

The Regulatory Reform (Fire Safety) Order 2005  
Type 4 Fire Risk Assessment Report at:  
**Circle Court, Barton Road, Stretford,  
Manchester,  
M32 9GJ**



**Company Number:11937208**

Prepared by Professional Fire Safety Services

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## FOREWORD

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### **Context**

*The 'Regulatory Reform (Fire Safety) Order 2005' (RRFSO) came into force on the 1<sup>st</sup> October 2006 and amends and consolidates a significant number of areas of fire safety law that previously were in place such as the Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.*

*The Order places a general duty of fire safety care on the "responsible person" (employers, occupiers and owners of almost all types of premises) and requires them to provide and maintain adequate fire precautions. Note: The same duty is also imposed on every person, other than the "responsible person" who has to any extent, control of the premises so far as the duty relates to matters within his control (this would normally include, the landlord and/or commercial managing agent)*

*Article 9 of the Order imposes a requirement to make a suitable and sufficient assessment of the risks to which "relevant persons" are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by the Fire Safety Order (i.e. for the purpose of the Fire Safety Order "relevant persons" are any persons who is or may be lawfully on the premises, and also any person in the immediate vicinity of the premises who is at risk from a fire in the premises, other than fire-fighters at the time of a fire)*

### **Methodology**

*The methodology used to carry out this fire risk assessment follows the guidance and recommended methodology set out in the 'Publicly Available Specification' PAS 79 (2)*

*The objective of using PAS 79 for the purpose of conducting a fire risk assessment is to provide a pragmatic and holistic approach towards assessment of fire prevention measures, fire protection measures and management of fire safety in buildings.*

*The methodology is intended to determine the risk-proportionate fire precautions required to protect building occupants including employees, contractors, visitors and members of the public and to protect people in the immediate vicinity of the building. Note: It is not intended to address protection of property (the building and its contents) or the environment, or to address protection of a business, process or activity against interruption.*

**(1)** *Note: PAS 79 BSI: Fire Risk Assessment - Guidance and a Recommended Methodology*

### **The Concepts of Fire Risk & Fire Hazard**

*It is important that within the fire risk assessment process, confusion does not result from loose, inexact or conflicting use of the terminology "fire hazard" and "fire risk"*

A “fire hazard” is defined within this document as ‘a source or situation with potential to result in a fire’ (note: examples of fire hazards include ignition sources and accumulation of waste that could be subject to ignition) Thus the presence of uncontrolled fire hazards affects likelihood of fire rather than the consequence of fire.

A “fire risk” is defined within this document as ‘the combination of the likelihood and the consequences of fire’ (note: the relevant consequences are those involving injury to people, as opposed to damage to property) Thus consistent with the broader concept of risk in the field of general health and safety.

### **The Principles & Scope of Fire Risk Assessments**

The fire risk assessment process is a systematic and structured assessment of the fire risk in the relevant building for the purpose of expressing the current level of fire risk, the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions **(2)**

Any additional fire precautions required are set out in the action plan which forms part of this documented fire risk assessment. Note: The objective of the ‘action plan’ is to set out measures that will ensure that the fire risk is reduced to, or maintained at, a tolerable level.

**(2)** Note: Fire precautions are defined as physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences if ignition does occur.

In accordance with PAS 79 this fire risk assessment includes the following key elements:

- An assessment of fire hazards present on the premises and means for their elimination or their control;
- An assessment of the adequacy of existing fire protection measures;
- An assessment of the relevant aspects of fire safety management;
- An expression of the level of fire risk and;
- An ‘action plan’ unless it is expressly confirmed within the fire risk assessment that no additional fire precautions are necessary.

### **Structured Approach to Fire Risk Assessment**

To promote a structured approach to fire risk assessment PAS 79 sets out nine steps in the ongoing fire risk assessment process.

The nine steps set out below, while in a logical order are not necessarily set out in the chronological order in which the steps are carried out on site. For example, some information relevant to the control of fire hazards, the determination of fire protection measures and the management of fire safety is normally most appropriately obtained at the beginning of the process through consultation and/or a meeting with the management of the premises

### ***Nine Steps to Fire Risk Assessment***

*Step 1: Obtain information on the building, the processes carried out in the building and the people present, or likely to be present in the building;*

*Step 2: Identify the fire hazards and means for their elimination and control;*

*Step 3: Assess the likelihood of fire, at least in subjective terms;*

*Step 4: Determine the fire protection measures currently in the building;*

*Step 5: Obtain relevant information about fire safety management;*

*Step 6: Make an assessment of the likely consequences to people in the event of fire, at least in subjective terms;*

*Step 7: Make an assessment of the fire risk;*

*Step 8: Formulate and document an action plan, with prioritization if appropriate and;*

*Step 9: Define a date by which the fire risk assessment should be reviewed*

## DOCUMENT VERIFICATION

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### Declaration:

*This report has been prepared following an assessment of the premises and is based on information collated during discussions with management and staff and on observations made during the assessment process. The report does not reflect any areas, activities or processes that the assessor was not made aware of during this risk assessment.*

### Authorisation:

*This report has been checked and duly authorised by:*

Signature:



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Date: 13-01-2021

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## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible Person: <sup>1)</sup>	<b>Name Trafford Housing Trust</b>
Address of Premises:	<b>Circle Court, Barton Road, Stretford, Manchester.</b>
Person(s) Consulted:	Brad Walker – Barry Watson
Name of Assessor:	Mark Alderson
Date of Fire Risk Assessment:	13-01-2021
Date of Previous Fire Risk assessment:	05-02-2020
Suggested Date of Review: <sup>2)</sup>	<b>13-01-2022 (but refer to Step 9):</b>

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The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

<sup>1)</sup> Responsible person (e.g. employer) or person having control of the premises.

<sup>2)</sup> This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in matters to which it relates, or if fire occurs.

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As part of your fire safety management arrangements we recommend that a fire audit is carried out once the action points are completed, to monitor and record progress on implementing the Fire Risk Assessment recommendations.

In order to demonstrate good fire safety management practice to any enquiring party we recommend that you document the actions taken in respect of this report. It is recommended that this assessment, together with the completed Action Plan, be kept in a 'Fire Safety Record Book' together with all other fire safety records.

It should be noted that the 'responsible person' must make and give effect to such arrangements as are appropriate, having regards to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.

