



Fire Risk Assessment



Site: Knights Wood - Block H
Address: Knights Wood - Block H, Park House, 7 The Green, Royal Tunbridge Wells, TN2 3UW
Client: FirstPort
Visit Date: 13 Jun 2023
Author: Christabel Thorpe Tavares MSc CMIOSH
Review Date: 13 Jun 2024



Life Safety Fire Risk Assessment Certificate of Conformity

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

Schedule

Part 1a	William Martin Compliance Ltd
Part 1b	WORC071 / Fire Risk Assessment
Part 2	FirstPort
Part 3a	Knights Wood - Block H, Park House, 7 The Green, Royal Tunbridge Wells, TN2 3UW
Part 3b	Part / parts of the premises covered: Areas covered for fire cert is defined at top of template
Part 4	Scope and purpose of the FRA: Scope and purpose for fire cert is defined at top of template
Part 5	Date of FRA: 13 Jun 2023
Part 6	Recommended FRA Review date: 13 Jun 2024
Part 7	Unique Ref Number - 105592

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

Kevin Thorp, Technical Manager
Date of issue: 13 Jun 2023.
Certificate Number: 34124-2

Validated By
John Yaxley MIFireE
William Martin Validator

Third Party Certification Body:



7-9 Earsdon Road, West Monkseaton, Whitley Bay, NE25 9SX

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Section 1 - Executive Summary

1.1 Site Details

Property Description.	<p>Park House is a purpose built residential block, arranged over 4 floors and contains 12 apartments.</p> <p>There is a single staircase that accesses all floors, that is protected by compartment lobbies on each floor.</p> <p>The electrical intake is located at ground floor level, and risers within the lobbies.</p> <p>The communal refuse store is accessed externally. The car park at the property is shared with Park House.</p> <p>There are also a number of other blocks maintained by local housing associations, and around 600 residential dwellings will exist upon full site completion.</p> <p>The Fire Documentation, relating to statutory servicing and maintenance, are either held on site or have been uploaded to FirstPort's central online compliance management system (fire safety compliance records can be provided to Fire Enforcement Authorities following a specific request. Refer to the Document Schedule below.</p>
Property Category.	Purpose Built General Needs Residential.
Property Use.	Residential.
Vacant / Partially Occupied Areas.	Not Applicable, there are no vacant or partially occupied areas located on site.
No. of Blocks.	1.
No. of Floors (Ground & Above).	4.
No. of Floors Entirely Below Ground Level.	Not Applicable, no floors were noted, below ground.
Floors On Which Car Parking Is Provided / Integral Car Park.	All car parking was external to the property footprint.
No. of Residential Floors.	4.
No. of Flats.	12.
No. of Staircases.	1
No. of Exits.	2.
Height of Building (m). (Measured / Estimated).	9 (m). The height of the top storey is measured from the upper floor surface of the top floor to ground level on the lowest side of the building (Estimated).
Approximate Dimensions of Premises Length (m) x Breadth (m). (Measured or Estimated).	Length 30m Breadth 20m Estimated.
Construction (Internal).	<p>Floors: Concrete. Ceilings: Plasterboard. Walls: Brick / block and plaster and assumed stud partition separating compartments within flats.</p> <p>Note: A Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation would have approved construction, major building works or major refurbishment. This could not be confirmed, as certificates of approval were not available at the time of the risk assessment.</p>

