MAINPOINT FIRE PROTECTION

Expertise on your doorstep

# Fire Safety Risk Assessment and Action Plan

**Address**:
Priors Court
Back of Avon
Tewkesbury
GL20 5US

**Client**
Tolsey Key Management Company

**Risk Assessment Visit Date:**
16th December 2019

**Recommended Review**:
2 years

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## Section 1 - Fire Safety executive summary

Site Description

Priors court is part of a development that took place in the 1980's providing purpose built luxury apartments alongside the river Avon. It has a ground floor that is used for garaging and storage and apartments on three floors above.
It is thought to be concrete and steel framed with concrete beam floors and brick outer walls, internal walls are of brick, block and timber studding covered with plasterboard. The roofs are slate or tile on wooden rafters. It has four fire protected stairways that are not interconnected. All the stairways have two exits at their base.
Each stairway has its own common fire alarm system with automatic smoke detection at all levels and a fire alarm call point at ground floor in accordance with BS5839-1. Individual flats have two sets of fire doors leading onto the stairway these are provided to give the one hour's fire separation. It could not be ascertained that the doors are fitted with intumescing strips and cold smoke seals that would be required by today's standards.
The only common areas are the stairwell enclosures and the bin stores.
This fire risk assessment only covers the common areas and does not cover the internal arrangements of the individual flats.

| | |
|---|---|
| Property Type: | Purpose built |
| No of Properties | 30 apartments |
| No of Floors: | Four stairways, one of three floors and three of four floors |
| No of Staircases: | Four separate stairways |
| No of Entrances: | Two per stairway |
| No of Flats: | 30 |
| Construction: | Concrete/steel frame with brick outer walls, concrete beam floors with a roof of wooden rafters and covered in tile slate |
| Car Park: | Car parking provided at ground floor level with both garages and open spaces beneath apartments |
| Lift: | None |
| Plant Rooms: | Bin rooms only. |
| Site Representative: | Rob Exton |
| Areas Assessed | All common areas and car parking. No access to the individual flats |

## Part 1 - Fire Safety Management

| | |
|---|---|
| Means of Escape: | All blocks have a single fire protected stairway |
| Structural Fire Protection: | Two door |
| Fire Alarm: | Yes, automatic fire detection at all levels within the stairway enclosure and a fire alarm call point on ground floor only. |
| Emergency Lighting: | Yes, emergency lighting is provided to illuminate the stairway enclosure. |
| Fire Extinguishers: | Yes, firefighting equipment provided within the stairwell enclosures. |
| Fire Hoses: | No |
| Smoke Control System: | No automatic smoke control system, where the building is of four floors manual venting provided at the head of the stairways |
| Dry Riser | No |
| Maintenance Records on Site: | Records of all servicing are kept in the Tolsey quay office. No records of the monthly checks |
| Security / Arson: | Doors giving access to the flats are access controlled or key operated |
| Means of Heating: | Individual apartments are fitted with gas boilers, there is no heating in the common stairway the Tolsey quay office has a fixed electrical convector heater. |
| Housekeeping and Waste Disposal: | A waste bin sore is provide this is concrete construction and is fitted with a locked door. |
| Disabled Access: | The premises do not have a passenger lift. |

## Fire Safety Actions Requiring Immediate Attention

Ref: None Issue: None

## Overall Assessment of Fire Risk

The current risk to life from fire at these premises is:

**TOLERABLE**

Refer to definitions in Section 5 of this report (Protocol).

**Note re Fire Risk Assessment:**

1. The purpose of this report is to identify potential fire safety hazards and to implement appropriate controls to either remove the hazard, or significantly reduce any risks identified.

2. No assessment as to the flammability of existing carpets can be made.

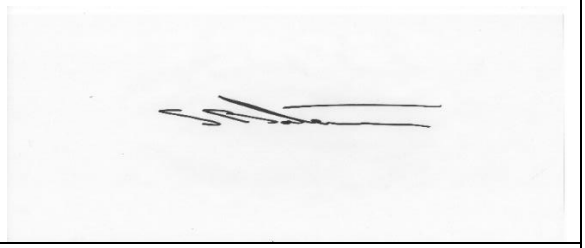
3. The fire risk assessment is not invasive. During the course of the Fire Risk Assessment no access was available to ceiling voids, wall cavities etc. Therefore, Corinium can take no responsibility for any structural fire safety deficiencies subsequently found within the inaccessible areas of the building.

