



Barnesbury House, Holloway Estate N7 0NR

The City of London Corporation

External Fire Risk Assessment

**Prepared by:
Turner & Townsend
One New Change, London EC4M 9AF**

Site information

Building Name Barnesbury House
Building Ref
Division Department of Community & Children's Services.
Estate Holloway Estate.
Property Name Barnesbury House
Property Ref

Name of the person responsible for fire safety (Premises Controller) on site: -

Name of the person: Estate Supervisor Department name: DCCS

Email address: EstateServices@cityoflondon.gov.uk

Name of the person responsible for liaisons on fire safety matter with third party:

Name of the person: Estate Supervisor Department name: DCCS

Email address: EstateServices@cityoflondon.gov.uk

Person responsible for arranging corrective actions (Competent art 13 RRO):-

Name of person- Assistant Director, Housing and Barbican Department name: DCCS

Email address: housingfiresafety@cityoflondon.gov.uk

Event planner for the site when applicable:- N/A

Direct contact details: - Department name

Office Mobile:

Email address:

Assessor details

Name of the person: - Russell Peacey

Department name: Turner & Townsend

Telephone: 07939674481

Mobile: 07939674481

Email address: Russell.peacey@turntown.co.uk

Date of the assessment : 14.12.2021

Date of first draft reviewed : 26.01.2022

Date when finalised : **25.03.2022**

Date sent to premises controller: : 25.03.2022

Date of next assessment : 14.12.2022

Report Signed by Assessor

Signature: *Russell Peacey*

Print Name: Russell Peacey

Date: 25.03.2022

Name of Assessors reviewer:

Printed Name: Paul Lane

Signature of Assessor reviewer

Signature: *Paul Lane*

Date of Review

Date: 25.03.2022

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Minor amendment history

Details of minor amendment history between detailed full assessment intervals, carried out. (Attached to rear of the main assessment)

Date of assessment	Department Assessor name	Brief details	Department Manager responsible for actioning

Preamble

This Fire Risk Assessment has been prepared to comply with the requirements of the Articles of the Regulatory Reform (Fire Safety) Order 2005.

The assessment process has been developed to meet the requirements of the City of London (CoL).

This Fire Risk Assessment document reflects the significant hazards associated with the operation of this site and identifies suitable controls to minimise risks to health and safety which need to be actioned by the CoL person responsible for undertaking corrective actions.

Executive Summary

The building has been rated as a moderate risk.

This is because the flat entrance doors, which open directly into the stairways, are not fitted with effective self-closing devices, and because the bin chutes open directly into the stairways and are not fitted with automatic dampers.

Other than that, the building is considered satisfactory.

Overall risk assessment

The overall risk assessment of the building is a **Moderate Risk**.

Building safety will be enhanced by Cols planned installation of new self-closing FD60S flat entrance doors.

Overall comment on the Risk Assessment of health and safety. The health and safety arrangements on site were considered appropriate.

Significant General Safety Issues – None noted.

Survey Methodology

Site information, Specific Site Survey Information and the responses to the Pre-Survey Questionnaire were obtained by email. The response was obtained from David Blane.

A site visit was carried out by Russell Peacey and Paul Lane on 14.12.2021 to undertake a physical survey of the building.

All means of escape were walked to check their availability.

Flat entrance doors were inspected externally to assess their performance, although this did not amount to a full and detailed inspection of the doors and no performance guarantee can be given. 10% of flat entrance doors were checked doors internally (in the open position).

Compartmentation was assessed as far as it was reasonably practicable without carrying out an intrusive survey.

Relevant documentation was inspected to check compliance with recommended testing and maintenance regimes for fire safety equipment and procedures.

Further information was obtained by informal questioning of staff where necessary.

Note – There was no access to the tenants garages or sheds, or roof void.

The Regulatory Reform (Fire Safety) Order 2005 does not require the detailed fire safety provisions of an existing building to comply with any particular standard in order to achieve a satisfactory fire risk assessment outcome. Rather, the Order places a duty on the responsible person to take such general fire precautions as will ensure, so far as reasonably practicable, the safety of his employees and relevant persons who are not his employees.

