



totalfireservices
FIRE SAFETY CONSULTANTS

TOTAL FIRE SERVICES LTD

Fire Risk Assessment (Review)

Conducted at:

Butler Court
Gunson Street
Miles Platting
Manchester
M40 7WU



Scheme UPRN: BUTLECMB
14 October 2016



TERMS AND CONDITIONS OF BUSINESS

Butler Court, Gunson Street, Miles Platting, Manchester, M40 7WU.

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 **Friday, 14 October 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:

Butler Court, Gunson Street, Miles Platting, Manchester, M40 7WU.

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1.0 Fire Risk Assessment Details

Responsible person(s):

Adactus Housing Group.
Carewatch Care Services Ltd.

Person(s) consulted and landline contact number:

Assistant manager. Office telephone 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:

Tuesday, 22 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 gained to any flats. No access was gained to any of the areas above any false ceiling. 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 **22 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:**
450m².
- 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: Moderate.

This review has highlighted that the staff are not fully aware of the actions to take when the fire alarm actuates. There are also some issues regarding fire stopping still to be resolved. The risk to life is considered to be moderate. However, when the significant findings and recommendations identified within this Fire Risk Assessment are addressed the risk to life will be reduced to 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 moderate.

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.

AUDIT: IDENTIFYING THE FIRE HAZARDS	
4.0 Dangerous, Flammable, Combustible Materials & Substances	
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 an onsite folder.

5.0 Interior Furnishings	
Have there been any alterations to the previous furniture and furnishing provisions?	NO
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
	RECOMMENDATIONS
	None.
Ref	COMMENTARY
5.1	Furniture and chairs appear to be the fire retardant type. Where there is any doubt about furniture and other furnishings complying with the Furniture and Furnishing Regulations (Fire Safety) 1988, it is the duty of the responsible person to confirm the standard with the suppliers of new furniture.
5.4	At the time of this Fire Risk Assessment Review all furniture was found to be in a satisfactory condition.

6.0 Heating and Electrical Appliances	
Are the requirements for testing and maintenance of electrical equipment, distribution and other plant and equipment being complied with?	
YES	
SIGNIFICANT FINDING(S)	
Ref	HAZARDS
	None.
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
6.5	Combined inspection and testing is carried out annually on portable appliances within the communal areas of each premises. The last test date was in October 2015.
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.
6.17	The use of the ground floor communal kitchen is monitored by staff.
6.20	Lifts are currently serviced under contract. They are also inspected by AHG's insurance company 6 monthly. The heating boilers are serviced annually. The communal laundry facilities are serviced under contract.
6.21	Where fitted lightning protection systems are serviced annually by Osborne Delta.

PERSONS AT RISK	
7.0 Persons at Risk Audit	
Has the occupancy of the premises changed in relation to the following criteria:	
<i>Sleeping occupants</i>	
<i>Persons familiar with the premises</i>	No
<i>Persons unfamiliar with the premises</i>	No
<i>Occupants with disabilities</i>	
<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
SIGNIFICANT FINDING(S) 01	
Ref	HAZARDS
7.0	The original fire risk assessment in Section 2 acknowledged that the lack of PEEP's for residents was acceptable as the information usually found in a PEEP was available in the residents' records. Our assessor was informed that this information is not being updated on a regular basis. This would mean that the needs of a resident regarding their evacuation may increase without being noted and therefore, their ability to evacuate safely may reduce.
Ref	<i>Recommended Actions</i>
7.0	Either complete PEEP's for each resident and review them on a regular basis OR review the existing resident evacuation information on a regular basis.
RECOMMENDATIONS	
None.	
Ref	COMMENTARY
7.0	See Section 15 for actions to be taken on actuation of the fire alarm.
7.0	There are no staff with disabilities.
7.0	It was noted that the fire service has undertaken home fire risk assessments and provided fire retardant bedding and additional battery operated smoke detection in a small number of the flats.
7.8 7.9	Evacuation drills involving the ground floor areas take place every six months. The outcomes of these drills are recorded.

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

8.4	<p>Our assessor was informed there are residents who are unable to self-evacuate because of disabilities. Information sheets regarding the location of these persons are available for the fire and rescue service should they respond to a fire alarm activation when there is no staff on site. Sheltered housing schemes such as these premises are designed and constructed on similar lines to purpose-built blocks of flats, with compartment walls and floors and protected escape routes. The principles of a 'stay put' policy apply equally in the same way to sheltered schemes as they do to purpose-built blocks of flats.</p> <p>It should be noted that the flats themselves do not come under the Fire Safety Order, however AHG have a duty of care to the residents. Section 70.5 of the purpose built fire safety guide for flats states:</p> <p>"The limitations of the residents should be taken into account when undertaking assessments in sheltered schemes, and any particular concerns resulting from the vulnerability of any residents should be addressed. <u>However, the recommendations in this guide for sheltered schemes are based on the assumption that residents are able to escape unaided from their own flats and can make their way to a place of safety using the common means of escape</u>".</p>
8.11	The means of escape are checked daily by the caretaker who records the checks onto AHG systems via a tablet.
8.17	All electro-magnetic locks and the sliding entrance doors from the car park are included in the weekly fire alarm test.

