



**totalfireservices**  
FIRE SAFETY CONSULTANTS

# TOTAL FIRE SERVICES LTD

## Fire Risk Assessment (Review)

Conducted at:

Naylor Court  
Gunson Street  
Miles Platting  
Manchester  
M40 7WS



Scheme UPRN: NAYLOCMB  
22 September 2016



## TERMS AND CONDITIONS OF BUSINESS

### **Naylor Court, Gunson Street, Miles Platting, Manchester, M40 7WS**

Fire assessment and evaluation of risk is a dynamic and evolving process. The Assessment that we have prepared is based on the appearance of the premises/building, number of employees, internal layout and information provided on **Thursday, 22 September 2016**

If there is a change in the structure of the premises/building, number of employees, layout or any other aspect that could impact upon fire safety we should be notified to ensure that no revision to the Assessment is required.

The Employer under the Management of Health and Safety at Work Regulations 1999 and the Responsible Person under the Regulatory Reform (fire safety) Order 2005 are to ensure that a review is conducted under the above circumstances. A fire risk assessment is not a health and safety assessment; this should be conducted separately.

We have assessed the risk of fire to ensure legislative compliance and safety of relevant persons and have provided you with our Assessment. Ownership and implementation of the assessment is vital. We accept no responsibility for loss, damage or other liability arising from a fire, loss or injury due to the failure to observe the safety observance and practises identified in our Assessment. The RESPONSIBLE PERSON will always remain responsible for the outcome of the Fire Risk Assessment or its review.

We highlight that we recommend a twelve monthly fire risk assessment review regardless of any changes in the structure, nature of business and employees. The Assessment should also be reviewed under the following circumstances:

- Significant changes in members or levels of staff
- Material alteration to the premise or change in use
- Following a fire, fire alarm actuation or "near miss" incident a full review is recommended
- After any change in working practices

The internal layout, manufacturing processes and nature of the client's business will remain confidential and will not be disclosed to third parties without the express permission of the client.

Total Fire Services Ltd limits its liability for any loss, damage or injury (or any consequential or indirect loss) arising from the performance of or failure by this Company to perform any of its duties (whether or not such loss damage or injury or consequential or indirect loss be due to the negligence of this Company, its servants or agents or to any other cause whatsoever) to that determined by our Professional Indemnity Insurance Policy.

#### CLIENT ACCEPTANCE

I hereby accept this Fire Risk Assessment in accordance with the terms and conditions above

NAME (PLEASE PRINT)

SIGNATURE

POSITION IN ORGANISATION

DATE

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## Part 2: References and Methodology Index

### A Extracts from RRO (FS) 2005 Articles Part 2 – Fire Safety Duties:

- Article 8 – Duty to take general fire precautions
- Article 9 – Risk assessment
- Article 10 – Principles of prevention to be applied
- Article 11 – Fire safety arrangements
- Article 12 – Elimination or reduction of risks from dangerous substances
- Article 13 – Fire-fighting and fire detection
- Article 14 – Emergency routes and exits
- Article 15 – Procedures for serious and imminent danger and for danger areas
- Article 16 – Additional emergency measures in respect of dangerous substances
- Article 17 – Maintenance
- Article 18 – Safety assistance
- Article 19 – Provision of information to employees
- Article 20 – Provision of information to employers and the self-employed from outside undertakings
- Article 21 – Training
- Article 22 – Co-operation and co-ordination
- Article 23 – General duties of employees at work
- Article 37 – Fire-fighters' switches for luminous tube signs etc.
- Article 38 – Maintenance of measures provided for protection of fire fighters

## Part 2: References and Methodology Index continued

- B The Fire Safety (Employees Capabilities) (England) Regulations 2010**
- C Fire Safety Management**
- D Information on Fire Alarm Systems**
- E Information on Fire Fighting Equipment and Training**
- F Information on Emergency Lighting**
- G Information on Fire Safety Signs and Notices**
- H Frequency Checks, Fire Safety Maintenance Log**
- I Working with contractors**
- J The Electricity at Work regulations 1989**
- K Personal Emergency Evacuation Plan – Examples**
- L FRA Review Information**
- M Review Checklist**

**The following fire risk assessment has been conducted on behalf of:**

Adactus Housing Group

**and relates only to the premises of:**

Naylor Court, Gunson Street, Miles Platting, Manchester, M40 7WS

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## 1.0 Fire Risk Assessment Details

**Responsible person(s):**

Adactus Housing Group.

