

FIRE RISK ASSESSMENT



Kensington, SW7 3AW.



7th November 2016

Fire Risk Assessment

The Fire Risk Assessment was undertaken by our Consultant who has a B.Sc. in Fire Safety Studies, is a Member of the Institution of Fire Engineers and is on their approved list of fire risk assessors

The experience and expertise of our Consultant gives him the status of "Competent Person" as described in The Regulatory Reform (Fire Safety) Order 2005, which supersedes all previous fire safety legislation.

The Assessment was undertaken in accordance with the general risk assessment principles set out in The Regulatory Reform (Fire Safety) Order 2005 in order to identify hazards that could contribute to injury of persons working in or residing in the building.

There are five aspects that our consultant has used his professional judgement to consider:

Identification of hazards

Assessment of those at risk

Evaluation of the risk

Methods of control

Further controls that are necessary

Due regard has been given to the standards of fire safety required for the premises and training that is necessary to maintain and wherever possible to improve those standards, and the records to be kept. The detail in the risk assessment has been obtained in consultation with xxxx and by our consultant when walking around the premises.

The survey carried out was thorough and where possible involved checks of all fire resisting partitions between false ceilings and floor slabs, and under raised access floors. V- Tech cannot be held liable for any deficiency not seen by or detail given to the consultant at the time.

The conclusions of the Risk Assessment have been reached by consideration of the current codes of practice, guides, British Standards, the Fire Regulations and best industry standards. They have been applied reasonably to provide and maintain satisfactory Fire Safety and Fire Safety Management.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person : xxxxxxxxxx.

Address of Property: , Kensington,

Person(s) Consulted: xxxx

Assessor: xxxxxx

Date of Fire Risk Assessment: 31st October 2016

Date of Previous Fire Risk Assessment: Unknown.

Suggested Date for Review¹: October 2017(See note 1 below)

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

¹ This risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes i.e.: extensions or alterations to the property, a change of use or process, an increase of staff, a change of ownership or occupancy etc.

GENERAL INFORMATION

1. THE PREMISES

- | | | |
|-----|--------------------------------|--------|
| 1.1 | Number of floors: | Four. |
| 1.2 | Approximate floor area: | 120m². |
| 1.3 | Brief details of construction: | |

The premises surveyed was the common parts of residential flats situated in a terraced building of four floors and basement.

All floors are used for residential living accommodation.

The building is in good condition.

The building is constructed with brick walls with timber floors and a pitched slate roof.

Internal partitions are a mixture of brick/block, and plasterboard stud walls.

The ceilings are constructed of plasterboard.

The residential premises are accessed via a protected stairway.

- | | | |
|-----|------------|--------------|
| 1.4 | Occupancy: | Residential. |
|-----|------------|--------------|

2. THE OCCUPANTS

- | | | |
|-----|--|-----------|
| 2.1 | Approximate maximum number: | Up to 40. |
| 2.2 | Approximate number of employees at any one time: | One. |
| 2.3 | Maximum number of members of public: | None. |

3. OCCUPANTS AT SPECIAL RISK

- | | | |
|-----|----------------------------|--------------------------|
| 3.1 | Sleeping occupants: | Occupants of apartments. |
| 3.2 | Disabled occupants: | None. |
| 3.3 | Occupants in remote areas: | None. |
| 3.4 | Others: | None. |

4. FIRE LOSS

None within previous five years.

5. OTHER RELEVANT INFORMATION

None.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The Regulatory Reform (Fire Safety) Order 2005 apply to these premises:



6.7 Other relevant fire safety legislation:

None.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes ☒ No ☐

Portable appliance testing carried out? N/A ☐ Yes ☒ No ☐

Suitable policy regarding the use of personal electrical appliances? N/A ☒ Yes ☐ No ☐

Suitable limitation of trailing leads and adapters? N/A ☐ Yes ☒ No ☐

7.3 Comments and hazards observed:

There was no evidence to demonstrate that electrical circuits have been examined within the past five years as recommended by BS7671. The electrical circuits should be examined by a competent person.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

8.2 More specifically:

Smoking prohibited in the building? Yes ☒ No ☐

Smoking prohibited in appropriate areas? N/A ☐ Yes ☒ No ☐

Suitable arrangements for those who wish to smoke? N/A ☐ Yes ☒ No ☐

Any evidence of breaches of policy? N/A ☐ Yes ☐ No ☒

8.3 Comments and hazards observed:

A strict no smoking policy is enforced within the common parts.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

9.3 Comments and hazards observed:

The premises are adequately secured with access restricted by key to tenants and authorised contractors only. Access is controlled by intercom and digital lock.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes ☒ No ☐

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided?

