

Fire Risk Assessment And Action Plan



Client:
East Village Management Limited c/o Savills

Site Address:
Festive Mansions/ G,
10 Napa Close,
E20 1EA

Visit Date:
11/05/2021

Recommended Review Date:
May 2022

Report Prepared By:
Jonathan Myers



Life Safety Fire Risk Assessment Certificate of Conformity

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

Schedule

Part 1a	William Martin Compliance Ltd
Part 1b	WORC071
Part 2	East Village Management Limited c/o Savills
Part 3a	N03 Festive Mansions/ G
Part 3b	Part / parts of the premises covered: communal areas.
Part 4	Scope and purpose of the FRA: the identification of life safety fire hazards that can be removed or reduced to protect premises in the case of a fire.
Part 5	Date of FRA: 11/05/2021
Part 6	Recommended FRA Review date: May 2022
Part 7	Unique Ref Number - 837519

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

Joe Nims, Technical Manager

Date of issue: 11/05/2021.

Certificate Number: EV0032

Third Party Certification Body:



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

Photographic Record of Properties Inspected

Main entrance to Festive Mansions.



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Section 1 - Executive Summary

1.1 General Information

Site Description	<p>Festive Mansions is one of the 7 blocks of flats in plot N03 which are built around a central covered ground floor car park accessing plant rooms and bike stores. There is a communal garden area at first floor level accessible from all 7 blocks.</p> <p>Festive Mansions is an 8 storey purpose-built residential property consisting of 31 flats. There is a main entrance and a secondary entrance to the covered car park providing access to the property. Access to the property can be gained using a key, fob or door entry system. There are town houses occupying the lower two floors, with separate individual entrances accessible from street level.</p> <p>The property is designed with a single stairway and lift which give access to all floors. Externally, there are paved walkways immediately outside the main entrance, and car parking to the ground floor covered area. A locked bin store is located ground floor level.</p> <p>External cladding: "Design Fire consultants Ltd" reviewed the findings from "AESG" invasive inspection. They provided conclusions on the cladding which have fed into this report. There was limited information available from visual inspection of the cladding, therefore the conclusions from DFC Ltd have formed the basis for this report.</p> <p>They have recommended "There is no reason that a stay-put strategy is no longer appropriate due to risk of fire spread via the external wall construction" and "interim measures are not necessary to mitigate risk of fire spread via the external wall construction".</p> <p>The report from DFC state some remediation is required in N03.</p>
Responsible Person / Duty Holder	Savills is the Responsible Person as defined by the Regulatory Reform (Fire Safety) Order 2005.
Responsible Person / Duty Holder (Site) - Property Manager	Sean Stone (Estate Manager) has been appointed to support the Responsible Person in performing duties on a day-to-day basis as defined by the above Order.
Competent Person (appointed by Duty Holder)	William Martin Compliance has been appointed to provide competent advice to support the Duty Holder in complying with fire safety law and approved guidance.
Other Key People Providing Information	Jonathan Laryea, Building Manager.
Property Type	Purpose Built
No. of Properties / Blocks	1
No. of Floors	8
No. of Staircases	1
No. of Entrances	2
No. of Flats	31

Approximate Number of Occupants	62
Relevant Persons At Risk And Relevant Persons Especially At Risk In The Event Of Fire	Relevant Persons At Risk - residents, visitors, contractors. Relevant Persons Especially At Risk - sleeping occupants, disabled occupants, those working in remote areas, young persons.
Construction	External Cladding: Aluminium infill panels, Copper rain screen, Aluminium Spandrel panels, and Precast concrete. Balconies: ACM soffits, with a steel tray between the soffit and decking and timber decking materials. The wall construction adjacent to the balconies DLC Ltd states is pre cast concrete. Roof: Flat. Floors: Concrete. Ceilings: Plasterboard and suspended ceilings tiles in part. Walls: Brick / block and plaster and assumed stud partition separating the flats.
Integral Car Park	Yes
Lift	Yes
Plant Rooms	Electrical Room Electrical Cupboards Electrical Meter Cupboards other
Other Plant Room(s)	N/A.
Site Representative	Yes
Site Representative Name	Jonathan Laryea, Building Manager.
Fire Loss Experience (any fires that have occurred in recent years):	None reported.
Any further relevant information that has a bearing on fire risk:	There is an ongoing project of external cladding review on the estate, with remedial works and proposed work changing frequently.
Benchmark Guidance	The following fire safety benchmark guidance has been applied whilst conducting this fire risk assessment: - Approved Document B. - Fire safety in purpose-built block of flats guide (Local Government Group).

1.2 Scope of the Fire Risk Assessment

The following areas were assessed	<ul style="list-style-type: none"> - A sample of service risers. - Electrical cupboards. - Staircases. - Corridors. - Entrances. - External circulation routes. - External bin areas. - Cleaners' cupboards
Areas inaccessible during visit.	<ul style="list-style-type: none"> - 7th floor (painting on going, not possible to check risers). - No flat roof access, automated smoke vent hatch. - Tenants demised areas.

