



Colechurch House, Avondale Square Estate, SE1 5EU

The City of London Corporation

External Fire Risk Assessment

**Prepared by:
Turner & Townsend
One New Change, London EC4M 9AF**

Site information

Building Name Colechurch House
Building Ref
Division Department of Community & Children's Services.
Estate Avondale Square Estate
Property Name Colechurch House
Property Ref

Name of the person responsible for fire safety (Premises Controller) on site: -

Name of the person: Estate Supervisor

Department name: DCCS

Email address: EstateServices@cityoflondon.gov.uk

Name of the person responsible for liaisons on fire safety matter with third party:

Name of the person: Estate Supervisor

Department name: DCCS

Email address: EstateServices@cityoflondon.gov.uk

Person responsible for arranging corrective actions (Competent art 13 RRO):-

Name of person- Assistant Director, Housing and Barbican

Department name: DCCS

Email address: housingfiresafety@cityoflondon.gov.uk

Event planner for the site when applicable:-

Direct contact details: -

Department name

Office

Mobile:

Email address:

Assessor details

Name of the person: - Russell Peacey

Department name: Turner & Townsend

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Date of the assessment : 07.10.2021

Date of first draft reviewed : 06.01.2022

Date when finalised : **14.03.2022**

Date sent to premises controller: : 14.03.2022

Date of next assessment : 07.10.2022

Report Signed by Assessor

Signature: *Russell Peacey*

Print Name: Russell Peacey

Date: 14.03.2022

Name of Assessors reviewer:

Printed Name: Paul Lane

Signature of Assessor reviewer

Signature: *Paul Lane*

Date of Review

Date: 14.03.2022

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Minor amendment history

Details of minor amendment history between detailed full assessment intervals, carried out. (Attached to rear of the main assessment)

Date of assessment	Department Assessor name	Brief details	Department Manager responsible for actioning

Preamble

This Fire Risk Assessment has been prepared to comply with the requirements of the Articles of the Regulatory Reform (Fire Safety) Order 2005.

The assessment process has been developed to meet the requirements of the City of London (CoL).

This Fire Risk Assessment document reflects the significant hazards associated with the operation of this site and identifies suitable controls to minimise risks to health and safety which need to be actioned by the CoL person responsible for undertaking corrective actions.

Executive Summary

The common areas of the building generally appear to be in a satisfactory condition.

The current risk is considered moderate based on the lack of self-closers fitted to flat entrance doors, and inadequate fire stopping in the risers.

Overall risk assessment

The overall risk assessment of the building is a **Moderate Risk**.

Overall comment on the Risk Assessment of health and safety. The health and safety arrangements of site were appropriate. The site appears to be well managed.

Significant General Safety Issues – None identified.

Survey Methodology

Site information, Specific Site Survey Information provided. No Pre-Survey Questionnaire was provided.

A site visit was carried out by Russell Peacey and Paul Lane on 07.10.2021 to undertake a physical survey of the building.

All means of escape were walked to check their availability.

Flat entrance doors were inspected externally to assess their performance, although this did not amount to a full and detailed inspection of the doors and no performance guarantee can be given. In addition 10% of flat entrance doors were checked in the open position.

Compartmentation was assessed as far as it was reasonably practicable without carrying out an intrusive survey.

Relevant documentation was inspected to check compliance with recommended testing and maintenance regimes for fire safety equipment and procedures.

Further information was obtained by informal questioning of staff where necessary.

The Regulatory Reform (Fire Safety) Order 2005 does not require the detailed fire safety provisions of an existing building to comply with any particular standard in order to achieve a satisfactory fire risk assessment outcome. Rather, the Order places a duty on the responsible person to take such general fire precautions as will ensure, so far as reasonably practicable, the safety of his employees and relevant persons who are not his employees.

However, it is good practice to adopt a recognized standard or code of practice to act as a benchmark

against which fire precautions should be assessed*.

This particular fire risk assessment made use of the following publications when assessing the suitability of general fire precautions:

Local Government Association, Fire Safety in Purpose Built Blocks of Flats guidance.

BS 9991:2015, Fire safety in the design, management and use of residential buildings. Code of practice.

BS 5839 Part 6:2019, Code of Practice for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in Domestic Premises

City of London Housing residential building fire safety policy.

*Particular care should be exercised when using a design guide for new buildings (such as British Standard 9991 or 9999) as a benchmark for the fire safety of an existing building.

