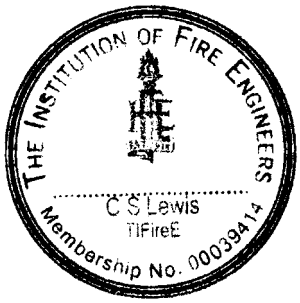
LONDON FIRE RISK ASSESSMENTS

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person	**The Board of Directors** **The Drive Mansions Ltd**
Premise	**The Drive Mansions** **933-945 Fulham Road. London SW6 5JD**
Person(s) Consulted	**Mr Cordell. Mr Paul Carpenter**
Auditor, Assessor	**CS Lewis TIFireE**
Date of Fire Risk Assessment	**February 2019**
Suggested Date for Review	**February 2020**
Overall Risk Grading is	**Substantial**



Registered Office;
5 New Road
Orpington
Kent BR6 ODX
Company Registration 5858283

GUIDANCE

BS 9991: 2015. Fire Safety in the Design, Management and use of Residential Buildings- Code of Practice.

BS 9999: 2017. Code of practice for Fire Safety in the Design, use of Buildings.

Local Government Group. Fire Safety in purpose built blocks of Flats. L11-335

The Regulatory Reform (Fire Safety) Order 2005

Department for Communities Local Government Guidance Fire Safety Risk Assessment Sleeping Accommodation ISBN-1:978 1 85112 817 4.

Department for Communities Local Government Guidance Fire Safety Risk Assessment Supplementary Guide. Means of Escape for Disabled People. ISBN-13:978 1 851 12 8737.

Local Government Group.
Fire Safety in purpose built blocks of Flats. L11-335

This Guidance now gives Four Types of Fire Risk Assessment which can be carried out on Purpose built Blocks of Flats.
This is not converted Houses, Houses in Multiple Occupation but only on Purpose built Blocks of Flats, but is not relevant until they are realised. This Guidance does not therefore affect the requirements under Approved Document B.

The Fire Risk Assessment for Purpose built Blocks of Flats must identify which Type of Assessment is to be or has been carried out from the following;

Type 1-Common parts only, non-destructive
Type 2-Common parts only, destructive
Type 3-Common parts and flats, non-destructive.
Type 4-Common parts and flats, destructive.

One of the Flats was partly inspected historically. This was to confirm specific provisions within the Flats themselves and ascertain Fire separation within the Flats and from the Assessment area and what Fire Detection and Alarm facilities are within the Flats.

LONDON FIRE RISK ASSESSMENTS

CONTENT:

Introduction: Building Description

Premise **The Drive Mansions**
933-945 Fulham Road. London SW6 5JD

Date of Fire Risk Assessment **February 2019**

Suggested Date for Review **February 2020**

Description of the Premise, Building;

The Building is a detached, Late Victorian, Steel framed, Red and Yellow Brick and Concrete infilled and floored, Bay fronted, pitched roofed, purpose built Mansion Block Building of approximately 100 metres across the Front and 22 metres to the Side.
It is divided into Seven separate Blocks, each with a single Stairway spanning Five floors from a Lower Ground floor to the Third serving Fifteen Flats, a total of 105 for the Building.
The Building is set back from the Road, with its own Service Road, Gated at either end and secured.
There are Storage spaces to the Front of the Blocks accessed from the Lower Ground floor which reach under the Service Road pavement and are spanned by Entrance crossovers.
The Blocks are identified by the Flat numbers as follows Block 16-30, Block 31-45, Block 46-60, Block 61- 75, Block 76 -90, Block 91- 105. The Internal configuration of the Blocks is slightly different, with, in some cases, some of the Flat Entrances recessed further back from the Stairway.
There are Side Returns to the Building, one of which connects to an enclosed, landscape Garden of approximately half an acre.
The Garden can be accessed from the Blocks via an Alternative Means of escape from Lower Ground level into the recessed Rears of the Blocks and connecting Stepped areas.

Was the Premise, Building in receipt of a Fire Certificate **No**

Are there Plans, Drawings available for the Premise, Building **No**

Has the Premise, Building experienced any Fire Incident **Yes**
There has been a recent incident of Fire.

Number of Floors Mezzanines Basements
Each Block consists of a Lower Ground and Upper Ground floor, First, Second and Third floors. Five floors in total.

Approximate Footprint area
220 square metres

Staircases Internal External
Each Block has a single Internal Stairway spanning Five floors from a Lower Ground floor to the Third, Top floor.

Facilities for the Fire Brigade including Fire hydrants
There are no Fixed Fire Fighting Installations – Systems nor any Ventilation, Extraction, Pressurisation and Suppression systems specific to Fire.
There is a Fire Hydrant located on the corner of Fulham Road and Fulham Palace Road.

Access for Emergency Vehicles and Personnel
Access for Emergency Vehicles would entail unlocking the FB padlocked Vehicle Barriers either end of the Front Service road and negotiating width restriction Bollards. Access for Personnel would be Good.

Communities and Local Government Regulatory Reform (Fire Safety) Order 2005
Guidance Note No. 1: Enforcement. Code 07 FRP 04638/a. Page 15. Article 9 – Risk Assessment. Section 56 identifies; A risk assessment should be reviewed regularly by the responsible person to keep it up to date, valid and to reflect any significant changes that may have taken place.

General Data Protection Regulations. May 2018;
Information retained by us and detailed in this documentation will be processed by London Fire Risk Assessments for the purpose of Fire Risk Auditing, Assessment and Fire Emergency Planning.
We will keep details secure and will not disclose them to other organisations, third parties, without permission unless we are morally and, or legally required to do so. This is detailed further in our Statement.

A Fire Risk Assessment does not override, where appropriate, the application, and/or any other requirements for Building Control, Local Authority, some Licensing and any other consents and/or requirements and restrictions.

Introduction: Relevant Persons Contact Details

Completed by CS Lewis TIFireE

London Fire Risk Assessments Ltd
clive.lewis@londonfireriskassessments.co.uk
www.londonfireriskassessments.co.uk
01689 890879

Premise Name: **The Drive Mansions**

Premise Use: **Residential**

It is understood that a High percentage of the accommodation is given over to short term leased accommodation.

Premise Address: **933-945 Fulham Road, London SW6 5JD** Licensed, Certificated:

Premise Occupier: **The Drive Mansions Ltd**

On site contact: **Mr Paul Carpenter**
Telephone: **07503 405075** Email:

Managing Agent: **P. C. Management Ltd**
Contact: **Mr Cordell**
Telephone: **07984 415 453** Fax
E-mail: **drivemansions@googlemail.com** Website:

Local Authority: Contact:
Address:
Telephone: Fax:
E-mail: Website:
Further Details:

Building Control: Contact:
Architect, Solicitor, Contractor, Builder Contact:
Address:
Telephone: Fax:
E-mail: Website:
Further Details:

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LFRA Statement

This report has been collated and compiled with the aid of an Institution of Fire Engineers accredited check list which is available upon request.
The Checklist can be used to both validate Significant Findings and to easily help with Review and Revision procedures.

The purpose of this Fire Risk Assessment report is to provide a Type 1 non-destructive assessment of the risk to life from this Premise, and where appropriate, to make recommendations to ensure compliance with Fire Safety Legislation, including The Regulatory Reform (Fire Safety) Order 2005.

The report does not address the risk to property or business continuity from Fire.

Our responsibilities include the following in relation to holding and processing data:

Identifying the data we hold
How and where the data is stored
How that data is protected
How long we keep the data

The only reason that we hold such data is to assist you as either the 'Responsible Person' or the 'Person Designated' to fulfil your legal responsibilities in relation to Fire Safety.
You have the right to ask us to delete any data held in which case we will be responsible for deleting such records, held either digitally or on paper, normally within 24 hours of such a request.

We do not currently use any dedicated secure method of communication.
However, should you need us to alter the way we communicate with you, please let us know.
We will also provide details on request in relation to our responsibilities as listed above.

We do not send unsolicited emails to clients for marketing purposes, so you will not be contacted by us unless it is in connection with a specific matter.

This Fire Risk Assessment should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant change.

We have a legal obligation to remind you of this required Review and Revision process and we will contact you accordingly on the approaching "Birthday" of your Fire Risk Assessment by us, when you will be offered our Review and Revision services.

It is identified that the law states that Fire Risk Assessments and Reviews and Revisions should be carried out by a "'competent person."
In terms of Fire Insurance it has been known that loss adjusters have used the details of this clause to reduce or even withhold payment, in the event of a Fire, if they are not satisfied in regards to compliance in regards to competency and, or the works carried out by "competent persons."

SIGNIFICANT FINDINGS.

This section identifies the Significant Hazards and People at Risk should a Fire occur.

The section also identifies the Measures provided to prevent a Fire Starting, Spreading and to Effectively Evacuate all people in the Premises. This is achieved by identifying Preventative Measures, Protective Measures. Measures to allow effective evacuation and recommended actions to be taken leading to suggested Timescales.

Electrical Facilities and Appliances

There is an identified and secured Electrical Sub Station No 10409 with, it is identified SF6 Filled Equipment sited in the Front, under pavement Vaulted area of Block 31-45.
Although not part of the Premise, if this Electrical facility was compromised it could adversely affect the Premise. It is an ongoing recommendation that this facility and the area in general should be monitored and that actions in regards to this are included within the Premise's Fire Emergency Plan including contacting 0800 096 9960.

There are Mains Electrical Head intake, distribution, isolation and supply facilities within a Base Riser Service Cupboard in the Lower Ground Front area of each of the Blocks.
The Cupboards are identified and secured with an FB lock. There are also invariably Circuit Charts.
Water Services are also contained in the same Cupboards.

The doors, door sets are in receipt of Intumescent Strips but not Cold Smoke seals.

BS 9999:2008. Code of practice for Fire Safety in the design, management and use of Buildings. Page 211. Section 38.2.2.
Requires that Electrical facilities such as intake, distribution, isolation and supply facilities, except Electrical Meters, should not be sited within a Single Stairway, and that any Electrical meters, (if so sited) should be enclosed in identified, secured and signed Fire resisting enclosures.

BS 9991:2011. Code of practice for Fire Safety in the design, management and use of Residential Buildings. Page 115. Section 45. Gas and electricity meters.
In single-stair buildings, an electric meter should not be installed within a common escape route unless it is enclosed within a secure cupboard, allowing access only to the electricity supply company, which is separated from the common escape route by construction having a Fire resistance of 30 minutes.

It could be judged that there are "prohibited" items in the form of Electrical facilities within the Assessment area by virtue of ineffective Fire separation.

Although the Cupboards housing the Electrical facilities are not 30 minute Fire resisting, it is thought that as the Cupboards are in receipt of identifying and warning signage and the Cupboards secured against unauthorised access, then it is deemed that the Electrical facilities are sufficiently isolated.

This is evaluated further within the Escape – Routes, Escape – Stairways and Construction, Confinement, Integrity, Separation sections

The electrical intake Cupboards are not clear of all storage including a First Aid Kit and Eye Wash being stored in the Cupboard in Block 76-90. In view of the provisions, this is acceptable.

It is presumed that the feasibility of the areas adjacent to the Electrical Intake Cupboards being in receipt of an Electrical Working Safety Mat rated to a standard identified in BS EN 61111:2009 has been explored and rejected.

Electrical Facilities and Appliances continued

There is surface mounted Cables and Communication wiring in the Lower Ground floor areas and there are electric outlet sockets in the Communal parts, invariably on the Lower Ground, First and Third floors.

The Electrical Outlet sockets in the Communal parts are connected to a secured Landlords supply and are of the T Type configuration so as to restrict their unauthorised use and so as to deny the use of any unchecked, unauthorised Electrical equipment.

There are panels within the Communal parts which it is identified give access to Electrical risers.

There are Centralised Television, Entertainment, information provisions to the Blocks.
There are other risers witnessed in Blocks 61-75 and 91-105 which are secured and it is identified these contain Communal Entertainment provisions and door entry provisions.
There are Small Ceiling Voids adjacent to these Riser provisions.

This is evaluated within the Construction, Confinement, Integrity, Separation section

All significant hazards associated with Electrical facilities and appliances should be indicated by signs.

The Electrical intake, supply, distribution, and isolation facilities were not subject to detailed Inspection but historically it was noted that those in Block 1-15 had a Last Inspection Date of 6/7/2010 and a recommended Next Test Date of 6/07/2020. Those in Block 16-30 were identified as having been tested 7/07/2010 with a recommend Next Test Date of 6/7/15.
The electrical facilities in Block 31-45 were tested in 7/07/2010 with a recommend Next Test Date of 6/07/20 and those in Block 46-60 were tested 9/07/2010 with a recommend Next Test Date of 8/07/2020.
The electrical facilities in Block 61-75 had no identified Last or Next Test Dates, those in Block 76-90 were Tested in 14/07/2010 with a Next Test Date of 13/07/2020.
The electrical facilities in Block 91-105 had what appeared to be new isolators but there was no identified Last or Next Test Dates.

It is reiterated that the Electrical supply, distribution and isolation facilities should be Inspected, Tested, Maintained and Recorded by a suitably qualified person, in accordance with recommendations and requirements within BS 7671.
Initial frequencies of Inspection of Electrical Installations Recommended by BS 7671 identifies Maximum Period between inspections and testing as necessary for Residential Accommodation as 5 Years.
All lighting provisions should be tested in conjunction with the Electrical facilities.