	<ul style="list-style-type: none"> - Sample of risers. - Ceiling hatches. - Areas above suspended ceiling tiles.
Did the fire risk assessment include the examination of at least a sample of flat entrance doors?	No flat entrance doors were inspected due to the Covid19 Pandemic.
Does the property have a loft space?	No
Access to loft achieved?	N/A
Loft access details or reasons why access could not be achieved	No loft spaces flat concrete roofed building.
Are there any corresponding Fire Action Plan items regarding the loft space?	N/A
Type of Fire Risk Assessment:	<p>The assessment carried out was a Type 1 assessment, and did not include areas below normal floor level or above false ceilings unless these areas were readily accessible. Therefore, no 'intrusive' or 'destructive' inspections of compartmentation or voids was carried out. No responsibility therefore, is accepted by the consultant for issues relating to compartmentation which could not be viewed or identified at the time of the survey.</p> <p>Note: If a greater degree of destructive inspection is deemed to be necessary, refer to Fire Action Plan below.</p> <p>The risk assessment was undertaken in accordance with general risk assessment principles in order to identify hazards that could contribute to injury of persons using to the building.</p> <p>The consultant was not provided with any building or equipment drawings or past planning applications or submissions, therefore the information contained within this report was obtained during the site survey, from information obtained from the 'Responsible Person' or members of staff with varying levels of responsibility, if on site at the time of the survey. Where no members of staff were present, the relevant information was obtained through the visual inspection of the site.</p> <p>In establishing the final risk analysis, the consultant took into account the nature and design of the building, the occupants, including vulnerable occupants, the protection afforded, safety provisions and any procedural arrangements observed at the time of the assessment.</p> <p>Attention is drawn to the Ministry of Housing, Communities & Local Government Consolidated Advice Note for building owners of multi-storey, multi-occupied residential buildings, dated January 2020 (https://www.gov.uk/government/publications/building-safety-advice-for-building-owners-including-fire-doors) (the "Advice Note").</p> <p>The Advice Note recommends that building owners should consider the risk of external fire spread as part of the fire risk assessment for multi-occupied residential buildings. Consideration has been given to this matter within this fire risk assessment by an external visual inspection of the type, exterior condition and locations of external facades only. The Advice Note further recommends the assessment of the fire risks of any external wall system, irrespective of the height of the building.</p>

A more detailed assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment as the Consolidated Advice Note recommends that the assessment includes confirming the correct specification of materials were used and that they were correctly installed. 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. William Martin Compliance is able to offer this more specialist advice as a separate risk assessment service.

This assessment by specialists should follow the process set out in the Advice Note and as noted in diagram 1 of that document. This assessment should show how the external wall construction supports the overall intent of Requirement B4(1) in Part B of Schedule 1 to the Building Regulations 2010, namely that “the external walls of the building shall adequately resist the spread of fire over the walls and from one building to another, having regard to the height, use and location of the building”. In this connection, the assessment should address this functional requirement (regardless of the height of the building) and not just the recommendations set out in guidance that supports the Regulations (e.g. Approved Document B under the Regulations). The assessment should not just comprise a statement of either compliance or non-compliance with the functional requirement or the guidance, but should include a clear statement on the level of risk and its acceptability.

1.3 Existing Fire Safety Controls / Arrangements

Means of Escape	<p>Single Staircase: The escape route from the flats from upper floors is via a single staircase which terminates at the front ground floor main exit door.</p> <p>Escape at ground floor level is afforded through the main front entrance door leading onto the external pedestrian route.</p> <p>The final exit does not open in the direction of travel. A view has been taken that the risk is low due to the small numbers of persons that this applies to, therefore, no action needs be taken at this time.</p>
Structural Fire Protection	<p>Steel frame and concrete constructed building with block walls, plasterboard ceilings, concrete floors and a pitched tiled roof. The internal walls are either plaster on brick, block-work or plasterboard.</p> <p>The single internal staircase is protected by fire-resisting lobby doors at all floor levels, all of which are fitted with cold smoke seals and overhead closing devices. The front entrance doors to the individual flats appear to be fire-resisting but it could not be confirmed if they are fitted with intumescent strips, cold smoke seals or positive-action closing devices.</p> <p>The following cross corridor fire doors have been provided: As there is only a single staircase at this property, cross corridor fire doors were deemed not to be required.</p> <p>Fire stopping: All visible fire stopping appears to be provided in accordance with British Standard 476 and building service risers are suitably fire stopped appropriate to the design of the riser.</p> <p>Note: No responsibility is accepted by William Martin Compliance for issues relating to compartmentation which could not be viewed or identified at the time of the survey.</p> <p>Construction, major building works or major refurbishment, would have been approved by a Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation. This could not be confirmed, as certificates of approval were not available at the time of the survey as all Completion Certificates are held at head office.</p>
Fire Alarm / Detection System	<p>There is a BS5839 Part 1 – Category L5 automatic fire detection system linked to Automatic Opening Vents (AOV) within the communal areas, comprising:</p> <ul style="list-style-type: none"> - Smoke detectors located in lobbies / staircases. - Fire control panel located in the ground floor access lobby. <p>The fire alarm system appears to be fully zonal. There was no commissioning certificate available to confirm the exact system installed.</p> <p>Refer to the Document Schedule below for information about maintenance and testing.</p>
Emergency Lighting	<p>Yes</p> <p>Both maintained and non-maintained</p> <p><u>System Description:</u></p> <p>There is maintained and non-maintained emergency lighting provided within the communal areas of the property.</p> <p>The emergency lighting is installed in accordance with BS 5266. Refer to the Document Schedule below for information about maintenance and testing.</p>

