

Metcalfe Court

1 Anderson Square London E3 3XJ

DATE ASSESSED: 22/05/2021

SURVEYED BY: SHG - David Aston

VALIDATED BY: shgroup\jonathan.simic

ASSESSMENT NOTES: Its recommended that this type 1 FRA is reviewed in 1 year unless there is a material change to the building, occupant characteristics, or there is a fire in the building.

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

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 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 membership to a professional body
- 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

1.4 Review

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reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs or if required to following enforcement action from a fire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

1.5 Action Plan Ratings

The following recommendations made in the report will be assigned a priority rating and timescale for completion according to the below table. Priorities are determined by the assessor and when deciding a balance will be struck between the benefit provided to life safety and the time/resources it takes to complete a task.

Actions: Definition of Priorities	
Critical Risk	Action must be taken immediately
High Risk	Action must be taken within 1 month
Medium Risk	Action must be taken within 3 months
Low Risk	Action must be taken within 12 months or by the end of the financial year
No Risk	Advisory note only

1.6 Risk Matrix for Building

Separately from the actions, the building is given an overall risk rating. 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.

Severity	1 Low	2 Moderate	3 Significant
Likelihood			
1 Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
2 Likely	Tolerable Risk	Moderate Risk	Substantial Risk
3 Very Likely	Moderate Risk	Substantial Risk	Intolerable Risk

Accordingly, the risk to life at these premises, given in Section 12. of the question and answers section of this report, is defined in the below table.

Risk level (hazard X harm)	Action and Timescale
Trivial Risk	No action is required, and no detailed records need be kept.
Tolerable Risk	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate 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.
Substantial 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.
Intolerable Risk	Building (or relevant area) should not be occupied until the risk is reduced.

SECTION TWO

ACTION PLAN

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
- 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.

Action Details

Ensure that easy access is available for fire appliances at all times.

Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

Actions Notes

Action

internal firedoor fire drop key u/s, maintenance is required.

Documents

26549_Action_Ensure that easy access is availab_03



Drop key repaired



Action Details

The lightning conductor should be tested in accordance with BS6651 (1999).			
Risk	Low (3)	Risk Due	22/05/2022
Relationship	Owning (Complete)	Completed date	

Actions Notes

Action

It must be confirmed that the lightning protection is being inspected by a competent person in accordance with BS 6651 (1999)

Documents

Action Details

The pipes/cables which have breached the fire compartment should be fire stopped with a proprietary fire retardant material.

Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

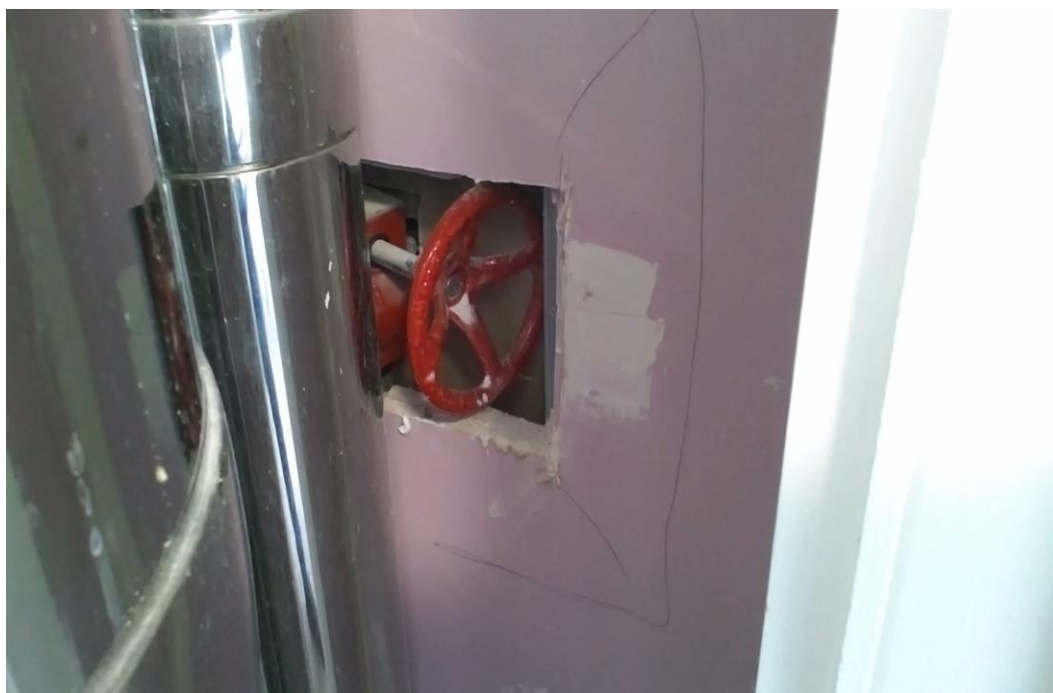
Actions Notes

Action

Perforations noted in the electrical/water risers, BSM is aware and is liasing with Higgins the developer who have confired that they will carry out the fire stopping in these areas.

Documents

26549_Action_The pipes cables which have breach_06



26549_Action_The pipes cables which have breach_07



26549_Action_The pipes cables which have breach_09



26549_Action_The pipes cables which have breach_10



26549_Action_The pipes cables which have breach_11



Action Details

Provide a clear and unobstructed route from all fire exits to a place of safety.			
Risk	High (9)	Risk Due	22/06/2021
Relationship	Owning (Complete)	Completed date	

Actions Notes

Action

Shopping trolleys noted in the escape route on the 4th & 5th floor that must be removed. Tenants must be advised that escape routes must remain sterile always.

Documents

26549_Action_Provide a clear and unobstructed r_05



Action Details

Adjust door or fit threshold protection as required to ensure maximum gap of 2-4mm between door and frame and 8mm between door a

Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

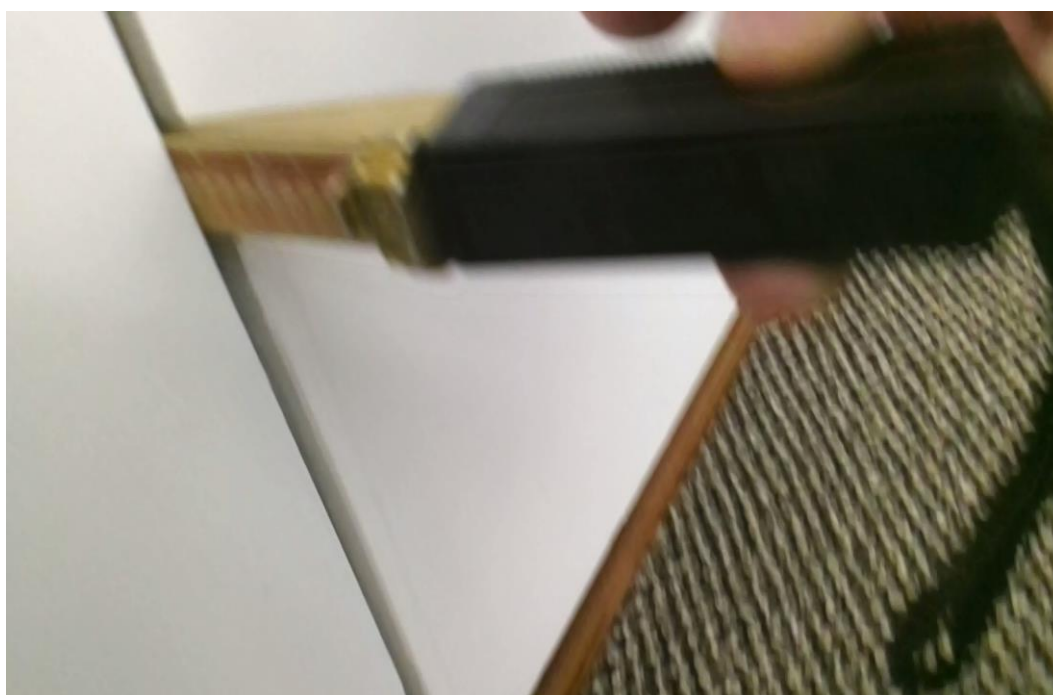
Actions Notes

Action

Adjust riser doors to ensure maximum gap of 2-4mm between doors leafs, ensure 2nd floor lobby door gap at botton of door reduced to 8mm. Higgins the developer has agreed to carry out these works.