Specific Site Survey Information

Is there evidence on site that fire deficiencies/ faults are addressed in a timely manner?	No Damaged beading causing loose glazing was noted to the stairway partition on the 2 nd and 3 rd floor of stairway 23-44. See Action 1
Emergency lighting units are charging (diodes normally green or red are illuminated).	No It was not obvious if Emergency Lighting is installed/working on the roof top or in the cleaners store accessed via the bin area. See Action 2
Escape routes not blocked & clearly marked.	There is a cleaners store room at the rear of the tenant store / bin store area which is effectively an inner room, with its only means of escape passing through the bin store area (a higher risk area). There is no

	<p>vision panel in this room, or local fire alarm to alert persons in the room to a fire in the access area. This could put any staff using this room at risk should there be a bin fire.</p> <p>The advised action relating to the bin chutes/stores will mitigate this risk to an extent but an inner room control is required.</p> <p>See action 3.</p>
<p>Fire doors with electrical hold open devices are closed by manual operation at 2200hrs (on final walk round in sleeping accommodation or earlier depending on site specifications).</p>	<p>N/A</p>
<p>Are there any restrictions from Building Control, Planning & Heritage that could have an impact of the premises?</p>	<p>No information provided.</p>
<p>Are Salvage & Business continuity plans up to date and suitable and sufficient.</p>	<p>No information provided.</p>
<p>Is there any neighboring fire risk that could significantly impact on the future fire safety of the building?</p>	<p>None known.</p>
<p>During the inspection did you identified any cladding which was not already provided to you from the client documentation?</p>	<p>There appear to be glazed spandrel panels between the flat windows on the stairway side of the building.</p> <p>See Action 4</p>
<p>Are the onsite PEEPs and GEEPs templates adequate?</p>	<p>Understood that no PEEPs are in place as this was not previously a requirement (but might be going forward).</p> <p>See action 5</p>
<p>Where there any occupant/visitors identified who could be incapacitated and unable to evacuate safely and were not covered under by a PEEPs and GEEPs?</p>	<p>A vulnerability list is retained in the Premises Information Box. The list is maintained for the information of LFB.</p>

	See action 5
Are there inductions for staff and contractors?	It is understood that CoL complete inductions for staff.
Is there arrangement in place for the safe evacuations of visitors?	N/A for a residential block of flats.
Is there a Building Fire Strategy and a Fire Management Plan of the building?	It is understood that the Fire Management Plan is currently being Developed by CoL's (Fire Safety) Project Manager.
During the inspection did you identified any current working practices that could be improved to reduce the fire risk to the property, e.g., removing sources of ignition or reduce the amount of fuel stored?	There is some rubbish and inappropriate storage in the risers and ground floor electrical cupboards. See action 6
Is there evidence of up-to-date electrical PAT testing in place?	No portable appliances seen in the communal areas.
Is the fire detection & warning system type adequate for the building use?	N/A, building is a purpose-built block of flats so is not required to have a communal fire alarm system. Fire alarm systems in the flats are covered by the Type 3/4 survey section of this report.
Are the fire action notices compliant provide the reader with relevant instruction and position correctly positioned?	Fire action notices are displayed and describe the stay put strategy. However, the site address section has not been completed. See Action 7
Are there adequate sign to maintain the exit routes e.g. keep clear, floor marking etc.?	Other than on the roof top, the means of escape are adequately signed. See Action 2 Flat numbers are displayed above the lobby doors.

	<p>The current version of Approved Document B has new requirements for floor level marking and flat indicator signage in blocks of flats taller than 11m.</p> <p>See Action 8</p>
<p>Are the existing active Fire Protection Measures sufficient for the buildings use</p>	<p>No –</p> <p>Bin chute hoppers, open directly into the lobbies. The bases of the two bin chutes are not fitted with automatic fire dampers or a suppression system.</p> <p>The bin store shutters appear to be left open, at least in the in the daytime, (although estate cleaners stated the outer bin store gate is kept locked overnight).</p> <p>See Action 9</p>
<p>Is there evidence on site of regularly fire door inspections?</p>	<p>No</p> <p>See Action 10</p>
<p>Having checked 10% of fire Door shutters and curtain were any trends identified that could impact the safety of the building (Please list doors and curtain checked)</p>	<p>The flat entrance doors generally appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with brass hinges and have no effective self-closing device fitted. They are not fitted with fire resisting letter boxes. Therefore, the flat entrance doors to not comply with current standards and guidance.</p> <p>It is understood that a</p>