However, it is good practice to adopt a recognized standard or code of practice to act as a benchmark against which fire precautions should be assessed*.

This particular fire risk assessment made use of the following publications when assessing the suitability of general fire precautions:

Local Government Association, Fire Safety in Purpose Built Blocks of Flats guidance.

BS 9991:2015, Fire safety in the design, management and use of residential buildings. Code of practice.

BS 5839 Part 6:2019, Code of Practice for the Design, Installation, Commissioning and Maintenance of Fire Detection and Fire Alarm Systems in Domestic Premises

City of London Housing residential building fire safety policy.

*Particular care should be exercised when using a design guide for new buildings (such as British Standard 9991 or 9999) as a benchmark for the fire safety of an existing building.

Specific Site Survey Information

Is there evidence on site that fire deficiencies/ faults are addressed in a timely manner?	No obvious/significant faults were identified.
Emergency lighting units are charging (diodes normally green or red are illuminated).	Emergency lighting (EML) in the communal areas appeared to be satisfactory.
Escape routes not blocked & clearly marked.	Yes – escape routes are appropriately marked and unobstructed.
Fire doors with electrical hold open devices are closed by manual operation at 2200hrs (on final walk round in sleeping accommodation or earlier depending on site specifications).	N/A
Are there any restrictions from Building Control, Planning & Heritage that could have an impact of the premises?	None known.
Are Salvage & Business continuity plans up to date and suitable and sufficient.	Not known.
Is there any neighboring fire risk that could significantly impact on the future fire safety of the building?	None known.
During the inspection did you identified any cladding which was not already provided to you from the client documentation?	No -the building had a brick façade.
Are the onsite PEEPs and GEEPs templates adequate?	Understood that no PEEPs are in place as this was not previously a requirement (but might be going forward). See action 1.
Where there any occupant/visitors identified who could be incapacitated and unable to evacuate safely and were not covered under by a PEEPs and GEEPs?	A vulnerability list is contained in the Premise Information Box and identifies persons who might need assistance during an evacuation. See Action 1.
Are there inductions for staff and contractors?	It is understood that CoL complete inductions for staff.
Is there arrangement in place for the safe evacuations of visitors?	N/A for a residential block

	of flats.
Is there a Building Fire Strategy and a Fire Management Plan of the building?	Fire Management Plan is currently being Developed by CoL's (Fire Safety) Project Manager.
During the inspection did you identified any current working practices that could be improved to reduce the fire risk to the property, e.g., removing sources of ignition or reduce the amount of fuel stored?	No
Is there evidence of up-to-date electrical PAT testing in place?	N/A – No portable appliances noted in the communal areas.
Is the fire detection & warning system type adequate for the building use?	N/A – No communal fire alarm system. Fire alarms in the flats are covered by the Type 3 assessments at the end of this report.
Are the fire action notices compliant provide the reader with relevant instruction and position correctly positioned?	Yes
Are there adequate sign to maintain the exit routes e.g. keep clear, floor marking etc.?	The escape routes are obvious. Directional signage in the common areas is considered satisfactory.
Are the existing active Fire Protection Measures sufficient for the buildings use	<p>No</p> <p>Bin chute hoppers, open directly into the stairs. The bases of the bin chutes are not fitted with automatic fire dampers or a suppression system.</p> <p>See Action 2</p> <p>The bin store doors were not locked. This increases the risk of a bin chute fire e.g. by discarded smokers materials or via arson.</p> <p>See Action 3</p>
Is there evidence on site of regularly fire door inspections?	No – It is understood that the Estate Officer checks fire doors as part of routine

	<p>inspections and reports major defects but no specific records were seen.</p> <p>See Action 4</p>
<p>Having checked 10% of fire Door shutters and curtain were any trends identified that could impact the safety of the building (Please list doors and curtain checked)</p>	<p>No</p> <p>The flat entrance doors generally appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with two rising butt hinges (or replacement steel hinges) and have no effective self-closing device fitted. They are not fitted with fire resisting letter boxes. Therefore, the flat entrance doors do not comply with current standards and guidance.</p> <p>It is understood that a programme is in place to replace all the flat entrance doors with certified FD60S door sets fitted with external overhead self-closing devices (note one sample FD60S door had already been fitted).</p> <p>See Action 5</p>
<p>Is there evidence of regularly local checks and annual testing by competent?</p>	<p>Some records provided but not for all relevant systems/installations.</p> <p>See Action 6</p>
<p>Has the site identified emergency responders' routes and fire hydrants and documented these?</p>	<p>Understood this is under review as part of the Fire Management Plan.</p>
<p>Are there any known neighbouring activities that could jeopardise a prompt arrival of the emergency responders?</p>	<p>No</p>

