



**totalfireservices**  
FIRE SAFETY CONSULTANTS

# TOTAL FIRE SERVICES LTD

## Fire Risk Assessment (Review)

Conducted at:

Nelson Court  
Droitwich Road  
Miles Platting  
Manchester  
M40 8DR



Scheme UPRN: NELSOCMB  
28 September 2016



## TERMS AND CONDITIONS OF BUSINESS

### **Nelson Court, Droitwich Road, Miles Platting, Manchester, M40 8DR.**

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 **Wednesday, 28 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

## Contents

<b>TERMS AND CONDITIONS OF BUSINESS .....</b>	<b>2</b>
Part 2: References and Methodology Index .....	4
Part 2: References and Methodology Index continued .....	5
1.0 Fire Risk Assessment Details .....	7
2.0 General Premises Details .....	9
3.0 Overall Risk Rating .....	9
<b>AUDIT: IDENTIFYING THE FIRE HAZARDS.....</b>	<b>10</b>
4.0 Dangerous, Flammable, Combustible Materials & Substances .....	10
5.0 Interior Furnishings .....	10
6.0 Heating and Electrical Appliances.....	11
<b>PERSONS AT RISK.....</b>	<b>12</b>
7.0 Persons at Risk Audit.....	12
<b>EVALUATION OF THE RISKS – ELIMINATE, REDUCE OR CONTROL .....</b>	<b>13</b>
8.0 Escape .....	13
9.0 The Confinement of Fire .....	14
<b>FIRE SAFETY PROVISIONS .....</b>	<b>16</b>
10.0 Fire Alarm System .....	16
11.0 Emergency Escape Lighting.....	16
12.0 Fire Fighting Equipment and Systems.....	17
13.0 Fire Safety Signs and Notices .....	17
14.0 General Fire Safety Procedures .....	18
15.0 Fire Safety Management.....	18
16.0 Fire Emergency Plan.....	19
17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings .....	23
18.0 Summary of Significant Findings .....	26
19.0 Recommendations .....	27

## 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:**

Nelson Court, Droitwich Road, Miles Platting, Manchester, M40 8DR.

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## 1.0 Fire Risk Assessment Details

**Responsible person(s):**

Adactus Housing Group.

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

██████████ Caretaker.

**Fire Risk Assessor:**

Mr G Pritchard MIFireE, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 0138).

**Audited by:**

Mr D J Baird DMS, MIFireE, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 096).

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

Thursday, 24 September 2015

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

October 2017

**Fire Risk Assessment Review Limitations:**

A Type 1 common parts only (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 no access available to any flats. Access to the bin store, the gas and electric risers and the caretaker's area was available. Previously unacceptable fire stopping material that has been replaced with fire resisting slabs and mastic sealant and was observed in the areas sampled. Areas of remedial work were identified by a contractor's 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 **24 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:**  
Ground plus 12 upper floors.
- 2.2 Approximate building footprint:**  
450m<sup>2</sup>.
- 2.3 Details of alterations to premises since previous Fire Risk Assessment:**  
Additional and replacement fire stopping has been undertaken.
- 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.**

Although there are issues regarding fire stopping that need addressing the majority of these issues have been resolved. The risk to life is now considered to be 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.**

The majority of issues regarding the fire stopping have now been resolved. The compartmentation with the premises means that any fire is likely to be contained in the room/area of origin pending the arrival of the fire and rescue service. The risk to property is 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
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
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
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
5.4	At the time of this Fire Risk Assessment Review the common areas were free from furniture. A small number of chairs in the caretaker's area were found to be in good condition.

<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>
6.5	Combined inspection and testing is carried out annually on portable appliances within the caretaker's area. The last PAT tests were undertaken in September 2016. There are no appliances in the communal areas.
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.
6.10	It is assumed all appliances have the correct fuse rating as the PAT is up to date.
6.20	Lifts are currently serviced under contract. They are also inspected by AHG's insurance company 6 monthly. Heating boilers are serviced annually.
6.21	Where fitted 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.

<b>EVALUATION OF THE RISKS – ELIMINATE, REDUCE OR CONTROL</b>	
<b>8.0 Escape</b>	
Have there been any changes to the means of escape i.e. new layouts, storage in corridors etc.?	NO
<b>Electronic Door Release Devices</b>	
Have there been any changes to the door furniture on escape routes etc.?	NO
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
8.6 8.11	The escape routes including the final exits and the stairways, were clear of all items. They are also subject to daily checks by the caretaker. A record of the checks is kept on site.

