

# FIRE RISK ASSESSMENT REPORT

**CLIENT: Tamworth Borough Council**

**SITE: Stanhope House**

**SURVEY DATE: 5th July 2017**



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## Fire Risk Assessment Report

<b>Client Name:</b>	Tamworth Borough Council
<b>UPRN number</b>	TBC-94
<b>Site Name:</b>	Stanhope House
<b>Site Address:</b>	Lichfield Street, Tamworth, Staffordshire, B79 7BN
<b>Site External Image:</b>	
<b>Report Reference No:</b>	FRA 07-17-03
<b>Document ID:</b>	FRA V1.3
<b>Survey Date:</b>	5th July 2017
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<b>Distributed To:</b>	
<b>Assessment Review Date:</b>	July 2018
<b>Surveyor Name:</b>	
<b>Authorized Signatory:</b>	

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Name	
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Should you require any further assistance and or information regarding this Report please contact the GRAHAM Environmental Services Account Manager as detailed above.

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<b>Contents</b>			
<b>Section</b>	<b>Sub Section</b>	<b>Description</b>	<b>Page No.</b>
<b>1</b>		<b>Introduction</b>	<b>3</b>
<b>2</b>		<b>Executive Summary</b>	<b>4</b>
	2.1	Fire Risk Rating Summary	
	2.2	Relevant information	
<b>3</b>		<b>Site Survey Information</b>	<b>6</b>
	3.1	Site Overview	
	3.2	Limitations of the Survey	
<b>4</b>		<b>Remedial Action Plan</b>	<b>9</b>
	4.1	Risk Rating Category Key	
<b>5</b>		<b>Site Observations</b>	<b>17</b>
	5.1	Sources of Ignition	
	5.2	Combustible Materials	
	5.3	Sources of Oxygen	
	5.4	Means of Escape	
	5.5	Fire Detection and Communication	
	5.6	Fire Fighting Equipment	
	5.7	Structural Precautions	
	5.8	Fire Prevention and Management	
	5.9	Fire Brigade Access	
<b>6</b>		<b>Photographs</b>	
	6.1	General Observations and Photographic Evidence	<b>33</b>
<b>7</b>		<b>Appendices</b>	<b>35</b>
	7.1	Risk Assessments Grading System	
	7.2	Risk Rating Category Key	
	7.3	Priority Rating Key	
	7.4	Fire Safety Legislation	
	7.4.1	Health and Safety at Work Act etc. 1974	
	7.4.2	Building Regulations 1991	
	7.4.3	Regulatory Reform (Fire Safety) Order 2005	
	7.4.4	Health and Safety	

## 1.0 Introduction

This audit report addresses the requirements of Regulation 3 of the Management of Health & Safety at Work Regulations 1999 which requires employers to assess the risk of fire within their premises as well as the Regulatory Reform Order 2005.

The Risk Assessment in Section 3 details the fire hazards identified and evaluates each risk taking into account its severity and likelihood of the risk being realised. Each assessment produces an overall risk category allowing them to be placed into an order of priority for implementation of remedial works to reduce/eliminate risks. Many risk assessments are accompanied by a photograph for ease of identification.

A summary of all high risks identified plus the statutory non-compliance issues can be found in the action plan found within the Executive Summary of this report.

As well as a legal duty to put into practice the recommended remedial actions and on-going requirements the client must also ensure that sufficient time and resources are provided to effectively manage and control the risk of fire.

## 2.0 Executive Summary

### 2.1 Fire Risk Rating Summary

This is an executive summary which highlights areas within the building/poor management practises that have the potential to cause harm to people and/or damage property through fire. For a series of recommendations for remedial action (refer to the *Action Plan as detailed in Section 4.0*). This is to aid the building manager to on to achieve compliance with Fire Safety statutory requirements.

The table below summarizes the total number of non-conformances by category that has been identified during the site survey.

Category	Description	No. of Non Conformances by Priority Rating		
		High	Medium	Low
A	Sources of Ignition	0	0	2
B	Combustible Materials	0	0	0
C	Sources of Oxygen	0	0	0
D	Means of Escape	0	9	2
E	Fire Detection and Communication	0	0	1
F	Fire Fighting Equipment	0	0	0
G	Structural Precautions	0	0	0
H	Fire Prevention and Management	0	1	0
I	Fire Brigade Access	0	0	0

**Medium**

Site Name: Stanhope House  
Report Title: Fire Risk Assessment  
Report No: FRA 07-17-03  
Date: 5th July 2017



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## 2.2 Relevant Information

In establishing the final risk analysis, the fire safety consultant took into account the identified risk profile, the nature of the building, the occupants, including vulnerable occupants, the fire protection afforded and any procedural arrangements observed at the time of the assessment. It was identified that the fire compartmentation, travel distances, exit location appear to conform to the requirements of British Standard 9999: Code of practice for fire safety in the design, management and use of buildings.