Is there evidence of anti-social behaviour at the site?	No
Are there any seasonal activities undertaken by the site or naturally occurring events which could affect the fire risk profile of the site e.g., bush fires etc?	No
Are there any renewable energy source at the site that cannot be readily isolated at source in the event of a fire?	No
Are back up generation tested to ensure they provided adequate supplies to fire safety devices?	N/A
Is the premises controller aware of the Col guidance on Hot Works?	Understood that contractors are responsible for completing a hot works permit.
Are they evacuation procedures for all time the building is in used e.g., out of hours procedures for weekend?	N/A for a residential block of flats.
Upon review of on-site documentations, how long did it take the building to evacuate?	N/A for a residential block of flats.
Are security and arrangements adequate to deter deliberate fire attempt (e.g. terrorist and arson) in an event?	No issues identified.
Is large lithium-ion battery charged on site?	None seen.
When was thermographic inspection last undertaken at site?	Not known. See Action 6
Has the property had any unintentional fires over the last two years if so, please provide details?	None known
Were they any significant gaps identified in the compartments (please list details)?	No signification compartmentation issues were identified in the common areas.
How are contractors fire risk controlled locally?	No information provided.
Is there up to date maintenance records for all fire systems on site?	See Action 6
Is the fire logbook in accordance with col guidance policy	No logbook seen.
<p>Additional question for Housing</p> <p>Is there evidence that when a new tenancy is commenced the operation of the smoke alarm is tested?</p> <p>The evidence should show:</p> <ul style="list-style-type: none"> • Date and time of test • Location of detector/s • Outcome of test 	Not Known.

Name of person undertaking the test	
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Description of site

<p>This is 5-storey (lower ground to third with three communal floors) purpose-built general needs residential block of flats. The building has three independent stairways with a total of 18 flats (6 off each stair, 2 per floor (Ground, first & second). Flats open directly into the stairs. Flats accessed on the second floor are maisonettes.</p> <p>The lower ground level has externally accessed garages, bin rooms and electrical intake cupboards (with no internal access).</p> <p>The building is of traditional construction with a brick façade, pitched roof, and concrete stairs.</p> <p>The bin chutes open directly into the stairways.</p> <p>Smoke Ventilation –</p> <p>The stairways can be ventilated via manually openable windows.</p>

Use of Site

Purpose-built general needs residential block of flats.

Passive Fire Precautions

<p>Flats entrance doors</p> <p>The flat entrance doors generally appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with two rising butt hinges (or two replacement steel hinges) and have no effective self-closing device fitted. They are not fitted with fire resisting letter boxes.</p> <p>It is understood that one door flat has been fitted with a certified FD60S door set as part of a trial fit.</p> <p>It is understood that a programme is in place to replace all the flat entrance doors with certified FD60S door sets fitted with external overhead self-closing devices.</p> <p>Construction of flats</p> <p>The walls between the internally accessed flats and the protected means of escape are a concrete/masonry wall which if imperforate would provide at least a notional 60 minutes fire resistance.</p> <p>Smoke ventilation.</p> <p>The stairways can be ventilated by opening sash windows. These do not meet current standards but</p>
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the new FD60S doors are considered to provide a satisfactory compensatory feature as they will reduce the risk of smoke from a flat fire entering the stairway.

Facilities for fire fighters

Fire Fighters Switch

A drop key switch is located at each entrance to the building. These were tested and all were working.

Premises Information Box (PIB)

A PIB is located externally and contains an estate plan and a vulnerability list. It is understood that CoL are currently (as of 12/21) reviewing the contents of the PIBs.

Active Fire System

Fire Alarms

In accordance with fire safety guidance, as the building is a purpose-built block of flats designed to support a stay put evacuation strategy, the common areas of the building are not fitted with a fire alarm system.