**Person(s) consulted and landline contact number:**

Site Supervisor.

**Fire Risk Assessor:**

Mr Gary Hutchinson, BEng(Hons) Fire Engineering, MIFireE  
Nationally Accredited Fire Risk Assessor (NAFRA 0140).

**Audited by:**

Mr D J Baird DMS, MIFireE, MIFSM, Nationally Accredited Fire Risk Assessor (NAFRA 0096)

**Date of Initial or Previous Full Fire Risk Assessment:**

Thursday, 17 September 2015

**Recommended date for next Fire Risk Assessment Review:**

September 2017

**Fire Risk Assessment Review Limitations:**

A Type 3 common parts and flats (Non-Destructive) Fire Risk Assessment Review (as detailed in the latest guidance document Fire Safety in Purpose Built Blocks of Flats) has been completed with access available to one flat. Flat 58 was accessed to confirm hallway layout, automatic fire detection and ventilation provision to kitchen and bathroom. The lift motor room and sky room was accessed. Two adjacent high rise blocks were reviewed at the same time and a sample of service risers across the three blocks were observed to have been fire stopped following previously identified significant findings. The site supervisor confirmed work had been carried out to remove previously unacceptable fire stopping material which has been replaced with fire resisting slabs and mastic sealant which was observed in the areas sampled. Areas of improvement are identified by a contractors label with identification number.

All services or penetrations traversing fire resisting compartments were not confirmed as being sufficiently fire stopped with fire resisting material. Any locations that have been identified are highlighted in section 9. Where fire compartments/fire dampers/ceiling voids were considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range of the assessor, technical comment on these areas cannot be provided. If there are reasons to suspect the fire resistance within the building has not been sufficiently maintained the responsibility to provide this technical information rests with the duty holder. Total Fire Services Ltd can provide information on the most cost effective remedial measures where breaches in fire resistance are identified.

There were no outstanding notices of deficiencies/enforcement action from the enforcing authority and the fire strategy document and "as built" plans issued on completion of the building/alterations were not observed.

**Note**

The following assessment has been conducted to assist the responsible person in compliance with the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

This review document is part of the continuous management of fire safety within these premises and as such should be read in conjunction with the full fire risk assessment dated **17 September 2015**

The audit sections give a very brief description of items to be considered for the benefit of the client so that they can see that Articles 8 to 22 of The Regulatory Reform (Fire Safety) Order are being assessed.

The consultant will be assessing the premises in conjunction with the full set of audit questions set out in the initial fire risk assessment document, in accordance with PAS 79 and their knowledge and experience of the type of premises to which this review document relates.



## 2.0 General Premises Details

- 2.1 Number of floors:**  
Thirteen, ground and twelve upper floors
- 2.2 Approximate building footprint:**  
384m<sup>2</sup>
- 2.3 Details of alterations to premises since previous Fire Risk Assessment:**  
Significant fire stopping has taken place.
- 2.4 Existing Occupancy/Purpose Groups**  
The premises are classed as Purpose Group 1a Residential (Flat) as defined by Building Regulations Approved Document B 2006 Table D1.
- 2.5 New legislation which has been introduced since the introduction of The Regulatory Reform (Fire Safety) Order 2005 which now applies to either the premises or the management of the premises:**  
None.

## 3.0 Overall Risk Rating

**Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:**

**Risk to Life: Tolerable.**

There are three significant findings regarding confirmation of fire stopping and the measures to reduce the risk of smoke spread however, the overall risk to life is considered tolerable.

The risk rating has been determined after considering the fire risk rating matrix in section 17.0. In these premises it is considered that the risk of a fire occurring is unlikely and the likely consequences of harm from fire (should one occur) are slight.