	<p>programme is in place to replace all the flat entrance doors with certified FD60S door sets (including transoms) fitted with external overhead self-closing devices.</p> <p>Note - Flat 28 has a cracked wired glass transom. This is considered tolerable until replaced under the door program.</p> <p>See action 11</p> <p>Stairway door is not fully self-closing into its frame.</p> <p>Stair 23-44 4th floor.</p> <p>See action 12</p>
<p>Is there evidence of regularly local checks and annual testing by competent?</p>	<p>Up to date test records were provided for the Dry Riser, Emergency Lighting and Fire Extinguishers only.</p> <p>See Action 13</p>
<p>Has the site identified emergency responders' routes and fire hydrants and documented these?</p>	<p>Understood this is under review as part of the Fire Management Plan.</p>
<p>Are there any known neighboring activities that could jeopardy a prompt arrival of the emergency responders?</p>	<p>No</p>
<p>Is there evidence of anti-social behaviour at the site?</p>	<p>CoL have indicated that there have been ongoing problems with anti-social behaviour at the Avondale Estate and this is being managed.</p>
<p>Are there any seasonal activities undertaken by the site or naturally occurring events which could affect the fire risk profile of the site e.g., bush fires etc?</p>	<p>None.</p>
<p>Are there any renewable energy source at the site that cannot be readily isolated at source in the event of a fire?</p>	<p>None.</p>

Are back up generation tested to ensure they provided adequate supplies to fire safety devices?	N/A
Is the premises controller aware of the Col guidance on Hot Works?	Understood that contractors are responsible for completing a hot works permit.
Are they evacuation procedures for all time the building is in used e.g., out of hours procedures for weekend?	N/A
Upon review of on-site documentations, how long did it take the building to evacuate?	N/A
Are security and arrangements adequate to deter deliberate fire attempt (e.g. terrorist and arson) in an event?	The entrances to the building are secure. CoL staff confirmed that the outer bin room area is locked overnight.
Is large lithium-ion battery charged on site?	None identified.
When was thermographic inspection last undertaken at site?	No information provided. See Action No.13
Has the property had any unintentional fires over the last two years if so, please provide details?	No information provided.
Were there any significant gaps identified in the compartments (please list details)?	<p>There are unsealed or poorly sealed service penetrations within the service risers accessed off the lobbies, and the electrical cupboards on the ground floor.</p> <p>This includes penetrations between each floor level, and through (or around) the riser doors.</p> <p>It was not possible to confirm that all of the telecoms cables running in conduit above some of the stair doors and flat entrance doors are appropriately fire stopped and suitably attached by fire resisting fittings.</p> <p>See action 14</p> <p>Some wired glass forming</p>

	<p>the partition between the ground floor lobby and stairway appears to have been replaced by non-fire rated yellow glazing.</p> <p>See action 15</p>
How are contractors fire risk controlled locally?	No information provided.
Is there up to date maintenance records for all fire systems on site?	See Action No.13
Is the fire logbook in accordance with col guidance policy	No logbook seen.
<p>Additional question for Housing</p> <p>Is there evidence that when a new tenancy is commenced the operation of the smoke alarm is tested?</p> <p>The evidence should show:</p> <ul style="list-style-type: none"> • Date and time of test • Location of detector/s • Outcome of test <p>Name of person undertaking the test</p>	Not Known.

Description of site

Colechurch House is an 11-storey purpose-built general needs residential block of flats, split into two separate halves (1-22 and 23-44 – a total of 44 flats). The building has two separate stairways, that are connected via a roof top escape route.

The building appears to be constructed with concrete frame, floors, and stairs. The façade is largely concrete with glass cladding to the stairways. The building has a flat roof. Flats have recessed concrete balconies. It is understood that the building was constructed in the 1960s.

Externally at ground floor level there is a central secure tenant shed area that provides access to two bin chute rooms and a cleaner's store room.