Electrical Lighting is evaluated within the Lightning and Lighting section.

The testing of the Electrical facilities should be given added importance because of the possibility of damage following some identified incidents of flooding.

The Cupboard area adjacent to the electrical facilities in Block 91-105 had what appeared to be insulating "Tar" presumably from overheated electrical facilities either existing or those replaced.
This was identified on a previous visit with confirmation asked for if this has been investigated further.
Actions in regards to this should be identified.

There are Electrical intercom and Security entry facilities to the Blocks.

This is evaluated further within the Means of Escape from Fire section

There are Security Cameras monitoring the External, Entrance areas and these are connected to Recording provisions in the Electrical Cupboards to Blocks 1-15 and 91-105

The Premise, the Communal parts are not in receipt of either Manual or Automatic Fire Detection Fire Alarm provisions.

This is evaluated within the Detection and Alarm section.

The Premise is not in receipt of any Ventilation, Extraction, Pressurisation or Suppression systems

This is evaluated within the Ventilation, Extraction, Pressurisation and Suppression section.

Electrical Facilities and Appliances continued

Electrical Facilities and electrically powered provisions and Appliances within the Assessment area, Premise include those in the Garden Shed.
The Shed is in receipt of electrical Power and light with Two Outlet Sockets and a Multi- point Extension lead and other Extension Leads. There is a Garden Shredder and a Vacuum and there is a Microwave Oven and also an Oil filled Radiator.

The use of any Multi point adaptors, Connector Blocks, Extension leads and Adaptors should be quantified and qualified and consideration given to the installation of additional Electrical Outlet sockets, within the Premise to curtail their use.

It is not known if all electrically powered facilities and appliances are in a good state of repair and in good working order.
It is not known if any repairs have been carried out, and if they have been, by whom.
It is not known if electrically powered facilities and appliances have been tested as per recommendations and requirements.

It should be confirmed that all electrically powered facilities and appliances in the Communal parts are tested as per recommendations and requirement including those within the Electricity Regulations 1989 and HSE Publication IND (G) 160 L ISBN 07176 07194 Maintaining Portable Electrical Equipment.

It is an ongoing recommendation of the Fire Risk Assessment that any personal Electrical Appliances used in the Communal parts be identified to the Responsible Persons so as to be included in the schedule of Inspection, Testing, Maintenance and Recording.

Summary of Significant Hazards

Lighting and Lightning

The Building is not in receipt of Lightning protection

There is no apparent requirement for the Building to be in receipt of Lightning protection, in this instance but it should be noted that it is recommendation as it removes a possible Ignition source from a Premise, Building. This should be considered as part of any material roofing or structural repair and, or refurbishment.

Types of lighting used within the Assessment area.

As identified, the Garden Shed is in receipt of electrical Power and Fluorescent light with a Tungsten Filament light mounted Externally and there are other External Tungsten Filament lights to the Building.

Tungsten Filament bulb lighting generates large amounts of heat and can present a significant Fire risk if not Fire separated from any adjacent, Combustible material.
Tungsten Filament bulb lighting could be replaced with a safer alternative but there is no requirement for this, in this instance.

There is newly installed Circular Fluorescent, Energy Saving Ceiling lighting throughout the Premise and some of these have an Emergency Escape lighting provision.
Lights in the Premise are connected to suction Timer Switches.

At the time of visit there were "Fairy lights" outside Flat 15 and battery operated lights, in a material Bay Tree outside No 84.
There is a Wall mounted light outside No 85.
It is a recommendation that these be removed for reasons including that they present an unnecessary ignition source and because of the following;

It is not known if all lighting provisions, including cables are in good condition or if lighting isolators are regularly failing and it is only presumed that all lighting provisions are tested in conjunction with the Electrical facilities.

All Lighting represents a potential source of ignition and therefore should be maintained in a good state of repair and subject to a schedule of Inspection, Testing, Maintenance and Recording by a suitably qualified person, with regards to testing recommendations and requirements within guidance such as BS 4533-102.1:1990, EN 60598-2-1:1989. The use of correct isolation fuses and the good condition of lighting cables should be confirmed at this time.
All lighting provisions should be tested in conjunction with the Electrical facilities.

Summary of Significant Hazards

Heating Facilities and Appliances

Fuel used
Electricity

The Electrical intake, supply, distribution, and isolation facilities were not subject to detailed Inspection.

The Shed is in receipt of a potable Oil filled Radiator.
This appears to be the only heating facility, appliance in the Communal parts and it is not known if it is maintained as per recommendations and requirements.

The portable Oil filled Radiator in the Garden Shed should be Inspected, Tested Maintained and Recorded by a suitably qualified person.

Portable heating appliances should be stable when in use, ideally guarded, sited clear of Flammable and Combustible materials, sited so as to be suitably ventilated, and not sited within Means of escape, Emergency routes. If appropriate and possible they should be turned off when the area is unoccupied.

Hot work

"Hot work" undertaken in the Assessment area

There is no regular Hot work undertaken on the Premise and any required should be carried out at the lowest occupancy time, by a nominated company, operating a "permit to work" procedure.
This due process has been previously outlined and the facilities for its application are included within the Fire Risk Assessment.

Hot Work should be carried out during the lowest occupancy times
The area should be inspected prior to Hot work starting
All Flammable, Combustibles should be removed or protected prior to the Hot Work starting
The times of the start and completion of any the Hot Work should be agreed
An operator should be positioned to observe the Hot Work
Any operators and observers should have been trained in the use of Fire extinguishers
Any installed Automatic Fire Detection systems should be isolated prior to the Hot Work starting and reinstated after the Hot Work is completed.

It is an ongoing recommendation of the Fire Risk Assessment that the "Hot work" procedure outlined within the Fire Risk Assessment be adopted for the Building, including the Individual, Private Dwellings.

Machinery all other Sources of Heat

Other sources of Heat, Ignition found in the Assessment area and not listed in other sections.

Historically the Water supply to the Flats was via a Break Tank somewhere in part of the Roof Void, with this connected to Three Water Pumps.
It is identified that these have been removed and replaced with similar new provisions, including a Breaker Tank and Pumps in the Under pavement area to Block 91-105.

It should be confirmed that the Water supply facilities have been commissioned and are programmed to be Inspected and Tested as per relevant recommendations and requirements.

Vehicle-Transport

The Building is set back from the Road, with its own Service Road, gated at either end and secured and it is understood that this is for deliveries and not to be used for Car parking.

As identified, it is thought that vehicular access as detailed would not hinder exit from the Building nor access for Emergency Personnel to the Blocks.

Parking of Vehicles is within this defined area which is clear of Flammable Substances and remote from Combustible materials and waste.

This is identified further within the Flammable Substances, Combustible Waste and Combustible Materials sections.

It is not known if all Vehicles with recourse to the Premise will be in a Good state of repair.
It is not known if Vehicles will be in receipt of Road Tax or if they are maintained and tested as per recommendations and requirements or if they will be adequately insured.

Summary of Significant Hazards

Cooking

There is a Microwave Oven in the Garden Shed.

The Microwave Oven in the Garden Shed should used as per instructions, only by authorised persons, remote from Flammable substances and Combustible materials.

The Microwave Oven should be tested as per recommendations and requirements, including those in regards to the Electricity at Work Regulations 1989.

Although not witnessed at the time of latest visit it is understood that the use of Barbecues continues.

Barbecues from the London Fire Brigade Website. 2013

All you need to barbecue safely
What chefs need to know

- Never use a barbeque indoors or on balconies.
- Make sure your barbecue is placed on level ground where it will not tip over.
- Keep barbecues away from your home, sheds, fences, garden furniture, trees, shrubs and tents.
- Enjoy yourself, but don't drink too much alcohol if you are in charge of the barbeque.
- Don't put the barbecue where people have to squeeze past it.
- Keep children, pets and garden games well away from the cooking area.
- Never leave the barbecue unattended.
- Follow the safety instructions provided with disposable barbeques.
- Only use approved barbecue fuel or fire lighters. Never use petrol or paraffin.

After you've cooked

- When you have finished cooking, make sure the barbecue is cool before you try to move it.
- Empty the cold ash onto bare garden soil – never put it in the dustbin.
- Where possible keep a bucket of water, sand or a garden hose nearby for emergencies.

Tips for gas barbecues

- Take extra care when turning bottled gas BBQs on and off.
- Make sure the controls and the gas cylinder valve are turned off before you change the cylinder.
- Make sure all joints are tightened, safe and secure.
- Change the gas cylinder in the open air.
- When you have finished cooking, turn off the gas cylinder before the barbecue controls. This makes sure any leftover gas in the pipe is used up.
- Store your gas cylinders outside and protected from frost and sunlight.
- Never store gas cylinders under the stairs- if there is a fire they might explode and block your escape route.
- If you think there might be a leak in the gas cylinder connections or pipe, brush soapy water over all of the joints and watch out for bubbles. If you have a leaky joint, try to tighten it (but don't over tighten it) and test for bubbles again. If unsure do not use the barbecue – seek specialist advice.

Summary of Significant Hazards

Cooking

Barbecues from the London Fire Brigade Website. 2015

Never use a BBQ indoors or on a balcony.

Position your BBQ on level ground and keep it well away from anything that may catch fire (sheds, fences, trees, tents etc.)

Never leave a BBQ unattended.

Only use enough charcoal to cover the base of the BBQ.

Only use approved BBQ starter fuel or fire lighters to start the BBQ.

Never use petrol, paraffin or biofuel to get the BBQ going or revive it.

Be careful with fatty foods, avoid using oils when cooking.

Keep children, pets and garden games away from the BBQ.

Have a bucket of water or sand nearby for emergency use.

After cooking, make sure the BBQ is cool before moving it.

Empty cold ashes onto bare garden soil, not into dustbins or wheelie bins.

Don't drink too much alcohol if you are using the BBQ.

Gas Barbecues

Change the gas cylinder outdoors and make sure you turn off all controls and valves.

Store gas cylinders outside protect from frost and direct sunlight.

To prevent gas leaks, ensure all joints are tightened

If you suspect a fault, do not use the Barbecue and seek specialist advice.

Never use a disposable Barbecue inside a building, tent, caravan or other enclosed space.
Once lit they give off poisonous Carbon Monoxide fumes that can kill in minutes.

Always use and leave the Barbecue outdoors where the fumes can disperse and it can cool down completely.

Used safely, disposable Barbecues can be fun and quick to use but always follow the safety instructions provided and take extra care .

Persons using Barbecues within or in areas adjacent to the Assessment area should also be in possession of a Fire Blanket and should be conversant and confident in its use.
It should be sited so as to be readily available at all relevant times.
It is an ongoing recommendation that any further use of Traditional, Gas or other Barbecues should have to be discussed, and agreed, with the Responsible Persons and be subject to separate Fire Risk Assessment.

Smoking

Smoking is not permitted within any of the Internal, Communal parts of the Blocks but it does appear to be tolerated External to the Blocks, including in the Garden.

Although designated Smoking areas have not been established, there are Ashtrays in various locations.

It is a recommendation that there is no Smoking allowed in any of the Communal parts.

It is a further recommendation that Tenants leasing their accommodation insert a No Smoking clause in their agreements.

If Smoking in the Communal parts is to continue to be tolerated, it is a recommendation that the areas in which smoking is permitted should be designated and detailed and in receipt of safe disposal units which should be checked as part of the end of day procedures, and a procedure for the emptying of the units and the proper disposal of the contents instigated.

The Health Act 2006, s.6 (1) provides a duty for No Smoking signs to be displayed in smoke free premises.
The Smoke-free (Signs) Regulations 2007, SI 2007/923, specifies detailed requirements for the location and design of No Smoking signs in smoke-free premises.
They also set out a duty in relation to smoke-free vehicles which is equivalent to that in the Health Act 2006, s.6(1) and specified detailed requirements in respect of smoke-free signs in smoke-free vehicles in England.
These Regulations revoke and the Smoke-free (Signs) Regulations 2007, SI 2007/923.
The objective is to relax the smoke-free signs requirements.
While it remains a legal duty to display at least one legible no-smoking sign in smoke-free premises and vehicles, the owners and managers will have discretion as to the design and location of no-smoking signs.
The "Implementation of smoke-free legislation in England" guidance for council regulatory officers will be updated.

Signs are displayed to advise Relevant Persons of the No Smoking Policy and to prohibit smoking in undesignated areas.

There are also signs displayed to advise Relevant Persons not to throw cigarettes out of the windows but these appear to be generally ignored.

This is evaluated within the Fire and Deliberate or Suspicious Ignition section..

Summary of Significant Hazards

Fire and Deliberate or Suspicious Ignition

There has been a recent incident of Fire which involved Rubbish stored in Bags in the Lower Ground Front area of one of the Blocks. This was set alight by a carelessly disposed cigarette, thought to have been thrown from a window, presumably as a deliberate act.
This incident has obviously been considered and relevant lessons learnt incorporated within the Management of the Premise. Some of these are identified in the Smoking section. Others include:

Rubbish Bags and Bins should be secured or kept in a secured enclosure.
Any required Skips should be of the securable type
There should be no unnecessary Combustible materials in close proximity to the Premise.
Electricity and Gas supplies should be secured.
Letter openings should be in receipt of an enclosed, secured, Fire resisting, Mail Drop facility.
All accessible windows should be closed during vulnerable times including of a night and, or when the area is unoccupied.