The building is designated as:

C2-2 (Occupants who are asleep and familiar with the building) Risk Profile as detailed in BS 9999.

Fire safety compliance records (relating to statutory service and maintenance for this property are not held on site. These records are held on Tamworth Borough Councils central database and can be provided following a specific request.



Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



### 3.0 Survey Information

#### 3.1 Site Overview

Client Information	
Client Name	Tamworth Borough Council
Client Address	Marmion House, Lichfield Street, Tamworth, Staffordshire, B79 7BZ
Contact Name	
Telephone	
Email	
Site Information	
Site Name	Stanhope House
Site Address	Lichfield Street, Tamworth, Staffordshire, B79 7BN
Contact Name	
Telephone	
Email	
Property Usage	Residential Tower block with ground floor electrical intake room and shed areas. There is a roof area lift motor room.
Construction Type	Framed building with brick, block and concrete. It has a flat felted roof
Property Age	1970's
Property Size, Number of Floors & Number of Units	350m <sup>2</sup> This is a 16 storey property with ground and 15 upper floors
Numbers of staff and visitors on site	No staff on site
Details of assets not specified on asset list	N/A
Summary of external area	This is a detached property on an estate with green areas and car parking
Date of last property renovation	Unknown
Number of residential tenants	Unknown number of residents to the 58 flats on site
Summary of residential tenants maintenance responsibilities	None
Number of commercial tenants	None
Summary of commercial tenants maintenance responsibilities	N/A
Summary of client maintenance responsibilities	Tamworth Borough Council does all repairs and planned preventative maintenance.
Property Health & Safety manager contact details	N/A

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Property Facilities Manager contact details	N/A
<b>Persons who Assisted During Site Survey</b>	
Person 1	
Name	
Position	Project Officer
Details	<hr/>
Person 2	
Name	
Position	Project Officer
Details	<hr/>

### 3.2 Limitations of the Survey

The table below summarizes the limitations of the survey or factors that may impact on the outcome of the survey and the assessment of the risk. This table identifies any areas of no or restricted access, the availability of assistance from site personnel, the availability of information relating to the Management arrangements.

Item	Comments
1	<p>This survey examined all areas of the property that were accessible at the time of the visit. Including:</p> <ul style="list-style-type: none"> <li>Staircase</li> <li>Lobbies</li> <li>Shed area</li> <li>Electrical intake room</li> <li>Lift motor room</li> <li>Dry riser cabinets</li> </ul>
2	<p>This fire risk assessment was completed with inspection of common areas only with individual occupancies not accessed</p> <p>However the following flats were knocked on to examine the front entrance doors:</p> <p>Flats:</p> <p>It was found that the flat front entrance doors are nominally fire resisting, solid doors, with georgian wired glass in panels top and bottom. They have been fitted with overhead self-closing device (not all), intumescent strips and cold smoke seals.</p> <p>The doors have been fitted with letter boxes which are not fire rated. However due to them having a good cover and being in the lower/central part of the door a view has been taken that this is satisfactory.</p> <p>Where there are deviations from this standard there have been actions raised.</p>

Whilst every effort has been made to ensure that the assessment has been as comprehensive as possible, it should be recognised that it is impossible to guarantee that every risk has been identified and so no liability can be accepted for omissions from this report particularly if no competent site contact was made available.

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## 4.0 Remedial Action Plan

It is the responsibility of the Building Manager/client to address the recommended remedial actions detailed within this report to achieve compliance with UK Fire Safety statutory requirements.

To aid the end user in this process non-conformances have been categorized into groups High, Medium and Low, as summarised in the table below. The time scale of these non-conformances has been detailed in the action timetable.

It is the responsibility of the Building Manager/client to set time bound restrictions for the completion of these recommended remedial actions in respect of what is reasonably practicable in consideration of the risks identified and in consultation with GRAHAM Environmental Services.

A record of completion of the recommended remedial actions should be maintained by updating the Action Plan as required.

#### 4.1 Hazard Identification and Risk Rating

Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
A17	Management	There no available records on site to indicate that the fixed electrical installation has been subject to a full 5 yearly test by a competent engineer.	Low	It should be ensured that the fixed electrical installation is subject to an appropriate testing and maintenance regime.	October 2017		The date on the main panel for fixed wiring test was 26 <sup>th</sup> January 2011
A24	Throughout	Mains electrics cables located in common escape routes should be secured to the structure using fixings that in the event of fire will not fail.  This ensures live cables are not hanging down creating a hazard during fire fighting	Low	During refurbishment or when mains electrics are being worked on the fixings should be changed.	As work is ordered to electrics systems		
D6	10 <sup>th</sup> floor	To ensure that they can be safely used, fire escape routes must be kept clear of obstructions and the storage of combustible items.	Low	The following fire exit routes were obstructed and require clearing:  1: There was a walker stored outside of number .  (Photo 5)	October 2017		

Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
D15	Throughout	Self-closing fire doors should have 'Fire Door Keep Shut' signs affixed to both visible faces of the door.	Medium	Fire doors in the following locations require 'Fire Door Keep Shut' signs:  1. Lobby doors at each floor level	October 2017		
D17	Basement	Fire doors to plant rooms, lift motor rooms, stores and other low access areas should have 'Fire Door Keep Locked' signs affixed to the visible face of the door.	Medium	The following doors require 'Fire Door Keep Locked' signs:  1: The ground floor doors into the electrics room, cleaner's cupboard and shed areas.	October 2017		
D29	Various	To prevent the unrestricted spread of fire and smoke, self-closing fire doors should close fully into their frames and latch fully where appropriate.	Medium	The following fire doors do not close / latch fully and require adjustment:  1: 14 <sup>th</sup> floor - the door from the chute lobby into the lift lobby.  2: 13 <sup>th</sup> floor - the door from the chute lobby into the staircase.	October 2017		

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
				3: 5 <sup>th</sup> floor - the door from the chute lobby into the staircase.			
D30	4 <sup>th</sup> floor	To prevent the unrestricted spread of fire and smoke, fire doors should be maintained in good condition with gaps around them not exceeding 2 to 4mm.	Medium	<p>The fire doors in the following locations require repair to ensure that they have gaps not exceeding 2 to 4mm:</p> <p>1: 13<sup>th</sup> floor – the leading edge of the door from the lift lobby into the bin chute lobby.</p> <p>2: 11<sup>th</sup> floor - the top of the door from the staircase into the bin chute lobby.</p> <p>3: 4<sup>th</sup> floor - the door from the staircase to the bin chute lobby.</p>	October 2017		

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
D31	Various	To prevent the unrestricted spread of fire and smoke, fire doors may have smoke seals or intumescent strips fitted.	Medium	<p>The following fire doors have damaged smoke seals / intumescent strips that require replacement:</p> <p>1: 10<sup>th</sup> floor – The leading edge of the door from staircase into the bin chute lobby.</p> <p>2: 10<sup>th</sup> floor – the top of the door from the lift lobby to the bin chute lobby.</p> <p>3: 6<sup>th</sup> floor – the leading edge of the door from the staircase into the bin chute lobby.</p> <p>4: 4<sup>th</sup> floor - the top of the door from the lift lobby to the bin chute lobby.</p>	October 2017		



Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
D33	8 <sup>th</sup> floor	Glazing installed in fire doors and partitions should achieve at least the same level of fire resistance as the door or partition in which it is sited.	Medium	<p>Glazing within the following fire doors/partitions are damaged or do not appear to be fire resisting:</p> <p>1: 8<sup>th</sup> floor – The door to flat has cracked glazing that needs replacing. (Photo 6)</p> <p>2: 4<sup>th</sup> floor - the door from the staircase to the bin chute lobby has cracked glazing that needs replacing.</p> <p>3: 1<sup>st</sup> floor - the door from the staircase to the bin chute lobby has cracked glazing that needs replacing.</p>	October 2017		

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
D35	Various	Lifts that do not ground upon actuation of the fire alarm should have signs indicating that they are not to be used during an evacuation displayed at the entrance to each lift car at each floor level.	Low	Lift signs were missing at all floor levels except:  7 <sup>th</sup> and 4 <sup>th</sup> floors	October 2017		
D36a	14 <sup>th</sup> floor	Areas of open vents in the basement shed room is provided to allow smoke and gasses to be vented to open air. The area of venting should all be free from obstructions	Medium	There is an area of louvered vent in the 14 <sup>th</sup> floor bin chute lobby that has been boarded over. (Photo 4)	October 2017		
D37		To prevent the unrestricted spread of fire and smoke, fire doors should close fully into their frames and latch fully where appropriate. In order to achieve this there should be a positive self-closing device installed on the door.	Medium	The following doors need self-closing devices fitted:  1: Flats and do not have self-closers.  2: Flat has the self-closer disconnected.	October 2017		

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Hazard Ref No	Location	Hazard Description	Priority	Recommended Action	Action by date	Status	Comment
D37	General	Flat front entrance doors are part of the fire protection for escape routes, To this end that should be a minimum of 30 minutes fire resistance and should be fitted with a positive self-closing device, intumescent strips and cold smoke seals.	Medium	It is recommended that a survey is made of front entrance doors within the blocks. This is to ensure that all front entrance doors are fitted with a positive self-closing device, intumescent strips and cold smoke seals.	October 2017		
E7	Management	Under Building Regulations any new dwelling or any dwelling which is being substantially altered, should be provided with at least one smoke alarm, hard wired into the electrical mains supply. It is accepted national best practice that any dwelling should be provided with at least one working smoke alarm in the escape route.	Low	Tamworth Borough Council should consider a policy of ensuring that at least one working smoke alarm is provided in each of the dwelling units in this property.	Not applicable		This is entered as recommendation of good practice only
H19	Management	There was a general lack of records for testing and maintenance and general fire safety matters.	Loss of reputation	Tamworth Borough Council should consider a central records database.			