N/A ☒ Yes ☐ No ☐

are suitable measures taken to minimize the hazard of ignition of combustible materials?

N/A ☒ Yes ☐ No ☐

10.3 Are fixed heating installations subject to regular maintenance? N/A ☒ Yes ☐ No ☐

10.4 Comments and hazards observed:

There is no heating within the common parts.

11. COOKING

11.1 Reasonable measures taken to prevent fires as a result of cooking?

N/A ☒ Yes ☐ No ☐

11.2 More specifically:

Filters changed and ductwork cleaned regularly?

N/A ☒ Yes ☐ No ☐

Suitable extinguishing appliances available?

N/A ☒ Yes ☐ No ☐

11.3 Comments and hazards observed:

There are no shared kitchen facilities.

12. LIGHTNING

12.1 Does the building have a lightning protection system?

Yes ☐ No ☒

12.2 Comments and deficiencies observed:

Lightning protection is not considered to be necessary.

13. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

13.1 Ignition sources:

None.

13.2 Comments and hazards observed:

None.

14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes ☒ No ☐

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes ☒ No ☐

Avoidance of unnecessary accumulation of combustible materials or waste? Yes ☒ No ☐

Appropriate storage of hazardous materials? N/A ☒ Yes ☐ No ☐

Inappropriate storage of combustible materials? Yes ☒ No ☐

14.3 Comments and hazards observed:

There was evidence of considerable storage within the common parts. This introduces an unacceptable fire load and may obstruct escape routes. Escape routes must be kept clear.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Is there satisfactory control over works carried out in the building by outside contractors? Yes ☒ No ☐

15.2 Are fire safety conditions imposed on outside contractors? Yes ☒ No ☐

(Suitable guidance is contained in the following publications:

- *Fire Prevention on Construction Sites*. Loss Prevention Council.
- *Fire Safety in Construction Work*. HSG 168.

It is recommended that the guidance contained in these references be incorporated in contracts with outside contractors.)

15.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits? N/A ☐ Yes ☒ No ☐

15.4 Comments:

All building works are carried out by approved contractors only.

FIRE PROTECTION MEASURES

16. MEANS OF ESCAPE

16.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes ☒ No ☐

16.2 More specifically:

i Adequate design of escape routes? Yes ☒ No ☐

ii Reasonable distances of travel? Yes ☒ No ☐

iii Suitable protection of escape routes? Yes ☒ No ☐

iv Adequate provision of exits? Yes ☒ No ☐

v Exits easily and immediately openable where necessary? Yes ☒ No ☐

vi Escape routes unobstructed? Yes ☒ No ☐

16.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes ☒ No ☐

16.4 Comments and deficiencies observed:

The means of escape from the all storeys is adequate with travel distances to the protected stairway within 18m from all areas.

The stairway and all flats are enclosed with fire resisting construction. The stairway discharges directly to outside at ground floor.

The door providing means of escape from the basement was secured with a security gate. All exits should be easily and immediately available at all material times.

17. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

17.1 It is considered that there is:

compartmentation of a reasonable standard².

Yes ☒ No ☐

reasonable limitation of linings that may promote fire spread.

Yes ☒ No ☐

17.2 Comments and deficiencies observed:

The stairway and all rooms are flats are adequately enclosed with fire resisting construction and fire doors. The fire doors are kept locked or are fitted with self-closing devices. Intumescent strips and cold smoke seals are not fitted but the doors are close fitting and in good condition. Consideration should be given to upgrading the fire doors to FD30S during any future refurbishment.

