



FIRE RISK ASSESSMENT

The Regulatory Reform (Fire Safety) Order 2005

Prepared by:

Liam Bee

Health & Safety Advisor

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Fire Risk Assessment

Address of premises	The Pavillion, Burton Road, Lincoln LN1 3AH		
Responsible Person (Communal Areas)	The Pavilion Management Company Limited – Managing Agent		
Signature of Assessor	<i>Liam Bee</i>	Date of Assessment	31/07/18
Date of Previous Assessment	02/08/2017	Date for review	12 months or following any change to the building, change in work processes, following any incident or reason to believe it is no longer valid.
	<p style="text-align: center;">General Comments</p> <p>The assessment is non-intrusive, no inspections are made to those parts of the building or its services which are built-in, covered up or otherwise made inaccessible in the normal course of construction, fitting out or occupation, ceiling voids, ducts or the like are not entered during the inspection, therefore no guarantees can be given that any such parts of the property are free from defects/hazards.</p> <p>The purpose of this report is to provide an assessment of the risk to life from fire in this building, and, where appropriate, to make recommendations to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>The report does not specifically address the risk to property or business continuity from fire</p>		

General Policy Statement

Statement:

The Pavilion Management Company Limited (PMCL) aims to meet its legal duty to secure the safety from fire of occupiers and users of the property

The indoor communal areas of the property are designated NO SMOKING.

Fire Risk Assessment

The Regulatory Reform (Fire Safety) Order 2005 requires the Responsible Person to carry out a Fire Safety Risk Assessment of the premises.

This Fire Risk Assessment has been carried out to enable the Responsible Person to comply with this legal requirement. A copy of the fire risk assessment should be kept in the workplace and available for the permanent workforce and their official representatives, and for the employees of other employers who have access to the workplace.

Under Article 6 (Application to premises) the Regulatory Reform (Fire Safety) Order 2005 does not apply to premises or parts of premises occupied by a single household as a private dwelling.

Where an employee is featured in premises such as flats or sheltered housing, then the Order applies in full to the protection of those employees but the scope of the Order falls short to such employment as nannies or domestic staff in a domestic setting.

In general the Regulatory Reform (Fire Safety) Order 2005 does not apply to domestic premises and therefore does not apply to the flats within the building or the adjoining townhouses

SIGNIFICANT FINDINGS

Where significant findings are recorded, it will be necessary to take some form of remedial action. The proposed remedial action is recorded on the significant findings form.

It is important to recognise that hazard/risks identified in the assessment are a potential threat to life and/or property safety and the appropriate action should be taken.

PREMISES PLAN

Premises plans are available showing:

- Escape routes, number of exits, number of stairs fire resisting walls and partitions, places of safety etc.
- Fire safety signs and notices (i.e. pictographic fire exit signs, fire action notices etc.).
- The location of fire warning devices (to include hand held torches if provided)
- The location and type of fire-fighting equipment (i.e. water extinguishers, foam extinguishers etc.).

In case of fire, such a plan will be invaluable to the attending fire crews and could as a result lead to reduced fire damage.

IMPAIRMENT OF FIRE SAFETY SYSTEMS

Any impairment to the installed fire safety systems (e.g. automatic fire detection & alarm; emergency lighting, etc) either planned or through an emergency, can seriously affect the level of fire safety at your premises.

Therefore, it is recommended that the following 4-step plan is implemented when any impairment occurs:

1. Conduct corrective efforts immediately to minimise impairment time.
2. Notify appropriate all relevant parties of the impairment including other occupiers
3. Establish emergency procedures and take precautions during the impairment period to provide temporary protection, e.g. increase security guard patrols and additional building inspections.
4. Do not conduct hazardous operations during impairments, e.g. hot work.

EMERGENCY ACTION PLAN

The purpose of this plan is to graphically demonstrate your emergency procedures. This plan may provide details of emergency shut off valves, high risk materials and processes, safe evacuation routes, assembly points or any other information relevant in an emergency situation. It may be satisfactory in the case of small and low risk premises to produce one plan for both purposes.

REVIEW OF THE FIRE RISK ASSESSMENT

The Fire Risk Assessment should be a working document, reviewed and updated regularly by the Responsible Person. It may be reviewed for example; following changes to the building, changes in ways of working, following any incident or when there is reason to believe that the risk assessment is no longer valid.

