



TOTAL FIRE GROUP



TOTAL FIRE GROUP LTD

Fire Risk Assessment Review

Conducted at:

Naylor Court, Gunson Street
Miles Platting
Manchester
M40 7WS



Image caption: Naylor Court

UPRN: NAYLOCMB

02 September 2020



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TERMS AND CONDITIONS OF BUSINESS

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

This fire risk assessment is in accordance with the full Terms and Conditions provided with our quotation that should be read in full. This fire risk assessment is made without prejudice to any requirements made by Local Authority, Building Control or by the local Fire Authority. 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, 2 September 2020**

This fire risk assessment is prepared pursuant to our assessor's knowledge of the premises as disclosed to him/her by the occupier and following an inspection. The working of equipment not specifically checked by him/her is outside our knowledge and control. The risk assessment only identifies those areas of risk apparent at the date above in relation to the risks relating to fire. 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 the Responsible Person should ensure that no revision to the Assessment is required.

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 practices 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 periodic fire risk assessment review regardless of any changes in the structure, nature of business and employees. Total Fire Group Ltd accepts no liability where the recommended review date in the fire risk assessment has been exceeded, the information provided should not be relied upon 12 months from the date of the Assessment.

The submission of this Assessment constitutes neither a warranty of future results by Total Fire Group Ltd nor an assurance against risk. The Assessment represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

Our recommendations are outlined in an Action Plan Summary. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification. You are advised that this fire risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is imperative you act on its recommendations and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations. The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given within the Assessment, but you should review the Assessment sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

The Fire Safety Order requires that you give effect to 'arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures'. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, much of the information contained in this Assessment will coincide with the information in that record. We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. No verification of full compliance with relevant British Standards was carried out. Our surveys do not involve destructive exposure, and it is not always possible to see in all rooms and areas, nor inspect less readily accessible areas such as above ceilings or voids. It is therefore necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

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:

Jigsaw Homes Group Ltd
Turner House, 56 King Street, Leigh, Greater Manchester, WN7 4LJ

and relates only to the premises of:

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

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1.0 Fire Risk Assessment Details

Responsible person(s):

Jigsaw Homes Group Ltd

Person(s) consulted and landline contact number:

Mr T Whiston 07793186749 Caretaker.

Fire Risk Assessor:

Frank Johns GIFireE, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 0150)

Audited by:

Garry Dutton BEng(Hons) Fire Engineering, MIFSM, NAFRA (Nationally Accredited Fire Risk Assessor 097)

Date fire risk assessment was conducted:

Wednesday, 2 September 2020

Time:

0900hrs.

Date of last FRA or FRA Review (if known)

06 Sep 2019

Suggested date for next review:

September 2021

Fire risk assessment limitations:

A Type 3 common parts and flats (Non-Destructive) Fire Risk Assessment (as detailed in the latest guidance document Fire Safety in Purpose Built Blocks of Flats) has been completed with access available to flat(s) 18 & 21. A sample of service risers was accessed. Access was not available above the ground floor false ceiling tiles as they were secured. Access was not available to the roof as safety harnesses supplied by contractors are required. The assessment of the fire performance of the external wall construction and cladding is excluded from this fire risk assessment. Where commented on, advice is given to obtain a separate assessment as recommended in current MHCLG consolidated advice note (CAN) January 2020 and the Fire Industry Association (FIA) Guidance note June 2020. 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.

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.

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 fire risk assessment or review as dated above.

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.

2.0 General Premises Details

2.1 Number of floors:

Thirteen, ground and twelve upper floors

2.2 Approximate building footprint:

425m²

2.3 Details of Construction and Premises:

Constructed circa 1964 the building is a thirteen-story residential tower block, of reinforced concrete floors, walls and roof, it is served by a single concrete staircase (without an external wall) which is ventilated by fixed vents at each floor level with an independent exit and two lifts each serving alternate floors which open onto the flat access corridor. The ground floor houses two flats, the caretaker's office, bin, tank rooms and storage areas. The layout of the upper floors is the same with each housing gas and electrical service cupboards and four dwellings with flats discharging to an unventilated protected corridor which leads to a protected lobby which houses the entrance to the stair enclosure and bin chute room, both of which are ventilated by a permanent vent and an openable window. The twelfth floor provides access to the lift motor room (which is provided with a permanent vent) and the roof. Located on the roof are redundant ventilation extractor fans.

Externally, the premises are enclosed by security fencing and gates and is protected by CCTV which is monitored off-site. A dry riser, fire alarm and emergency lighting systems are provided.

At the time of this Fire Risk Assessment Review, access was available to flats 18 & 21. Both were protected by a composite self-closing entrance door which gave access to a corridor with doors to all habitable rooms and the kitchen accessed from the living room. The glazing to the internal corridor (other than above the living room door which was georgian wired glass) was not fire resisting. In the flat was a BS 5839 Pt 6 fire alarm to give a local alarm in the dwelling consisting of smoke detection in the entrance corridor and a heat detector in the kitchen, ventilation to the kitchen and bathroom is direct to fresh air.

2.4 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 Approximate maximum number of persons:

Based on an average of two per flat, 140.

2.6 Approximate maximum number of employees at any one time:

1

2.7 Maximum number of members of the public:

Limited to resident's visitors only.

