



The City of London Corporation premises details;

Hatfield House

Golden Lane Estate

London

EC1Y 0ST

The City of London Corporation

External Fire Risk Assessment

Prepared by: Frankham Risk Management Services

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Site information

Building Name Hatfield House

Building Ref 7043000

Division TBC

Estate Hatfield Lane

Property Name Bowater House

Property Ref 7043000

Contact Details

Name of the responsible person on the site: - Liam Gillespie

Direct contact details: -

Department name

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Liaison Manager at the site (Competent art 20 of RRO):- Laurence Jones

Direct contact details: -

Department name

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Person responsible for undertaking corrective actions (Competent art 13 RRO):- Laurence Jones

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Department name

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Mobile: 07786962096

Email address: Laurence.jones@cityoflondon.gov.uk

Specialist accredited companies assisting in the fire protection measures

Fixed installation (sprinklers):- Non applicable for Golden Lane Estates

Direct contact details: -

Co name & Address: Allied Unit 2, Regents Business Park, Jubilee Road, Burgess Hill RH15 9TL

Office 01444 686006 **Mobile:** 07 7995 7138

Email address: Jason.lake@alliedprotection.co.uk

Specialist accredited companies assisting in the fire protection measures

Extinguishers: - Allied Protection

Direct contact details: -

Co name & Address: Allied Unit 2, Regents Business Park, Jubilee Road, Burgess Hill RH15 9TL

Office 01444 686006 **Mobile:** 07 7995 7138

Email address: Jason.lake@alliedprotection.co.uk

Event planner for the site when applicable: - Not Applicable

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Assessor details including professional credentials

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Report Signed by Assessor

Signature



Print C G Dennis

Date 13/10/17

Signature of Assessors reviewer

H Dillon

Finance TBC

CoL details: TBC

Persons instructing the assessment Company – Paul Murtagh/Monique Maccow

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Preamble

This report has been prepared as a written record of the Fire Risk Assessment, carried out at Hatfield House, London on *12th October 2017* on behalf of the Landlord, City of London Corporation, under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The objectives of this Fire Risk Assessment are :-

- a. To identify all current significant fire hazards to which relevant persons on the premises, or in the immediate vicinity of the premises, will be exposed.
- b. To reasonably quantify the level of residual fire risk that is attributed to the premises and its use, with regard to existing (preventive and protective) controlling measures with the emphasis on life safety.
- c. To advise on the nature and extent of any additional (preventive and protective) controlling measures which should be implemented in order to counteract this residual risk, in accordance with the 'Principles of Prevention' as defined in Article 10 of The Regulatory Reform (Fire Safety) Order 2005.

Risk Assessment is not a 'one off' activity, and is part of a dynamic process. It is thus a requirement under Article 9(3) of The Regulatory Reform (Fire Safety) Order 2005 to review and modify the risk assessment when either :-

- a. There is reason to suspect that it is no longer valid, perhaps due to a gradual change in the nature of the tenancy numbers or type, wear & tear on facilities, a large number of small changes, an appreciation of a hazard (e.g. highlighted by fire evacuation drill), or the occurrence of an incident (e.g. actual fire or near miss), which triggers a need to review, OR
- b. There is a significant change in the matters to which it relates, (i.e. following major organisational changes or any refurbishment, alterations or extension).


This risk assessment is a 'dynamic' working document that should be used as a guide to planning future actions aimed at improving Health & Safety for tenants and others who may be affected by a potential fire at the premise. Notwithstanding the requirements noted in Section 1.3 above, it is a requirement of City of London Corporation that Fire Risk Assessments are normally reviewed in accordance with company policy, unless otherwise advised by the fire risk assessment report. Some reasonable flexibility is permitted to accommodate logistical and financial constraints.



Executive Summary



This section comments on those aspects of the assessment identified in the main body of the report as requiring attention. It is recommended that the following recommendations are implemented:


Significant Findings

) *Bullet points of actions required as text*

Photo	Description	Risk
	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.	Priority C
	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.	Priority C
	12.10 It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening	Priority D

	<p>windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes. Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.</p>	
	<p>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.</p>	<p>Priority E</p>
	<p>14.1 At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation. Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.</p>	<p>Priority E</p>

	<p>14.3 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 availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within 16.4.</p>	<p>Priority C</p>
	<p>16.4 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.</p>	<p>Priority C</p>
	<p>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</p>	<p>Priority D</p>

	<p>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.</p>	<p>Priority C</p>
	<p>20.2 As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises. As mentioned previously in this report the brief was to randomly sample 6 categories from the list detailed above. In this instance the only records available at the Estate Office were as follows;</p> <ul style="list-style-type: none"> • Evidence via L W Safety Ltd certification, that all portable firefighting equipment Estate wide was due for retest on 10/2/117 <p>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.</p>	<p>Priority C</p>
	<p>22.4 Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017. Implement a robust program of testing and servicing.</p>	<p>Priority C</p>
	<p>22.12 Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas</p>	<p>Priority C</p>

	safe certification. Implement a robust program of testing and servicing.	
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Note: The significant findings are considered to be the whole of this fire risk assessment, including all commentary made in the respective sections of the document. Those items that have been identified as requiring remedial action in order to reduce the risk to life or serious injury to as low as reasonably practicable, within and around the building, will be listed in the action plan above.