4. This fire risk assessment has been completed on the basis that all flats are either owner occupied or let on medium to long term leases.

5. The advice contained in this report only relates to the observations made on the date of the visit.

6. The enforcement policies in place in different Fire Authorities regarding the requirement to install automatic fire alarm systems in some purpose built flats constructed before 1991, appear to be different on occasion. Corinium bases its advice on legislative compliance and adherence to relevant guidance. However, should your client consider the installation of an automatic fire alarm system to be unreasonable, then you must consult your local Fire Officer in order to determine the enforcement policy in place in your local Fire Authority area.

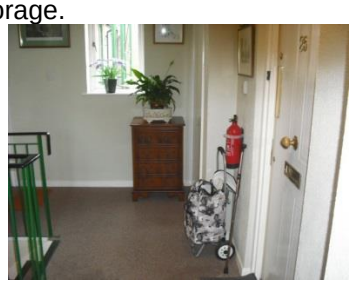
7. The assessment of fire risk is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing the advice contained in the following fire action plan. The fire risk assessment should be reviewed regularly.

| | Author |
|---|---|
| Signature |  |
| Name | Steve Bateman GIFireE TIFSM |
| Job title | Associate Fire Risk Assessor |
| Date | 16th December 2019 |

## Section 2 – Fire Safety action Plan

**Part 1 – Fire Safety Action Plan**

| Ref | Recommended Fire Control / Preventative Measures | Priority | Client Comments |
|---|---|---|---|
| **1.** | **Sources of ignition allowing fire to start** | | |
| | The required control/preventative measures are in place | | |
| **2.** | **Sources of fuel that may assist fire growth** | | |
| | The required control/preventative measures are in place. | | |
| **3.** | **Sources of oxygen that may assist fire growth** | | |
| | The required control/preventative measures are in place. | | |
| **4.** | **Rapid fire and smoke spread** | | |
| FS4/B1 | There are two sets of fire doors fitted to access each flat. The doors should be fitted with intumescing strips and cold smoke seals to ensure compliance with present day standards. The guidance for purpose built flats issued by the LGA Fire safety in purpose-built blocks of flats'.<br>Allows for existing doors to be considered compliant providing they are of a good fit and fitted with a self-closing device.<br><br>The existing doors look to be in good condition during the audit a number of the doors were wedged open which in the case of fire would have an impact on the safety of residents. The two sets of fire doors to the individual flats to be fitted with positive self-closing devices. Wedges and door open devices to be removed. | 3 | |
| FS4/J1 | Electrics cupboard in the stairwell of Block 7, had combustible items stored within. This should be kept free of combustible items and kept locked. | 1 | |
| **5.** | **Fire spread to adjacent properties** | | |
| | The required control/preventative measures are in place. | | |
| **6.** | **People in workplace unaware of fire** | | |
| FS6/A1 | Access was not gained to the individual apartments as they do not form part of the fire risk assessment, Guidance recommends that detection should be fitted in the individual units to give occupants early warning in the event of a fire.<br><br>In all flats, early warning of fire should be provided by means of smoke alarms installed in accordance with BS 5839-6 (Grade D LD3 fire alarm system) that are not linked to any communal system.<br>This is a system where there is one or more smoke alarms solely in the circulation spaces of a flat. Flats with more than one level and those with more than one hallway or circulation space will always require more than one smoke alarm.<br>LGA Fire Safety in Purpose Built Blocks of Flats | 2 | |
| **7.** | **People cannot safely evacuate in the event of fire** | | |
| FS7/B1 | Escape routes should not contain inappropriate combustible | 1 | |