Construction (External).	Roof: pitched and tiled. External walls: brick / block / concrete. Façade: see external façade construction description below.
External Façade Construction Description.	Composite cladding material fitted to 35% of the structure. Stacked balconies constructed of materials that include timber.
Type of Cladding (Name / Manufacturer).	Not known.
% Cladding Coverage.	35%.
External Façade Construction - Further Information.	No further information was available at the time of the fire risk assessment, or considered required.
Construction (Balconies).	Balconies are stacked, constructed of timber, metal and glass.
Special Note Re External Façades.	Based on the available information, is the external cladding system at the property considered to be sufficiently low risk so as not requiring any further inspection? NO Refer to the Action plan below.
Loft /roof void spaces.	There is a common loft space that is accessed at the head of the stairwell.
Plant Rooms.	Electrical intake cupboard at ground floor level. Riser cupboards located in each common landing.
Passenger Lift (incl. operation in event of fire alarm activation).	Present. It was not possible to confirm whether the lift returns to the ground floor on activation of the fire alarm and signage was displayed stating, In case of fire - Do Not Use This Lift. No concerns were raised.
Stair Lift.	Not Applicable, as no stairlift was evident on-site.
Means of Heating.	No heating was evident within the communal areas.
Adjacent Buildings.	Not Applicable.
Approximate No. of occupants.	24 -30 persons.
Relevant Persons At Risk And Relevant Persons Especially At Risk In The Event Of Fire.	Relevant Persons At Risk - residents, visitors, contractors. Relevant Persons Especially At Risk - sleeping occupants, disabled occupants, those working in remote areas, young persons.
Any further relevant information that has a bearing on fire risk.	Not Applicable. No further observations or evidence was provided that had a further bearing on risk, that is not included within the fire action plan.
Property Contacts.	Rebecca Rust (Property Manager).
Responsible Person (or Duty holder).	FirstPort is the 'Responsible Person' as defined by the Regulatory Reform (Fire Safety) Order 2005.
Cooperation and coordination between Responsible Person (or Duty holder)s, other premises occupiers, neighbouring premises, emergency services and other authorities (where applicable).	Adequate cooperation and coordination were observed via the relevant Responsible person (or Duty holder)(s). e.g., the sharing of FRA significant findings.
Appointed Competent Person (Site) - Property / Building Manager.	Rebecca Rust has been appointed to support the Responsible Person in performing fire safety duties on a day- to -day basis as defined by fire safety law and approved guidance.
Competent Person (appointed by Duty holder).	William Martin Compliance Ltd has been appointed to provide competent advice to support the Duty holder in complying with fire safety law and approved guidance.
Other Key People Providing Information.	Not Applicable (No other Key people were available or provided further information on the day of inspection).
Client / Owner.	Client: FirstPort. Owner: Not Known.
Time Under Current Management.	Not Known.
Client Employees.	There are no employees based at the property.
Main Contractors.	There are no contractors based at the site. Various visiting contractors only.
Utilities.	Electricity/water/gas located within common lobby risers.

FRA Classification.	Fire Risk Assessment.
FRA Type.	Type 1 – Common parts only (non-destructive).
Date of Previous FRA & Organisation Completing Previous FRA.	Completed by William Martin Compliance. Dated 09/12/2020. By Robert Howard.
Enforcement History / Significant Incidents.	Fire Safety History. No information relating to historic fire loss was available.
Benchmark Guidance.	The following fire safety benchmark guidance has been applied whilst conducting this fire risk assessment: Approved Document B. Fire safety in purpose built block of flats guide (Local Government Group).
Areas Assessed.	<ul style="list-style-type: none"> - Service risers. - Electrical cupboards. - Staircases. - Corridors. - Entrances. - External circulation routes. - External bin areas. - Loft space at the head of the stairwell. - Façade
Lofts Accessed (Within Demised Areas).	Not Applicable (Type 1 FRA).
Flat Entrance Doors Inspected (Residential Only).	<p>Access was not possible due to tenants being out. The site has undergone flat front door inspections, by a third party. These documents have been loaded onto DataStation. As a recent development, the flat front doors are required to meet the minimum requirements of an FD30s self closing door, conformant to BS476.</p> <p>It appears that all flats have a similar issue. Refer to action plan.</p>
Areas Not Assessed.	All areas were accessible.
Visit Accompanied / Unaccompanied.	Accompanied by the Property Manager.
Special Note on Outstanding Actions (Meridian Users).	Not Applicable.
Fire Strategy in Place.	Not Applicable (A documented fire strategy for these simple premises is not necessary or required, basic fire procedures documents, fire risk assessment and fire action notices will suffice).
Means of Escape.	<p>The escape route from the upper floor flats is directly from flat entrance doors via a single staircase which leads to the main entrance door.</p> <p>Escape at ground floor level is achieved through the main entrance door leading onto the external pedestrian route.</p> <p>Doors on escape routes can be opened easily, at all material times, without the use of keys, codes or fobs, when approached in the direction of escape.</p>
Structural Fire Protection.	<p>Communal areas: The internal staircase is protected by fire resisting lobby doors at all floor levels, all of which are fitted with intumescent strips, cold smoke seals and overhead closing devices.</p> <p>Risers: Riser cupboards located within the common areas are FD30 fire doors, however there are some excessive gaps around the door edges/frames that have been raised within the report.</p> <p>Flat entrance doors:</p>