9.0 The Confinement of Fire	
Is the fire separation, surface spread of flame on open escape routes still appropriate to the use of the premises?	YES
Automatic Hold Open Devices	
Have any new devices been fitted or the previous type been replaced by another system etc.?	NO
SIGNIFICANT FINDING(S) 02	
Ref	HAZARDS
9.2	<p>The self-closing device on the entrance door to Flat 46 (hobby room 2) has been removed. Should a fire occur within this flat and the occupants fail to close this door as they leave, it may allow fire and smoke to spread into the means of escape and therefore affect the ability of the occupants of the premises to evacuate safely.</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>
9.5	<p>1) There is metal conduit and trunking containing electrical cables that traverse fire resisting construction of the high rise block in the electric riser cupboards, the bin room, the electric room in the lobby between the high rise block and the ground floor offices, between the flats and common areas and between the landing lobbies and stair lobbies. The same situation exists in the following areas of the low rise block, the meter room, the utility store room and the plant room. The conduit and trunking is mechanically sealed and where it traverses fire compartmentation it could not be observed to confirm that it was suitably fire stopped.</p> <p>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 are several areas within the premises where expanding foam used for fire stopping has not been replaced. The areas in the high rise block are the pump house and the laundry electrical room. The areas in the low rise block are the meter room and the plant room. The use of inappropriate materials and/or the incorrect use of the appropriate materials for fire stopping may allow fire and smoke to spread to other parts of the premises including the means of escape and therefore affect the ability of the occupants of the premises to evacuate safely.</p> <p>3) The limitations of the original fire risk assessment and the limitations of this review state that no access has been made into areas above false ceilings. Therefore, it is not known if any cables, pipes, conduit or trunking etc. traverse the fire resisting construction above these ceilings and if they do, whether or not they have been fire stopped with suitable materials.</p> <p>The use of inappropriate materials and/or the incorrect use of the appropriate materials for fire stopping, may allow fire and smoke to spread to other parts of the premises including the means of escape and therefore affect the ability of the occupants of the premises to evacuate safely.</p>

SIGNIFICANT FINDING(S)	
Ref	HAZARDS cont'd
9.5 cont'd	<p>4) The original fire assessment highlighted that our assessor was unable to confirm the compartmentation around the water supply pipe within the flats converted for communal use. During this review it was found that with the exception of Flat 61 the cupboards in which the water supply pipes are located had been sealed around the edges and where the stop taps protruded outside the cupboards the gaps around it had been filled in. It has been assumed that the materials used are acceptable and the work has not been labelled due to its location. The water supply pipe and cupboard in Flat 61 has not had the work carried out and the lack of compartmentation around the pipe/riser may allow fire and smoke to spread to other parts of the premises including the means of escape and therefore affect the ability of the occupants of the premises to evacuate safely.</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	Recommended Actions
9.2	Replace the self-closing device to Flat 46 (hobby room 2).
9.5	<p>1) Confirm that the metal conduit and trunking containing electrical cables that traverse fire resisting construction within the premises has been suitably fire stopped internally with materials of 30 minutes fire resistance during the recent fire stopping works.</p> <p>2) In all areas the expanding foam should be removed and replaced with the same fire resisting materials that were used in the recent remedial works.</p> <p>3) The areas above all false ceilings should be inspected. Where cables, pipework, conduit or trunking fire resisting construction in the caretaker's areas, between the flats and common areas and between the landing lobbies and stair lobbies the fire stopping should be inspected. Where necessary it should be replaced and any breaches found should be infilled using the appropriate fire resisting materials following the manufacturer's instructions.</p> <p>4) Fire stop the breaches in compartmentation around the water supply pipe and cupboard in Flat 61 with the appropriate fire resisting materials following the manufacturer's instructions.</p>
RECOMMENDATIONS	
	None.
Ref	COMMENTARY
9.0	The automatic smoke vents are checked weekly during the fire alarm test.
9.1	The electrical cupboard doors located within the lobby between the high rise block and the ground floor offices were identified in the original fire risk assessment as not being fire resistant. These doors have now been replaced with fire resisting doors that are fitted with intumescent strips and smoke seals. The doors also fitted with intumescent vents.
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.
9.2	Fire doors are checked weekly by the caretaker.
9.5	The original fire risk assessment highlighted inadequate fire stopping in the gas and electrical risers in the lift lobbies and in the electrical cupboards within the lobby between the high rise block and the ground floor offices. These areas have now been confirmed to have been fire stopped with appropriate materials by a competent company.