Each internal half of the building is arranged as follows –

- Ground floor with entrance leading to a lift lobby (with a single passenger lift) off which there are two flats, an electrical intake cupboard, a gas cupboard and what is understood to be a store cupboard (no access was possible).
- Floors 1-10 each have a lift lobby providing access to two flats, a telecoms/electrical riser and a bin chute hatch. The lobby is separated from the stairway by a wired glass partition.
- Roof level – Internal lift motor room. A door leads onto the flat roof which provides access to two water tank rooms. There is also access to the roof top door from the other stairway, so providing a secondary means of escape.
- The stairway descends from roof top level with an exit at ground floor level direct to the outside.

The stairways each contain a Dry Rising Main with outlets on every landing. The Dry Riser inlets are located externally.

Smoke ventilation –

- Ground floor lobbies are ventilated by a single louvered Permanently Open Vent (POV).
- On floors 1-10 the lobbies are ventilated by two louvered POVs.
- There are two POVs at the heads of each stairway and also a POV on the roof level stair landings. Each stairway also has openable windows at each floor level.

Use of Site

Purpose built general needs residential block of flats.

Passive Fire Precautions

Flats entrance doors

All flat entrance doors appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with no effective self-closing device fitted. Most flat doors checked are fitted with brass hinges.

The flat entrance doors have Georgian wired glass transoms.

It is understood that a programme is in place to replace all the flat entrance doors with certified FD60S door sets fitted with external overhead self-closing devices.

Construction of flats

The walls between the internally accessed flats and protected means of escape are a concrete/masonry wall which if imperforate would provide at least a notional 60 minutes fire resistance.

Protection of stairways.

The stairwell partitions are constructed of Georgian wired glass panels with should provide a notional 30 minutes fire resistance. The doors to both stairways are notional FD30 with wired glass vision panels.

The fire resistance of the stairway does not meet current standards. However, the installation of FD60S flat entrance door sets will provide a compensatory feature to this.

Smoke ventilation.

The stairways each have two Permanently Open Vents (POV) at the head of the stairway. The stairways also have manually openable windows at each landing.

The lobbies have louvered POVs either side of the stairway enclosure.

Facilities for fire fighters

Dry Rising Main

Each stairways is fitted with a Dry Rising Main with its inlet outside the building and outlets on every floor. The outlets are located within the stairway.

Fire Fighters Switches

A drop key switch is located at each of the entrances to the building. These were tested and were working.

Lifts

Both lifts are fitted with a fire-fighters switch.

Premises Information Box (PIB)

A PIB is located externally. It contains layout plans and a vulnerability list for the estate. It is understood the contents were under review at the time of the assessment.

Active Fire System

Fire Alarms

In accordance with fire safety guidance, as the building is a purpose-built block of flats designed to support a stay put evacuation strategy, a communal fire alarm system is not provided in the residential areas.

Emergency Lighting (EML)

EML is fitted throughout the common areas (stairways, lobbies and roof top), and appeared to be satisfactory.

Fire Ignition Sources

Within the common parts the most significant ignition source in East Point are the electrics/cabling located within the risers. Providing the fixed wiring is appropriately maintained and the cupboards are kept sterile this is a tolerable risk.

Fire Training

It is understood that the Estates Manager and staff in the estates team are required to complete CoL's mandatory fire safety training which includes the use of fire extinguishers.

Make an assessment of the fire risk

Likelihood of fire occurring at the property

	Medium	
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Likelihood of fire spreading through the building

	Medium	
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Likelihood of loss of life due to fire

	Medium	
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Formulate and document an action plan

If it is considered that the fire risk and existing fire precautions are such that no improvements are necessary, this should be recorded within the fire risk assessment. The action plan should address both physical fire precautions, managerial issues and should normally prioritise measures so that the appropriate effort and urgency is clear. The measures within the action plan should both practically implement and maintain, taking into account the nature of the building and its occupants. With the best solution to bring about improvement with a possible pragmatic solution.

CoL Specific Hazard identification and Action plan template

Ref No. Location:	Observations	Recommended further action	Risk Rating Low Medium High	Priority Level (please refer to table 1)	Action by Whom & When (Person task with action by premise controller	Date Completed
1	Damaged beading causing loose glazing was noted to the stairway partition on the 2 nd and 3 rd floor of stairway 23-44.	The glazing should be repaired to ensure the partition will provide adequate fire resistance. Further checks should be completed to ensure the glazed stairway partition on all floors is in a satisfactory condition.	Medium	C		
2	It was not obvious if Emergency Lighting (EML) is installed/working on the roof top or in the cleaners store accessed via the bin area.	Confirm that EML is installed on the roof to illuminate the rooftop escape, and is working. It should also be installed in the cleaners store. Also, direction signage should be installed with	Low	C		