Smoke Control (including a description of how the system operates)	<p>Yes</p> <p><u>Location / Description</u></p> <p>Automatic Opening Ventilation (AOV) was present in the escape route. Refer to the Document Schedule below for information about maintenance and testing.</p> <p>The AOV system has been designed to operate as follows: Smoke shafts will open on the floor of origin only and the staircase head AOV on any activation. This design was confirmed in the property fire strategy.</p>
Fire Extinguishers	<p>No fire extinguishers are available in the communal areas.</p> <p>Fire extinguishers were not deemed to be required on account of the lack of trained users of fire fighting equipment, the presence of a fire detection and alarm system and minimal combustible items located within communal areas.</p>
Fire Hoses	<p>No</p> <p><u>Location / Description</u></p> <p>Fire hoses were not present in communal areas. This was considered to be acceptable.</p>
Sprinkler System	<p>Yes</p> <p><u>Location / Description</u></p> <p>A domestic sprinkler system was present in the property. Refer to the Document Schedule below for information about maintenance and testing.</p>
Dry Riser / Wet Riser	<p>Yes</p> <p><u>Location / Description</u></p> <p>A dry rising main had been installed within the property. Refer to the Document Schedule below for information about maintenance and testing.</p>
Security / Arson	<p>Access to the property was by a security fob / door entry system.</p> <p>CCTV is present throughout the site.</p>
Means of Heating	<p>Not Known - In individual flats</p> <p><u>Location / Description</u></p> <p>District heating to heat exchangers within each flat.</p>
Housekeeping and Waste Disposal	<p>Rubbish is taken by residents to the communal bin store. The communal bins are emptied on a weekly basis.</p>
Evacuation arrangements for older, mobility impaired or disabled residents	<p>Residents are responsible for the safe evacuation of any disabled / mobility impaired visitors in accordance with the evacuation policy for the building.</p>

1.4 Evacuation Strategy

Evacuation Strategy	<p>Stay Put</p> <p><u>Justification:</u></p> <p>STAY PUT: There is adequate compartmentation between individual flats, electrical, plant and riser cupboards and throughout escape route(s) at this property to provide a minimum of 30 / 60 minutes protection from fire and smoke for residents with the exception of those areas identified in Part 2 of this report. In</p>
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view of the foregoing a "defend in place" or "stay put" policy is advised for this property in accordance with current guidance.

1.5 Fire Safety Documentation

The fire documentation table below details the property's fire safety compliance records (relating to statutory service and maintenance), which are held on site.

Where the records are not held on site, confirmation should be gained that records are held centrally. Refer to the action plan as necessary.

Fire	Frequency	Last Done	Comments
Automatic Openable Vents (AOV) / Other Smoke Control - Maintenance	Annual	14/08/2020	Witt & Son UK.
Automatic Openable Vents (AOV) / Other Smoke Control - Testing	Monthly	April 2021	In house.
Dry / Wet Risers	6 Monthly (visual). Annual (pressure test)	13/10/2020 Visual & Pressure test. Visual 29/04/2021	Bush Fire Ltd. In house visual check.
Fire Alarm / Detection and Associated Systems - Maintenance	6 Monthly	23/04/2021	Lantern Fire & Security.
Fire Alarm / Detection and Associated Systems - Testing	Lantern Fire & Security	Wednesdays. 05/05/2021	In house.
Electrical Installation	5 Yearly	19/03/2019	
Emergency Lighting - Flick Tests	Monthly	04/2021	In house.
Emergency Lighting - Full Duration	Annual	21/09/2020	Briggs & Forrester.
Fire Door Checks	6 monthly	11/03/2021	In house.
Fire Strategy	On refurbishment, construction or as required	13/06/2011	
Lightning Protection	11 monthly	28/10/2020	PTSG.
Sprinkler System - Maintenance	6 monthly	25/11/2020	Select Fire Services Ltd.
Sprinkler System - Testing	Monthly	April 2021	In house.