Ref	COMMENTARY cont'd
9.8	Ventilation ductwork was not observed throughout the building. Under Regulation 38 (formally 16B) of the Building Regulations the designer/principle contractor is required to handover, to the end user, "as built" information regarding the systems and protection measures for the safe operation of the building. This information was not available to the consultant at the time of the fire risk assessment. It should include the design and fire protection measures incorporated into the ventilation system. 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.
9.13	The original fire risk assessment highlighted that the ventilation grills on some staircase landings in the high rise block have been partially painted over. These grills have now either had the paint removed or the grills have been replaced.
9.22	All automatic hold open devices are tested weekly at the same time as the fire alarm system.

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

10.11 As recommended in the original fire risk a zone plan has now been provided adjacent to the fire alarm panel.

10.12 Quarterly servicing is currently carried out by Fire Equipment Services and recorded on QLx.

10.13 Different call points are tested weekly and are recorded onto AHG systems via a tablet.

10.14 Any repairs to the fire alarm systems are currently carried out by Fire Equipment Services and recorded on QLx.

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 is checked daily, and tested monthly. The monthly tests are recorded onto AHG systems via a tablet.

11.6 The repair and maintenance of emergency lighting systems is currently carried out by Fire Equipment Services and recorded on QLx.

12.0 Fire Fighting Equipment and Systems

Is all firefighting equipment still appropriate for the occupancy, processes, new equipment or building extensions?	YES
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SIGNIFICANT FINDING(S)

Ref HAZARDS

None.

RECOMMENDATIONS

None.

Ref COMMENTARY

12.4	The fire extinguishers are checked monthly. The checks are recorded onto AHG systems via a tablet.
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12.5	FFE is serviced annually by Fire Equipment Services and recorded on QLx. The last service took place in April 2016.
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12.10	Both fire fighting dry rising mains are inspected every six months under contract. The last inspection took place in September 2016.
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13.0 Fire Safety Signs and Notices

Is the signage throughout the premises still appropriate and in good repair?	YES
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SIGNIFICANT FINDING(S)

Ref HAZARDS

None.

RECOMMENDATIONS 01

Observation

13.0	It was noted in the original fire risk assessment that the floor numbers were indicated at all levels in the staircases and lift lobbies. However, there were no low level signs indicating flat numbers or exit signs in the lift lobby See Commentary.
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Ref Recommended Actions

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.
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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:
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- a) Provide signage to indicate floor levels both in stairwells and lift lobbies in high rise premises, to assist the emergency services;
- 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.

It is recommended that this good practice advice be undertaken.

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.
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14.0 General Fire Safety Procedures

Do the fire safety procedures continue to meet the needs of the occupancy and the premises?	YES
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SIGNIFICANT FINDING(S)

Ref	HAZARDS
	None.
	RECOMMENDATIONS
	None.
Ref	COMMENTARY
14.1-14.3	Fires and false alarms are recorded on an Incident Log maintained by the Health and Safety Team by the on-site staff using a tablet.
14.7	See 15.1
14.11	All important documents are stored electronically and backed up via the IT team.

15.0 Fire Safety Management

Have any changes taken place within the management structure that has or may impact on fire safety systems, best practice or maintenance?	NO
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Fire Marshals & Fire Plans

Have there been any changes to the provisions in relation to fire marshals?	NO
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SIGNIFICANT FINDING(S) 03

Ref HAZARDS

15.13	<p>The original fire risk assessment detailed the fire alarm as follows:</p> <p>“There is one main fire alarm system that covers all three areas of the premises, the high rise block, the low rise block and the offices and ground floor communal areas. There is one fire panel located in the main entrance from the car park. In addition to coverage of the common areas throughout the premises this system extends into each of the flats by the provision of a smoke detector/sounder in the hallway of the individual flats. In addition to this detector, each flat is provided with a domestic type smoke detector in the hallway that is linked to a domestic type heat detector in the kitchen. Should a domestic type detector actuate there is a short delay before the detector linked to the main system also actuates. When the main alarm actuates within the low rise block or ground floor communal areas it only sounds within these areas. When the main alarm actuates within the high rise block it only sounds within that block. Warning of the alarm sounding in a different area is given to the residents by the warden intercom system which emits a buzzing noise.</p> <p>The alarm is monitored by an Alarm Receiving Centre who inform the fire and rescue service that the alarm has actuated. An automatic telephone message is also sent to members of staff during the day. During the night a member of staff from the Alarm Receiving Centre who has access to keys and relevant resident information is sent to the premises.”</p> <p>AHG have other sheltered housing schemes where the actions taken when the fire alarm actuates is similar i.e. a member of staff at the premises during the day will receive an automatic telephone message and they will proceed to the area/flat where the alarm has actuated to investigate.</p> <p>When our assessor asked staff if this was still the case at Butler Court he was informed that staff would evacuate on the sounding of the alarm and wait for the fire service. The care staff on site also said that they would evacuate. There were no written procedures available at the time of this review regarding the actions to be taken by staff when the fire alarm actuates.</p>
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Ref Recommended Actions

