Hatfield House EC1Y 0ST
The City of London Corporation

External Fire Risk Assessment

Prepared by: Turner & Townsend

One New Change, London EC4M 9AF

Site information

Building Name	Hatfield House
Building Ref	
Division	Department of Community & Children's Services
Estate	Golden Lane
Property Name	Hatfield House
Property Ref	

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

Name of the person: Estate Supervisor **Department name: DCCS**

Email address: EstateServices@cityoflondon.gov.uk

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

Name of the person: Estate Supervisor **Department name: DCCS**

Email address: EstateServices@cityoflondon.gov.uk

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

Name of person- **Assistant Director, Housing and Barbican** **Department name** **DCCS**

Email address: housingfiresafety@cityoflondon.gov.uk

Event planner for the site when applicable: -N/A

Direct contact details:	Department name:
Office	Mobile:
Email address:	

Assessor details

Name of person:	Paul Boughton	Department name:	Turner & Townsend
Telephone		Mobile:	07305159952
Email address:	paul.boughton@turntown.co.uk		

Date of the assessment	30/12/2021
Date of first draft reviewed	
Date when finalised	
Date sent to premises controller:	
Date of next assessment: (Use aide-mémoire 2)	30/12/2022

Report Signed by Assessor	Signature:	
	Print Name:	Paul Boughton
	Date:	22/03/2022
Name of Assessors reviewer:		Russell Peacey
Signature of Assessor reviewer		*Russell Peacey*
Date of Review		22/03/2022

Table of Contents

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 original alternative means of escape from the upper floor maisonettes was via a small escape balcony which connected two flats allowing escape via the front bedrooms. The original bedroom doors opening onto this escape balcony had an emergency door release in the door but in most cases, these have been decommissioned as they pose a security and privacy risk to residents.

These escape routes were necessary at the time of construction as the maisonettes have upper floors more than 4.5m above ground and there is no protection to the underside of the stair which passes through the lounge on the access level and the entrance hallway/stairway is not protected. The alternative escape is necessary as fire on the accesses level may mean those on the upper floors are unable to use the stairs to evacuate. To minimize this risk it is advised that the automatic fire detection within the flats in enhanced so that it provides LD1 coverage (all areas with the exception of the bathroom) and where possible, and considering the restraints of the properties being listed that where the flats are internally refurbished a fire protected hallway enclosing the staircase is provided.

Whilst all flats have two directions of escape along the open balconies, the flat entrance doors between neighboring flats are directly next to each other so should an entrance door be left open in a fire condition it could potentially affect the means of escape from the neighboring flat.

It is understood that all flat entrance doors at Hatfield House will eventually be replaced with FD60S self-closing fire doors. Whilst the majority of these flat entrance doors open onto external access balconies with two directions of escape it is advised that they are fitted with an overhead self-closer so that a fire in the flats of origin will not prejudice the means of escape in the adjoining/neighboring flat.

Overall risk assessment

The overall risk assessment of the building is a **moderate risk**, this is based on the escape balconies on the upper levels of the maisonettes no longer being a viable means of escape and no

compensatory feature for the removal of this alternative escape route from the upper floor of the maisonettes being provided.

Overall comment on the Risk Assessment of health and safety. The health and safety arrangements of site were appropriate with no significant findings identified. The site appears to be well managed.

Significant General Safety Issues

Torrential rain had resulted in rainwater passing into the one of the basement level electrical intake cupboards. The water on the floor meat the fire door had swelled and as a result it was not possible to secure the fire door. This was reported to the estates team to escalate on the day of the assessment.

Survey Methodology

Site information, Specific Site Survey Information and the responses to the Pre-Survey Questionnaire were obtained by email. The response was obtained from David Blane.

A site visit was carried out by Paul Boughton on 30/12/2021 to undertake a physical survey of the building. All means of escape were walked to check their availability. Where possible 10% of fire doors were inspected 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. Compartmentation was assessed as far as it was reasonably practicable without carrying out an intrusive survey.

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

Further information was obtained by informal questioning of staff where necessary and by more formal interview with Michelle Warman, Estate Manager Golden Lane Estate.