Overall Risk Assessment of Fire Safety.

-) ***Tolerable***
-) ***As expected***

Overall Risk Assessment of Health and Safety (subjective not a formal safety audit but observational)

Not applicable

Significant General Safety Issues Identified

Not applicable

Site Survey Brief

Summary of Fire Safety Briefing Type 3 FRA– September 2017

The main causes of fire in the home but are not limited to appliances and equipment; we should also be alert of the following **Fire Risk Behaviours**

1. Matches & lighters
2. Electrical sockets
3. Tea lights and candles
4. Careless smoking
5. Unattended cooking.
6. Alcohol or drug misuse
7. Mental health issues
8. Social Care
9. Daily care visits
10. Hoarding.

Frankham Risk Management Services have been asked to concentrate on the following fire issues;

-) Review Premises information plates, being installed in our estate plan boxes.
-) Review Fire management plans within boxes as per our Guidance note.

Each assessment includes the following to assist the housing department. Future assessments will not need such detailed assessments.

There may be a conflict with the stay put policy asking the residents to remove themselves from the properties when others are asked to remain in the same block. This will need to be effectively communicated to residents to prevent confusion.

-) **Stay put policy** Opinion on it's use in residential blocks. Some blocks on sites may have variation within and may have a couple of dwellings not suitable within the block this needs to be clearly explained in the assessment.
-) **Fire stopping** To draw up a clear, concise schedule which contractors can price from, for the replacement / installation of additional fire stopping (if this appears to be extensive to acknowledge and confirm a registered company is required to survey.)

-) **Signage** To draw up a clear, concise schedule which contractors can price from for the replacement / installation of additional escape route signage and fire action notices.
-) **Fire doors** Opinion on the design and construction, their identification of fire / smoke control doors and the time afforded by the units. To confirm the likely integrity of the unit to existing and redundant requirement as BS 8214 -.2016 based on core colours.
Assessor to offer an informed opinion on increasing the standard to 60 minute rating of the door integrity. To confirm, if independent testing of doors is to be carried out; as existing and one other with intumescent seals and brush smoke seals will assist the decision making or if doors should be replaced as a matter of course.
-) **Fire Alarm** - Assessors to establish the type of layout and comment on the use of BS 5839 Part 6 for domestic fire alarm being installed resulting the pass door becoming redundant if early means of escape can be offered.
-) **Doors to residents' property general.**
-) **Shunt ventilation ducts**
Assessor to give an opinion on the correct use of shunt ducts and likely third party interference by lessee and the improvement by installing fire shutter to each aperture.
-) **Inspections within properties**
Assessor to examine a selection of rented and leased. CoL Guidance Note states 10 % but CoL have acknowledged that this is difficult to achieve.
-) **Assessor to review existing FRA**

Survey Methodology

Statutory Requirement

Article 9 of The Regulatory Reform (Fire Safety) Order 2005 requires every responsible person to make a suitable and sufficient assessment of the fire risks to which relevant persons are exposed, with respect to premises within their control. This is for the purpose of identifying the general fire precautions that are needed to comply with the requirements and prohibitions imposed by the Order.

The responsible person, or any other person who has to any extent control of the premises, must ensure that the duties imposed by the relevant articles of The Regulatory Reform (Fire Safety) Order 2005 are complied with in respect of those premises, so far as the requirements relate to matters within their control.

Where the premises are licensed, an alterations notice is in force, or the responsible person has five or more employees, it is a requirement to record the significant findings of the fire risk assessment including the measures which have been or will be taken as a result of the assessment and details of any group of persons identified by the assessment as being especially at risk.

This report therefore incorporates such relevant information, significant findings and recommended actions that are considered necessary to demonstrate compliance with The Regulatory Reform (Fire Safety) Order 2005.

Identification of Fire Hazards

In order to identify the significant fire hazards within the premise, a checklist is used which considers the particular fire hazards associated with this type of building and the nature of the occupancy.

The hazard identification process will consider each item with due regard to the existing 'control measures', which are either already inherent within the building fabric design or are implemented through the management policy procedures for the premise.

Assessment of Fire Risk

Each identified hazard is assessed in accordance with the COL 4 Point risk-rating matrix.

The matrix allows the assignment of a specific risk rating for each perceived hazard, which subsequently assists in determining the nature and extent of any necessary additional controlling measures, (both physical and procedural deficiencies). Please note this matrix has been provided by City of London Corporation and we have been requested to use this format for consistency for risk assessment reports throughout the organisation.

Action Plan

The Action Plan details the blend of technical and procedural measures, which are considered necessary to adequately address the residual risk that has been previously identified, semi-quantified and assigned a 'risk-rating'. This risk control plan is essentially an inventory of remedial / advisory actions which should be carried out by COL or his appointed representative, within the recommended timescales based on the COL service level agreement. For the residual risk to be reduced to an acceptable level, it will be necessary to implement all actions identified.

