



Collinson Court, Southwark Estate, SE1 1NZ

The City of London Corporation

External Fire Risk Assessment

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

Site information

Building Name	Collinson Court
Building Ref	
Division	Department of Community & Children's Services.
Estate	Southwark Estate
Property Name	Collinson Court
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**

Telephone: 07939674481 **Mobile: 07939674481**

Email address: Russell.peacey@turntown.co.uk

Date of the assessment : 10/02/22
Date of first draft reviewed : 17.02.2022
Date when finalised : **11.03.2022**
Date sent to premises controller: : 11.03.2022
Date of next assessment : 10.02.2023

Report Signed by Assessor

Signature: *Russell Peacey*

Print Name: Russell Peacey

Date: 11.03.2022

Name of Assessors reviewer:

Printed Name: Paul Lane

Signature of Assessor reviewer

Signature: *Paul Lane*

Date of Review

Date: 11.03.2022

OB

Table of Contents

Minor amendment history	4
Preamble	5
Executive Summary	5
Overall risk assessment	5
Survey Methodology	5
Specific Site Survey Information	6
Description of site.....	13
Use of Site	13
Passive Fire Precautions	13
Active Fire System	14
Fire Ignition Sources	15
Fire Training.....	15
Make an assessment of the fire risk.....	16
Formulate and document an action plan.....	16
Fire Risk Assessment reviews (CoL use only).....	25
Appendix One	26
Pre-Survey Questionnaire.....	26
Annex A – Actions outstanding from previous fire risk assessment	26
Annex B – Unintentional fires during the last two years	28
Annex C – maintenance records of fire systems	28
Annex D – Type 3 Surveys	31
Scope	31
Flats accessed	31
Description	32
Action Plan	33

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 current risk is considered **tolerable** –

Most of the flats open direct to the outside or have two directions of escape.

Although flat entrance doors are not fitted with self-closers (as required where they lie along the dead-end balconies) and are therefore non-compliant when located in these areas, as the building is well ventilated by virtue of its open balconies, this is considered tolerable until the new flat entrance doors are installed under CoLs door replacement programme.

Overall risk assessment

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

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

Significant General Safety Issues – None.

Survey Methodology

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

A site visit was carried out by Russell Peacey 10/02/2022 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.

Note – the two roof-top lift motor rooms were not accessed.

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?	Yes
Emergency lighting units are charging (diodes normally green or red are illuminated).	No- There appears to be no emergency lighting (EML) installed in this premises. See action 1
Escape routes not blocked & clearly marked.	Yes The escape routes were kept free of inappropriate storage and are clearly

	marked.
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).	N/A
Are there any restrictions from Building Control, Planning & Heritage that could have an impact of the premises?	No information provided.
Are Salvage & Business continuity plans up to date and suitable and sufficient.	No information provided.
Is there any neighboring fire risk that could significantly impact on the future fire safety of the building?	None known.
During the inspection did you identified any cladding which was not already provided to you from the client documentation?	No
Are the onsite PEEPs and GEEPs templates adequate?	Understood that no PEEPs are in place as this was not previously a requirement (but might be going forward). See action 2
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?	Not known as no vulnerability list is contained in the site Premise Information Box. See action 3
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?	Yes Some combustible storage/waste found in the electric cupboards. See action 4 The right-hand caretaker's room has a highly flammable liquids cabinet

	<p>used to store petrol. Electrical appliances / heaters are located next to the cupboard and could potentially ignite petrol fumes. The was reported to CoL during the assessment.</p> <p>See action 5</p> <p>The storage of petrol-powered tools in the left hand store is considered tolerable.</p>
<p>Is there evidence of up-to-date electrical PAT testing in place?</p>	<p>No</p> <p>Several portable appliances seen in the caretaker's store and site office had out of date test labels (or no test labels).</p> <p>See action 6</p>
<p>Is the fire detection & warning system type adequate for the building use?</p>	<p>N/A</p> <p>This 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 survey section of this report.</p>
<p>Are the fire action notices compliant provide the reader with relevant instruction and position correctly positioned?</p>	<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>See Action 7</p>
<p>Are there adequate sign to maintain the exit routes e.g. keep clear, floor marking etc.?</p>	<p>The escape routes are obvious. Directional signage in the common areas is considered satisfactory.</p>