2.8 Occupants at Special Risk:

<i>Sleeping occupants</i>	
Persons familiar with the premises	Yes
Persons unfamiliar with the premises	No
<i>Occupants with disabilities</i>	
Mobility-impaired	Yes
Hearing-impaired	Yes
Learning difficulties	Yes
Occupants in remote areas	No
Others	No
Comments	
<p>Flats are general needs. Residents may be present with any combination of disabilities throughout the premises. Jigsaw Homes Group Ltd. should provide information and regularly remind tenants on the fire procedures by providing leaflets and where necessary encouraging new tenants to have a home fire safety check by the local fire service. Specific measures regarding tenants with any disabilities identified can be discussed and implemented following the home fire safety check in conjunction with relevant local community services.</p> <p>It is highlighted that legal requirements regarding the evacuation of persons who are unable to self-evacuate the premises in an emergency may in the near future be placed on the owners of high rise buildings. See section 7.</p>	

2.9 Fire Loss Experience

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.

At the time of this Fire Risk Assessment Review, the premises were found to be very well managed with the means of escape clear and available. The exit routes are straightforward, provided with emergency lighting and residents are familiar with them. However, issues regarding fire separation, an unsatisfactory common fire alarm and smoke control within the premises have been identified and therefore, the risk to life is currently 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 harm.

Risk to Property: Moderate

Fire separation has been identified as unsatisfactory and therefore fire may spread from the room/flat of origin. The risk to property is currently considered to be moderate.

Risk to Business Continuity:

N/A

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.

4.0 Dangerous, Flammable, Combustible Materials & Substances

IDENTIFYING THE FIRE HAZARDS

4.1	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (Article 12)?	N/A
4.2	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (Article 16) ?	N/A
4.3	Have combustible or flammable materials used or stored in the premises been identified?	N/A
4.4	Are all combustible or flammable materials stored or stacked safely?	N/A
4.5	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	N/A
4.6	Are all substances stored away from ignition sources?	N/A
4.7	Where flammable stores are provided, are they adequately ventilated and correctly marked?	N/A
4.8	Are all refuse bins sited where they will not affect the means of escape or pose a fire hazard?	N/A
4.9	Is all combustible waste removed on a regular basis?	N/A
4.10	Is the frequency of waste removal adequate?	N/A

4.0 Dangerous, Flammable, Combustible Materials & Substances: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
4.0	Questions 4.1 and 4.2 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.

5.0 Interior Furnishings		
5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	Yes
5.2	Where appropriate are they retreated with flame retardant chemicals (theatre curtain etc.) or made from inherently flame retardant materials?	N/A
5.3	Are all items located away from ignition sources?	Yes
5.4	Is all furniture in a good condition i.e. free from tears in covers, burns or discolouring from heat?	Yes

5.0 Interior Furnishings: Finding(s)	
Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
5.1	At the time of this Fire Risk Assessment Review the furniture in the caretaker's areas was found to be in a satisfactory condition and appeared 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. There is no other upholstered furniture in the common areas.

6.0 Heating and Electrical Appliances		
6.1	Are portable or fixed heaters used?	Yes
6.2	Are all heaters fitted with suitable guards and located in positions away from combustible materials?	Yes
6.3	Are all heaters free from naked flames?	Yes
6.4	Has the use of safer alternatives been considered?	N/A
6.5	Are systems in place to ensure appliances are tested, repaired and maintained on a regular basis in accordance with the Electricity at Work Regulations, 1989?	Yes
6.6	Has the premise's electrical system undergone electrical safety checks?	Yes
6.7	Is there a procedure to prevent the use of unauthorised portable appliances?	Yes
6.8	Is the ventilation of all appliances adequate?	Yes
6.9	Are all appliances turned off when the area is unoccupied?	Yes
6.10	Are all appliances protected by the correct fuse rating?	Yes
6.11	Are systems in place to isolate any appliance with a blown fuse?	Yes
6.12	Are all appliances free from visible signs of overheating?	Yes
6.13	Are multi-point adapters and extension leads kept to a minimum?	Yes
6.14	Are walkways or escape routes free from trailed cables?	Yes
6.15	Are cables free from mechanical damage?	Yes
6.16	Do signs indicate all electrical hazards?	Yes
6.17	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
6.18	Are filters changed and ductwork cleaned regularly?	N/A
6.19	Are suitable extinguishing appliances available?	N/A
6.20	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as lifts, hoists, escalators, air handling systems, heating boilers, pressure vessels etc.?	Yes
6.21	Do the premises have a lightning protection system? (where required)	Yes
6.22	Have other potential sources of heat not listed above been considered?	N/A

6.0 Heating and Electrical Appliances: Finding(s)	
Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
6.1	Potable and fixed electric radiators are provided in the caretaker's office and common room.
6.5	Portable appliance testing (PAT) is regularly carried out to the appliances in the caretaker's area. There are no portable appliances in the common areas. It is highlighted that not all electrical devices need to be the subject of an annual PAT. The Health and Safety Executive (HSE) advocates a proportionate, risk-based approach to the maintenance of portable electrical appliances within the workplace. This guidance is simple and easy to follow and can be found on the HSE website "Maintaining Portable Electrical Equipment in a low risk environment."
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. The latest recorded test was indicated on 02/06/2016.
6.10	It is assumed all appliances have the correct fuse rating as the PAT is up to date.
6.17-6.19	Question 6.17,18 & 19 relate to commercial kitchens only.
6.20	Lifts are currently serviced under contract. They are also inspected by Jigsaw Homes Group Ltd. insurance company 6 monthly. Heating boilers are serviced annually.
6.21	Lightning protection systems are serviced annually.