						The Regulatory Reform (Fire Safety) Order 2005				
1.1	Description and use of premises					Residential leasehold apartments and adjoining freehold houses separately owned, occupied and insured.				
1.2	Brief Details of Construction					<p>The Pavilion is a development of 24 properties. Nos 1-7 are freehold townhouses and Nos 8-24 comprise leasehold 1 and 2 bedroomed apartments. Although built as a single construction there are 3 distinct blocks. One block of houses with individual accesses adjoins two blocks of apartments each with a main entrance to a stairwell. The apartments are owned by shareholders of the PMCL and each is subject to a lease that contains details of the fire prevention requirements to be fulfilled by the owners. Some apartments are tenanted. The fabric of the buildings comprises ground, first, second and third floors of brick and tile construction with concrete floors between each of the floors. Each apartment entrance has a fire door and the internal room doors on levels 1, 2 and 3 are also fire doors. Most of the apartments are accessed via a lobby off the staircase. The lobbies are separated from the staircases by means of fire doors. Service cupboards on each level have fire doors. Wall/roof abutment are fire stopped. Wall construction provides fire separation between stairwell and other parts of the building. Stud walls designed to give 1hr fire separation. Service riser ducts are designed to be fire stopped at each level to provide 1hr fire resistance. Gas risers are designed to provide 1hr fire resistance and pipes are fire stopped to give 1hr resistance. Walls are designed to be taken up to roofing felt, battens cut back and fire stopped. All lobby and individual apartment doors are fire resistant and are fitted with intumescent seals.</p>				
1.3	Number of Floors including Basement					Number of floors: 3	Number of stairs: 2	1.4 Building Size	Building Footprint: See plans attached.	
1.5	Details of Fire Protection Systems					<p>Each of the apartments is fitted with an audible smoke/fire detector that is the responsibility of the owner.</p> <p>The communal areas have a fire alarm system installed to BS 5839: Part 1: L3 standard, consisting of automatic fire detection, break glass calls points, fire alarm control panel and sounders throughout.</p> <p>Emergency lighting is provided in accordance with BS5266: Part 1: 2011.</p>				
1.6	Is access Maintained?	Yes	✓	No	Comments: Available to the front of the building, tarmacked car parking area					

2. The Occupants					
2.1	Approximate Maximum number of persons on the premises at any one time	60			
2.2	Approximate number of employees at any one time	0			
2.3	Approximate Maximum number of members of the public at any one time	0			
2.4	Estimated Maximum number of sleeping occupants	60			
2.5	Number of disabled occupants	0			
2.6	Number of lone workers	0	2.7 Lone Worker Policy in Place	Yes	No
2.8	Number of Young Workers	0	2.9 Young Person Policy in Place	Yes	No
2.10	Hours of occupancy (weekdays)	24 Hrs			
2.11	Hours of occupancy (Weekends)	24 Hrs			

Fire Hazards					
3	Electrical Sources of ignition	Yes	No	N/A	Comments
3.1	Are reasonable steps taken to prevent the risk of fires from electrical origin?	✓			No issues identified at the time of audit
3.2	Are fixed installations inspected and tested?	✓			No issues identified at the time of audit
3.3	Is portable appliance testing carried out periodically?			✓	No electrical appliances seen in the common areas
3.4	Is the use of extension leads restricted and managed safely?			✓	No extension leads seen in the common areas
4	Portable Heaters and Heating installations	Yes	No	N/A	Comments
4.1	Is the use of portable heating avoided?	✓			None seen in the common areas at the time of audit
4.2	Is the use of the more hazardous types avoided? E.g. LPG.			✓	No issues identified at the time of audit
4.3	Are all heating appliances safe (e.g. securely fixed in position, suitably guarded and with an adequate clear space free from storage of any kind) to avoid the risk of ignition from combustible materials?	✓			No issues identified at the time of audit

5 Cooking	Yes	No	N/A	Comments
5.1 Are reasonable steps taken to prevent the risk of fires from cooking?			✓	Cooking appliances are only held within private residences and as such fall outside of the remit of the RRFO. Access to the private residences was not gained during the assessment
5.2 Are the emergency shut off valves/switches clearly marked?			✓	Not applicable, as per 5.1
5.3 Are the filters and ductwork cleaned regularly?			✓	Not applicable, as per 5.1
5.4 Is suitable firefighting equipment provided?			✓	Not applicable, as per 5.1
6 Housekeeping	Yes	No	N/A	Comments
6.1 Is the standard of housekeeping adequate?	✓			All communal areas were seen to be tidy and well maintained at the time of audit
6.2 Are combustibles kept separate from ignition sources i.e. electrical heating appliances, light bulbs/fittings.?	✓			No issues identified at the time of audit
6.3 Is the accumulation of combustible waste kept to a minimum?	✓			No issues identified at the time of audit
6.4 Is the workplace clean and tidy with combustible waste materials and rubbish placed in designated containers?			✓	The premises is not at workplace No issues identified at the time of audit
6.5 Is there adequate provision for the removal of combustible waste?			✓	Waste would be removed by residents No issues identified at the time of audit
6.6 Is the amount of combustible items used in the workplace kept to a minimum?			✓	The premises is not a workplace No issues identified at the time of audit
6.7 Is there appropriate storage for hazardous materials/dangerous substances?			✓	No storage of hazardous substances seen during the assessment