**Risk to Property: Tolerable.**

Due to the compartmentation inbuilt into the premises it is likely that any fire should be contained within the flat of origin until the arrival of the Fire and Rescue Service, however there are recommendations regarding the confirmation of fire stopping. The overall risk to property is therefore considered to be tolerable.

**Note:** The BAFE SP205-1 fire risk assessment certification relates to life safety only and not property or business continuity protection. The client should undertake further detailed assessment of risk for these areas if it considers necessary.

<b>AUDIT: IDENTIFYING THE FIRE HAZARDS</b>	
<b>4.0 Dangerous, Flammable, Combustible Materials &amp; Substances</b>	
Have there been any changes to the above i.e. increases/decreases, higher risk substances or the removal of substances.	NO
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
4.0	Questions 4.1 to 4.10 relate to substances and materials which are subject to the "Dangerous Substances and Explosive Atmosphere Regulations 2002" (DSEAR). No substances or materials falling into the above regulations are stored or used inside the premises. Any cleaning materials stored in the caretaker facilities have COSHH data records in the onsite folder.

<b>5.0 Interior Furnishings</b>	
Have there been any alterations to the previous furniture and furnishing provisions?	NO
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
5.4	Furniture in the caretaker facilities area is in reasonable condition and appears to conform to the recommendations. There is no other upholstered furniture in the common areas.

<b>6.0 Heating and Electrical Appliances</b>	
Are the requirements for testing and maintenance of electrical equipment, distribution and other plant and equipment being complied with?	YES
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
6.6	Electrical testing is carried out 5 yearly in communal areas and every 10 years in tenanted properties. It is also carried out when a property is void, undergoes building works or following a fire.
6.21	Lightning protection systems are serviced annually by Osborne Delta.

<b>PERSONS AT RISK</b>	
<b>7.0 Persons at Risk Audit</b>	
Has the occupancy of the premises changed in relation to the following criteria:	
<b><i>Sleeping occupants</i></b>	
<i>Persons familiar with the premises</i>	No
<i>Persons unfamiliar with the premises</i>	No
<b><i>Occupants with disabilities</i></b>	
<i>Mobility-impaired</i>	No
<i>Hearing-impaired</i>	No
<i>Learning difficulties</i>	No
<i>Occupants in remote areas</i>	No
<i>Others</i>	No
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
7.1	The building is general needs flats and individual PEEPs, evacuation drills and staff procedures are not required.
7.3	Residents may be present with any combination of the above disabilities throughout the premises. Individual PEEPs are not considered appropriate for general needs flats. It is not known if new tenants who occupy the flats have any disabilities but an assessment towards their ability to react to a fire within the premises should be undertaken on taking up residence.

**EVALUATION OF THE RISKS – ELIMINATE, REDUCE OR CONTROL**

**8.0 Escape**

Have there been any changes to the means of escape i.e. new layouts, storage in corridors etc.?	NO
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**Electronic Door Release Devices**

Have there been any changes to the door furniture on escape routes etc.?	NO
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**SIGNIFICANT FINDING(S)**

**Ref HAZARDS**

None.

**RECOMMENDATIONS**

None.