7.0 Persons at Risk Audit		
7.1	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group?	Yes
7.2	Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities	N/A
7.3	Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable?	Yes
7.4	Have all disabled staff members been consulted and where agreed PEEPs. been prepared?	N/A
7.5	Have standard PEEPs. been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	N/A
7.6	Are disabled refuges provided?	N/A
7.7	Are members of staff trained in the evacuation of disabled or mobility impaired persons?	N/A
7.8	Are fire evacuation drills conducted at least annually, taking into account all employees, shift and casual workers, visitors and contractors where appropriate?	N/A
7.9	Are the results recorded? (People involved, time taken, learning outcomes).	N/A
7.10	Is the access of relevant persons controlled at all times? i.e. are public, visitors & contractors required to sign in?	Yes
7.11	Are relevant persons made aware of the fire and health and safety procedures on arrival? (i.e. fire procedure/building plan adjacent to signing in book etc.)	N/A
7.12	Are notices in place to inform of restricted access areas?	Yes
7.13	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	N/A
7.14	Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.).	No

7.0 Persons at Risk Audit: Finding(s)	
Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
7.0	The building is general needs flats, evacuation drills, staff procedures and currently individual PEEPs are not required.
7.3	Residents may be present with any combination of disabilities throughout the premises. 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 is undertaken on taking up residence. Jigsaw Homes Group Ltd. provide information and regularly remind tenants on the fire procedures by providing leaflets and encouraging new tenants to have a home fire safety check by the local fire service. Individual PEEP's are currently not required for general needs flats however Jigsaw Homes should be aware that the recent release of the Grenfell Tower Fire Public Inquiry Phase 1 Recommendations states" that the owner and manager of every high-rise residential building be required by law to prepare personal emergency evacuation plans (PEEPs) for all residents whose ability to self-evacuate may be compromised (such as persons with reduced mobility or cognition); and that the owner and manager of every high-rise residential building be required by law to include up-to-date information about persons with reduced mobility and their associated PEEPs in the premises information box". It was also recommended that HM Government develop national guidelines for carrying out partial or total evacuations in high rise blocks which is likely to be published (if accepted) in the near future.
7.10-7.11	Entry is controlled by the residents who are informed of any visitors via the intercom located adjacent to the main entrance door. Contractors are organised and controlled by Jigsaw Homes Group Ltd.

8.0 Escape		
8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	Yes
8.2	Are there a sufficient number of exits of suitable width from each area/room for the persons present?	Yes
8.3	Can you ordinarily expect the Fire Service to arrive in the event of a fire whilst the fire is in the room of origin?	Not Known
8.4	Can you expect the premises to be evacuated within the standard times for the type of construction?	N/A
8.5	Are all escape routes available and accessible at all times?	Yes
8.6	Are all escape routes and stairways free from undesirable items? (E.g. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers, mirrors.	Yes
8.7	Do any inner rooms exist?	Yes
8.8	Are vision panels provided between the inner room & access room and is it adequate?	N/A
8.9	If the vision between the inner room and the access room is inadequate is smoke detection provided within the access room?	Yes
8.10	Are all emergency exits doors unlocked and available at all times when the premises are occupied?	Yes
8.11	Are all final exit doors checked (opened) on a regular basis? Are the outcomes recorded?	Yes
8.12	Is the door furniture provided appropriate for the purpose group of the premises i.e. public buildings, licensed premises etc.?	Yes
8.13	Are floor and stairway surfaces in good condition and free from slip and trip hazards?	Yes
8.14	Do all final exits lead to a place of safety?	Yes
8.15	Are external escape paths clear of obstructions?	Yes
Electronic Door Release Devices		
8.16	Are all escape doors free from electro-mechanical door locks devices?	No
8.17	Are all escape doors free from electro-magnetic door locks devices?	No
8.18	Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Pt. 4 2015	Yes
8.19	Do entry control devices conform to the category of actuation for the purpose group that the particular premises/building currently operates within?	Yes
8.20	Is the emergency operation of the door lock stated by appropriate signage?	Yes
8.21	Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency?	Yes


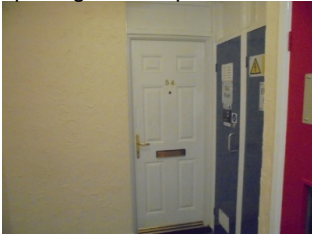


8.0 Escape: Finding(s)

Ref	SIGNIFICANT FINDINGS
	Observation
8.5	As previously highlighted, the escape route ventilation arrangements (see commentary) are not in accordance with the current standards. The escape route may, therefore be affected by smoke, placing persons at risk of harm.
	Recommended Actions
8.5	It is recommended that the existing ventilation system to the escape route is upgraded in line with current benchmark standards.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
8.3	See section 9.
8.5	<p>On the upper floors, the flats discharge to an unventilated corridor with a short travel distance (4.5m) to a lobby. The lobby is provided with an openable window and a permanent vent (PV) above the window. In the lobby, there is access to the escape staircase. There is also a refuse lobby with a bin chute in the lobby, protected by fire door and frame. The bin lobby has permanent ventilation on the external wall and an openable window beneath. The escape staircase has no external walls at any level, ventilation is provided at each floor via PV through a ventilation grille and duct into the refuse room and terminates close to the PV in the refuse lobby.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>1</p> </div> <div style="text-align: center;">  <p>2</p> </div> <div style="text-align: center;">  <p>3</p> </div> </div> <p>1 Example of a fixed vent to the stair. 2 Example of a fixed vent to the stair lobby. 3 Example of a fixed vent in the refuse lobby and ducting from the stair.</p> <p>Events since the Grenfell Tower fire have reinforced the need for a continued and determined focus on driving improvements in fire safety in existing high rise residential building (HRRB) stock. If there is just a focus on new build, the required improvement in safety in existing HRRB will not be achieved.</p> <p>Notwithstanding any future recommendations to come out of the Grenfell Tower public inquiry and current reviews regarding future regulation and enforcement in HRRB, the current situation of inadequate smoke ventilation facilities may not satisfy any new guidelines, having a retrospective impact in the building.</p> <p>At the time of this Fire Risk Assessment Review, Mr. D Sweeting advised that a replacement smoke ventilation system design had been submitted to building control and GMFRS, full plan approval will be sort from building control and then the works would go out for tender.</p>
8.5	Article 14 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure that emergency routes and exits can be used as quickly and safely as possible.
8.6	A daily walkthrough and clean is carried out along with a weekly check which is recorded. The communal areas were maintained clear of any combustible items and kept to a high standard of cleanliness which reflects a good standard of housekeeping.
8.11	Site caretakers have a comprehensive daily and weekly check which they undertake and record.