Information Source

Information for the completion of this assessment was obtained by a non-invasive physical inspection of the premise and inspection of records and drawings (where available). Information is provided within the report detailing which areas have been accessed and form part of the assessment. For accurate identification of hazard location, digital photographs are enclosed to 'pin-point' the specified hazard

Documentation Audit

In addition a review of fire safety documentation including training records In line with the Regulatory Reform (Fire Safety) Order 2005 will be undertaken.

Site Documentation to be sampled and comments applied in all cases to 6 main sections from the fire log book held on every site:-

- *Fire Policy relating directly to the site*
- *Fire Strategy for the premises*
- *Arson Reduction Policy*
- *Fire Alarm Systems*
 - *Record of tests*
- *Maintenance*
 - *Door – Record of location and monthly inspections*
 - *Emergency Lightning System - record of tests*
 - *Lightning conductor inspections*
- *Fire Stopping Register*
- *Fixed installations - Record of tests/inspections;-*
 - *Cooker range suppression, record of tests*
 - *Drenchers, record of tests*
 - *Fire extinguishers, record of tests and inspections*
 - *Fire lifts record of tests*
 - *Fire shutters, smoke control and curtains*
 - *Hose reels - record of tests*
 - *Sprinklers, wet/dry rising mains etc., record of tests*
- *Miscellaneous equipment - record of tests*
- *Staff Training*
 - *Record of fire instructions & fire drills, PEEP's assessments*
 - *Record of staff training; Induction, yearly, marshal, extinguisher*
- *Visits by Fire and Rescue Service Fire safety/local station familiarisation visits 7(2) d*
- *Specific unusual process Events relevant to your department*
- *Modifications to protection systems*
- *Inventory of portable firefighting equipment*
- *Entertainment licence*
- *Hot Work Permit*
- *Record of Operational Attendance of the Fire Service to alarm activations, location and reasons, for activation, date, time and call sign of the incidents*

-) *Quantity and positioning of extinguishers including schedule using water mist 6 L water extinguishers for as per Col guidance note as CoL FSGN 98. extract Appendix 5*
-) *Documentation of the fire safety arrangements, where this is required; strategy / policy*
-) *Definitive priorities guide to actions for staff take in an emergency (prompt cards)*
-) *Coordination with any non-domestic occupier, such as commercial premises and community facilities located in the building. Have they a fire risk assessment?*
-) *Arrangements for routine inspections of the building and its fire precautions, and, where appropriate, formal fire audits. Yearly audit / review by CoL staff*

Legal and guidance considerations

-) Regulatory Reform (Fire Safety) Order 2005
-) Approved Document B Volume 2
-) CP3
-) Fire Safety in Purpose Built Blocks of Flats guidance
-) Housing Act 2004
-) The Tort (Interference with Goods) Act 1977
-) Health and Safety at Work Act
-) RICS Private Rented Sector Code (7.1.4)
-) City of London Housing residential building fire safety policy.

Description of Sites

Building Use	
What are the premises used for?	Mix of social and leasehold general needs housing.
Type of occupancy (single or multiple)	Single
Days and hours of which building is in use and any out of hours activities that take place?	24/7
Approximate maximum number of occupants	112 @ 2 per unit.
Approximate maximum number of employees at any one time	Variable; under the control of CoL
Approximate maximum number of members of the public at any one time	Unknown
Number of fire wardens / fire marshals on site	Not applicable
Are occupants familiar with the layout?	Yes
Is the premises used by people whose mobility/hearing/cognition maybe impaired?	Unknown
Are the premises used for sleeping accommodation?	Yes
Are young persons employed within the premises?	No
Are there any occupants working in remote areas of the workplace, or working outside normal operating hours?	Managed by CoL
Evacuation Strategy – e.g. phased, simultaneous etc.	Stay put considered appropriate
Responsible person or person having control of the premises.	City of London Corporation

Building Description

Age of Building: Circa 1950

Brief details of construction; Grade 2 listed building is of concrete frame/concrete floor construction with brick/block infill.

Approximate area in sqm of building footprint; 700

Description of layout (include number of fire exits & stairs etc); Accommodation is provided via a mix of flats and duplex maisonettes. Secure access arrangements are by keypad/fob controlled entrance lobbies x2 at ground floor level. Individual maisonettes are accessed via open balconies/walkways.

Flats situated on the ground have an alternative MOE to a communal garden area.

A passenger lift within the main stair core serves each floor.

At basement level service enclosures and tenants storage sheds are provided. All service risers, plant rooms, electrical intake rooms and similar are under the control of CoL.

Services are distributed via vertical risers situated behind access panels or within steel trunking.

Hatfield House adjoins Crescent House via a shared escape route.

Number of floors ground and above; 7

Number of floors below ground, 1

State parts of building assessed – detail areas not assessed/visited and reason(s); All communal areas, including sampling of service risers, electrical intakes, plant rooms and refuse stores, where applicable. Access was not possible to the roof or individual resident's storage cupboards.

