

FIRE RISK ASSESSMENT



**Highland Court,
87 Gordon Road,
South Woodford,
London, E18 1RE.**



9th October 2018

Fire Risk Assessment

The Fire Risk Assessment was undertaken by our Independent Consultant who has a relevant degree in Fire Safety. He is a Member of the Institution of Fire Engineers and is on their approved list of fire risk assessors. He spent 30 years as a fire safety officer in the UK fire service and has served as a fire safety instructor at The Fire Service College. The experience and expertise of our Consultant gives him the status of "Competent Person" as described in The Management Regulations, and in The Regulatory Reform (Fire Safety) Order 2005, which supersedes all previous fire safety legislation.

The Assessment was undertaken in accordance with the general risk assessment principles set out in The Regulatory Reform (Fire Safety) Order 2005 in order to identify hazards that could contribute to injury of persons working in or residing in the building.

There are five aspects that our consultant has used his professional judgement to consider:

Identification of hazards

Assessment of those at risk

Evaluation of the risk

Methods of control

Further controls that are necessary

Due regard has been given to the standards of fire safety required for the premises and training that is necessary to maintain and wherever possible to improve those standards, and the records to be kept. The detail in the risk assessment has been obtained by our consultant when walking around the premises.

The survey carried out was thorough and where possible involved checks of all fire resisting partitions between false ceilings and floor slabs, and under raised access floors. CWB Fire Safety Consultants Ltd. cannot be held liable for any deficiency not seen by or detail given to the consultant at the time.

The conclusions of the Risk Assessment have been reached by consideration of the current codes of practice, guides, British Standards, the Fire Regulations and best industry standards. They have been applied reasonably to provide and maintain satisfactory Fire Safety and Fire Safety Management.

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person: Highland Court Management Limited.

Address of Property: Highland Court, 87 Gordon Road,
South Woodford, London, E18 1RE.

Person(s) Consulted: Clinton Hunt.

Assessor: Phil Barry B.Sc. M.I.Fire E

Date of Fire Risk Assessment: 8th October 2018

Date of Previous Fire Risk Assessment: Not Known.

Suggested Date for Review¹: October 2019 (See note 1 below).

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.

¹ This 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 there have been significant changes i.e.: extensions or alterations to the property, a change of use or process, an increase of staff, a change of ownership or occupancy etc.

GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors: Three.
- 1.2 Approximate floor area per floor: 1,500m².

1.3 Brief details of construction:

Highland Court consists of thirty-nine purpose built residential flats comprised in three blocks.

The buildings were constructed CIRCA 1970 in accordance with the Building Regulations in force at that time.

The external walls are constructed of brick, the floors are constructed of concrete and the roof is flat.

Internal partitions are a mixture of brick/block and plasterboard stud walls. Ceilings are constructed of plasterboard.

The blocks are provided with one internal protected stairway which discharges directly to outside at ground floor level.

- 1.4 Occupancy: Residential Flats.

2. THE OCCUPANTS

- 2.1 Approximate maximum number: 80.
- 2.2 Approximate number of employees at any one time: 0.
- 2.3 Maximum number of members of public: 0.

3. OCCUPANTS AT SPECIAL RISK

- 3.1 Sleeping occupants: 80.
- 3.2 Disabled occupants: Disabled access is provided to ground floors only.
- 3.3 Occupants in remote areas: None.
- 3.4 Others: None.

4. FIRE LOSS

None reported.

5. OTHER RELEVANT INFORMATION

None.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The Regulatory Reform (Fire Safety) Order 2005 applies to these premises:

6.7 Other relevant fire safety legislation:

Housing Act 2004.

Appropriate guidance documents Approved Document B Volume 2 and Fire Safety in Purpose Built Blocks of Flats (Local Government Group).

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? Yes No

Portable appliance testing carried out? N/A Yes No

Suitable policy regarding the use of personal electrical appliances? N/A Yes No

Suitable limitation of trailing leads and adapters? N/A Yes No

7.3 Comments and hazards observed:

There was evidence available to demonstrate that the electrical circuits have been examined by a competent person within the past 5 years as recommended in BS7671. Residents are responsible for the maintenance of their personal electrical equipment.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? N/A Yes No

Any evidence of breaches of policy? N/A Yes No

8.3 Comments and hazards observed:

Smoking is prohibited within the common parts. Residents may smoke within their units.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable? Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:

The building is adequately secured with access restricted to authorised persons by key or by entry-phone.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? N/A Yes No

10.2 If portable heaters are used,

is the use of the more hazardous type (e.g. radiant bar fires or lpg appliances) avoided? N/A Yes No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:

No heating is provided in the common parts.