9.0 The Confinement of Fire

9.0 The Confinement of Fire		
9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	No
9.2	Are all fire doors self-closing, kept locked shut where appropriate and in good condition?	Yes
9.3	Are all fire doors fitted with smoke seals and intumescent strips where required?	Yes
9.4	Do wall & ceiling linings meet the required surface spread of flame classes? e.g. Class O on escape routes	Yes
9.5	Have any breaches in the fire resistance (walls, floors and doors) been fire stopped with appropriate fire resisting materials?	Yes
9.6	Have there been any structural alterations within the past 12 months?	No
9.7	Were the requirements of the Building Regulations followed and a completion certificate issued?	N/A
9.8	Are all ducts fitted with effective fire dampers where required?	Not Known
9.9	Are all fire exits underneath and within 1.8m horizontal or 9m vertically of any external escape stair, fire resisting and self-closing?	N/A
9.10	Is glazing within the above distances fire resisting and fixed shut?	N/A
9.11	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	Yes
9.12	Are the premises free from risk posed by adjacent properties? (Uncontrolled fly tipping, overgrown vegetation or poor housekeeping)	Yes
9.13	Has the risk of external fire spread been considered? Consider external cladding, wall systems, external render and balconies.	Yes
9.14	Are there any other premises features or hazards that could affect fire development or spread?	No
9.15	Are the premises secure from any potential fire hazards outside susceptible to arson attack that could affect the building?	Yes
Automatic Hold Open Devices		
9.16	Are any fire doors fitted with automatic door release devices?	No
9.17	Are the devices fitted to any critical doors? e.g. onto stairs in a single staircase building	N/A
9.18	Is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?)	N/A
9.19	Are all non-self-contained devices linked to the fire alarm system and released on actuation?	N/A
9.20	Are any self-contained, acoustically actuated door hold open devices fitted?	No
9.21	Are all devices tested regularly and the results recorded? (At least once a week)	N/A
9.22	Are all doors released at night or when the area is unoccupied?	N/A
9.23	Are all devices tested in accordance with the manufactures relevant standard to ensure satisfactory operation?	N/A

9.0 The Confinement of Fire: Finding(s)

Ref	SIGNIFICANT FINDINGS
	Observation
9.1	<p>As previously highlighted there are composite fire doors installed to flat front doors. A number of manufacturer's flat entrance fire doors have recently failed fire tests when subjected to fire on both sides of the door despite being certified as FD30s compliant. The flat doors could not be confirmed as meeting current test evidence and certified as FD30s door assemblies conforming to BS476-22 (compatible door, frame, ironmongery, hardware etc.). Flat entrance fire doors should have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides. An outbreak of fire within a flat may not be contained within the compartment of origin until the arrival and action by the Fire Service placing relevant persons at risk of harm. See commentary.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>1/2 Examples of composite flat entrance doors.</p>
	Recommended Actions
9.1	<p>If doors meet current test evidence and are certified as FD30s door assemblies conforming to BS476-22 (compatible door, frame, ironmongery, hardware etc.) and fitted with a positive-action self-closing device then no further action is necessary. Where it is known that the fire doors fitted do not have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides, then they should be replaced with fully compliant FD30s doors. See commentary.</p>
	Observation
9.1	<p>As previously highlighted following alteration to the layouts of some flats (removing a bedsit flat and creating two, two bedroomed dwellings) in 2007, compartmentation between the altered flats could not be confirmed as to the required standard (see commentary for standards of fire resistance). Any fire may spread from the dwelling of origin putting relevant persons at risk. The assessor was previously advised that as an interim measure, the BS 5839 Pt 6 fire alarm in each flat which may be incorrectly separated had been linked and it was previously confirmed that the fire alarms in the dwellings affected had been extended by the provision of smoke detection in any room (other than bathrooms) circulation space or the closest habitable room which the construction separates. Flat 21 which is a dwelling that is affected did not have smoke detection in the ensuite bedroom and has not, therefore, been provided with the interim measures detailed.</p>
	Recommended Actions
9.1	<p>It is recommended that compartmentation between flats is confirmed as or upgraded as required to achieve a minimum of 60 minutes fire resisting standard in accordance with BS 476 Pt 22 or BS EN 1364 Pt 1 to 6. and until the works are completed interim measures are carried out. See commentary.</p>
	Observation
9.8	<p>As previously highlighted, ventilation to the kitchens and bathrooms was initially common to other flats, extracted via common ducting and fans at roof level, these fans are no longer in use. However, it could not be confirmed the fire separation between the flats and the old extract system was correctly protected to prevent fire spread.</p> <div style="display: flex; justify-content: space-around;">   </div> <p>1/2 Example of common extract at roof level.</p>
	Recommended Actions
9.8	<p>It is recommended that it is confirmed that all pipework fed into the shaft, the shaft itself and construction separating the flats from the shaft is of fire resisting construction and would not allow the passage of fire and smoke from one flat to another or remedial works should be completed as required to achieve 60 minutes fire separation in accordance with BS476 Pt 22 or BS EN 1364 Pt 1 to 6. See commentary.</p>
Ref	RECOMMENDATIONS
	None.