Documents

26549_Action_Adjust door or fit threshold prote_04



Action Details

The emergency escape lighting should be tested and maintained in accordance with BS5266 with results recorded.			
Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Request Re-assignment)	Completed date	

Actions Notes

Action

Monthly flick tests are currently not being carried out, also picked up in Oakleaf Type 4 FRA.

Documents

Action Details

A sign detailing the method of opening should be displayed on all doors with panic or similar emergency release devices.			
Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

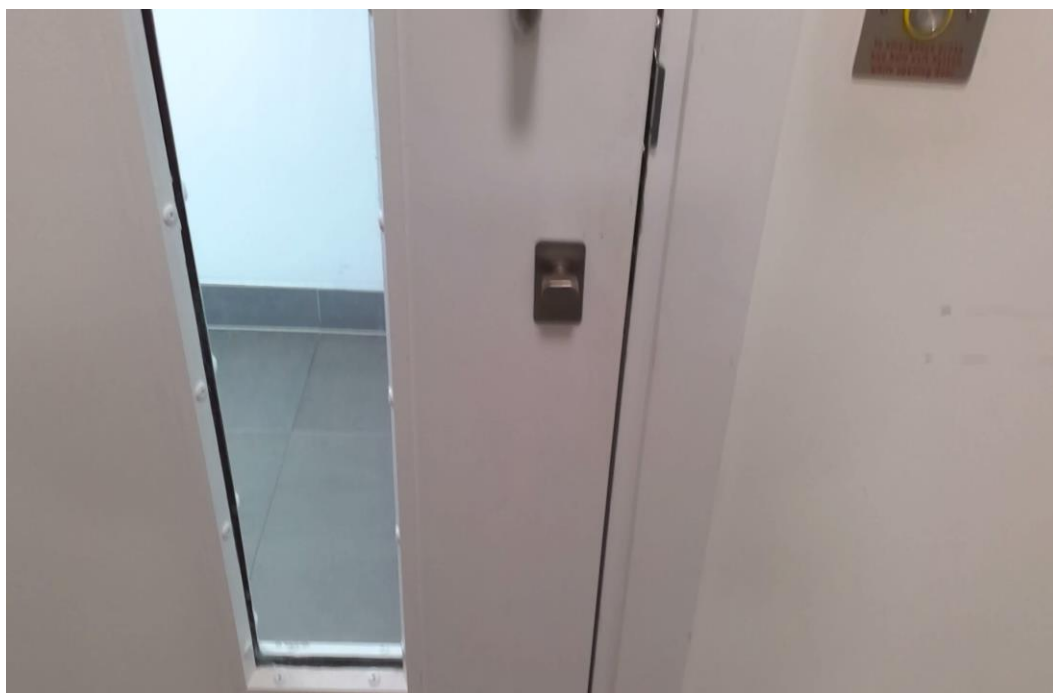
Actions Notes

Action

Appropriate method of opening signage should be displayed on G - LG lobby doors

Documents

26549_Action_A sign detailing the method of ope_08



Action Details

The dry rising main should be tested and maintained in accordance with BS 9990 - 2015.			
Risk	Medium (6)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

Actions Notes

Action

No records made available for annual hydraulic pressure test, 6 month visual inspection was in December 2020

Documents

Action Details

Another action or repair was identified - see notes.			
Risk	Medium (8)	Risk Due	22/08/2021
Relationship	Owning (Complete)	Completed date	

Actions Notes

Action

No annual inspection of the firefighting lift was confirmed in accordance with BS9999