Detection within the flats is covered by the Type 3 element of the report below.

Emergency Lighting (EML)

EML is fitted throughout the common areas and appeared to be satisfactory.

Fire Ignition Sources

There is no significant ignition source in the communal areas.

Fire Training

It is understood that the Estates Manager and staff in the estates team are required to complete CoL's mandatory fire safety training which includes the use of fire extinguishers.

Make an assessment of the fire risk

Likelihood of fire occurring at the property

	Medium	
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Likelihood of fire spreading through the building

	Medium	
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Likelihood of loss of life due to fire

	Medium	
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Formulate and document an action plan

If it is considered that the fire risk and existing fire precautions are such that no improvements are necessary, this should be recorded within the fire risk assessment. The action plan should address both physical fire precautions, managerial issues and should normally prioritise measures so that the appropriate effort and urgency is clear. The measures within the action plan should both practically implement and maintain, taking into account the nature of the building and its occupants. With the best solution to bring about improvement with a possible pragmatic solution.

CoL Specific Hazard identification and Action plan template

Ref No. Location:	Observations	Recommended further action	Risk Rating Low Medium High	Priority Level (please refer to table 1)	Action by Whom & When (Person task with action by premise controller)	Date Completed
1	<p>Previously there has been no requirement to complete PEEPs in general needs residential blocks. However, in line with recommendations from the Grenfell Tower inquiry, a government consultation on introducing PEEPS was held in 2021.</p> <p>It is understood that a CoL strategy for vulnerable persons/PEEPS is currently under review.</p>	CoL should ensure they keep the government consultation (and any new legislation) regarding PEEPs under review and introduce a PEEPs strategy in accordance with any new legal requirements and guidance.	Low	D		

2	Bin chute hoppers, open directly into the stairs. The bases of the bin chutes are not fitted with automatic fire dampers or a suppression system.	In accordance with the relevant guidance (Fire Safety in Purpose Built Blocks of Flats), if practicable, an automatic fire-resisting shutter should be fitted at the base of the refuse chutes to restrict the spread of fire and smoke from a fire in the bin room. The shutters should, as a minimum, be operated on a fixed temperature fusible link.	Low	E		
3	The bin store doors were not locked. This increases the risk of a bin chute fire e.g. by discarded smokers materials or via arson	The bin room doors should be kept locked, particularly over night.	Low	B		
4	No fire door inspection records were provided. Fire door inspections will be required under the Fire Safety Act 2021.	Ensure that a programme is in place for the completion of periodic fire door inspections (including flat entrance doors), in accordance with the Fire Safety Act 2021 and any associated guidance.	Low	D		

		Inspections should ensure that the doors remain in good condition and an effective self-closer is in place.				
5	<p>The flat entrance doors generally appear to be of the same type. Based on checks of accessible flats, the flat entrance doors are notional fire doors. They are 44mm thick timber doors with two rising butt hinges (or replacement steel hinges) and have no effective self-closing device fitted. They are not fitted with fire resisting letter boxes. Therefore the flat entrance doors do not comply with current standards and guidance.</p> <p>It is understood that a programme is in place to replace all the flat</p>	If there is any significant delay in the programme to fit new FD60S flat entrance doors, the current flat entrance doors should be fitted with overhead type self-closing devices.	Medium	E		

	entrance doors with certified FD60S door sets fitted with external overhead self-closing devices.					
6	No statutory testing and maintenance records provided within 21 days of completing the fire risk assessment visit for some systems.	<p>CoL should review their maintenance and testing records to ensure that appropriate arrangements are in place for the following:</p> <ul style="list-style-type: none"> • The 5-year fixed electrical wiring inspection. • Annual emergency lighting test. • Thermographic inspection of fixed electrical system. • The Lightning Protection System (annual). • Inspection records of communal fire door and flat entrance doors • Routine checks of fire extinguishers • Any communal gas systems 	Medium	C		

		Also see Annex C for list of the statutory maintenance records that should be in place and the frequencies of the testing and maintenance.				
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Action time frame in accordance with CoL service level agreements