The perimeter of the site is partly secure and there is suitable access control of Visitors to the Premise.

This is evaluated within the Persons at Risk – Visitors section.

There is an unnecessary Fire load in as much as Rubbish is stored in the Communal parts and at the times of visit there have been mixed quantities of Rubbish in some of the unsecured vaulted Under pavement Storage areas to the Front of the Blocks.
The Rubbish should be removed as it would give a ready source of fuel to any opportune Arsonist.

This is evaluated within the Combustible Waste, Combustible Materials sections.

There are still open Notice Boards in the Entrance area of all of the Blocks.

This is identified further within the Combustible Materials and evaluated in the Escape – Routes and Escape – Stairways sections.

It should be confirmed that Residents have been informed of their desired actions upon suspicion and, or receipt of a threat of Arson.

Actions against either accidental or deliberate Ignition are only deemed reasonable in the context of the Fire Risk Assessment. If specific advice on Security, including Security against Arson, is required, the advice of a Security Specialist should be obtained.

Summary of Significant Hazards

Combustible Materials

Combustible materials within the Premise include Interior Furnishings

This is evaluated within the Interior Furnishings section.

There are still variable quantities of mixed Materials, some of them Combustible in some of the unsecured vaulted Underpavement Storage areas to the Front of the Blocks.
The contents of these vaulted areas should be inventoried and the Rubbish should be removed.

The vaulted Underpavement Storage areas are secured with newly installed Wooden doors, door sets but the workmanship of these is in question in as much as they have "swollen" and become hard, if not impossible to open without creating damage.

This is identified within the Fire and Deliberate or Suspicious Ignition section and evaluated within the Combustible Waste section.

At the times of visit there was Maintenance and Decorating provisions in the Garden Shed.
There was also organic Compost.

There are Two Caretakers Cupboards which have never been accessed.

There are Bicycles in various places, including the Communal parts.

As identified, there are open Notice Boards in the Entrance area of all of the Blocks.

This is evaluated in the Escape – Routes and Escape – Stairways sections.

At the time of latest visit there was the following;

Block 1-15		**There are Bikes in the Under Staircase area. Lower Ground floor and a Christmas Reindeer outside No15..**
Block 16-30		**Lower Ground floor 4 Bikes and Golf Cart. There was a Child's Cot and Clothes outside No 23.**
Block 46-60	**Upper Ground**	**There is a Basket with Trainers and Shoes outside No 51**
	First Floor	**Shoes outside No 53**
	Second Floor	**Shoes and Stand outside No 55. There is a Bin outside No 57**
	Third Floor	**Shoes and Basket outside No 58 wicker basket and a Big Pot outside No 60**
Block 61-75	**Lower Ground**	**7 Bikes. This is despite there being a Notice identifying these as a Trip Hazard.**
Block 76-90	**Second Floor**	**No 85 Big Plants, Shoes Shoes outside Flat No 90**
Block 91-105	**Lower Ground**	**Bikes**

The Building operates a Recycling Procedure which is outlined in each of the Blocks and identifies that items for Recycling should be removed from the Building and deposited in the External Lower Ground floor area at a specific time period on a specific day prior to being collected by the Caretaker to be placed at the Roadside for Local Authority, Contractor removal.

The Recycling, Waste area is still within the Premise and not sufficiently remote from the actual Building and even though items for Recycling and the Rubbish are here only for a limited period it is recommended that the Under pavement areas be utilised for the brief storage of Recycling and Refuse.

Combustible materials should be kept to that of necessity and, or projected requirement and should be stored safely, away from heat, ignition sources and Flammable substances and Emergency routes and exits.
If appropriate, they should be identified and secured behind another level of separation.
As outlined, consideration should be given to storing Combustible materials in the Vaulted under pavement Storage areas.

Summary of Significant Hazards

Exterior Furnishings

As identified, the Building is a Steel framed, Red and Yellow Brick and Concrete infilled and floored, Bay fronted, pitched roofed, purpose built Mansion Block Building.
The Building is not in receipt of Curtain Walling, nor is it clad in any kind of material and it is not in receipt of any bonded, rendered or faced Insulation.

As identified there is a wooden Garden Shed with some storage units, a Desk and Chair.

There is Garden Furniture including Tables, Chairs and Benches

There are no Significant Findings in regards to Exterior Furnishings.

Interior Furnishings

Interior furnishings i.e. Ceilings, wall linings, furniture and curtains within the Assessment area

As identified there are panels within the Communal parts which it is identified give access to Service risers.

There are other risers witnessed in Blocks 61-75, 76-90 and 91-105 which are secured.
These were identified as originally being a facility by which Coal was raised up the Building.

There are Small, vented Ceiling voids adjacent to these Riser provisions and, it is understood, in a similar position in the other Blocks.

This is evaluated within the Flammable Substances and the Construction, Confinement, Integrity, Separation sections.

There are no other obvious false, suspended Ceilings, raised floors or voids in the Communal parts.

Normally it is recommended that if the created voids are accessible then they should be accessed and assessed and the Significant findings entered into the Fire Risk Assessment and actioned upon accordingly and that void areas should be scheduled for regular cleaning.
As these Ceiling voids are not accessible it cannot be confirmed that all Flammable, Combustible materials have been removed prior to the areas being suitably sealed.

This is evaluated within the Construction, Confinement, Integrity, Separation section.

There are Ceiling Hatches on the Third, Top floors of the Blocks.
Some appear to be sealed, others are secured and signed No Access and others look to be accessible with a provided but chained adjacent Ladder.

It is reiterated that it should be confirmed that the Ceiling Hatches on the Third, Top floors of the Blocks are sufficiently Fire resisting, Fire separating.

This is evaluated further within the Areas and Rooms, Escape – Areas 'not normally occupied' and the Construction, Confinement, Integrity, Separation sections.

The Ceilings of the Premise appear to comply with surface spread of Flame requirements but not all of the Walls would.

It is identified again that some of the Walls in the Communal parts are divided by Dado Rails with the lower parts papered and others appearing to be in receipt of either very heavy duty paper or what could be embossed board.
These areas of the Walls would not comply with surface spread of Flame requirements in as much as the paper, board is of a thick gauge, it is not in a good condition and is torn and perforated and as such, would be readily exposed in any Fire and so is not acceptable, in this instance and should either be repaired and in receipt of a Fire resisting treatment or removed.

Floors and Flooring to the Assessment area appears to be suitably Fire resisting.

The various Mats and pieces of carpet in the Communal parts appear to be sufficiently Fire resisting.

Interior Furnishings continued

There are open Notice Boards in the Entrance area of all of the Blocks.

This is identified further within the Fire and Deliberate or Suspicious, Combustible Materials and evaluated in the Escape – Routes and Escape – Stairways sections.

Interior furnishings within the Premise should be kept to the minimum required, they should be intact and in a good condition, inherently or rendered Fire resisting and isolated from ignition, heat sources.

There is no Upholstered Furniture, other Furniture, Furnishings or Fabrics in the Communal parts.

There is a material Bay Tree outside No 84 which has battery operated "Fairy lights" in it outside Flat 15. This should be removed.

Oxygen

There is natural, ambient ventilation to the Blocks including openable windows.

All accessible windows should be closed during vulnerable times including of a night and, or when the area is unoccupied.

The Premise is not in receipt of any Ventilation or Extraction provisions.

This is evaluated within the Ventilation, Extraction, Pressurisation and Suppression section.

Summary of Significant Hazards

Flammable Substances

The Building is in receipt of Mains Gas.

There are Gas supply and distribution facilities in the accessible Side Return and to the recessed Rear areas, from which the Gas Services rise up Externally.
These were not subject to detailed Inspection.

Further guidance on service and installation pipework for natural gas is given in IGE/TD/4 [63] and IGE/UP/2 [64].

The Gas intake, supply, distribution and isolation facilities should be regularly checked to ensure that they are remote from ignition sources, clear of Combustible materials so that they are not compromised and are in a good condition.

As identified, there are Small vented Ceiling Voids adjacent to these Riser provisions and, it is understood, in a similar position in the other Blocks.
It is understood that at one time the Gas Services for the Blocks were sited at Ceiling height in these areas and it is possible that other services still do, some of the purged Gas piping still remains in these void areas.

This is evaluated within the Interior Furnishings and the Construction, Confinement, Integrity, Separation sections.

There is a Petrol Mower in the Garden Shed with, it is identified, a stock of 5 Litres of Petrol in a proprietary container.
Any Flammable substances, including the Small stock of Petrol should be stored, secured and separate from Ignition, heat sources and Combustible materials, remote from Emergency routes and exits, preferably within identified Fire resisting enclosures.
Waste products associated with Flammable substances should be disposed of safely and in accordance with recognised Guidance.

At the time of visit there were some Plastic Flowers outside Flat 9, Block 1-15.
Plastic Flowers, unless treated otherwise are Flammable and should be removed.

Block 16-30. There was a Can of WD40 outside No 23. This is Flammable and should be removed.

It is an ongoing recommendation of the Fire Risk Assessment that any dispensers used within the Communal parts be the safer, pump action containers rather than aerosols with Flammable propellants.
Waste products associated with Flammable substances should be disposed of safely and in accordance with recognised Guidance.

Summary of Significant Hazards

Hazardous Dangerous Substances

It is not known if there is any Asbestos in the Premise, Building
There is no evidence of the possible presence of Asbestos and it is understood
that there was Asbestos identified in 2002 which was subsequently removed in 2013.

It is recognised that the presence of Asbestos is not a specific Fire Safety consideration, but it could be classified as a substance which could be likely to jeopardise the safety of Relevant Persons and Firefighters.

Historically, there has been Rodent Bait in the Under pavement areas.
Any Rodent Bait on the Premise should be in proprietary, sealed containers.

Combustible Waste

There is an unnecessary Fire load in as much as Rubbish is stored in the Communal parts and at the times of visit there have been mixed quantities of Rubbish in some of the unsecured vaulted Under pavement Storage areas to the Front of the Blocks.
The Rubbish should be removed as it would give a ready source of fuel to any opportune Arsonist.

The Building operates a Rubbish Procedure which outlines that Domestic type waste contained within the Individual, Private Dwellings is removed by the Resident and deposited in Bags and Bins in the External Lower Ground floor area at a specific time period on a specific day prior to being collected by the Caretaker to be placed at the Roadside for Local Authority, Contractor removal.

The Recycling, Waste areas are identified to all new .Residents and Relevant Persons along with detailing of the storage and collection procedures.

The Recycling, Waste area is still within the Premise and not sufficiently remote from the actual Building and although Rubbish is here only for a limited period it is recommended that the Under pavement areas be utilised for the brief storage of Recycling and Refuse.

There are variable quantities of mixed Materials, some of them Combustible in some of the unsecured vaulted under pavement Storage areas to the Front of the Blocks.
The contents of these vaulted areas should be inventoried and the Rubbish should be removed.

Combustible waste should be stored safely, away from heat, ignition sources and Flammable substances and Emergency routes and exits.

Combustible waste should not contain Flammable substances.

PEOPLE AT RISK SHOULD A FIRE OCCUR

Relevant Persons

A Relevant Person is any person lawfully on the Premise, Building and any persons in the immediate vicinity, but does not include Fire-fighters carrying out Fire-fighting duties.

Risk Profile

In accordance with BS 9999, the Risk profile is **Ci 2**

Table 4 Risk profiles
Occupancy characteristic (from Table 2)
Fire growth rate Risk profile
A (Occupants who are awake and familiar with the building)
1 Slow A1
2 Medium A2
3 Fast A3
4 Ultra-fast A4 A)

B (Occupants who are awake and unfamiliar with the building)
1 Slow B1
2 Medium B2
3 Fast B3
4 Ultra-fast B4 A)

C (Occupants who are likely to be asleep)
1 Slow C1 B)
2 Medium C2 B)
3 Fast C3 B) C)
4 Ultra-fast C4 A),6)

A) These categories are unacceptable within the scope of BS 9999. Addition of an effective localized suppression system or sprinklers will reduce the fire growth rate and consequently change the category (see 6.5).
A) Risk profile C may be divided into sub-categories, viz. Ci1, Cii1, Ciii1, etc.
B) Risk profile C3 will be unacceptable under many circumstances unless special precautions are taken.

Table 2 Occupancy characteristics

Occupancy characteristic	Description	Examples
A	Occupants who are awake and familiar with the building	Office and industrial premises
B	Occupants who are awake and unfamiliar with the building	Shops, exhibitions, museums, leisure centres, other assembly buildings,.
C	Occupants who are likely to be asleep:	
	Ci A) • Long-term individual occupancy	Individual flats without 24 h maintenance and management control on site
	Cii A) • Long-term managed occupancy	Serviced flats, halls of residence, sleeping areas of boarding schools
	Ciii • Short-term occupancy	Hotels
D B)	Occupants receiving medical care	Hospitals, residential care facilities

A) Occupancy characteristics Ci and Cii are included for completeness within this table but are covered in more depth in BS 9991.
B) Currently occupancy characteristic D, medical care, is dealt with in other documentation and is outside the scope of this British Standard.