## GENERAL INFORMATION

<p><b>STEP 1</b></p> <p>The first step is to obtain relevant information about the building, the processes carried out in the building and the occupants of the building.</p>	<p>Guidance:</p> <p>Much of the relevant information can usually be obtained prior to carrying out a physical inspection of the premises.</p>
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<b>1.0</b>	<b>THE PREMISES</b>	<b>Particulars</b>
1.1	Number of Floors:	16
1.2	Floor Area: (m <sup>2</sup> )	Approximately 10,750m <sup>2</sup> over sixteen floors.
1.3	Details of the Construction (Including any external wall systems)	Sixteen storey purpose built residential block of concrete slab and frame structure. The building was constructed circa 1960 and in subsequent years has been refurbished internally to include the installation of new fire doors to flats entrances and corridors leading to the lift lobby on one side of the lift lobby. The internal staircases and floors are in-situ concrete and partitions are generally of solid masonry construction. The property is served by two escape stairs at either end of the building with a central lift lobby containing two passenger lifts. There are two side final exits, one front exit and one rear exit and exit is available from the two ground floor corridors. There is a stay put stay safe policy in place. Compartmentation is required to the perimeter of each individual flat and to escape routes corridors and staircases. The compartmentation is provided by means of fire rated doors, partitions and masonry walls which extend to the underside of the structural concrete floor slab above. Significant work has been undertaken to improve the standard of fire stopping in the premises.
1.4	Use of Premises:	The building provides sleeping accommodation within 121 multi occupancy general needs flats. There are 8 flats per floor from floor 1 to floor 15. To the ground floor there is a single flat, an office for the caretaker, WCs, individual stores, a laundry, community room including WC and kitchen and 3



		main storerooms each containing a number of individual tenant store cupboards. There are also electrical, water tank and pump plant rooms within the store areas at ground floor level. There is a range of communication equipment and building extract plant located in the open air on the roof. Water tanks and the lift motor room are located in the space above the 15th floor and the roof slab.
<b>2.0</b>	<b>THE OCCUPANTS</b>	<b>Particulars</b>
2.1	Occupancy Number:	It is estimated, including visitors, residents and staff, that the total number of people in the building at any one time could be approximately 300.
2.2	Employees:	There is a full-time caretaker employed who occupies the building during the day from 8am to 4pm. A mobile caretaker occupies the building on weekend days from 9am to 12pm. Other THT staff work on the site.
2.3	Members of the Public:	Guests of the residents will be present.

3.0	OCCUPANTS ESPECIALLY AT RISK FROM FIRE	Particulars
3.1	Is there any sleeping accommodation on the premises?	<p><b>Yes</b></p> <p>Purpose built residential block containing 121 sleeping accommodation flats.</p>
3.2	Are there any disabled occupants on the premises?	<p><b>Yes.</b> The Premises Information (Gerda) box contains a list of occupants who require assistance in the event of an incident and any subsequent evacuation. A process is in place for the monthly updating of the list by the housing officer to reflect new residents, changes in resident needs.</p>
3.3	Are there any persons in the building who are in an isolated location or working alone?	<p><b>Yes.</b> Suitable THT lone worker policy in place.</p>
3.4	Are there any young persons employed or proposed to be employed (under the age of 18) (Reference Article 9(5) Schedule 1 Part 2 of the RRFSO)	<p><b>No</b></p>
3.5	Are there any other persons on the premises who are unable to react quickly to an emergency as a result of their physical or mental state?	<p>Information available is recorded and updated in the Gerder box.</p> <p>Where a vulnerable person in a general needs block of flats comes to the attention of a dutyholder, a person-centred FRA can be carried out to identify additional measures to mitigate the risk arising from their vulnerability.</p>
4.0	FIRE LOSS EXPERIENCE	Particulars
4.1	Have there been any recorded incidents of fires on the premises in recent years?	<p>Fire involving pan and contents occurred on the 7<sup>th</sup> June 2020. Detail contained in FI carried out by THT.</p> <p>Electrical intake fire – no FI completed by THT.</p>

<b>5.0</b>	<b>OTHER RELEVANT INFORMATION</b>	<b>Particulars</b>
5.1	Is there any other relevant information that might have a bearing on the fire risk assessment, fire risk in the building or that may affect the validity of this fire risk assessment?	<p>Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise. Accordingly, it is strongly recommended that you obtain advice from qualified and competent specialists on the nature of, and fire risks associated with, the external wall construction, including any cladding, of this building. EWS completed by THT.</p> <p>Fire Risk Assessments were not available for the communications equipment rooms and masts located on the roof.</p>
<b>6.0</b>	<b>RELEVANT FIRE SAFETY LEGISLATION</b>	<b>Particulars</b>
6.1	Fire Safety Legislation:	The Regulatory Reform (Fire Safety) Order 2005.
6.2	Name(s) of Enforcing Authority:	Greater Manchester Fire & Rescue Service.
6.3	Other Legislation:	Housing Act 2004
6.4	Are there any outstanding alterations, enforcement or prohibition notices served on the premises?	None known.
6.5	General Comments:	None.

## IDENTIFICATION OF FIRE HAZARDS

### STEP 2

The second step is fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.

Guidance:

This will normally involve a combination of interviewing the management and inspection of the building.

7.0	ELECTRICAL SOURCES OF IGNITION	Record of Assessors Findings
7.1	Have reasonable measures been taken to prevent fires of electrical origin?	No. (see 7.2d and 7.3)
7.2	<p>More specifically:</p> <p>a. Have fixed installation(s) been periodically inspected and tested?</p> <p>b. Have portable appliances been tested?</p> <p>c. Is there a policy regarding the use of personal electrical appliances?</p> <p>d. Is there a reasonable limitation on the length of trailing leads and adaptors?</p>	<p>Fixed installation tested 14-11-2019.</p> <p><b>Yes</b> – 05-10-2020.</p> <p><b>Yes</b> THT policy in place.</p> <p><b>No.</b> Trailing leads and block adaptors were in use in the caretaker’s office. Additional sockets should be provided to reduce the reliance on trailing leads and adaptors.</p>
7.3	Comments & hazards observed:	None.
8.0	SMOKING	Record of Assessors Findings
8.1	Have reasonable measures been taken to prevent fires as a result of smoking?	<b>Yes.</b> – Smoking is prohibited in the common areas of buildings and recorded as part of the lease agreement.

