



FIRE RISK ASSESSMENT

For
Mears Group Ltd
Lockton Court
Lockton Close
Manchester
M1 7JG

Telephone No.

N/A

Assessment Date

18/07/2016

**Person Responsible
For Fire Safety is**

Manchester City Council

Reference: 07BMCC/16

STATEMENT OF FIRE RISK ASSESSMENT

This assessment also takes into account the provisions of
The Regulatory Reform (Fire Safety) Order 2005

**The assessment reflects the fire precautions arrangements, occupancy and
use of the premises at the time of audit on 18th July 2016 relating to**

Lockton Court
Lockton Close
Manchester
M1 7JG

The assessment should be available for inspection by any authorised person,
and should be reviewed:-

- Following a change of work practice;
 - Following a significant change of staff levels;
 - Following any structural or material change;
 - Following any change in Fire Precautions in the premises;
 - Following a near miss or fire incident;
 - Recommended at intervals not exceeding 12 months.
-
- THE HAZARDS AND/OR RISKS IDENTIFIED (IF ANY) IN EACH SECTION OF THIS DOCUMENT, INCREASE THE RISK TO LIFE SAFETY TO OCCUPANTS OF THE AREAS ASSESSED, ABOVE THE MINIMAL ACCEPTABLE LEVEL.
 - THE ADDITIONAL CONTROLS, RECOMMENDATIONS AND ACTIONS GIVEN IN EACH SECTION, AND SUMMARY PAGE, SHOULD BE DEALT WITH ACCORDINGLY TO BRING THE ASSESSED AREAS UP TO THE REQUIRED STANDARD TO REDUCE THE RISK TO A MINIMUM ACCEPTABLE LEVEL UNDER THE CIRCUMSTANCES.
 - This assessment does not absolve you from complying with any other statutory requirements that may or should be imposed on your premises.

The Codes of Practice (in italics) referred to after each page heading are not exhaustive and are only provided as a main guide to information on the subject.

DECLARATION

This risk assessment is based on my survey of the premises and from information given to me by members of the management staff at the premises. It is, to the best of my knowledge a fair and accurate assessment of the fire safety status of the premises.

This document must be reviewed at least annually by a competent person to ensure it remains relevant to the risks in the premises

Signed: _MDWix

18th July 2016

F.E.T.A.

THE FIRE RISK ASSESSMENT COVERS

- A. Use of premises
- B. Portable fire extinguishers
- C. Fixed fire fighting installations
- D. Means of escape
- E. Fire alarm system
- F. Emergency lighting
- G. Signs and notices
- H. Fire Emergency Plan
- I. Log book
- J. Occupant factors
- K. Other use of premises
- L. Fire hazard within premises
- M. General housekeeping
- N. Persons specifically at risk
- O. Management of premises
- P. Arson
- Q. External access/escape routes
- R. Any other recommendations
- S. Schedule of Responsibilities
- T. Summary of Fire Precautions Defects.
- U. Your attention is drawn to this Section which identifies those items considered to require action. All other findings in this report record what is in situ at the time of the inspection.

A

DESCRIPTION OF PROPERTY

Purpose built 9 storey residential flats open to air balconies with concrete frame & concrete floors

OCCUPIERS DETAILS

Location of areas assessed	Activity	No. employed
Ground Floor	Caretakers flat & store	1
1-8 floors	65 x Residential flats	130 based on 2 persons per flat

Total number of persons in whole building; 130 approximately.

USE OF PREMISES

The premises are used as a caretakers store/office and residential dwellings

B

PORTABLE FIRE SAFETY EQUIPMENT *(British Standard 5306 part 3)*

The following PORTABLE FIRE EXTINGUISHERS are provided on site:

CO2

Units serviced by MEARS

Records up to date: Yes on label

Date of last service: October 2015

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

C

FIXED FIRE FIGHTING INSTALLATIONS

(British Standard 5306 part 0.1.2.4 and 5)

The following FIXED FIRE FIGHTING INSTALLATION/S is/are provided on site:

None

Systems serviced by Morrison

Records up to date: Yes

Date of last service: April 2016

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

D

MEANS OF ESCAPE (*Building Regulations part B and British Standard 5588 part 0,4,5,6,7,8 and 11*)

Main access to building via: A single entrance from an open area.

Alternative means of escape: No

Alternative means of escape acceptable: N/A

Travel distances acceptable: Yes

Protection of escape routes/structural integrity satisfactory: No

External dispersal to place of safety: Yes

SIGNIFICANT FINDINGS

1. It is recommended that the Mains cupboard & CCTV room have smoke seals installed.
2. It is recommended that the door smoke seals on the dry risers between 1 & 2 5 & 6 be repaired / replaced.
3. It is recommended that the smoke seal on the door leading from the 3rd floor to the stairs be installed.