**Ref COMMENTARY**

8.6	The communal areas were maintained clear of any combustible items and kept to a high standard of cleanliness which reflects a good standard of housekeeping.
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8.11	Site caretakers have a comprehensive daily and weekly check which they undertake and document in the on-site fire log.
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<b>9.0 The Confinement of Fire</b>	
Is the fire separation, surface spread of flame on open escape routes still appropriate to the use of the premises?	NOT KNOWN
<b>Automatic Hold Open Devices</b>	
Have any new devices been fitted or the previous type been replaced by another system etc.?	NO
<b>SIGNIFICANT FINDING(S) 01</b>	
<b>Ref</b>	<b>HAZARDS</b>
9.5	Previously identified, metal conduit and trunking containing electrical cables traverses fire resisting construction between the flats and common areas and between the landing lobbies and stair lobbies. The conduit is mechanically sealed and confirmation where it traverses fire compartmentation could not be observed if suitably fire stopped. Cables observed directly penetrating compartmentation have been suitably fire stopped. A fire may force smoke into the conduit which may spread unchecked across numerous fire compartments which may cause harm to relevant persons.
9.8 9.13	The staircase has a ventilation grille at each level which terminates within the ventilated refuse chute lobby. Previously identified as being painted over restricting the natural ventilation some now have PVC ventilated covers fitted. The self-closing chute hatches are fitted with smoke seals however a number of hatches were found not fully closed. A fire within the bin room/ refuse chute may allow smoke to spread into the refuse chute lobby and into the staircase via the ventilation ductwork.
9.13	Previously identified in the lift motor room, the ventilation grille has been replaced with plywood of limited ventilation thus reducing their effective ventilation area. This could impede smoke extraction from the lift motor room and cause the lift shaft to fill with smoke which may spread to lower lift landing lobbies. Article 8 of the Regulatory Reform (Fire Safety) Order 2005 applies to the above findings and requires the responsible person to take measures to reduce the risk of the spread of fire and ensure that the means of escape can be used at all material times. See Part 2 Appendix A.
<b>Ref</b>	<b>Recommended Actions</b>
9.5	Confirm where cable trunking in common areas breaches compartment floors and walls were suitably fire stopped with material of 30 minutes fire resistance during the recent fire stopping works.
9.8 9.13	A survey of the refuse chute hatches should be carried out and any not closing fully should be repaired/adjusted. The regular checks carried out by the site supervisor should include the effective operation of the self-closing chute hatches and the condition of the smoke seals to ensure an effective seal is maintained when closed. Any defective hatch not fully forming a seal should be reported for repair.
9.13	Remove plywood from lift motor room vent and reinstate full ventilation to the motor room with a similar louvered venting arrangement in the adjacent tower blocks.
<b>RECOMMENDATIONS 01</b>	
<b>Observation</b>	
9.8	Previously identified and not confirmed during this review the layout of the redundant ventilation ducts which terminate on the roof was not confirmed to be sealed within the site supervisor's area. The site supervisor confirmed that the ductwork from each flat has been sealed over with plasterboard.
<b>Ref</b>	<b>Recommended Actions</b>
9.8	Confirm if not of the shunt duct type, the extract ductwork within the site supervisor's area is sealed.

Ref	COMMENTARY confinement of fire cont'd
9.1	The flat accessed by the consultant in this block confirms the layout to consist of a small entrance hall with either one bedroom or two bedrooms, bathroom and store cupboard. The hall is not 30 minutes fire protected other than the wall and door leading to the living room. The kitchen is accessed off the living room. The flat entrance door was a self-closing FD30s "ROC" type fire door and all other flat entrance doors appeared similar when viewed from the common area. This layout was also confirmed by the site supervisor and a contractor refitting internal flat entrance doors for all flats. Any fire doors found to be defective on the periodic check or reported defective by a resident are subject to a 3-hour call out and repair procedure.
9.2	It is AHG's policy for the caretakers to inspect flat entrance doors to establish if a self-closer has been removed, damaged or none fitted at all and take remedial actions. Where access cannot be gained during these visits a letter addressing the issue and importance of ensuring the flat door has a self-closer fitted will be posted to the residents.
9.5	AHG have confirmed that any breaches in the fire resistance of walls, floors and doors have been fire stopped where this has been identified by previous fire risk assessments. All planned works are post inspected by an inspector to ensure breaches are fire stopped. The panels above doors and risers are confirmed fire resisting and have been identified as being of Asbestos construction. Previously identified areas of inadequate fire stopping including electrical cables, the lift motor room and gas service ducts have been confirmed to have been fire stopped with appropriate materials by a competent company.

FIRE SAFETY PROVISIONS	
<b>10.0 Fire Alarm System</b>	
Is the existing fire alarm appropriate for the current risks and use of the premises?	YES
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
10.0	Previously highlighted, Flat 13 had the internal automatic fire detectors disconnected. No access was gained on this occasion to confirm if the detection had been reinstated.
10.2	Previous recommendations regarding the conflicts between the fire evacuation strategy and communal fire alarm system remain current.
10.11	As previously recommended a zone plan has been provided.
10.12	Servicing is currently carried out by Fire Equipment Services and recorded on QLx with the latest service recorded on 27/07/2016.
10.13	Different call points are tested weekly and recorded.