	The EML maintenance records do not refer to these areas.	arrows pointing at right angles into the alternative stairways.				
3	<p>There is a cleaners store room at the rear of the tenant store / bin store area which is effectively an inner room, with its only means of escape passing through the bin store area (a higher risk area). There is no vision panel in this room, or local fire alarm to alert persons in the room to a fire in the access area. This could put any staff using this room at risk should there be a bin fire.</p> <p>The advised action relating to the bin chutes/stores will mitigate this risk to</p>	<p>In the short term it is advised that there should be no lone working in the storeroom other than for short term access. Also, the bin store shutters should be kept closed to minimise the risk of a bin fire and limit smoke spread.</p> <p>In the longer term, if this store continues to be used, an L5 fire alarm system should be installed in compliance with BS5839 Part 1, incorporating smoke detection in the bin rooms and tenant shed areas with sounders in the cleaners store.</p>	Low	E		

	an extent but an inner room control is required.					
4	There appear to be glazed spandrel panels between the flat windows on the stairway side of the building.	If not already available, it is advised that CoL should ensure that all relevant material information, specifications, certifications and approvals etc. relating to the external façade (glazing / spandrels) are collated and are kept readily available so that Building Regulation compliance can easily be demonstrated to any current or future stakeholders.	Advice	C		
5	Previously there has been no requirement to complete PEEPs in general needs residential blocks. However, in line with recommendations from the Grenfell Tower inquiry, a government consultation on	CoL should ensure they keep the government consultation (and any new legislation) regarding PEEPs under review and introduce a PEEPs strategy in accordance with any new legal requirements and guidance.	Low	D		

	<p>introducing PEEPS was held in 2021.</p> <p>It is understood that a CoL strategy for vulnerable persons/PEEPS is currently under review.</p>					
6	<p>There is some rubbish and inappropriate storage in the risers and ground floor electrical cupboards.</p>	<p>Any rubbish and combustible storage should be removed from the risers and ground floor electrical cupboards.</p>	Low	C		
7	<p>Fire action notices (FANs) are displayed and describe the stay put strategy.</p> <p>However, the site address section has not been completed.</p>	<p>It is recommended that the site address is clearly written on the FAN.</p>	Low	C		
8	<p>Flat numbers are displayed above the lobby doors.</p> <p>The current version of Approved Document B has new requirements for floor</p>	<p>To assist fire fighting operations, it is recommended that the new ADB requirements for floor level signage (in the stairway and lift lobbies), and also flat indicator signs, are</p>	Low	E		

	level marking and flat indicator signage in blocks of flats taller than 11m.	reviewed and implemented. The guidance is described in ADB 2019 edition incorporating 2020 amendments.				
9	Bin chute hoppers, open directly into the lobbies. The bases of the two bin chutes are not fitted with automatic fire dampers or a suppression system. The bin store shutters appear to be left open, at least in the in the daytime, although estate cleaners stated the outer bin store gate is kept locked overnight.	In accordance with the relevant guidance (Fire Safety in Purpose Built Blocks of Flats), an automatic fire-resisting shutter should be fitted at the base of the refuse chutes to restrict the spread of fire and smoke from a fire in the bin room. The shutters should, as a minimum, be operated on a fixed temperature fusible link.	Low	E		
10	No fire door inspection records were provided. Fire door inspections will be required under the Fire Safety Act 2021.	Ensure that a programme is in place for the completion of periodic fire door inspections (including flat entranced doors), in accordance with the Fire Safety Act 2021 and any associated	Low	D		

		<p>guidance.</p> <p>Inspections should ensure that the doors remain in good condition and an effective self-closer is in place.</p>				
11	<p>The flat entrance doors generally appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with brass hinges and have no effective self-closing device fitted. They are not fitted with fire resisting letter boxes. Therefore, the flat entrance doors do not comply with current standards and guidance.</p> <p>It is understood that a programme is in place to replace all the flat entrance doors with certified FD60S door</p>	<p>If there is any significant delay in the programme to fit new FD60S flat entrance doors, the current flat entrance doors should be fitted with overhead type self-closing devices.</p> <p>It is recommended that any flat entrance door security grills are removed as part of the door replacement programme, as they can inhibit egress and fire fighting access.</p>	Medium	E		