Summary of Significant Hazards

Persons at Risk-Staff

It is understood that Mr Andrew Cordell is directly employed by The Drive Mansions Ltd as the Building Manager. There is another person, Mr Paul Carpenter, who is directly employed to work in the Building as the Caretaker.

Neither the Building Manager nor the Caretaker are in attendance at the Building at all times.

Mr Cordell's hours are flexible and the Caretaker works from 08:30-11:20 and from 14:00-17:00

There is another person who is employed as a Cleaner but this is believed to be under Contract.

Number of mobility impaired staff	**None**
Number of visually impaired staff (with uncorrected vision)	**None**
Number of hearing impaired staff (with uncorrected hearing)	**None**
Number of staff with learning/comprehension difficulties	**None**

Isolated occupancy, remote area working is not avoided.

It is an ongoing recommendation of the Fire Risk Assessment that persons experiencing isolated occupancy and remote area working, such as the on duty Porter, are monitored, and are in receipt of Two way Communications such as a Mobile Telephone.

Summary of Significant Hazards

Persons at Risk-Staff

Mobility impaired staff

Numbers of occupants of each type in the Assessment area **None.**

	Y	N	N/A
Has a person been nominated to assist with evacuation	☐	☐	☒
Can employees be relocated to a lower fire risk area	☐	☐	☒
Can public access be restricted	☐	☐	☒
Can the Fire risk in this area be reduced	☐	☐	☒
Is there a Personal Emergency Egress Plan and/or a standard emergency egress plan	☐	☐	☒

Visually impaired staff (with uncorrected vision)

Numbers of occupants of each type in the Assessment area **None.**

	Y	N	N/A
Has a person been nominated to assist with evacuation	☐	☐	☒
Can employees be relocated to a lower Fire risk area	☐	☐	☒
Can public access be restricted	☐	☐	☒
Can the Fire risk in this area be reduced	☐	☐	☒
Is there a Personal Emergency Egress Plan and/or a standard emergency egress plan	☐	☐	☒

Hearing impaired staff (with uncorrected hearing)

Numbers of occupants of each type in the Assessment area **None.**

	Y	N	N/A
Has a person been nominated to assist with evacuation	☐	☐	☒
Can employees be relocated to a lower fire risk area	☐	☐	☒
Can public access be restricted	☐	☐	☒
Can the Fire risk in this area be reduced	☐	☐	☒
Is there a Personal Emergency Egress Plan and/or a standard emergency egress plan	☐	☐	☒

Staff with Learning/Comprehension difficulties

None.

Numbers of occupants of each type in the Assessment area

	Y	N	N/A
Has a person been nominated to assist with evacuation	☐	☐	☒
Can employees be relocated to a lower fire risk area	☐	☐	☒
Can public access be restricted	☐	☐	☒
Can the Fire risk in this area be reduced	☐	☐	☒
Is there a Personal Emergency Egress Plan and/or a standard emergency egress plan	☐	☐	☒

Summary of Significant Hazards

Persons at Risk – Public

Due regards to the effects to members of the passing Public, from occurrences within the Premise, have been assessed and acknowledged within the Fire Risk Assessment process.

Public in this context is the term given to the Residents of the Building.

All restricted areas, including access to Electrical and Gas facilities should continue to be secured, they should also be identified and in receipt of appropriate signage.

The Premise does not operate a nominated Fire Marshal procedure.

It is reiterated that it is a requirement of the Fire Risk Assessment that the Residents are given basic Fire Safety information including Basic Fire Awareness. Actions on discovery of a Fire. Actions on receipt of a Threat of Arson and Procedures and actions in how to assist disabled, vulnerable persons.

Residents should be informed that there is a basic responsibility to raise the Alarm of Fire throughout an affected area and, if appropriate, aiding in the evacuation of all Relevant Persons, including other Residents, Visitors and Contractors and especially disabled, vulnerable persons.

There is a reviewed and revised Fire Emergency Plan for the Premise, included within the Fire Risk Assessment.
Copies of the Fire Emergency Plan should be prominently displayed within the Blocks.
The nominated Assembly Point for the Building is "…to the Front of the Blocks, at the Roadside…"

Persons at Risk – Visitors

Visitor in this context is the term given to Persons attending the Premise for a specific purpose.

There is suitable access control of Visitors to the Blocks.

Visitors should become the responsibility of those whom they are visiting and, as far as is possible, should be accompanied at all times, especially so in times of Emergency, this is detailed in the Premise's Fire Emergency Plan.

Any attempt to carry out a Roll Call of all Relevant Persons following an Emergency evacuation would rely on an initial registration process that does not exist and if it did would not be practicably workable.

Summary of Significant Hazards

Persons at Risk – Contractors

Regular work carried out by contractors in the Assessment area.

There is a person who is employed as a Cleaner but this is believed to be under Contract.

It should be confirmed that Contractors working on the Premise would be expected to supply a Fire Risk Assessment of their proposed actions, to the Premise's Responsible Persons, detailing, amongst other things:
The Persons working, the work taking place, the period of working along with the areas in which work is to take place, the nature of the work and the materials being used.
It should be confirmed that they would be expected to detail how the work is to be carried out so as not to compromise the Fire Safety of the Premise and its occupants.

Prior provision of relevant parts of the Fire Risk Assessment and associated Fire Emergency Plan could be made available to Contractors.

At the time of latest visit it was noted that Flat No 98 was being refurbished.

Contractors working in, and on behalf of, the Individual, Private Dwellings should become the responsibility of the Occupier.

Persons at Risk – Self Employed Persons, Lessees

The Fire Risk Assessment appertains to the Assessment area, as defined, and, beyond purely observational, takes no account of the personal equipment, actions and practices of persons not directly employed by the Responsible Person/s or their Representative, to work in the Assessment area/on the Premise, specifically, self-employed, leaseholders.
These persons, as defined Responsible Persons themselves, should carry out an Assessment of their own work practices, provisions and areas, and exchange same with the Premise's Responsible Person.

Regular work carried out by Self Employed Persons, lessees in the Assessment area.

There are no parts of the Assessment area which are separately leased.
There are no self-employed Persons, as lessees working within the Building.

Any self-employed Persons working within the Individual, Private Dwellings, as defined Responsible Persons themselves, should carry out an Assessment of their own work practices, provisions and areas, and exchange same with the Premise's Responsible Persons.

Persons at Risk – Asleep

As identified the Building is a detached, Georgian Mansion Block Building divided into Seven separate Blocks, each with Fifteen Flats, a total of 105 for the Building with an approximate occupancy of between 250-300 persons.

Not all of the Residential Accommodation is in receipt of any Manual and, or Automatic Fire Alarm provisions and if there is any, it is not known if it is sufficiently loud in the Sleeping areas.

This is evaluated within the Detection and Alarm section.

It is identified that there is No Sleeping accommodation within the Assessment area.

Summary of Significant Hazards

Persons at Risk – Disabled, Vulnerable

Areas that allow the access of people with disabilities, vulnerabilities

All areas that allow the access of Residents and Visitors are available to people with disabilities, vulnerabilities.

Access is not restricted to lower Fire risk areas in as much as Fire risks have been reduced in all areas, as far as is possible.

Fire risk within the Premise should be reduced in line with the Significant Findings and Fire Safety Management Plan.

There are no Emergency routes within the Premise which are capable of accommodating wheelchairs.
Residents are neither nominated nor trained to assist with the evacuation of disabled, vulnerable persons and the Assessment area is neither staffed nor occupied on a permanent basis.
Safe areas are not provided within a place of safety and clearly identified with signs.

Maximum number of public, visitors and contractors likely to be present

Residents	**250-300**
Visitors	**100**
Contractors	**2**
Sleeping, Residents	**250-300**
Disabled/Vulnerable	**Unknown**

Total anticipated occupancy including Staff 400 Maximum.

There is a reviewed and revised Fire Emergency Plan for the Premise, included within the Fire Risk Assessment.
Copies of the Fire Emergency Plan should be prominently displayed within the Blocks.
The nominated Assembly Point for the Building is "…to the Front of the Blocks, at the Roadside…"

There are no Personal or General Emergency Escape Plans in place.

An Evaluation of the individual needs of disabled, vulnerable Persons and actions required for assistance should be undertaken and reviewed as and when there is an identified need and, or those Persons require. PEEPS. GEEPS.

Summary of Significant Hazards

Means of Escape from Fire

The Fire Safety Policy for the Building is a "Stay Put" Policy.

Flats and maisonettes are built to give some protection from fire.
Walls, floors and doors will hold back flames and smoke for a time.
If there is a fire elsewhere in the building you are usually safer staying in your flat unless heat or smoke is affecting you. (London Fire Brigade web-site.)

As a purpose built Block of Flats, the Building is designed to contain a Fire in the Flat where it starts.
This means it will usually be safe to stay in a Flat if the Fire is elsewhere.
Persons must leave immediately if smoke or heat affects the Flat, or if told to by the Fire Service.
If any doubt, get out.

The Fire Risk Assessment endeavours to be able to support this Policy with the proposal of, amongst other provisions, specified Automatic Fire Detection and Alarm provisions and improved Fire resisting, Fire separating provisions and through Resident awareness and Staff Training.

Whilst not all guides adopt exactly the same recommended minimum exit widths, the following has been considered for a Premise with a Normal Fire Risk;
The clear width of an exit from any room should not normally be less than 750mm, unless fewer than Five persons will use the exit, and;
Where it is necessary to have more than one exit for escape purposes, the aggregate width of all exits, less any one of them, should not be less than;
750mm for an occupancy of up to 100 persons.
850mm for an occupancy of up to 150 persons
1050mm for an occupancy of up to 200 persons and an extra 75mm for each additional 15 persons, or part of 15 persons.
A clear width of at least 900mm along the length of an Emergency route is advised where Wheelchair users may use the route.
It is usual to have more than one exit if more than 60 persons are likely to use the route or if the distance of travel in one direction is excessive.

The minimum clear width of Corridors should be the same as for exits, as detailed.

Generally, Stairways should be at least 1050mm wide and, in all cases, the aggregate with of stairways should be sufficient for the number of persons likely to have to use them during an evacuation.
The advice regarding minimum widths for exits and Corridors also applies to the width of Stairways from low rise Buildings, normally up to Three floors.
Guidance concerning aggregate widths of exit Stairways should also consider the possibility that one Stairway might become unusable because of Fire.

Stairways wider than 2100mm should normally be divided into sections, each separated from the adjacent section by a handrail, so that each section measured between the handrails is not less than 1050mm wide.

Summary of Significant Hazards

Means of Escape from Fire

There is a single Means of escape from the Upper floors of each Block Down to the Ground floor where there is the Entrance Final exit from there and an Alternative Means of escape from the Lower Ground floor of each Block into the Rear Garden.

The exit provisions are suitable and sufficient and of adequate dimensions for the projected numbers of persons evacuating via the Assessment area, based on perceived occupancy of each Block.

Some of the Flats on the Lower Ground floor level have an Alternative Means of escape via French Windows into the Rear Garden. Windows to the Flats on the Lower levels are invariably barred.

Doors on a Means of escape should be secured with nothing other than a single, simple fastening, on the Escape side, at all relevant times, easily over come with a single action such as a push, pull twist or lever, without the use of a key or a code.

The Entrance, Final exit to each of the Blocks is in receipt of a Key or Intercom activated Security lock which is in receipt of a single, simple opening device on the Escape side.

The Premise is provided with reasonable Means of escape in case of Fire, but Means of escape is compromised.

This is evaluated within the Construction, Confinement, Integrity, Separation section

Escape – Areas and Rooms

There are no rooms as such in the Assessment area.
Areas in the Assessment area include the Service Road, the Side Returns and the Rear Garden, the Garden Shed, the Vaulted under pavement Storage areas and the Communal parts of all of the Blocks in the Building.

Each Block has a Loft which have not been accessed.
The Caretaker has identified that there is no storage in the Loft, despite the areas being boarded and it is identified that the Loft areas are Fire separated from each other.

The Loft areas should be accessed and assessed and the Significant Findings recorded within the Fire Risk Assessment and actioned upon accordingly.

There are Two Caretakers Cupboards which, again, have never been accessed.
These are enclosed, secured under stairs areas in the Lower Ground floor of Blocks 46-60 and 76-90.
These should be accessed and assessed and the Significant Findings recorded within the Fire Risk Assessment and actioned upon accordingly.

Most areas have a single Means of escape from them, at least initially.

Not all solitary exit doors from areas are identified and nor is this deemed necessary in this instance.

This is evaluated within the Fire Safety and Emergency Route Signs section.

Occupancy may not be restricted to "Daylight" hours but areas and rooms appear to be/are in receipt of adequate illumination at all material times.

This is evaluated within the Lightning and Lighting and the Escape – Emergency Escape Lighting section.

Summary of Significant Hazards

Escape – Routes

Travel Distances

Department for Communities and Local Government Guidance.
Fire Safety Risk Assessment.
Sleeping Accommodation. ISBN-13:978 1 85112 817 4.