<p>Are the existing active Fire Protection Measures sufficient for the buildings use</p>	<p>No active systems.</p>
<p>Is there evidence on site of regularly fire door inspections?</p>	<p>No - It is understood that the Estate Officer checks fire doors as part of routine inspections and reports major defects but no specific records were seen.</p> <p>See Action 8</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>Most of the 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 and no effective self-closing device fitted (some have a Perco type concealed chain closer fitted). They are not fitted with fire resisting letter boxes.</p> <p>Therefore, the entrance doors of flats on the upper floors do not comply with current standards and guidance (the ground floor flat entrance doors opening direct to the outside, and upper floor flats between the two stairways, are not required to be fire resisting).</p> <p>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.</p> <p>See action 9</p> <p>The electrical cupboard doors</p>

	are not signed fire door keep locked. See Action 10
Is there evidence of regularly local checks and annual testing by competent?	Some records provided but not for all relevant systems/installations. See Action 11
Has the site identified emergency responders' routes and fire hydrants and documented these?	Understood this is under review as part of the Fire Management Plan.
Are there any known neighbouring activities that could jeopardy a prompt arrival of the emergency responders?	No
Is there evidence of anti-social behaviour at the site?	None known.
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?	None known.
Are there any renewable energy source at the site that cannot be readily isolated at source in the event of a fire?	No
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 for a residential block of flats.
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 communal stairways are secure. It is understood that the bin room doors are kept locked at night.
Is large lithium-ion battery charged on site?	No
When was thermographic inspection last undertaken at site?	No information provided. See Action 11
Has the property had any unintentional fires over the last two years if so, please provide details?	None known

<p>Were there any significant gaps identified in the compartments (please list details)?</p>	<p>There are unsealed service penetrations above the doors to the two electrical cupboards.</p> <p>See action 12</p> <p>The bin chute hoppers open directly into the stairs at each landing. This is considered a tolerable risk as new fire rated bin chute hatches have been provided, the stairs open directly onto the balconies so are well ventilated and provided the bin stores are kept locked at night.</p>
<p>How are contractors fire risk controlled locally?</p>	<p>CO2 Fire extinguishers are provided in the electrical cupboards.</p>
<p>Is there up to date maintenance records for all fire systems on site?</p>	<p>Fire extinguishers located in the caretaker store areas have out of date test labels (although up to date certs were provided).</p> <p>See action 13</p> <p>A note on the Dry Riser pressure test cert. provided (dated 08/03/21) – states “unable to carry out service”.</p> <p>See action 14</p> <p>The Dry Riser inlets are not visible from the outside as the once open stairways have been enclosed at the ground floor. This may delay firefighting.</p>

	<p>See action 15</p> <p>In addition to action 15, the entrances to the building are not fitted with drop key fire fighters' switches. This could also delay firefighting.</p> <p>See action 16</p>
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

This is an 8-storey (ground to seventh) purpose-built general needs residential block of 72 flats. The ground floor flats are accessed direct from the outside. Flats on the four upper floors are accessed via two internal stairways (inset from either end of the building) and balcony approach. Flats located between the two stairways have two directions of escape, flats located at the two ends of the building have a single direction of escape.

Each stairway has a passenger lift. The lift motor rooms are accessed by hatches at the head of each stair.

Flats located between the two stairways have two directions of escape, flats located at the two ends of the building have a single direction of escape.

There are internal electrical intake cupboards located at the base of each stair.

The stairways also contain bin chutes with hatches at each landing and bin rooms accessed externally at ground floor level.

On the ground floor are two old laundry rooms now used by the estate caretakers for storage and as a rest area. These stores open directly to the outside. The left-hand store contains several petrol-powered lawn mowers and leaf blowers etc.

Smoke ventilation –

The balconies are open to the air. The stairways open direct to the balcony at each landing.