8.2	<p>More specifically:</p> <p>a. Is smoking permitted in the building?</p> <p>b. Is smoking prohibited in appropriate areas?</p> <p>c. Are there suitable arrangements for those who wish to smoke?</p> <p>d. Is the 'smoking policy' being observed?</p>	<p><b>Yes</b> – Residents Flats</p> <p><b>Yes</b> - Communal areas of the building.</p> <p><b>Yes</b> – Within the flat units or outside the building.</p> <p><b>Yes.</b></p>
8.3	Comments & hazards observed:	None.
<b>9.0</b>	<b>ARSON</b>	<b>Record of Assessors Findings</b>
9.1	Does basic security against arson by outsiders appear reasonable?	<p><b>Yes</b> – Building requires fob access and was secure at the time of the inspection. CCTV is in place.</p> <p>No reports of juvenile nuisance or deliberate fire setting advised to the assessor.</p>
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	<b>Yes.</b>
9.3	Comments & hazards observed:	New recycling bins installed to the rear of the building. Arson assessments used to monitor any issues.
<b>10.0</b>	<b>PORTABLE HEATERS &amp; INSTALLATIONS</b>	<b>Record of Assessors Findings</b>
10.1	Is the use of portable heaters avoided as far as practicable?	No portable heaters noted. May be used by residents within flats.
10.2	<p>If portable heaters are used:</p> <p>a. Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?</p>	<b>N/A.</b>

	b. Are suitable measures taken to minimise the hazard of ignition of combustible materials?	<b>N/A.</b>
10.3	Are fixed heating installations subject to regular maintenance?	<b>Yes.</b>
10.4	Comments & hazards observed:	None
<b>11.0</b>	<b>COOKING</b>	<b>Record of Assessors Findings</b>
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	Domestic cooking facilities are provided in each flat. Small cooking facilities in caretakers office, microwave and toaster. Similar facilities in the community room kitchen.
11.2	More specifically: a. Filters changed and ductwork cleaned regularly? b. Suitable extinguishing appliances available?	<b>N/A</b> - No commercial cooking.  <b>Yes.</b>
11.3	Comments & hazards observed:	<b>None.</b>
<b>12.0</b>	<b>LIGHTNING</b>	<b>Record of Assessors Findings</b>
12.1	Does the building have a lightning protection system?	<b>Yes.</b> Tested and maintained 29-09-2020.
12.2	Comments & deficiencies observed:	None.
<b>13.0</b>	<b>HOUSEKEEPING</b>	<b>Record of Assessors Findings</b>
13.1	Is the standard of housekeeping adequate?	<b>Yes.</b>

13.2	More specifically: a. Are combustible materials separated from ignition sources?  b. Avoidance of unnecessary accumulation of combustible materials or waste?	<b>Yes.</b>  <b>Yes.</b>
13.3	Comments & hazards observed:	The standard of housekeeping in the common areas was generally good. Block checks take place daily and any combustibles are removed.
<b>14.0</b>	<b>CONTRACTOR HAZARDS</b>	<b>Record of Assessors Findings</b>
14.1	Are fire safety conditions imposed on outside contractors?	<b>Yes</b> - PTW system in place.
14.2	Is there satisfactory control over works carried out in the building by outside contractors?	<b>Yes</b> - THT hot works policy in place.
14.3	If there are 'in-house' maintenance personnel are suitable precautions taken during 'hot work' including the use of hot work permits?	No in-house maintenance.
14.4	Comments & hazards observed:	<b>None.</b>
<b>15.0</b>	<b>DANGEROUS SUBSTANCES</b>	<b>Record of Assessors Findings</b>
15.1	If dangerous substances are, or could be used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	No DSEAR substances noted at time of inspection.
15.2	Comments:	<b>None.</b>

16.0	OTHER SIGNIFICANT FIRE HAZARDS	Record of Assessors Findings
16.1	Are there any other significant fire hazards that warrant consideration including process hazards that impact on general fire precautions?	None noted.
16.2	Comments:	<b>None.</b>



## ASSESSMENT OF THE LIKELIHOOD OF FIRE

<p><b>STEP 3</b></p> <p>The third step is to make a (subjective) assessment of the likelihood of fire.</p>	<p>Guidance:</p> <p>This will be based on the findings of step two (hazard identification) and any relevant information obtained in step one.</p> <p>Note: If likelihood of fire is judged to be typical for buildings of this type in question, it is normally appropriate to ascribe to the building the middle category (MEDIUM). The higher category (HIGH) is used to indicate serious shortcomings in the elimination or control of fire hazards, while the lower category (LOW) is used in the cases where the likelihood of fire is abnormally low. (i.e. because the building is secure and not normally occupied)</p>
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<p>Considering the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:</p> <hr/> <p>In this context, a definition of the above terms are as follows: <u>Low Risk</u> Unusually low likelihood of fire as a result of negligible potential sources of ignition</p> <p><u>Medium</u></p> <p>Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls</p> <p><u>High Risk</u></p> <p>Lack of adequate controls applied to one or more significant fire hazards such as to result in significant increase in likelihood of fire</p>	<p><b>Medium</b></p> <hr/> <p>MEDIUM (typical fire hazards, all suitably controlled)</p>
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## ASSESSMENT OF FIRE PROTECTION MEASURES

<p><b>STEP 4:</b></p> <p>The fourth step is to determine the physical fire protection measures relevant to protection of people in the event of fire.</p>	<p>Guidance:</p> <p>Although some of the information on fire protection measures may be obtained from discussion with management it is primarily obtained through physical inspection.</p>
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	<b>17.0 MEANS OF ESCAPE FROM FIRE</b>	<b>Record of Assessors Findings</b>
17.1	Is the building provided with reasonable means of escape in case of fire?	<b>Yes</b> - Stay put policy for the domestic flat units, simultaneous evacuation for persons in the communal areas of the building with evacuation being controlled by the fire service.
17.2	<p>More specifically:</p> <p>a. Is the design of escape routes adequate?</p> <p>b. Is there an adequate provision of exits?</p> <p>c. Are exits easily and immediately openable where necessary?</p>	<p><b>Yes</b> - The building was designed in accordance with the Building Regulations in force at the time of construction. The building has two concrete staircases serving the block suitably sized and located. Travel distance from the flats to the staircases is suitable. A central shaft contains two lifts that are protected by fire resisting doors and partitions.</p> <p><b>Yes</b> - The building is provided with adequate final exits at ground floor. The staircases discharge via a single exit width door to open air. The ground floor lobby has exits to the front and rear of the premises.</p> <p><b>Yes</b> - Final exits are fitted with suitable fastenings from the staircases. The doors leading from the ground floor lobby area have electronic access doors, the doors should release on actuation of the fire alarm system should fail to the open position. This was confirmed by the caretaker that the doors release on activation of the fire alarm.</p>

