



Fire Risk Assessment *for* Southern Housing Group

at

WCKLANEBLK4

Ducketts Apts Flats 23-30
Bow
London

E3 2NA

TABLE OF CONTENTS

| | |
|-----------|----------------------------------|
| SECTION 1 | Assessment Summary |
| SECTION 2 | Significant Findings |
| SECTION 3 | Risk Assessment: Summary by Area |
| SECTION 4 | Action Summary |
| SECTION 5 | Action Details |

SECTION ONE

ASSESSMENT SUMMARY

INTRODUCTION

1.1 Safety policy

It is the policy of Southern Housing Group to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The Company will provide and maintain safe working conditions, equipment and systems of work for all employees and to provide such information training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.

1.2 Fire Risk Assessment Report Guidance

Testing

This Risk Assessment is only effective once all the Actions have been carried out and provided that no alterations to the layout of the premises or its processes have taken place since the assessment.

1.3 Relevant Fire Safety Legislation

- The following standards are referred to in this document (list not exhaustive).HSE Approved Code of Practice (ACOP) document L137 "Safe maintenance, repair and cleaning procedures".
- Regulatory Reform (Fire Safety) Order 2005
- British Standard BS5839 Part 1 (2002) "Fire Detection and Alarm Systems for Buildings".
- British Standard BS5266 Part 8 (2008) "Code of Practice for the Emergency Lighting of premises".
- British Standard BS5306 Part 8 (2000) "Code of Practice for the Selection and Installation of Portable Fire Extinguishers".
- In this report the term *fire resistant* means walls, screens, partitions, doors and other materials which, when tested in accordance with BS476: Parts 20-23 (1987) achieve a minimum 30 minutes standard of fire-resistance, unless otherwise stated.
- Where reference is made to "Notices and Signs", they should be installed in accordance with the recommendations contained in BS5499: Part 1 (2002), Graphical symbols and signs. Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout, or a similar equivalent standard.

1.4 Fire Risk Assessors

Southern Housing Group employs its own team of fire risk assessors, they are appointed following satisfactory demonstration of the qualifications below:

- A member of the Institution of Fire Engineers or equivalent

- Can evidence continuing professional development
- Able to demonstrate competency as an assessor by belonging to a Body Registration scheme or Certification by a Certification Body that is UKAS accredited

1.5 Review

This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs or if required to following enforcement action from a fire safety enforcing authority.

Assessment Summary

| | | | |
|--------------------------|---|--|--|
| Site Address: | Ducketts Aptmts Flats 23-30,Bow,London, | | |
| Ownership: | Block | | |
| Date Due: | 13/02/2021 | | |
| Date Assessed: | 22/02/2021 | | |
| Risk Score | 6 | | |
| Risk Description | Action required within 3 months. | | |
| Validated By | shgroup\jonathan.simic | | |
| Surveyed By | SHG - David Aston | | |
| Assessment Notes: | This type 1 FRA should be reveiwed in 1 year unless there is a change to the layout, occupation or there is a fire at the building. | | |

SECTION TWO

SIGNIFICANT FINDINGS

The significant findings of a fire risk assessment are the actions that have been or will be taken by the responsible person pursuant to the Regulatory Reform (Fire Safety) Order 2005 (RRO). This will detail the preventative and protective measures that have been or will be taken to secure the safety of relevant persons as defined in article 2 of the RRO.

The preventative and protective measures consist of:

- Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- Measures in relation to the means of escape from the premises;
- Measures for securing that, at all material times, the means of escape can be safely and effectively used;
- Measures in relation to the means for fighting fires on the premises;
- Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including;
 - (i) measures relating to the instruction and training of employees; and
 - (ii) measures to mitigate the effects of the fire.

Significant Findings Table

| Risk Category | Area | Question | Answer | Risk | Notes |
|-------------------------------|-----------|--|----------|------------|---|
| 01. Buildings | All Areas | 05. What is the evacuation strategy for the building? | Stay Put | Medium (6) | Its recommended that the current evacuation strategy for this building is reviewed once the cladding system and wooden decked balconies have been investigated as part of the phase 2 planned works. This block has been escalated as a priority. |
| 09. Fire Alarms and Detection | All Areas | 01. Is a fire alarm and detection system required in the communal areas of the premises? | Yes | Medium (6) | |

01. Buildings

| Question | Answer | Priority | Actions |
|---|----------|----------|--|
| 05. What is the evacuation strategy for the building? | Stay Put | P2 | Review the current evacuation strategy for the building. |