1.6 Fire Safety Policies and Procedures

Whilst specific fire safety policies and procedures have not been detailed in this report, the following summaries have been listed below to provide relevant background information in order to support the fire risk assessment findings:

- * Residents are periodically advised, through the residents handbook, that they should have smoke alarms installed in accordance with BS 5839-6 (Grade D LD3 fire alarm system) that is not linked to any communal system.

- * Plans for the safe evacuation of disabled / vulnerable residents remain the responsibility of individual residents.

1.7 Building Fire Risk Rating

The current risk to life from fire at these premises is:

Building Health and Safety Risk Rating	Satisfactory	Priority 1 Actions (1)	5+ Priority 2 Actions (2)	1-4 Priority 2 or Priority 3 Actions (3)
Executive Summary				
Part 1 - Sources of ignition allowing fire to start				15
Part 2 - Sources of fuel that may assist fire growth				15
Part 3 - Sources of oxygen	20			
Part 4 - Rapid fire and smoke spread			10	
Part 5 - Fire spread to adjacent properties	20			
Part 6 - People in workplace unaware of fire	20			
Part 7 - People cannot safely evacuate in the event of fire				15
Part 8 - Small fire grows rapidly putting untrained people at risk	20			
Part 9 - Inadequate emergency plan and arrangements				15
SUB TOTALS	80	0	10	60
TOTAL	150			
SCORE (%)	83			

Scoring Guide (1)Deduct 15 (2)Deduct 10 (3)Deduct 5

Risk Rating

MODERATE

Refer to risk rating definitions in the protocol.

Justification:

Festive Mansions is a modern block of flats, with a fire alarm, emergency lighting and single means of escape. There were a number of actions found on site, these include deficiencies with fire doors, cladding, maintenance and testing. Overall a moderate risk rating is justified.


Previous Risk Rating:	TOLERABLE	Date of Previous Risk Assessment:	04/05/2020
Reason for change: A number of additional actions since the last report.			


Refer to definitions in Section 5 of this report (Protocol).

1.8 Fire Actions Requiring Immediate Attention

NONE

Section 2 - Fire Action Plan

Item	Issue Category	Issue	Action Required	Priority
2385390	E	<p>The following electrical equipment was being inappropriately used within the communal areas: - Ground floor, electrical riser had fault electrical equipment inappropriately stored.</p>  <p>Example electrical equipment requiring inspection, securing and door to close.</p>	Ensure cupboard can close, extension lead fixed to the wall and equipment checked by an electrician to ensure safe.	Med
2385391	P	It was not possible to confirm that the wall linings in the entrance meet the current fire retardant standards.	<p>Make sure that the wall linings limit fire spread i.e. 'Class O'.</p> <p>Large areas of highly combustible wall lining (e.g. wooden cladding, polystyrene or carpet tiles) should be removed or treated to reduce the rate of flame spread across the surface.</p>	Med

Item	Issue Category	Issue	Action Required	Priority
		 <p>Example non fire rated wall linings.</p>		
2385395	P	<p>To prevent the unrestricted spread of fire and smoke, fire doors need to be maintained in good condition with gaps around them not exceeding 4mm around the sides and top of the door and 10mm at the bottom of the door:</p> <ul style="list-style-type: none"> - N03GG007 gap of 6mm at the top, and not closing fully in its frame, bin store. - Stairwell door, 6th floor, gap of 6mm at the top. - Lobby door, gap of 5.5mm at the side. - 004, gap of 7mm at the top. 	<p>Ensure the deficiencies listed above are repaired.</p> <p>Refer to the general action in Block A of N03, for a full fire door survey.</p>	Med
2385396	P	<p>It was not possible to confirm (as no access was achieved) whether the individual flat entrance doors are substantial, close properly and have overhead self-closing devices.</p>	<p>Remind residents of the importance of ensuring their flat entrance doors remain in good condition and that the door self-closer remains operational.</p>	Med
2385894	F	<p>Vents into shared air supply ducts appeared to have fire dampers, but it was not clear if these were being maintained. (Potentially on the AOV service, though there was no list or information to confirm which or any are being serviced).</p>	<p>Make sure that suitable fire dampers are fitted to the vents on site and these are being maintained. Ensure records are held on site.</p>	Med