| | | | |
|---|---|---|---|
| | storage (Combustible items) and escape routes should not be obstructed by storage.<br>  <br>  <br>Remove any combustible storage from the means of escape routes.<br><br><u>Guidance</u><br>A stair-lift should not be installed in a single stairway building if it causes an unacceptable restriction in width to the only available route of escape.<br><br>The stairway width required for means of escape should be maintained beyond the incursion into the stairway width of any fixed part of the stair-lift such as the carriage rail. Approved Document B Fire Safety Vol 2 states for up to 60 persons the minimum width of escape route is 750mm. if this can be achieved with the chair folded then it should be acceptable.<br><br>The effect of other parts of the installation on the width of the escape routes should also be considered eg the power unit and the stair-lift itself when in the closed position.<br><br>The stair-lift should be thoroughly serviced by a competent person within six months of commissioning and thereafter at intervals not exceeding twelve months.<br><br>Stair-lifts should not be used as a means of escape | | |
| FS7/K1 | Final exit doors with thumb turn locks must be provided with 'Turn to open' signs which conforms with BS5499-5 | 3 | |
| **8.** | **Small fire grows rapidly putting untrained people at risk** | | |
| | The required control/preventative measures are in place. | | |
| **9.** | **Inadequate emergency plan and arrangements** | | |
| | The required control/preventative measures are in place. | | |

## Section 3 – Fire Safety Risk Assessment

**Part 1 – Fire Safety**

| **Fire risk assessment** | **Risk Rating** | **2** | **Tolerable** |
|---|---|---|---|
| **Hazard** | **Part 1 - Sources of ignition allowing fire to start** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 2 | | |
| **Likely Consequences of Fire** | 1 | | |
| **Area Where Hazard Present** | All areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **The fixed electrical installation supplying the communal areas is subject to periodic inspection and testing every five years, by a competent person (in accordance with the IEE Regulations). Last test May 2013** | ✓ | | |
| **B)** | **Portable electrical appliances are regularly examined and tested, by a competent person (in accordance with the IEE Regulations).** | N/A | | |
| **C)** | **Electrical equipment is being used and maintained in accordance with current codes of practice/manufacturer's instructions.** | ✓ | | |
| **D)** | **There are no portable electrical appliances in use in the common areas.** | ✓ | | |
| **E)** | **Residents are not connecting wiring from their flats to decorative lights or other equipment in the common parts.** | ✓ | | |
| **F)** | **There is appropriate no smoking signage and there are no signs of smoking in the common areas.** | ✓ | | |
| **G)** | **Gas/oil fired heating are maintained on at least an annual basis by a Gas Safe Registered Engineer or other competent person.** | ✓ | | |
| **H)** | **Appropriate controls are in place to reduce the risk of arson attacks e.g. adequate security (suitable door and window locks; access control linked to entry phones).** | ✓ | | |
| **I)** | **For communal letterboxes, suitable enclosures designed to contain burning material are present.** | N/A | | |
| **J)** | **Adequate controls are in place to control contractor hot works and other potentially hazardous electrical works e.g. hot work permit / permit to work.** | ✓ | | |
| **K)** | **If present, the lightning protection system is subject to regular inspection and testing (BS EN 62305-3).** | N/A | | |

| Fire risk assessment | Risk Rating | 2 | Tolerable |
|---|---|---|---|
| **Hazard** | **Part 2 - Sources of fuel that may assist fire growth** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 1 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All common areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **The storage of combustible items are kept at reasonable levels, kept tidy and remote from ignition sources.** | ✓ | | |
| **B)** | **There was no inappropriate combustible material in the plant room /electrical cupboard/risers.** | ✓ | | |
| **C)** | **Appropriate procedures are in place for the removal of waste from dwellings to appropriate bin store areas.** | ✓ | | |
| **D)** | **There are adequate controls in place to prevent waste building up externally and bins are stored an appropriate safe distance from the building and secured where necessary.** | ✓ | | |
| **E)** | **Curtains and blinds are not present in the common parts unless it can be proved they are fire retardant.** | ✓ | | |
| **F)** | **Fire retardant / low flammability wall and ceiling linings are used to limit fire spread, i.e. 'Class O'. (Large areas of highly combustible wall and ceiling linings, e.g. wooden cladding, multiple layers of paint, polystyrene or carpet tiles should be removed or treated to reduce the rate of flame spread across the surface).** | ✓ | | |

| Fire risk assessment | Risk Rating | 2 | Tolerable |
|---|---|---|---|
| **Hazard** | **Part 3 - Sources of oxygen** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 1 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **All doors, windows and other openings remain closed if not required.** | ✓ | | |