## 5.0 Site Observations

### 5.1 Sources of Ignition

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
A1	Are all doors and windows kept secure?	Y			
A2	Are all flammable materials and rubbish adequately stored?	Y			
A3	Have suitable precautions been taken in the storage of highly flammable materials?	N/A			
A4	Where dangerous substances are present have suitable additional fire safety measures been taken and have the necessary people been informed?	N/A			
A5	Have all reasonable measures been taken to guard against the risk of arson?	Y	This building has a secure electronic entry system which gives residents and authorised visitors fob entry.		
A6	Is there a no smoking policy within the workplace?	Y	There are no smoking signs in the common areas.  Residents may smoke in their own properties.		
A7	Have suitable designated smoking rooms/areas been provided? If so are the areas adequately signed?	N/A			
A8	Have ashtrays been provided within the designated areas?	N/A			
A9	Are ashtrays emptied into fire resistant containers at the end of each day or at regular intervals?	N/A			
A10	Have suitable safety precautions been undertaken for hot working including a Permit to Work system?	Y			
A11	Are staff undertaking such work issued with adequate written instructions?	Y			
A12	Are suitable heaters used and are they fitted with appropriate guardrails?	N/A			
A13	Are heaters positioned away from combustible materials?	N/A			
A14	Are heaters serviced on a regular basis?	N/A			
A15	Is cooking equipment located in a kitchen area contained by a 30-minute fire resisting standard together with a fire door that is self-closing?	N/A			
A16	Are combustible materials within the kitchen stored away from the cooking appliances?	N/A			

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
A17	Is all fixed electrical equipment subject to regular inspection and testing under the Electricity at Work Regulations 1989?	N	2	1	1
A18	Are portable appliances inspected and tested (PAT tested) under the Electricity at Work Regulations 1989?	N/A			
A19	Are all extension leads and multipoint adaptors kept to a minimum and used appropriately?	N/A			
A20	Are electrical appliances switched off (unless designed to be left on) and the plug removed when not in use?	N/A			
A21	Is machinery serviced to the manufacturer's recommendations? (Friction from poorly maintained machinery).	Y			
A22	Are precautions in place to prevent build-up of static electricity?	N/A			
A23	Has the kitchen ductwork been subject to a deep clean and certification provided?	N/A			
A24	Is fixed wiring in the escape routes fixed in place to ensure that in a fire the live wires do not hang down and create a hazard for fire fighters?	N	5	1	1

## 5.2 Combustible Materials

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
B1	Are explosives or highly flammable materials present on site?	N			
B2	If explosives and highly flammable materials are present are safety arrangements in place under the COMAH Regs 2005?	N/A			
B3	Is the amount and type of combustible materials stored normal for this type of site or operation? (Fire loading).	Y			
B4	Are all areas leading to or within escape routes kept clear of combustible materials at all times?	Y			
B5	Are combustible materials appropriately stored?	Y			
B6	Are all plant rooms kept clear of combustible materials? (Boiler room, lift motor rooms service cupboards etc).	Y			
B7	Are all items of furniture and upholstery kept in good condition?	N/A			
B8	Is the management of rubbish and refuse satisfactory?	Y	<p>The residents have the use of bin chutes at each floor which empty into a secure bin store at ground floor.</p> <p>The bins are emptied on a regular basis.</p> <p>The bin chute access hopper is in the lobby between the staircase and the lift lobby.</p> <p>The ground floor bin shed is protected by an Autoquench water mist system which if actuated sends a signal to a monitoring station.</p>		
B9	Are generators fitted with suitable fuel shut off points?	N/A			
B10	Are gas systems subject to regular checks by a gas safe accredited engineer	N/A			

### 5.3 Sources of Oxygen

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
C1	Are all doors and windows not essential for ventilation kept closed?	Y			
C2	Are mechanical ventilation systems shut down in areas not essential to the function of the workplace?	N/A	There is a mechanical extract system for ventilation of the kitchens and bathrooms in the flats.  This vents via a vertical shaft with an outlet at roof level.  It was stated that intumescent grilles are being fitted to the vents in flats.		
C3	Are oxidising materials stored safely away from heat sources and flammable materials?	N/A			
C4	Are oxygen cylinders shut off when not in use and stored in adequately ventilated areas?	N/A			

