered appliances on site. Gas Safety Checks have been carried out and associated certificates issued. June 2017.

6.6	Are reasonable measures taken to prevent fires as a result of cooking within the communal kitchen? i.e. <ul style="list-style-type: none"> • filters changed and ductwork cleaned regularly? • suitable fire-fighting equipment available? 	Yes
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Comments and hazards observed: Cooking does take place in each of the private flat units in domestic kitchens. The Communal Kitchen is used by staff and residents		
6.7	Does the building have a lightning protection system?	Yes.
Comments and hazards observed: None.		
6.8	Other significant ignition sources that require consideration e.g. oxygen/mobility scooters	Yes
Comments and hazards observed: There are 5 mobility scooters on site. However, these are kept within the designated mobility scooter store. There are no oxygen users.		
6.9	Is the standard of housekeeping adequate? Specifically:	Yes
	<ul style="list-style-type: none"> • combustible materials appear to be separated from ignition sources? • avoidance of unnecessary accumulation of combustible materials or waste? • appropriate storage of hazardous materials? • avoidance of inappropriate storage of combustible materials? 	Yes
6.9.1	Are routine in-house inspections of fire safety precautions undertaken?	Yes
Comments and hazards observed: The standard of housekeeping throughout the common areas in the building is good and maintained to a satisfactory standard.		
6.10	Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits?)	Yes
6.10.1	Are fire safety conditions imposed on outside contractors?	Yes
Comments and hazards observed: The handyman service is not allowed to carry out hot works. All other works are carried out by competent tradesmen. The contractor signing in register should be maintained to monitor access to the site.		

7.	FIRE PROTECTION MEASURES	
7.1	Is it considered that the building is provided with reasonable means of escape in case of fire? Specifically:	
7.1.1	Adequate provision of exits?	Yes
7.1.2	Exits easily and immediately openable where necessary?	Yes

7.1.5	Suitable protection to flat front door on to means of escape?	Yes
7.1.7	Escape routes unobstructed?	Yes
7.1.8	Reasonable distance of travel where there is a single direction of travel?	Yes
7.1.9	Reasonable distance of travel where there are alternative means of escape?	Yes
Comments and hazards observed: Oak Grange is having a retro-fit water sprinkler system installed. The completion of this work is scheduled for Christmas 2017.		

8. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT		
8.1	Has a fire compartmentation survey been carried out? If yes, date [June 2017] If no, is one planned and date []	Yes
8.2	Is fire compartmentation of a reasonable standard?	Yes
8.3	Is there a reasonable limitation of linings that may prevent fire spread? (Class 0 linings)?	Yes
Comments and hazards observed: Oak Grange has a rendered insulation applied to the external elevations. This is an adhesive / mechanically fixed system sealed with a cement render. Housing & Care 21 has opted to have this system tested as a precaution to establish if there is a risk to residents. The Building Research Establishment's materials centre has been tasked to carry out tests to establish the nature of cladded wall finishes. Compartmentation appears to be adequate in accessible areas. The property has a flat roof.		

9. ESCAPE LIGHTING		
9.1	Is a reasonable standard of escape lighting provided which meets the general requirements of the relevant standard?	Yes
Comments and hazards observed: None.		

10. FIRE SAFETY SIGNS AND NOTICES		
10.1	Are Safety Signs and Notices provided to a reasonable standard?	Yes
Comments and hazards observed: None.		

11. FIRE FIGHTING EQUIPMENT		
11.1	Is the provision of portable fire extinguishers satisfy the Assured Advice from Cambridgeshire FRS?	Yes
11.2	Are hose reels provided in the premises? If 'yes' why are they provided and can they be removed? and Are they clearly marked 'this equipment is out of use and operation'?	No
<p>Comments and hazards observed: New P50 fire extinguishers are due to be installed. The Court Manager has notified Compliance staff to establish when this is to take place.</p>		

12. AUTOMATIC FIRE SYSTEMS i.e. suppression systems		
12.1	What type of system is provided?	N/a
<p>Comments and hazards observed:</p>		

13. OTHER RELEVANT FIXED SYSTEMS		
13.1	Type of system(s) provided? i.e. <ul style="list-style-type: none"> Automatic/Manual/Mechanical or Natural Smoke Ventilation Systems Dry or wet risers Fire-fighting lifts 	Yes Yes N/A
<p>Comments and hazards observed: Each floor has an automatic smoke vent.</p>		

14. ACCESS BY EMERGENCY SERVICES		
14.1	Is adequate access available for Fire Service vehicles?	Yes
14.2	Are the locations of the fire assembly points away from the Fire Service vehicles access and parking areas?	Yes
<p>Comments and hazards observed: The rear car park can become congested. However, the Court Manager ensures that designated car parking is utilised by staff, visitors and residents.</p>		