Date of previous FRA and are all actions complete and signed off? 17/06/16 – outstanding issues exist.

Fire Risk Assessment Checklist

People at Risk							
1.1	Any particular user group at risk?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
1.2	Are there any employees or contractors working in remote areas of the workplace?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.3	Is the building used for sleeping purposes?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.4	Are there people whose mobility is impaired?	Unknown	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.5	Have people been identified to assist mobility impaired people leave the site?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.6	Are there people who have visual or hearing impairments?	Unknown	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.7	Are there people with cognitive impairments?	Unknown	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1.8	Are there elderly or young children?	Unknown	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.9	Is the building occupied by people familiar with the layout?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
1.10	Is the building occupied by manageable numbers of staff / visitors?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
<p>Comments: General needs properties; information has not been provided regarding vulnerable residents.</p>							

Fire Hazards and their Elimination or Control

Electrical Sources of Ignition

2.1	Reasonable measures taken to prevent fires of electrical origin?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
2.2	Suitable policy regarding the use of personal electrical appliances?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2.3	Suitable limitation of trailing leads and adapters?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
2.4	Fixed wiring installation testing undertaken?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments: 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.

Smoking

3.1	Was there evidence of clandestine smoking or disused smoking materials in the public parts of the premise?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
3.2	Are smoking bins provided externally? If yes are they regularly emptied?		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments: Appropriate 'no smoking' signs are prominently displayed within communal areas.

Portable Heaters and Heating Installations

4.1	Is there naked flame, portable heaters or radiant heaters in use? If yes, specify		Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
4.2	Are suitable measures taken to minimise the hazard of ignition from the use of portable heaters?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Comments: Communal areas are not provided with heating installations/appliances.

Lightning Protection

5.1	Is there a lightning protection system; if so, are records available to confirm that is routinely checked?		Yes	<input type="checkbox"/>		No	<input checked="" type="checkbox"/>
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Comments:

Cooking

6.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
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6.2	Are filters changed and ductwork cleaned regularly?	N/A		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
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6.3	Suitable extinguishing appliances available?	N/A		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
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Comments: The typical domestic cooking facilities associated with residential accommodation fall outside of the scope of this report.

Fire History & Arson

7.1	Has there been a history of fire incidents in the building?	Unknown		<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>		No	<input type="checkbox"/>
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7.2	Does basic security against arson by outsiders appear reasonable?				Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
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7.3	Is there an absence of unnecessary fire load in close proximity to the building or available for ignition by outsiders?				Yes	<input checked="" type="checkbox"/>		No	<input type="checkbox"/>
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Comments: Secure access arrangements are by keypad/fob controlled entrances; emergency override facility is provided via drop lift key. Refuse bin stores are not kept locked shut; see 16.4.

Housekeeping

8.1	Is the standard of housekeeping adequate?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.2	Combustible materials appear to be separated from ignition sources?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.3	Avoidance of unnecessary accumulation of combustible materials or waste?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.4	Appropriate storage of hazardous/flammable materials?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8.5	Avoidance of inappropriate storage of combustible materials?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.6	Are all escape routes clear of combustible materials?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
8.7	Is there any upholstered furniture located in the premises and if so; is there evidence to indicate that it complies with the Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 and 1993)?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Comments: Routine inspections of all communal areas by CoL staff ensures satisfactory levels of compliance are achieved as determined via the legally binding; CoL 'Fire Safety Protocol Communal Areas in Residential Buildings' Policy.

Hazards Introduced by Outside Contractors and Building Works

9.1	Are fire safety conditions imposed on outside contractors?	Unknown	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.2	Is there satisfactory control over works carried out on the premises by outside contractors (including "hot work" permits)?	Unknown	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9.3	If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of "hot work" permits?	NA	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments: 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.

Dangerous Substances

10.1	Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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10.2	If so, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

Other Significant Fire Hazards That Warrant Consideration

11.1	Other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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11.2	Are processes carried out which give rise to a significant fire risk?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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Comments:

Fire Protection Measures

Means of Escape from Fire							
12.1	It is considered that the building is provided with reasonable means of escape in case of fire.			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	More specifically:						
12.2	Adequate design of escape routes?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.3	Adequate provision of exits?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.4	Exits easily and immediately openable where necessary?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.5	Fire exits open in direction of escape where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.6	Avoidance of sliding or revolving doors as fire exits where necessary?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.7	Satisfactory means for securing exits?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.8	Reasonable distances of travel where there is a single direction of travel?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.9	Reasonable distances of travel where there are alternative means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.10	Suitable protection of escape routes?			Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
12.11	Suitable fire precautions for all inner rooms?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.12	Escape routes unobstructed?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.13	Is adequate ventilation provided to secure the means of escape?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
12.14	Are excessively long corridors appropriately sub divided with fire resisting construction?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12.15	It is considered that the building is provided with reasonable arrangements for means of escape for disabled occupants.	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Means of Escape from Fire

Comments:

Details in respect of the means of escape from specific flats are included in appendix 1.