Item	Issue Category	Issue	Action Required	Priority
2385895	P	<p>A variety of external cladding system have been identified.</p> <p>A report by Design Fire Consultants Ltd for the estate have produced detailed remedial works and conclusions on the stay put strategy.</p> <p>Remedial work is required, as detailed (page 4 of DFC Ltd's report). This provides two options, the first is remediation in line with Approved Document B (fire safety) and the second is alternative remediation.</p>	Review the remedial works required by Design Fire Consultants Ltd, and ensure they are completed.	Med
2385896	P	<p>Design Fire Consultants Ltd have reviewed the external wall façade systems and balconies on site.</p> <p>Balconies have ACM soffits. There is a steel tray between the ACM and decking supporting materials and decking panels. The decking materials and support materials are combustible.</p> <p>The latest Government advice note for building owners of multi-storey, multi-occupied residential buildings states: 7.9. The fire risk on balconies can also be increased due to the use of balconies as storage. A significant number of balcony fires start from the unsafe disposal of smoking materials and the misuse of barbeques. Building owners may have existing policies in place as to what can and cannot be stored and used on balconies by residents and may wish to review these in the light of the materials used in the balcony construction. They may also wish to communicate with residents to develop their understanding of these risks.</p> <p>1.18. The Government has also taken action to address the risks arising from balconies in the revisions to the Building Regulations introduced in December 2018. This requires balconies on new residential buildings 18m and over to be</p>	<p>7.3. The view of the Expert Panel (Government guidance note) is that the removal and replacement of any combustible material used in balcony construction is the clearest way to prevent external fire spread from balconies and therefore to meet the intention of building regulation requirements and this should occur as soon as practical.</p> <p>Ensure an appropriate balcony manage policy is enforced on site. This will include, but is not limited to: - No BBQ's, no heaters, hot materials or flammable materials, no excessive storage, and no smoking.</p> <p>It is understood at present that residents are permitted to smoke on the balconies and banning this would encourage them to smoke within the flats. However, smoking materials have been known to cause numerous fires and the risk of smoking causing the balcony to catch fire is high. It is strongly recommended smoking to be banned on the balconies.</p> <p>The DFC Ltd review recommends either to remove the combustible decking, or take no action due to sprinklers inside the flats.</p>	Med

Item	Issue Category	Issue	Action Required	Priority
		<p>made of non-combustible materials (i.e. materials classified as A1 or A2-s1, d0).</p> <p>It was noted the spread of fire between balconies was unlikely due to the steel tray.</p> <p>The DFC report stated; "The wall construction adjacent to the balconies and winter gardens is Construction Type 1 (Pre-cast Concrete) is not combustible and would not increase the likelihood of fire spread via the timber decking".</p>	Alternatively, remove the combustible decking materials and replace with a non combustible material (e.g. cement board decking and non combustible supporting materials).	
2385392	E	The AOV system was in fault, damper on level 3 not operating and the fans were in fault.	Ensure the deficiencies highlighted in the service are repaired.	Med
2385394	F	There was no evidence that there is a programme of maintenance in place for the fire-fighting lift(s).	<p>Confirm the fire-fighting lifts are being tested / maintained in accordance with BS EN 81-72 & BS 9999.</p> <p>The testing / maintenance should comprise the following:</p> <ul style="list-style-type: none"> - Weekly operation of the firefighters lift switches. - Monthly failure of the primary power supply should be simulated. If a generator provides the standby power supply, it should energise the lift(s) for at least 1 hour. - Yearly test and performance test of fire-fighting lift. 	Med

Section 3 - Fire Safety Risk Assessment


Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 1 - Sources of ignition allowing fire to start		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The fixed electrical installation supplying the flats is subject to periodic inspection and testing every five years, by a competent person.	✓	
Portable electrical appliances are regularly examined and tested, by a competent person.	N/A	Refer to the HS action plan, for PAT testing of the television and various items on site, including but not limited to TV equipment in the risers.
Electrical equipment is being used and maintained in accordance with current codes of practice/manufacture's instructions.	✗	Action-2385390 (2)
There is appropriate no smoking signage and there are no signs of smoking in the common areas.	✓	
Gas/oil fired heating are maintained on at least an annual basis by a Gas Safe Registered Engineer or other competent person.	N/A	
Appropriate controls are in place to reduce the risk of arson attacks e.g. adequate security (suitable door and window locks; access control linked to individual flats; communal letterboxes with suitable enclosures designed to contain burning material).	✓	
If present, the lightning protection system is subject to regular inspection and testing.	✓	
The use of barbecues is adequately controlled.	✓	








Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 2 - Sources of fuel that may assist fire growth		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		




Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The storage of combustible items is kept at reasonable levels, with items kept tidy and remote from ignition sources, particularly in plant rooms and riser / service rooms / cupboards.	✓	
Appropriate procedures are in place for the removal of waste from dwellings to appropriate bin stores and controls are in place to prevent waste bins being located too close to the property.	✓	
Curtains and blinds are not present in the common parts unless it can be proved they are fire retardant.	✓	
Fire retardant / low flammability wall and ceiling linings are used to limit fire spread, i.e. 'Class O'. (EG Large areas of highly combustible wall and ceiling linings, e.g. wooden cladding, multiple layers of paint, polystyrene or carpet tiles).	✗	Action-2385391 (2)

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 3 - Sources of oxygen		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		


Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
All doors, windows and other openings remain closed if not required.		