Risk Category Paragraph

09. Fire Alarms and Detection

| Question | Answer | Priority | Actions |
|--|--|----------|--|
| 01. Is a fire alarm and detection system required in the communal areas of the premises? | Consideration should be given to installing a fire alarm and detection system in the building - see action plan. | P2 | A fire alarm and detection system should be installed in accordance with BS5839 part 1:2013. |

Risk Category Paragraph

SECTION THREE

RISK ASSESSMENT: SUMMARY BY AREA

Risk Assessment: Summary by Area

| Area | Risk Category | Question | N/A | Answer | Risk | Action Due | Notes |
|-----------|---------------|------------------------------------|-----|---|-------------|------------|-------|
| All Areas | 01. Buildings | 01. Who is the Responsible Person? | No | CEO - SHG | Non-Scoring | | |
| All Areas | 01. Buildings | 02. Person Consulted on Site? | No | Unaccompanied visit | Non-Scoring | | |
| All Areas | 01. Buildings | 03. Building Description. | No | A 4-storey purpose-built general needs residential block with 8 self-contained flats, 2 flats per floor. The upper floors are served by a single protected staircase, with 2 final exit on the ground floor. The flat entrance doors open directly into the staircase enclosure on each floor. A passenger lift within the building serves every floor. Smoke ventilation is provided in the staircase by manually openable windows and a velux at the top of the staircase. A Part 6 mains wired automatic fire alarm system | Non-Scoring | | |

| | | | | | | | |
|-----------|---------------|--|----|--|-------------|------------|---|
| All Areas | 01. Buildings | 04. Approximate Age and Construction. | No | is also installed in the staircase. The electrical intake cupboard is located at the ground floor level. An electrical sustation is located opposite the rear exit. Built in approx. 2006. Of traditional brick and concrete construction with a flat roof. Large portions of the exterior walls and balconies are clad in timber. | Non-Scoring | | |
| All Areas | 01. Buildings | 05. What is the evacuation strategy for the building? | No | Stay Put | Medium (6) | 10/05/2021 | Its recommended that the current evacuation strategy for this building is reviewed once the cladding system and wooden decked balconies have been investigated as part of the phase 2 planned works. This block has been escalated as a priority. |
| All Areas | 01. Buildings | 06. Is the building easily accessible to fire appliances? | No | Yes | No Risk (2) | 10/02/2024 | A fireman's drop-down key box is also installed for easy fire service access, this was serviceable at the time of assessment. |
| All Areas | 02. Occupants | 01. Are there any vulnerable residents who may be considered at risk? | No | No | No Risk (0) | 10/02/2024 | None noted during assessment or advised by SHG prior to assessment. |
| All Areas | 02. Occupants | 02. Have individual person centred fire risk assessments been completed for appropriate residents? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 02. Occupants | 03. Are there any known hoarders? | No | No | No Risk (2) | 10/02/2024 | |

| | | | | | | | |
|-----------|--------------------------------|---|----|-----|-------------|------------|---|
| All Areas | 02. Occupants | 04. Is there provision for making the occupant and premises information available to the Fire Service on arrival? | No | No | Low (4) | 10/02/2022 | |
| All Areas | 02. Occupants | 05. Is there a formal Management procedure to control the activities of Contractors? | No | Yes | No Risk (0) | 10/02/2024 | |
| All Areas | 03. Sources of Ignition | 01. Is there evidence of smoking in the communal areas? | No | No | No Risk (1) | 10/02/2024 | |
| All Areas | 03. Sources of Ignition | 02. Are periodic mains electrical inspections carried out? | No | Yes | No Risk (2) | 10/02/2024 | It was confirmed by SHG that the fixed electrics in the common areas are being maintained in accordance with BS 7671 and that the current certificate is valid. Electric cupboards/risers were clear of combustible materials at the time of assessment. No portable electrical appliances noted in the common areas. |
| All Areas | 03. Sources of Ignition | 03. Is electrical equipment kept well away from combustible materials? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 03. Sources of Ignition | 04. Are portable electrical appliances subject to regular PAT testing? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 03. Sources of Ignition | 05. Is there a lightning conductor to earth? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 04. Sources of Fuel and Oxygen | 01. Is general housekeeping satisfactory? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 04. Sources of Fuel and Oxygen | 02. Are there any wall or ceiling hangings present? | No | Yes | No Risk (2) | 10/02/2024 | Fire resisting tamperproof notice board is hung in entrance foyer. |