	<p>d. Do fire exits open in the direction of escape where necessary?</p> <p>e. Is there an avoidance of sliding or revolving doors as fire exits where necessary?</p> <p>f. Is there a satisfactory means for securing exits?</p> <p>g. Are travel distances considered reasonable where there is single direction escape?</p> <p>h. Are travel distances considered reasonable where there are alternative means of escape?</p> <p>i. Is there suitable protection afforded to escape routes?</p> <p>j. Are there suitable fire precautions for all inner rooms?</p> <p>k. Are escape routes unobstructed?</p>	<p><b>Yes.</b></p> <p><b>Yes - nonpresent.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes - suitable alternative travel distances.</b></p> <p><b>No. See 18 below.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p>
17.3	Is the building provided with reasonable arrangements for means of escape for disabled persons?	<b>Yes – General needs block of flats. Information in Gerder box.</b>
17.4	Comments & deficiencies observed:	<b>None.</b>
<b>18.0</b>	<b>MEASURES TO LIMIT FIRE SPREAD</b>	<b>Record of Assessors Findings</b>
18.1	It is considered that there is:	
	a. Fire separation, compartmentation and fire barriers of a reasonable standard?	<b>No.</b>

		<p>The flat front doors have had their casings removed and fire stopping work completed. The doors are notional fire doors and do not have certification.</p> <p>Corridor doors at the head of the escape stairs are protected by old style fire doors and partitions. They require replacement and should be programmed for renewal. They will provide some protection to the staircase in terms of fire and smoke stopping. THT have a fire door report identifying defects with the doors.</p> <p>Lift lobby doors are uncertified fire doors and panels but a more modern door than the staircase protection doors. They will provide fire and smoke stopping to the lift lobby. The doors should be programmed for replacement with certified door sets.</p> <p>Ground floor doors protecting escape routes appear to be fire doors and will provide fire and smoke stopping to the means of escape. As the doors are replaced, they should be replaced with certified door sets.</p> <p>The electrical riser cupboards are fitted with a fire door and fire resisting panel at the head. Certification is not available, but the doors will offer reasonable fire resistance and smoke stopping. The doors and casings should be replaced with certified door sets on refurbishment.</p> <p>MHCLG issued an advice note on the 20-01-2020 that should be complied with. The advice note indicates the door replacement program is a high priority.</p> <p>Staircase and corridor ventilation is inadequate. There is no available ventilation outlets from the staircases, lobby's or corridors. Ventilation is required as a minimum to the head of both escape stairs.</p> <p>The following flat doors have not been replaced. The doors should be replaced with certified door sets.</p> <ul style="list-style-type: none"><li>• Flat 157</li></ul> <p>The following doors were damaged and require repair or replacement.</p>
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		<ul style="list-style-type: none"> <li>• Flat 101 smashed glazing.</li> <li>• Flat 78 letterbox cover damaged.</li> <li>• Flat 62 panel above door, not fire resisting.</li> <li>• Fifth floor riser door fire damaged – repair or replace.</li> <li>• Flat 24 door damaged repair or replace.</li> <li>• Panel on ground floor stair protection door nr pump house, not fire resisting. Replace panel.</li> </ul> <p>The following fire-resistant panels were damaged and should be repaired or replace.</p> <ul style="list-style-type: none"> <li>• Water riser adjacent to flat 88.</li> </ul> <p>Replacement panels and boxing in the common areas should be constructed of fire rated materials. Plywood boxing around a newly installed gas pipe was of plywood on the 11th floor in the staircase enclosure.</p> <p>8th floor mains cables boxed in plywood.</p> <p>Action noted in 2017 report.</p> <p><i>The common flue shaft serving the old warm air heaters to the bedrooms (inspected) had been boarded over during the removal of the warm air heaters, this common flue shaft runs vertically through the building and discharges via a chimney at roof level. It was noted that the flues at roof level are still in use indicating that some warm air heaters are still present to leaseholder flats. THT should confirm the fire rating of the materials used to board the common shaft. This shaft will allow smoke spread to circulate within the building. THT should also identify the flats where warm air heaters are still present and make arrangements for the removal of the appliances and boarding over of the common shaft with fire rated material. THT should also identify the flats where water heaters are still present and make arrangements for the removal of the appliances and boarding over of the common shaft with fire rated material.</i></p>
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	<p>b. Is the building supplied with an external wall system and what is it constructed of?</p> <p>c. Reasonable limitation of linings that might promote fire spread?</p>	<p>The external walls are brick and block construction. Double glazed window frames with spandrel panels in two configurations are installed. These have been the subject to an independent review and the report has been reviewed with extracts shown below. MHCLG Advice Note 19 for spandrel panel recommends that they be considered as part of the external wall construction and assessed accordingly. MHCLG Advice Note 14 recommends that an adequate standard is achieved if the materials of construction are of limited combustibility and have been installed correctly. The materials are not of limited combustibility; therefore, Design Fire Consultant (DFC) has assessed the risk of spread of fire and concluded that it is no greater than that associated with an ADB compliant design. DFC has assessed the construction for compliance with ADB and concluded compliance with all relevant requirements except that the heads of spandrel cavities are not protected by an ADB compliant construction and the spandrels contain combustible insulation. Notwithstanding the above, it is likely that the as built construction would achieve BR 135 classification if it were to be tested in accordance with BS 8414. Therefore, it is likely that the construction would comply with ADB via testing. Furthermore, the location and distribution of the spandrel panels is such that the risk of spread of fire is no greater than that required for compliance with ADB. Therefore, DFC concludes that the spandrel panels achieve an adequate standard for compliance with the FSO.</p> <p>Surface linings in the common areas are reasonable. Walls are painted and THT confirm fire retardant paint is used in the common areas.</p>
18.2	As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against the passage of fire, smoke and combustion products in the early stages of a fire?	A fire damper is present to the waste chute at ground level within the locked bin store. In the event of a fire. The waste chute can be accessed by the residents at each floor level within a fire rated enclosure and discharges into the bin store at ground level. Tested 01-08-2020.
18.3	Comments & deficiencies observed:	Compartmentation between the flat units and the means of escape should be of a 30-minute standard.

<b>19.0</b>	<b>EMERGENCY ESCAPE LIGHTING</b>	<b>Record of Assessors Findings</b>
19.1	There is a reasonable standard of emergency escape lighting installed throughout the premises?	<b>Yes</b> - suitable emergency lighting is provided in the common areas. Tested and maintained 27-01-2020.
19.2	Comments & deficiencies observed:	None
<b>20.0</b>	<b>FIRE SAFETY SIGNS &amp; NOTICES</b>	<b>Record of Assessors Findings</b>
20.1	There is a reasonable standard of fire safety signs and notices provided throughout the premises?	<b>Yes.</b>
20.2	Comments & deficiencies observed:	Exit indication missing on staircase floor 11.
<b>21.0</b>	<b>MEANS OF GIVING WARNING IN CASE OF FIRE</b>	<b>Record of Assessors Findings</b>
21.1	Arrangements for detecting fire:  Is there an electronically operated manual fire alarm system provided?	<b>No.</b>
21.2	Is there automatic fire detection provided?	<b>Yes.</b> Part 1 system provided at each level on the staircase. Part 6 system in flat units.
21.3	Is the extent of the automatic fire detection generally appropriate for the occupancy and fire risk?	<b>Yes.</b>
21.4	Is there remote transmission of the fire alarm signal?	<b>Yes.</b>
21.5	Comments & deficiencies observed:	<b>None.</b>
<b>22.0</b>	<b>MANUAL FIRE EXTINGUISHING</b>	<b>Record of Assessors Findings</b>