*Table One Priorities for remedial action listed below; -
time frame*

Recommend priority code &

Priority Action AA	Immediate action taken whist on site	(P1) 2 hour attendance
Priority Action A	Immediate action required	(P2) 24 Hours
Priority Action B	Action required in the short term	(P3) 4 Days
Priority Action C	Action required in the short term	(P4) 28 Days
Priority Action D	Remedial action required in the long term	3 Months
Priority Action E	Action to be consider when refurbishing	Project Planning Stage
Priority Action H/S	Health & Safety Information	(P2) Action 24 hrs.
P3A over weekend when attendance will wait until Monday for attendance not warranting a 24hr P2		

Additional Comments to the assessment:

Fire Risk Assessment reviews (CoL use only)

This Fire Risk Assessment should be reviewed annually and whenever there is a material change in the use of the premises or part of the premises (including numbers of occupants) or when significant structural or layout changes to the premises are proposed or carried out. The table below is provided for the 'Responsible Person' at the premises to maintain a record of reviews and provides space for simple comments. If the review indicates significant change then a new complete Fire Risk Assessment by our professional assessment providers should be carried out and fully documented.

Date	Reason for review	Results / Comments	Name, Position & Signature

Appendix One

Pre-Survey Questionnaire

Information Required Pre-Site Visit (21 days)

Item No	Information required	Information available from Service/Dept)	Information source Hard copy attached / Electronic System / Link
1	<i>List of restrictions applied by Building Control, Planning & Heritage interest impinging on the risk assessment</i>		Not known
2	<i>Salvage and Business Continuity of the building</i>		Not Known
3	<i>Are there inductions for staff and contractors?</i>		Hard copy in log book and electronic. Contractors carry out induction separately
4	<i>Structural alteration of the property, any project works being undertaken at the time of the assessment which could impinge on the assessment decision.</i>	No	
5	<i>Change of use of the property/process undertaken.</i>	No	
6	<i>Planning permission for new structures nearby.</i>	No	
7	<i>Structural use of decorative timber cladding/aluminum.</i>	No	
8	<i>Change in use of activities of the premises. [see above]</i>	No	
9	<i>Alcohol use on site by staff off duty or visitors.</i>	No	
10	<i>Unfamiliar surrounding for staff or visitors.</i>	No	
11	<i>Number of disabilities of staff/visitors.</i>	no	
12	<i>Surrounding risks which have the likelihood to affect business continuity of the premises.</i>	No	
13	<i>Building Fire Strategy for the site:</i> <ul style="list-style-type: none"> Means of Warning and Escape Emergency lighting and Signature Internal Fire Spread 	yes	<ul style="list-style-type: none"> Fire action plans available on every floor available throughout the block Held electronically Not known Not known Not known

	<ul style="list-style-type: none"> (lining) External Fire Spread (structure) Fire Service Access 		
14	<p><i>Fire Management Plan covering:</i></p> <ul style="list-style-type: none"> How you manage fire safety day-to-day PEEPS, particularly in housing the procedures for residents to follow in the event of Fire (stay put policy) Number of Safety/Fire Marshall to cover site Method of calling the Fire Service Full site evacuation plans, gas escape, planned and unplanned power failures Route for emergency service personnel and vehicles to the premise's day & night with the expected pre-determined attendance time from local authority fire station and works fire service i.e. Heathrow Animal Reception Centre. (HARC). 	<p>Yes Daily, weekly cleaning schedules, monthly inspections,</p> <p>Current Stay put policy</p> <p>2</p> <p>Calling 999</p> <p>N/A</p> <p>Approximately 5 mins</p>	<ul style="list-style-type: none"> I-auditor and H:drive cleaning schedule I-auditor Fire log book
15	<p><i>Security onsite covering:</i></p> <ul style="list-style-type: none"> anti-social behaviour Protection from the threat of arson CCTV-log 	No CCTV	Parkgaurd available
16	<p><i>Secondary/Life Safety power generation on site.</i></p>	Not known	
17	<p><i>Permit to work system:</i></p> <ul style="list-style-type: none"> Hot work permits to (CoL guidance note) Roof Access 	Yes	<ul style="list-style-type: none"> Fire log book/electronic Yes access provided by estate team. Hazards are controlled by contractors and sub-contractors at source