Documents



SECTION THREE RISK ASSESSMENT

Risk Category	Question	Answer	Narrative	Notes
01. Buildings	01. Who is the Responsible Person?	CEO - SHG	CEO - SHG	
01. Buildings	02. Person Consulted on Site?	Ben Toghill - BSM	Ben Toghill - BSM	
01. Buildings	03. Building Description.	This general need purpose-built block is part of the Anderson Square development and consists of 31 self-contained flats across 8 floors G-8, all lobby protected from the single staircase. There are 2 lifts that serve all floors including the basement car park, one	This general need purpose-built block is part of the Anderson Square development and consists of 31 self-contained flats across 8 floors G-8, all lobby protected from the single staircase. There are 2 lifts that serve all floors including the basement car park, one of which is a fireman's lift with an independent power supply. The	

		<p>of which is a fireman's lift with an independent power supply. The electrical rises are in the flat lobbies - service risers located in the staircase with plant rooms located in the basement car park. Automatic smoke ventilation is afforded to the head of the staircase and all flat lobbies with a zoned panel located in the entrance foyer, car park ventilation is installed in the underground car park. A dry rising main is located adjacent to the rear entrance at ground floor level, this serves all floors. The car park has its own independent automatic fire detection and fire alarm system with full coverage in the basement plant rooms, fire alarm panel is located at the car park</p>	<p>electrical rises are in the flat lobbies - service risers located in the staircase with plant rooms located in the basement car park. Automatic smoke ventilation is afforded to the head of the staircase and all flat lobbies with a zoned panel located in the entrance foyer, car park ventilation is installed in the underground car park. A dry rising main is located adjacent to the rear entrance at ground floor level, this serves all floors. The car park has its own independent automatic fire detection and fire alarm system with full coverage in the basement plant rooms, fire alarm panel is located at the car park entrance. The car park was not assessed as part of Metcalf court FRA, th</p>	
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		entrance. The car park was not assessed as part of Metcalf court FRA, th		
01. Buildings	04. Approximate Age and Construction.	Circa 2019-2020, concrete & brick-built construction from G-6 with modular cladding construction to the top floor. The internal walls - floors and staircase are concrete with false ceilings in the flat/lift lobbies. The balconies are metal framed with composite decked floors.	Circa 2019-2020, concrete & brick-built construction from G-6 with modular cladding construction to the top floor. The internal walls - floors and staircase are concrete with false ceilings in the flat/lift lobbies. The balconies are metal framed with composite decked floors.	
01. Buildings	05. What is the evacuation strategy for the building?	Stay Put	Stay Put	
01. Buildings	06. Is the building easily accessible to fire appliances?	No	No	
01. Buildings	07. Type of assessment.	Type 1	Type 1	

SECTION THREE – RISK ASSESSMENT

01. Buildings	08. Another action or repair was identified.	None	None	
02. Occupants	01. Are there any vulnerable residents who may be considered at risk?	No	No	None noted during assessment or advised by SHG/BSM prior to assessment. No PEEPS were in fire documents box at the time of assessment.
02. Occupants	02. Have individual person centred fire risk assessments been completed for appropriate residents?	N/A	N/A at present	
02. Occupants	03. Are there any known hoarders?	No	No hoarders have been identified in the building.	
02. Occupants	04. Is there provision for making the occupant and premises information available to the Fire Service on arrival?	Yes	Suitable information is available.	Building plans & riser keys are stowed in the documents box.

SECTION THREE – RISK ASSESSMENT

02. Occupants	05. Is there a formal Management procedure to control the activities of Contractors?	Yes	Only approved contractors carry out works on the premises.	
02. Occupants	06. Another action or repair was identified.	None	None	
03. Sources of Ignition	01. Is there evidence of smoking in the communal areas?	No	There was no evidence of smoking in the communal areas of the building.	
03. Sources of Ignition	02. Are periodic mains electrical inspections carried out?	Yes	Periodic mains electrical inspections are carried out in accordance with current regulations. Records are held centrally by SHG.	Building is under 5 years old commissioning cert is held by SHG, Periodic mains electrical inspections will be carried out 5 yearly and added to SHG maintenance regime.
03. Sources of Ignition	03. Is electrical equipment kept well away from combustible materials?	Yes	N/A	Combustible materials were not being in the electrical risers at time of assessment
03. Sources of Ignition	04. Are portable electrical appliances subject to regular PAT testing?	N/A	N/A	No portable electrical appliances are in the common areas