15. MANAGEMENT OF FIRE SAFETY	
The court manager/Fire Safety Manager shall maintain the existing emergency fire evacuation plan and procedures. The Court Fire Plan should be provided and located in the Fire Box. The plan should contain a building layout plan indicating the locations of the main Gas Shut off valve for the building/main Electrical Isolation Switch/location of the Lift Motor Room and Service User Criteria document (including location of any gas Cylinders (oxygen) on the premises used by residents).	
15.1	Is the Fire Risk Management folder in place and maintained? Specifically
	<ul style="list-style-type: none"> • Fire Safety Training Records • Fire Alarm System tests
	<ul style="list-style-type: none"> • Emergency Escape Lighting tests
	<ul style="list-style-type: none"> • Portable fire equipment • Fires and False Alarm Records
15.2	Is there a current Court Fire Plan in place?
15.3	Have all staff been provided with a basic level of fire safety training and instruction on induction?
15.4	Are all staff given periodic fire safety 'refresher training' at regular intervals?
15.5	Are third-party staff (i.e. carers/contractors) provided with appropriate instruction and training regarding fire safety management and evacuation arrangements?
15.6	Are the fire evacuation procedures clear to visitors etc?
15.7	Is appropriate liaison maintained with the local Fire Brigade?
<p>Comments and hazards observed:</p> <p>There is a steel red box located in the entrance area of the building adjacent to fire panel . This contains a Fire Service Emergency Information Pack. The pack contains a Building Layout Plan that indicates the locations of the Main Gas Shut off valve for the building. The main Electrical Isolation Switch. The location of the hazard rooms. Details of any residents that need particular care or assistance.</p> <p>It is advised that the location of sprinkler system isolation valves is added to this information when sprinklers are installed</p> <p>Merseyside Fire & Rescue Service has provided additional support and advice in respect of the sprinkler installation. Staff should actively encourage on going relationships with this organization.</p> <p>The Fire Emergency Plan and Fire Risk Assessment should be shared with any sub-contract organisation working within the premises. If those persons have any duties i.e. activation investigation and alarm silencing those duties shall be given to them in writing and they must receive adequate training to carry out those roles. Reversely any organisation that has persons working in the premises permanently should provide the building owner with a copy of their own observations. The outcome of all observations shall be reviewed to ensure co-operation and co-ordination.</p> <p>Activations and investigations to be recorded and forwarded to Alicia (or similar)</p>	

16. TESTING AND MAINTENANCE	
16.1	Are the communal areas/workplace areas adequately maintained?
16.2	Are the following maintained and tested in accordance with the relevant standard:
	Emergency Lighting
	Fire Fighting Appliances

	Rising Main	Yes
	Sprinkler installation	Yes
16.3	Are routine checks of final fire exit doors and/or security fastenings undertaken?	Yes
16.4	Is the lightning protection system inspected annually and tested?	Yes
16.5	Is the smoke extraction system maintained and tested?	Yes
16.6	Other relevant inspections or tests: • •	N/A

Comments and hazards observed: Detail surrounding future servicing and maintenance of the retro-fit sprinkler system will need to be confirmed with installation /servicing contractors 'Vipond Ltd'.

RISK LEVEL

NB: Although the purpose of this section is to place the fire risk in context, the 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 Action Plan.

PROBABILITY/ fire hazard	Almost certain	5	10	15	20	25
	More likely than not	4	8	12	16	20
	Possible	3	6	9	12	15
	Less likely to happen	2	4	6	8	10
	Remote	1	2	3	4	5
SEVERITY/Potential consequences of fire	Minor injury or insignificant damage to property.	Injury, or slight damage to property	Serious injury, or limited damage to property	Serious injury or fatality. Critical damage to property	Multiple fatalities, catastrophic loss of business	

Taking into account the fire safety measures, the nature of the building - it's use and occupants, fire safety protection and procedural arrangements observed at the time of this Fire Risk Assessment, it is considered that the risk level is:

Risk Level	Action	Tick
Slight harm	No action is required and no detailed records need be kept.	
Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.	X
Moderate harm	Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as basis of determining the priority for improved control measures.	
Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.		
Extreme harm	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.	
Significant potential for serious injury or death of one or more occupants.	Building (or relevant area) should not be occupied until the risk is reduced.	

*Action Plan Timescales	
High Risks	Action should be undertaken immediately or as quickly as practically possible and within three months by the identified lead person/department.
Moderate Risks	Action should be undertaken as quickly as is practically possible, usually within twelve months by the lead person/department. Where moderate risks form part of the planned programme of fire compartmentation upgrade works, these will be completed in line with Housing & Care 21's agreed risk based planned works strategy*.
Low Risks	Low risks will continue to be reviewed and should be actioned when practically possible.
Planned Works Strategy	Housing & Care 21 has a risk based fire compartmentation strategy: High risk schemes (3 stories and over) will be prioritised over low rise schemes. Category 2 schemes will be prioritised over category 1 schemes. Older schemes will be prioritised over newer schemes. Housing & Care 21 believes this approach is pragmatic, concentrating on the level of risk whilst committing substantial resources to court improvements.

Housing and Care 21 Roof Compartment and Fire Alarm Strategy

Where roof compartmentation may not align with flat to flat compartmentation, Housing and Care 21 are undertaking its fire evacuation strategy, fire alarm configuration and other fire protection measures. This review should be completed by April 2017 and any identified related risks will have appropriate actions scheduled thereafter.