Wall and ceiling linings in the common areas will not promote rapid fire spread.

18. ESCAPE LIGHTING

18.1 Reasonable standard of escape lighting system provided³?

Yes ☒ No ☐

18.2 Comments and deficiencies observed:

Emergency escape lighting units are provided throughout the premises. The system appears to comply with the recommendations of BS5266.

It is recommended than an additional emergency lighting unit is provided in the basement corridor near the front door.

19. FIRE SAFETY SIGNS AND NOTICES

19.1 Reasonable standard of fire safety signs and notices?

Yes ☒ No ☐

19.2 Comments and deficiencies observed:

There are adequate and appropriate fire safety signs and notices throughout the premises.

The signs conform to the recommendations of BS 5499.

² Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

³ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

20. MEANS OF GIVING WARNING IN CASE OF FIRE

20.1 Reasonable manually operated electrical fire alarm system provided⁴?

Yes ☒ No ☐

20.2 Automatic fire detection provided?

Yes ☒ (throughout premises) Yes ☐ (part of premises only) No ☐

20.3 Remote transmission of alarm signals?

Yes ☐ No ☒

20.4 Comments and deficiencies observed?

A fire warning system incorporating manual call points and automatic fire detection is provided throughout the building.

The system appears to conform to the recommendations of BS5839 Part 1 for a type L2 system.

It is recommended than an additional smoke detector is provided in the basement corridor near to the front door.

21. MANUAL FIRE EXTINGUISHING APPLIANCES

21.1 Reasonable provision of portable fire extinguishers?

Yes ☒ No ☐

21.2 Hose reels provided?

Yes ☐ No ☒

21.3 Comments and deficiencies observed:

One 13A rated extinguisher and one CO₂ extinguisher are provided on each floor.

22. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

22.1 Type of system:

None.

23. OTHER RELEVANT FIXED SYSTEMS

23.1 Type of system:

None

⁴ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

MANAGEMENT OF FIRE SAFETY

24. PROCEDURES AND ARRANGEMENTS

24.1 Person responsible for fire safety⁵:

The building manager.

24.2 Competent person(s) available to assist in implementation of fire safety legislation?

Yes ☒ No ☐

V-Tech Ltd.

Comments:

None.

24.3 Appropriate fire procedures in place?

Yes ☒ No ☐

Comments:

A simultaneous evacuation strategy is in place. The strategy is supported by the fire warning system. In an emergency immediate evacuation of the premises will be carried out.

24.4 Persons nominated to respond to fire?

N/A ☒ Yes ☐ No ☐

Comments:

The premises are unsupervised but fire routine notices detail the evacuation plan.

24.5 Persons nominated to assist with evacuation?

N/A ☒ Yes ☐ No ☐

Comments:

None.

⁵ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

24.6 Appropriate liaison with fire brigade? N/A ☒ Yes ☐ No ☐

Comments:

None.

24.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Comments:

Carried out regularly by building manager.

25. TRAINING AND DRILLS

25.1 Are all staff given instruction on induction? N/A ☐ Yes ☐ No ☒

Comments:

Management must ensure that all employees e.g. cleaners receive appropriate fire safety training on induction.

25.2 Are all staff given periodic 'refresher training' at suitable intervals? N/A ☐ Yes ☐ No ☒

Comments:

Management must ensure that all employees receive appropriate refresher fire safety.

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25.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A ☒ Yes ☐ No ☐

Comments:

None.

25.4 Are fire drills carried out at appropriate intervals? Yes ☐ No ☒

Comments:

Fire drills are not considered to be necessary.

26. TESTING AND MAINTENANCE

26.1 Adequate maintenance of premises? Yes ☒ No ☐

Comments and deficiencies observed:

The building manager ensures that adequate maintenance is carried out by competent contractors.

26.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

The building manager ensures that the fire warning system is tested and maintained in accordance with BS5839 Part 1.

26.3 Monthly, six-monthly and annual testing routines for emergency lighting? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

The building manager ensures that the emergency lighting system is tested and maintained in accordance with BS5266.