Ref	COMMENTARY
9.1	<p>Current standards for compartmentation in high rise buildings are detailed in Table A2 of the building regulations Approved Document B and are as follows:-</p> <p>60 minutes where the height of the top floor above ground is not more than 18m.</p> <p>90 minutes where the height of the top floor above ground is not more than 30m.</p> <p>120 minutes where the height of the top floor above ground is more than 30m with a building of this height required to be provided with sprinklers.</p> <p>However, guidance contained in the document Fire Safety in Purpose Built Blocks of Flats accepts as a benchmark for flats six storeys and above compartmentation of 60 minutes fire resisting standard but suggest other compensatory measures such as the provision of FD30S doors protecting the escape route. Notwithstanding this guidance where current compartmentation standards can be achieved this would be considered best practice.</p>
9.1	<p>Where additional assurance that existing or proposed fire doorsets meet the current benchmarks is desired, professional advice can be sought. Using an independent UKAS accredited certification body whose engineers are qualified and adhere to the latest Passive Fire Protection Federation guidance would be a good way of securing this professional advice.</p> <p>Where it is known that the fire doors fitted do not have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides, then they should be replaced with fully compliant FD30s doors.</p> <p>The responsible person should arrange to replace flat entrance door sets if they have concerns that they do not meet the fire or smoke resistance performance in current guidance. Concerns with performance may be triggered by a number of factors including</p> <ul style="list-style-type: none"> • lack of test evidence, • evidence of sub-standard performance in testing, • visual damage, wear and tear, the age of the door, or • Significant findings in the fire risk assessment etc. <p>Further advice on routine inspection and maintenance of fire resisting doors can be found in BS 8214 and LGA guidance Fire Safety in Purpose Built Flats section 82 and Current guidance by the Ministry of Housing, Communities & Local Government (MHCLG) dated January 2020.</p>
9.1	<p>At the time of this Fire Risk Assessment Review, Jigsaw Homes Ltd advised compartmentation between flats where two, two bedroomed flats had been created had not been carried out but was still under consideration. As an interim measure, the BS 5839 Pt 6 fire alarm in each flat which may be incorrectly separated has been linked and it was previously confirmed that the fire alarms in the dwellings affected had been extended by the provision of smoke detection in any room (other than bathrooms) circulation space or the closest habitable room which the construction separates, however, in the flat 21 the interim measures had not been carried out.</p>
9.1	<p>Gas risers are located in the lift lobbies which are protected by fire resisting doors provided with intumescent ventilation grills, the latest guidance in the ASFP Guide to Inspecting Passive Fire Protection for Fire Risk Assessors identifies this type of vent as unsatisfactory on an escape route. Notwithstanding the guidance the risk is such that the existing doors are considered satisfactory, however, when the premises are next refurbished the doors should be upgraded or replaced to FD30s standard in accordance with BS 476 or BS EN 1634.</p>
9.1	<p>At the time of this Fire Risk Assessment Review, Jigsaw Homes Ltd advised that flat entrance doors to high rise blocks are being replaced (contractors currently on site) with doors to FD30s standard which are self-closing on a rolling programme which should be completed early 2021.</p>
9.1	<p>The glazing to the internal corridors of the flats accessed (other than above the living room door which was fire resisting) was not fire resisting, however, the travel distance in the entrance corridor is not more than 12m and smoke detection is provided in the corridor and therefore, the existing provision is considered satisfactory. See paragraph 56.19 of the guide Fire safety in purpose-built blocks of flats. Notwithstanding the comments above when the flat is next refurbished the existing glazing should be replaced with glass to 30 minute fire resisting standard.</p>
9.1, 9.5	<p>Box sections are located in the common areas, it was confirmed that where these sections pass through fire resisting construction they are correctly fire stopped and procedures are in place to ensure fire stopping is reinstated if any works are carried out in these areas.</p>
9.1, 9.8	<p>Article 8 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to take general fire precautions to ensure the safety of relevant persons. This includes measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises.</p>
9.2-9.3	<p>Caretakers carry out six monthly checks of all flat entrance doors to confirm they are not damaged and correctly self-closing.</p>
9.8	<p>Ventilation of the kitchens and bathrooms was originally common to other flats. The assessor was advised that during refurbishment (circa 2007) the flat ceilings had been lowered to accommodate fans and ventilation ducting independent in each flat which discharges to fresh air via vents above the kitchen windows.</p>
9.8	<p>It was previously highlighted that cooking and other smells travelled between flats, with the location of the smells in the vicinity of the previously used extract system. At the time of this Fire Risk Assessment Review, Jigsaw Homes Ltd advised that a third party accredited contractor is to inspect internal risers and any vents to ensure that all are correctly fire stopped on a rolling programme which should be completed early 2021.</p>
9.13	<p>From a non-invasive external visual inspection, the building facade construction appears to be of concrete construction with a rendered finish.</p>
9.14	<p>The hatch above the large bin at the base of the refuse chute will self-close in the event of fire and is operated by a fusible link.</p>