	<ul style="list-style-type: none"> Fire Stopping Register for (internal & external contractor works/repairs) Hazards introduced by contractors (Acetylene cutting is not permitted on sites). 		
18	<i>Occupants in satellite buildings under the control of the site.</i>	Not known	
19	<i>Commercial Shop Units to detail areas of:</i> <ul style="list-style-type: none"> Location Floor area Activities undertaken 	No	
20	<i>Listed building (grade 1 or 2 or code ABC)?</i>	No	
21	<i>Entertainment licences' in force</i> <ul style="list-style-type: none"> Seasonal activity undertaken by the site which affects the fire risk assessment 	No	
22	<i>Fire Detection & Alarm Systems installed. Type and description including operation, fire detection and alarm interfaces with zone plan.</i>	Yes, No zone plan	Smoke detectors, heat detectors and carbon dioxide detectors(hardwired).
23	<i>List of enforcement/deficiency actions out-standing matters.</i>	Not known	
24	<i>AFA automatic fire alarms, AFA History of calls in rolling 12-month period of unwanted fire signals.</i>	Not known	
25	<i>Salvage /disaster recovery plans.</i>	Not known	
26	<i>Floor marking of wheelchairs in seating areas.</i>	Not known	N/A
27	<i>Previous history of fires on the site over 2-year period</i>	Not known	
28	<i>Fire Safety arrangements which are in place including compromised fire safety due to external safety related event occurring (Terrorist Marauding) improvised devices.</i>	Not known	
29	<i>Fire Assembly Points suitable with alternative secondary available.</i>	Fire points X2	Whitby Court and Holloway site
30	<i>Firefighting systems incorporated within the premises e.g. Pressurised staircases, Fixed installation water or gas systems, firefighting mains, Protection for Fire-Fighters</i>	No Yes	Fire Hydrants

31	COMAH sites within 800m		Not known
32	COSHH cabinet on site Cleaning products	Yes	
33	Acetylene cylinders used within 250M	no	

Annex A – Actions outstanding from previous fire risk assessment

Ref Number: Location:	Previous/Outstanding Action	Turner & Townsend Comments
2.4	Evidence was not available to confirm the fixed wiring installation is subject to an appropriate programme of periodic testing. Ensure relevant installations are subject to a regime of 5 year testing and certification by a competent person.	No EICR provided. See Action 6 in this FRA
9.1-9.3	Evidence was not provided to confirm adequate control is exercised in respect of outside contractors and building works. Ensure robust documented management arrangements are implemented.	Col has confirmed via the pre-assessment questionnaire, that they have control of contractor procedures in place.
12.10	It was noted that the access panel(s) to a service riser within the single direction of travel escape route does not appear to provide adequate resistance to fire. Ensure appropriate remedial actions are implemented.	A sample inspection was made of these access panels. They were found to be 44mm thick so should afford a notional 30 minutes fire resistance provided that they are securely fitted.
13.1	Due to the survey being undertaken during daylight hours it was not possible to determine if an adequate provision of emergency lighting exists throughout the premises. A survey should be undertaken by a competent person; with any identified issues being rectified to ensure the system complies with BS 5266.	There appears to be adequate emergency lighting in the communal areas of the building.
14.3	Disposal arrangements for residents refuse is via refuse chutes; the hatches do not appear to be of fire resisting standard. Protection is not provided within the bin store via fusible link dampers or similar. Due to access hatches being situated in the single means of escape, consideration should be given to the provision of additional protection via, fire dampers or similar devices.	This is still the same. See Action 2 in this FRA
15.2	The flat entrance doors are consistent throughout the block. They do not comply with current standard. • They appear to be of substantial construction, are not	This is still the same. Understood all flat entrance doors are to be replaced with certified FD60S door sets.