	<p>The flat entrance doors appear to be FD30 fire doors, as a recent construction. However the flats have not been fitted with an intumescent strip and smoke seal combination around the frame. Refer to action plan.</p> <p>Letter boxes: There are no letterboxes installed within the doors.</p> <p>Fire stopping All visible fire stopping appears to be provided in accordance with British Standard 476.</p> <p>Note: No responsibility is accepted by William Martin Compliance for issues relating to compartmentation which could not be viewed or identified at the time of the survey.</p> <p>Cross-corridor fire doors were provided as follows: Single stair only and all flats discharge into the staircase, no requirement for cross corridor doors.</p> <p>Any significant findings relating to "Structural Protection" are detailed in the Fire Action Plan. Construction, major building works or major refurbishment, would have been approved by a Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation.</p>
Fire Detection and Alarm System.	The property complies with current guidance, particularly in relation to adequate standards of compartmentation. Therefore, an automatic fire detection and alarm system is not fitted or required in the communal areas.
Emergency Lighting.	Emergency lighting has been provided within the communal areas of the property (internally and externally as necessary) and has been installed in accordance with BS 5266.
Smoke Control System.	<p>The smoke control system at the property comprises of OV (windows in the common stairwell) Opening vent at the head of the stairwell that is activated manually at the main entrance. The system is subject to testing and maintenance.</p> <p>Note: It has been queried as to whether the smoke ventilation system requires automatic detector heads in the lobby or staircase, as currently only manual activation is in place. However at the time of construction, the requirements of Building Regulations Approved Document B were for an exception for 'Small Single stair' Buildings (2.21 Approved document B buildings other than dwellinghouses) whereby blocks of no more than 4 storeys were permitted to have a vent that was activated manually, for use by the fire brigade at the access point into the building.</p>
Fire Extinguishers.	<p>No fire extinguishers were available in the communal areas. Firefighting extinguishers in the communal areas were not deemed to be required on account of the lack of trained users of firefighting equipment and the potential for a person to return to a flat on fire and place themselves in danger.</p>
Sprinkler System.	<p>A sprinkler system was not present in the property. This was considered to be acceptable.</p>
Fire Suppression.	<p>A suppression system was not present in the property. This was considered to be acceptable.</p>
Dry / Wet Riser.	<p>A dry rising main had not been installed within the property. This was considered to be acceptable.</p>
Fire Hydrants.	Public fire hydrants were accessible.
Security / Arson.	Access to the property was controlled by a security fob / door entry system.
Housekeeping & Waste Disposal.	There is a locked bin store which is located on the ground floor.

	The communal bins are emptied on a weekly basis
Evacuation Strategy.	There is adequate compartmentation between individual flats, electrical, plant and riser cupboards and throughout escape route(s) at this property to provide a minimum of 30/60 minutes protection from fire and smoke for residents with the exception of those areas identified in Section 2 of this report. In view of the foregoing a "defend in place" or "stay put" policy is advised for this property in accordance with current guidance.
Evacuation Arrangements For Older, Mobility Impaired Or Disabled Occupants.	Residents are responsible for the safe evacuation of any disabled / mobility impaired visitors in accordance with the evacuation policy for the building.
Communication of Evacuation Strategy.	It was not possible to confirm how the evacuation strategy has been communicated to tenants - refer to the fire action plan below.
Significant Findings of This Fire Risk Assessment.	The property has the potential to be a tolerable risk as a low rise recent construction. However, the following non-conformities were identified: Gaps around riser doors that exceed minimum benchmark standards. Lack of smoke seals to flat front doors. Small quantities of storage in common areas. Further investigation required for cladding covering and stacked balconies.