15.13	Written instructions should be provided, if not already done so, to detail the actions to be taken by staff when the fire alarm actuates. Instructions for all possible scenarios should be produced. This significant finding has already been passed to AHG for their action.
15.2 15.3 15.4	Fire safety training should take place as soon as possible. It should include any information provided by AHG, how to call the fire service, the use of fire fighting equipment, basic fire prevention measures and knowledge of and checking the exit routes. Refresher training should be given at regular intervals of at least once a year. All training should be recorded and verified by the recipient. Carewatch staff should also take part in the fire drills that are organised by AHG.

RECOMMENDATIONS 02	
	Observation
15.2 15.3 15.4	AHG should inform Carewatch that our assessor spoke to the carers employed by Carewatch and was informed that the only fire safety training they had received only referred to fire safety in the home. They were also unable to say when they last received any fire training. Lack of, or inadequate training may lead to persons taking incorrect action should a fire occur, this may then place other persons in danger.
Ref	Recommended Actions
15.2 15.3 15.4	Fire safety training should take place as soon as possible. It should include any information provided by AHG, how to call the fire service, the use of fire fighting equipment, basic fire prevention measures and knowledge of and checking the exit routes. Refresher training should be given at regular intervals of at least once a year. All training should be recorded and verified by the recipient. Carewatch staff should also take part in the fire drills that are organised by AHG.
Ref	COMMENTARY
15.1	The scheme manager 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. All three office staff and the caretaker received Fire Safety Management training during July 2016.
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.
15.10	As recommended in the original fire risk assessment the fire marshals have now been supplied with a high vis vest.
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.

16.0 Fire Emergency Plan

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

SIGNIFICANT FINDING(S)

Ref HAZARDS

None.

RECOMMENDATIONS

None.

Ref COMMENTARY

16.1 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.

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.

It was noted that a suitable Fire Emergency Plan notice is displayed in the main entrance.

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:
Butler Court Gunson Street Miles Platting Manchester M40 7WU
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.....
Butler Court
Gunson Street
Miles Platting
Manchester
M40 7WU**

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:	
Hazard:	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.
Risk:	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.
Harm:	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 negligible, tolerable, moderate, substantial or intolerable. The subjective risk rating is calculated and the risk level determined within the following parameters:</p>	
Negligible Risk	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.
Tolerable Risk	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.
Moderate Risk	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.
Substantial Risk	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.
Intolerable Risk	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				
LIKELIHOOD OF FIRE OUTBREAK	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	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	7.0	The evacuation information for the residents is not reviewed on a regular basis.	Update residents' evacuation information and then review on a regular basis.	P1	Moderate			
02	9.2	The self-closing device on the entrance door into Flat 46 (hobby room 2) has been removed.	Replace the self-closing device on the entrance door into Flat 46.	P1	Moderate			
	9.5	1) Metal conduit and trunking containing electrical cables traversing fire resisting construction could not be confirmed as being fire stopped. 2) There are areas where expanding foam used for fire stopping has not been replaced. 3) The areas above the false ceilings have not been checked for cables, pipes, conduit or trunking etc. traversing the fire resisting construction and whether or not they have been fire stopped. 4) The breaches in compartmentation around the water supply pipe and cupboard in Flat 61 have not been fire stopped.	1) Confirm suitably fire stopped with material of 30 minutes fire resistance. 2) The expanding foam should be removed and replaced with suitable fire resisting materials. 3) The areas above all false ceilings should be inspected. Where cables, pipework, conduit or trunking traverse fire resisting construction, they should be fire stopped using suitable materials. 4) Fire stop the breaches in compartmentation around the water supply pipe and cupboard in Flat 61 with the appropriate fire resisting materials.	P2 - previously identified	Moderate			



SF No	FRA Ref	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Date Completed
03	15.13	There were no written procedures available at the time of this review regarding the actions to be taken by staff when the fire alarm actuates.	If not already done so, provide written procedures for actions to be taken by staff when the fire alarm actuates.	P1	Moderate			

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.	Tolerable	
02	15.2 15.3 15.4	AHG should inform Carewatch that fire safety training for their carers appears to be inadequate.	Carewatch should ensure that suitable fire safety training should take place as soon as possible for their staff at Butler Court.	Moderate	
<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>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.</p>					