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).	Yes
Escape routes not blocked & clearly marked.	Yes
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).	Not Applicable
Are there any restrictions from Building Control, Planning & Heritage that could have an impact of the premises?	Yes, the building is Grade 2 listed.
Are Salvage & Business continuity plans up to date and suitable and sufficient.	Held Centrally
Is there any neighboring fire risk that could significantly impact on the future fire safety of the building?	No
During the inspection did you identified any cladding which was not already provided to you from the client documentation?	External Wall system covered in previous FRA
Are the onsite PEEPs and GEEPs templates adequate?	As this is General Needs accommodation there is no specific PEEP or GEEP processes. However, CoL have procedures in place to identify any residents who may have difficulties in self-evacuating their flat.
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?	N/A, see above.
Are there inductions for staff and contractors?	Yes

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?	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?	No
Is there evidence of up-to-date electrical PAT testing in place?	N/A, no portable electrical appliances identified in the communal areas of Hatfield House.
Is the fire detection & warning system type adequate for the building use?	N/A, building is a purpose-built block of flats so is not required to have a communal fire alarm system.
Are the fire action notices compliant provide the reader with relevant instruction and position correctly positioned?	Yes
Are there adequate sign to maintain the exit routes e.g. keep clear, floor marking etc.?	Yes
Are the existing active Fire Protection Measures sufficient for the buildings use	Yes
Is there evidence on site of regularly fire door inspections?	No
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)	No, Due to Corona virus restrictions only a small sample of flat entrance door could be sampled. See Actions No. 1 & 2 for actions relating to flat entrance doors. Flat Entrance Doors sampled in detail No. 41 & 70.

Is there evidence of regularly local checks and annual testing by competent?	Not Known, See Actions No.5
Has the site identified emergency responders' routes and fire hydrants and documented these?	Yes
Are there any known neighboring activities that could jeopardy a prompt arrival of the emergency responders?	No
Is there evidence of anti-social behaviour at the site?	No
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?	No
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?	Not Applicable
Is the premises controller aware of the Col guidance on Hot Works?	Contractors responsible for providing hot works certificate
Are they evacuation procedures for all time the building is in used e.g., out of hours procedures for weekend?	Yes
Upon review of on-site documentations, how long did it take the building to evacuate?	N/A for a residential block of flats
Are security and arrangements adequate to deter deliberate fire attempt (e.g. terrorist and arson) in an event?	Yes
Is large lithium-ion battery charged on site?	No
When was thermographic inspection last undertaken at site?	No information provided. See action No.5
Has the property had any unintentional fires over the last two years if so, please provide details?	No
Were they any significant gaps identified in the compartments (please list details)?	No significant/obvious compartmentation deficiencies identified.
How are contractors fire risk controlled locally?	No information provided.
Is there up to date maintenance records for all fire systems on site?	Not known, See Action No.5

Is the fire logbook in accordance with col guidance policy	Yes.
Additional question for Housing Is there evidence that when a new tenancy is commenced the operation of the smoke alarm is tested? The evidence should show: • Date and time of test • Location of detector/s • Outcome of test Name of person undertaking the test	Not at present but should be included in the void checks. For action, refer Appendix Two, the Type 3 assessment.

Description of site

Hatfield House is an 8-storey (including basement storeroom) purpose-built block of 56 flats which was designed in the 1950's. The main structure of the building is constructed from reinforced concrete, whilst the walls appear to be a mixture blockwork and concrete construction. The external envelope of the building is predominately blockwork walls with glazed windows in metal frames and reinforced concrete floors. The building has a flat roof.

Residential accommodation is located on the lower ground floor to 5th floor of the building and is accessible via 2 common stairways to from the front of the building which is accessed from Baltic Street.

One of the stairs is located at the very end of the block and is also shared and Crescent House whilst the other is located approximately two thirds of the way along the block. The common stair shared with Crescent House also incorporates lift access and provides access to the basement storeroom level.

All flats except for three flats at the very end of each approach balcony have two directions of escape.

On the lower ground floor, all flats are single level and are accessed via an external approach balcony to the front of the building. These flats also have direct access to the external communal areas to the rear of the building via their private patios so could potentially use this as an additional exit/escape route. However, the exit to the rear of these flats is not considered to be a designated means of escape from these flats.

