

FIRE RISK ASSESSMENT - Specialised Housing (Independent Living)

(v4. August 2017)

Regulatory Reform (Fire Safety) Order 2005: Sleeping Accommodation

The purpose of the fire risk assessment is to evaluate the risk to people from fire, particularly vulnerable residents, taking into account existing fire safety measures, and to determine whether additional measures are necessary. 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.

This fire risk assessment has not involved destructive inspection of the building, such as opening up of construction. However, where practicable, assessors should lift a sample of accessible false ceiling tiles, open a sample of service risers and inspect reasonably accessible roof voids (if present).

It will normally be necessary to gain limited entry to at least a sample of flats to examine the necessary measures (fire-resisting, self-closing entrance door; fire detection; monitoring of fire detection) to ensure that, when a fire occurs in a resident's accommodation, there is no undue risk to other residents.

This fire risk assessment considers the 'general fire precautions' defined in the FSO, the principal precautions for specialized housing are:

- A. Measures to reduce the risk of fire and the risk of the spread of fire
- B. Means of escape from fire and to ensure that escape routes can be safely and effectively used
- C. Measures to ensure automatic detection and early warning of fire
- D. Measures to mitigate the effects of fire (FFE)
- E. An emergency plan, including procedures for residents in the event of fire
- F. Fire Risk Management (inc. training of staff)

RISK ASSESSMENT RATINGS		
Definition of priorities (where applicable):		
Urgent	HIGH	Immediate action required or, if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written programme be put in place for resolving and remedial measures put in place to control the risk in the interim period. Considerable resources should be provided to resolve.
Strongly recommended	MEDIUM	It is essential that efforts are made to reduce the risk in the short/medium term. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
Recommended	LOW	Action required in the longer term, some resources allocated and a programme put in place.

The above table relates to the risk to determine which risks should be addressed first and the best allocation of resources.

Regardless of the severity of the rating, easy actions to resolve, (i.e. closing propped open fire doors), should be done as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc. should be programmed in depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

Initial Information

Scheme Name **Callendar Court**

Form ID **412820052020**

Does the scheme require a full onsite Fire Risk Assessment **Yes**

FIRE RISK ASSESSMENT

Specialised Housing - Independent Living

(v2. April 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.

Fire Risk Assessment Type **Type 1 - common parts only (non destructive)**

Responsible Person **Housing 21**

Court Address **Callendar Court Beacon Lough Estate GATESHEAD NE9 6RR**

Court Manager (Fire Safety Manager) **BRIAN CLARK**

Fire Risk Assessor **Steven Taylor**

Date of Fire Risk Assessment **20/05/2020**

Date of Previous Fire Risk Assessment **25/06/2019**

Suggested date for review **20/05/2021**

15 months or sooner if:

- 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.

The Building

Is the building purpose built for its intended use? **Yes**

If 'yes' it is assumed that compartmentation was at an adequate standard at the time of construction. **Yes**

If the building is not purpose built, is it a conversion that is believed to have been converted in accordance with Building Regulations?

Number of floors **12**

Number of flats **42**

Age of building **14**

Scheme type **Extra Care**

Brief details of construction **Concrete construction flat roof with concrete 150mm slabs between floors 2no passenger lifts all services electric heating and dhw provision, scheme has sprinkler system in place serving all flats and common parts**

Do the elements of construction between flats and the common areas i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition? **Yes**

From a head and shoulders inspection of an accessible roof void does the roof void compartmentation appear to be adequate and in good condition? **N/A**

To minimise the risk due to any compromise of roof void compartmentation, over the next 12 months Housing 21 will upgrade or reconfigure the fire alarm system to accommodate zoned detection in roof voids. This fire alarm rezoning strategy has been agreed by our Primary Authority Cambridge Fire and Rescue Service.

Are there any additional compartmentation requirements **Yes**

Are there reasonable limitations of linings that may promote fire spread? **Yes**

Is cladding and insulation present **Yes**

Self coloured render on cementitious boarding with insulated quilt

If yes, is Aluminium Composite Material (ACM) present **No**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Means of giving warning in case of fire

Is there a manually operated fire alarm system provided? **Yes**

Is there automatic fire detection provided? **Yes**

Detail alarm type and category i.e. BS 5839 Pt 2013 L2M **B.S. EN 54-2 1997**

Is there automatic and remote fire alarm signal transmission? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Details of Fire Loss

None

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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The Occupant – Information provided by the Court Manager

Maximum number sleeping within individual flats (approximate) **3**

Maximum number of employees at any one time (approximate) **12**

Maximum number of visitors/others at any one time (assumed) **80**

Are arrangements in place to ensure that where necessary, person-centred fire risk assessments have been carried out for high risk residents? **Yes**

Has a Fire Emergency Evacuation Plan been carried out on all residents where required (high risks)? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Evacuation Strategy and Training

What is the current Fire Evacuation Strategy? **Stay Put/Delayed Evacuation**

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.