SECTION THREE – RISK ASSESSMENT

03. Sources of Ignition	05. Is there a lightning conductor to earth?	Yes	Lightning protection is installed.	
03. Sources of Ignition	06. Is the building at risk of arson due to poor security?	No	Suitable security measures are in place to prevent the risk of arson	
03. Sources of Ignition	07. Another action or repair was identified	None	None	
04. Sources of Fuel and Oxygen	01. Is general housekeeping satisfactory?	Yes	General housekeeping is of a good standard.	
04. Sources of Fuel and Oxygen	02. Are there any wall or ceiling hangings present?	No	No	
04. Sources of Fuel and Oxygen	03. If combustible materials are in evidence are they stored appropriately and away from escape routes?	Yes	N/A	There were no combustible items being store in the escape route at time of assessment

SECTION THREE – RISK ASSESSMENT

04. Sources of Fuel and Oxygen	04. Are waste materials placed in designated containers outside and away from the building?	Yes	Suitable facilities are provided for the storage of refuse.	Suitable facilities are provided for the storage of refuse away from the building. Bulk storage rooms are located in the underground car park.
04. Sources of Fuel and Oxygen	05. Is the gas equipment serviced and maintained by a competent engineer?	N/A	N/A	No gas in flats
04. Sources of Fuel and Oxygen	06. Are there procedures in place to inform the Fire Service of oxygen cylinders on site?	Yes	A suitable Management procedure is in place.	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.
04. Sources of Fuel and Oxygen	07. Are waste materials placed in a suitable location?	Yes	Waste materials are placed in a suitable location	
04. Sources of Fuel and Oxygen	08. Are mobility scooters/bikes stored within the communal area?	No	No mobility scooters or bikes were identified in communal areas	

SECTION THREE – RISK ASSESSMENT

04. Sources of Fuel and Oxygen	09. Is there any fuel stored in containers near the building	No	There is no fuel stored near the building	
04. Sources of Fuel and Oxygen	10. Another action or repair was identified.	None	None	
05. Structural Features	01. Structural features that will allow the rapid spread of fire and smoke have appropriate controls?	No	The control measures are not adequate - see action plan	
05. Structural Features	02. Are fire escape routes adequately protected?	Yes	Suitable protection is provided.	
05. Structural Features	03. Is fire stopping between compartments satisfactory?	No	Suitable fire stopping is required - see action plan.	Refer to action raised for fire stopping
05. Structural Features	04. Has there been appropriate Building Control approval for any recent building alterations?	N/A	N/A	No recent alterations have been carried out in the common areas.

SECTION THREE – RISK ASSESSMENT

05. Structural Features	05. Is cladding present on the exterior of the building?	Yes	Cladding made of a suitable material is present on the building	The EWS1 form held on SHG records confirm that the cladding system has been classed as B1 rating with no remedial works required. Carried out by Oakleaf Group.
05. Structural Features	06. Are balconies present on the exterior?	Yes	Balconies are present and made of a suitable material	The EWS1 form held on SHG records confirm that the timber decked balconies are of limited risk with no remedial works required. Carried out by Oakleaf Group.
05. Structural Features	07. Another action or repair was identified.	None	None	
06. Means of Escape	01. Are travel distances considered to be acceptable?	Yes	Travel distances are within accepted guidelines.	
06. Means of Escape	02. Are all escape routes and fire exits free from obstruction?	No	Ensure that all escape routes and fire exits are clear and available at all times.	
06. Means of Escape	03. Are floor and stair surfaces in good condition and free from trip and slip hazards?	Yes	Floor and stair surfaces were in good condition.	