From ground to 5th floor, all the flats are over two levels so are maisonettes which are accessed on the Ground, 2nd and 4th floors. Historically these flats were designed with small external escape balconies between two flats which enabled the occupants to escape from the upper floor of the flat via the front bedroom and into the neighbouring flat.

The basement is a secure residents storage area and also provides access to intake and other plant rooms/cupboards.

The lift motor rooms is accessible from the top the main stair cores.

There is one bin room directly attached to Hatfield House and is located at the far end of the block. On the ground floor, the bin chute is enclosed and on the upper floor it is externally. The bin hoppers are located at the far end of the approach balcony so do not present a passing risk. The bin room is accessed at street level. The other refuge chute is located in the stair core shared with Crescent House.

Use of Site

Hatfield House is a purpose-built residential block of flats; The basement level is a resident storage area.

Passive Fire Precautions

Flats entrance doors

The entrance doors to all the flats appear to be the original 'notional' 30-minute fire doors (a 44 mm thick timber door).

Although most flats have two directions of escape along the approach balconies the positioning of the two entrance doors directly next to one another with no separation means that there is the potential that if the door of the flat of fire origin is left open it could potentially prejudice the means of escape from the neighbouring flat. As such even where flats have two directions of escape it is advised that as part of any future fire door replacement of flat entrance doors includes the fitting of overhead self-closing devices to these doors.

Where flats have a single direction of escape the existing doors should meet the minimum standard suggested in fire safety guidance which is the door should at least be a notional 30 minute fire door and must be fitted with an appropriate and functioning self-closing device.

External approach balconies.

Most of the flats in Hatfield House are accessed from open balconies that have two directions of so there is no requirement for the external walls to provide any fire resistance along the means of escape.

The only exception to this are three end of balcony flats on the Ground to 4th floor which only a have a single direction of escape along the access balcony. The existing walls between the flats and the approach balcony are constructed from masonry/concrete construction (up to a height of 1.1m) which would be expected to provide more than the required 30 minutes fire resisting construction.

Active Fire System

Fire Alarms

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

Within the inspected flats, the majority of the dwellings appear to be provided with independent hardwired Grade D detection configured to an LD2 standard (at the time of installation) with a smoke alarm in the hallway and a heat detector in the kitchen.

Current fire safety guidance for a two-level flat would now require that LD1 fire detection which also include a smoke alarm in all habitable rooms including the bedrooms.

On the lower ground floor which are the single level flats current fire safety guidance would now require that LD2 fire detection which now also include a smoke alarm in the principle habitable room (lounge).

Fire Ignition Sources

Within the common parts the most significant ignition sources at Hatfield House are the electrical intake cupboards located within the basement. However, these are located well away from the residential accommodation. Also, the main service risers in the building are accessed from the semi enclosed stairs/landings so any smoke from a fire is likely to vent to direct to the open air.

Providing the fixed wiring is appropriately maintained and the cupboards are kept sterile this is a tolerable risk.

Fire Training

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

Make an assessment of the fire risk

Likelihood of fire occurring at the property

Medium

Likelihood of fire spreading through the building

Medium

Likelihood of loss of life due to fire

Medium

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.	No self-closing devices on any of the flat entrance doors where there is a single direction of escape along the external escape balcony (the far end of the approach balcony between the bin chute and the in-board escape/access stair)	Where flats only have a single direction, the existing notional 30-minute fire doors, should be fitted with an overhead type closer.	Low	D		
2.	The door to Flat ?? (4th floor) which is a passing risk is not a fire resisting door. As the door to this flat is on the dead-end section of the corridor, the door	The existing no fire rated door to Flat ?? should be replaced with a minimum of a certified FD30 self-closing fire door.	Medium	D		

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
	should be a minimum of a self-closing, notional 30 minute fire door.					
3.	The lighting on the external escape balconies and within the escape stairs could not be confirmed as being Emergency lighting (EML) Very few lights within the means of escape were identified with clearly visible LEDs	CoL should confirm if there is an adequate level of EML along the means of escape from all areas of the building. Where EML in these areas is found not to be present, or it does not provide sufficient levels of lighting. New EML designed, installed, and maintained in accordance with BS5266 should be provided.	Low	D		
4	Although the entrance doors to most flats open onto	When the CoL undertake the program to replace all existing flat entrance	Low	E		