The building is of traditional brick-built construction with concrete floors and stairways. The building has a flat roof. Flats have concrete balconies on the rear elevation. Understood to be constructed circa 1957.

Use of Site

General needs residential accommodation.

Passive Fire Precautions

Flats entrance doors

Most of the 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 and no effective self-closing device fitted (some have a Perco type concealed chain closer fitted). They are not fitted with fire resisting letter boxes.

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.

Note - Ground floor flats opening direct to the outside, and upper floor flats located between the two stairways so having two directions of escape, are not required to be fitted with fire resisting front doors.

Communal Fire Doors

The electrical intake cupboards at the base of the stairs are fitted with a notional 44mm thick fire door, and appear to be backed with asbestos. They are considered satisfactory if maintained in good condition.

Construction of flats

The walls between the flats and protected means of escape are a masonry wall which if imperforate would provide at least a notional 60-minute fire resistance.

Flats with a single direction of escape - the protected area between the flats and balconies (i.e. walls below the windows) are slightly below 1100mm (current standard) but this is considered tolerable.

Protection of stairways.

The stairways open onto the balconies.

Smoke ventilation.

The building has open balconies. They are less than 2m wide so should not be at risk from significant smoke logging.

The stairways open directly onto the balconies.

Facilities for fire fighters

Premises Information Box (PIB)

A PIB is located externally and contains building plans. It is understood the contents of PIBs are under review by CoL

Floor level signs

There are floor level and flat number signage on each landing, which are useful to firefighters.

Dry Rising Mains.

As the building is greater than 18m high both stairwells are fitted with Dry Rising Mains with outlets on every floor. The inlets are internal as the base of the stairways (which were once open) have been enclosed.

Lifts

The lifts are fitted with drop key override switches for fire fighter's use.

Active Fire System

No active systems.

Fire Ignition Sources

Within the common parts the most significant ignition source is the electrics/cabling located within the electric intake cupboards. Providing the fixed wiring is appropriately maintained, the fire stopping is rectified, 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.

CoL

Make an assessment of the fire risk

Likelihood of fire occurring at the property

	Medium	
--	---------------	--

Likelihood of fire spreading through the building

		Low
--	--	------------

Likelihood of loss of life due to fire

		Low
--	--	------------

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	There appears to be no emergency lighting (EML) installed in this premises.	It is advised that EML is installed in the stairways and along the balconies as part of any future electrical works/refurbishment.	Low	E		
2	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 introducing PEEPS was held in 2021. It is understood that a CoL strategy for vulnerable	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		

	persons/PEEPS is currently under review.					
3	Not known as no vulnerability list is contained in the site Premise Information Box.	It is advised that an up-to-date vulnerability list is retained in the PIB.	Low	C		
4	Some combustible storage/waste found in the electric cupboards.	Ensure waste/combustibles are removed from the electrical cupboards. Ensure contractors and caretakers etc. are informed that such storage in electrical cupboards is not permitted.	Low	C		
5	The right-hand caretaker's room has a highly flammable liquids cabinet used to store petrol. Electrical appliances / heaters are located next to the cupboard and could potentially ignite petrol fumes. The was reported to	Ensure any ignition sources / electric appliances / heat sources are excluded from areas that highly flammable liquids / petrol are stored and also areas that petrol is dispensed. It is advised the petrol is stored in the left hand	Medium	A		

	CoL during the assessment.	caretaker store, where there are no obvious electrical appliances.				
6	Several portable appliances seen in the caretaker's store and site office had out of date test labels (or no test labels).	Ensure any portable appliances in staff areas have been PAT tested in accordance with CoL policy.	Medium	C		
7	Fire action notices (FANs) are displayed and describe the stay put strategy. However, the site address section has not been completed.	It is recommended that the site address is clearly written on the FAN.	Low	C		
8	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 guidance. Inspections should	Low	D		

		ensure that the doors remain in good condition and an effective self-closer is in place.				
9	<p>Most of the 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 and no effective self-closing device fitted (some have a perco type concealed chain closer fitted). They are not fitted with fire resisting letter boxes.</p> <p>Therefore, the entrance doors of flats on the upper floors do not comply with current standards and guidance (the ground floor flat entrance doors opening direct to the outside, and upper floor flats between the two stairways, are not</p>	<p>If there is any significant delay in the programme to fit new FD60S flat entrance doors, the current flat entrance doors located on the dead ended balconies should be fitted with overhead type self-closing devices.</p>	Low	E		