| Fire risk assessment | Risk Rating | 4 | Moderate |
|---|---|---|---|
| **Hazard** | **Part 4 – Rapid fire and smoke spread** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 2 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All areas | | |

| | **Control / Preventative Measures** | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **Any internal windows which open onto protected areas (lobbies, corridors, staircases) or any other glazing around or above flat entrance doors is fire resistant in frames fixed shut.** | ✓ | | |
| **B)** | **Fire doors are substantial, in good condition, they have suitable self-closers, close fully onto the rebate of the door frame which has adequately sized door stops and intumescent backed cold smoke seals, are provided where required.** | | ✓ | |
| **C)** | **There is adequate compartmentation and fire separation between the flats and the common parts and between the common parts and ancillary accommodation (refuse chutes and plant rooms).** | ✓ | | |
| **D)** | **External escape routes are protected from fire inside the building by adequate fire resisting construction.** | N/A | | |
| **E)** | **The provision and location of fire resisting doors is adequate.** | ✓ | | |
| **F)** | **Appropriate certification confirming that flat entrance doors which have been changed to, e.g. uPVC doors, and which open onto the communal means of escape, meet the 30 minute fire resisting standard, and that positive action door closers have been fitted.** | N/A | | |
| **G)** | **Any holes or gaps in walls, ceilings and floors are properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them.** | ✓ | | |
| **H)** | **Appropriate and suitable fire cavity barriers are provided in loft spaces, floor and ceiling voids.** | ✓ | | |
| **I)** | **Where there is a staircase which links the basement to the upper floors, the basement is separated from the ground floor level by two 30-minute fire doors (one at basement level and one at ground floor level) or alternatively one 60 minute fire resisting door at ground level. Any floor over a basement should provide 60 minutes fire resistance.** | N/A | | |
| **J)** | **Storage cupboards, electrical meter / fuse cupboards and risers which open onto communal escape routes, are of a 30 minute fire resisting construction and kept secured except for access.** | | ✓ | |

| Control / Preventative Measures | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **K)** | **Adequate arrangements are in place to ensure the structural compartmentation is not being compromised e.g. doors being wedged open.** | ✓ | | |
| **L)** | **Vents into shared air supply ducts e.g. shared extract ducts from bathrooms and kitchens or openings in walls, floors and doors for communal heating systems, have been fitted with suitable fire dampers.** | ✓ | | |

| Fire risk assessment | Risk Rating | 2 | Tolerable |
|---|---|---|---|
| **Hazard** | **Part 5 – Fire spread to adjacent properties** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 1 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **There is adequate fire resisting separation between building occupiers e.g. commercial properties to the side or below residential areas.** | ✓ | | |

| Fire risk assessment | Risk Rating | 4 | Moderate |
|---|---|---|---|
| **Hazard** | **Part 6 – People in workplace unaware of fire** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 2 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All areas | | |

| | **Control / Preventative Measures** | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **The Managing Agent has recommended to residents that flats are provided with smoke alarms installed in accordance with BS 5839-6 (Grade D LD3 fire alarm system) that is not linked to any communal system.** | | ✓ | |
| **B)** | **Where the property complies with current building regulation guidance, particularly in relation to adequate standards of compartmentation, a determination that an automatic fire detection system is not required, has been made.** | N/A | | |
| **C)** | **Where the property does not comply with current building regulation guidance, particularly in relation to adequate standards of compartmentation, an automatic fire detection system has been installed.**<br><br>**An automatic fire detection system needs to comprise:**<br><br>• **Grade A: LD2 coverage in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked); and**<br>• **Grade D: LD3 coverage in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants).**<br><br>**The system is maintained and tested at the required frequency and records are kept (fire log book).**<br><br>**Note: A simultaneous fire evacuation strategy should be adopted and communicated to all residents.** | N/A | | |
| **D)** | **Where necessary, an L5 fire detection system in accordance with BS 5839-1 has been installed in the communal areas consisting of smoke detectors in the corridors/staircases. The system is maintained and tested at the required frequency and records are kept (fire log book).** | ✓ | | |
| **E)** | **If present, automatic smoke detectors / call points are not obstructed or otherwise damaged.** | ✓ | | |
| **F)** | **The fire alarm is either zonal or fully addressable to ensure the location of any activation may be promptly identified.** | ✓ | | |