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
	an approach balcony with two directions of escape, there is no separation between the neighbouring doors. This means that in a fire condition should the entrance door to a flat of fire origin be left open, it could potentially affect the means of escape from the neighbouring flat.	doors with certified fire doors, it is advised that even though the flats have two directions of escape along the external balcony, that these doors are fitted with overhead self-closing device as this will minimise any risk of a fire/smoke affecting the means of escape from the neighbouring flat.				
5	No statutory testing and maintained records provided within 21 days of completing the fire risk assessment of	CoL should review their maintenance and testing records to ensure that appropriate arrangements are in place for the following	Medium	Action C		

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
	Hatfield House.	• The fixed electrical wiring in the landlord's system. • Thermographic inspection of fixed electrical system. • The Lightning Protection System (annual). • Emergency Lighting (monthly and annual testing). • Inspection records of communal fire door and flat entrance doors. Also see Annex C for list of the statutory maintenance records that should be in place				

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
		and the frequencies of the testing and maintenance.				
6 Basement Storage rooms, cupboard to water pump and electrical intake.	A very minor compartmentation breach where a power cable passes through the fire batt has not been fire stopped. It was also not possible to confirm if fire stopping is present within the metal conduit which also passes through the fire batt.	Where any cables pass through the walls and ceilings to these plant/intake cupboards they should be fire stopped/sealed to provide at least 60 minutes fire resistance. Where any cable trunking passes through the compartment walls to the basement intake or plant cupboards, the trunking must be internally fire stopped to provide a minimum of 60 minutes fire resistance.	Medium	D		
7 Basement	Water was coming through the ceiling of	Any service penetrations between the intake	High	A		

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
Electrical intake, on corridor to the rear exit.	the electrical intake cupboard (possible because of the data cabling works) and as a result the timber fire door had swollen which meant it could not be closed.	cupboard and external areas should be appropriately sealed to prevent water coming into the electrical intake room which could ultimately cause electrical faults to develop and increase the risk of a fire. The FD30s fire door to the electrical intake cupboard should be repaired to ensure that the door can be closed and secured (this as escalated to the estates team on the day of the assessment)				
8	In one section of the building an external wall system runs	If not already undertaken it is advised that an external wall inspection	Low	D		

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
	vertically with no external breaks between flats. It was not possible to confirm if there is a cavity behind these panel and a potential route for fire to pass between flats. No information provided to verify if this has been checked. The panels in the façade appear to be wired glazing which has been over painted.	is undertaken of this wall system undertaken to determine that the existing system will not promote external fire spread.				

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
	The building is below 18m					

Action time frame in accordance with CoL service level agreements

Table One Priorities for remedial action listed below; -		Recommend priority code & time frame
Priority Action AA	Immediate action taken whist on site	(P1) 2-hour attendance
Priority Action A	Immediate action required	(P2) 24 Hours
Priority Action B	Action required in the short term	(P3) 4 Days
Priority Action C	Action required in the short term	(P4) 28 Days
Priority Action D	Remedial action required in the long term	3 Months
Priority Action E	Action to be consider when refurbishing	Project Planning Stage
Priority Action H/S	Health & Safety Information	(P2) Action 24 hrs.

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

Additional Comments to the assessment:

Fire Risk Assessment reviews (CoL use only)

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

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

Appendix One

Pre-Survey Questionnaire

Information Required Pre-Site Visit (21 days)

List of restrictions applied by Building Control, Planning & Heritage interest impinging on the risk assessment.	
Salvage and Business Continuity of the building	
Are there inductions for staff and contractors?	There is for staff including toolbox talks
Structural alteration of the property, any project works being undertaken at the time of the assessment which could impinge on the assessment decision.	Yes, potentially roof works
Change of use of the property/process undertaken.	
Planning permission for new structures nearby.	
Structural use of decorative timber cladding/aluminum.	
Change in use of activities of the premises. [see above]	
Alcohol use on site by staff off duty or visitors.	
Unfamiliar surrounding for staff or visitors.	
Number of disabilities of staff/visitors.	
Surrounding risks which have the likelihood to affect business continuity of the premises.	
Building Fire Strategy for the site: • *Means of Warning and Escape* • *Emergency lighting and Signature* • *Internal Fire Spread (lining)* • *External Fire Spread (structure)* • *Fire Service Access*	
Fire Management Plan covering: • *How you manage fire safety day-to-day*	Daily inspections