The Premise, as exists, is assessed as a Normal Fire Risk area.
Travel Distances appear to be within recommended Guidelines.

	9m	in high fire risk area (1)
Single Escape Route	**18m**	**in normal fire risk area**
	25m	in low fire risk area (2)
	18m	in high fire risk area (1)
More than one Escape Route	**35m**	**in normal fire risk area**
	45m	in low fire risk area (2)

Note (1)
Bedroom includes all sleeping rooms, e.g. dormitories. The travel distances within a bedroom should be restricted, however, this distance can be included as part of the overall travel distance to a protected stair or Final exit. For example, if the travel distance within a bedroom (a single escape route) is 9m and the corridor has two escape routes in a normal Fire Risk area, the travel distance from the bedroom to the nearest protected stair or final exit is (35m minus 9m) 26m
Note (2)
Where there are small higher risk areas this travel distance should apply. Where the risk assessment indicates that the whole building is higher risk, seek advice from a competent person.
Note (3)
The travel distance for lower risk premises should only be applied in exceptional cases in the very lowest risk premises where densities are low, occupants are familiar with the premises, have excellent visual awareness, and very limited combustibles.
Note (4)
In areas of assembly such as function rooms, bars or restaurants which are completely separated from the sleeping accommodation then the travel distances in the assembly guide can be used for those areas, e.g. for a normal Fire risk area, 45m where more than one route is provided and 18m where only a single escape route is provided.
Note (5)
Travel distances for normal Fire risk flats and maisonettes are illustrated in Figures 52, 53 and 54 of DCLG Fire Safety Risk Assessment, Sleeping Accommodation.
Note (6)
An individual dwelling in a house of multiple occupation or flat and maisonette is a private dwelling and outside the scope of this order (except for the requirement to maintain common fire precautions, e.g. fire alarms or sprinkler installed throughout the building.) Notwithstanding this, you might wish to consider the benchmarks in Table 3, (travel distances) if you are assessing the escape routes within the dwelling unit. Ideally the layout of individual dwelling units in houses of multiple occupation, flats and maisonettes, should be such that sleeping areas should be closer to the exit from the dwelling than kitchen areas or cooking facilities.

As identified, there is a single Means of escape from the Upper floors of each Block Down to the Ground floor where there is the Entrance Final exit from there and an Alternative Means of escape from the Lower Ground floor of each Block into the Rear Garden.

Escape – Routes

Travel Distances

Local Government Group. Fire Safety in purpose built blocks of Flats. L11-335. Pages 87, 88, 89.

Flats served by a single escape stairway

Current benchmark design guidance for flats with a single escape route from a flat entrance door to the stairway is as follows.
- **Every flat should be separated from the common escape stairway by a protected corridor or lobby.**
- **The distance of travel between the flat entrance door and the door to a lobby or stairway should be limited to 7.5m.**
- **Smoke control should be provided by natural or mechanical ventilation in the lobby or corridor adjacent the stairway.**
- **The smoke vents on the fire floor and the vent at the head of the stairway should be operated automatically by means of smoke detectors in the common access corridor or lobby to the flats.**

Small single-stairway buildings

Where a single-stairway building is small, relaxations in the provisions apply, providing:
- **the top floor of the building is no more than 11m above ground level**
- **there are no more than three storeys above the ground level storey**
- **the stairway does not connect to a covered car park**
- **the stairway does not serve ancillary accommodation, unless the ancillary accommodation is separated from the stairway by a protected lobby or corridor with a permanent natural vent or ventilation by a mechanical smoke control system**
- **there is an openable vent provided on each floor level for use by the fire and rescue service, or alternatively, there is a remotely operated vent at the head of the stairway.**

Current benchmark design guidance for small, single stairway blocks is as follows:
- **every flat is separated from the common escape stairway by a protected corridor or lobby**
- **the distance of travel from flat entrance doors to the stairway should be limited to 4.5m – if smoke control is provided in the lobby, the travel distance can be increased to 7.5m**
- **in single-stairway buildings with only two flats per floor, the lobby between the stairway and the flats is not essential, providing the flats have protected entrance halls – in these circumstances, the vent at the head of the stairway should be an AOV operated by smoke detectors.**

Flats with more than one escape stairway

Current benchmark design guidance for blocks with more than one common escape stairway and alternative routes from the flat entrance door to a stairway is as follows.
- **every flat should be separated from each common escape stairway by a protected corridor or lobby**
- **the travel distance from a flat entrance door to the door to the nearest stairway or lobby should be limited to 30m**
- **a common corridor that connects two or more escape stairways should be subdivided by a self-closing fire-resisting door to ensure smoke will not affect access to more than one stairway – this door can be omitted if the maximum travel distance from a flat entrance door to a stairway or lobby is not more than 15m • any dead-end section of an access corridor should be separated from the rest of the corridor by a self-closing fire-resisting door – the single direction of travel in the dead end section of corridor should be limited to 7.5m**
- **smoke control by natural or mechanical ventilation should be provided in the lobby or the corridor adjacent to the stairway to protect the stairway**
- **an openable vent should be provided at the head of the stairway.**

Escape – Routes

Although, essentially, there is a single Emergency route from each Block, this appears to be of sufficient dimensions for the projected numbers of persons evacuating, based on perceived occupancy of each Block.

This is evaluated further within the Escape – Stairways section.

At the time of visit the Emergency routes were not clear of obstructions and Trip hazards, including the following;

Block 1-15	**A Christmas Reindeer outside No15.**	
Block 16-30	**There was a Child's Cot and Clothes outside No 23.**	
Block 46-60	**Upper Ground**	**There is a Basket with Trainers and Shoes outside No 51**
	First Floor	**Shoes outside No 53**
	Second Floor	**Shoes and Stand outside No 55. There is a Bin outside No 57**
	Third Floor	**Shoes and Basket outside No 58 wicker basket and a Big Pot outside No 60**
Block 61-75	**Lower Ground**	**7 Bikes. This is despite there being a Notice identifying these as a Trip Hazard.**
Block 76-90	**Second Floor**	**No 85 Big Plants, Shoes**
		Shoes outside Flat No 90

Combustible materials and Interior furnishings in an Emergency route can represent an unnecessary Fire loading into this risk critical area and can also present a general collision hazard and narrow the available Emergency route width and could present a significant hindrance to any forced evacuation and therefore should be managed accordingly, which in this instance requires their removal.

The storage of Bicycles in the Single Stairways also compromises the "protected" nature of the Stairways and should be removed.

Some of the Encaustic Tiles were missing from the floors in Blocks 61-75 and 76-90 and this not only presents a general Trip Hazard but could cause an obstruction to any necessary evacuation.

There are no "prohibited" items within the Emergency routes but there are Electrical facilities.

Emergency routes are not clear of Combustible coverings.

Doors and door sets leading on to Emergency routes are not sufficiently Fire resisting, Fire separating. Not all doors are fitted with effective self-closing devices and where necessary, not all glazed elements in, on, and, or adjacent to the Emergency routes are Fire resisting, Fire separating.

This is evaluated within the Construction, Confinement, Integrity, Separation section

Emergency routes are not clear of Notice boards.

There are open Notice Boards in the Entrance area of all of the Blocks.
The siting of Notice boards on Solitary Emergency routes goes against Guidance because unprotected Notice Boards on Escape routes increase the Fire loading in risk critical areas, and can present an opportunity for Arson, the Notice Boards in question should be confined behind another level of separation such as fixed glazing or locked glazed doors or panels.

This is identified further within the Fire and Deliberate or Suspicious, Combustible Materials and evaluated in the Escape – Stairways sections.

Emergency routes appear to be in receipt of adequate illumination at all relevant times.

This is evaluated within the Lightning and Lighting and the Escape – Emergency Escape Lighting section.

It should be confirmed that the External areas are in receipt of a "Foul Weather" procedure to ensure that they are clear of water, ice and snow and remain clear and available at all relevant times.

Escape – Stairways

Each Block has a single Internal Stairway with concrete Staircases spanning Five floors from a Lower Ground floor to the Third, Top floor.

The height of the Blocks from the point of entry is thought to be within that recommended for a Small, Single Staircased, unlobbied Building with what is ostensibly a Single Means of escape.

The solitary, Internal Stairway in each Block extends into the Lower Ground floor without being separated at Ground floor level and it is not known if this is acceptable.
It is reiterated that this should be the subject of further Fire Safety Consultation.

The Stairways appear to be of sufficient dimensions for the projected numbers of persons evacuating, based on perceived occupancy of each Block and do lead directly to a Final exit at Ground floor level.

The Stairways in the Building which should be Protected Stairways are not "protected "including not being clear of Notice boards.

This is identified further within the Fire and Deliberate or Suspicious, Combustible Materials and evaluated in the Escape – Routes section.

The storage of Bicycles in the Single Stairways also compromises the "protected" nature of the Stairways and should be removed.

There are no "prohibited" items within the Stairways but there are Electrical facilities.

Doors and door sets leading on to Emergency routes, including the Stairways are not sufficiently Fire resisting, Fire separating. Not all doors are fitted with effective self-closing devices and where necessary, not all glazed elements in, on, and, or adjacent to the Emergency routes, including Stairways, are Fire resisting, Fire separating.

This is evaluated within the Construction, Confinement, Integrity, Separation section

There are Large windows on each of the Landings and these are deemed to be sufficient provision to vent the products of Combustion from the Stairways following any incidence of Fire.

Where required, all Stairways are in receipt of handrails which are of a sound fixing.

Not all stair nosings are in a good condition in as much as some, including those in Block 76-90, have bits of the edges missing, forming a general fall hazard and a possible hindrance to any evacuation.
This should be actioned upon.

It is not known if all Perforations made for services within the Stairways are in receipt of suitable, Fire resisting material.

This is evaluated within the Flammable Substances and Construction, Confinement, Integrity, Separation sections.

The Stairways appear to be in receipt of adequate illumination at all material times.

This is evaluated within the Lightning and Lighting and the Escape – Emergency Escape Lighting section.

Escape – Areas 'not normally occupied'

Areas not normally occupied include the vaulted Under pavement Storage areas and the Loft areas.
It is understood that there is no Power or Lighting to the Under Pavement areas but it is not known about the Lofts.

As identified, the Loft areas of each Block should be accessed and assessed and the Significant Findings recorded within the Fire Risk Assessment and actioned upon accordingly.

The Two Caretakers Cupboards should similarly be accessed and assessed and the Significant Findings recorded within the Fire Risk Assessment and actioned upon accordingly.

There are areas which are in receipt of only intermittent, occasional occupancy, these include the Service Road, the Side Returns and the Rear Garden, the Garden Shed and the Communal parts of all of the Blocks in the Building

If appropriate, areas not normally occupied and those in receipt of only intermittent, occasional occupancy, should be secured when not in use.

There are Flammable substances in the Assessment area, the Communal parts, the Premise.

There are Combustible materials in the Communal parts.

There is no Automatic Fire Detection within the Communal parts.

This is evaluated within the Detection and Alarm section.

Areas in receipt of only intermittent, occasional occupancy appear to be in receipt of adequate illumination at all material times.

This is evaluated within the Lightning and Lighting and the Escape – Emergency Escape Lighting section.

Emergency routes are easily identified.

This is evaluated within the Fire Safety and Emergency Route Signs section.

Summary of Significant Hazards

Escape – Emergency Escape Lighting

There is newly installed Circular Fluorescent, Energy Saving Ceiling lighting throughout the Premise and it is understood that these have an Emergency Escape lighting provision on all of the floors, but not the landings.

The Assessor is of the opinion that the Communal parts are in receipt of adequate ambient and, or "borrowed" lighting and Emergency escape lighting provisions, at all material times to illuminate Emergency routes, hazards and obstructions, changes in floor levels and the areas outside the exits. This can be verified by the Premise being surveyed by a suitably qualified person in regards to the ambient and, or "borrowed" lighting and Emergency Escape lighting provisions, referencing BS 5266-Part 1:2016, but this is not thought necessary, in this instance.

The Premise is in receipt of adequate Emergency Escape Lighting.
Based on visual Inspection with no testing of luminance levels or verification of full compliance with relevant British Standard

It should be confirmed that the Emergency Escape Lighting is subject to a schedule of Inspection, Testing, Maintenance and Recording by a suitably qualified person in accordance with BS EN 50172:2004 and BS 5266-8:2004.

Fire Safety and Emergency Route Signs

All significant hazards associated with Electrical facilities and appliances should be indicated by signs.

Not all solitary exit doors from areas are identified and nor is this deemed necessary in this instance.

The Premise is not in receipt of suitable and sufficient Emergency Route signage in as much as not all of the Alternative Means of escape from the Blocks at Lower Ground floor level leading to the Garden are in receipt of suitable signage.

The Alternative Means of escape from the Blocks at Lower Ground floor level leading to the Garden should be indicated by suitable signage, in accordance with BS 5499-4 and ISO (Pr EN) 7010, (pictorial signage)

Fire Action Notices

There are no Fire Action Notices within the Assessment area, Premise.

Fire Action Notices should be sited strategically within the Premise.
They should be of a standard, recommended, format, in accordance with BS 5499-5, be uniform throughout, and should be completed to identify the Premise and the specific Fire Emergency procedures and not infer that they should carry out First Aid Fire Fighting activities.
The Fire Action Notices should detail relevant prohibited actions for the Premise and identify the Assembly Point.