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 4 - Rapid fire and smoke spread		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		




Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Any internal windows which open onto protected areas (lobbies, corridors, staircases) or any other glazing around or above flat entrance doors is fire resistant in frames fixed shut.		
Fire doors within communal areas (excluding front entrance doors) are substantial; in good condition; have suitable self-closers; close fully onto the rebate of the door frame; have adequately sized door stops; intumescent backed cold smoke seals; and are not being held / wedged open.		Refer to the fire door action in block A. Action-2385395 (2)
There is adequate compartmentation and fire separation between the flats and the common parts (including cavity barriers in loft spaces, floor and ceiling voids and including loft hatches in shared loft spaces) and between the common parts and ancillary accommodation (refuse chutes, plant rooms or service risers).		
External escape routes are protected from fire inside the building by adequate fire resisting construction.		
Flat entrance doors meet the appropriate fire-resisting standard with positive action door closers fitted.		Action-2385396 (2)
Any holes or gaps in walls, ceilings and floors are properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them.		
Where there is a staircase which links the basement to the upper floors, the basement is separated from the ground floor level by two 30-minute fire doors (one at basement level and one at ground floor level) or alternatively one 60 minute fire resisting door at ground level. Any floor over a basement should provide 60 minutes fire resistance.	N/A	
Storage cupboards, electrical meter / fuse cupboards, gas meter cupboards and risers which open onto communal escape routes, are of a 30 minute fire resisting construction and kept secured except for access.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Vents into shared air supply ducts e.g. shared extract ducts from bathrooms and kitchens or openings in walls, floors and doors for communal heating systems, have been fitted with suitable fire dampers.		Action-2385894 (2)
If external cladding is present on the property, the cladding system, including the identification of the external cladding material and insulation material, has been confirmed as meeting the Building Regulations in relation to preventing the spread of fire.		Aluminium infill panels, Copper rain screen, Aluminium Spandrel panels, and Precast concrete. East Village Management are reviewing all cladding on the estate. Action-2385895 (2)
If external balconies are present on the property, they are constructed of materials which will adequately resist the spread of fire, or the construction materials have been confirmed as meeting the Building Regulations in relation to preventing the spread of fire.		There is a balcony management policy in place. Action-2385896 (2)










Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 5 - Fire spread to adjacent properties		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
There is adequate fire resisting separation between building occupiers e.g. commercial properties to the side or below residential areas.		

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 6 - People in workplace unaware of fire		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		



Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The Property Manager has recommended to residents that flats are provided with smoke alarms installed in accordance with BS 5839-6 (Grade D LD3 fire alarm system) that is not linked to any communal system.		Hardwired smoke detection.
Where the property complies with current building regulation guidance, particularly in relation to adequate standards of compartmentation, a determination that an automatic fire detection system is not required, has been made.	N/A	
Where the property does not comply with current building regulation guidance, particularly in relation to adequate standards of compartmentation, an automatic fire detection system has been installed.	N/A	
Where necessary, an L5 fire detection system in accordance with BS 5839-1 has been installed in the communal areas consisting of smoke detectors in the corridors/staircases and designed to operate the automatic opening vents. The system is maintained and tested at the required frequency and records are kept (e.g. in the Fire Log Book).		
Where a fire alarm / detection system has been installed, accurate records of testing and maintenance are being recorded.		

Fire risk assessment	Risk Rating	4	Moderate Risk
Hazard	Part 7 - People cannot safely evacuate in the event of fire		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	2 - Medium (Possible)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		





Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The size of the escape routes can cope with the number of people in the building; do not contain inappropriate combustible storage; are not restricted or obstructed with storage; and are free from trip hazards.		
Where required, conspicuous fire safety signage, including directional fire exit signs and fire action notices, are provided.		
Lifts that do not ground upon actuation of the fire alarm 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.		
Escape routes are capable of being illuminated on electrical supply failure. The system is tested at the required frequency by a competent contractor with records kept.		
Suitable artificial lighting is provided on external escape routes and is checked regularly.		
The number and location of existing exits is adequate; they are not obstructed; are easy to open without the use of a key; are adequately marked; and open in the direction of travel where possible.		
There are no inappropriate means of escape, e.g. windows or throw out ladders, wall and floor hatches.		
Arrangements / equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents). Openable vents and automatic opening vents are maintained and tested at the required frequency by a competent person and records are kept (fire log book).		Action-2385392 (2)
There are no excessive security measures, such as grilles, gates and shutters that might delay escape by the residents, impinge on the safety of others (e.g. across a common balcony), or prevent access to the fire and rescue service to effect rescue and fight a fire in a flat.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
External escape stairways are protected from the effects of fire (i.e. glazing is fire rated 9m below or 1.8m horizontally from any external fire escape or ensuring that any door leading on to these escapes are fire resisting and self-closing).	N/A	
External fire escapes/escape stairways are clear of any storage or slip and trip hazards, in good condition and free from deterioration and are inspected at 5 yearly intervals by a competent person.	N/A	

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 8 - Small fire grows rapidly putting untrained people at risk		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
Where required, there are sufficient numbers of fire extinguishers of the correct type (as a minimum, a CO2 in a lift motor room and / or plant room).	N/A	
If present, fire extinguishers are correctly positioned and unobstructed; are either wall mounted or located in suitable fire extinguisher stands with signage if necessary; and are maintained annually by a competent person.	N/A	
Where fire hose reels are provided they are subject to periodic inspection, maintenance and testing.	N/A	
Sprinkler systems are operational, the heads are not obstructed, and the system is tested weekly and regularly maintained by a competent contractor.		BS9251 (2014) requires residential sprinklers to be subjected to an annual check.
Dry risers (if present) are tested on an annual basis by a competent contractor.		