12.10 It was noted that within the alternative means of escape stair core, at each half landing level; a pair of non-fire rated, inadequately fire stopped glazed units, which appear to be capable of being opened; are present. A similar scenario exists in respect of the glazing provided to opening windows from individual residencies adjacent the shared balcony emergency escape facilities. These arrangements provide a breach in the compartmentation between residential accommodation and escape routes. Ensure all glazed units within escape stairs are adequately fire stopped, fixed shut and upgraded with fire resistant glazing.

Emergency Escape Lighting

13.1	Reasonable standard of emergency escape lighting system provided?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
13.2	Is reasonable external emergency lighting provided?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

Comments: 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.

Measures to Limit Fire Spread and Development

Measures to Limit Fire Spread and Development					
14.1	Is compartmentation of a reasonable standard?		Yes	<input type="checkbox"/>	No <input checked="" type="checkbox"/>
14.2	Reasonable limitation of linings that might promote fire spread?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
14.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?	N/A	<input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
14.4	From a visual inspection, do structural elements appear to be adequately protected to maintain fire resistance?		Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
<p>Comments: Details in respect of compartmentation between common areas and the flats together with the fire resistance of doors between rooms within flats are included in appendix 1.</p> <p>14.1 At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation. Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.</p> <p>14.3 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 availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within 16.4.</p>					

Flat Entrance Doors

15.1	Are existing flat entrance doors adequate?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>
15.2	Are fire resisting self-closing doors functioning correctly?		Yes	<input type="checkbox"/>	No <input type="checkbox"/>

Flat Entrance Doors

15.2 Are there any security gates/grilles fitted? If so can they be opened from the inside without the use of a key and can they be breached by the fire service in under three minutes using hand held equipment? Yes No

Comments: 15.1 & 15.2

-) 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, strips or seals, or a substantial rebates.
-) The overhead transom appears to be of non-fire rated glazing. Due to the presence of means of escape routes in 2 directions upon exiting the dwelling; this issue is considered tolerable.

Communal Fire Doors (Cross Corridor and Riser)

16.1	Are existing fire doors adequate?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
16.2	Are fire resisting self-closing doors unobstructed and functioning correctly?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
16.3	Are fire doors held open by devices linked to alarm system?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
16.4	Are non-self-closing fire doors kept locked when not in use?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments: Details in respect of pass doors and similar are included in appendix 1, where relevant.

16.4 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.

Fire Safety Signs and Notices

Fire Safety Signs and Notices							
17.1	Are suitable and sufficient exit and directional signs in place?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
17.2	Are internal fire doors and escape doors provided with appropriate fire signage?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
17.3	Is there suitable and sufficient signage to passive and active firefighting systems?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
17.4	Is there suitable external signage on external exit routes?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
17.5	Are clear fire action notices displayed and are they in accordance with the recommended evacuation strategy?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

Comments:

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. 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.

Means of Giving Warning in Case of Fire

Means of Giving Warning in Case of Fire							
18.1	Reasonable manually operated electrical fire alarm system provided?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18.2	Is automatic fire detection provided and if so, is it provided throughout the premises or part of the premises?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
18.4	Remote transmission of alarm signals	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
18.5	Is a zone plan displayed adjacent to the fire alarm panel and are the zones in line with compartment lines?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Comments: Details in respect of standards of detection & warning within flats are included in appendix 1.							

Fire-Fighter Access and Fire-Fighting Equipment

Fire Fighter Access & Fire-Fighting Equipment							
19.1	Is the building provided with adequate vehicular access for firefighter deployment?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.2	Is the building provided with fire brigade drop key access?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.3	Is the building's drop key access functional?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.4	Reasonable provision of portable fire extinguishers suitable for the purpose?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
19.5	Are hose reels provided?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
19.6	Are there sprinklers or other fixed suppression systems?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
19.7	Is there any other fixed installation? e.g. dry rising mains, ventilation systems etc.	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<p>Comments:</p> <p>19.4 CO2 extinguishers are provided for use by trained staff/contractors within electrical intake cupboards.</p>							

Management of Fire Safety

Procedures and Arrangements							
20.1	Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.2	Is there a suitable record of the fire safety arrangements?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.3	Appropriate fire procedures in place?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.4	Are procedures in the event of fire appropriate and properly documented?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
20.5	Are there suitable arrangements for summoning the fire and rescue service?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
<p>Comments:</p> <p>20.2 As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises. As mentioned in this report the brief was to randomly sample 6 categories from a list provided below. In this instance the only records available at the Estate Office were as follows;</p> <ul style="list-style-type: none"> Evidence via L W Safety Ltd certification, that all portable firefighting equipment Estate wide was due for retest on 10/2/17 <p>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.</p> <p>20.4 See comments in 17.5</p>							
20.6	Is the building provided with a Premises Information Box or Plate?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.7	Are there suitable arrangements for ensuring that the premises have been evacuated?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.8	Is there a suitable fire assembly point(s)?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
20.9	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Procedures and Arrangements

20.1 0	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Comments: As general needs housing emergency evacuation notices are considered to provide adequate information to relevant persons.