26.4 Annual maintenance of fire extinguishing appliances? N/A ☐ Yes ☒ No ☐

Comments and deficiencies observed:

The building manager ensures that the fire extinguishers are tested and maintained by competent contractors in accordance with BS5306.

26.5 Six-monthly inspection and annual testing of rising mains? N/A ☒ Yes ☐ No ☐

Comments and deficiencies observed:

None.

26.6 Weekly testing and periodic inspection of sprinkler installations?

N/A ☒ Yes ☐ No ☐

Comments:

None

26.7 Routine checks of final exit doors and/or security fastenings?

N/A ☐ Yes ☒ No ☐

Comments:

Carried out regularly by building manager.

27. RECORDS

27.1 Appropriate records of:

Fire drills?

N/A ☒ Yes ☐ No ☐

Fire training?

N/A ☐ Yes ☒ No ☐

Fire alarm tests?

N/A ☐ Yes ☒ No ☐

Escape lighting tests?

N/A ☐ Yes ☒ No ☐

Maintenance and testing of other fire protection systems?

N/A ☒ Yes ☐ No ☐

27.2 Comments:

Appropriate records of training, testing and maintenance are kept and be available for inspection in the management office at 250 Kings Road.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800⁶:

Potential consequences of fire ⇒ Fire hazard ↓	Slightly harmful	Harmful	Extremely harmful
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at these premises is:

Low ☐

Medium ☒

High ☐

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slightly harmful ☐

Harmful ☒

Extremely harmful ☐

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

Slightly harmful: Outbreak of fire is unlikely to result in serious injury or death of any occupant.

Harmful: Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.

Extremely harmful: Potential for serious injury or death of one or more occupants.

⁶ BS 8800: 2004. *Guide to occupational health and safety management systems.*

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	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.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING SECTION. THE RISK ASSESSMENT SHOULD BE REPEATED PERIODICALLY.)

RECOMMENDATIONS/SIGNIFICANT FINDINGS

It is considered that the following recommendations should be implemented in the time scales as indicated below in order to reduce fire risk to, or maintain it at, the following level:

A = Recommendations that should be implemented immediately or as soon as reasonably practicable. (less than 6 months)



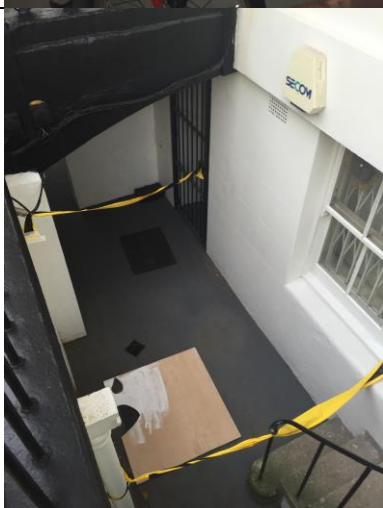
B = Recommendations that should be implemented in the short term. (within 12 months)

C = Recommendations of a non urgent nature. (within 24 months)

D = Recommendations for longer term consideration. (24 months and more)

1. **7.3** - There was no evidence to demonstrate that electrical circuits have been examined within the past five years as recommended by BS7671. The electrical circuits should be examined by a competent person.
Category A.
2. **14.3** - There was evidence of considerable storage within the common parts. This introduces an unacceptable fire load and may obstruct escape routes.
Category A.
3. **16.4** - The door providing means of escape from the basement was secured with a security gate. All exits should be easily and immediately available at all material times.
Category A.
4. **17.2** - Consideration should be given to upgrading the fire doors to FD30S during any future refurbishment. The existing doors are considered to provide adequate protection.
Category C.
5. **18.2** - It is recommended than an additional emergency lighting unit is provided in the basement corridor near the front door.
Category B.
6. **20.4** - It is recommended than an additional smoke detector is provided in the basement corridor near to the front door.
Category B.
7. **25.1** - Management must ensure that all employees e.g. cleaners receive appropriate fire safety training.
Category A.

Photographs

		<p>Escape routes should not be used for storage.</p>
		<p>Excessive storage within escape route.</p>
		<p>The basement exit should be available at all material times.</p>