| Fire risk assessment | Risk Rating | 4 | Moderate |
|---|---|---|---|
| **Hazard** | **Part 7 – People cannot safely evacuate in the event of fire** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 2 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | All common areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **The size of the escape routes can cope with the number of people in the building.** | ✓ | | |
| **B)** | **Escape routes do not contain inappropriate combustible storage and/or not restricted or obstructed with storage ('zero tolerance' policy).** | | ✓ | |
| **C)** | **Where required, conspicuous fire safety signage, including directional fire exit signs and fire action notices, are provided.** | ✓ | | |
| **D)** | **Lifts that do not ground upon actuation of the fire alarm have signs indicating that they are not to be used during an evacuation displayed at the entrance to each lift car at each floor level.** | N/A | | |
| **E)** | **It would be possible to use escape routes and exits at all reasonable times without emergency lighting.** | N/A | | |
| **F)** | **Escape routes are capable of being illuminated on electrical supply failure in accordance with BS 5266 Part 1. The system is tested at the required frequency by a competent contractor with records kept.** | ✓ | | |
| **G)** | **Suitable artificial lighting is provided on external escape routes and is checked regularly and is in working order.** | ✓ | | |
| **H)** | **The number and location of existing exits is adequate. This is determined by the distance people have to travel to reach the nearest place of reasonable safety, e.g. a protected stairway enclosure or the nearest available final exit.** | ✓ | | |
| **I)** | **Fire exit doors on escape routes are not obstructed, are easy to open, are adequately marked and open in the direction of travel.** | ✓ | | |
| **J)** | **Fire escape routes are free from slip, trip and fall hazards.** | ✓ | | |

| Control / Preventative Measures | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **K)** | **Final exits can be opened without the use of a key, they are free from temporary or permanent obstructions in accordance with BS 476, are adequately marked and open in the direction of travel where practical.** | | ✓ | |
| **L)** | **There are no inappropriate means of escape, e.g. windows or throw out ladders, wall and floor hatches.** | ✓ | | |
| **M)** | **Arrangements / equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents). Openable vents and automatic opening vents are maintained and tested at the required frequency by a competent person and records are kept (fire log book).** | ✓ | | |
| **N)** | **There are no excessive security measures, such as grilles, gates and shutters that might delay escape by the residents, impinge on the safety of others (e.g. across a common balcony), or prevent access to the fire and rescue service to effect rescue and fight a fire in a flat.** | ✓ | | |

| Fire risk assessment | Risk Rating | 4 | Tolerable |
|---|---|---|---|
| **Hazard** | **Part 8 – Small fire grows rapidly putting untrained people at risk** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 1 | | |
| **Likely Consequences of Fire** | 2 | | |
| **Area Where Hazard Present** | Common areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **There are sufficient numbers of fire extinguishers of the correct type (as a minimum, a CO2 in a lift motor room and / or plant room).** | N/A | | |
| **B)** | **If present, fire extinguishers are positioned by the nearest available exit and are either wall mounted or located in suitable fire extinguisher stands.** | ✓ | | |
| **C)** | **The fire extinguishers are maintained annually by a competent person and records are available.** | ✓ | | |
| **D)** | **The fire extinguishers are clearly visible, unobstructed and their position indicated where appropriate by signage.** | ✓ | | |
| **E)** | **Where fire hose reels are provided they are subject to periodic inspection, maintenance and testing. (Maintenance of hose reels includes visual checks for leaks and obvious damage and should be carried out regularly. More formal maintenance checks should be carried out at least annually by a competent person).** | N/A | | |
| **F)** | **Sprinkler systems are operational, the heads are not obstructed, and the system is tested weekly and regularly maintained by a competent contractor.** | N/A | | |
| **G)** | **Dry risers (if present) are tested on an annual basis by a competent contractor.** | N/A | | |