## 5.4 Means of Escape

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
D1	Are there enough exits and are they located in the right place?	Y	<p>This is a single lobby protected staircase building.</p> <p>From the flats there is a two door protected route into the staircase which has a dedicated exit door at ground floor.</p> <p>There is an alternative exit route from the shed area onto a side ramp.</p>		
D2	Are the protected escape routes in a satisfactory condition?	Y			
D3	Are all travel distances satisfactory?	Y			
D4	Are the type and size of exits suitable for the type of people who will use them?	Y			
D5	In the event of a fire will sufficient exits be available for all persons to evacuate safely?	Y			
D6	Are all escape routes kept free from obstruction?	N	2	2	2
D7	Is a regular check of means of escape being made to ensure routes are free from obstruction and doors operate as designed	Y	There are regular visits by caretakers to this site who monitor and report hazards to Marmion House.		
D8	Is a system of emergency lighting installed throughout the exit route?	Y	<p>The premises have non-maintained self – contained emergency lighting installed upon escape routes in the building.</p> <p>The lighting appears to comply with BS5266 Part 1 in its design and installation.</p>		
D9	Is the standard of escape lighting satisfactory?	Y			



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
D10	Is the emergency lighting being maintained in accordance with BS5266 Monthly checks Six monthly/annual service	Y	The maintenance records are expected to be in a log book on site. However this was not found. See H2.		
D11	Is a test certificate for emergency lighting available for inspection?	Y	The maintenance records should be kept centrally at Marmion House and can be provided on request.		
D12	'Where exit routes commence in an inner room do they pass through more than one access room before reaching a place of safety?'	N/A			
D13	Where exit routes commence in an inner room and do not pass through more than one outer access room are either vision panels installed between the rooms or an automatic fire detection system installed in the outer room?	N/A			
D14	Are fire exit direction signs displayed throughout all exit routes?	Y			
D15	Are all fire doors fitted with self-closing devices and 'Fire Door – Keep Closed' signage displayed on the doors?	Y	Lobby doors and flat front entrance doors have self-closing devices		
		N	2	2	2
D16	Are fire doors free from any unapproved means of holding the doors open?	Y			
D17	Are fire doors not designed to be self-closing (e.g. plant rooms, store and service cupboards) suitably signed with 'Fire Door Keep Locked' signage?	N	2	2	2
D18	Can escape route doors be easily opened?	Y			
D19	Can exit doors controlled by electronic locking devices be opened after activation of the fire alarm or if there is a power failure?	Y			
D20	'Are all electronically controlled doors fitted with an emergency release mechanism?'	Y			
D21	Do corridors, lobbies and enclosures required to be of fire resisting construction continue above false ceilings to the true height of the area to maintain fire-resisting compartmentalisation?	N/A			
D22	Are handrails on the emergency stairs suitable for emergency egress?	Y			
D23	Are emergency exits suitable for wheelchair emergency egress?	Y			

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
D24	Are any automatic or manual systems installed to assist with means of escape (e.g. smoke extraction, fire dampers, pressurised ventilators)? Suitability of extraction system? Source of extraction? Source of replacement air? Size of reservoirs?	N			
D25	Are testing/service procedures in place for automatic or manual systems installed to assist with means of escape (e.g. smoke extraction, fire dampers, and pressurised ventilators)?	N/A			
D26	Is appropriate instruction signage displayed for any automatic or manual systems installed to assist with means of escape (e.g. smoke extraction, fire dampers, and pressurised ventilators)?	N/A			
D27	Does any building work or maintenance work obstruct or degrade the means of escape routes?	N/A			
D27a	Are walls and ceilings in sound condition thus ensuring there is no hidden smoke or heat travel?	Y			
D28	Are operating instructions provided adjacent to all doors held closed by electronic devices?	Y			
D29	Do all fire resisting doors close fully by the action of the self-closing devices?	N	3	2	2
D30	Do all fire doors have gaps not exceeding 2 to 4mm to the top and sides?	N	3	2	2
D31	Do fire doors where required have intumescent strips and smoke seals fitted and maintained or do they have 25mm door stops glued and screwed to the frames?	N	2	2	2

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
D32	Are all fire doors in good condition in terms of the stability and integrity and can they fulfil their designed function?	Y	Staircase lobby doors are fire doors having overhead self-closing devices, intumescent strips and cold smoke seals.  Flat front entrance doors where examined were found to have self-closing devices, intumescent strips and cold smoke seals  The front entrance doors do have letter boxes which do not have intumescent capabilities but do have brush seals which will stop passage of smoke into escape routes		
D33	Is glazing in fire doors installed correctly and to an adequate level of fire resistance?	N	3	2	2
D34	Are fire doors not designed to be self-closing (e.g. plant rooms, store and service cupboards) kept locked shut when not being accessed?	Y			
D35	Have signs indicating that they are not to be used during an evacuation been displayed at the entrance to each lift car at each floor level?	N	2	1	1
D36	Are there in built means of ventilating escape routes?	Y	In the lobby between the staircase and the lift lobby there is a louvered vent.  At each third level in the staircase there are small vents to the glazed screen.  At the head of the staircase there is a permanent louvered vent.		
D36a	Are the areas of ventilation in good condition?	N	2	2	2

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
D37	Are flat front entrance doors fire resisting and fitted with intumescent strips, cold smoke seals and a positive action self-closing device.		<p>The following flat front entrance doors were examined:</p> <p>Flat - Were found to have no positive self-closing devices, but do have intumescent strips and cold smoke seals</p> <p>The front entrance doors do have letter boxes which do not have intumescent capabilities but do have brush seals which will stop passage of smoke into escape routes.</p>		
		N	3	2	2