Fire risk assessment	Risk Rating	2	Tolerable Risk
Hazard	Part 9 - Inadequate emergency plan and arrangements		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Likelihood Of Fire	1 - Low (Unlikely)		
Likely Consequences of Fire	2 - Moderate Harm		
Area Where Hazard Present	All common areas.		

Control / Preventative Measures	Compliance with Standard	Comments & Action(s) (Priority)
The emergency plan is adequate and correct for the property type ('stay put' or 'simultaneous evacuation' - see Part 4 of this report) and has been adequately communicated to residents /occupiers /tenants.		
Disabled people can use the existing means of escape or other suitable arrangements are in place.		
On manned sites, a sufficient number of trained fire wardens have been appointed and are appropriately trained.	N/A	
Fire-fighting facilities provided for fire fighters, e.g. fire-fighting lift, is maintained by a competent person.		Action-2385394 (2)
Where necessary there is a regularly reviewed Fire Strategy for the property.		

Section 4 - Emergency Plan

Address:	Festive Mansions/ G, 10 Napa Close, E20 1EA
In the event of FIRE	ACTION
How people will be warned if there is a fire	<p>Smoke detector alarm or verbally.</p> <p>It is strongly recommended that each flat has at least two smoke detectors, sited as near to the front door and bedrooms as possible.</p> <p>Ensure that your smoke alarm works properly and that the battery is regularly changed.</p>
If you find a fire in your flat	<p>Verbally raise the alarm by shouting 'FIRE'.</p> <p>Warn all persons in your flat and leave together.</p> <p>Where possible turn off your cooker or oven if it is on.</p> <p>Ensure you close all doors on the way out, particularly your front door.</p> <p>Call the Fire Brigade by dialling 999 once you and your family are outside of the building.</p> <p>Do not attempt to return to your flat until permission has been given by the Fire Brigade.</p>
Tackling a fire	<p>If a cooking pan or chip pan is involved:</p> <ol style="list-style-type: none"> 1. Do not take any risks. 2. Have a clear escape route. 3. Never move the pan. 4. If you are able to, turn off the gas or hob and cover the pan with a metal lid or fire blanket if you have one. 5. Never use water on chip pan fires, as this will cause a fireball. 6. Close the kitchen door as you leave and also your flat entrance door making sure everyone is out of the flat. 7. Call the Fire Brigade by dialling 999 or 112 once you and your family are outside of the building.
If you see or hear of a fire/alarm in another part of the building	<p>STAY PUT</p> <ol style="list-style-type: none"> 1. The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the FIRE IS ELSEWHERE. 2. You must leave IMMEDIATELY if smoke or heat affects your home, or if you are told to by the Fire Brigade. 3. If you are in any doubt, get out. 4. If you are in the building but not in your accommodation when the fire alarm sounds in the common parts, you should leave and wait away from the building at the assembly point (if designated). 5. Do not return to your accommodation.
How the fire brigade will be called and who will be responsible for doing this	<p>The person discovering the fire should call the Fire Brigade.</p> <p>TO CALL THE FIRE BRIGADE:</p> <ul style="list-style-type: none"> • Dial 999 or 112 from a safe place e.g. from outside the building. • When the operator answers, give your telephone number and ask for FIRE. • When the Fire Brigade reply, give the address where the fire is. • The Fire Service Operator will ask you some questions do not end the call until the Fire Service Operator has repeated the address to you and you are sure they have got it right.

Section 5 - Supporting Photographs



Example cladding and balconies on site.



Flat numbers on site.



Example fire door with excessive gap at the top.

Section 6 - Protocol

Fire Safety

Introduction

Employers and other persons who have control of premises are required by legislation to carry out an assessment of the fire risks to occupants of buildings, and other people in the vicinity of the buildings, to ensure that these people are safe from fire and its effects. Regulatory Reform (Fire Safety) Order 2005 requires that, in England and Wales, the risk assessment is "suitable and sufficient".

Therefore, fire risk assessment refers to the 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).

Fire hazard - source or situation with potential to result in a fire.

Fire risk - combination of likelihood and consequence(s) of fire.

The fire risk assessment is a systematic and structured assessment of the fire risk in the premises for the purpose of:

- expressing the current level of fire risk;
- determining the adequacy of existing fire precautions; and
- determining the need for, and nature of, any additional fire precautions.

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

In carrying out the fire risk assessment, William Martin Compliance will consider the following:

Fire prevention measures - measures to prevent the outbreak of fire.

Fire protection measures - design features, systems, equipment or structural measures to reduce danger to people and property if fire occurs.