| Fire risk assessment | Risk Rating | 2 | Tolerable |
|---|---|---|---|
| **Hazard** | **Part 9 – Inadequate emergency plan and arrangements** | | |
| **People Exposed To Hazard** | Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children. | | |
| **Likelihood of Fire** | 2 | | |
| **Likely Consequences of Fire** | 1 | | |
| **Area Where Hazard Present** | All areas | | |

| **Control / Preventative Measures** | | Compliance with Standard | | Priority |
|---|---|---|---|---|
| | | Yes | No | |
| **A)** | **Emergency contact arrangements and actions to take in the event of a fire have been established and adequately communicated to residents/occupiers/tenants.** | ✓ | | |
| **B)** | **The emergency plan is adequate and correct for the property type ('stay put' or 'simultaneous evacuation' - see Part 4 of this report) and is issued to each resident.** | ✓ | | |
| **C)** | **Disabled people can use the existing means of escape or other suitable arrangements are in place (Personal Emergency Evacuation Plans have been provided in accordance with BS 9999).** | N/A | | |

## Section 4 – Emergency Plan

| | |
|---|---|
| **Address:** | **Priors Court**<br>**Back of Avon**<br>**Tewkesbury**<br>**GL20 5AN** |
| **In the event of a FIRE** | **ACTION** |
| How people will be warned if there is a fire in there residency: | Smoke detector alarm or verbally.<br>*It is **strongly** recommended that **each** flat has at least two smoke detectors, sited as near to the front door and bedrooms as possible, and that they are maintained in accordance with manufacturers' instructions.* |
| If you find a fire in your flat: | Verbally raise the alarm by shouting 'FIRE'.<br><br>Call the Fire Brigade by dialling 999.<br><br>Warn all persons in your flat and leave together.<br><br>Where possible turn off your cooker or oven if it is on.<br><br>Ensure you close all doors on the way out, particularly the front door.<br><br>Leave the immediate area and do not attempt to return to your flat until given permission by the Fire Brigade. |
| Tackling a fire: | If a cooking pot or chip pan is involved, turn off the cooker and cover with a fire blanket if you have one, otherwise saucepan lid, tray or damp cloth.<br><br>Then follow instructions above. |
| Hearing the alarm: | **Stay Put**<br><br>On hearing the fire alarm:<br><br>**Do not evacuate unless the fire directly affects your flat or you are instructed to leave by a member of the Fire Brigade**.<br><br>In most instances there will be no need for you to leave your flat, however if circumstances are such that you need to leave, the following actions will need to be taken:<br><br>Evacuate the building by the nearest available escape route or as directed by the Fire Brigade.<br><br>If you have visitors, instruct them to follow you.<br><br>Always close doors behind you.<br><br>Do not put yourself at risk or cause delay.<br><br>Leave the building by the nearest available exit and move away from the building or to a specific location as directed by the Fire Brigade. |
| How the fire and rescue service and any other services will be called and | The person discovering the fire should call the Fire Brigade by dialling 999. |

| | |
|---|---|
| who will be responsible for doing this: | |

## Section 5 – Protocol

### Part 1 – Fire Safety

### Introduction

Employers and other persons who have control of premises are required by legislation to carry out an assessment of the fire risks to occupants of buildings, and other people in the vicinity of the buildings, to ensure that these people are safe from fire and its effects. The Regulatory Reform (Fire Safety) Order 2005 [3] requires that, in England and Wales, the risk assessment is "suitable and sufficient".

Therefore, fire risk assessment refers to the overall process of identifying fire hazards and evaluating the risks to health and safety arising from them, taking account of existing risk controls (or, in the case of a new activity, the proposed risk controls).

**Fire hazard** - source or situation with potential to result in a fire.
**Fire risk** - combination of likelihood and consequence(s) of fire.

The fire risk assessment is a systematic and structured assessment of the fire risk in the premises for the purpose of:

- expressing the current level of fire risk;
- determining the adequacy of existing fire precautions; and
- determining the need for, and nature of, any additional fire precautions.

Any such additional fire precautions required are set out in the Fire Action Plan, which forms part of the documented fire risk assessment. The objective of the fire action plan is to set out measures, which will ensure that the fire risk is reduced to, or maintained at, a tolerable level.