	sets (including transoms) fitted with external overhead self-closing devices.					
12	Stairway door is not fully self-closing into its frame. Stair 23-44 4 th floor.	Ease and adjust the door to ensure it fully self-closes into its frame.	Low	C		
13	No statutory testing and maintenance records provided within 21 days of completing the fire risk assessment visit for some systems.	CoL should review their maintenance and testing records to ensure that appropriate arrangements are in place for the following: <ul style="list-style-type: none"> • The 5-year fixed electrical wiring inspection. • Thermographic inspection of fixed electrical system. • The Lightning Protection System (annual). • Inspection records of communal fire door and flat entrance doors • Fire exits not in 	Medium	C		

		<p>routine use (monthly check)</p> <ul style="list-style-type: none"> Annual gas safety certificate. <p>Also see Annex C for list of the statutory maintenance records that should be in place and the frequencies of the testing and maintenance.</p>				
14	<p>There are unsealed or poorly sealed service penetrations within the service risers accessed off the lobbies, and the electrical cupboards on the ground floor.</p> <p>This includes penetrations between each floor level, and through (or around) the riser doors.</p> <p>It was not possible to confirm that all of the telecoms cables running in conduit above some of the stair doors and flat entrance doors are appropriately fire</p>	<p>Ensure that the compartmentation of the service risers and ground floor electrical cupboards is imperforate and will provide at least 60 minutes fire resistance with doors to the riser providing at least 30 minutes fire resistance. Service penetrations should be fire stopped with appropriate proprietary materials.</p> <p>Guidance on appropriate fire stopping methods can be obtained in the ASFP Red Book.</p> <p>Check / ensure all cables in the common areas running over doorways</p>	Medium	D		

	stopped and suitably attached by fire resisting fittings.	have been suitably fire stopped and attached using fire resisting fittings, in accordance with BS7671 2018.				
15	Some wired glass forming the partition between the ground floor lobby and stairway appears to have been replaced by non-fire rated yellow glazing.	To ensure the stairway is adequately protected, any non-fire rated glass should be replaced with a material providing at least 30 minutes fire resistance.	Medium	D		

Action time frame in accordance with CoL service level agreements

*Table One Priorities for remedial action listed below; -
time frame*

Recommend priority code &

Priority Action AA	Immediate action taken whist on site	(P1) 2 hour attendance
Priority Action A	Immediate action required	(P2) 24 Hours
Priority Action B	Action required in the short term	(P3) 4 Days
Priority Action C	Action required in the short term	(P4) 28 Days
Priority Action D	Remedial action required in the long term	3 Months
Priority Action E	Action to be consider when refurbishing	Project Planning Stage
Priority Action H/S	Health & Safety Information	(P2) Action 24 hrs.

P3A over weekend when attendance will wait until Monday for attendance not warranting a 24hr P2

Additional Comments to the assessment:

Fire Risk Assessment reviews (CoL use only)

This Fire Risk Assessment should be reviewed annually and whenever there is a material change in the use of the premises or part of the premises (including numbers of occupants) or when significant structural or layout changes to the premises are proposed or carried out. The table below is provided for the 'Responsible Person' at the premises to maintain a record of reviews and provides space for simple comments. If the review indicates significant change then a new complete Fire Risk Assessment by our professional assessment providers should be carried out and fully documented.

Date	Reason for review	Results / Comments	Name, Position & Signature

Appendix One

Pre-Survey Questionnaire

Information Required Pre-Site Visit (21 days)

Not provided.

Annex A – Actions outstanding from previous fire risk assessment

<i>Ref Number:</i> <i>Location:</i>	<i>Previous/Outstanding Action</i>	<i>Turner & Townsend Comments</i>
2.4	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person	No EICR provided. See Action 13 in this FRA
5.1	Evidence was not available to confirm the lightning protection circuit is subject to periodic testing and maintenance. Ensure a robust program of scheduled testing and maintenance is implemented.	No LP cert. provided. See Action 13 in this FRA
9.1-9.3	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. Ensure robust documented management arrangements are implemented.	Col has confirmed via the pre-assessment questionnaire, that they have control of contractor procedures in place
13.1	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	It could not be confirmed that there is adequate EML on the roof top but it appeared to be satisfactory elsewhere. See Action 2 in this FRA