Detection & Alarm

The proposed Smoke and Carbon Monoxide Alarm (England) Regulations 2015 identify the following;

6. The regulations require private rented sector landlords to have at least one smoke alarm installed on every storey of their properties on which there is a room used wholly or partly as living accommodation and a carbon monoxide alarm in any room wholly or partly used as living accommodation containing a solid fuel burning appliance.
The landlord must make sure the alarms are in working order at the start of each new tenancy.
Landlords are not responsible for testing alarms during the course of the tenancy.
Guidance recommends that tenants should take responsibility for their own safety by testing all alarms regularly. Testing monthly is generally considered an appropriate frequency for smoke alarms.

The Communal parts are not in receipt of either Manual or Automatic Fire Detection Fire Alarm provisions.

Local Government Group Guidance. Fire Safety in purpose built blocks of Flats. L11-335.
Page 29. 20.4. Identifies;
In "general needs" blocks designed to support a "stay put" policy, it is unnecessary and undesirable for a fire alarm system to be provided…..
20.7
…only in unusual circumstances will a communal fire detection and alarm system be appropriate for a "general needs" purpose-built block of flats.

Local Government Group. Fire Safety in purpose built blocks of Flats. L11-335.
Fire detection and fire alarm systems for blocks of flats
Page 156.General comments.

A6.1 There has never been any requirement under Building Regulations, local acts or byelaws to install a communal fire alarm system in a purpose-built block of flats, nor is there any such requirement today under the Building Regulations…

A6.2 Sometimes communal fire alarm systems have been, and are being, installed in blocks of flats.
In some cases, where the means of escape and compartmentation can be demonstrated to be of a very poor standard, this may be warranted. However, fire alarm systems are often installed as a result of various misconceptions like unless the compartmentation can be proved to be adequate and uncompromised (which is rarely possible), communal fire alarm systems should be installed.

A6.3 The real priority, in terms of fire warning, is to ensure that one or more working smoke alarms are provided in every flat. Indeed, it would be no exaggeration to say that, in current times, a flat without one or more working smoke alarms is not generally fit for occupation

A "stay put" procedure for this Building is only conditionally supported because the Building has not been designed or realised to support such a policy.
With reference to the Fire Risk Assessment and upon reacting to the actions and works identified within the Management Plan, the absence of Automatic Fire Detection and Fire Alarm provision in the Assessment area is thought to be acceptable, in this instance.

Automatic Fire Detection and Manual Fire Alarm facilities, to compensate for the deficiencies in Construction, Confinement, Integrity and Separation and in Means of escape could be offered but it is believed that a more appropriate course of action would be to address the deficiencies themselves.

This is evaluated further within the Construction, Confinement, Integrity, Separation section.

Not all of the Residential Accommodation is in receipt of any Manual and, or Automatic Fire Alarm provisions and it is not known if it is sufficiently loud in the Sleeping areas of those Flats that do have it.

Historically Flat 15, Block 1-15 was witnessed and it was noted that there was no Automatic Fire Detection in the Entrance Hall.

The Individual, Private Dwellings should be in receipt of Automatic Fire Detection provisions.
This could be in the form of stand alone, battery powered, combined Smoke Detectors and Sounders or preferably, Grade D LD2 systems.

Grade D Automatic Fire Detection facilities would normally be a requirement for short term leased accommodation, as exists, as a High percentage, in this Building.

Summary of Significant Hazards

Fire Fighting Equipment – Extinguishers

There are no Fire extinguishers within the Communal parts of Assessment area.

Local Government Group.
Fire Safety in purpose built blocks of Flats. L11-335. Section 21. Other fire safety measures.
21.3
"It is rare for there to be a need for fire-fighting equipment to be used by people present in the common areas of blocks of flats.
It is nevertheless, usually provided in plant rooms and other such rooms, for use by the staff and contractors."

The Fire Safety Policy is that Residents either remain within unaffected parts of the Building and do not attempt First aid Fire-fighting, or if affected by smoke and Fire evacuate the Building.
Therefore Fire extinguishers have been removed from the Communal parts and no training is carried out, presumably after *full* discussion and agreement with all Residents

Residents could be encouraged in supplying their own Fire Extinguishers and Fire Blankets to their own Individual, Private Dwelling.

Fire extinguishers should only be used by those persons trained in their use.
It is not considered appropriate or practicable for Residents in a block of Flats to receive Fire extinguisher Training beyond being directed towards the operation procedures on the extinguishers themselves.

Further advice is available from the Responsible Persons and, or LONDON FIRE RISK ASSESSMENTS.
Individual, Private Dwellings could be eligible to a free, Home Fire Safety Check from the London Fire Brigade.

Fixed Fire Fighting Installations – Systems

There are no Fixed Fire Fighting Installations, systems within the Assessment area.

Fire Fighting Equipment, Facilities – Other Equipment

Fire fighting equipment except extinguishers and fixed systems found in the Assessment area.

There is no other type of Fire fighting provision within the Assessment area.

Because of the presence of the Microwave Oven, the Shed should be in receipt of a Fire Blanket which should be indicated and identifiable and sited so as to be readily available, preferably in an identified Fire Point, on the Emergency route, adjacent to the Shed exit.
The Fire Blanket should be subject to regular Inspection and should be maintained in a good condition.

Summary of Significant Hazards

Ventilation, Extraction, Pressurisation and Suppression Systems

It was identified that there are Small, vented Ceiling Voids in a similar position in all of the Blocks

This is identified further and evaluated within the Construction, Confinement, Integrity, Separation section

The Premise is not in receipt of any Fire related Ventilation, Extraction, Pressurisation or Suppression systems

A Fire and the products of Combustion of Fire within one part of the Assessment area could not adversely affect any other area by shared Ventilation, Extraction facilities by virtue of there not being any

It is not known if there is any necessity for any ducts and flues associated with any Ventilation, Extraction facilities within the Flats themselves to be in receipt of provisions such as Fire dampers, and, if required, it is known if these are inplace.

This too is evaluated within the Construction, Confinement, Integrity, Separation section

Training and Education

It is understood that Mr Andrew Cordell is directly employed by The Drive Mansions Ltd as the Building Manager. There is another person, Mr Paul Carpenter, who is directly employed to work in the Building as the Caretaker.

Neither the Building Manager nor the Caretaker are in attendance at the Building at all times.

There is another person who is employed as a Cleaner but this is believed to be under Contract.

It is reiterated that Staff should receive site specific Fire Safety Training as part of their Induction and, or as a "catch-up" procedure. Staff should receive Fire Safety Training on their being exposed to new or increased risks, and, or on being transferred or given a change of responsibilities, and, or the introduction of new work equipment, or on the introduction of new technology and/or of a new system of work.
All Fire Safety Training should be recorded, and acknowledged by the recipient.

Facilities for the Recording of Fire Safety Training Education are supplied with the Fire Risk Assessment and should be expanded upon to create a Fire Safety Training Record Book.

The Fire Risk Assessment requires that all Residents, the Building Manager, Caretaker and regular Contractors are made aware of the Fire Emergency Plan and are given specific Fire Safety information, instruction and support and offered Fire Safety training.

It should be confirmed that Residents have been informed of their desired actions upon suspicion and, or receipt of a threat of Arson.

Summary of Significant Hazards

Construction, Confinement, Integrity, Separation

Appendix 1 Purpose built Blocks of Flats

History of fire safety design standards for purpose-built blocks of flats
A1.1 To carry out a fire risk assessment for an older block of flats – designed before current guidance on design of measures such as means of escape and smoke control – it is necessary to have some understanding of the original principles on which the block was probably designed.
This gives some understanding of whether significant departures from current guidance on the design of a new, purpose-built block of flats have arisen from radical changes in guidance, or from material alterations that compromised the original design and that should, therefore, be rectified (see Figure X in Part F of this guide).
A1.2 This enables a sympathetic approach to old blocks of flats designed in accordance with superseded standards. It is not appropriate simply to apply current standards to such blocks, with no consideration of the risk to people from continuation of the original fire safety measures without expensive upgrading that is not proportionate to the risk. (By analogy, an old car may not incorporate all the safety features of current models, but may still meet road traffic legislation.) Requirements for upgrading fire safety measures in such circumstances should be based on identification of material risk, rather than prescriptive application of current guidance.
A1.3 General guidance on the relevant legislation and design principles that were typically adopted at various periods of time are outlined below, along with the relevant superseded codes of practice, which can often be consulted to obtain further detail. Many of the codes of practice to which this appendix refers are lengthy and detailed. They can only be briefly summarised in this guide.

Pre 20th-century blocks of flats
A1.4 Flats built before the 20th century may well have been constructed in accordance with local legislation and bye-laws. In the Victorian era, mansion-style blocks of flats were constructed for upper-class people, and tenement blocks were constructed for working class people.
A1.5 Typically, these blocks may comprise a single stairway of four or five storeys, with flats entered directly from the stairway, or blocks with corridors, often of considerable length, with or without alternative stairways for means of escape from fire. In early tenements, construction may have originally incorporated lath and plaster ceilings and timber floors, which would, by today's standards, not provide sufficient fire resistance between storeys.
Appendix 1
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A1.6 However, lath and plaster ceilings may have been replaced with plasterboard that would afford a reasonable degree of fire resistance, and concrete floors often exist in mansion blocks constructed in the latter half of the 19th century. Endeavours should be made – to the extent practicable – to determine the likely construction of floors and ceilings. A reasonable degree of fire resistance between floors may be adequate to support a 'stay put' policy, subject to reasonable protection of the communal means of escape from a fire in a flat or suitable alternative means of escape.
A1.7 In the latter part of the 19th century, very basic measures to support means of escape were sometimes incorporated, such as escape via roofs into adjacent buildings. There may also have been efforts over the years to upgrade means of escape, by provision of alternative escape routes comprising routes over roofs and external stairways.
A1.8 It is important to be aware and consider possible shortcomings in respect of means of escape from these old blocks of flats. Such shortcomings include:
• flats of more than three storeys above ground that are served by a single stairway, with no alternative means of escape and no lobby protection of the stairway • inadequate fire resistance between each flat and the common parts – particular note should be taken of any glazed fanlights or sidelights, as these are unlikely to afford any significant fire resistance, unless they have been replaced with fire-resisting glazing or fire-resisting secondary glazing within flats • panelled flat entrance doors, with less than a notional fire resistance of around 20 minutes if tested in accordance with current fire-resistance tests
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• flat entrance doors that are not effectively self-closing • long travel distances along corridors leading to protected stairways, sometimes in a single direction with no alternative escape route • escape routes onto, and over, roofs, which are often unsuitable for disabled, older or infirm residents, or for young children • external escape routes, such as walkways or stairways, which may be exposed to a fire in an adjacent flat, may not terminate at a place of ultimate safety, or may be in poor condition.
A1.9 There were not normally any special measures for smoke control in these blocks, and it is usually not reasonably practicable to install such facilities today. However, often there are openable windows within common parts, which are of value to the fire and rescue service for smoke clearance and should normally be maintained in place.
A1.10 Consideration may need to be given to any common shafts for ventilation (eg from kitchens or bathrooms), which may have been added over the years and may not incorporate adequate measures to prevent fire-spread between flats.

Summary of Significant Hazards

Construction, Confinement, Integrity, Separation

As identified, the Building is a detached, Late Victorian Building, circa 1897 and it is understood that the structure of the Building, Premise has remained unchanged during the last year.

As identified, there are Mains Electrical Head intake, distribution, isolation and supply facilities within a Base Riser Service Cupboard in the Lower Ground Front area of each of the Blocks.
The Cupboards are identified and secured with an FB lock. There are also invariably Circuit Charts.
Water Services are also contained in the same Cupboards.
The doors, door sets are in receipt of Intumescent Strips but not Cold Smoke seals.

It is reiterated that although the Cupboards housing the Electrical facilities are not 30 minute Fire resisting, it is believed that as the Cupboards are in receipt of identifying and warning signage and the Cupboards secured against unauthorised access, then it is deemed that the Electrical facilities are sufficiently isolated.

There are panels within the Communal parts which it is identified give access to Electrical risers.

There are other risers witnessed in Blocks 61-75, 76-90 and 91-105 which are secured.
These were identified as originally being a facility by which Coal was raised up the Building but it is identified these now contain Communal Entertainment provisions and door entry provisions.

There are Small Ceiling Voids adjacent to these Riser provisions.
It is understood that at one time the Gas Services for the Blocks were sited at Ceiling height in these areas and it is possible that other services still do. The Gas services now rise Externally, up the Rear of the Building but some of the purged Gas piping still remains in these void areas.

Normally it is recommended that if the created voids are accessible then they should be accessed and assessed and the Significant findings entered into the Fire Risk Assessment and actioned upon accordingly and that void areas should be scheduled for regular cleaning.
As these Ceiling voids are not accessible, without invasive action, it cannot be confirmed that all Flammable, Combustible materials have been removed prior to the areas being suitably sealed.