SECTION THREE – RISK ASSESSMENT

06. Means of Escape	04. Are there sufficient fire exits to enable people to evacuate safely?	Yes	Suitable fire exits are available.	
06. Means of Escape	05. Are all fire resisting doors in good condition?	No	Fire doors require repair – see action plan.	
06. Means of Escape	06. Are flat entrance doors compliant with BS476-22?	Yes	All flat entrance doors appear to be FD30s fire doors in compliance with BS476-22:1987.	Flats 702 – 703 – 603 – 502 flat entrance doors were inspected, FD60 Strebord 54 timber doors sets installed as per the fire strategy.
06. Means of Escape	07. Are any security grilles fitted to flat front doors?	No	No	
06. Means of Escape	08. Do the electrical cupboards in the common areas provide the necessary levels of fire resistance?	Yes	Yes	
06. Means of Escape	09. Are all final exits and intermediate doors easily openable from	Yes	Yes	

SECTION THREE – RISK ASSESSMENT

	the inside without the use of a key or code?			
06. Means of Escape	10. Do all final exits lead to a place of safety?	Yes	All final exit points from the building lead to open air and a place of safety.	
06. Means of Escape	11. Are external escape staircases and balconies inspected on a regular basis?	N/A	N/A	There are no external staircases or escape balconies in the communal areas.
06. Means of Escape	12. Are all cupboards and storerooms locked shut at all times when not in use?	Yes	Cupboards and storerooms were locked shut at the time of inspection.	
06. Means of Escape	13. Are cables situated in the escape routes in fire resisting cable trays?	N/A	N/A	No surface mounted cables noted in the escape routes.
06. Means of Escape	14. Where necessary are refuges provided for persons with mobility impairments?	N/A	N/A	No tenants were identified during assessment or advised by SHG as having any mobility impairments that would hinder their escape in an emergency. The protected staircase could be utilised as a temporary refuge if required, however

SECTION THREE – RISK ASSESSMENT

				this would have to be included in the individual PEEPs/PCFRAs of such tenants and placed in the fire documents boxes once installed so the fire service is aware on their arrival.
06. Means of Escape	15. Do any fire doors not close properly or have excessive gaps that need adjustment?	Yes	The following fire doors do not close properly and need adjustment	Refer to action raised for riser/lobby doors
06. Means of Escape	16. Do any flat entrance doors need upgrading to FD30s standard?	No	All flat entrance doors are FD30s	
06. Means of Escape	17. Are external stairways, balconies or external escape routes present?	No	No external stairways, balconies or escape routes are present	
06. Means of Escape	18. Another action or repair was identified.	None	None	
07. Lighting	01. Are all escape routes provided with adequate artificial lighting?	Yes	Suitable artificial lighting is provided.	

SECTION THREE – RISK ASSESSMENT

07. Lighting	02. Is emergency lighting provided in the premises?	Yes	An emergency lighting system which appears to comply with BS5266 is installed in the building.	
07. Lighting	03. Is emergency lighting provided at all changes of direction and level?	Yes	Yes	
07. Lighting	04. Is emergency lighting provided to illuminate firefighting equipment and fire alarm call points?	Yes	Yes	Manual smoke vent controls for the fire service appeared to be adequately illuminated.
07. Lighting	05. Is emergency lighting provided on external escape routes?	Yes	Suitable emergency lighting is provided.	
07. Lighting	06. Is the emergency lighting system tested and maintained in accordance with BS5266?	No	The emergency lighting system should be tested and maintained by a competent engineer in accordance with BS5266.	It was confirmed by SHG that the emergency lighting system is being maintained, annual 3 discharge test and 3 monthly flick tests in line with SHG testing regime.

SECTION THREE – RISK ASSESSMENT

07. Lighting	07. Does the emergency lighting need to be extended?	No	The emergency lighting does not need to be extended	
07. Lighting	08. Were any repairs identified in relation to communal or emergency lighting?	No	Repairs were not identified in the communal or emergency lighting	
07. Lighting	09. Another action or repair was identified.	None	None	
08. Signs and Notices	01. Are there sufficient fire exit signs identifying the escape routes and exits from the building?	Yes	Suitable and sufficient fire exit signage is displayed in the premises.	
08. Signs and Notices	02. Are fire doors provided with appropriate signs?	Yes	All fire doors display appropriate signs.	
08. Signs and Notices	03. Are instructions for opening final exit doors clear and adequate?	No	Appropriate instructional signage should be displayed on final exit doors – see action plan.	