22.1	Reasonable provision of portable fire extinguishers (type and number)?	No firefighting equipment provided in the common areas but that is suitable for the occupancy and use of the premises. Extinguishers are available in staff-controlled areas and are tested and maintained. 22-09-2020.
22.2	Are all fire extinguishers readily accessible?	<b>N/A.</b>
22.3	Are fixed hose reels provided?	<b>N/A.</b>
22.4	Comments & deficiencies observed:	<b>None.</b>
<b>23.0</b>	<b>AUTOMATIC FIRE EXTINGUISHING SYSTEMS</b>	<b>Record of Assessors Findings</b>
23.1	Automatic fire extinguishing systems that are relevant to life safety and this risk assessment (as opposed purely to property protection)	Type of System <b>None.</b>
23.2	Comments:	<b>None.</b>
<b>24.0</b>	<b>FIXED SYSTEMS &amp; EQUIPMENT</b>	<b>Record of Assessors Findings</b>
24.1	Fixed systems and equipment that are relevant to the safety of fire fighters	Dry riser installed. Tested and maintained 23-10-2020.
24.2	Comments:	None.
<b>25.</b>	<b>ACCESS PROVISIONS</b>	<b>Record of Assessors Findings</b>
25.1	What is the capability of the local fire and rescue service to attend, control and extinguish a fire at the premises?	Suitable fire service access and water requirements are available.



## ASSESSMENT OF FIRE SAFETY MANAGEMENT

<p><b>STEP 5</b></p> <p>The fifth step is to determine relevant information about fire safety management.</p>	<p>Guidance:</p> <p>This will primarily involve discussion with management, but might also involve examination of documentation, such as records of testing, maintenance, training, fire drills etc</p>
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	<b>PROCEDURES &amp; ARRANGEMENTS</b>	<b>Record of Assessors Findings</b>
26.1	<b>Fire safety is managed by:</b>	Trafford Housing Trust
26.2	Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?	Brad Walker Fire Safety Manager.
26.3	Is there a suitable record of the fire safety arrangements?	THT Fire Risk Management Strategy.
26.4	<p>Are appropriate fire procedures in place? More specifically:</p> <p>a. Are procedures in the event of fire appropriate and properly documented?</p> <p>b. Are there suitable arrangements for summoning the fire and rescue service?</p> <p>c. Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire fighters?</p>	<p><b>Yes</b></p> <p><b>Yes</b> – General needs block of flats, residents would call the fire service. Autodial from the common area fire detection.</p> <p><b>Yes</b> – General needs block of flats, residents would meet the fire service.</p>

	<p>d. Are there suitable arrangements for ensuring that the premises have been evacuated?</p> <p>e. Is there a suitable fire assembly point?</p> <p>f. Are there adequate procedures for evacuation of any disabled people who are likely to be present?</p>	<p><b>Yes</b> Stay put stay safe policy for the residential flats, any evacuation would be controlled by the fire service.</p> <p><b>Yes.</b></p> <p><b>Yes.</b> Information in Gerder box to support evacuation.</p>
26.5	<p><b>Nominated Persons:</b></p> <p>a. Are persons nominated and trained to use fire extinguishing appliances.</p> <p>b. Are persons nominated and trained to assist with evacuation, including evacuation of disabled people?</p> <p>c. Is there appropriate liaison with fire and rescue service (e.g. by fire crews visiting the premises as part of a familiarization visit)?</p> <p>d. Do routine 'in-house' inspections of fire precautions take place (e.g. in the course of health and safety inspections)?</p>	<p>Caretaker.</p> <p><b>N/A.</b></p> <p>Suitable liaison takes place.</p> <p><b>Yes</b> - in line with THT policy. Block health checks and arson assessments.</p>
<b>27.0</b>	<b>TRAINING &amp; DRILLS</b>	<b>Record of Assessors Findings</b>
27.1	Are all staff given adequate fire safety training and instruction on induction?	<b>Yes.</b> COVID restrictions have postponed the normal program of training. Training should be conducted as soon as practical.
27.2	Are all staff given periodic 'refresher training' at suitable intervals?	<b>As above.</b>

27.3	<p>Does all 'staff training' provide information, instruction or training on the following:</p> <ul style="list-style-type: none"> <li>a. Fire risks in the premises?</li> <li>b. The fire safety measures in the building?</li> <li>c. Action in the event of fire?</li> <li>d. Action on hearing the fire alarm signal?</li> <li>e. Method of operation of manual call points?</li> <li>f. Location and use of fire extinguishers?</li> <li>g. Means for summoning the fire and rescue service?</li> <li>h. Identity of persons nominated to assist with evacuation?</li> <li>i. Identity of persons nominated to use fire extinguishing appliances?</li> </ul>	<p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Observations:</b> Satisfactory.</p>
27.4	<p>Are persons with special responsibilities (e.g. fire wardens) given additional training?</p>	<p>Visiting Staff are trained in fire safety awareness.</p> <hr/> <p>Observations: Satisfactory.</p>
27.5	<p>Are fire drills carried out at appropriate intervals?</p>	<p><b>N/A</b></p> <hr/> <p><b>Observations:</b> Satisfactory.</p>

27.6	<p>When the employees of another employer work in the premises:</p> <p>a. Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?</p> <p>b. Is it ensured that the employees are provided with adequate instructions and information?</p>	<p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Observations:</b> PTW system in place.</p>
<b>28.0</b>	<b>TESTING &amp; MAINTENANCE</b>	<b>Record of Assessors Findings</b>
28.1	Is the workplace itself adequately maintained in order to avoid certain fire hazards?	<b>No.</b>
28.2	<p>Is there a suitable arrangement in place to test and maintain fire protection systems?</p> <p>More specifically:</p> <p>a. Weekly testing and periodic servicing of fire detection and fire alarm system?</p> <p>b. Monthly and annual testing routines for emergency escape lighting</p> <p>c. Annual maintenance of fire extinguishing appliances?</p> <p>d. Periodic inspection of external escape staircases and gangways?</p> <p>e. Six-monthly inspection and annual testing of rising fire mains?</p> <p>f. Weekly and monthly testing, six</p>	<p><b>Yes. 28-10-2020.</b></p> <p><b>Yes.</b> Part of the compliance checks carried out by the caretaker. (Under review)</p> <p><b>Yes.</b></p> <p>Regular checks are conducted by THT.</p> <p><b>Yes. 23-10-2020.</b></p> <p><b>N/A.</b></p>