• *PEEPS, particularly in housing the procedures for residents to follow in the event of Fire (stay put policy)* • *Number of Safety/Fire Marshall to cover site* • *Method of calling the Fire Service* • *Full site evacuation plans, gas escape, planned and unplanned power failures* • *Route for emergency service personnel and vehicles to the premise's day & night with the expected pre-determined attendance time from local authority fire station and works fire service i.e. Heathrow Animal Reception Centre. (HARC).*	Where required fire safety signs have the assembly points noted on them
Security onsite covering: • *anti-social behavior* • *Protection from the threat of arson* • *CCTV-log*	Park guard patrol -out of hours and staff on site within office hours No CCTV at present
Secondary/Life Safety power generation on site.	
Permit to work system: • *Hot work permits to (CoL guidance note)* • *Roof Access* • *Fire Stopping Register for (internal & external contractor works/repairs)* • *Hazards introduced by contractors (Acetylene cutting is not permitted on sites).*	Contractors responsible for providing hot works certificate Roof access contractor must wear and be harness trained
Occupants in satellite buildings under the control of the site.	
Commercial Shop Units to detail areas of: • *Location* • *Floor area* • *Activities undertaken*	
Listed building (grade 1 or 2 or code ABC)?	Grade 2
Entertainment licences in force • *Seasonal activity undertaken by the site which affects the fire risk assessment*	
Fire Detection & Alarm Systems installed. Type and description including operation, fire detection and alarm interfaces with zone plan.	
List of enforcement/deficiency actions out-standing matters.	

AFA automatic fire alarms, AFA History of calls in rolling 12-month period of unwanted fire signals.	
Salvage /disaster recovery plans.	Managed centrally
Floor marking of wheelchairs in seating areas.	N/A
Previous history of fires on the site over 2-year period	None
Fire Safety arrangements which are in place including compromised fire safety due to external safety related event occurring (Terrorist Marauding) improvised devices.	
Fire Assembly Points suitable with alternative secondary available.	Yes
Firefighting systems incorporated within the premises e.g. Pressurised staircases, Fixed installation water or gas systems, firefighting mains, Protection for Fire-Fighters	
COMAH sites within 800m	
COSHH cabinet on site Cleaning products	Kept in separate cleaning store which is locked
Acetylene cylinders used within 250M	

Annex A – Actions outstanding from previous fire risk assessment

Ref Number: *Location:*	*Previous/Outstanding Action*	*Turner & Townsend Comments*
2.4	*Evidence was not available to confirm the fixed wiring installation is subject to an appropriate program of periodic testing. Ensure relevant installations are subject to a regime of 5-year testing and certification by a competent person*	No records provided as part of the 2021 assessment **See action No.5 in this FRA.**
9.1 & 9.3	*Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. Ensure robust documented management arrangements are implemented.*	CoL have confirmed that controls are in place for the management of contractors with the arrangements in place detailed within this fire risk assessment.
12.1	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.*	This is not considered to be necessary because if the alternative escape stair is not available those leaving the building they can escape via the main stair. Also, the windows within the alternative stairway appear to be from bathrooms which would be low risk in terms of a significant fire developing in this area and impacting on the escape stair.
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*	**See action No.3. in this FRA**

	with BS 5266	
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.*	**See action No.7. in this FRA**. The signage of resident's store cupboards in not considered necessary proving residents are informed that the cupboards are kept secure, and arrangements are in place to enforce compliance of the site rules.
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.*	The panels in the façade appear to be wired glazing which has been over painted. However, it was not possible to confirm if there is a cavity behind that panel and a potential route for fire to pass between flats. No information provided to verify if this has been checked. See action No.8 in this FRA
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.*	As the bin chute on the upper floors is located on an external balcony and away from any of the escape routes from the flats a fire damper to the base of the bin chute is not considered necessary
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*	Where practical refuse rooms on the Golden Lane estate are now kept securely locked.
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 appropriate signage.*	At the time of assessment, the signage of fire doors to plant rooms and other auxiliary areas was acceptable.
17.5	The emergency action notices displayed within escape routes do not accurately	Fire action notices are now replaced with ones which detail the correct