7	Dangerous Substances/Hazardous Materials	Yes	No	N/A	Comments
7.1	If applicable has a risk assessment been carried out as required by the Dangerous Substances and Explosive Regulations 2002?			✓	Not required for this building
7.2	Are dangerous substances/hazardous materials used/stored within the premises?		✓		None were seen used or stored at the time of audit
7.3	Do you have any processes in your premises that produce large amounts of potentially explosive dust, i.e. milling, sanding etc.?		✓		No such processes take place at the time of audit
7.4	Are there additional sources of oxygen stored or used such as oxidising chemicals, oxygen cylinders or piped systems?		✓		None used or stored at the time of audit
8.	Arson	Yes	No	N/A	Comments
8.1	Are there adequate measures in place to combat arson?	✓			Security codes are required for access to the flats
8.2	Is access restricted to the perimeter of the building?	✓			Building accessed via a key coded entrance
8.3	Is combustible waste and/or storage on the outside of the premises kept secure and away from the building?	✓			No issues identified at the time of audit

9. Smoking		Yes	No	N/A	Comments
9.1	Is there a smoking policy in place?	✓			Smoking is not permitted within the building, all residents are informed of this
9.3	Are there suitable arrangements for those who wish to smoke i.e. facilities for the disposal of smoking materials	✓			No issues identified at the time of audit
9.2	Is smoking prohibited in the building?	✓			No issues identified at the time of audit
10. Hazards introduced by contractors, visitors and works		Yes	No	N/A	Comments
10.1	Is the control of contractors or building works in relation to fire safety adequate?				<p>Unsure of the arrangements for contractor selection and appointment</p> <p>See action point 1 – Medium Priority</p>
10.2	Where necessary, are fire safety procedures imposed on visitors/contractors?				<p>As above</p> <p>See action point 1 – Medium Priority</p>

11	Means of Escape from Fire	Yes	No	N/A	Comments
11.1	Is the building provided with a reasonable means of escape from fire?		✓		The gate which would lead to a place of safety at the side of the building is padlocked shut See action point 2 – High Priority See Photo – Ref 1
11.2	Are there a suitable amount of exits?	✓			No issues identified at the time of audit
11.3	Are the escape routes wide enough to facilitate escape for everyone in the building	✓			No issues identified at the time of audit
11.4	Where necessary do the doors on the escape routes open in the direction of travel?	✓			No issues identified at the time of audit
11.5	Are the escape routes unobstructed and free from trip hazards?	✓			No issues identified at the time of audit
11.6	Are there any items that may pose a potential fire hazard or obstruction stored on escape routes?		✓		No issues identified at the time of audit Escape routes were clear and unobstructed at the time of audit
11.7	Are fire exits immediately and easily to open e.g. without the use of a key?		✓		Not a fire exit however access from the rear of the premises out of the gardens is locked See action point 2 – High Priority
11.8	Are the fire exits available for use at all material times?	✓			No issues identified at the time of audit
11.9	Is there suitable fire protection of escape routes?	✓			No issues identified at the time of audit

12 Measures to limit fire spread	Yes	No	N/A	Comments
15.1 Is the fire resistant compartmentation considered appropriate to the use and size of the building?	✓			No issues identified at the time of audit
15.2 Are the doors in compartment walls and escape routes of the appropriate fire rating e.g. FD 30s and maintained?	✓			No issues identified at the time of audit
15.3 Are wall linings on single direction escape routes non combustible	✓			No issues identified at the time of audit
15.4 Is all fire resisting construction in tact? e.g. walls, ceilings, floors etc.	✓			No issues identified at the time of audit
15.5 Are self-closing fire doors and other fire-resisting doors held open only by approved devices and not wedged?	✓			No issues identified at the time of audit
15.6 Are all self-closing and hold open devices maintained in an efficient state, good working order and good repair?	✓			No issues identified at the time of audit
13 Emergency escape lighting	Yes	No	N/A	Comments
13.1 Where appropriate is the building provided with a reasonable standard of emergency escape lighting?	✓			Emergency lighting is installed in the communal areas in accordance with BS 5266: Part 1L 2011
<p>Emergency Lighting Emergency lighting is installed throughout each block on each floor and outside the main and rear doors. This illuminates automatically on activation of the fire system. The lighting system was installed at new build although some lights have been replaced by an approved contractor.</p>				
14 Fire safety signs and notices	Yes	No	N/A	Comments
14.1 Is there a reasonable standard of fire safety signs and notices?	✓			Generally satisfactory at the time of audit
14.2 Is there adequate signage of escape routes?	✓			Generally satisfactory at the time of audit
14.3 Are fire action notices appropriately located		✓		See action point 3 – Medium Priority See Photo – Ref 2
14.4 Do all signs and notices conform to the Health & Safety (Safety Signs and Signals) Regulations	✓			No issues identified at the time of audit