SECTION THREE – RISK ASSESSMENT

08. Signs and Notices	04. Are general fire action notices displayed and reflect the evacuation strategy for the building?	Yes	Appropriate fire action notices are displayed in prominent positions in the communal areas.	
08. Signs and Notices	05. Are "do not use lift in the event of fire" signs displayed adjacent to all lift doors?	Yes	Appropriate signs are displayed.	
08. Signs and Notices	06. Is there "No Smoking" signage provided?	Yes	No smoking signs are displayed at the entrance points to the building.	
08. Signs and Notices	07. Is the scheme notice board enclosed and fire resistant?	Yes	The scheme notice board is enclosed and fire resistant	Electronic notice board
08. Signs and Notices	08. Another action or repair was identified.	None	None	
09. Fire Alarms and Detection	01. Is a fire alarm and detection system required in the communal areas of the	No	A fire alarm and detection system is not considered necessary in the communal areas of this building.	

	premises?			
09. Fire Alarms and Detection	02. Is a fire alarm and detection system installed in communal areas of the building?	No	A fire alarm and detection system is not installed in the communal areas and is not considered necessary.	
09. Fire Alarms and Detection	03. Are all fire alarm call points unobstructed, clearly visible and signed?	N/A	N/A	
09. Fire Alarms and Detection	04. Are sufficient sounders provided to give adequate warning?	N/A	N/A	
09. Fire Alarms and Detection	05. Is there only one sound for the fire alarm system?	N/A	N/A	
09. Fire Alarms and Detection	06. Is the the fire alarm panel conveniently located for Fire Service access?	N/A	N/A	

SECTION THREE – RISK ASSESSMENT

09. Fire Alarms and Detection	07. Is the fire alarm system tested and maintained in accordance with BS5839?	N/A	N/A	
09. Fire Alarms and Detection	08. Is the fire alarm configured correctly for the fire action policy?	Yes	The fire alarm is configured correctly for the fire action policy	
09. Fire Alarms and Detection	09. Are tenant's properties fitted with mains-operated smoke detectors?	Yes	Properties are fitted with mains-operated smoke detectors	A minimum Part 6 LD3 smoke alarms are installed, refer to the fire strategy for further info.
09. Fire Alarms and Detection	10. Another action or repair was identified.	None	None	
10. Fire Fighting Equipment	01. Are fire extinguishers provided in the communal areas of the building?	No	Fire extinguishers are not provided and are not considered necessary.	
10. Fire Fighting Equipment	02. Are the provisions for smoke ventilation adequate for the building?	Yes	Smoke ventilation is provided by automatic opening vents	Smoke ventilation is provided by automatic opening vents linked to smoke detection in flat lobbies and at the head of the staircase. Manual controls are located in the staircase and flat lobbies, smoke control panel is in entrance foyer.

SECTION THREE – RISK ASSESSMENT

10. Fire Fighting Equipment	03. Are sprinklers or other fire suppression systems installed in the building?	No	No	
10. Fire Fighting Equipment	04. Should a sprinkler installation be considered for this building?	No	It is noted that whilst NFCC and other bodies have advised retro-fitting of sprinklers, SHG have taken the decision to ensure that fire safety provisions required under Regulations and Guidance are followed to ensure the safety of relevant persons, whilst considering the retro-fitting of sprinklers for specific high risk buildings'	It is noted that whilst NFCC and other bodies have advised retro-fitting of sprinklers, SHG have taken the decision to ensure that fire safety provisions required under Regulations and Guidance are followed to ensure the safety of relevant persons, whilst considering the retro-fitting of sprinklers for specific high risk buildings'
10. Fire Fighting Equipment	05. When a dry rising main is installed are outlet valves strapped and secured?	Yes	The dry rising main is in good condition and secure.	Dry rising main are in locked cabinets or padlocked shut.
10. Fire Fighting Equipment	06. Are fire hydrants clearly marked and accessible by the Fire Service?	Yes	Fire hydrants are clearly marked and freely accessible.	Public highway hydrants, local authority responsibility. Hydrant location is indicated on site map.