| | | | | | | | |
|-----------|--------------------------------|---|----|-----|-------------|------------|---|
| All Areas | 04. Sources of Fuel and Oxygen | 03. If combustible materials are in evidence are they stored appropriately and away from escape routes? | No | Yes | No Risk (0) | 10/02/2024 | Combustible materials were not being stored in the escape routes at the time of assessment, there is no cleaners' cupboards in the escape routes. |
| All Areas | 04. Sources of Fuel and Oxygen | 04. Are waste materials placed in designated containers outside and away from the building? | No | No | Medium (6) | 10/05/2021 | |
| All Areas | 04. Sources of Fuel and Oxygen | 05. Is the gas equipment serviced and maintained by a competent engineer? | No | Yes | No Risk (2) | 10/02/2024 | Confirmed by SHG that all tenant flats have a valid gas safety cert at the time of FRA. SHG advised that they are not responsible for the maintenance of the gas boilers inside Shared owners/lease holders' flats. SHG should however put a procedure in place to request copies of lease/home owners gas certs annually to ensure the safety of all the residents in the building. A suitable Management procedure is in place for tenants identified as using medical gases in their flats, labels would be displayed on the flat entrance door or close by or info placed in fire documents box once installed. |
| All Areas | 04. Sources of Fuel and Oxygen | 06. Are there procedures in place to inform the Fire Service of oxygen cylinders on site? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 05. Structural Features | 01. Structural features that will allow the rapid spread of fire and smoke have appropriate | No | No | Medium (6) | 10/05/2021 | |

| | | controls? | | | | | |
|-----------|-------------------------|---|----|-----|-------------|------------|---|
| All Areas | 05. Structural Features | 02. Are fire escape routes adequately protected? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 05. Structural Features | 03. Is fire stopping between compartments satisfactory? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 05. Structural Features | 04. Has there been appropriate Building Control approval for any recent building alterations? | No | N/A | No Risk (0) | 10/02/2024 | No recent alterations have been carried out in the common areas. |
| All Areas | 06. Means of Escape | 01. Are travel distances considered to be acceptable? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 02. Are all escape routes and fire exits free from obstruction? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 03. Are floor and stair surfaces in good condition and free from trip and slip hazards? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 04. Are there sufficient fire exits to enable people to evacuate safely? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 05. Are all fire resisting doors in good condition? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 06. Are flat entrance doors compliant with BS476-22? | No | Yes | No Risk (2) | 10/02/2024 | Flat 29 - 30 entrance doors were inspected during this assessment, 44mm thick nominal fire door installed. Hung on 3 hinges, intumescent strips |

| | | | | | | | |
|-----------|---------------------|--|----|-----|-------------|------------|---|
| All Areas | 06. Means of Escape | 07. Are any security grilles fitted to flat front doors? | No | No | No Risk (0) | 10/02/2024 | and cold smoke seals fitted with double chain perco closers fitted operating as designed. All flats in the block appear to be of the same spec. |
| All Areas | 06. Means of Escape | 08. Do the electrical intake cupboards in the common areas provide the necessary levels of fire resistance? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 09. Are all final exits and intermediate doors easily openable from the inside without the use of a key or code? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 10. Do all final exits lead to a place of safety? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 11. Are external escape staircases and balconies inspected on a regular basis? | No | N/A | No Risk (0) | 10/02/2024 | There are no external staircases or escape balconies in the communal areas. |
| All Areas | 06. Means of Escape | 12. Are all cupboards and storerooms locked shut at all times when not in use? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 06. Means of Escape | 13. Are cables situated in the escape routes in fire resisting cable trays? | No | N/A | No Risk (0) | 10/02/2024 | No surface mounted cables noted in the escape routes. |
| All Areas | 06. Means of Escape | 14. Where necessary are refuges provided for persons with mobility impairments? | No | N/A | No Risk (0) | 10/02/2024 | |

| | | | | | | | |
|-----------|-----------------------|---|----|-----|-------------|------------|--|
| All Areas | 07. Lighting | 01. Are all escape routes provided with adequate artificial lighting? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 07. Lighting | 02. Is emergency lighting provided in the premises? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 07. Lighting | 03. Is emergency lighting provided at all changes of direction and level? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 07. Lighting | 04. Is emergency lighting provided to illuminate firefighting equipment and fire alarm call points? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 07. Lighting | 05. Is emergency lighting provided on external escape routes? | No | No | Low (4) | 10/02/2024 | |
| All Areas | 07. Lighting | 06. Is the emergency lighting system tested and maintained in accordance with BS5266? | No | Yes | No Risk (2) | 10/02/2024 | It must be confirmed that the emergency lighting system is being maintained, annual 3 discharge test and 3 monthly flick tests in line with SHG testing regime, with records kept. |
| All Areas | 08. Signs and Notices | 01. Are there sufficient fire exit signs identifying the escape routes and exits from the building? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 08. Signs and Notices | 02. Are fire doors provided with appropriate signs? | No | No | Low (4) | 10/02/2022 | |
| All Areas | 08. Signs and Notices | 03. Are instructions for opening final exit doors clear and adequate? | No | Yes | No Risk (1) | 10/02/2024 | |