	reflect the 'stay put evacuation strategy. Ensure notices providing clear and concise information are displayed.	evacuation procedure for the building.
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; • Evidence via L W Safety Ltd certification, that all portable firefighting equipment Estate wide was due for retest on 10/2/117 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.	No records provided as part of the 2021 assessment **See action No.5 in this FRA**
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.	Fire extinguishers inspected were found to have been inspected in March 2021.
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	No records provided as part of the 2021 assessment **See action No.5 in this FRA**

Annex B – Unintentional fires during the last two years

No 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 October 2017
Building (floor plan) drawings	Yes	As part of the previous FRA.
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 accessed from an approach balcony the current design guidance would be in BS 9991 or Approved Document B, Vol 1.
BS 9997:2019 Fire Risk Management system.		
Third-Party Statutory Examination/Testing Certification		
Equipment	**Available to view**	**Contractor / Issue date(s) / Frequency**
Automatic Fire detection and alarm	N/A	The residential accommodation does not have a communal fire alarm system.
Emergency and exit lighting	No	Monthly Testing & Annual duration testing. See action No.3
Fire extinguishers and fire blankets	Yes	The fire extinguishers should be maintained annually. March 2021
Sprinklers	N/A	No sprinklers in Hatfield House
Fire dampers	N/A	No fire dampers identified
Gas suppressant systems	N/A	No gas suppression systems in the building
Lightning protection system (LP)	N/K	Guidance suggest that where LP is installed it should be tested at 11 monthly frequencies. See action No.5

Gas heating/boiler plant safety checks	N/A	No gas appliances in communal/common areas of the residential building.
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.5
Portable appliance testing	N/A	No portable electrical items identified in the common areas of Hatfield House.
Fire rated shutters	N/A	No fire shutters identified
Evacuation aids	N/A	There is no evacuation lift
Firefighter's Lifts	N/A	The building is below 18m and does not have a firefighter or fire lift.
AOC control system	N/A	Flats are accessed from open balconies and semi enclosed stairways.
Fire Hydrant testing (within the curtilage of the premises)	N/A	The hydrants are located on the public highway
Wet risers	N/A	The building is below 50m in height
Dry risers	N/A	The building is below 18m in height.

In-House Documentation

Equipment	Available to view	Who by / Date(s) / Frequency
Fire alarm call point activations	N/A	The building does not have a communal fire alarm system
Internal fire rated doors	No	No records of checks internal fire rated doors seen.
Fire exit doors	No	No records of checks to final exit doors seen.
Emergency lighting	No	No records of monthly emergency lighting test seen
Fire extinguishers	Yes	Fire extinguishers (March 2021).
Fire sprinklers pump set weekly checks	N/A	No sprinkler system identified.
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 2005))	Yes	The CoL Estate Manager confirmed that this is covered as part of CoL periodic fire safety training which all employees must complete.
Employee fire safety	Yes	No records were seen on site as these are held centrally. However, CoL Estate Manager confirmed that periodic fire safety training is undertaken.
New employee – fire safety induction	Yes	CoL Estates Manager confirmed that all employees must complete online fire training as part of the induction process.
Fire sprinkler operational checks	N/A	
Evacuation Aids	N/A	

Appendix Two –Type 3 Assessment

Summary

All flats are accessed from external approach balconies with two directions of escape, other than three end of balcony flats.

On entering Flat ??, there is an entrance hallway off which are the kitchen and lounge and the stair to the upper level. Also next to the entrance door is a cupboard which is where the gas boiler is located. The electrical consumer unit is also accessed from the hallway and is located on the wall to the foot of the stair.

The hallway between the stair and the rooms off it is not considered to be protected as the doors and glazing does not appear to be fire resisting.

At the rear of the hallway is an open plan lounge/dining area with a private (external) balcony overlooking the rear of the building. The underside of the flats timber staircase also passes through this lounge.