Has the Court Manager/Housing Manager, or designated member of staff, successfully completed the Fire Safety Manager course? **Yes**

Have the nominated fire wardens attended relevant training and are competent to respond to the fire alarm? **Yes**

On Extra Care court only, have all HC21 care staff completed Fire Warden eLearning **Yes**

Are all staff familiar with the Fire Evacuation Strategy? **Yes**

Does the resident fire box information document reflect customers individual needs, risks and evacuation arrangement? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Fire Hazards - Elimination & Control

Are electrical intakes/meter units within the common areas enclosed in construction likely to afford a nominal period of fire resistance? **Yes**

Are reasonable measures taken to prevent fires of an electrical origin? Specifically:

Fixed & Portable installations periodically inspected and tested? (last inspection date) **30/07/2018**

Communal hardwire testing carried out in the last 5 years? (last inspection date) **12/09/2016**

Evidence of PAT testing for mobility scooter charged in designated communal areas **No**

Suitable limitation in the use of trailing leads and adapters? **Yes**

Are reasonable measures taken to prevent fire as a result of smoking? Specifically:

Is smoking prohibited in the building? **No**

Is smoking prohibited in appropriate areas? **Yes**

Are there suitable arrangements for those who wish to smoke? **Yes**

Is there any evidence of breaches to the smoking policy? **No**

Does the basic security against arson appear reasonable? **Yes**

Are refuse storage arrangements suitable **Yes**

Is there an absence of unnecessary fire loading in close proximity to the building or available for ignition by others? **Yes**

Is the use of portable heaters restricted as far as possible? **Yes**

If portable heaters are used:

Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? **Yes**

Are fixed heating installations subjected to regular maintenance? **Yes**

Are reasonable measures taken to prevent fires as a result of cooking within the communal or commercial kitchen? **Yes**

filters changed and ductwork cleaned regularly? **Yes**

suitable fire-fighting equipment available? **Yes**

Does the building have a lightning protection system? **Yes**

Are there any other significant ignition sources that require consideration e.g. oxygen/mobility scooters **Yes**

Is the standard of housekeeping adequate? Specifically:

Are combustible materials separated from ignition sources? **Yes**

Avoidance of unnecessary accumulation/in appropriate storage of combustible materials or waste?
No


Appropriate storage of hazardous materials? **No**

Are routine in-house inspections of fire safety precautions undertaken? **Yes**

Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)? **Yes**

Are fire safety conditions imposed on outside contractors? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
Paint stored in sprinkler room recommend that lockable combustible material cabinet to be provided for safe storage	Medium	Court Manager	20/05/2021	

Fire Protection Measures

Is it considered that the building is provided with reasonable means of escape / fire exists in case of fire? Specifically:

Number of fire exits **5**

Number of stair cases **1**

Are the means of escape suitable and compliant with regulations? **Yes**

Exits easily and immediately openable where necessary? **Yes**

Are escape routes unobstructed and free from: storage of combustible items or obstructions, flammable liquids or gases and free from tripping or slipping hazards? **Yes**

Reasonable distance of travel where there is a single direction of travel? **Yes**

Reasonable distance of travel where there are alternative means of escape? **Yes**

Do fire exits open in the direction of escape where necessary? **Yes**


Avoidance of sliding or revolving doors as fire exits where necessary? **Yes**

Suitable protection to escape routes? **Yes**

Suitable fire protection for all inner rooms? **N/A**

Are mobility scooter being charged or stored on escape routes **No**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
Refuse chute cover to refit on floor 10 and 9 and 8 and 7 and 6 and 5 and 4 and 2	High	Court Manager	20/08/2020	

Measures to limit fire spread and development

Is fire compartmentation of a reasonable standard? **Yes**

Are all flat front doors that lead onto a common escape route FD30 and fitted with a self-closing device? **N/A**

examine between 10% and 20% of entrance doors to residents' accommodation to ensure that they are fire-resisting and self-closing. List the dwelling numbers inspected, if failings are identified please include in observations and action plan

Door examined	Fire resistance adequate?	Adequately self closing?	Fitted with suitably sized door stops or intermittent strips and cold smoke seals?	Comments
None see note below	No	No	No	No flat doors checked due to Covid only communal doors