It was noted that on the day of this inspection the folder showing compliance for Fire Stopping & the flat doors etc were Fire resistant to the required standard was not available.

DOES THIS PUT ANY PERSON AT RISK?

Yes all residents & staff

PRIORITY 1

E

FIRE ALARM SYSTEMS *(British Standard 5839 part 1 and 3)*

Description of system:

Conventional Fire/fault manual and automatic fire detection

Automatic detection: Yes

Maintained by: MEARS / Morrisons

Serviced to comply with British Standard 5839 part 1: Yes

Tested to comply with British Standard 5839 part 1: Yes

Date of last service: JULY 2016

Records up to date: Yes

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

F

EMERGENCY LIGHTING *(British Standard 5266 part 1)*

Description:

Stand alone units & integral to normal lighting.

Maintained By: Mears/Morrison

Serviced to comply with British Standard 5266 part 1: No

Tested to comply with British Standard 5266 part 1: Yes

Date of last service: N/A

Records up to date: Yes on flick testing

SIGNIFICANT FINDINGS

1. It is recommended that the emergency lights have a full 1 hour & 3 hour drop in accordance with BS standards & all findings recorded in the Fire log book

DOES THIS PUT ANY PERSON AT RISK?

Yes all Residents

PRIORITY 2

G

SIGNS AND NOTICES *(The Health and Safety (Signs and Signals) Regulations 1996 and British Standard 5499 part 4 – 2000)*

Existing signs and notices provided do not comply with the Health and Safety (Signs and Signals) Regulations 1996 and British Standard 5499 part 4-2000.

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

H

FIRE EMERGENCY PLAN (*Management of Health and Safety at Work Regulations 1999*) and *The Regulatory Reform Order 2005*

The Fire Emergency Plan must be known, and a written copy available to all staff and employees, and should incorporate some or all of the following points as appropriate to the circumstances in the premises:

Action on discovering a fire,
What to do if the fire alarm sounds,
Calling the Fire Brigade,
Evacuation of the workplace including those particularly at risk,
Power and process isolation,
Assembly points outside the building,
Liaison with Emergency Services,
Escape routes and fire exit use,
Fire fighting equipment use,
Responsibilities and duties to assist in case of fire,
Training is necessary to establish the Emergency Plan.
Guidance on Training is attached to this Section.

Is there an appropriate, established
and workable Fire Emergency Plan: Yes

Have staff been made aware
of the Fire Emergency Plan: Yes

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

LOG BOOK The Regulatory Reform (Fire Safety) Order 2005

A log book is not available.

SIGNIFICANT FINDINGS

It is recommended that a copy of the Fire Log Book be kept on site to prevent any misunderstanding from the local enforcing authorities

DOES THIS PUT ANY PERSON AT RISK?

Yes all residents & staff

PRIORITY 1

J

OCCUPANT FACTORS *(Management of Health and Safety at Work Regulation 1999 and Disability Discrimination Act)*

Disabled persons employed: N/A

Disabled persons frequent premises: N/A

Management of disabled procedures satisfactory: N/A

Description of procedure: N/A

SIGNIFICANT FINDINGS

None.

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

K

OTHER USE OF PREMISES

Premises used out of hours: N/A

Use: N/A

Does anyone other than residents frequent the building: Yes

If so, who: Contractors

Management procedure satisfactory for these groups: N/A

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

L

FIRE HAZARD WITHIN PREMISES *(Management of Health and Safety at Work Regulations 1999, British Standard 5588, Storage of Flammable Liquids and Liquefied Petroleum Gases Regulation 1972, The Petroleum Consolidation Act 1927 and The Institute of Electrical Engineers Regulations.)*

Domestic hazard: No

Process hazard: No

Storage hazard: No

Smoking hazard: No

Electrical hazard: No

Description: N/A

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

M

GENERAL HOUSEKEEPING

Housekeeping satisfactory: Yes

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

N

PERSONS SPECIFICALLY AT RISK (*Management of Health and Safety At Work Regulations 1999*)

ARE PERSONS SPECIFICALLY AT RISK? No

SIGNIFICANT FINDINGS

None

PRIORITY N/A

O

MANAGEMENT OF PREMISES (*Management of Health and Safety at Work Regulations 1999*)

The person responsible fire safety at the time of assessment is:

Manchester City Council

1. The basic fire safety procedure and provision of equipment is good but there are some issues that need to be addressed.