| | | | | | | | |
|-----------|-------------------------------|---|----|-----|-------------|------------|---|
| All Areas | 08. Signs and Notices | 04. Are general fire action notices displayed and reflect the evacuation strategy for the building? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 08. Signs and Notices | 05. Are "do not use lift in case of fire" signs displayed adjacent to all lift doors? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 08. Signs and Notices | 06. Is there "No Smoking" signage provided? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 09. Fire Alarms and Detection | 01. Is a fire alarm and detection system required in the communal areas of the premises? | No | Yes | Medium (6) | 10/05/2021 | |
| All Areas | 09. Fire Alarms and Detection | 02. Is a fire alarm and detection system installed in communal areas of the building? | No | Yes | No Risk (2) | 10/02/2024 | Part 6 mains wired smoke alarms are installed at all levels of the staircase |
| All Areas | 09. Fire Alarms and Detection | 03. Are all fire alarm call points unobstructed, clearly visible and signed? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 09. Fire Alarms and Detection | 04. Are sufficient sounders provided to give adequate warning? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 09. Fire Alarms and Detection | 05. Is there only one sound for the fire alarm system? | No | Yes | No Risk (1) | 10/02/2024 | |
| All Areas | 09. Fire Alarms and Detection | 06. Is the the fire alarm panel conveniently located for Fire Service access? | No | N/A | No Risk (0) | 10/02/2024 | No fire alarm panel for this system |
| All Areas | 09. Fire Alarms and Detection | 07. Is the fire alarm system tested and maintained in accordance with BS5839? | No | Yes | No Risk (2) | 10/02/2024 | It was confirmed by SHG that the fire alarm system is being maintained quarterly in line with SHG testing regime. |

| | | | | | | | |
|-----------|-------------------------------|--|----|-----|-------------|------------|--|
| All Areas | 10. Fire Fighting Equipment | 01. Are fire extinguishers provided in the communal areas of the building? | No | No | No Risk (2) | 10/02/2024 | |
| All Areas | 10. Fire Fighting Equipment | 02. Are the provisions for smoke ventilation adequate for the building? | No | Yes | No Risk (2) | 10/02/2024 | Smoke ventilation is provided by manual opening windows in the staircase, a manual opening velux is also installed at the head of the staircase. |
| All Areas | 10. Fire Fighting Equipment | 03. Are sprinklers or other fire suppression systems installed in the building? | No | N/A | No Risk (0) | 10/02/2024 | |
| All Areas | 10. Fire Fighting Equipment | 04. When a dry rising main is installed are outlet valves strapped and secured? | No | N/A | No Risk (0) | 10/02/2024 | No dry rising main installed. |
| All Areas | 10. Fire Fighting Equipment | 05. Are fire hydrants clearly marked and accessible by the Fire Service? | No | Yes | No Risk (2) | 10/02/2024 | |
| All Areas | 10. Fire Fighting Equipment | 06. All fire fighting equipment and installations are regularly tested and maintained? | No | Yes | No Risk (2) | 10/02/2024 | There is no firefighting equipment and installations installed in this simple building. |
| All Areas | 11. Management of Fire Safety | 01. Is a suitable emergency fire plan in place for the premises? | No | Yes | No Risk (1) | 10/02/2024 | All residents are made of the fire procedure for the building, its understood that fire safety advise, and the evacuation strategy is included in the tenancy pack/letter. Fire action notices are also displayed that underpin the evacuation strategy. |
| All Areas | 11. Management of Fire Safety | 02. Are residents aware of the fire procedure for the premises? | No | Yes | No Risk (1) | 10/02/2024 | All residents are made of the fire procedure for the building, its understood |

| | | | | | | | |
|-----------|-------------------------------|---|----|-----|-------------|------------|--|
| All Areas | 11. Management of Fire Safety | 03. Are regular in house fire safety inspections carried out by staff and recorded? | No | No | Medium (6) | 10/05/2021 | that fire safety advise, and the evacuation strategy is included in the tenancy pack/letter. Fire action notices are also displayed that underpin the evacuation strategy. |
| All Areas | 11. Management of Fire Safety | 04. Are fire evacuation assembly areas in safe locations? | No | Yes | No Risk (2) | 10/02/2024 | At present a designated assembly point is not deemed necessary in this building adopting a stay put evacuation strategy. Any persons that have evacuated the building in a fire situation should call 999 and not re-enter the building until the fire service has confirmed that it is safe to do so. |

SECTION FOUR

ACTION SUMMARY

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

No risk

Low risk

The following simple risk level estimator is based on a more general health and safety risk level Estimator of the type contained in BS 8800.