Is there a reasonable limitation of linings that may prevent fire spread? (Class 0 linings)? **Yes**

Is suitable means of ventilating the common areas provided? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
Some communal fire doors appear to have excessive gaps to the closing edge advise to have door sets surveyed by third party accredited contractor	Medium	Surveyor	20/05/2021 00:00:00	

Escape Lighting

Do common areas have a reasonable standards of emergency escape lighting? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Fire Safety and Notices

Are Safety Signs and Notices provided to a reasonable standard and displayed on escape routes?
Yes

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Fire Fighting Equipment

Is the provision of portable FFE in accordance with the organisation's policy **Yes**

Are hose reels provided in the premises? **No**

If 'yes' can they be removed?

And

Are they clearly marked "this equipment is out of use and operation"?

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Automatic Fire Systems i.e. suppression system

What type of system is provided? **Sprinkler system serving flats**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Other relevant fixed systems

Type of system(s) provided

Automatic/Manual/Mechanical or Natural Smoke Ventilation Systems? **Yes**

Last Service Date **03/09/2019**

Dry or wet risers? **Wet.**

Last Service Date **24/03/2020**

Fire-fighting lifts? **No**

Last Service Date

Other **No**

Last Service Date

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Access by Emergency Services

Is adequate access available for Fire Service vehicles? **Yes**

Are the locations of the fire assembly points away from the Fire Service vehicles access and parking areas? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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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).

Is the Fire Risk Management folder in place and maintained? **Yes**

- Fire Safety Training Records **Yes**
- Fire Alarm System tests **Yes**
- Emergency Escape Lighting tests **Yes**
- Portable fire equipment **Yes**
- Fires and False Alarm Records **Yes**

IF yes number recorded in past 12 months **0**

Is there a current Court Fire Plan in place? **Yes**

Have all staff been provided with a basic level of fire safety training and instruction on induction? **Yes**

Are all staff given periodic fire safety 'refresher training' at regular intervals? **Yes**

Is there a suitable record of agreement amongst duty holders as to responsibilities for all relevant aspects of fire safety management? (Fire Safety Responsibilities Matrix) **Yes**

Are third-party staff (i.e. carers/contractors) provided with appropriate instruction and training regarding fire safety management and evacuation arrangements? **Yes**

Are the fire evacuation procedures clear to visitors etc? **Yes**

Is appropriate liaison maintained with the local Fire Brigade? **Yes**

Has information been provided to residents regarding buildings evacuation strategy? **Yes**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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Testing and Maintenance

Are the communal areas/workplace areas adequately maintained? **Yes**

Are the following maintained and tested by the service contractors in accordance with the relevant standard:

Fire Alarm **Yes**

Last date Fire Alarm tested **18/05/2020**

Emergency Lighting **Yes**

Last date Emergency Lighting tested **16/12/2019**

Fire Fighting Equipment **Yes**

Rising Main **Yes**

Sprinkler / automatic suppression system installation **Yes**

Are routine checks of final fire exit doors and/or security fastenings undertaken? **Yes**

Is the lightning protection system inspected annually and tested? **Yes**

Is the smoke extraction system maintained and tested? **Yes**

Other relevant inspections or tests: **Yes**

Comments: **Wet riser 11.4.19**

Additional Observations made

Comments	Risk	Owner	Deadline	Photo
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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 or hazard to life	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	Injury, or slight	Serious injury, or	Serious injury or fatality.	Multiple fatalities,	

	insignificant damage to property.	damage to property	limited damage to property	Critical damage to property	catastrophic loss of business
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Taking into account the fire safety measures, the nature of the building - its 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 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 action is required and no detailed records need be kept.	
	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.	
Moderate harm Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.	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.	
Extreme harm Significant potential for serious injury or death of one or more occupants.	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.	
	Building (or relevant area) should not be occupied until the risk is reduced.	

ACTION PLAN: and Significant findings

Court name:

Address: Callendar Court

The following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the appropriate level.

Description	Risk Level L/M/H	Assigned to: Person/Dept	Date for completion*
Paint stored in sprinkler room recommend that lockable combustible material cabinet to be provided for safe storage	Medium	Court Manager	20/05/2021
Refuse chute cover to refit on floor 10 and 9 and 8 and 7 and 6 and 5 and 4 and 2	High	Court Manager	20/08/2020
Some communal fire doors appear to have excessive gaps to the closing edge advise to have door sets surveyed by third party accredited contractor	Medium	Surveyor	20/05/2021

*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 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 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 21 believes this approach is pragmatic, concentrating on the level of risk whilst committing substantial resources to court improvements.