10.0 Fire Alarm System

FIRE SAFETY PROVISIONS

10.1	Is the premises provided with a fire alarm system?	Yes
10.2	Is it possible to define the alarm system category? (L1- L5 etc.)	Yes
10.3	Is the fire alarm or category suitable for the risk and premises type?	No
10.4	Does the system conform to standards appropriate to the purpose group for the premises/building use? i.e. BS 5839 Pt. 1 or BS 5839 Pt. 6 etc.	Yes
10.5	Are sufficient fire alarm call points and detectors provided?	Yes
10.6	Can the alarm be raised without placing anyone at risk?	Yes
10.7	Are all call points visible, unobstructed?	Yes
10.8	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	Yes
10.9	Where required does the system have a voice alarm? i.e. large places of assembly	N/A
10.10	Can the alarm be heard throughout all areas of the premises?	No
10.11	Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes	Yes
10.12	Is the alarm system under a regular maintenance programme by a qualified fire alarm engineer?	Yes
10.13	Are there systems in place to ensure the system is tested weekly from a different call point?	Yes
10.14	Are all fire alarm tests, faults and maintenance schedules recorded?	Yes

10.0 Fire Alarm System: Finding(s)

Ref	SIGNIFICANT FINDINGS
	Observation
10.3, 10.10	As previously highlighted there is an unmonitored audible fire alarm system that includes break glass call points and automatic fire detection provided throughout the staff, plant and common areas which is designed and installed to BS 5839 Pt 1, in the event of actuation of the system residents may enter a smoke filled area putting relevant persons at risk of harm.
	Recommended Actions
10.3, 10.10	It is recommended that the existing fire alarm system is linked to a monitoring service and reconfigured not to give an audible warning in the residential areas. See commentary.
Ref	RECOMMENDATIONS
	Observation
10.3, 10.10	The building is not provided with an Evacuation Alert system for use by the fire service.
	Recommended Actions
10.3, 10.10	Although there is no legal duty currently to provide an Evacuation Alert system in existing premises, it is highly likely that the requirement will be included in the proposed legislation. It is, therefore, recommended an Evacuation Alert system is provided. See commentary.
Ref	COMMENTARY
10.0	The flats accessed were provided with a BS 5389 Part 6 Grade D Category LD2 fire alarm system consisting of a smoke detector within the hallway (and bedroom where an ensuite bathroom was provided) and heat detector within the kitchen.
10.3, 10.10	Article 13 of the Regulatory Reform (Fire Safety) Order 2005 requires the responsible person to ensure the premises are, to the extent appropriate equipped with appropriate fire detection and alarms.
10.3, 10.10	<p>As confirmed in the letter dated 18th June 2017, from the Department for Communities and Local Government to Local Authority Chief Executives & Housing Association Chief Executives, fire safety in purpose built blocks of flats is the guidance document used when assessing the fire safety provisions within a building of this type. This document does not require the provision of an audible fire alarm or a phased evacuation procedure in high rise flats and recommends a "Stay Put" fire strategy. The National Fire Chief Council (NFCC) also supports a "Stay Put" fire procedure in high rise blocks of flats.</p> <p>Total Fire Group Limited have completed extensive research with regard to the provision of fire alarms in high rise blocks of flats and have been involved in meetings with Greater Manchester Fire and Rescue Service the conclusions reached are detailed below and are in accordance with the latest guidance.</p> <p>The NFCC "stay put" policy is the standard policy in all high rise buildings where interim measures are not recommended. The installed fire alarm should be monitored a silent system and be used for mobilising the Fire and Rescue Service. The fire alarm is not to be viewed as a fire alarm warning system but a facility for the fire service to evacuate a building and manage an incident.</p> <p>An override facility should be provided for the Fire and Rescue Service to generate an audible alarm. Any audible fire alarm activation will be instigated by the fire service only and will be managed by the fire service.</p> <p>Sound levels should be in accordance with the British Standard BS8629:2019.</p> <p>Advice given to residents requires no change. (However "stay put" advice as per the example provided fire notice is recommended to be reiterated and explained where necessary).</p> <p>At the time of this Fire Risk Assessment Review there is no legal requirements for such systems in England and Wales and there is no retrospective requirement for existing blocks of flats. However, on 30 October 2019, Sir Martin Moore-Bick published the Grenfell Tower Inquiry Phase 1 report. This recommended that "all high-rise residential buildings (both those already in existence and those built in the future) be equipped with facilities for use by the fire and rescue services enabling them to send an evacuation signal to the whole or selected part of the building by means of sounders or similar devices".</p> <p>Such systems should be separate from any fire detection and warning system (the existing system may be converted) as recommended in BS 8629. The evacuation strategy should be reverted to a stay-put strategy and the common area fire detection system configured as a silent system under normal operating mode and a separate control box provided, for Evacuation Alert Control and Indicating Equipment (EACIE,) in addition to the fire alarm panel Control and Indicating Equipment, (CIE) be provided for the sole use by the FRS, for manually alerting individual or multiple floors to evacuate, should the need arise during firefighting operations. The current alarm system was installed and configured prior to the publication of BS 8629 and is not in accordance with the recommendations of British Standard 8629:2019, Code of Practice for the Design, Installation, Commissioning and Maintenance of Evacuation Alert Systems for use by the Fire and Rescue Service in Buildings Containing flats.</p>
10.12-10.14	Weekly testing, servicing and maintenance of the fire alarm system is recorded on QLx.