	<p>monthly inspection and annual testing of fire-fighting lifts?</p> <p>g. Weekly testing and periodic inspection of sprinkler installations?</p> <p>h. Routine checks of final exits and/or security fastenings?</p> <p>i. Annual inspection and test of lightning protection system</p>	<p><b>N/A.</b></p> <p>Door locking mechanisms are subject to regular maintenance. 04-12-2020.</p> <p><b>Yes. 29-09-2020.</b></p>
28.3	Other relevant inspections or tests:	None.
<b>29.0</b>	<b>RECORDS</b>	<b>Record of Assessors Findings</b>
29.1	<p>Are there appropriate records of:</p> <p>a. Fire drills?</p> <p>b. Fire training?</p> <p>c. Fire alarm tests?</p> <p>d. Emergency escape lighting tests?</p> <p>e. Maintenance and testing of other fire protection systems?</p>	<p><b>N/A.</b></p> <p><b>Yes.</b></p> <p><b>Yes.</b></p> <p><b>Yes – Tested 27-01-2020.</b></p> <p><b>N/A.</b></p>
29.2	Comments:	Records are held by THT.

## ASSESSMENT OF LIKELY CONSEQUENCE OF FIRE

### STEP 6

The sixth step is to make a (subjective) assessment of the likely consequences to occupants in the event of fire.

Guidance:

This assessment is principally based on the fire risk assessor's findings in step four and five but will take account of information obtained in the first step.

Considering the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

**SLIGHT HARM / MODERATE HARM / EXTREME HARM**

In this context, a definition of the above terms are as follows: Slight Harm  
 Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which fire occurs)

Moderate Harm

Outbreak of fire could foresee-ably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities.

**MODERATE**

Extreme Harm

Significant potential for serious injury or death of one or more occupants.

## ASSESSMENT OF FIRE RISK

### STEP 7

The seventh step is to assess the fire risk and to decide if the fire risk is tolerable.

Guidance:

The fire risk is assessed by combining the likelihood of fire (step three) and the consequences of fire (step six)

### Likelihood of Fire + Potential Consequences of Fire = Assessment of Fire Risk

Likelihood of Fire	Potential Consequences of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	<b>Moderate Risk</b>	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

## ASSESSMENT OF FIRE RISK

<p><b>By combining the likelihood and consequences using the matrix it is considered that the risk to life from fire at these premises is:</b></p> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p>The following risk based control plan is based on one advocated for general health and safety risks:</p> <p><u>Trivial</u> No action is required and no detailed records need to be kept. <u>Tolerable</u> No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.</p> <p><u>Moderate</u> It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the improved control measures.</p> <p><u>Substantial</u> Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.</p> <p><u>Intolerable</u> The building (or relevant area) should not be occupied until the risk is reduced.</p>	<p><b>TRIVIAL TOLERABLE MODERATE SUBSTANTIAL INTOLERABLE</b></p> <hr style="border: 0.5px solid black; margin: 10px 0;"/> <p><b>MODERATE</b></p>
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**Although the purpose of step seven is to place the fire risk in context with the above approach to fire risk assessment is subjective and for guidance only.**

**All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan.**



## FORMULATION OF AN ACTION PLAN

### STEP 8

The eighth step is to formulate an action plan. The action plan comprises recommendations that are intended to ensure that the fire risk is reduced to, or maintained at a tolerable level. If the fire risk is already tolerable, there is still often a need to address minor deficiencies in fire precautions and/or low cost changes to the managerial arrangements etc.

### Guidance:

The action plan is an inventory of actions often prioritised to devise maintain or improve controls. Ideally the inventory will include measures to eliminate or control hazards (e.g. better separation of combustible materials and ignition sources) A blend of physical and procedural measures is often needed.

## DEFINITION OF PRIORITIES WITHIN THIS ACTION PLAN

### Definition of Priorities:

#### **A: Serious breach of legislation, having the potential for serious injury to occupants**

Short Term: Should be implemented immediately including, where relevant, interim measures necessary to ensure the safety of occupants until permanent measures can be implemented.

#### **B: Matters that breach legislation but are not considered to constitute a serious threat to life safety**

Medium Term: Should be implemented within, say three months.

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#### **C: Matters that should be addressed as good practice, but that do not constitute any threat to occupants**

Long Term: Should be implemented as and when the opportunity arises.

**Under the relevant fire safety legislation, a breach of the legislation constitutes a criminal offence if, inter alia, the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.**

**FIRE RISK ASSESSMENT ACTION PLAN.**

**It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, a tolerable level**

**Premises Defects:**

No:	Section Ref:	Action	Priority	Date Action Taken	Action By Whom
4.1		<p><i>Fire involving pan and contents occurred on the 7<sup>th</sup> June 2020. Detail contained in FI carried out by THT. It should be confirmed the recommendation following the fire have been carried out.</i></p> <p><b><u>Initial recommendations from Fire Safety Manager:</u></b></p> <ul style="list-style-type: none"> <li>• <i>We need to establish a clear protocol with Trustcall, I have evidence that they attend the towers and now they're saying they don't?</i></li> <li>• <i>Enter into a temporary arrangement with GMFRS operational crews who will inform the FSM and the FSO of any incidents at any of THT's high risk sites (This has been agreed). The only caveat is that the information may be delayed due to the exigencies of GMFRS.</i></li> <li>• <i>Suggest a revisit of the 'what to do in case of fire' should be carried out for this site.</i></li> <li>• <i>Communicate with the Tenants Association and discuss the outcomes of the incident.</i></li> <li>• <i>Establish why (15) residents supposedly left their flats when it is a stay put policy.</i></li> </ul>	C		
5.1		<p>Fire Risk Assessments were not available for the communications equipment rooms and masts located on the roof.</p>	C		