14.1	It was noted that in a number of instances service ducts within riser cupboards are inadequately fire stopped. Ensure appropriate remedial actions are implemented to achieve current standards.	This is still the same. See Action 14 in this FRA
14.3	Disposal arrangements for residents refuse is via refuse chutes; the hatches appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar. Due to access hatches being sited in the single means of escape, consideration should be given to the provision of additional protection via fire dampers or similar devices.	This is still the same. See Action 9 in this FRA
15.1 & 15.2	<ul style="list-style-type: none"> • The flat entrance doors are consistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, are not provided with a self-closing device, sufficient fire rated hinges or strips/seals. Due to the presence of means of escape routes in only a single direction upon exiting dwellings; consideration should be given to upgrading/replacing these doors to achieve compliance with current standards. 	This is still the same. CoL have confirmed a replacement flat entrance door programme. See Action 11 in this FRA
15.3	It was noted that in some instances final exit doors from flats are fitted with security grills. Consideration should be given to the removal of these devices; in line with LFB guidance.	On security grill noted. See Action 11 in this FRA
16.4	It was noted that the shutters to ground floor refuse bin stores are not kept locked shut. This provides an enhanced opportunity for arson. Robust arrangements should be implemented to ensure these areas are adequately protected.	This is still the same, although cleaners stated the outer bin / shed compound is kept locked at night. See Action 3 in this FRA
17.2	It was noted that numerous doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs. Lobby doors are not provided with 'fire door keep shut signs'.	Signage has been installed on the common area fire doors.

	Ensure appropriate signs are displayed.	
17.5	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. Ensure notices providing clear and concise information are displayed.	The Fire Action Notices have been replaced although the premises address section has not been completed. See Action 7 in this FRA
20.2	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises. The brief was to randomly sample 6 categories from a detailed list. In this instance the only records available at the Estate Office were as follows; • Estate map block plans. • Copies of previous FRAs. • 6 monthly emergency lighting test records; dated 29/9/16. • 6 month DRM test records; dated 6/3/17. • Staff fire safety awareness training records; dated 11/2/15. • Various CoL FS guidance notes. It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	
20.6	The emergency services box, situated externally at the ground floor of Colechurch House contains the following information. 1) Estate block plan map. 2) Useful telephone numbers list. Consideration should be given to liaising with London Fire Brigade to rationalise/standardise the information contained within the premises information box. It is unlikely that emergency services would expect to locate Estate wide information in a single location.	CoL have confirmed the contents to be provided within the estates PIBs is under review.
22.3	Evidence was not available to confirm the emergency lighting system is subject to a program of periodic testing and maintenance. Implement a robust program of testing and servicing.	Up to date records provided.
22.12	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. Implement a robust program of testing and servicing.	See Action 13 in this FRA

Annex B – Unintentional fires during the last two years

No known unintentional fires during the last two years.

Annex C – maintenance records of fire systems

Fire Safety Documentation		
Documentation	Available to view	Evidence viewed
Fire Safety Strategy Report	No	
Updated Fire Safety Strategy Report and/or Fire Safety Strategy Technical note (reflecting any changes, refurbishments)	No	
Fire Compartmentation Drawings	No	
Fire Risk Assessment report	Yes	The previous FRA was undertaken by Frankham RMS in November 2017
Building (floor plan) drawings	No	
BS 9999:2017 – Fire safety in the design, management and use of buildings. Code of practice	N/A	BS 9999 is not applicable to residential blocks of flats. For a purpose-built block of flats the current design guidance would be in Approved Document B, Vol 1.
BS 9997:2019 Fire Risk Management system.	N/A	
Third-Party Statutory Examination/Testing Certification		
Equipment	Available to view	Contractor / Issue date(s) / Frequency
Automatic Fire detection and alarm	N/A	There is no communal fire alarm system..
Emergency and exit lighting	No	Annual duration testing.
Fire extinguishers and fire blankets	Yes	The fire extinguishers should be maintained annually. Up to date records provided.
Sprinklers	N/A	No sprinklers.
Fire dampers	N/A	No fire dampers identified
Gas suppressant systems	N/A	No gas suppression systems in the building
Lightning protection system (LP)	No	Guidance suggest that LP should be tested at 11 monthly frequencies.
Gas heating/boiler plant safety checks	No	Annual gas safety check.
Gas cooking appliances	N/A	No gas cooking facilities within the common areas.
Fixed mains electrical	No	There should be records for the fixed wiring in the communal areas

installation		and in the CoL tenanted flats. Fixed wiring should be tested every 5 years.
Portable appliance testing	N/A	No portable electrical items identified in the common areas.
Fire rated shutters	N/A	No fire shutters.
Evacuation aids	N/A	There is no evacuation lift
Firefighter's Lifts	N/A	No fire-fighters lifts installed.
AOC control system	N/A	None installed.
Fire Hydrant testing (within the curtilage of the premises)	N/A	The hydrants are located on the public highway
Wet risers	N/A	No wet riser.
Dry risers	Yes	Annual pressure test. Up to date record provided.