SECTION THREE – RISK ASSESSMENT

10. Fire Fighting Equipment	07. All fire fighting equipment and installations are regularly tested and maintained?	No	Fire extinguishers appear to be overdue for service.	AOV being tested 3 monthly, service records are held centrally by SHG.
10. Fire Fighting Equipment	08. Another action or repair was identified.	Firefighting lift	Firefighting lift	BSM confirmed firefighting lift is being maintained monthly
11. Management of Fire Safety	01. Is a suitable emergency fire plan in place for the premises?	Yes	A suitable emergency fire plan is in place for the premises.	Stay put fire action notices displayed
11. Management of Fire Safety	02. Are residents aware of the fire procedure for the premises?	Yes	All residents are aware of the fire procedure for the building.	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.
11. Management of Fire Safety	03. Are regular in house fire safety inspections carried out by staff and recorded?	Yes	Regular in house fire safety inspections are carried out by SHG staff.	BSM carries out monthly inspections.

SECTION THREE – RISK ASSESSMENT

11. Management of Fire Safety	04. Are fire evacuation assembly areas in safe locations?	Yes	N/A	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.
11. Management of Fire Safety	05. Are there any 3rd party organisations with the building?	No	There are no 3rd party organisations within the building	
11. Management of Fire Safety	06. Another action or repair was identified.	None	None	

SECTION FOUR

REFERENCES & GLOSSARY

Relevant Fire Safety Legislation / Guides Referred To

- 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 (2017) “Fire Detection and Alarm Systems for Buildings”.
- British Standard BS5266 Part 1 (2016) “Code of Practice for the Emergency Lighting of premises”.
- British Standard BS5306 Part 3 (2017) “Fire extinguishing installations and equipment on premises – Commissioning and maintenance 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.
- MHCLG report Advice for Building Owners of Multi-Storey, Multi-Occupied Residential Buildings published January 2020 & subsequent updates.
- PAS 9980 (2022) “Fire Risk Appraisal and Assessment of External Wall Construction and Cladding of Existing Blocks of Flats. Code of Practice”
- Department for Communities and Local Government Guidance Fire Risk Assessment –
 - Offices and shops
 - Sleeping accommodation
 - Residential care premises
 - Small and medium places of assembly (holding 300 people or less)

Common Terms

- “FRA” – Fire Risk Assessment
- “RR0” – Regulatory Reform (Fire Safety) Order 2005
- “AOV” – Automatic Operating Vent.
- “MHCLG” – Ministry of Housing, Communities and Local Government.
- “Type 1 Fire Risk Assessment” – A non-intrusive inspection of the common parts of a building.
- “Type 2 Fire Risk Assessment” – An intrusive inspection of the common parts of a building.
- “Type 3 Fire Risk Assessment” – A non-intrusive inspection of the common parts of a building and of the inside of the flats.
- “Type 4 Fire Risk Assessment” – An intrusive inspection of the common parts of a building and of the inside of flats.
- “FD30s” – A specification for a fire door. FD – fire door, 30 – the number of minutes fire resistance afforded (interchangeable, 20 or 60 for example), S – smoke seal is fitted to prevent the passage of smoke.
- “PAT” – Portable Appliance Testing, a test carried out on electrical goods to ensure they are safe to use.
- “Cladding” – Components that are attached to the primary structure of a building to form non-structural, external surfaces.
- “HPL” – High Pressure Laminate, a type of cladding identified by the MHCLG as being of particular concern.
- “MCM” – Metal Composite Material. A term to denote several different types of cladding where the facing is a metal such as zinc, copper, and stainless steel.
- “ACM” – Aluminium Composite Material, the type of cladding used in the Grenfell tragedy.
- “P0, P1, P2, P3, P4” – Priority rating given to a task, from P0 being the most critical to P4 being the least critical.
- “EICR” – Electrical Installation Condition Report