20.1 1	Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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20.1 2	Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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20.1 3	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

Training and Drills

21.1	Are all staff given adequate fire safety instruction and training on induction?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21.2	Are all staff given adequate periodic "refresher training" at suitable intervals?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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21.4	Are fire drills carried out at appropriate intervals?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

Fire drills are not considered appropriate in respect of a 'stay put' policy.

Training and Drills

21.5	When the employees of another employer work in the premises: Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21.6	When the employees of another employer work in the premises: Is it ensured that the employees are provided with adequate instructions and information?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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21.7	Are persons nominated and trained to use fire extinguishing appliances?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Comments:

Testing & Maintenance

Testing & Maintenance							
22.1	Weekly testing and periodic servicing of fire detection and alarm system?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.2	Periodic servicing of fire detection and alarm system?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.3	Monthly and annual testing routines for emergency lighting?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.4	Annual maintenance of fire extinguishing appliances?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
22.5	Periodic inspection of external escape staircases and gangways?	N/A	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
22.6	Six-monthly inspection and annual testing of rising mains?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.8	Weekly testing and periodic inspection of sprinkler installations?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.9	Routine checks on Ventilation and Extraction System	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.10	Has a 5 year electrical installation check taken place?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.11	Are portable appliances PAT tested – are records / labels present?	N/A	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
22.12	Have gas safety checks / boiler inspections taken place?	N/A	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Testing & Maintenance




Comments:

22.4 Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017. Implement a robust program of testing and servicing.

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.

Risk Matrix

The COL use the 4 x 4 matrix for the Fire risk assessment for the combination of the likelihood of fire (identified in Step 2) and the consequences of fire (identified in Step 6). The CoL accepts there is no unique way in which fire risk should be expressed, but it is innate to the process of carrying out the fire risk assessment that there is an assessment of fire risk, which is then appropriate to the document. (For continuity throughout the City of London Corporation, this is used as our standard matrix for all our risk assessments and is not specific for fire safety in the Corporation).

City of London 4 point risk matrix			Likelihood				
			1	2	3	4	
			Rare	Unlikely	Possible	Likely	
			Has happened very rarely or never before	Where harm is unlikely to occur	Possible for harm to occur in the next year	Where it is certain or almost certain that harm will occur in the next year	
Severity	1	Minor	Minor incident including injury to one or more individuals such as cuts, scrapes, minor bruising and skin irritation	1	2	3	4
	2	Serious	Significant Injury or illness causing short term disability to one or more person. For example, and Over 7 Day injury / incapacitation.	2	4	6	8
	4	Major	Major injury or illness/disease causing long term disability to one or more person including broken bones, occupational disease and ill-health	4	8	12	16
	8	Extreme	Fatality or life threatening illness / disease to one or more persons	8	16	24	32
Risk Key							
 Low: No additional control measures are usually required. Consideration may be given to more cost effective solutions or improvement that imposes no additional cost burden. However, control measures must be monitored to ensure effectiveness taking corrective action where necessary							
 Medium: Further control measures are required to reduce the risk. Where significant resources are required, short term interim measures may have to be taken until long term measures are implemented. Where the severity is 'high' or there is a high likelihood of harm, urgent action should be taken							
 High: Work should not be started or continued until the risk has been reduced							

Action Plan

FRA Hatfield House 12th October 2017

Ref Number: Location: Ref & Site location	Observations	Hazards - existing control measures & recommendations	Assessor use Risk evaluation Risk Priority Low- Medium- High	Assessor use CoL service level Action completed by: Date	CoL Use Actioned by Date time Name	CoL Use PSD No Completed date
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.	Medium	Priority C		
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.	Medium	Priority C		
14.1	At the time of inspection it was not possible to determine that what appear to be composite panels used in places as a façade provide adequate standards of compartmentation.	Consideration should be given to initiating a survey by competent persons to ensure relevant levels of protection are provided; any deficiencies should be addressed.	Medium	Priority E		

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.</i>	<i>Due to the availability of an alternative means of escape and disposition of the access hatches this is not considered to present an unacceptable risk; subject to the comments within 16.4.</i>	<i>Low</i>	<i>Priority C</i>		
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.</i>	<i>Robust arrangements should be implemented to ensure these areas are adequately protected.</i>	<i>Medium</i>	<i>Priority C</i>		
17.2	<i>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.</i>	<i>Ensure appropriate signs are displayed.</i>	<i>Low</i>	<i>Priority D</i>		
17.5	<i>The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy.</i>	<i>Ensure notices providing clear and concise information are displayed.</i>	<i>Medium</i>	<i>Priority C</i>		