Components of fire safety management - task(s) carried out by a defined individual or individuals with appropriate powers and resources to ensure that the fire safety systems (passive, active and procedural) within the building are working properly at all times.

The following methodology details William Martin Compliance's fire risk assessment process, which comprises nine steps (and is based on PAS 79 Fire Risk Assessment - Guidance And A Recommended Methodology).

Step 1 - to obtain relevant information about the building, the processes carried out in the building, and the occupants of the building.

Step 2 - fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.

Step 3 - to make a (subjective) assessment of the likelihood of fire. This will be based primarily on the findings of Step 2 above. However, the assessment of the likelihood of fire will also take into account any relevant information obtained in Step 1 above.

Step 4 - to determine the physical fire protection measures, relevant to the protection of people in the event of fire.

Step 5 - to determine relevant information about fire safety management.

Step 6 - to make a (subjective) assessment of the likely consequences to the occupants in the event of fire.

Step 7 - to make an assessment of the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire (see below).

Step 8 - to formulate a fire action plan to address shortcomings in fire precautions in order to reduce the fire risk.

Step 9 - to determine the fire risk assessment periodic review period / date.

Fire Risk Assessment

Your William Martin Compliance fire consultant will identify the fire hazards on your premises. For all the identified hazards, we have created control standards and during the visit we will make judgments as to how far you are complying (or not) with the control standards (See Fire Risk Assessment). These judgments are made by assessing your existing control measures in place and determining whether they are satisfactory or not.

Where your existing controls are considered by your William Martin Compliance fire consultant to be unsatisfactory i.e. you are not complying with the control standard, your William Martin Compliance fire consultant will detail advice to help you either remove the hazard or reduce the risk through improving the level of control. (Fire Safety Action Plan).

Fire risk assessment definitions

This fire risk assessment rating has been determined by deciding on the likelihood of fire and the likely consequences of fire. (See table below).

Likelihood of Fire	Classification of Fire Risk Likely Consequences of Fire		
	Slight Harm (1)	Moderate Harm (2)	Extreme Harm (3)
Low (Unlikely) (1)	Trivial Risk (1)	Tolerable Risk (2)	Moderate Risk (3)
Medium (Possible) (2)	Tolerable Risk (2)	Moderate Risk (4)	Substantial Risk (6)
High (Likely) (3)	Moderate Risk (3)	Substantial Risk (6)	Intolerable Risk (9)

For example:

Likelihood of Fire = 2 Likely Consequences of Fire = 3 Risk Rating = 6 (Substantial Risk).

Definitions of the above terms are as follows:

Likelihood of Fire

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Likely Consequences of Fire

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 a fire occurs).

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

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

Risk Level

Trivial: No action is required and no detailed records need be kept.

Tolerable: No major additional controls required. However, there might be a need for 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 medium 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 priority for improved control measures.

Substantial: 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.

Intolerable: The building (or relevant area) should not be occupied until the risk is reduced.

Prioritising the fire action plan

The final stage is to prioritise the advice detailed in the Fire Action Plan. (See table below).

Priority	Comments
High	<p>Requires Immediate Remedial Action (For Intolerable / Substantial Risks)</p> <p>The fire safety issue has been assessed as having a high likelihood of causing extreme harm. Until such time as the action can be implemented, the introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Examples</p> <ul style="list-style-type: none"> - Large amounts of combustible storage presenting high risk in electrical riser cupboards e.g. paints. - Excessive number / large items obstructing means of escape where numerous residents could be affected. - Fire alarm showing fault or turned off or AFD removed. - Physical signs of electrical scorching e.g. sockets and light fittings. - Locked fire exit doors.
Medium	<p>Requires Remedial Action Within 3 Months (For Moderate Risks)</p> <p>Some additional fire safety controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in very short timescale, e.g. storage in means of escape or risers etc. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Examples</p> <ul style="list-style-type: none"> - Small amounts of combustible storage presenting low risk in electrical riser cupboards. - Provide a new communal areas fire alarm system. - Keep riser cupboards locked. - Reminding residents not to obstruct communal area fire doors. - Small items obstructing means of escape where only one resident is affected. - Checking the suitability of flat entrance doors. - Upgrading glazing panel protecting the means of escape. - Provision and testing of fire extinguishers. - Emergency lighting no operational / being routinely tested. - No periodic electrical installation test report available.
Low	<p>Requires Additional Controls In Due Course (For Tolerable Risks)</p> <p>Some additional fire safety controls are necessary. Consideration may be given to a more cost-effective risk reducing solution. Regular monitoring of existing fire safety controls is essential.</p> <p>Examples</p> <ul style="list-style-type: none"> - Non combustibles stored under staircase. - Letterboxes in middle of doors not fitted with intumescent seals.

William Martin Compliance provides the following specialist consultancy services:

Health and Safety

Fire Safety

Training

Asbestos

Water

Environmental

www.wmcompliance.co.uk