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

Scoring Guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Part 1 - Sources of ignition allowing fire to start (Residential)				15
Part 2 - Sources of fuel that may assist fire growth (Residential)	20			
Part 3 - Sources of oxygen (Residential)	20			
Part 4 - Rapid fire and smoke spread (Residential)				15
Part 5 - Fire spread to adjacent properties (Residential)	20			
Part 6 - People in workplace unaware of fire (Residential)	20			
Part 7 - People cannot safely evacuate in the event of fire (Residential)	20			
Part 9 - Inadequate emergency plan and arrangements (Residential)				15
Sub Total	100	0	0	45
Total	145			
Available Score	160			
Score	91%			

Intolerable	< 65%
Substantial	65-74%
Moderate	75-84%
Tolerable	85-94%
Trivial	95% >

1.4 Calculated Overall Risk Rating

Tolerable

Overridden Overall Risk Rating

Moderate

P2 actions raised.

Section 2 - Fire Action Plan

2.1 Action Priority Summary

Priority 1	Priority 2	Priority 3	Priority 4
0	6	0	0

2.2 Fire action plan

Part 1 - Sources of ignition allowing fire to start (Residential)

Observation	Recommendation	Priority	Complete By
The portable electrical appliances had not been tested to ensure they remain electrically safe to use.	Implement a programme of portable appliance testing. Ensure a copy of the report and any evidence of remedial works is located in your Compliance Documentation Storage System.	2	03/10/2023

Part 4 - Rapid fire and smoke spread (Residential)

Observation	Recommendation	Priority	Complete By
<p>All common area doors (including risers) at the property were subject to a documented inspection on the 09/06/2023.</p> <p>Failures were noted in relation to gaps around the door edges/frames. It does not appear that actions noted from the reports have been loaded to DataStation for remedial works</p>	Ensure all failures noted as part of the communal door inspection reports are uploaded to DataStation as actions for remediation by a competent contractor.	2	03/10/2023



Part 4 - Rapid fire and smoke spread (Residential)

Observation	Recommendation	Priority	Complete By
It was noted as part of the recent flat front door inspections completed across the block on the 09/06/2023 that flat front doors are not fitted with intumescent strips and smoke seals around the door frames.	Ensure residents are made aware of the minimum requirements for their doors, and remedial works that are necessary. Retain evidence of communication and any works organised by the managing agent.	2	03/10/2023
			

Part 4 - Rapid fire and smoke spread (Residential)

Observation	Recommendation	Priority	Complete By
From visual observation, the exposed surface of the external walls appears to be a composite cladding material. There are also timber floors to stacked balconies. There is no evidence that an FRAEW has been conducted to evaluate the suitability of the materials used and the impact on external fire spread. Flats below 18m fall under the scope of PAS 9980:2022, as restrictions on the use of combustible materials on buildings under 18m is limited.	Confirm the external façade system has been assessed by a competent person to ensure it complies with PAS 9980:2022, any defects identified in the assessment have been / are being remediated and any appropriate interim measures have been implemented.	2	03/10/2023
			

Part 9 - Inadequate emergency plan and arrangements (Residential)

Observation	Recommendation	Priority	Complete By
<p>The Fire Safety (England) Regulations 2022 has made it a legal requirement from 23 January 2023 for responsible persons of all multi-occupied residential buildings in England with two or more sets of domestic premises (and which have common parts), to provide residents with fire safety instructions.</p> <p>There are no records to evidence this duty has been carried out.</p>	<p>Ensure all residents are provided with fire safety instructions which include; how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building. This should occur on an annual basis, and for new residents moving into the building.</p> <p>This is in addition to any entrance signage displayed.</p>	2	03/10/2023

Part 9 - Inadequate emergency plan and arrangements (Residential)