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

Unlikely (1) Likely (2) Very Likely (3)

- (1) **Unlikely:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
 - Only likely to occur once in a lifetime.
- (2) **Likely:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
 - Could occur within a year.
- (3) **Very Likely:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
 - Could occur within a month.

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

No risk Low Medium Significant Extreme

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

- (1) **Low:** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
 - Negligible or light smoke inhalation only.
- (2) **Medium:** Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
 - Light/Heavy smoke inhalation
- (3) **Significant:** Significant potential for serious injury of one or more occupants.
 - Heavy smoke inhalation risk of burns
- (4) **Extreme:** High potential for serious injuries or death of one or more occupants

| Severity | 1 Low | 2 Moderate | 3 Significant | 4 Extreme |
|------------------|-----------------------------------|------------------------------------|------------------------------------|------------------------------------|
| Likelihood | | | | |
| 1 Unlikely | No risk | No risk | Low risk, action within 12 months | Low risk, action within 12 months |
| 2 Likely | No risk | Low risk, action within 12 months | Medium risk action within 2 months | Medium Risk action within 2 months |
| 3 Very likely | Low risk, action within 12 months | Medium risk action within 2 months | High risk action within 7 days | Critical action immediately |

Accordingly, it is considered that the risk to life from fire at these premises is:

No Risk Low Risk Medium Risk High Risk Critical

| Risk level (hazard X harm) | Action and Timescale |
|----------------------------|--|
| No risk | No action is required and no detailed records need be kept. |
| Low Risk | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| Medium Risk | 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 might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| High Risk | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| Critical | Building (or relevant area) should not be occupied until the risk is reduced. |

Risk Assessment: Action Summary

| Area | Risk Category | Action | Risk | Due Date | Complete Date |
|-----------|--------------------------------|---|------------|------------|---------------|
| All Areas | 09. Fire Alarms and Detection | The fire alarm system should be tested and maintained in accordance with BS5839 with results recorded. | Medium (6) | 14/05/2020 | 23/03/2020 |
| All Areas | 07. Lighting | The emergency escape lighting should be tested and maintained in accordance with BS5266 with results recorded. | Medium (6) | 14/05/2020 | 23/03/2020 |
| All Areas | 06. Means of Escape | Remove key locks from the final exit doors and provide thumb turn locks. | Medium (6) | 14/05/2020 | 23/09/2020 |
| All Areas | 06. Means of Escape | Flat entrance doors should be replaced with FD30s self-closing fire doors. | Medium (6) | 14/05/2020 | 18/11/2020 |
| All Areas | 09. Fire Alarms and Detection | Consider removal of the fire alarm system from the communal areas of the building. | Medium (6) | 14/05/2020 | 12/02/2021 |
| All Areas | 05. Structural Features | The adequacy of floors/ceilings to prevent the spread of fire and smoke should be confirmed by a structural engineer. | Medium (6) | 22/05/2021 | |
| All Areas | 08. Signs and Notices | All escape routes from the premises should be provided with directional fire exit signage. | Medium (6) | 14/05/2020 | |
| All Areas | 01. Buildings | Review the current evacuation strategy for the building. | Medium (6) | 22/05/2021 | |
| All Areas | 02. Occupants | Consideration should be given for making information available to the Fire Service by providing a document box. | Low (4) | 22/02/2022 | |
| All Areas | 04. Sources of Fuel and Oxygen | Provide a dedicated external refuse storage area. | Medium (6) | 22/05/2021 | |

| | | | | |
|-----------|-------------------------------|---|------------|------------|
| All Areas | 07. Lighting | Extend the existing emergency lighting system to cover the following areas: | Low (4) | 22/02/2024 |
| All Areas | 08. Signs and Notices | Self-closing fire doors should be signed "fire door keep shut". | Low (4) | 22/02/2022 |
| All Areas | 09. Fire Alarms and Detection | A fire alarm and detection system should be installed in accordance with BS5839 part 1:2013. | Medium (6) | 22/05/2021 |
| All Areas | 11. Management of Fire Safety | Ensure that regular "in house" fire safety inspections are carried out and recorded. | Medium (6) | 22/05/2021 |

SECTION FIVE

ACTION DETAILS

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 09. Fire Alarms and Detection |
| Action | The fire alarm system should be tested and maintained in accordance with BS5839 with results recorded. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 23/03/2020 |
| Work Start Date | 23/03/2020 |
| Completion Due Date | 14/05/2020 |
| Completed date | 23/03/2020 |
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

There were no records to view for the testing and servicing of the fire alarm system in accordance with BS5839-6. Untested fire alarm system may fail to operate as designed if not maintained.
Reassigned

cert uploaded job closed

Documents

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 07. Lighting |
| Action | The emergency escape lighting should be tested and maintained in accordance with BS5266 with results recorded. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 23/03/2020 |
| Work Start Date | 23/03/2020 |
| Completion Due Date | 14/05/2020 |
| Completed date | 23/03/2020 |

| | |
|--------------|-------------------------|
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

There were no record available to view to confirm the emergency lighting is being teated in accordance with BS5266-8. Untested emergency lighting may fail in an emergency if not maintained.