In carrying out the fire risk assessment, Corinium will consider the following:

**Fire prevention measures** - measures to prevent the outbreak of fire.

**Fire protection measures** - design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs.

**Components of fire safety management** - task(s) carried out by a defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems (passive, active and procedural) within the building are working properly at all times.

The following methodology details Coriniums fire risk assessment process, which comprises nine steps (and is based on PAS 79 Fire Risk Assessment – Guidance And A Recommended Methodology).

Step 1 - to obtain relevant information about the building, the processes carried out in the building, and the occupants of the building.

Step 2 - fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.

Step 3 - to make a (subjective) assessment of the likelihood of fire. This will be based primarily on the findings of Step 2 above. However, the assessment of the likelihood of fire will also take into account any relevant information obtained in Step 1 above.

Step 4 - to determine the physical fire protection measures, relevant to the protection of people in the event of fire.

Step 5 - to determine relevant information about fire safety management.

Step 6 - to make a (subjective) assessment of the likely consequences to the occupants in the event of fire.

Step 7 - to make an assessment of the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire (see below).

Step 8 - to formulate a fire action plan to address shortcomings in fire precautions in order to reduce the fire risk.

Step 9 – to determine the fire risk assessment periodic review period / date.

**Fire Risk Assessment**

Your Corinium fire consultant will identify the fire hazards on your premises. For all the identified hazards, we have created control standards and during the visit we will make judgments as to how far you are complying (or not) with the control standards (See Fire Risk Assessment). These judgments are made by assessing your existing control measures in place and determining whether they are satisfactory or not.

Where your existing controls are considered by your Corinium fire consultant to be unsatisfactory i.e. you are not complying with the control standard, your Corinium fire consultant will detail advice to help you either remove the hazard or reduce the risk through improving the level of control. (Fire Safety Action Plan).

**Fire Risk Assessment Definitions**

This fire risk assessment rating has been determined by deciding on the likelihood of fire and the likely consequences of fire. (See table below).

| Likelihood of Fire | Classification of Fire Risk<br>Likely Consequences of Fire | | |
|---|---|---|---|
| | **Slight Harm (1)** | **Moderate Harm (2)** | **Extreme Harm (3)** |
| **Low (Unlikely) (1)** | Trivial Risk (1) | Tolerable Risk (2) | Moderate Risk (3) |
| **Medium (Possible) (2)** | Tolerable Risk (2) | Moderate Risk (4) | Substantial Risk (6) |
| **High (Likely) (3)** | Moderate Risk (3) | Substantial Risk (6) | Intolerable Risk (9) |

For example:

Likelihood of Fire = 2 Likely Consequences of Fire = 3 Risk Rating = 6 (Substantial Risk).

Definitions of the above terms are as follows:

Likelihood of Fire

**Low**: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

**Medium**: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

**High**: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Likely Consequences of Fire

**Slight Harm**: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate Harm**: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

**Extreme Harm**: Significant potential for serious injury or death of one or more occupants.

Risk Level

**Trivial**: No action is required and no detailed records need be kept.

**Tolerable**: No major additional controls required. However, there might be a need for 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 medium risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.

**Substantial**: Considerable resources might have to be allocated to reduce the risk. If the 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**: The building (or relevant area) should not be occupied until the risk is reduced.

**Prioritising the fire action plan**

The final stage is to prioritise the advice detailed in the Fire Action Plan. (See table below).

| Priority | Comments |
|---|---|
| **1. (High)** | **Requires Immediate Remedial Action (For Intolerable / Substantial Risks)**<br>The fire safety issue requires immediate action. If it is not possible to reduce the risk then work / access must be prohibited. |
| **2. (Medium)** | **Requires Remedial Action Within 3 Months (For Moderate Risks)**<br>Some additional fire safety controls are necessary within the defined timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential. |
| **3. (Low)** | **Requires Additional Controls In Due Course (For Tolerable / Risks)**<br>Some additional fire safety controls are necessary.<br>Consideration may be given to a more cost-effective risk reducing solution. Regular monitoring of existing fire safety controls is essential. |

**Mainpoint Fire & Security provides the following specialist compliance services:**
**Fire Risk Assessment**
**Fire Training**
**First aid training**

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