15 Means for giving warning in case of fire	Yes	No	N/A	Comments
15.1 Is the fire alarm system appropriate to the size and use of the premises?	✓			No issues identified at the time of audit
15.2 Is the fire alarm system in an efficient state, good working order, and good repair?	✓			No issues identified at the time of audit
15.3 15.3 Where automatic fire detection is provided, Is it considered that it is appropriate for the occupancy and risk?	✓			No issues identified at the time of audit
15.4 Are manual break glass call points provided and appropriately sited?	✓			No issues identified at the time of audit
15.5 Are all break glass call points unobstructed and clearly visible?	✓			No issues identified at the time of audit
15.6 Is the fire alarm system remotely monitored?		✓		It is understood that the fire alarm is not connected to an alarm receiving centre
15.7 Are all appropriate persons trained on how to operate the fire alarm panel?	✓			No issues identified at the time of audit

Fire Alarm System

Each of the apartments is fitted with an audible smoke/fire detector that is the responsibility of the owner. Each floor of each stairwell is fitted with smoke/fire detectors which sound an audible alarm on activation. There are alarm activation points throughout the floors in each stairwell/main access. There are 2 monitoring alarm boxes to indicate alarm status, 1 in each stairwell. There is a roof ventilation system in Stairwell A that opens automatically to vent smoke upon activation of the fire system. The system was installed at new build and is maintained by a qualified 3rd party. The smoke detector system is checked at the six-monthly system inspection by approved contractors.

16 Manual fire extinguishing appliances	Yes	No	N/A	Comments
16.1 Is there a reasonable provision of portable fire extinguishers?			✓	None required due to building design
16.2 Are suitable extinguishers provided in the appropriate locations, both internal and external with relevant signage?			✓	Not applicable as per 16.1
16.3 Are all extinguishers accessible for easy and immediate use?			✓	Not applicable as per 16.1
16.4 Are all extinguishers wall mounted and indicated by appropriate signage?			✓	Not applicable as per 16.1
17 Other fixed and automatic systems and equipment	Yes	No	N/A	Comments
18.1 Are there any fixed or automatic fire extinguishing systems in the building?			✓	None installed
18.2 Where sprinklers are fitted are they provided for; Life Safety, Property Protection or both?	None provided			
18.3 Where applicable - Are there suitable smoke control facilities for the risk – natural or mechanical	An AOV is provided in stairwell A			
Other Systems An automatic opening smoke vent system is installed in the roof of Stairwell A.				

Management of Fire Safety				
18.1 Fire Safety within the premises is managed by:	The Pavilion Management Company Limited – Managing Agent			
	Yes	No	N/A	Comments
18.2 Is there a suitable record of the fire safety arrangements?	✓			No issues identified
18.3 If there has been a fire on the premises in the last five years has this been investigated and measures out in place to prevent re- occurrence?			✓	No fire incidents have occurred
19 Fire Procedures	Yes	No	N/A	Comments
19.1 Are appropriate fire procedures in place?	✓			No issues identified at the time of audit
19.2 Is there a suitable fire assembly point(s)?	✓			No issues identified at the time of audit

20 Training and Drills	Yes	No	N/A	Comments
20.1 Is the training and evacuation drills appropriate to the use and size of premises?	✓			No staff on site – Training has been provided to residents See action point 4 – High Priority
20.2 Are all staff given adequate fire safety instruction and training on induction?			✓	No staff on site
20.3 Are all staff given adequate periodic “refresher training” at suitable intervals?			✓	No staff on site See action point 4 – High Priority
20.4 Are staff with special responsibilities given additional training e.g. Fire wardens?			✓	No staff on site
20.5 Are fire drills carried out at appropriate intervals?			✓	No need for simultaneous evacuation or fire drills
20.6 Is all fire safety training and drills recorded?			✓	Not applicable as per 20.5
20.7 Are persons nominated and trained to use fire extinguishing appliances?			✓	No fire extinguishers are held on site