Reassigned

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Documents

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 06. Means of Escape |
| Action | Remove key locks from the final exit doors and provide thumb turn locks. |
| | |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 23/09/2020 |
| Work Start Date | 23/09/2020 |
| Completion Due Date | 14/05/2020 |
| Completed date | 23/09/2020 |
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

There were records available to confirm that the green mushroom type push button access control system is being maintained. Push button access control systems require periodic servicing in accordance with BS 7273-4. Bulk update of status

Reassigned

works completed

Documents

Action Details

| | |
|---------------|---------------------|
| Area | All Areas |
| Risk Category | 06. Means of Escape |

| | |
|------------------------|--|
| Action | Flat entrance doors should be replaced with FD30s self-closing fire doors. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 20/02/2020 |
| Work Start Date | 20/02/2020 |
| Completion Due Date | 14/05/2020 |
| Completed date | 18/11/2020 |
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |
| | |
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| | |

Actions Notes

Action

No access was made to the flats as tenants were either not answering or not at home. Its recomended that a fire door survey is carried out confirm that all the flat entrance doors are compliant with BS476-22.

Reassigned

Sent to Martin Reece to survey

Bulk update of status

Reassigned

Door Survey attached

Door survey attached

Documents

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 09. Fire Alarms and Detection |
| Action | Consider removal of the fire alarm system from the communal areas of the building. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 13/05/2020 |
| Work Start Date | 13/05/2020 |
| Completion Due Date | 14/05/2020 |
| Completed date | 12/02/2021 |
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |
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Actions Notes

Action

The part 6 fire alarm system currently installed should remain as a compensatory measure until all the actions, especially the actions for balconies and cladding have been closed out. The building fire evacuation strategy is stay put, this is displayed in the common areas and understood to have been communicated to the building occupants. Purpose built general needs block do not require a fire alarm system in the common parts as these conflicts with the evacuation strategy of the building, causes confusion when activated and is impossible to manage without an onsite building manager/caretaker etc. The fire alarm system can be considered for removal once all actions have been closed out. The building is of solid construction with concrete walls, ceilings, floors and stairs, so would have been designed to support a stay put policy.

Reassigned

on hold till other actions completed

Bulk update of status

Reassigned

Bulk update of status

Documents

Action Details

| | |
|------------------------|---|
| Area | All Areas |
| Risk Category | 05. Structural Features |
| Action | The adequacy of floors/ceilings to prevent the spread of fire and smoke should be confirmed by a structural engineer. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 22/05/2021 |
| Risk Acknowledged Date | 12/08/2020 |
| Work Start Date | |
| Completion Due Date | 22/05/2021 |
| Completed date | |
| Relationship | Carried Over (Request Re-assignment) |
| Quantity | 1.00 |
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Actions Notes

Action

The stacked balconies are steel frame construction with what appears to be wooden decked floors, the handrails are also encased in wooden cladding. Large portions of the building facade is wrapped in wooden cladding that is a direct continuation from the balconies. The stacked balcony cladding materials must be replaced with non combustible materials and the wooden cladding to the facade should also be reviewed for removal or replacement. A balcony fire would spread across the whole facade and possibly to the facade of neighbouring buildings. Although the building is less than 18m tall, latest guidance for balconies requires no combustible materials to be used. Tenants received a letter in October 2019 regarding fire safety advice for the balconies. The timber bin sheds are also to be replaced by SHG

Reassigned

Bulk update of status

Reassigned

Bulk update of status

Reassigned

Bulk update of status

Bulk update of status

Reassigned

Cladding system on building facade/balconies and balcony decked floors. It has been confirmed by SHG group that this block has been placed on the Phase 2, 21/22 works programme carried out by Oakleaf. Further formation on these works can be obtained by SHG. This block has been escalated as a priority.