In-House Documentation

Equipment	Available to view	Who by / Date(s) / Frequency
Fire alarm call point activations	N/A	The residential accommodation does not have a communal fire alarm system.
Internal fire rated doors	No	No records of checks of internal fire rated doors seen. Periodic Inspection of flat entrance doors.
Fire exit doors	No	No records of checks to final exit doors seen. Monthly check of fire exit doors.
Emergency lighting	Yes	Monthly emergency lighting test. Test record provided.
Fire extinguishers	Yes	Fire extinguishers Routine check (pressure gauge and tags). Up to date record provided.
Fire sprinklers pump set weekly checks	N/A	No Sprinklers installed.
Fire dampers	N/A	No dampers identified with the building
Fire evacuation drills	N/A	Not applicable in a residential block of flats
Evacuation aids	N/A	Not applicable in a residential block of flats

Fire Safety Training Records

Equipment	Available to view	Evidence
Duty Holder – Fire (Scotland) Act 2005 duties and responsibilities	N/A	
Competent Person – Fire (Scotland) Act 2005 duties	N/A	

and responsibilities		
Fire Incident Controller	N/A	
Fire Warden / Marshal	N/A	
Use of fire extinguishers/blankets (Article 21-Training of the Regulatory Reform Fire (Scotland) Act 2005 2005))	Yes	It is understood that this is covered as part of CoL periodic fire safety training which all employees must complete.
Employee fire safety	Yes	No records were seen on site as these are held centrally. However, it is understood that periodic fire safety training is undertaken.
New employee – fire safety induction	Yes	It is understood that that all employees must complete online fire training as part of the induction process.
Fire sprinkler operational checks	N/A	No sprinklers installed.
Evacuation Aids	N/A	

Annex D – Type 3 Surveys

Scope

Flats were randomly selected for survey as part of the Type 3 fire risk assessment process (in addition to the Type 1 fire risk assessment above). This Type 3 risk assessment considers the arrangements for means of escape (e.g., compartmentation and travel distance and any secondary means of escape) and fire alarms within the flats. The survey is non-destructive, but the fire resistance of doors to rooms is considered. Measures to prevent fire are not considered unless (e.g., in the case of maintenance of the electrical and heating installations) the measures are within the control of, for example, the landlord. Access was not gained to any loft/roof space.

- Layouts / means of escape / travel distances are considered against the requirements of Approved Document B / BS9991 2015.
- Fire Alarm configuration is considered against the requirements of BS5839 Part 6 2019*.
- Relevant sections of the Fire Safety in Purpose Built Blocks of Flats (LGA) or Fire Safety in Specialised Housing (NFCC) are also considered.

**Note – BS5839 Part 6 2019 requires an LD2 system in a flat to have a smoke alarm in the “Principal Habitable Room” (normally the lounge). Where this is absent (but with a smoke alarm in the entrance hall and heat alarm in the kitchen) the alarm configuration is defined as LD3.*

Flats accessed

? (CoL)

Description

#	Layout / ventilation	Protected Entrance Hall or max travel distance within 9m?	Fire Alarm	Areas of non-compliance / risk	Risk (L/M/H)
?	Undergoing refurbishment. Appeared to have connected lounge, and kitchen with separate bedroom. Each room is accessed via a small hallway.	Total travel distance is approximately 10 meters - Considered tolerable.	None (undergoing refurbishment).	Fire alarm should be fitted.	Medium

Action Plan

<i>Flat</i>	<i>Observations</i>	<i>Recommended further action</i>	<i>Risk Rating L/M/H</i>	<i>Priority Level</i>	<i>Action by Whom & When</i> <i>(Person task with action by premise controller)</i>
?	No fire alarm.	Upgrade alarm system to Grade D1 LD2 per BS5839 Part 6 2019	Medium	E	