<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
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
9.5	<p>1) Previously identified, there is metal conduit and trunking containing electrical cables that traverses fire resisting construction in the caretaker's areas, between the flats and common areas and between the landing lobbies and stair lobbies. The conduit is mechanically sealed and where it traverses fire compartmentation it could not be observed to confirm that it was 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.</p> <p>2) There is a short corridor at the rear of the caretaker's office (former housing office) where behind the right hand wall may be the location of the redundant common vent for the premises. There are cables, metal conduit and pipes that pass through this wall and another wall into the area behind that have not been fire stopped. This may allow smoke to spread unchecked into other fire compartments which may cause harm to relevant persons.</p> <p>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.</p>
Ref	<b>Recommended Actions</b>
9.5	<p>1) Confirm that where cable trunking in the caretaker's areas and the common areas breaches compartment floors and walls, it has been suitably fire stopped internally with material of 30 minutes fire resistance during the recent fire stopping works.</p> <p>2) cables, metal conduit (internally and externally) and pipes in the short corridor should be should fire stopped with material of 30 minutes fire resistance similar to that used during the recent fire stopping works.</p>
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
9.1	To AHG's knowledge, all premises (and any subsequent new works) were built to comply with the building regulations applicable at the time of build.
9.4	The original fire risk assessment highlighted that there were polystyrene tiles fixed to the ceilings in the caretaker's areas. These tiles have now been removed.
9.5	<p>The original fire risk assessment highlighted that there were small gaps around the cables that pass from the trunking in the lift lobby into the individual flats. These gaps have now been fire stopped.</p> <p>The original fire risk assessment highlighted that in the caretaker's area there was a hatch and a refuse hopper that opened into bin room. Both have now been removed and the areas filled in with appropriate fire resisting materials.</p>

Ref	COMMENTARY cont'd
9.5	<p>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. Previously identified areas of inadequate fire stopping including electrical cables and the refuse room walls have been confirmed to have been fire stopped with appropriate materials by a competent company. Previously identified areas of inadequate fire stopping including electrical cables and gas service ducts have been confirmed to have been fire stopped with appropriate materials by a competent company.</p>

## FIRE SAFETY PROVISIONS

### 10.0 Fire Alarm System

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	
10.3 10.4 10.6 10.10	The recommendation in the original fire risk assessment 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 and is displayed on the notice board in the entrance hall.	
10.12	Servicing is currently carried out by Fire Equipment Services and recorded on QLx. The last service was carried out on 27.7.16	
10.13	The caretaker carries out the weekly test of the fire alarm system and records the tests in a log book.	

### 11.0 Emergency Escape Lighting

Has all emergency lighting been maintained in good order and still appropriate to the use of the premises?		YES
SIGNIFICANT FINDING(S)		
Ref	HAZARDS	
	None.	
RECOMMENDATIONS		
	None.	
Ref	COMMENTARY	
11.5	The emergency lighting system is serviced 6 monthly. The last service was carried out on 17.8.16. It is also checked daily and tested monthly by the caretaker who records the checks and tests in a log book.	
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
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
12.4	Monthly checks of the fire extinguishers are carried out by the caretaker and recorded in a log book.
12.5	FFE is serviced annually by Fire Equipment Services and recorded on QLx.
12.10	The fire fighting dry riser is inspected every six months under contract.

<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 01	
	<b>Observation</b>
13.0	It was noted that the floor numbers were indicated at all levels in the staircases and lift lobbies. However, a there were no low level signs indicating flat numbers or exit signs in the lift lobby <b>See Commentary.</b>
Ref	<b>Recommended Actions</b>
13.0	Provide photo luminescent signage indicating flat numbers and emergency exits in the lift lobbies. They should be placed at a low level to increase their visibility should smoke logging occur.
Ref	COMMENTARY
13.0	Following a rule 43 from the Coroner regarding a severe fire in Shirley Towers, which is a high rise block of flats, 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> <p>It is recommended that this good practice advice be undertaken.</p>
13.14	The signage throughout the building was found to be satisfactory. It should be noted some signage does not comply with the current standard (EN7010:2011) however, this standard is not retrospective. Where necessary (i.e. when additional signage is needed, or signage is replaced due to wear) consideration should be given to providing new signs which comply with EN7010:2011.

<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
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
14.1-14.3	Fires and false alarms are recorded on an Incident Log maintained by the Health and Safety Team.
14.7	Overall responsibility for fire is ██████████ Chief Executive. See Section 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?	NO
<b>SIGNIFICANT FINDING(S)</b>	
<b>Ref</b>	<b>HAZARDS</b>
	None.
<b>RECOMMENDATIONS</b>	
	None.
<b>Ref</b>	<b>COMMENTARY</b>
15.1	The caretaker is the nominated person on-site responsible for ensuring the fire precautions are implemented and managed correctly on behalf of ██████████ 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.
15.5	Replacement FRAs are carried out following refurbishment works and for all new builds. All planned works are post inspected by an inspector.
15.6	A permit to work is required for all high risk activities such as hot works.
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. Fire emergency plans for staff and residents are included with this review.</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:

**Nelson Court  
Droitwich Road  
Miles Platting  
Manchester  
M40 8DR**

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 No.....  
Nelson Court  
Droitwich Road  
Miles Platting  
Manchester  
M40 8DR**

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	1) Metal conduit and trunking containing electrical cables traversing fire resisting construction could not be confirmed as fire stopped.	1) Confirm suitably fire stopped with material of 30 minutes fire resistance.	<b>P2 - previously identified</b>	<b>Moderate</b>			1258269 ■
		2) In the short corridor at the rear of the caretaker's office There are cables, metal conduit and pipes that pass through this wall and another wall into the area behind that have not been fire stopped.	2) These cables, metal conduit (internally and externally) and pipes should fire stopped with material of 30 minutes fire resistance similar to that used during the recent fire stopping works.	<b>P2</b>	<b>Moderate</b>			1258272 ■

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	13.0	As highlighted in the original FRA there are no exit signs or flat numbers at low level in the lift the lobbies.	Provide photo luminescent exit signs and signs indicating flat numbers at low level in the lift lobbies.	<b>Tolerable</b>	1261179
<p>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.</p> <p><b>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.</b></p>					