Recommendations on these matters have been made earlier in this report and when completed, it is the opinion of the Inspecting Consultant that, the risk to persons from fire in the premises will be low.

2. Attention is drawn to Section S of this report which gives guidance on responsibilities for managing fire safety.
3. In addition, it is necessary for routine checks to be carried out to ensure that fire safety policy is properly supported. It is recommended that the guidance contained in the Home Office Booklet on Offices be referred to, and use made of the "Example Fire Safety Maintenance Check List" contained therein.

A copy of this form is attached for your information. Not all items listed in that form are relevant to your premises but it is a useful document.

The full document may be downloaded from the internet for no cost at:-
www.firesafetyguides.communities.gov.uk.

If you wish to purchase the Guide, the ISBN Number is: 13:978 1 851128150.

4. It is necessary to demonstrate effective planning, control, monitoring and review of your Fire Safety Policy.

This can be demonstrated to any Inspecting Officer via a reporting process from the person delegated by the Responsible Person to monitor the fire safety in the premises.

P

ARSON

Site Vulnerable: No

Specific Items/Areas N/A.

Description:

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk minimal

PRIORITY N/A

Q

EXTERNAL ACCESS/REAR ESCAPE ROUTES ETC. *(Building Regulations 1991
part B, British Standard 5588)*

Access for Fire Brigade Vehicles: On 3 sides

Access by Foot: On 4 sides

Access for fire fighting or means of escape clear and unobstructed; Yes

SIGNIFICANT FINDINGS

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

R

ANY OTHER COMMENTS, RECOMMENDATIONS AND ADDITIONAL CONTROLS ?

None

DOES THIS PUT ANY PERSON AT RISK?

The risk is minimal

PRIORITY N/A

SCHEDULE OF RESPONSIBILITIES

THE FIRE PRECAUTIONS LISTED BELOW AND THE RECOMMENDATIONS IN THIS DOCUMENT, ARE REQUIRED TO BE MAINTAINED BY THE RESPONSIBLE PERSON AT ALL TIMES WHEN THE PREMISES ARE OCCUPIED AND ARE TO INCLUDE CONTRACTORS AND CLEANING STAFF EMPLOYED TO WORK IN THE PREMISES.

MEANS OF ESCAPE	Should be kept clear and available at all times when the premises are occupied, and be kept free from ALL obstructions and combustible material. They should be properly maintained and all fire doors onto means of escape should be kept closed when not in use. Emergency doors should open in the direction of escape.
LOCKS AND FASTENINGS	All doors through which persons may have to pass to evacuate the building should only be fastened so that they can be easily and immediately be opened by one easy method without the use of a key.
FIRE ALARM SYSTEM	A workplace should be equipped with appropriate fire detectors and alarms, and should be in operational order whilst the premises are occupied and be maintained in good working order and be tested to comply with the relative code of practice.
ELECTRICALLY OPERATED DOORS	All doors fitted with electrically operated door release mechanisms should release openable in the event of a power failure, and release in the event of the fire alarm sounding. They should also be fitted with a break glass release point on the side from which escape is required.
PORTABLE FIRE FIGHTING EQUIPMENT	A workplace should be provided with appropriate fire fighting equipment which should be kept available for use at all times, and be properly maintained to comply the latest code of practice They should not be hidden from view.
FIRE SIGNS AND NOTICES	All fire signs and notices should be kept visible and in good order, and be fixed permanently to comply with the latest requirements.
EMERGENCY ESCAPE LIGHTING	Should be in good working order, be maintained properly whilst persons occupy the premises and comply with the relative code of practice

TRAINING

All employees and contractors employed to work in the premises should be trained in the fire procedures, and up to date records of training kept, and employers should nominate employees to assist in implementing the fire safety measures, as may be required.

DISABLED PERSONS

Procedures for disabled persons should be in place and special arrangements made as appropriate.

STEPS, STAIRS AND CORRIDOR SURFACES

Should be maintained in good order with non slip surfaces so they will not be a hazard to persons escaping in case of fire.

FURNITURE AND EQUIPMENT

Should not be placed so as to cause an obstruction to persons, and should be placed so as to afford free passage to persons in case of fire.

LIFE RISK

The numbers of persons employed to work or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises.

FIRE HAZARDS

All combustible items of storage should be kept in such a way that it would not cause a significant fire hazard.

Any flammable material should be kept to a minimum, and should be stored safely so as not be exposed to risk of ignition.