The kitchen is accessed via a sliding door from the hallway and there is no fire separation between the lounge and the kitchen as there are glazed serving hatches between the rooms. The kitchen has a window which overlooks the access balcony.

On the upper floor there are two bedrooms, one to the front and rear of the flat with the bathroom located in between. As well as being accessed from the hall, the bathroom has doors allowing direct access from both bedrooms. It is considered that the doors directly from the bedrooms where to create a bypass, so that if in a fire condition and the hallway/landing are not passable those in the rear bedroom could escape into the front bedroom via the bathroom.

In the front bedroom, an historic alternative means of escape is provided by a door onto a small external balcony which is shared with the neighbouring flat. From this baloney it would have originally been possible to escape into the bedroom of the neighbouring flat by way of a ‘break glass to release’ handle. However, these escape balconies are considered to be redundant as they are likely to be blocked or residents have secured the escape doors for security/privacy reasons.

This type of escape balcony is no longer considered to be viable and an alternative compensatory feature such as, enhanced fire detection/alarms within the flat of Category LD1 Grade D1 system, ideally supported with a protected entrance hall should be considered.

On the access level the overall travel distance to the flat entrance door is within 9 meters.

Internal Fire Alarm

Internal the flat inspected was found to have a Grade D (hardwired) detection. The coverage of the detection was considered to provide LD2 coverage with a smoke detector in the hallway, a heat detection in the kitchen and a smoke alarm in the lounge/dining room.

Taking into consideration that the flats are two level maisonettes with no viable alternative means of escape from the upper floor, it would be advised that as a minimum all flats should have Grade D1, LD1 detection. This would require smoke alarms in the hallway (access and upper floor level), and all other rooms off the hallway except for the bathroom. The detection in the kitchen should be a heat rather than smoke alarm.

Observations & Comments

Flat No.	??		
Description:	Two storey flat, open access balconies. Alternative means of escape from upper floor is by shared balcony with neighbouring property and 'break glass to release' handle for access.		
Self-closing device fitted?	No	**Hot smoke seal?**	No
Confirmed 30 minute FR door?	No	**Cold smoke seal?**	No
Nominal 30 minute FR door?	Yes	**Letter box and other openings?**	Not in door
		Hinges:	-
Fire detection:	Category LD2 Grade D system Smoke detection/alarms in the hallway, landing, living room and kitchen (heat)		

Type 3 Actions

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.	In the inspected two-level flats only have Grade D fire alarm providing LD3 or LD2 coverage	None of the two-level flats (maisonettes) have a viable alternative means of escape from the upper floor, to partially compensate for this it is advised that the fire detection/alarm within the CoL tenanted flats is enhanced to Grade D1, LD1 coverage with detection in all habitable rooms (except for the bathroom). A Grade D1, LD1, fire alarm system will provide residents with the earliest possible alert of a fire in their dwelling	High	Priority D		
2.	The two-level flats inspected do not have a protected entrance hall	As the is no viable alternative means of escape from the upper floor of the two-level flats, it is advised that when these properties are refurbished or void flats become available, that the hallway and landings are designed/specified to create a protected entrance hall/landing. This is particularly important in the hallway/access level, as higher fire risk areas such as lounge, kitchen, and gas boiler cupboard open directly into this area.	Medium	Priority E		

3.	Many flat entrance doors have multiple locks.	Where void flats become available, the flat entrance doors should be checked to ensure that prior to a new tenant occupying the flat, the entrance door can be unlocked without the use of a key This is an Interim measure before the flat entrance doors are renewed as part of the CoL replacement door program.	Medium	Priority C		
4.	No statutory testing and maintained records provided within 21 days of completing the fire risk assessment of Hatfield House.	The responsible person should review their maintenance and testing records to ensure in the CoL tenanted flats have the appropriate arrangements in place for the following • Testing of the fixed electrical wiring. • Testing of gas appliances • Testing of smoke alarms See section Annex C for frequencies.	Medium	Priority C		
5.	No evidence provided to show that when a new tenancy is commenced the operation of the smoke alarm is tested.	In line with CoL policy those responsible for the management of Hatfield House should ensure that when a new tenancy is commenced that the smoke alarms are tested, and records maintained which show: • Date and time of test • Location of detector/s • Outcome of test Name of person undertaking the test	Medium	Priority C		

Appendix Three –Type 4 Assessment

Introduction

A Type 4 assessment of Flat ?? was undertaken at Hatfield House.