	provided with a self-closing device, sufficient fire rated hinges or strips/seals. Consideration should be given to upgrading/replacing these doors to achieve compliance with current standards.	See Action 5 in this FRA
17.2	It was noted that in some cases doors to electrical intakes, service risers, plant rooms, stores, refuse bin rooms and similar; within escape routes are not provided with 'fire door keep locked shut' signs.	The door shown in the previous FRA is external so does not need to be a fire door or be signed as such.
17.5	The emergency action notices displayed within escape routes do not accurately reflect the 'stay put evacuation strategy. Ensure notices providing clear and concise information are displayed.	The Fire Action Notices have been replaced.
20.2	As part of the fire risk assessment process a documentation audit was undertaken in respect of the specific premises. The brief was to randomly sample 6 categories from a detailed list. In this instance the only records available at the Estate Office were as follows; • Block plan map of estate layout. • Copy of CoL FS Protocol – Communal Areas & Residential Buildings. • Copies of previous FRAs. • List of staff members qualifications; no dates included. It is recommended that robust arrangements be implemented to ensure the requirements of CoL Guidance Note on Fire Log Books on CoL premises are achieved.	
22.12	Evidence was not provided to confirm appropriate equipment and installations are subject to periodic gas safe certification. Implement a robust program of testing and servicing.	See Action 6 in this FRA

Annex B – Unintentional fires during the last two years

No known unintentional fires during the last two years.

Annex C – maintenance records of fire systems

Fire Safety Documentation		
Documentation	Available to view	Evidence viewed
Fire Safety Strategy Report	No	
Updated Fire Safety Strategy Report and/or Fire Safety Strategy Technical note (reflecting any changes, refurbishments)	No	
Fire Compartmentation Drawings	No	
Fire Risk Assessment report	Yes	The previous FRA was undertaken by Frankham RMS in October 2017
Building (floor plan) drawings	No	
BS 9999:2017 – Fire safety in the design, management and use of buildings. Code of practice	N/A	BS 9999 is not applicable to residential blocks of flats. For a purpose-built block of flats the current design guidance would be in Approved Document B, Vol 1.
BS 9997:2019 Fire Risk Management system.	N/A	
Third-Party Statutory Examination/Testing Certification		
Equipment	Available to view	Contractor / Issue date(s) / Frequency
Automatic Fire detection and alarm	N/A	No communal fire alarm.
Emergency and exit lighting	No	Annual duration testing. No records provided. See Action 6
Fire extinguishers and fire blankets	Yes	The fire extinguishers should be maintained annually. Test labels sampled were up to date.
Sprinklers	N/A	No Sprinklers.
Fire dampers	N/A	No fire dampers identified
Gas suppressant systems	N/A	No gas suppression systems in the building
Lightning protection system (LP)	No	Guidance suggest that LP should be tested at 11 monthly frequencies. No records provided. See Action 6
Gas heating/boiler plant safety checks	N/A	No communal gas heating system identified.
Gas cooking appliances	N/A	No gas cooking facilities within the common areas.
Fixed mains electrical installation	No	There should be records for the fixed wiring in the communal areas and in the CoL tenanted flats. Communal Fixed wiring should be tested every 5 years. No records provided. See Action 6
Portable appliance testing	N/A	No portable appliances in the common areas.

Fire rated shutters	N/A	No working fire shutters.
Evacuation aids	N/A	There is no evacuation lift
Firefighter's Lifts	N/A	No lifts.
AOC control system	N/A	No AOVs.
Fire Hydrant testing (within the curtilage of the premises)	N/A	The hydrants are located on the public highway
Wet risers	N/A	No wet riser
Dry risers	N/A	No Dry Riser

In-House Documentation

Equipment	Available to view	Who by / Date(s) / Frequency
Fire alarm call point activations	N/A	The premises does not have a communal fire alarm system.
Internal fire rated doors	No	No records of checks of internal fire rated doors seen. Periodic Inspection of flat entrance doors. See action No.4
Fire exit doors	N/A	Single exit doors only so they are in routine use.
Emergency lighting	Yes	Monthly flick test. A monthly test record has been provided.
Fire extinguishers	No	Fire extinguishers Routine check (pressure gauge and tags) No up to date record has been provided. See action No.6
Fire sprinklers pump set weekly checks	N/A	No sprinklers.
Fire dampers	N/A	No dampers identified with the building
Fire evacuation drills	N/A	Not applicable in a residential block of flats
Evacuation aids	N/A	Not applicable in a residential block of flats