FIRE PRECAUTIONS RECORDS AND FIRE EMERGENCY PLAN

All fire precautions records and Fire Emergency Plan should be kept up to date and also be available for inspection by any authorised person. The Fire Emergency Plan should be in a written format and include;

- Action on discovering a fire,
- What to do if the fire alarm sounds,
- Calling the Fire Brigade,
- Evacuation of the workplace including those particularly at risk,
- Power and process isolation,
- Assembly points outside the building,
- Liaison with Emergency Services,
- Use of fire exit escape routes,
- Use of fire fighting equipment,
- Responsibilities and duties in case of fire,
- Any training necessary to establish the above.

SUMMARY OF SIGNIFICANT FINDINGS

Lockton Court
Lockton Close
Manchester
M1 7JG

T

ITEM	SIGNIFICANT FINDINGS		ANY PERSON AT RISK	PRIORITY
A. Use of premises	An office.			
B. Portable fire extinguishers	None		The risk is minimal	N/A
C. Fixed fire fighting installations	None		The risk is minimal	N/A
D. Means of escape	1. It is recommended that the Mains cupboard & CCTV room have smoke seals installed. 2. It is recommended that the door smoke seals on the dry risers between 1 & 2 5 & 6 be repaired / replaced. 3. It is recommended that the smoke seal on the door leading from the 3 rd floor to the stairs be installed.		Yes all residents & staff	1
E. Fire alarm system	None		The risk is minimal	N/A
F. Emergency lighting	1. It is recommended that the emergency lights have a full 1 hour & 3 hour drop in accordance with BS standards & all findings recorded in the Fire log book		Yes all residents	2
G. Signs and notices	None		The risk is minimal	N/A
H. Fire Emergency Plan	None		The risk is minimal	N/A
I. Log book	It is recommended that a copy of the Fire Log Book be kept on site to prevent any misunderstanding from the local enforcing authorities		Yes all residents & staff	2
J. Occupant factors	None		The risk is minimal	N/A
K. Other use of premises	None		The risk is	N/A

		minimal The risk is minimal	N/A
L. Fire risk within premises	None		N/A
M. General housekeeping	None		N/A
N. Persons specifically at risk	None		N/A
O. Management of premises	<p>1. The basic fire safety procedure and provision of equipment is good but there are some issues that need to be addressed.</p> <p>Recommendations on these matters have been made earlier in this report and when completed, it is the opinion of the Inspecting Consultant that, the risk to persons from fire in the premises will be low.</p> <p>2. Attention is drawn to Section S of this report which gives guidance on responsibilities for managing fire safety.</p> <p>3. In addition, it is necessary for routine checks to be carried out to ensure that fire safety policy is properly supported. It is recommended that the guidance contained in the Home Office Booklet on Offices be referred to, and use made of the "Example Fire Safety Maintenance Check List" contained therein.</p> <p>A copy of this form is attached for your information. Not all items listed in that form are relevant to your premises but it is a useful document.</p> <p>The full document may be downloaded from the internet for no cost at:- www.firesafetyguides.communities.gov.uk.</p> <p>If you wish to purchase the Guide, the ISBN Number is: 13:978 1 851128150.</p> <p>4. It is necessary to demonstrate effective planning, control, monitoring and review of your Fire Safety Policy.</p> <p>This can be demonstrated to any Inspecting Officer via a reporting process from the person delegated by the Responsible Person to monitor the fire safety in the premises.</p>		
P. Arson	None	The risk is minimal	N/A

Q. External access/escape routes	None	The risk is minimal	N/A
R. Any other controls or comments	None	The risk is minimal	N/A

Priority ratings

1 = arrange immediately and complete as urgent. 2 = complete within 1 months. 3 = complete within 3 months.

SIGNIFICANT FINDINGS REQUIRING ACTION			
Address:- Lockton Court Lockton Close Manchester M1 7JG			
★ Over all fire risk rating: LOW			
Section In Main Report	Recommendation	Date Completed	
Section D	1. It is recommended that the Mains cupboard & CCTV room have smoke seals installed. 2. It is recommended that the door smoke seals on the dry risers between 1 & 2 5 & 6 be repaired / replaced. 3. It is recommended that the smoke seal on the door leading from the 3 rd floor to the stairs be installed.		
Section F	1. It is recommended that the emergency lights have a full 1 hour & 3 hour drop in accordance with BS standards & all findings recorded in the Fire log book		
Section I	It is recommended that a copy of the Fire Log Book be kept on site to prevent any misunderstanding from the local enforcing authorities		

[illegible]