The focus of the Type 4 survey was to establish:

- The construction and any deficiencies in the compartment walls between the flats and the flats and common area.
- The construction of the floor separating the flats
- The location of any service risers and the fire stopping where the services pass thorough compartment walls and floors.

Description

Flat ??

Flat ?? is a two-bedroom, two level flat, accessed from an external approach balcony. The entrance door to the flat opens into a small hallway off which the kitchen, lounge and stair to the upper level can all be accessed.

On the upper level there are two bedrooms to the front and rear of the property with the bathroom located in between.

Flat ?? - Survey Findings

Compartment walls between flats and the common area (horizontal fire spread)

The compartment wall between both neighbouring flats and the common areas are constructed from either blockwork or reinforced concrete which if imperforate would be expected to provide 60 minutes fire resistance. As this flat has two directions of escape along the balcony there is no requirement for the wall between the flat and the balcony to be fire resisting.

The metal electrical consumer unit/fuse board is in the entrance hallway next to the stair. The gas boiler is also accessed from the hallway and located in a cupboard next the kitchen with the gas supply appearing to be feed from the kitchen.

The water and wastewater pipes suppling both the kitchen and bathroom appear to pass from a riser located in the part wall and is likely to be shared between the kitchens. The riser appears to contain wastewater and freshwater pipes. The pipes from the bathroom are suspected to enter this riser via the horizontal duct on the kitchen ceiling which is located directly below the bathroom

The installation of the kitchen units and a freshly decorated timber wall in the bathroom meant these risers could not be fully inspected.

As the bathroom to this flat is on the top floor of the building, natural ventilation via high level opening windows is provided. The kitchen to all the flats are located to the front of the building and have openable windows onto the external approach balcony.

Floors (vertical fire spread)

The floor/celling between the flats are structural and are constructed of reinforced concrete. If imperforate the floor would be expected to provide a minimum of a notional 60 minutes fire resistance. In the areas where services pass through the kitchen floor slab no obvious compartmentation deficiencies were identified. The services passing through the floor appear to be a cast iron waste pipe, mains water and gas.

Within the flat there is a limited level of vertical fire separation between the access level and the upper floor, the hallway and landings are not constructed as a protected escape route so a fire on the ground floor could potentially spread rapidly to the upper floor. Within the lounge the staircase to the upper level is unprotected and the level of fire resistance provided by the service duct on the kitchen ceiling which could not be confirmed.

Type 4 Actions

Ref No. Location:	Observations	Recommended further action	Observation Pictures	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) Ventilation of the bathroom.	It could not be determined how the ventilation is provided in the bathrooms of the flats located below the top floor level of the building.	The bathrooms in flats below the top floor of the building should surveyed to determine if the ventilation to the bathrooms is external i.e., opening windows or relies on mechanical extraction between flats. Where the ventilation of the bathroom is by a mechanical system with vertical duct work passing between flats, a specialist contractor in communal ventilation systems should carry out a survey of the system to determine if it is adequately constructed to prevent the passage of fire and smoke between flats.		Medium	D		

		Where any deficiencies in the fire protection of the ventilation system are identified, CoL should undertake the necessary remedial actions.					
2) Kitchen	The fire resistance of the service duct passing horizontally across the kitchen ceiling could not be determined.	If these service ducts provide less that a notional 30 minutes fire resistance it is advised that when these properties are refurbished or void flats become available, that these are replaced with fire resisting duct work that will provide a minimum of 30 minutes fire separation between the kitchen and the bathroom.		Low	E		
3) Kitchen	Full access to the service riser/s behind the kitchen units was not possible.	When any future works are undertaken which would allow the access to any of the services passing through the kitchen floor slab, the services should be inspected to ensure that they are appropriately fire stopped and where deficiencies identified certified fire stopping work should be undertaken to ensure 60 minutes separation between flats.		Low	E		