## 5.5 Fire Detection and Communication

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
E1	Is there a suitable means of fire detection and warning of building occupants?	Y	<p>There is no common area fire alarm system but it was found that flats may have single point detection in their own flats.</p> <p>The property occupants are advised of a stay put policy.</p> <p>There is smoke detection in the main electrical intake room, cleaner's cupboard and in the shed room.</p> <p>Outside of the electrical intake room there is a beacon.</p> <p>There is a fire alarm panel in the electrical intake room.</p> <p>The ground floor bin shed is protected by an Autoquench water mist system which if actuated sends a signal to a monitoring station.</p>		
E2	Is the existing system/alarm suitable and sufficient for the property?	Y			
E3	Can the fire alarm system be clearly heard throughout the building by all its occupants?	N/A			
E4	Is the alarm system serviced at least every 6 months to comply with BS 5839 Part 1 2002?	Y	The maintenance records and kept centrally.		

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
E5	Is a test certificate available for the alarm system?	Y	The maintenance records and kept centrally at Marmion House and can be provided on request.		
E6	Is the fire alarm tested on a weekly basis?	U/K			
E7	Is there an Automatic Fire Detection (AFD) system incorporated into the fire alarm system?	Y	There are domestic smoke alarms in flats.  There is smoke detection in the main electrical intake room, cleaner's cupboard and in the shed room.		
E8	Is the alarm linked or monitored by an alarm collecting station?	Y	Any actuation of the fire alarm or Autoquench will be monitored by an outside monitoring station.		
E9	Are there suitable and sufficient smoke/heat detectors installed?	Y			
E10	Are notices clearly detailing the procedure to be taken in the event of a fire displayed at each fire alarm break-glass call point?	Y	There are fire procedure/action notices located in the lift lobbies at each floor.  These detail a stay put policy for the site.  These are in the process of being rewritten and re-issued.		
E11	Is there a written site evacuation procedure within the emergency action plan?	N/A			
E12	Are all employees aware of the evacuation signal and how to respond to it?	N/A			
E13	Are six monthly evacuation drills carried out and recorded?	N/A			
E14	Are suitable arrangements in place for contacting the emergency services?	Y			
E15	Is there a suitable zone chart for the fire alarm panel?	N/A			

## 5.6 Fire Fighting Equipment

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
F1	Are the fire extinguishers suitable for purpose and of sufficient capacity?	Y	It is not considered necessary for fire extinguishers/hose reels to be provided within the common escape routes of blocks of flats. This is due to the restrictions on the construction and materials used in these areas which result in a low risk of a fire starting in these parts. Any fires that do occur should be contained and not spread to other parts of the building to the extent it would affect the safety of residents in their own flats.		There are 2kg carbon dioxide extinguishers in the ground floor electrical intake room and in the roof lift motor room.
F2	Are there sufficient extinguishers located throughout the workplace?	Y			
F3	Are the right extinguishers located close to specific risks and can users get to them without exposing themselves to undue risk?	Y			
F4	Is a regular check being made to ensure extinguishers are in the correct place, have the tamper pins and have not been discharged	Y			
F5	Are extinguishers secured to the wall or housed on a base plate and clearly signed?	Y			
F6	Have people who are likely to use the extinguishers been given adequate training?	Y			
F7	Are extinguishers tested and serviced on an annual basis?	Y	The carbon dioxide extinguishers were last serviced September 2016.		
F8	Test/service certificate available?	Y			
F9	Are fixed installation hose reels in good working order and clearly signed?	N/A			
F10	Are hose reels tested/serviced on an annual basis?	N/A			

Site Name: Stanhope House  
 Report Title: Fire Risk Assessment  
 Report No: FRA 07-17-03  
 Date: 5th July 2017



Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
F11	Test/service certificate available?	N/A			
F12	Are light-duty fire blankets installed where there is potential for fires involving cooking oils or fats and fires involving clothing?	N/A			
F13	Are heavy-duty fire blankets installed where there is potential for fires involving industrial processes to resist penetration of molten metal?	N/A			
F14	Is a sprinkler system installed to BS 5306 Part 2? If so is it serviced and maintained on a regular basis?	N			
F15	Sprinkler system service certificate available?	N/A			
F16	Is there a dry powder or gas suppressant system installed in specific areas (e.g. data-processing, printing food processing)?	Y	<p>In the bin store there is an 'Autoquench' system installed using AQ2000 (water mist).</p> <p>There is a control panel in the lift lobby at ground floor.</p> <p>This is tested weekly by the caretakers.</p>		
F17	Are there controls in place to prevent harm to occupants in the area?	N/A			
F18	Is the system serviced and maintained on a regular basis in accordance with BS5306 Parts 4-6?	Y	<p>The maintenance records should be kept centrally at Marmion House and can be provided on request.</p>		