11.0 Emergency Escape Lighting		
11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m ² , toilets>8m ² .	Yes
11.2	Is emergency lighting provided in accordance with guidance relevant to the purpose group for the premises? (BS5266, ADB Table 9)	Yes
11.3	Does it illuminate escape routes, exits, corridors, hazards or obstructions, changes in floor level, signs, fire alarm call points and firefighting equipment?	Yes
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	Yes
11.5	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – i.e. daily, monthly, 6 monthly and annual checks?	Yes
11.6	Are records of maintenance kept?	Yes
11.7	Is normal lighting adequate and in working order?	Yes

11.0 Emergency Escape Lighting: Finding(s)	
Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
11.0	An emergency lighting system is provided throughout the staff, plant and common areas which is designed, installed, maintained and tested in accordance with BS 5266.
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, Systems & Fixed Installations

12.1	Where appropriate are adequate numbers of fire extinguishers provided? Consider floor area, special risks, minimum travel distance of 30m.	Yes
12.2	Are the correct types of extinguishers provided for the risks?	Yes
12.3	Are all extinguishers installed and sited in accordance with current guidance?	Yes
12.4	Are appropriate checks carried out on a monthly basis?	Yes
12.5	Are all extinguishers serviced by a qualified engineer every 12 months?	Yes
Fixed Installations		
12.6	Are any fixed firefighting installations provided? (Sprinkler systems, local gas flooding etc.)	No
12.7	Are all systems fully operational and under a maintenance programme?	N/A
12.8	Are all security devices functional? (Sprinkler valves, wet & dry rising mains padlocked etc.)	N/A
12.9	Where sprinklers are fitted are all heads clear of obstructions (500mm clear of stock) and functional?	N/A
12.10	Are firefighting shafts with dry or wet mains provided?	Yes

12.0 Fire Fighting Equipment, Systems & Fixed Installations: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
12.0	Due to the height of the flats, there are two lifts provided with firefighter switches. Operation of the common fire alarm returns both lifts to the ground floor.
12.3	It is not normally considered necessary to provide fire extinguishers or hose reels in the common parts of blocks of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate.
12.5	FFE is serviced annually by Fire Equipment Services and recorded on QLx. Monthly checks are carried out and recorded. Records are regularly audited by Jigsaw Homes Group Ltd.
12.6	As confirmed in the letter dated 18th June 2017, from the Department for Communities and Local Government to Local Authority Chief Executives & Housing Association Chief Executives, fire safety in purpose built blocks of flats is the guidance document used when assessing the fire safety provisions within a building of this type. The document states, that automatic suppression systems will only be appropriate if the cost and effort of adopting them is proportionate to the risk. However, the provision of sprinklers is, in a building of this type/height is considered best practice. At the time of this Fire Risk Assessment Review the assessor was advised that the provision of a sprinkler system in accordance with BS9251 :2014, is under consideration.
12.10	The fire fighting dry riser is inspected every six months under contract, with the results of tests completed recorded.

13.0 Fire Safety Signs and Notices		
13.1	Do signs indicate all final exits?	Yes
13.2	Can the final exit or a directional sign be identified from any position in the assessment area?	Yes
13.3	Are all signs in the correct position, suitably fixed and directional arrows correct? (Can the way out be found just by using signs alone?)	Yes
13.4	Are the signs the correct size for the areas where they are located?	Yes
13.5	In places of public assembly are all escape signs illuminated on maintained luminaires?	N/A
13.6	Are fire action notices displayed prominently and completed fully throughout the premises?	Yes
13.7	Are all fire action notices similar throughout the premises?	No
13.8	Does the content of the fire action notices reflect the actual procedure?	No
13.9	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	N/A
13.10	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	Yes
13.11	Where required, are external fire assembly points signs prominently displayed?	N/A
13.12	Are "No Smoking" signs and procedures in place to ensure there is no smoking in work or public places? (The Smoke Free (Premises and Enforcement) Regulations 2006)	Yes
13.13	Are all signs legible and in good condition?	Yes
13.14	Do all signs comply with the EN 7010:2011 where necessary?	N/A

13.0 Fire Safety Signs and Notices: Finding(s)	
Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	Observation
13.0	Exit signage at low levels is not provided. Low-level signage is likely to assist firefighters during operations. One of the recommendations made in the Grenfell Tower Inquiry Phase 1 report published in October 2019 and the recent Draft Fire Safety Consultation recommends: The Government proposes to include a requirement for wayfinding signage to be introduced in existing multi-occupied residential buildings of 11 metres and above through bespoke regulations for these buildings. Additionally, it should be noted way finding signage has been included in a revision to Building Regulations Approved Document B which will come into force in November 2020. The assessor considers it diligent to follow any recommendations made and proposals by recent Government inquiries and consultations.
	Recommended Actions
13.0	Although there is no legal duty currently to provide wayfinding signage, in existing premises, it is highly likely that the requirement will be included in the proposed legislation. It is, therefore, recommended consideration is given to providing additional wayfinding signage. It should be noted that when the signage is installed it becomes a duty to maintain it. See commentary.
Ref	COMMENTARY
13.0	The Government in their Draft Fire Safety Consultation indicates an intention to explore the recommendation 33.27 of the Grenfell Tower Phase 1 recommendations and alignment with Approved Document B in that: In all high-rise blocks of flats floor numbers be clearly marked on each landing within the stairways and in a prominent place in all lobbies in such a way as to be visible both in normal conditions and in low lighting or smoky conditions. 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. Alternatively, Photoluminescence signage combined with wayfinding guidance may be a suitable addition/replacement for escape lighting. Examples of wayfinding signage together with floor level numbering to aid firefighters can be found at: www.eurocompliance.co.uk/gallery
13.7-13.8	See section 16.