Documents

[25606_Action_The adequacy of floors ceilings to_03](#)



Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 08. Signs and Notices |
| Action | All escape routes from the premises should be provided with directional fire exit signage. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 14/05/2020 |
| Risk Now Due | 14/05/2020 |
| Risk Acknowledged Date | 12/08/2020 |
| Work Start Date | |
| Completion Due Date | 14/05/2020 |
| Completed date | |
| Relationship | Carried Over (Complete) |
| Quantity | 1.00 |

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Actions Notes

Action

Directional fire exit signage must be displayed at ground floor level where there are 2 exits detailing the dedicated route to ultimate safety.

Reassigned

Bulk update of status

Reassigned

05/08/2020 BT approved MEPD to Proceed

Bulk update of status

Reassigned

Bulk update of status

Bulk update of status

Reassigned

Works complete - see attached signage report from premier Safety Signs

Documents

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 01. Buildings |
| Action | Review the current evacuation strategy for the building. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 22/05/2021 |
| Risk Now Due | 22/05/2021 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/05/2021 |
| Completed date | |
| Relationship | Owning (Request Re-assignment) |
| Quantity | 1.00 |
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Actions Notes

Action

Its recommended that the current evacuation strategy for this building is reviewed once the cladding system and wooden decked balconies have been investigated as part of the phase 2 planned works. This block has been escalated as a priority.

Bulk update of status

Reassigned

Reassigned

Documents

Action Details

| | |
|------------------------|---|
| Area | All Areas |
| Risk Category | 02. Occupants |
| Action | Consideration should be given for making information available to the Fire Service by providing a document box. |
| Priority Number | 3 |
| Risk | Low (4) |
| Originally Due | 22/02/2022 |
| Risk Now Due | 22/02/2022 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/02/2022 |
| Completed date | |
| Relationship | Owning (Complete) |
| Quantity | 1.00 |
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Actions Notes

Action

It is recommended a fire safety documents box is installed in the ground floor lobby. Relevant tenant information (PCFRA - PEEPS) - pin codes - log books - emergency numbers - gas/electric intake location etc. can be stored in this box by the HSM for fire service attention.

Reassigned

Document box installed, see attached report

Complete - action closed as Paul Coffey and Suzanne Horsley confirm Document Boxes are only required at High Rise and Sheltered blocks

Documents

Action Details

| | |
|------------------------|---|
| Area | All Areas |
| Risk Category | 04. Sources of Fuel and Oxygen |
| Action | Provide a dedicated external refuse storage area. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 22/05/2021 |
| Risk Now Due | 22/05/2021 |
| Risk Acknowledged Date | |
| Work Start Date | |

| | |
|---------------------|----------------------|
| Completion Due Date | 22/05/2021 |
| Completed date | |
| Relationship | Owning (In Progress) |
| Quantity | 1.00 |
| | |
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| | |

Actions Notes

Action

Outstanding action, contact Paul Vinten from SHG for more information for this.

Reassigned

calfordseaden had a look at this but could not suggest a way forward, i have spoken to the fire risk assessor and the only option seems to be sprinklers so have asked surfire to quote .

Documents

Action Details

| | |
|------------------------|---|
| Area | All Areas |
| Risk Category | 07. Lighting |
| Action | Extend the existing emergency lighting system to cover the following areas: |
| | |
| Priority Number | 3 |
| Risk | Low (4) |
| Originally Due | 22/02/2024 |
| Risk Now Due | 22/02/2024 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/02/2024 |
| Completed date | |
| Relationship | Owning (In Progress) |
| Quantity | 1.00 |
| | |
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| | |

Actions Notes

Action

The lighting unit above the final exit to car park, external side is not emergency a lighting unit, recommended to be changed to E/L, limited borrowed light available.

Bulk update of status

Reassigned

902285 raised to interserve

Re: SHG 902285 - FRA Survey - 23-20 Ducketts Lane - 756702 quote raised

Documents

25606_Action_Extend the existing emergency ligh_05



Action Details

| | |
|------------------------|---|
| Area | All Areas |
| Risk Category | 08. Signs and Notices |
| Action | Self-closing fire doors should be signed "fire door keep shut". |
| Priority Number | 3 |
| Risk | Low (4) |
| Originally Due | 22/02/2022 |
| Risk Now Due | 22/02/2022 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/02/2022 |
| Completed date | |
| Relationship | Owning (Complete) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