## 5.7 Structural Precautions

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
G1	Do the structural precautions within the building comply with the Building Regulations?	Y			
G2	Is the integrity of fire compartments satisfactory?	Y			
G3	Is the rising main subject to regular tests?	Y	<p>There is a dry riser installed with outlets in a secure marked cupboard at each level in the lift lobby.</p> <p>The inlet box is located at the front entrance at ground floor.</p> <p>The maintenance records should be kept centrally at Marmion House and can be provided on request.</p>		
G3a	Is the dry riser free from defect and secure from tampering?	Y			
G4	Have all building alterations received Building Control approval?	N/A			
G5	Has the external stairwell or any other external structure used as a means of escape been inspected by a structural engineer within the last 3 years?	N/A			
G6	Are safe refuges located in areas with additional fire protection (30 mins – emergency stairs, lift lobbies)?	N/A			
G7	Is the standard of surfaces within building and in particular along escape routes satisfactory?	Y			

## 5.8 Fire Prevention and Management

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
H1	Has a fire risk assessment been conducted in the past? If so have remedial recommendations been actioned?	Y	A fire risk assessment had been completed on 29 <sup>th</sup> July 2016		
H2	Is there a fire logbook held on site?	N	There are no records available at this unstaffed site.  It is believed that any records for testing and maintenance should be held at Marmion House.		
H3	Has the logbook been satisfactorily completed?	N/A			
H4	Is there a written site-specific evacuation procedure (fire plan) in place?	N/A			
H5	Is there a nominated person appointed who is responsible for the management of fire safety?	Y			
H6	Are nominated Fire Wardens appointed on each floor?	N/A			
H7	Is there a sufficient number of Fire wardens?	N/A			
H8	Have the Fire Wardens received appropriate site-specific training?	N/A			
H9	Do all staff receive instruction and training in fire safety?	N/A			
H10	Are suitable safety and fire precaution arrangements in place for any visitor, temporary worker and contractor attending the site?	Y			
H11	Are visitors, temporary workers and contractors informed of significant risks and fire safety arrangements?	Y			
H12	Are suitable arrangements in place for the evacuation of disabled employees and potential visitors?	N/A			
H13	Are suitable arrangements in place for the evacuation of employees who work unusual hours and/or who work alone?	N/A	Although there are no site specific arrangements in place the council does have a lone working policy which is known to employees and contractors		
H14	Are arrangements in place to liaise with other building occupants (tenants, landlord) with regard to fire safety?	N/A			




Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
H15	Have staff or their representatives been informed about significant findings from the Fire Risk Assessment?	Y			
H16	Where a child is to be employed has a parent of the child been provided with comprehensive and relevant fire safety information?	N/A			
H17	Where a young person is to be employed have additional fire safety features relevant to young person's been considered?	N/A			
H18	Are all other relevant parties informed of the risks associated with the young person's duties?	N/A			
H19	Are records of testing and maintenance readily available for audit?	N	The deficiency here will be attributed to a loss of reputation rather than an issue of injury or fire		

## 5.9 Fire Brigade Access

Ref	Client Information	Y / N / NA	Hazard	Likelihood	Exposure
J1	Is access to the building available for the fire brigade?	Y			
J2	In the case of basements and plant rooms are plans available?	N/A			
J3	Is the fire brigade provided with relevant information about dangerous substances?	N/A			

## 6.0 Photographs

### 6.1 General Observations and Photographic Evidence

General Observations & Photographic Evidence		
<p><b>Photo No 1</b>  <b>Reference point : D32</b>  <b>Location:</b> Staircase  <b>Comments:</b>            At the head of the staircase there is a permanent louvered vent which may have mechanical extraction</p>		
<p><b>Photo No 2</b>  <b>Reference point : D32</b>  <b>Location:</b> Staircase  <b>Comments:</b>            At each third level in the staircase there are small vents to the glazed screen</p>		
<p><b>Photo No 3</b>  <b>Reference point: F16</b>  <b>Location:</b> Ground floor  <b>Comments:</b>            In the bin store there is an 'Autoquench' system installed using AQ2000 (water mist). There is a control panel in the lift lobby at ground floor.</p>		

**General Observations & Photographic Evidence**

**Photo No 4**  
**Action point: D36a**  
**Location: 14<sup>th</sup> floor**  
**Comments:**  
There is an area of louvered vent in the 14<sup>th</sup> floor bin chute lobby that has been boarded over.



**Photo No 5**  
**Action point: D6**  
**Location: 10<sup>th</sup> floor**  
**Comments:**  
There was a walker stored outside of number



**Photo No 6**  
**Action point: D33**  
**Location: 8<sup>th</sup> floor**  
**Comments:**  
8<sup>th</sup> floor – The door to flat has cracked glazing that needs replacing.