20.2	<p>As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises. As mentioned previously in this report the brief was to randomly sample 6 categories from the list detailed above. In this instance the only records available at the Estate Office were as follows;</p> <ul style="list-style-type: none"> • Evidence via L W Safety Ltd certification, that all portable firefighting equipment Estate wide was due for retest on 10/2/117 	<p>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.</p>	<p>Medium</p>	<p>Priority C</p>		
22.4	<p>Stickers attached to the Co2 extinguisher(s) suggest they were due for test in March 2017.</p>	<p>Implement a robust program of testing and servicing.</p>	<p>Medium</p>	<p>Priority C</p>		
22.12	<p>Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification.</p>	<p>Implement a robust program of testing and servicing.</p>	<p>Medium</p>	<p>Priority C</p>		

CoL Specific Hazard identification and Action plan template

Action time frame in accordance with CoL service level agreements

Priorities for remedial action listed below; -

Recommend priority code & time frame

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 considered 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

Note



In all cases CoL warning notices are to be affixed to the defect (form: Health & Safety template HST-09)

Record of fire Risk Assessment reviews

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 a 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

Document Control

Author Carl Dennis		Qualifications GIFE	
Signed 		Date 13/10/17	
Verifier	Helen Dillon	Qualifications	MIFSM CFPA Europe Dip
Signed		Date	20 th November 2017
Document Version	FRA COL 2017 v.1.0		



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by the organization named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organization named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Frankham Risk Management Services

BAFE Registration Number: KENT204

Client: City of London Corporation

Address: Hatfield House, Golden Lane Estate, London EC1Y 0ST

Applies to all common areas (accessible to the assessor, at the time of the assessment).

The fire risk assessment is for life safety; it is suitable & sufficient and is compliant with the BAFE SP205 scheme.

Assessment Date: 12th October 2017

Review Date: 12th October 2018

Certificate Reference Number: 802609008

We, being currently a 'Certificated Organization' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organization

A handwritten signature in blue ink that reads 'H Dillon'.

Helen Dillon MIFSM CFPA (Europe) Dip – Head of Fire Risk Management

Date of issue (DD/MM/YYYY) : 06/11/2017

SSAIB 7 - 11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH
www.bafe.org.uk

Appendix 1

Matters arising from visual internal inspections of dwellings – Type 3 Survey

Dwellings were randomly selected for survey as part of the Type 3 fire risk assessment process. This includes the work involved in a Type 1 fire risk assessment – common parts only (non-destructive); but goes beyond the scope of the FSO (though not the scope of the Housing Act). This risk assessment considers the arrangements for means of escape and fire detection (ie smoke alarms) within at least a sample of the flats. Within the flats, the inspection 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 attempted, but unsuccessful at the following dwellings;

Hatfield House: 2, 3, 4, 5, 6 & 7.

In this instance the following dwellings were accessed;

Hatfield House: Number 74, 61 & 8.

Number 74; is a 2 bed duplex maisonette at 4th floor level.

-) The flat entrance door is consistent with those throughout the block. It does not comply with current standards.
-) It appears to be of substantial construction, is not provided with a self-closing device, sufficient fire rated hinges, strips or seals, or a substantial rebate.
-) The overhead transom appears to be of non-fire rated glazing.

Due to the presence of means of escape routes in 2 directions upon exiting the dwelling; this issue is considered tolerable.

-) The original letterbox/pass door has been disabled to an undetermined fire rated standard.
-) Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit.

As part of any future refurbishment, consideration should be given to; protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards.

-) A means of providing detection and warning is not provided.
-) The internal configuration is of; lower level kitchen (adjacent to final exit), open plan lounge with unprotected stairs to the upper level; x3 bedrooms and bathroom. All rooms are provided with non-fire rated doors to the internal escape route.
-) A shared balcony escape route is provided at the upper level (see comments in 12.10). It was noted that the external walkway is constructed of an open steel grill, situated directly above the non-fire rated glazed kitchen window.

These arrangements do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring (by means of shared balcony escape) dwelling.

As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.

-) Visual inspection of compartmentation between neighbouring dwellings (via walls and ceilings) did not identify any obvious areas of concern.
-) The kitchen and bathroom are situated on external elevations with ventilation via windows.
-) Shunt ducts would not appear to be present or necessary.
-) Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.
-) The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser.

Consideration should be given to the targeted inspection of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.

Number 61; is a 2 bed duplex maisonette at 4th floor level.

Additionally to those issues identified in 74, it was found that;

-) Means of escape is only provided in a single direction until the 1st stairway is reached.

Consideration should be given to upgrading or replacing all final exit flat doors on single means of escape to comply with current standards.

Number 8; is a single level ground floor bedsit.

Additionally to those issues identified in 74, it was found that;

-) The single domestic smoke detector did not function when tested.
-) An alternative means of escape is available at the lower level via external steps to communal gardens.

Comments and recommendations in respect of 74 are considered to adequately address the additional and the duplicated issues.