	<p>required to be fire resisting).</p> <p>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.</p>					
10	<p>The electrical cupboard doors are not signed fire door keep locked.</p>	<p>The electrical cupboard doors should be signed "fire door keep locked".</p>	Low	C		
11	<p>No statutory testing and maintenance records provided within 21 days of completing the fire risk assessment visit for some systems.</p>	<p>CoL should review their maintenance and testing records to ensure that appropriate arrangements are in place for the following:</p> <ul style="list-style-type: none"> • The 5-year fixed electrical wiring inspection. • Thermographic inspection of fixed electrical system. • The Lightning Protection System (annual). • PAT testing (annual) • Inspection records of 	Medium	C		

		<p>communal fire door and flat entrance doors</p> <ul style="list-style-type: none"> • Dry Riser - annual pressure test & Six-monthly visual inspection • Lifts - testing of fire-fighters switches. Routine and periodic maintenance. Six-monthly throughout examination. <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>				
12	There are unsealed service penetrations above the doors to the two electrical cupboards.	Ensure all compartmentation breaches / service penetrations in the electrical cupboards are fire stopped with appropriate proprietary materials to provide 60 minutes fire resistance.	Low	D		
13	Fire extinguishers located in the caretaker store areas have out of	Ensure all fire extinguishers have been inspected / maintained annually and test labels	Low	D		

	date test labels (although up to date certs were provided).	updated.				
14	A note on the Dry Riser pressure test cert. provided (dated 08/03/21) – states “unable to carry out service”.	Confirm that the Dry Risers have been inspected and maintained in accordance with BS9990 2015. This will entail a 6-monthly visual inspection and annual pressure test.	Medium	C		
15	The Dry Riser inlets are not visible from the outside as the once open stairways have been enclosed at the ground floor. This may delay fire fighting.	BS9990 2015 compliant signs should be displayed prominently externally indicating the location of the two inlets.	Low	C		
16	In addition to action 15, the entrances to the building are not fitted with drop key fire fighters’ switches. This could also delay fire fighting.	It is recommended that drop key fire fighters’ switches are installed at both entrances to facilitate emergency access.	Advice	Advice		

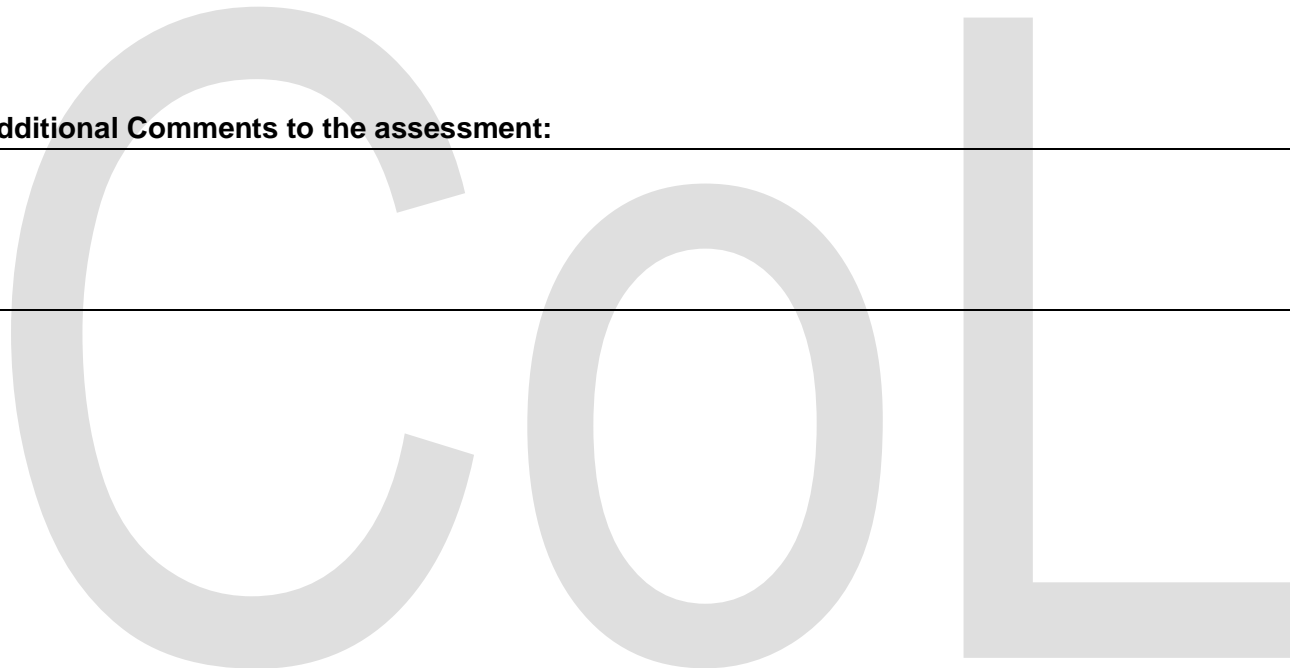
Action time frame in accordance with CoL service level agreements