21 Testing and Maintenance Records	Yes	No	N/A	Comments
21.1 Are the premises adequately maintained with regard to fire Protection?	✓			No issues identified at the time of audit
21.2 Is the fire detection and alarm system tested weekly and periodically serviced?	✓			No issues identified at the time of audit
21.3 Is the emergency escape lighting tested monthly and serviced periodically?	✓			No issues identified at the time of audit
21.4 Are the fire extinguishing appliances maintained annually?			✓	None held
21.5 Are firefighting appliances checked that they are in good order at least monthly by the occupier?			✓	None held
21.6 Are any external staircases and gangways subject to periodic inspection?			✓	No external staircases
21.7 Are there suitable records of and testing and maintenance of fire protection system?		✓		See action point 5 – High Priority

General Comments

The fire system performance tests (conducted in accordance with the schedule held with the documentation) are conducted by either qualified 3rd parties or trained volunteers who may or may not be residents.

The tests comprise programmed checks of the fire alarm points, fire/smoke sensors and emergency lighting. This includes the use of artificial canister smoke to test the detectors.

Training of Mr N Read was conducted on 3rd March by Colin Reynolds, a competent Lindum Group employee. Mr Read subsequently trained Ms Laura Edison (Apartment 23) and Mrs C Harvey (Apartment 13) who has subsequently supported Ms Edison and is familiar with testing technique and records.

Record of Significant Findings

High Priority	Deficiencies should be addressed within 1 month
Medium Priority	Deficiencies should be addressed within 3 months
Low Priority	Deficiencies should be addressed within 6 months
Goodwill Advice/Recommendations	Items that are recommended as best practice or goodwill advice


Action Plan – High Priority Items						
Action Point & Ref No	Priority	Action to Eliminate or Reduce Risk	Assigned to	Target Date	Completion Date	Completion Signature
(2) 11.1 11.7	High	<p>The gate shown in photo reference one is padlocked shut from the front. This route is not suggested as an escape route however should a fire break out in the area to the front doors such as electrical cupboards, escape from the rear would be required.</p> <p>Suggest that this is replaced with a push pad from the rear and key coded entrance to the front.</p>				
(4) 20.1 20.3	High	<p>Continue to provide information to residents including, leasehold obligations, information on fire procedures, fire arrangements and the links to goodwill information Landlord Legislation and Fire Safety in the home.</p> <p>The previous FRA states training was carried out on the 3rd of March but does not suggest which year. Ensure that refresher training is provided at suitable intervals and subject to any changes in residents. Further training may also be required to ensure that persons undertaking testing understand how to test the AOV and emergency door releases</p>				

Action Plan – High Priority Items

Action Point & Ref No	Priority	Action to Eliminate or Reduce Risk	Assigned to	Target Date	Completion Date	Completion Signature
(5) 21.7	High	<p>No records were seen at the time of audit to suggest that inspections are being carried out on the emergency door releases, the automatically opening smoke vent of fire doors</p> <p>Inspections should be carried out weekly and documented on emergency door releasing devices.</p> <p>Inspections should be carried out on the automatically opening smoke vent on a monthly basis and this should be documented.</p> <p>Documented evidence for the monthly inspections on fire doors which were stated as required in the previous FRA were not seen. Suggest records of this are also held at the Pavillion</p> <p>Recommend that fire doors should be inspected every six months by a competent person in line with BS 9999 - the code of practice for fire safety in the design, management and use of buildings</p> <p>If any issues are identified these should be reported immediately to the Pavillion Management Company who should arrange for remedial works to be carried out.</p>				

Action Plan – Medium Priority Items

Action Point & Ref No	Priority	Action to Eliminate or Reduce Risk	Assigned to	Target Date	Completion Date	Completion Signature
(1) 10.1 20.2	Medium	<p>I was unable to assess the suitability of contractor control during the audit. The arrangements set in place for contractor control by The Pavilion Management company should be in line with HSG159. Things to consider include procedures for items such as hot works.</p> <p>Information should also be provided to residents on the need to contact the Pavilion Management Company prior to any works on flat doors or communal doors.</p>				
(3) 14.3	Medium	<p>Fire action notices should be supplied next to all final exit doors and manual call points. The majority of MCPs were found without the appropriate signage having been affixed.</p> <p>Signage fitted should conform to the Health and Safety (Safety Signs and Signals) Regulations 1996</p>				

REF	
1	

REF	
2	