Significant Findings

Issue	Action	Risk
<p>The original letterbox/pass door has been disabled to an undetermined fire rated standard.</p> <p>Non-fire rated air bricks from the internal boiler cupboard vent directly into the escape route, adjacent to the final exit.</p>	<p>As part of any future refurbishment, consideration should be given to; protecting the air brick ventilation, via the provision of an internal intumescent seal within the boiler cupboard and where necessary as an arson protection measure; upgrading/disabling the original letterbox/pass door to current standards.</p>	Low
<p>Means of escape is only provided in a single direction until the 1st stairway is reached.</p>	<p>Consideration should be given to upgrading or replacing all final exit flat doors on single means of escape to comply with current standards.</p>	Medium
<p>What appears to be a BS 5839 pt 6 Grade D Category LD3 fire alarm system is installed.</p> <p>Detection and warning devices had been removed.</p> <p>Detection and warning is via a single battery operated smoke detector at the upper landing level. At the time of inspection the detector did not function when tested.</p>	<p>As a compensatory feature for the lack of compliance with current standards in respect of internal escape routes; consideration should be given to upgrading this system to LD2. This would also provide enhanced protection in respect of arson via the sub-standard letterbox/pass door.</p>	High
<p>Internal configuration arrangements within flats do not satisfy current standards. It should be further noted that issues exist in respect of the ability for CoL to effectively manage residents actions; which may further compromise the internal means of escape from their or a neighbouring dwelling.</p>	<p>CoL should undertake a strategic review of management protocols regarding tenants/leaseholders actions which may implications the overall fire safety of the premises.</p>	Medium
<p>Vertical service risers which serve multiple dwellings are assumed to be present. It was not possible to accurately confirm their location or standards of compartmentation/fire stopping.</p>	<p>Consideration should be given to the targeted inspections of a sample of dwellings to undertake Type 4 fire risk assessments; to address specific areas of concern.</p>	Medium

<p>The mains electrical meter situated within the escape route, is housed within a recessed enclosure of unknown fire resistance, assumed to be adjoined to a communal riser.</p>		
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Appendix 2 - Site Survey Information Comments to initial audit findings

) Neighbouring significant risks if relevant

List of restriction applied by Building Control, Planning & Heritage interest impinging on the risk assessment.	Grade II
Salvage & business continuity plans to be provided for review	No information provided by COL
Structural alteration of the property which could impinge on the assessment decision.	No information specific to this property provided by COL
Change of use of the property/process undertaken.	None Known
Planning permission for new structures nearby.	No information provided by COL
Structural use of decorative timber cladding/aluminum.	No information specific to this property provided by COL
Change in event being held at the premises.	Not Relevant
Alcohol use on site by staff off duty or visitors.	?
Unfamiliar surrounding for staff or visitors.	Most occupants would be familiar or visiting someone familiar with the surroundings
Disabilities of staff/visitors	No disabled staff members identified by COL
Surrounding risks which have the likelihood to affect business continuity of the premises.	No surrounding risks identified by COL
Fire Strategy for the site;) Including the emergency plan, particularly in housing the procedures for residents to follow in the event of Fire (stay put policy)) Method of calling the Fire Service	No documents provided by COL

<ul style="list-style-type: none">) Full site evacuation plans, gas escape, planned and unplanned power failures) Protection from the threat of arson 	
Hazards introduced by contractors (<i>Acetylene cutting is not permitted on sites</i>).	Advised not applicable by COL
Route for emergency service personnel and vehicles to the premises day & night with the expected pre determined attendance time from local authority fire station and works fire service i.e. HARC.	No information provided by COL
Anti-social behaviour	No information provided by COL
Seasonal activity undertake by the site which affects the fire risk assessment	No information provided by COL
Secondary power generation	No information provided by COL
Hot work permits; are they being issued and adhered to correctly as per the City of London Guidance note	No information provided by COL
Occupants in satellite buildings under the control of the site	
<ul style="list-style-type: none"> ❖ Details of tenanted areas ❖ Location ❖ Floor area ❖ Activities undertaken 	None identified by COL
Listed building (grade 1 or 2 or code ABC)?	Grade II
Entertainment licences' in force	None
Fire Detection & Alarm Systems installed. Type and description including operation, fire detection and alarm interfaces with zone plan	Some detection in flats – unable to establish exact provision with information provided by COL, Type 3 survey identified inconsistency
List of enforcement actions out-standing matters	None

AFA automatic fire alarms, AFA History of calls in rolling 12 month period of unwanted fire signals	No information provided by COL
Salvage /disaster recovery plans	No information provided by COL
Floor marking of wheel chairs in seating areas	Not applicable to this building
Previous history of fires on the site over 20 year period	No information provided by COL
Fire Safety arrangements which are in place including compromised fire safety due to external safety related event occurring (Terrorist Marauding) improvised devices	No information provided by COL
Safety marshals and lead marshals sufficient for the site	No information provided by COL – not applicable to this building
Fire Assembly Points suitable with alternative secondary available	No information provided by COL – not applicable to this building type
Firefighting systems incorporated within the premises e.g. Pressurised staircases, Fixed installation water or gas systems, firefighting mains, Protection for Fire-Fighters	No information provided by COL
COMAH sites within 800m	No information provided by COL
Acetylene cylinders used within 250M	No information provided by COL

Appendix 3 - Building Plans