7.2	d	Trailing leads and block adaptors were in use in the lift motor room and caretaker's office. Additional sockets should be provided to reduce the reliance on trailing leads and adaptors.	C		
18.1	a	<p>The flat front doors have had their casings removed and fire stopping work completed. The doors are notional fire doors and do not have certification.</p> <p>Corridor doors at the head of the escape stairs are protected by old style fire doors and partitions. They require replacement and should be programmed for renewal. They will provide some protection to the staircase in terms of fire and smoke stopping. THT have a fire door report identifying defects with the doors.</p> <p>Lift lobby doors are uncertified fire doors and panels but a more modern door than the staircase protection doors. They will provide fire and smoke stopping to the lift lobby. The doors should be programmed for replacement with certified door sets.</p> <p>Ground floor doors protecting escape routes appear to be fire doors and will provide fire and smoke stopping to the means of escape. As the doors are replaced, they should be replaced with certified door sets.</p> <p>The electrical riser cupboards are fitted with a fire door and fire resisting panel at the head. Certification is not available, but the doors will offer reasonable fire resistance and smoke stopping. The doors and casings should be replaced with certified door sets on refurbishment.</p> <p>MHCLG issued an advice note on the 20-01-2020 that should be complied with. The advice note indicates the door replacement program is a high priority.</p>	B		

18.1	a	Staircase and corridor ventilation is inadequate. There is no available ventilation outlets from the staircases, lobby's or corridors. Ventilation is required as a minimum to the head of both escape stairs.	B		
18.1	a	<p>The following flat doors have not been replaced. The doors should be replaced with certified door sets.</p> <ul style="list-style-type: none"> <li>• Flat 157</li> </ul> <p>The following doors were damaged and require repair or replacement.</p> <ul style="list-style-type: none"> <li>• Flat 101 smashed glazing.</li> <li>• Flat 78 letterbox cover damaged.</li> <li>• Flat 62 panel above door not fire resisting.</li> <li>• Fifth floor riser door fire damaged – repair or replace.</li> <li>• Flat 24 door damaged repair or replace.</li> <li>• Panel on ground floor stair protection door nr pump house not fire resisting. Replace panel.</li> </ul> <p>The following fire-resistant panels were damaged and should be repaired or replace.</p> <ul style="list-style-type: none"> <li>• Water riser adjacent to flat 88.</li> </ul>	B		
18.1	a	<p>Replacement panels and boxing in the common areas should be constructed of fire rated materials. Plywood boxing around a newly installed gas pipe was of plywood on the 11<sup>th</sup> floor in the staircase enclosure.</p> <p>8<sup>th</sup> floor mains cables boxed in plywood.</p>	B		
18.1	a	<p>Action noted in 2017 report.</p> <p>The common flue shaft serving the old warm air heaters to the bedrooms (inspected) had been boarded over during the removal of the warm air heaters, this common flue shaft runs vertically through the building and discharges via a chimney at roof level. It was noted that the flues at roof level are still in use indicating that</p>	B		

		some warm air heaters are still present to leaseholder flats. THT should confirm the fire rating of the materials used to board the common shaft. This shaft will allow smoke spread to circulate within the building.			
<b>18.1</b>	<b>a</b>	THT should also identify the flats where warm air heaters are still present and make arrangements for the removal of the appliances and boarding over of the common shaft with fire rated material.	<b>C</b>		
<b>20.2</b>		Exit indication missing on staircase floor 11. Exit indication should be replaced.	<b>C</b>		

Operational Practices:					
No:	Section Ref:	Action	Priority	Date Action Taken	Action By Whom
		No significant findings.			

Observations:					
No:	Section Ref:	Action	Priority	Date Action Taken	Action By Whom
3.5		Where a vulnerable person in a general needs block of flats comes to the attention of a dutyholder, a person-centred FRA can be carried out to identify additional measures to mitigate the risk arising from their vulnerability.			
18.1	a	Ceiling linings in the entrance lobby appear to be timber tongue and groove. It should be confirmed that the paint used to coat the ceiling is an intumescent based paint and the surface lining replaced during a refurbishment of the building.			
18.1	a	Ceiling linings in the escape corridors on the upper floors are lined with timber. On refurbishment the ceiling linings should be replaced with a ceiling lining conforming to the current regulations. Any paint applied should be confirmed as intumescent.			
27.1		COVID restrictions have postponed the normal program of training. Training should be conducted as soon as practical.			

## PERIODIC REVIEW OF FIRE RISK ASSESSMENT

### STEP 9

The ninth step is the periodic review of the fire risk assessment.

#### Guidance:

Review of the fire risk assessment is necessary after a period defined in the fire risk assessment or, at an earlier time if changes take place, or if there are other reasons to suspect that the fire risk assessment is no longer valid.

The fire risk assessment is likely to cease to be valid when, for example:

- a. a material alteration takes place;
- b. a significant change occurs in the “given” factors that were considered when the fire risk assessment was carried out;
- c. a significant change in fire precautions occurs;
- d. a fire occurs on the premises

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Significant changes in the “given” factors could be for example an increase in the number of occupants in the building or the introduction of a much more

Comments:

## TERMS & DEFINITIONS

1. **access room:** room that forms the only escape route from an inner room (see 31)
2. **action plan:** measures identified in the course of a fire risk assessment that need to be implemented to ensure that the required level of fire safety is achieved or maintained
3. **alternative escape routes:** escape routes sufficiently separated either by direction and space, or by fire-resisting construction, intended to ensure that one is still available if the other one is affected by fire
4. **class A fires:** fires involving solid materials, usually of an organic nature, in which combustion normally takes place with the formation of glowing embers
5. **class B fires:** fires involving liquids or liquefiable solids
6. **class C fires:** fires involving gases
7. **class D fires:** fires involving metals
8. **class F fires:** fires involving fats and cooking oils
9. **combustible:** capable of burning in the presence of oxygen
10. **compartmentation:** subdivision of a building by fire resisting walls and/or floors for the purpose of limiting fire spread within the building
11. **dead end:** area from which escape from fire is possible in one direction only
12. **emergency escape lighting:** part of the emergency lighting that provides illumination for the safety of people leaving a location within the building
13. **emergency lighting:** lighting provided for use when the supply of normal lighting fails
14. **escape route:** route forming part of the means of escape from any point in a building to a final exit
15. **final exit:** termination of an escape route from a building, giving direct access to a street, passageway, walkway or open space, where people are no longer in danger from fire
16. **fire audit:** systematic and whenever possible, independent examination to determine whether standards of fire safety conform to those required in order to achieve the organisation's fire safety policy and objectives.
17. **fire door:** door or shutter provided for the passage of people, air or objects which, together with its frame and furniture as installed in a building, is intended (when closed) to resist the passage of fire and/or gaseous products of combustion, and is capable of meeting specified performance criteria to those ends.