11. COOKING

11.1 Reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? N/A Yes No

11.3 Comments and hazards observed:

No cooking facilities are provided in the common parts.

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

Lightning protection is not considered to be necessary for life safety purposes.

13. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION

13.1 Ignition sources:

None.

13.2 Comments and hazards observed:

None.

14. HOUSEKEEPING

14.1 Is the standard of housekeeping adequate? Yes No

14.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or waste? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Inappropriate storage of combustible materials? Yes No

14.3 Comments and hazards observed:

A high standard of housekeeping was evident at the time of survey. Escape routes were unobstructed and there was no evidence of combustible storage within the stairway enclosures.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Is there satisfactory control over works carried out in the building by outside contractors? Yes No

15.2 Are fire safety conditions imposed on outside contractors? Yes No

Suitable guidance is contained in the following publications:

- *Standard Fire Precautions for Contractors Engaged on Crown Works*, Department of Environment, HMSO.
- *Fire Prevention on Construction Sites*. Loss Prevention Council.
- *Fire Safety in Construction Work*. HSE.

It is recommended that the guidance contained in these references be incorporated in contracts with outside Contractors.

15.3 If there are in-house maintenance personnel, are suitable precautions taken during 'hot work', including use of hot work permits? N/A Yes No

15.4 Comments:

All building works will be carried out by approved contactors only.

FIRE PROTECTION MEASURES

16. MEANS OF ESCAPE

- 16.1 It is considered that the premises are provided with reasonable means of escape in case of fire. Yes No
- 16.2 More specifically:
- i Adequate design of escape routes? Yes No
 - ii Reasonable distances of travel? Yes No
 - iii Suitable protection of escape routes? Yes No
 - iv Adequate provision of exits? Yes No
 - v Exits easily and immediately openable where necessary? Yes No
 - vi Escape routes unobstructed? Yes No
- 16.3 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people. Yes No

16.4 Comments and deficiencies observed:

The means of escape from all areas is adequate. Travel distances to final exits are within recommended limits. All flats discharge directly into the protected stairway which leads directly to a final exit at ground floor.

Internal protected hallways are provided within the flats as travel distances to the front door exceed 9m.

Self-closing devices and cold smoke seals are not required on fire doors within flats. Residents would be expected to close their doors at night and cold smoke seals would prevent the smoke detectors from operating in the early stages of a fire.

17. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

17.1 It is considered that there is:

compartmentation of a reasonable standard².

Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

17.2 Comments and deficiencies observed:

The walls are constructed of brick/block and the floors are of constructed of concrete.

Each flat is separated from the common parts and from other flats by compartment walls and floors that will provide a minimum of sixty minutes fire resistance.

Not all flat front doors are fitted with self-closing devices.

Past and existing guidance recommends that the front doors of flats are fitted with positive self-closing devices. This is to reduce the risk of the escape routes becoming smoke-logged should a resident vacate their flat in an emergency and forget to close the front door.

It is recommended that all flat front doors are fitted with self-closing devices.

The front doors of the flats do not comply with current standards (BS 476) but the doors are notional fire doors complied with the Building Regulations in force at the time of construction.

The doors are in good condition and are close fitting. Current guidance explains that:

“ the upgrading existing doors simply because they are not fitted with intumescent strips or smoke seals, or fail to meet some other requirement of current standards, should not be made a generic recommendation applicable to all existing blocks of flats. Similarly, upgrading existing letterboxes in flat entrance doors to meet current standards is not always necessary.”

² Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.
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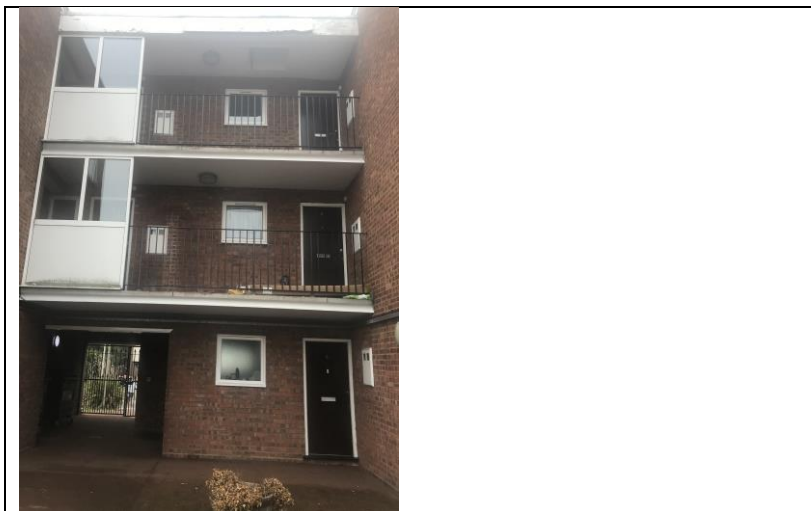
The existing doors provide adequate protection of the escape routes.

During any future refurbishment the flat front doors should be replaced with fire door-sets rated at FD30S.

As an interim measure consideration should be given to fitting intumescent strips and cold smoke seals to the existing door frames.

Residents should not be permitted to alter or replace the front doors without consent from the management committee. Any refurbishment should comply with current fire safety standards.

The front doors of flat Nos 2, 4 & 8 are not required to be fire resisting or self-closing because a fire within these flats would not restrict the means of escape for the occupants of other flats.



The electric meters are not enclosed within fire resisting enclosures. The meter cupboard should be upgraded to fire resisting enclosures during any future refurbishment. The existing enclosures are not considered to pose a significant risk and may be retained while they remain in good condition.

Openable windows are provided within the stairway to assist the fire service in clearing smoke if required.

External wall linings and internal wall and ceiling linings will not promote rapid fire spread.



18. ESCAPE LIGHTING

18.1 Reasonable standard of escape lighting system provided³?

Yes No

18.2 Comments and deficiencies observed:

The luminance levels within the stairways should be checked during the hours of darkness. If levels are below 1 Lux emergency escape lighting units should be provided in accordance with the recommendations of BS 5266.

³ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standard carried out.

19. FIRE SAFETY SIGNS AND NOTICES

19.1 Reasonable standard of fire safety signs and notices?

Yes No

19.2 Comments and deficiencies observed:

The escape routes are not complex and all residents will be familiar with the layout. Fire exit signs are not required.

Fire routine notices explaining the evacuation procedures should be displayed within the common parts.



20. MEANS OF GIVING WARNING IN CASE OF FIRE

- 20.1 Reasonable manually operated electrical fire alarm system provided⁴? N/A Yes No
- 20.2 Automatic fire detection provided? Yes Yes No
(throughout premises) (part of premises only)
- 20.3 Remote transmission of alarm signals? Yes No
- 20.4 Comments and deficiencies observed?

Each flat should be provided with a Grade D, LD3 system as recommended in current guidance.

Within the flats inspected domestic smoke alarms provided adequate early warning.

Automatic fire detection is not required or recommended within the common parts of purpose-built flats.

21. MANUAL FIRE EXTINGUISHING APPLIANCES

- 21.1 Reasonable provision of portable fire extinguishers? N/A Yes No
- 21.2 Hose reels provided? Yes No
- 21.3 Comments and deficiencies observed:

No fire extinguishers are currently provided. The relevant legislation only requires fire extinguishers to be provided "where necessary".

In these premises it would be reasonable to consider that their provision is not necessary.

As no persons are trained to use extinguishers their provision should be subject to special consideration.

It should be noted that If extinguishers are provided Article 13 of The Fire Safety Order 2005 requires competent persons to be trained to use them.

⁴ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.
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22. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS

22.1 Type of system:

None.

23. OTHER RELEVANT FIXED SYSTEMS

23.1 Type of system:

None.

MANAGEMENT OF FIRE SAFETY

24. PROCEDURES AND ARRANGEMENTS

24.1 Person responsible for fire safety⁵:

The management committee.