## 7.0 Appendices

### 7.1 Risk Assessments Grading System

- Systematically identifies the fire hazards arising from or associated with the work place, to which employees or/and others are exposed.
- Establishes the likelihood of harm from the hazards being realised i.e. the risk.
- Evaluates the severity of the risk and level of exposure.
- A risk assessment, evaluates the likelihood that a hazard will cause harm and it's severity and advises on how to eliminate or reduce and control the chance of harm.

#### DEFINITIONS

HAZARD	-	A hazard is something, which potentially can cause harm.
RISK	-	A risk is the likelihood of injury arising from the hazard.
RISK RATING	-	Severity x likelihood.

Risk rating is then used to establish the order of priority for implementing the recommended remedial actions resulting from the risk assessments.

## 7.2 Risk Rating Category Key

Hazard Severity		Likelihood		Exposure		Risk Rating	
Death	5	Probable	3	Single/Multiple	3	HIGH	45
Death	4	Possible	3	Single/Multiple	3	HIGH	36
Major Injury or Illness	3	Probable	3	Single/Multiple	3	HIGH	27
Serious – 3 day Injury	2	Probable	3	Single/Multiple	3	HIGH	18
Property Damage	1	Probable	3	Single/Multiple	3	HIGH	9
Major Injury or Illness	5	Possible	2	Single/Multiple	2	MEDIUM	20
Serious – 3 day Injury	4	Possible	2	Single/Multiple	2	MEDIUM	16
Property Damage	3	Possible	2	Single/Multiple	2	MEDIUM	12
Minor Injury	2	Probable	2	Single/Multiple	2	MEDIUM	8
Minor Injury	1	Possible	2	Multiple	2	MEDIUM	4
Death	6	Unlikely	1	Single/Multiple	1	LOW	6
Major Injury or Illness	5	Unlikely	1	Single/Multiple	1	LOW	5
Serious – 3 day Injury	4	Unlikely	1	Single/Multiple	1	LOW	4
Property Damage	3	Unlikely	1	Single/Multiple	1	LOW	3
Minor Injury	2	Possible	1	Single	1	LOW	2
Minor Injury	1	Unlikely	1	Single/Multiple	1	LOW	1

## 7.3 Priority Rating Key

Risk Priority	Action Timetable
HIGH	Priority 1 – Correct Immediately
MEDIUM	Priority 2 – Correct in one month
LOW	Priority 3 – Correct in three months
Acceptable	No action required

## **7.4 Fire Safety Legislation**

### **7.4.1 Health and Safety at Work Act etc. 1974**

Section 2(1) of the 1974 Act places a general duty on employers to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees. Section 3 of the Act places a duty on employers to conduct their business such that, so far as is reasonably practicable, they do not expose other persons (who are not their employees) to health and safety risks. These duties include protecting employees and other persons from the risk of fire.

### **7.4.2 Building Regulations 1991**

Approved Document B to these Regulations contains requirements relating to fire safety, and in particular to new buildings or extensions or significant alterations to existing buildings. Enforcement is by the Building Control Section of the local authority. The status of Approved Document B is similar to that of an Approved Code of Practice (i.e. failure to comply with it is not an offence in itself, but it can be used as evidence of a breach of the Regulations unless compliance has been achieved in some other way).

### **7.4.3 Regulatory Reform (Fire Safety) Order 2005**

The Order replaces previous fire safety legislation. Any fire certificate issued under the old Fire Precautions Act 1971 ceased to have any effect from 1<sup>st</sup> October 2006. If a fire certificate was issued in respect of your premises or the premises were built to existing building regulations, as long as you have made no material alterations and all the physical fire precautions have been properly maintained, then it is unlikely you will need to make any significant improvements to your existing physical fire protection arrangements to comply with the Order.<sup>1</sup> However, you must still carry out a fire risk assessment and keep it up to date to ensure that all the fire precautions in your premises remain current and adequate.

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties, which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case. Responsibility for complying with the Order rests with the 'responsible person'.

In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises (e.g. a multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.



There are some other fire safety duties you need to comply with:

- **You must** appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures.
- **You must** provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- **You must** consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- **You must** inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- **You must** co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- **You must** provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- **If you are not the employer** but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- **You must** establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- **You must** provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- **You must** ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

#### **7.4.4 Health and Safety (Safety, Signs and Signals) Regulations 1996**

A safety sign is required in situations where risks to health and safety cannot be avoided or adequately controlled by other means. The sign cannot be totally text, a pictogram is needed. Signs used to help control fire risk (for example, fire extinguisher signs or 'no smoking' signs) have in the past been made to BS 5499, which includes pictograms. However, if any of the signs currently present in a workplace do not include a pictogram, they must be replaced by a suitable sign, or a pictogram added, by 24th December 1998.

All safety signs (including fire safety signs) must be maintained in good working order (this applies particularly to illuminated signs and alarms). In addition, employees must be given adequate information, instruction and training so that they are familiar with the signs or signals and any action required.