18. **fire drill:** rehearsal of the evacuation procedure involving participation of the occupants of a building
19. **fire equipment sign:** safety sign that indicates the location or identification of fire equipment or how it should be used.
20. **fire hazard:** source or situation with potential to result in a fire.
21. **fire identification:** process of recognizing that a fire hazard exists and defining its characteristics.
22. **fire load:** quantity of heat that could be released by the complete combustion of the combustible materials in a volume, including the facings of all bounding surfaces.
23. **fire precautions:** physical, procedural and managerial measures taken to reduce the likelihood of ignition occurring and/or to mitigate the consequences if ignition does occur.
24. **fire prevention measures:** measures to prevent the outbreak of fire.
25. **fire procedure:** pre-planned actions to be taken in the event of fire.
26. **fire protection measures:** design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs.
27. **fire resistance:** ability of an item to fulfil for a stated period of time the required load-bearing capacity and/or integrity and/or thermal insulation, and/or other expected duty specified in a standard fire resistance test.
28. **fire risk:** combination of likelihood and consequence(s) of fire.
29. **fire risk assessment:** overall process of identifying fire hazards and evaluating the risks to health and safety arising from them, taking account of existing risk controls (or in the case of a new activity, the proposed risk controls)
30. **fire safety engineering:** application of scientific and engineering principles to the protection of people, property and the environment from fire.
31. **fire safety management:** task(s) carried out by defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems, passive, active and procedural measures, within the building are working properly at all times.
32. **fire safety policy:** documented strategy that sets out the standards of fire safety that an organization is committed to maintaining.
33. **ignition:** initiation of combustion.
34. **ignition source:** source of energy that initiates combustion
35. **inner room:** room from which the only escape route is through another room (see 1)

36. **integrity:** ability of a separating element, when exposed to fire on one side, to prevent the passage of flames and hot gases or the occurrence of flames on the unexposed side, for a stated period of time in a standard fire resistance test.
37. **maintained emergency lighting:** lighting system in which all emergency lighting lamps are illuminated at all material times.
38. **mandatory sign:** safety sign that indicates a specific course of action is to be taken.
39. **manual call point:** component of a fire detection and fire alarm system that is used for the initiation of a fire alarm signal.
40. **means of escape:** structural means whereby a safe route in the event of fire is provided for persons to travel from any point in a building to a place of safety (without external assistance)
41. **non-maintained emergency lighting:** lighting system in which all emergency lighting lamps are illuminated only when the supply to the normal lighting fails.
42. **place of safety:** place in which people are in no danger from fire.
43. **products of combustion:** solid, liquid and gaseous materials resulting from combustion.
44. **protected corridor, route or staircase:** corridor, route or staircase enclosed in fire-resisting construction.
45. **refuge:** area that is both separated from a fire by fire resisting construction and provided with a safe route to a storey exit, thus constituting a temporarily safe space for disabled occupants to await assistance for their evacuation.
46. **smoke alarm:** device containing within one housing all the components, except possibly the energy source, necessary for detecting smoke and for giving an audible alarm (normally reserved for devices intended for domestic uses)
47. **smoke damper:** mechanical device which when closed, prevents smoke passing through an aperture within a duct or structure.
48. **structural fire protection:** features in layout and/or construction that are intended to reduce the effects of a fire.
49. **tolerable level:** level at, or close to, that is acceptable to an organization, taking into account the requirements of fire safety legislation, the fire safety policy of the organization, the nature of the building, the fire hazards in the building, the nature of the occupants, the cost of additional fire precautions and any other relevant factors.
50. **travel distance:** actual distance to be travelled by a person from any point within the floor area to the nearest storey exit, having regard to the layout of walls, partitions and fixings.

### **Principles of Prevention**

The principles are:

- *Avoiding risks;*
- *Evaluating the risks which cannot be avoided;*
- *Combating the risks at source;*
- *Adapting to technical progress;*
- *Replacing the dangerous by the non-dangerous or less dangerous;*
- *Developing a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;*
- *Giving collective protective measures priority over individual protective measures; and*
- *Giving appropriate instructions to employees.*

### **Definition of a Dangerous Substance**

*A substance or preparation which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations;*

*A substance or preparation which because of its physio-chemical or chemical properties and the way it is used or is present in or on the premises creates a risk; and*

*Any dust, whether in the form of solid particles or fibrous materials or otherwise, which can form an explosive mixture with air or an explosive atmosphere.*

### **Definition of an Explosive Atmosphere**

*A mixture, under atmospheric conditions, of air and one of a more dangerous substance in the form of gases, vapours, mists or dusts in which, after ignition has occurred, combustion spreads to the entire unburned mixture.*

### **NOTE**

***Prior to commencing to use and/or store flammable liquids in a workplace, a risk assessment must be carried out by a competent person. Flammable liquids pose a fire and/or explosion risk and **must not be stored** on the premises unless a suitable fire risk assessment has been undertaken.***

## EMERGENCY PLANNING

*An 'emergency plan' must be prepared and its purpose is to ensure that all persons in the premises know what to do in case of an emergency, including a fire, so that the premises can be safely evacuated.*

***It is good practice to have a written emergency plan in any case.***

*The 'emergency plan' should be based on the outcome of this fire risk assessment and be available for your employees, their representatives, residents and the enforcing authority.*

*Note: In residential care premises, the 'emergency plan' will need to be more detailed.*

***In small premises the emergency plan may be exactly the same as the fire action notice.***

*The 'emergency plan' should be appropriate for the premises and may include the following:*

- 1. The means of warning if there is a fire.*
- 2. What action staff/employees should take if they discover a fire*
- 3. Details of how the evacuation of the premises should be carried out.*
- 4. Any individual/specific needs or risks associated with any individual residents/employees.*
- 5. Identification and use of protected areas, refuges etc. used for horizontal and partial evacuation.*
- 6. The location of the assembly point, the procedures to take a roll call and for checking that the premises have been evacuated.*
- 7. Identification of key escape routes, how people can gain access to them and escape from them safely.*
- 8. Arrangements in place for firefighting.*
- 9. The duties and identities of staff/employees who have specific responsibilities e.g. fire wardens, fire marshals etc.*
- 10. Arrangements for the safe evacuation of people who are identified as being especially at risk e.g. residents, those with disabilities, contractors, visitors etc.*
- 11. What machines/processes/appliances/power supplies etc. - that need to be stopped or made safe if there is a fire and the role of any persons who have been designated to do this.*
- 12. Any specific arrangements that have been made especially for high fire risk areas.*
- 13. Contingency plans for when any of the safety systems are out of order.*
- 14. Details of how fire and rescue services will be called and the responsible person(s) for doing this.*

15. *Procedures that are in place for meeting the emergency services upon their arrival and passing over information to them.*
16. *What training employees/staff need and arrangements to ensure that training is given on a regular basis.*
17. *Plan for the accommodation of any residents both during the fire, immediately after and long term and also the storage of any valuables etc.*

## PHOTOGRAPHIC DETAILS

P1 – Old style fire doors	P2 – Ceiling linings
	
P3 – Plywood boxing	P4 – Warm air vents outlets covered
	