<b>11.0 Emergency Escape Lighting</b>	
Has all emergency lighting been maintained in good order and still appropriate to the use of the premises?	YES
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
11.5	Emergency lighting systems are serviced 6 monthly. Within general needs premises, the system is tested monthly and recorded via mobile working on Office 365.
11.6	The repair and maintenance of emergency lighting systems is currently carried out by Fire Equipment Services and recorded on QLx.

<b>12.0 Fire Fighting Equipment and Systems</b>	
Is all firefighting equipment still appropriate for the occupancy, processes, new equipment or building extensions?	YES
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
12.5	FFE is serviced annually by Fire Equipment Services and recorded on QLx. The last recorded service was carried out in April 2016. Monthly checks are carried out and recorded. The records are regularly audited by AHG.

<b>13.0 Fire Safety Signs and Notices</b>	
Is the signage throughout the premises still appropriate and in good repair?	
	YES
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS 02	
Observation	
13.0	Previously identified the floor numbers were indicated at staircase and lift lobby locations but there were no low level signs indicating flat numbers or exit signs in lift lobby <b>See commentary.</b>
Ref	Recommended Actions
13.0	Ensure that additional photo luminescent signage indicating flat numbers and emergency exits in high rise premises are placed at a low level to increase visibility in smoke conditions in lift lobby.
Ref	COMMENTARY
13.0	Following a rule 43 from the coroners regarding a severe fire in a high rise residential tower block (Shirley Towers) it was recommended (24/4/2013) that there should be an obligation to: <ul style="list-style-type: none"> <li>a) Provide signage to indicate floor levels both in stairwells and lift lobbies in high rise premises, to assist the emergency services;</li> <li>b) Ensure that signage indicating flat numbers and emergency exits in high rise premises are placed at a low level to increase visibility in smoke conditions.</li> </ul> It is recommended that this good practice advice be undertaken.
13.12	No-smoking signs are displayed in the premises.

<b>14.0 General Fire Safety Procedures</b>	
Do the fire safety procedures continue to meet the needs of the occupancy and the premises?	
	YES
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
14.7	Overall responsibility for fire is <span style="background-color: black; color: black;">                    </span> Chief Executive. See Commentary 15.1.



<b>15.0 Fire Safety Management</b>	
Have any changes taken place within the management structure that has or may impact on fire safety systems, best practice or maintenance?	NO
<b>Fire Marshals &amp; Fire Plans</b>	
Have there been any changes to the provisions in relation to fire marshals?	N/A
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
15.1	The site supervisor is the nominated person on-site responsible for ensuring the fire precautions are implemented and managed correctly on behalf of [REDACTED] Adactus Housing Chief Executive who has the overall responsibility.
15.2	All AHG staff are trained via classroom based learning and team briefs. Fire marshals attend training that includes the use of fire extinguishers.
15.3	AHG line managers are required to complete a health and safety checklist with new employees on the date of employment, which includes information on fire procedures. In addition, AHG aim to ensure that all staff attend corporate induction training within 6 weeks of employment, which includes more detailed information on fire procedures.
15.4	Records of attendance at training are maintained by the Health and Safety Team.
15.6	A permit to work is required for all high risk activities such as hot works. Also it enables AHG to monitor the type of work contactors are undertaking within the block to avoid any breaches in fire resistance being left unfilled.
15.8	In all premises where staff are located, fire marshals are required to liaise with the fire service and attend appropriate training.
15.13 15.15	The reporting of serious incidents, on call and escalations procedure details actions to be taken in the event of any serious fires.