24.2 Competent person(s) available to assist in implementation of fire safety legislation?

Yes No

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Comments:

None.

24.3 Appropriate fire procedures in place?

Yes No

Comments:

A defend in place evacuation policy is in place. Only the occupants of a flat affected by fire need to evacuate, other residents are safe to remain within their flats and should only evacuate if instructed to do so by the fire service.

24.4 Persons nominated to respond to fire?

N/A Yes No

Comments:

Residents would be expected to respond unsupervised.

24.5 Persons nominated to assist with evacuation?

N/A Yes No

Comments:

Residents would be expected to respond unsupervised.

24.6 Appropriate liaison with fire brigade?

N/A Yes No

Comments:

None.

⁵ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

24.7 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Routine inspections are carried out the management committee.

25. TRAINING AND DRILLS

25.1 Are all staff given instruction on induction? N/A Yes No

Comments:

No persons are employed to work in the premises.

25.2 Are all staff given periodic 'refresher training' at suitable intervals? N/A Yes No

Comments:

No persons are employed to work in the premises.

25.3 Are staff with special responsibilities (e.g. fire wardens) given additional training? N/A Yes No

Comments:

No persons are employed to work in the premises.

25.4 Are fire drills carried out at appropriate intervals? Yes No

Comments:

Fire drills are not considered to be necessary or appropriate in this premises.

26. TESTING AND MAINTENANCE

26.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

The management committee ensure that adequate testing and maintenance is carried out.

- 26.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A Yes No
- Comments and deficiencies observed:
None.
- 26.3 Monthly and annual testing routines for emergency lighting? N/A Yes No
- Comments and deficiencies observed:
None.
- 26.4 Annual maintenance of fire extinguishing appliances? N/A Yes No
- Comments and deficiencies observed:
None.
- 26.5 Six-monthly inspection and annual testing of rising mains? N/A Yes No
- Comments and deficiencies observed:
None.
- 26.6 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No
- Comments:
None.
- 26.7 Routine checks of final exit doors and/or security fastenings? N/A Yes No
- Comments:
Residents use exits daily.

27. RECORDS

27.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? N/A Yes No

Fire alarm tests? N/A Yes No

Escape lighting tests? N/A Yes No

Maintenance and testing of other fire protection systems? N/A Yes No

7.2 Comments:

None.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800⁶:

Potential consequences of fire ⇒ Fire hazard ↓	Slightly harmful	Harmful	Extremely harmful
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at these premises is:

Low

Medium

High

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

Slightly harmful

Harmful

Extremely harmful

In this context, our definition of the above terms is as follows:

Slightly harmful: Outbreak of fire is unlikely to result in serious injury or death of any occupant.

Harmful: Outbreak of fire could result in harm to one or more occupants, but it is unlikely to result in serious injury or death of any occupant; any such injury or death is unlikely to involve multiples of people.

Extremely harmful: Potential for serious injury or death of one or more occupants.

⁶ BS 8800: 2004. *Guide to occupational health and safety management systems.*
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Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with extremely harmful consequences, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may 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.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO 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 SECTION. THE RISK ASSESSMENT SHOULD BE REPEATED PERIODICALLY.)

RECOMMENDATIONS/SIGNIFICANT FINDINGS

It is considered that the following recommendations should be implemented in the time scales as indicated below in order to reduce fire risk to, or maintain it at, the following level:

A = Recommendations that should be implemented immediately or as soon as reasonably practicable. (less than 6 months)

B = Recommendations that should be implemented in the short term. (within 12 months)

C = Recommendations of a non-urgent nature. (within 24 months)

D = Recommendations for longer term consideration. (24 months and more)

Moderate 

Category A

It is recommended that all flat front doors are fitted with self-closing devices.

Category D

17.2 - During any future refurbishment the flat front doors should be replaced with fire door-sets rated at FD30S.

Category B

17.2 - As an interim measure consideration should be given to fitting intumescent strips and cold smoke seals to the existing door frames.

Category B

18.2 - The luminance levels within the stairways should be checked during the hours of darkness. If levels are below 1 Lux emergency escape lighting units should be provided in accordance with the recommendations of BS 5266.

Category A

19.2 - Fire routine notices explaining the evacuation procedures should be displayed within the common parts.