14.0 General Fire Safety Procedures

14.1	Has the premises been free from reports of any fire related incidents within the past 12 months?	Yes
14.2	Has action been taken to avoid reoccurrence?	N/A
14.3	Has the premises been free of any fire alarm actuations within the past 12 months?	Yes
14.4	Where necessary has any action been taken to prevent reoccurrence?	N/A
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	No
14.6	Do all staff understand the need to report any potential fire hazards?	Yes
14.7	Has a person(s) been given the overall responsibility for fire safety related matters and management?	Yes
14.8	Have the fire service inspected the premises within the last 12 months?	No
14.9	Were any recommendations, enforcement or prohibition notices served?	N/A
14.10	Have all recommendations and notices been complied with?	N/A
14.11	Are all important documents that may affect business continuity stored in fire resisting containers?	N/A
14.12	Is adequate access provided for fire service vehicles in the event of an emergency?	Yes

14.0 General Fire Safety Procedures: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
14.1	Since the last Fire Risk Assessment Review was undertaken there have been no reports of fire that our assessor was made aware of and there was no evidence of any fires having occurred. Any reports of fire or false alarms should be fully investigated and where necessary control measures implemented to reduce the possibility of further occurrences. Following any outbreak of fire affecting the common areas, the Fire Risk Assessment should be reviewed to identify if any further risk reduction measures are necessary.
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 safety rests with the Jigsaw Homes Group Ltd. Chief Executive, responsibility for the premises is with the site supervisor/caretaker.
14.11	All important documents are stored electronically and back up via the IT team.

15.0 Fire Safety Management		
15.1	Are there an adequate number of competent persons and arrangements (under Article 18 of the RRFSO) in place to assist the responsible person in the management and implementation of the preventative and protective measures? (safety assistance)	Yes
15.2	Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	Yes
15.3	Do all new employees receive basic fire procedure and induction training on the date of appointment?	Yes
15.4	Are records of fire safety training kept?	Yes
15.5	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	Yes
15.6	Is a "permit" to work procedure in place for contractors etc.?	Yes
15.7	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	N/A
Fire Marshals & Fire Plans		
15.8	Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required?	No
15.9	Is there a list of fire marshals displayed in all locations where required?	N/A
15.10	Are systems in place to provide identification for fire marshals during an emergency where required?	N/A
15.11	Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises)	N/A
15.12	Do the premises require a fire plan in order to evacuate?	Yes
15.13	Are there clearly defined written procedures to be followed in the event of a fire in the form of an emergency plan?	Yes
15.14	Is a fire plan displayed throughout the premises where required?	N/A
15.15	Are there procedures for calling out key staff during fire related emergencies outside of normal working hours?	Yes

16.0 Fire Emergency Plan

16.1	Do the premises have a fire procedure/emergency plan and is it suitable for the numbers of staff and the processes carried on within the premises?	Yes
16.2	If the premises operates a "stay put" policy, is this suitable?	Yes
16.3	In multi-occupied buildings do all the fire /emergency plans complement each other?	N/A

Fire Emergency Plan: General

On confirming that a fire exists raise the alarm, by operating the nearest fire alarm break glass call point.

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

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

All persons 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.

Persons **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 straightaway, 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:

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

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

THE ABOVE PROCEDURE SHOULD BE COMMUNICATED TO EACH RESIDENT.

17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

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

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

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

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

Definitions:	
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

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	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 Findings

FRARef	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Contractor Completed
8.5	Ventilation to the escape route is not in line with current standards.	The escape route ventilation system should be upgraded in line with current benchmark standards.	P2 - previously identified	Moderate			
9.1	Composite fire doors are installed which may not meet current certified test evidence to BS476-22.	Where it is known that the fire doors fitted do not have test evidence demonstrating they meet the performance requirement in the Building Regulations guidance for fire resistance and smoke control from both sides, then they should be replaced with fully compliant FD30s doors.	P3 - previously identified	Moderate			
9.1	Compartmentation between flats could not be confirmed as to the required standard and interim measures have not been completed.	Confirm or upgrade as required fire separation and complete interim measures. See full recommendation section 9.	P2 - previously identified	Moderate			
9.8	The construction enclosing the common ducting could not be confirmed as correctly protected to prevent fire spread.	It should be confirmed that all pipework fed into the shaft, the shaft itself and construction separating the flats from the shaft is of fire resisting construction. See section 9.	P2 - previously identified	Moderate			
10.3, 10.10	An audible fire alarm is provided in the building.	The existing fire alarm system should be linked to a monitoring service and reconfigured not to give an audible warning. See full recommendation section 10	P2 - previously identified	Moderate			
16.1	There are two different fire procedure notices displayed.	The example fire procedures should be used throughout the building and all other notices removed. See full recommendation section 16.	P2 - previously identified	Moderate			

19.0 Recommendations

FRARef	Observation	Recommended Action	Risk Rating	Contractor Completed
10.3, 10.10	The building is not provided with an Evacuation Alert system for use by the fire service.	An Evacuation Alert system should be provided. See full recommendation section 10.	Moderate	
13.0	Exit signage at low levels is not provided.	Additional wayfinding signage should be provided. See section 13.	Moderate	

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

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

20.0 Commentaries

FRARef	Observation	Recommended Action	Risk Rating	Contractor Completed
THERE WERE NO COMMENTARIES.				

Appendix
Zone plan



Image caption: Fire alarm zones