<b>16.0 Fire Emergency Plan</b>	
Is the fire emergency plan still suited to the layout and use of the premises and all relevant persons who have access to the premises?	YES
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
16.1	<p>The fire resisting construction of the flats means an outbreak of fire would be contained within the flat of origin. Other residents are in a reasonably safe place within their own flat while a fire in an adjacent flat is dealt with. Therefore, a stay put policy is suitable for the premises.</p> <p>The premises have a fire alarm system covering all common areas and any activation initiates a full alert from all floors. There have been no serious breaches of compartmentation identified by the consultant which would necessitate a fire alarm being installed as a compensatory feature. Current guidance for purpose built blocks of flats also recognises that even if a premises has a common fire alarm installed, it is not necessary to introduce a full evacuation, a stay put policy is still appropriate. If the fire alarm remains in the common areas, clear advice must be given to residents that a stay put policy is appropriate. An example plan is provided below.</p>

## Fire Emergency Plan: General (Staff Actions)

On confirming that a fire exists raise the alarm, by activating the nearest Manual Fire Alarm Call Point

Ensure the fire service is summoned by dialling 999 stating Fire at:

**Naylor Court  
Gunson Street  
Miles Platting  
Manchester  
M40 7WS**

All Staff/Residents should move quickly and calmly to the nearest exit.

Only fight the fire if it is small (no more than the size of a waste paper bin) AND if trained and it is safe to do so, with the appropriate fire extinguisher. If the fire is larger than a waste paper bin, close the door to the fire.

**Staff/Residents must not place themselves at risk.**

Close all doors behind you to contain the fire and prevent the spread of smoke and toxic fumes.

Proceed to your designated assembly point or well clear of the building and away from any approach road likely to be used by emergency vehicles.

Ensure a roll call of all members of your department is taken to establish if all persons are accounted for.

Liaise with the fire service officer on arrival, giving details of number of persons unaccounted for, the location and extent of the fire.

Do not re-enter the building until authorised to do so by a Fire Service Officer.

## **Fire Emergency Plan FLATS**

### **STAY PUT POLICY**

#### **GENERAL ADVICE TO RESIDENTS**

This building has been built in such a way as to protect the people in it if a fire breaks out.

The important thing to remember is that if the fire starts in your home, it is up to you to make sure that you can get out of it.

#### **AT ALL TIMES**

- Make sure that the smoke alarms in your flat are tested.
- Do not store anything in your hall or corridor, especially anything that will burn easily.
- Use the fixed heating system fitted in your home. If this is not possible, only use a convector heater in your hall or corridor. Do not use any form of radiant heater there, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

#### **IF A FIRE BREAKS OUT IN YOUR FLAT**

If you are in the room where the fire is, leave straight away, together with anybody else, then close the door.

- Do not stay behind to try to put the fire out, unless you have received suitable training.
- Tell everybody else in your flat about the fire and get everybody to leave.
- Close the front door and leave the building.
- CALL THE FIRE SERVICE.

#### **IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING**

- It will usually be safe for you to stay in your own home.
- You must leave your home if smoke or heat affects it OR you are instructed to do so by the Fire Service. Close all doors and windows.

## **CALLING THE FIRE SERVICE**

The Fire Service should always be called to a fire, even if it only seems to be a small fire. This should be done straight away.

The way to call the fire service is by telephone as follows.

- 1) Dial 999.
- 2) When the operator answers give the telephone number you are ringing from and ask for the FIRE service.

When you are put through to the fire service, tell them clearly where the fire is:

**Flat xxx  
Naylor Court  
Gunson Street  
Miles Platting  
Manchester  
M40 7WS**

Do not hang up until the fire service have repeated the address to you and you are sure they have got it right. The fire service cannot help if they do not have the address

**THE ABOVE PROCEDURE SHOULD BE COMMUNICATED TO EACH RESIDENT.**

## 17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Priority 1 (P1)	A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short – from immediate up to one month
Examples include:	Blocked or locked fire exits, serious breaches of required fire resistance, ineffective fire doors, insufficient or complete failure of emergency lighting or fire alarm systems.
Priority 2 (P2)	A lesser breach of the Fire Safety Order which if not resolved would present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given, such as two months or longer.
Examples include:	Firefighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.
Priority 3 (P3)	Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. Also includes provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order. Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level.
Examples include:	Logbooks not completed or up to date, fire extinguishers not wall mounted.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each significant finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises is given an overall risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:	
<b>Hazard:</b>	An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.
<b>Risk:</b>	A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.
<b>Harm:</b>	Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.
<p>To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity.</p> <p>The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm.</p> <p>The level of fire risk is then quantified as <b>negligible, tolerable, moderate, substantial</b> or <b>intolerable</b>. The subjective risk rating is calculated and the risk level determined within the following parameters:</p>	
<b>Negligible Risk</b>	Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is negligible, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A reassessment should take place on the review date.
<b>Tolerable Risk</b>	Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required, with a reassessment being conducted at the review stage.
<b>Moderate Risk</b>	The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A reassessment should be made once the control measures have been put in place.
<b>Substantial Risk</b>	Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
<b>Intolerable Risk</b>	Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a tolerable level. If this cannot be achieved, then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Reassessment is required following implementation of the immediate or interim control measures.