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

Recommend priority code &

Priority Action AA	Immediate action taken whilst 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

COOL

Appendix One

Pre-Survey Questionnaire

Information Required Pre-Site Visit (21 days)

Not provided.

Annex A – Actions outstanding from previous fire risk assessment

Ref Number:	Previous/Outstanding Action	Turner & Townsend Comments
Location:		
2.4	<i>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.</i>	No records were provided. See action No.11 in this FRA.
9.1-9.3	<i>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.</i>	Col has confirmed via the pre-assessment questionnaire, that they have control of contractor procedures in place.
13.1	<i>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.</i>	Generic action - there does not appear to be any Emergency Lighting in the premises. See Action 1 in this FRA
14.3	<i>It was noted that; hatches to refuse chutes on open landings do not appear to be of fire resisting standard, the shutter to the chute within the refuse store is not provided with a fusible link protection. Due to the</i>	New fire rated bin chute hatches have been fitted and are considered to be satisfactory.

	remote location of the bin store, this is not considered to present an unacceptable risk; subject to the comments within 16.4.	Confidential
15.1	<i>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 universally provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebates. Consideration should be given to upgrading/replacing all flat doors on single means of escape routes to comply with current standards.</i>	The flat entrance doors (FEDs) are the same as previously identified. CoL has confirmed that all FEDs are to be replaced with FD60S door sets. Note – the ground floor flats, and flats on upper floors between the two stairways, do not actually need to be fitted with fire rated entrance doors. See action No. 9 in this FRA.
15.2	<i>It was noted that what appears to be an unauthorised security gates are fitted to flats 34, 44 & 45. Consideration should be given to the removal of these devices; in line with LFB guidance.</i>	Security gates appear to have been removed.
16.4	<i>It was noted that the doors 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.</i>	It is understood that the bin rooms are locked overnight.
17.2	<i>It was noted that 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. Ensure appropriate signs are displayed.</i>	The electric cupboard doors are still not signed fire door keep locked. See action No. 10 in this FRA.
20.1	<i>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; • Copy of CoL FS Policy • Estate floor plans/block maps • Previous FRAs • Estate Office AFA & EL service record dated 5/10/17 • Stopher House monthly fire door check list August & September 2017 • Estate FFE inventory • Horace Jones House EL service record dated 9/8/17 • Horace Jones House AFA and</i>	

	<p>smoke ventilation service record dated 15/8/17. It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Logbooks on CoL premises are achieved.</p>	<p>Confidential</p>
20.6	<p>The emergency services box, situated in the pedestrian underpass of Pakeman House contains the following information. 1) Estate block plan maps of entire Southwark Estate. 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.</p>	<p>A Premises Information Box has been installed at this building.</p> <p>See action 3 in this FRA.</p>
22.3	<p>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.</p>	<p>No emergency lighting seen at this premises.</p>
22.12	<p>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.</p>	<p>No communal gas system seen at this premises.</p>