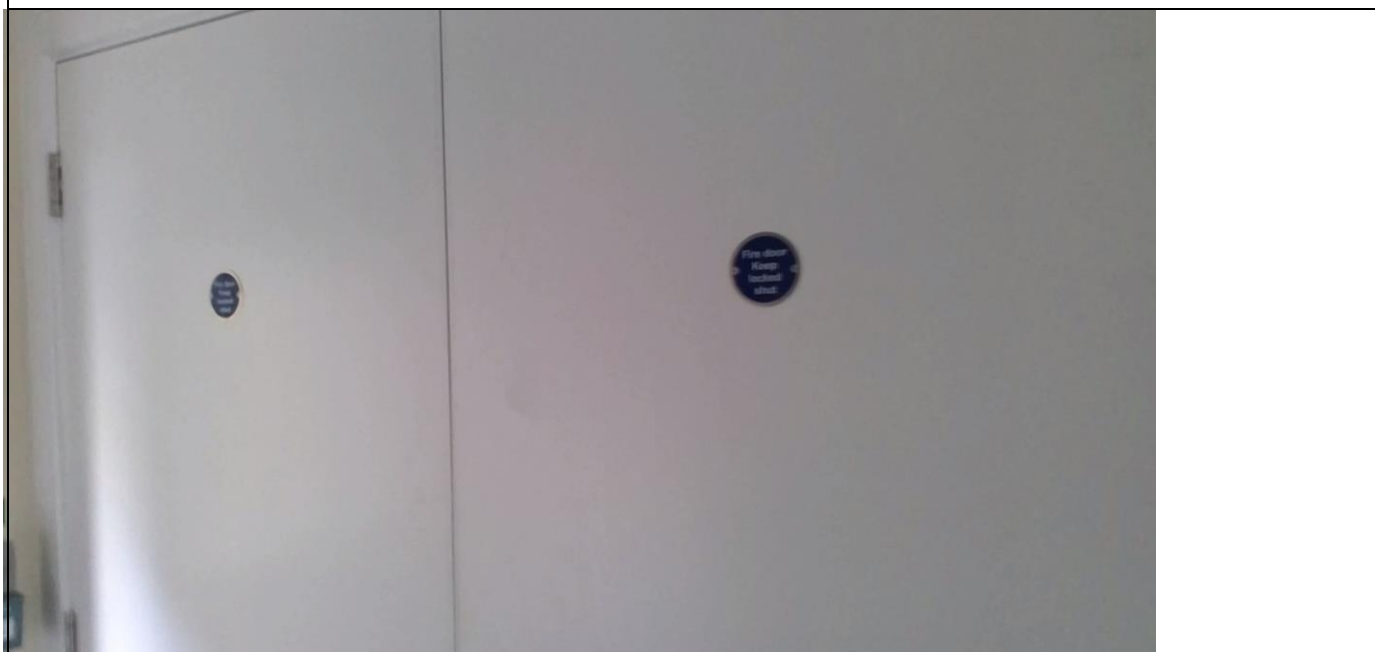
Fit an electrical hazard sign on electric riser/intake doors.

Reassigned

Works complete - see attached report from Premier Safety Signs

Documents

25606_Action_Self-closing fire doors should be _07



Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 09. Fire Alarms and Detection |
| Action | A fire alarm and detection system should be installed in accordance with BS5839 part 1:2013. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 22/05/2021 |
| Risk Now Due | 22/05/2021 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/05/2021 |
| Completed date | |
| Relationship | Owning (Request Re-assignment) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

A suitable fire alarm system to support a simultaneous evacuation strategy may be required as a compensatory measure once the cladding system/balconies have been reviewed as part of the Phase 2 - 21/22 planned works programme. This building has been escalated as a priority.

Bulk update of status

Reassigned

Documents

Action Details

| | |
|------------------------|--|
| Area | All Areas |
| Risk Category | 11. Management of Fire Safety |
| Action | Ensure that regular "in house" fire safety inspections are carried out and recorded. |
| Priority Number | 2 |
| Risk | Medium (6) |
| Originally Due | 22/05/2021 |
| Risk Now Due | 22/05/2021 |
| Risk Acknowledged Date | |
| Work Start Date | |
| Completion Due Date | 22/05/2021 |
| Completed date | |
| Relationship | Owning (Request Re-assignment) |
| Quantity | 1.00 |
| | |
| | |
| | |

Actions Notes

Action

The last record of fire safety inspections being carried out by SHG staff was October 2019. Periodic inspections (4 monthly) should be carried out by the HSM and recorded.
Reassigned

Documents

25606_Action_Ensure that regular in house fir_04

of residents inspection: 0

ESTATE INSPECTION SUMMARY REPORT FOR:

Date: 8/10/19

Inspecting Officers: Laverne, 23-30 Ducketts

Resident Involvement: The residents present at this inspection concluded that:
 • the current condition of the estate is **good / OK / poor**
 • the overall condition of the estate is **no change / improving / worsening**

If you would like to be involved in your estate inspections please contact n [0300 303 1773]

Observations & Actions Good & Bad points from the inspection and actions to address them:

| Issue | Action | Timescales |
|-----------------|--------|------------|
| Cleaning - Good | NFA | |