A Type 4-Common parts and flats, destructive Inspection for Fire Risk Assessment should be considered so as to be able to confirm that the Fire Compartmentation and Separation of areas extends above the into the Ceiling voids and bonds to the structural Ceilings above and that Walls and Ceilings are intact and form a suitable and sufficient, Fire resisting barrier.

Doors and door sets leading on to Emergency routes, including the Stairways are not sufficiently Fire resisting, Fire separating. Not all doors are fitted with effective self-closing devices and where necessary, not all glazed elements in, on, and, or adjacent to the Emergency routes, including Stairways, are Fire resisting, Fire separating.

Historically, the door, door set to Flat 15, Block 1-15 was witnessed and it was noted that the Entrance door, door set was typical of the others in the Building and therefore most probably original.
The door, although quite thick, has rebated Panels, there are no Intumescent Strips or Cold Smoke seals in either the door or door set and the door stops are Small in size.
This door was not in receipt of a self-closing device. The Internal doors to the Flat were not Fire doors

What appears to be the original Glazed Panels above the Entrance doors are not Fire resisting, Fire separating and those to the sides are Small, 3 inch wired Glazed Panels again, not appearing to be Fire resisting, Fire separating.

As the Building was constructed before the turn of the 20th century, 1897, it predates both the fire rating codes and the requirements for safety glazing in hazardous locations.
Codes for fire rated construction did not begin to be put into place until around 1920 and the requirements for safety glazing in hazardous locations were not implemented until the early 1970's.
That being said, the current codes would require the replacement glazing to meet the requirements of the current code for new construction.

Local Government Group. Fire Safety in purpose built blocks of Flats. L11-335
Appendix 1 Purpose built Blocks of Flats
Pre 20th-century blocks of flats *A1.8 identifies*
… particular note should be taken of any glazed fanlights or sidelights, as these are unlikely to afford any significant fire resistance, unless they have been replaced with fire-resisting glazing or fire-resisting secondary glazing within flats • panelled flat entrance doors, with less than a notional fire resistance of around 20 minutes if tested in accordance with current fire-resistance tests

Construction, Confinement, Integrity, Separation continued

Doors to High Fire risk areas and those leading on to Emergency routes and Solitary Stairways and specifically the Entrance doors to each of the Flats should be Fire door sets, with complete Intumescent Strips and Cold Smoke seals.
They should be in receipt of Fire resisting door furniture, including hinges.
They should be in receipt of effective self-closing devices, as appropriate, and be in a good condition and a good fit, so as to be able to resist the actions of Fire and contain the products of Combustion for at least 30 minutes, in accordance with BS 476. Part 22 or a similar standard.

There are no Automatic door release mechanisms, Magnetic Door Holders in the Assessment area.

Where necessary, areas, panels, walls adjacent to or above to what should be Fire door sets should be sufficiently Fire resisting, Fire separating.

The Entrance doors door sets and surrounds to each of the Flats should be upgraded or replaced to meet the current standards.

Fire doors, door sets should be maintained in a good condition and Inspected in accordance with the requirements of BS 8214

Any perforations in Fire resisting construction, including those made for services, should be "Fire stopped" with suitable Fire resisting material. This is most important in regards to Service runs from Risers spanning laterally into adjacent areas.

It is reiterated that it should be confirmed that a Fire and the products of Combustion of Fire within one area of the Building, within the Flats themselves, could not adversely affect any other area via any flues or ducting and, or shared Ventilation, Extraction facilities.
It should be investigated if there is any necessity for any ducts and flues, including those associated with Ventilation, Extraction facilities to be in receipt of Fire dampers.
If this is necessary it should be confirmed that they are in place, functioning and in a good condition.

Record, plan, inform, instruct, and train

Record any major findings and actions taken

The Responsible Persons should record any other Significant Findings relating to the Premise and record their actions in relation to these, and those identified by this report.

Co-operation and Co-ordination

Discuss and work with other Responsible Persons

As part of the co-operation and co-ordination requirement, the Responsible Persons should highlight to other Responsible Persons, the Significant Findings of this report and both parties requirement to take reasonable steps to reduce the risk from Fire and to ensure that people can safely escape if there is a Fire.

Inform and instruct Relevant Persons

London Fire Risk Assessments have endeavoured to inform and instruct Relevant Persons in the compilation and presentation of this Fire Risk Assessment, Fire Emergency and Fire Safety Management Plan, and, Fire Safety Policy.
Relevant Persons should also be informed of any specific duties, in relation to Fire Safety, which are expected from them.
The Responsible Persons are expected to make the Fire Risk Assessment and associated Fire Emergency Plan, available to any other, Relevant Persons, upon request.

Conclusion and Review issues

Preventative and Protective measures

Suitable arrangements for the effective planning, organisation, control, monitoring and review must be made and implemented.
The preventative and protective measures are the measures that have been identified by the Fire Risk Assessment as the general Fire precautions the Responsible Persons need to take to comply with the Regulatory Reform (Fire Safety) Order 2005.
Effective planning, organisation, control, monitoring and review can be achieved and exhibited by copies of all maintenance schedules being retained with the Fire Risk Assessment and/or the obtaining and maintaining of a specific Fire Safety Log Book.

MANAGEMENT

The Fire Safety Management Plan. Significant Findings supplied as part of the Fire Risk Assessment package, is in the form of Excel spreadsheets, for ease of use.
The Management Plan is designed to be used as the "primary tool" to help manage the Fire Safety actions identified in the Significant Findings.
Each Fire action is detailed under the relevant category, and deficiencies and their location are identified, there is a remedial action proposed and allocated to, normally the Responsible Persons and, where appropriate, to other, specific groups of persons, to be actioned upon within an identified time span.

The Fire Safety Management Plan is a live document and the relevant sections should be completed when actions are undertaken so as to confirm required measures have been satisfactorily completed.

Used as intended, the Fire Safety Management Plan will help the Responsible Persons to exhibit that appropriate arrangements for the effective planning, organisation, control, monitoring and review of the required preventative and protective provisions and procedures have been undertaken.

MANAGEMENT

LONDON FIRE BRIGADE

White Goods Total Recalls safety advice

Nearly one fire a day in London involves white goods such as dishwashers, washing machines, tumble dryers, fridges and freezers. Here are some simple things you can do to keep yourself safer.

6 firefighters tips for safer whitegoods

1. *If your white goods start making a strange noise, don't ignore it – if you suspect there might be a problem, always unplug it and contact the manufacturer or a qualified repair technician.*
2. *Check your appliances haven't been recalled – most fires, where white goods are the source of ignition, are not down to anything you've done. The most important thing you can do to make sure you're safe is to regularly check your appliances haven't been recalled. This can be more difficult than it sounds. At the moment, you need to check the Government's product recall site, the manufacturer's website or Electrical Safety First's recall register.*
3. *Always keep your white goods in a safe place out of the way – don't be tempted to put that freezer in the hallway. If a fire does break out in your home, you need all escape routes to be clear.*
4. *Fit smoke and heat alarms – fit an alarm in every room where a fire could start, and make sure they are tested regularly. Find out more about smoke and heat alarms here.*
5. *Register your appliance – by registering your appliance, you'll be informed if the manufacturers identify any issues with the product you have bought.*
6. *Take action for everyone – if you really want to make lasting change that could make us all safer, support our campaign today.*

Review

The Fire Risk Assessment should be reviewed and revised on a regular basis to reflect any new process or introduction of additional Ignition Sources and Fire Loading.
The Fire Risk Assessment should address structural, internal, facility and furniture changes.
Changes in occupancy areas and levels. Changes in Hazards and associated Risks.

If there are no significant changes to the Premise, the Fire Risk Assessment should be programmed for periodic review for a period of no longer than one year from its compilation.

You will be reminded of this review obligation on the approaching "Birthday" of your Fire Risk Assessment by LONDON FIRE RISK ASSESSMENTS when you will be offered our Review and Revision services.

Assessment review date **February 2020**

Communities and Local Government Regulatory Reform (Fire Safety) Order 2005
Guidance Note No. 1: Enforcement. Code 07 FRP 04638/a. Page 15. Article 9 – Risk Assessment. Section 56 identifies;

A risk assessment should be reviewed regularly by the responsible person to keep it up to date, valid and to reflect any significant changes that may have taken place.

Fire Safety Maintenance Checklist

A Fire Safety Maintenance checklist can be used as a means of supporting your Fire Safety Policy.
This example list is not intended to be comprehensive and should not be used as a substitute for a Fire Risk Assessment including the Fire Safety Management Plan.
You can modify the example, where necessary, to fit your Premise and may need to incorporate the recommendations of Manufacturers and Installers of the Fire Safety equipment, systems that you may have installed in your Premise.
Any concerns should result in further investigation and appropriate action as necessary.
In larger and more complex Premises you may need to seek the assistance of a competent person to carry out some of the checks.

Daily checks not normally recorded

Escape Routes

Can all Fire exits be opened immediately and easily?
Are Fire doors clear of obstructions?
Are Emergency Routes clear?

Fire warning systems

Is the Fire Alarm indicator panel showing 'normal'?
Alternative audible and, or other Warning devices, where applicable, in place?

Emergency Escape lighting

Are luminaires and exit signs in good condition and undamaged?
Is Emergency Escape lighting and Sign lighting working correctly?

Firefighting equipment

Are all Fire Extinguishers and signs in place?
Are Fire Extinguishers clearly visible?

Weekly checks

Escape routes

Do all emergency fastening devices to Fire exits, push bars and pads, work correctly?
Are External routes clear and safe?

Fire warning systems

Tell all Relevant Persons of your proposed actions before any test.
If appropriate, disconnect the link to the Monitoring Service or tell them you are doing a test. Don't forget to reinstate it following the test.

Does testing a Manual Call Point send a signal to the indicator panel?

Did the Alarm system work correctly when tested?
Did Staff, Residents and other people hear the Fire alarm?

Did any linked Fire protection systems operate correctly?
Magnetic door holder released, Smoke Curtains drop, Ventilation systems open,

Do all Visual Alarms and, or Vibrating Alarms and Pagers, as applicable, work?

Do Voice Alarm systems work correctly? Was the message understood?
Are charging indicators, if fitted, visible?

Firefighting equipment

Are all Fire Extinguishers and signs in place?
Are Fire Extinguishers clearly visible?

Is all equipment in good condition?

Additional items from Manufacturer's recommendations considered?

Monthly checks

Escape routes

Do all electronic release mechanisms on escape doors work correctly?
Do they 'fail safe' in the open position?
Do all Automatic opening doors on escape routes 'fail safe' in the open position?
Are Fire door "strips and seals" and self-closing devices in good condition?
Do all roller shutters provided for Fire compartmentation work correctly?
Are External escape stairs safe?
Do all Internal self-closing Fire doors work correctly?

Escape lighting

Do all luminaires and exit signs function correctly when tested?
Have all Emergency Generators been tested? (Normally run for one hour.)

Firefighting equipment

Is the pressure in 'stored pressure' Fire extinguishers correct?

Check any additional items from Manufacturer's recommendations.

Three-monthly checks

General

Are any Emergency Water Tanks, Ponds at their normal capacity?
Are vehicles blocking Fire hydrants, Inlet Valves or access to them?

Check additional items from Manufacturer's recommendations.

Six-monthly checks

General

Has any Firefighting or Emergency Evacuation lift been tested by a competent person?
Has any Sprinkler system been tested by a competent person?
Have the release and closing mechanisms of any Fire-resisting compartment doors and shutters been tested by a competent person?

Fire warning system

Has the system been checked by a competent person?
Do all visual alarms and, or vibrating alarms and pagers, as applicable, work?
Do voice alarm systems work correctly? Was the message understood?
Are charging indicators, if fitted, visible?

Firefighting equipment

Is all equipment in good condition?
Check any additional items from Manufacturer's recommendations.

Escape lighting

Do all luminaires operate on test for one third of their rated value?
Check any additional items from Manufacturer's recommendations.

Annual checks

Escape routes

Do all self-closing Fire doors fit correctly?
Is escape route compartmentation in good repair?

Escape lighting

Do all luminaires operate on test for their full rated duration?
Has the system been checked by a competent person?

Firefighting equipment

Has all firefighting equipment been checked by a competent person?

Miscellaneous

Has any Dry, Wet rising Fire Main been tested by a competent person?
Has the Smoke and Heat ventilation system been tested by a competent person?
Has External access for the Fire service been checked for ongoing availability?
Have any Firefighters' switches been tested?

Fire Risk Level Estimator

The following simple risk level estimator is based on a more general Health and Safety risk level estimator contained in BS 18004:

Potential consequences of Fire	**Slight harm**	**Moderate harm**	**Extreme harm**
Fire hazard **Low**	Trivial risk	Tolerable risk	Moderate risk
Fire hazard **Medium**	Tolerable risk	Moderate risk	Substantial risk
Fire hazard **High**	Moderate risk	Substantial risk	Intolerable risk

Taking into account the Fire prevention measures observed at the time of this Fire Risk Assessment, it is considered that the hazard from Fire (probability of ignition) is:

Low ☐ **Medium** ☒ **High** ☐

Taking into account the nature of the Building, Premise 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 is as follows:

Slight harm: Outbreak of Fire unlikely to result in serious injury or death or any occupant other than an occupant in a room in which a Fire occurs.

Moderate harm: Outbreak of Fire could result in 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.