The Probability of Fire depends on the number and nature of ignition sources, the extent of and any fire prevention measures and the nature and actions of the occupants. The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the significant findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

**FIRE RISK RATING MATRIX**

		LIKELY CONSEQUENCES OF FIRE			
		Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
LIKELIHOOD OF FIRE OUTBREAK	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk	
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk	
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk	





## 18.0 Summary of Significant Findings

SF No	FRA Ref	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Date Completed
01	9.5	P2 MODERATE REPEAT Metal conduit and trunking containing electrical cables traversing fire resisting construction could not be confirmed as fire stopped.	Confirm suitably fire stopped with material of 30 minutes fire resistance.	P2 - previously identified	Moderate	[REDACTED] 12552 07		
01	9.8 9.13	P2 MODERATE The self-closing chute hatches are fitted with smoke seals however a number of hatches were found not fully closed.	A survey of the refuse chute hatches should be carried out and any not closing fully should be repaired/adjusted.	P2	Moderate	[REDACTED] 12552 10		
01	9.13	P2 MODERATE REPEAT The lift motor room ventilation grille has been replaced with plywood of limited ventilation.	Reinstate full ventilation to the motor room.	P2 - previously identified	Moderate	[REDACTED] 12552 20		

The hazard priority and risk rating may have been elevated due to previously identified significant findings that remain outstanding from a previous fire risk assessment or the work carried out does not meet the relevant standards. In addition, a new significant finding may have been raised in relation to fire safety management as the Fire and Rescue Service who enforces The Regulatory Reform (Fire Safety) Order 2005 may view the failure to address previously identified significant findings as justifying immediate enforcement procedures. Total Fire Services Ltd has highlighted the particular issue(s) to assist the responsible person in avoiding such enforcement procedures.



## 19.0 Recommendations

No	FRA Ref	Observation	Recommended Action	Risk Rating	Date Completed
01	9.8	RECOMMENDATION REPEAT The layout of the redundant ventilation ducts which terminate on the roof was not confirmed to be sealed within the site supervisor's area.	Confirm if not of the shunt duct type, the extract ductwork within the site supervisor's area is sealed.	Moderate	1255227
02	13.0	RECOMMENDATION TOLERABLE Previously identified there were no low level signs indicating floor/flat numbers or exit signs in lift lobby.	Additional photo luminescent signage is recommended to indicate flat numbers and emergency exits and to be placed at a low level to increase visibility in smoke conditions in lift lobby.	Tolerable	1255230 4/10/16

The recommendations above are issues which have been observed by the TFS Consultant and which in their opinion do not constitute a breach of the Regulatory Reform (Fire Safety) Order 2005 which deals with life safety in relation to all relevant persons. The recommendations are designed to assist the responsible person in identify areas where the required life safety systems are showing signs of deterioration, fair wear and tear etc. so that the business can budget for future replacements, repairs etc. In addition, there may be areas where the consultant believes the business is vulnerable from fire in terms of property protection or business continuity and therefore has included recommendations for the client to consider or investigate further.

**IT IS FOR THE RESPONSIBLE PERSON TO DETERMINE WHETHER THE USE OF THE PREMISES, THE NATURE OF THE OCCUPANTS, THE PROPERTY PROTECTION, DAY TO DAY OPERATIONS AND THE FIRE SAFETY MANAGEMENT WOULD BE ENHANCED BY THE IMPLEMENTATION OF ANY RECOMMENDATIONS. THEY DO NOT CONSTITUTE A SIGNIFICANT FINDING.**