Fire Safety Training Records

Equipment	Available to view	Evidence
Duty Holder – Fire (Scotland) Act 2005 duties and responsibilities	N/A	
Competent Person – Fire (Scotland) Act 2005 duties and responsibilities	N/A	
Fire Incident Controller	N/A	
Fire Warden / Marshal	N/A	

Use of fire extinguishers/blankets (Article 21-Training of the Regulatory Reform Fire (Scotland) Act 2005))	Yes	It is understood that this is covered as part of CoL periodic fire safety training which all employees must complete.
Employee fire safety	Yes	No records were seen on site as these are held centrally. However, it is understood that periodic fire safety training is undertaken.
New employee – fire safety induction	Yes	It is understood that that all employees must complete online fire training as part of the induction process.
Fire sprinkler operational checks	N/A	No sprinklers.
Evacuation Aids	N/A	

Annex D – Type 3 Surveys

Scope

Flats were randomly selected for survey as part of the Type 3 fire risk assessment process (in addition to the Type 1 fire risk assessment above). This Type 3 risk assessment considers the arrangements for means of escape (e.g., compartmentation and travel distance and any secondary means of escape) and fire alarms within the flats. The survey is non-destructive, but the fire resistance of doors to rooms is considered. Measures to prevent fire are not considered unless (e.g., in the case of maintenance of the electrical and heating installations) the measures are within the control of, for example, the landlord. Access was not gained to any loft/roof space.

- Layouts / means of escape / travel distances are considered against the requirements of Approved Document B / BS9991 2015.
- Fire Alarm configuration is considered against the requirements of BS5839 Part 6 2019*.
- Relevant sections of the Fire Safety in Purpose Built Blocks of Flats (LGA) or Fire Safety in Specialised Housing (NFCC) are also considered.

**Note – BS5839 Part 6 2019 requires an LD2 system in a flat to have a smoke alarm in the “Principal Habitable Room” (normally the lounge). Where this is absent (but with a smoke alarm in the entrance hall and heat alarm in the kitchen) the alarm configuration is defined as LD3.*

Flats accessed

?, ?? & ?? (CoL)

Description

#	Layout / ventilation	Protected Entrance Hall or	Fire Alarm	Areas of non-	Risk (L/M/H)
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		max travel distance within 9m?		compliance / risk	
?	Maisonette. Separate lounge, and kitchen with two bedrooms upstairs. Each room is accessed via a hallway/landing. All hallway doors appear to be solid core with GWPP fanlights. Hollow core door to the lounge.	Total travel distance is approximately 10 meters - Considered tolerable.	Grade D1 LD3 per BS5839 Part 6 2019 with alarms in hall and at the top of the stairs.	Grade D1 LD3 does not meet current standard.	Medium
??	Bedsit. Separate lounge and, kitchen. All hallway doors appear to be solid core with GWPP fanlights.	Total travel distance is less than 9m.	Grade D1 LD3 per BS5839 Part 6 2019 with alarms in hall and kitchen.	Grade D1 LD3 does not meet current standard.	Low
??	Maisonette. Separate lounge, and kitchen with two bedrooms upstairs. Each room is accessed via a hallway/landing. All hallway doors appear to be solid core with GWPP fanlights.	Total travel distance is approximately 10 meters - Considered tolerable.	Grade D1 LD3 per BS5839 Part 6 2019 with alarms in hall, kitchen and at the top of the stairs.	Grade D1 LD3 does not meet current standard.	Medium

Action Plan

Flat	Observations	Recommended further action	Risk Rating L/M/H	Priority Level	Action by Whom & When <i>(Person task with action by premise controller)</i>
?	Grade D1 LD3 per BS5839 Part 6 2019 does not meet current standard.	Upgrade alarm system to Grade D1 LD2 per BS5839 Part 6 2019	Medium	E	
??	Grade D1 LD3 per BS5839 Part 6 2019 does not meet current standard.	Upgrade alarm system to Grade D1 LD2 per BS5839 Part 6 2019	Medium	E	
??	Grade D1 LD3 per BS5839 Part 6 2019 does not meet current standard.	Upgrade alarm system to Grade D1 LD2 per BS5839 Part 6 2019	Medium	E	