Accordingly, it is considered that the risk to life from Fire is:

Trivial ☐ **Tolerable** ☐ **Moderate** ☐ **Substantial** ☒ **Intolerable** ☐

Remedial actions to some deficiencies have been given a higher priority to reflect the fact that they have been previously identified but not actioned upon.

Fire Safety Control Plan

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 18004: for general Health and Safety risks:

Risk Level	Action and timescale
Trivial	No further action is required
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 consequences that constitute extreme harm, 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 will have to be allocated to reduce the risk.** **If the Building had been unoccupied, it would have been a recommendation that it not be occupied until the risk had been reduced.** **As the Building is occupied, urgent action should be taken.**
Intolerable	Building/Premise (or relevant area) should not be occupied until the risk is reduced.
Immediately	Should be implemented without delay, The term immediate refers to the commencement of an action rather than its completion. Immediacy does not necessarily infer that there is a Legislative, or other requirement to do so, it may be that there are no significant cost implications to precluding actions otherwise.
As soon as possible	Should be implemented, as a matter of urgency, dependant on other influences, or, a Reasonable Time scale, agreed by all Responsible and Relevant Persons**.** In either circumstance, unless agreed otherwise, actions should be implemented, within Three Months.
Consideration	For the consideration of the Responsible Person/s and/or Representative as information or for the Responsible Person/s and/or Representative to consider as a positive Fire Safety action.

Time scale is not necessarily an indication of Legislative Requirement, Life Threat, Priority or Practicality.

It is considered that the actions listed within the attached Excel Spreadsheets, Fire Safety Management Plan should be implemented by the Responsible Persons in order to reduce Fire risk to the following level:

Trivial ☐ **Tolerable** ☒

Fire Safety Policy

The Board of Directors The Drive Mansions Ltd, as the identified Responsible Persons take the Health Safety and Welfare of its Residents, Visitors, Contractors and members of the Public extremely seriously and aim to ensure that all risks are identified and appropriate precautions identified and implemented to reduce the level of Fire risk to an acceptable level.
The Responsible Persons are committed to ensuring the highest levels of Fire Safety for all who frequent the Building and ensure compliance to the Regulatory Reform (Fire Safety) Order 2005.
The Responsible Persons recognise and understand their obligations for effective
Fire Safety and the need to ensure that all persons legitimately on the Premise, Relevant Persons, where appropriate, are fully briefed as to their responsibilities under the Regulatory Reform (Fire Safety) Order 2005.
The key to effective Fire Safety is through information, instruction, training and inspection.
The Responsible Persons have assessed all the Fire Safety provisions, maintenance and testing to fulfil their statutory requirement.

The Fire Safety Policy for the Building is a "Stay Put" Policy.
Flats and maisonettes are built to give some protection from fire. Walls, floors and doors will hold back flames and smoke for a time. If there is a fire elsewhere in the building you are usually safer staying in your flat unless heat or smoke is affecting you. (London Fire Brigade web-site.)

If Fire Breaks Out In Your Home

Leave the room where the Fire is straight away, then close the door.
Tell everyone in your home and get them to leave. Close the Front door of your Flat behind you.
Do not stay behind to put the Fire out.
Call the Fire Service and wait outside of the Building.

If You See or Hear of a Fire in another part of the Building

You must leave immediately if smoke or heat affects your home, or if you are told to by the Fire Service.
If you are in any doubt, get out.

To Call The Fire Service:

Dial 999 or 112.
When the Operator answers, give your telephone number and ask for FIRE.
When the Fire Service reply give the address where the Fire is.
Do not end the call until the Fire Service has repeated the address correctly

Responsibilities of Residents

- Report any defects of the Fire Safety provisions.
- Liaise with the Responsible Persons with regard to maintenance, inspection and servicing of Fire Safety provisions.
- Ensure safe access and egress from the Premise during all relevant times
- Ensure that all evacuation routes internal and external are free from obstruction
- Ensure that all occupants are aware of Fire Safety provisions and procedures.
- Undertake the requirements of any Fire Safety incentives
- Report Any false alarms, Fires and "near miss" incidents within and in the proximity of the Building Defects in Fire Safety provision. Fire Authority visits.

Responsibilities of the Responsible Persons

The Board of Directors The Drive Mansions Ltd, as identified Responsible Persons will provide specific Fire Safety support as follows:

- Regular Inspection for compliance
- Fire Risk Assessment procedures will be undertaken at a minimum of once a year and as and when required
- Undertake a regular review of Fire Safety standards, which will be documented
- Maintain specific Fire Safety documentation
- Arrange maintenance, inspection and service of Fire Safety provisions
- Supply information, instruction and training support and materials

The Responsible Persons will strive to ensure that all issues identified are rectified as soon as is practicable to ensure the Health, Safety and Welfare of all who enter, or are in the proximity of the Building.

The Responsible Persons do not expect Residents and other Relevant Persons to undertake first aid Fire fighting activities and do not therefore undertake training.

This Fire Safety Policy is only a recommended Guideline and could, or should, be adapted to be more specific to the Premise if felt necessary.

Fire Emergency Plan

Premise The Drive Mansions 933-945 Fulham Road, London. SW6. 5JD.

Date February 2019

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Call the Fire Service and wait outside of the Building.

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When the Fire Service reply give the address where the Fire is.
Do not end the call until the Fire Service has repeated the address correctly

Fire warning system

At the time of Assessment the following system for raising the alarm was found:
Loud shouts of "Fire" given throughout the affected area and taken up by all who hear it.

Evacuation procedures

If unaware of, and, or if unaffected of any Fire or if in the incidence of Fire, the escape routes are not possible, or if advised to, Residents and Visitors should remain in their accommodation, adopt a "Stay Put" procedure and, if appropriate, summon help. Safe areas should include unaffected Individual, Private Dwellings.
If appropriate, and, or advised to Relevant Persons will evacuate the Building and proceed to the designated Assembly Point.
If you are in a Stairway and you notice a Fire, leave the Building immediately and, if safe to do so, alert other residents, in the immediate vicinity on your way out (knock on their doors.)
No one should re-enter the Building until the attendant Fire Brigade's Officer in Charge gives the all clear.

Further Guidance on the Actions in case of Fire is available via the Responsible Persons and

LONDON FIRE RISK ASSESSMENTS

Key escape routes
From the Lower Ground floor of each Block, Up to the Ground floor and via the Entrance door to the Exterior of the Building and from there to the Assembly Point.
Alternatively via the Garden door into the Garden to the Exterior of the Building and from there to the Assembly Point.

From the Upper floors Down to the Ground floor and via the Entrance door to the Exterior of the Building and from there to the Assembly Point.

Assembly Point

The nominated Assembly Point for the Building is "…to the Front of the Blocks, at the Roadside…"
This area is meant for first stage evacuation only.

Duties of Persons with specific responsibilities

1. The person discovering the Fire is to contact the Fire Brigade
2. The person discovering the Fire is to liaise with the Officer in Charge upon arrival of the Fire Brigade
3. The attendant Fire Brigade Officer is oversee re-entry into the Building

Arrangements for persons identified as being especially at risk from Fire

All Relevant Persons are expected to aid in any necessary evacuation of persons identified as being especially at risk. This includes Visitors, the old or young, disabled and, or vulnerable.

Visitors should become the responsibility of those whom they are visiting, especially so in times of Emergency, and should be accompanied at all times.

Contractors working in, and on behalf of the Individual, Private Dwellings become the responsibility of the Tenant.

An Evaluation of the individual needs of disabled, vulnerable Persons and actions required for assistance will be undertaken and reviewed as and when there is a need identified and the possible introduction of a PEEP's Personal, Emergency Evacuation Plan.

Fire Fighting Equipment provided

There are no Fire extinguishers within the Communal parts of Assessment area
There are no Fixed Fire Fighting Installations, systems within the Assessment area.
There is no other type of Fire fighting provision within the Assessment area.

Training needed and arrangements for giving such training

Staff should receive site specific Fire Safety Training as part of their Induction and, or as a "catch-up" procedure.
Staff should receive Fire Safety Training on their being exposed to new or increased risks, and, or on being transferred or given a change of responsibilities, and, or the introduction of new work equipment, or on the introduction of new technology and/or of a new system of work.
All Fire Safety Training should be recorded, and acknowledged by the recipient.

The Fire Risk Assessment requires that all Residents, the Building Manager, Caretaker and regular Contractors are made aware of the Fire Emergency Plan and are given specific Fire Safety information, instruction and support and offered Fire Safety training.

Staff and Residents should be informed of their desired actions upon receipt of a threatening call including that of a threat of Arson.

LONDON FIRE RISK ASSESSMENTS would be happy to help you with any of your Training requirements.

The Fire Evacuation Strategy is based upon the recommendations of the London Fire Brigade web-site and Sections 18,19, 20 and Appendix 5 of;
The Fire Local Government Group. Fire Safety in purpose built blocks of Flats. L11-335.
The Fire Emergency Plan is only a recommended Guideline and could, or should, be adapted to be more specific to the Premise if felt necessary.

A "stay put" procedure for this Building is only conditionally supported because the Building has not been designed or realised to support such a policy.
With reference to the Fire Risk Assessment and upon reacting to the actions and works identified within the Management Plan, the absence of Automatic Fire Detection and Fire Alarm provision in the Assessment area is thought to be acceptable, in this instance.

There is an identified and secured Electrical Sub Station No 10409 with, it is identified SF6 Filled Equipment sited in the Front, under road Vaulted area of Block 31-45.
Although not part of the Premise, if this Electrical facility was compromised it could adversely affect the Premise. It is a strong recommendation that this facility and the area in general should be monitored and that actions in regards to this are included within the Premise's Fire Emergency Plan including contacting 0800 096 9960.

End of Day Procedure

Secure the Flat Entrance, exit and keep the keys readily available and secure.
Confirm all ignition sources are isolated, Electrical appliances are turned off and not just on standby.
Cooking appliances are turned off, lights are turned off except for those required as
Emergency Escape Lighting.
Ensure all sources of heat are clear of Combustible material and, as far as possible, Combustible and Flammable materials are stored behind another level of separation such as cupboards and drawers.

Areas in which Smoking is permitted should be checked as part of end of day procedures,

All accessible windows should be closed

Ensure and maintain clear Emergency paths to all Entrances, exits.
Confirm the presence of all persons on the Premise. Close all doors.

Hot Work Permit

Permit Number:
Proposal of Works:
To be completed by the person or contractor representative carrying out the work

Site details:

Premise.

Area or location of the proposed work:

Start time:

Finish time:

Operator's names:

Observer's names:

Declaration:
To be completed by the person or contractor representative carrying out the work

The described work area has been inspected and the Fire precautions detailed have been complied with.

Signature:

Print:

Position:

Date:

Completion Notice:
To be completed by the person or contractor representative carrying out the work

The described work area and all adjacent area have been inspected and are free from Fire.

Completion time:

Inspection time:

Signature:

Print:

Position:

Date:

Issue Information
Issued by:

Signed:

Position:

Date:

Telephone Number:

Issued to:

Name:

Position:

Staff Training Audit

Name:

Time employed at Premise:

	Y	N	N/A
Did you receive Fire Safety training as part of your induction	☐	☐	☐
Do you know what to do if the Fire Alarm sounds	☐	☐	☐
Do you know the meaning of all Health and Safety and Fire Safety signs in the work area	☐	☐	☐
Are you familiar with the evacuation procedure for your work area	☐	☐	☐
Are you familiar with all escape routes from your work area	☐	☐	☐
Do you know the Assembly Point for your area of work If Yes please identify	☐	☐	
Have you had any experience of a Fire situation	☐	☐	
Do you know what to do if you discover a Fire	☐	☐	☐
Are you trained in the use of extinguishers	☐	☐	☐
Have you any nominated, specific Fire Safety responsibilities If so, what are they	☐	☐	☐
Do you feel confident in carrying out any nominated, specific Fire Safety responsibilities	☐	☐	☐
Have you taken part in an evacuation drill in the last 6 months	☐	☐	☐

What would your specific aims and or requirements be from any future Fire Safety Training?

This form is to be copied and completed by individual members of staff.

Training Audit

Name:

Address:

Time at Premise:

	Y	N	N/A
Have you received any Fire Safety training	☐	☐	☐
Do you know what to do if the Fire Alarm sounds	☐	☐	☐
Do you know the meaning of all Health and Safety and Fire Safety signs in the Assessment area	☐	☐	☐
Are you familiar with the evacuation procedure for the Premise	☐	☐	☐
Are you familiar with all escape routes from the Premise	☐	☐	☐
Do you know the Assembly Point for the Premise If Yes please identify	☐	☐	
Have you had any experience of a Fire situation	☐	☐	
Do you know what to do if you discover a Fire	☐	☐	☐
Are you trained in the use of extinguishers	☐	☐	☐
Have you any nominated, specific Fire Safety responsibilities If so, what are they	☐	☐	☐
Do you feel confident in carrying out any nominated, specific Fire Safety responsibilities	☐	☐	☐
Have you taken part in an evacuation drill in the last 6 months	☐	☐	☐

What would your specific aims and or requirements be from any future Fire Safety Training?

This form is to be copied and completed by individual persons.