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 and BS9991 2015.
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	No communal fire alarm system.
Emergency and exit lighting	N/A	No emergency lighting.
Fire extinguishers and fire blankets	No	The fire extinguishers should be maintained annually. An annual test cert. was provided (15/07/21) but test labels seen were out of date. See action 11 & 14
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. See action No.11
Gas heating/boiler plant safety checks	N/A	No communal gas system identified.
Gas cooking appliances	N/A	No gas cooking facilities within the common areas.
Fixed mains electrical installation	No	There should be records for the fixed wiring in the communal areas and in the CoL tenanted flats. Fixed wiring should be tested every 5 years. See action No.11
Portable appliance testing	No	Annual PAT test. Appliances seen in the caretaker rooms had no test labels or out of date labels See action 6 & 11.
Fire rated shutters	N/A	No fire shutters.

Evacuation aids	N/A	Turner & Townsend Confidential There is no evacuation lift
Firefighter's Lifts	No	Two passenger lifts intalled and fitted with a fire fighters override switches. Weekly testing of fire-fighters switches. Routine and periodic maintenance. Six-monthly throughout examination. See action 11.
AOC control system	N/A	No AOC control system.
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	No	Annual pressure test and 6-monthly visual inspection. No visual inspection record. See action 11 & 15.

In-House Documentation

Equipment	Available to view	Who by / Date(s) / Frequency
Fire alarm call point activations	NA	No communal fire alarm system.
Internal fire rated doors	No	No records of checks of internal fire rated doors seen. See actions 8
Fire exit doors	N/A	All exits are in daily use.
Emergency lighting	N/A	No emergency lighting.
Fire extinguishers	Yes	Fire extinguishers Routine check (pressure gauge and tags) Up to date monthly check 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 and responsibilities	N/A	
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	Yes	It is understood that this is covered as part of CoL periodic fire safety training which all employees must complete.

2005))		Turner & Townsend Confidential
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.
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 (eg 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 1 – 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

?? (private rental), ??, ??, ??, ??

#	Layout	Protected Entrance Hall or max travel distance within 9m?	Entrance door	Fire Alarm	Areas of non-compliance / risk	Risk (L/M/H)
??	2 bedrooms, lounge and kitchen off entrance hall.	Protected entrance hall. Transoms considered tolerable if the alarm is upgraded.	Notional fire door – no self-closer.	Grade D1 LD3 per BS5839 Part 6 2019 with alarms in hall and kitchen.	Flat entrance door has no self-closer. Grade D1 LD3 does not meet current standard.	Low
??	3 bedrooms, lounge and kitchen off entrance hall.	Protected entrance hall - but the kitchen door is missing and has a non-fire rated glazed transom – Glazed transoms to other rooms considered tolerable.	Notional fire door – no self-closer.	Grade F battery smoke alarm in hallway only.	Flat entrance door has no self-closer. Grade F alarm does not meet current standard. Kitchen door missing. Non-fire rated glazed transom to kitchen.	Medium
??	2 bedrooms, lounge and kitchen off entrance hall.	Total travel distance is approximately 11m The kitchen door is of solid construction but has a non-fire rated glazed transom. Doors to bedrooms and lounge appear to be non-fire rated. One bedroom has a non-fire rated glazed transom.	Notional fire door – no self-closer.	Grade D1 LD3 per BS5839 Part 6 2019 with alarms in hall and kitchen	Flat entrance door has no self-closer. Grade D1 LD3 does not meet current standard. Non-fire rated glazed transom to kitchen. Plastic consumer unit in hall. Non fire rated doors to bedroom and lounge.	Low

??	2 bedrooms, lounge and kitchen off entrance hall.	Protected entrance hall - but the kitchen door is missing and has a non-fire rated glazed transom.	Notional fire door – no self-closer.	Grade F battery smoke alarm in hallway only	<p>Flat entrance door has no self-closer.</p> <p>Grade F alarm does not meet current standard.</p> <p>Kitchen door missing.</p> <p>Non-fire rated glazed transom to kitchen.</p> <p>Plastic consumer unit.</p> <p>Poorly sealed services in lounge cupboard to flat above.</p>	Medium
??	3 bedrooms, lounge and kitchen off entrance hall. Located at end of balcony so not a “passing risk”.	Protected entrance hall. All doors to bedrooms, lounge and kitchen appear to have been recently replaced and are considered satisfactory.	Notional fire door – Perco type self-closer .	Grade D LD3	Private rental – no actions on CoL recommended as low risk and leaseholder responsibility.	Low

Action Plan

Flat	Observations	Recommended further action	Risk Rating L/M/H	Priority Level	Action by Whom & When (Person task with action by premise controller)
??	Notional fire door – no self-closer.	CoL flat entrance door replacement programme, or as a minimum fit an external o/h self-closer.	Low	E	
	Grade D1 LD3 does not meet current standard	Upgrade fire alarm to Grade D1 LD2 per BS5839 Part 6 2019 with a smoke alarm (or multi-sensor) in lounge area as part of any future electrical / void works / refurb.	Low	E	
??	Flat entrance door has no self-closer.	CoL flat entrance door replacement programme, or as a minimum fit an external o/h self-closer.	Low	E	
	Grade F alarm does not meet current standard.	Fit new fire alarm system - Grade D1 LD2 per BS5839 Part 6 2019 with a smoke alarm (or multi-sensor) in hall & lounge and heat alarm in kitchen.	Medium	D	
	Kitchen located between bedroom and exit – kitchen door missing.	Reinstate kitchen door (FD20).	Medium	D	
	Non-fire rated glazed transom to kitchen.	When the kitchen door is replaced, also replace the kitchen door transom with an appropriate glass/ material that provides 30 minute fire resistance.	Low	D	
??	Flat entrance door has no self-closer.	CoL flat entrance door replacement programme, or as a minimum fit an external o/h self-closer.	Low	E	

Flat	Observations	Recommended further action	Risk Rating L/M/H	Priority Level	Action by Whom & When (Person task with action by premise controller)
	Grade D1 LD3 does not meet current standard.	Upgrade fire alarm to Grade D1 LD2 per BS5839 Part 6 2019 with a smoke alarm (or multi-sensor) in lounge area as part of any future electrical / void works / refurb.	Low	E	
	Non-fire rated glazed transom to kitchen and one bedroom.	Replace the kitchen and glazed bedroom door transoms with an appropriate glass/ material that provides 30-minute fire resistance, as part of any future electrical / void works.	Low	E	
	Non fire rated doors to bedroom and lounge	Replace doors to bedrooms and lounge as part of any future electrical / void works.	Low	E	
	Plastic consumer unit does not meet current standard	Fit metal consumer unit as part future electrical / void works / refurb in compliance with BS7671	Low	E	
??	Flat entrance door has no self-closer.	CoL flat entrance door replacement programme, or as a minimum fit an external o/h self-closer.	Low	E	
	Grade F alarm does not meet current standard.	Fit new fire alarm system - Grade D1 LD2 per BS5839 Part 6 2019 with a smoke alarm (or multi-sensor) in hall & lounge and heat alarm in kitchen.	Medium	D	
	Kitchen located between bedroom and exit – kitchen door missing.	Reinstate kitchen door (FD20).	Medium	D	

Flat	Observations	Recommended further action	Risk Rating L/M/H	Priority Level	Action by Whom & When (Person task with action by premise controller)
	Non-fire rated glazed transom to kitchen.	When the kitchen door is replaced, also replace the kitchen door transom with an appropriate glass/ material that provides 30-minute fire resistance.	Low	D	
	Plastic consumer unit does not meet current standard.	Fit metal consumer unit as part future electrical / void works / refurb in compliance with BS7671	Low	E	
	Poorly sealed services in lounge cupboard to flat above.	Service penetrations should be sealed with appropriate proprietary materials to prove 60 minutes fire resistance.	Medium	D	