Observation	Recommendation	Priority	Complete By
<p>Residents had not been provided with Fire Door Information. Residents must receive this information when they move into a multi-occupied residential building and then on an annual basis.</p>	<p>Ensure residents are provided with Fire Door Information. The information given to residents should cover the importance of keeping doors closed, that doors and self-closing devices are not tampered with and that any faults or damage to doors should be raised immediately.</p>	2	03/10/2023

Section 3 - Fire Risk Assessments and Audits

3.1 Fire Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Part 1 - Sources of ignition allowing fire to start (Residential)
3.2.2	Part 2 - Sources of fuel that may assist fire growth (Residential)
3.2.3	Part 3 - Sources of oxygen (Residential)
3.2.4	Part 4 - Rapid fire and smoke spread (Residential)
3.2.5	Part 5 - Fire spread to adjacent properties (Residential)
3.2.6	Part 6 - People in workplace unaware of fire (Residential)
3.2.7	Part 7 - People cannot safely evacuate in the event of fire (Residential)
3.2.8	Part 9 - Inadequate emergency plan and arrangements (Residential)
3.2.9	Part 8 - Small fire grows rapidly putting untrained people at risk (Residential) (N/A)

3.2 Fire Risk Assessments and Audits

3.2.1 Part 1 - Sources of ignition allowing fire to start (Residential)

Hazard	Part 1 - Sources of ignition allowing fire to start (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.1.1	Compliance with Standard	
The fixed electrical installation supplying the flats is subject to periodic inspection and testing every five years, by a competent person.	The commissioning certificate for the building is located on DataStation.	
3.2.1.2	Compliance with Standard	
Portable electrical appliances are being used correctly, are regularly examined and tested, by a competent person.	The portable electrical appliances had not been tested to ensure they remain electrically safe to use.	
3.2.1.3	Compliance with Standard	
Electrical equipment is free from damage, being used and maintained in accordance with current codes of practice / manufacturer's instructions.	No electrical equipment was found to be damaged / defective.	
3.2.1.4	Compliance with Standard	
Appropriate no smoking signage is displayed and there are no signs of smoking in the communal areas.	No smoking signs were prominently displayed and there was no evidence of smoking in the communal areas.	
3.2.1.5	Compliance with Standard	N/A
Gas / oil fired heating are maintained on at least an annual basis by a Gas Safe Registered Engineer.	There were no gas / oil fire heating systems at this property.	

3.2.1.6	Compliance with Standard	
Appropriate controls are in place to reduce the risk of arson attacks including fire spread via the exterior of the building.	Satisfactory security controls were in place on-site to reduce the risk of arson.	
3.2.1.7	Compliance with Standard	N/A
The lightning protection system is subject to regular inspection and testing (BS EN 62305-3).	There was no lightning protection system installed at this property.	
3.2.1.8	Compliance with Standard	
The use of barbecues is adequately controlled.	Residents have been advised not to have barbecues on their balconies.	
3.2.1.9	Compliance with Standard	
Adequate contractor hot works controls are in place.	Contractor appraisal and management procedures were in place, including controlling hot works via permits.	
3.2.1.10	Compliance with Standard	N/A
Appropriate controls are in place with respect to the charging of mobility scooters.	No mobility scooters were identified at this property.	
3.2.1.11	Compliance with Standard	N/A
Are electric vehicle charging points located correctly and adequately tested and maintained.	<p>No electric vehicle charging points were located at this property.</p> <p>No electric vehicle charging points were located at this property (therefore there was no visual inspection requirement).</p> <p>No electric vehicle charging points were located at this property (therefore there was no signage requirement).</p>	
3.2.1.12	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.2 Part 2 - Sources of fuel that may assist fire growth (Residential)

Hazard	Part 2 - Sources of fuel that may assist fire growth (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.2.1	Compliance with Standard	
The storage of combustible items is kept at acceptable levels, with items kept tidy and remote from ignition sources, particularly in plant rooms and riser / service rooms / cupboards.	Combustible materials were being stored correctly, e.g. within cupboards and away from sources of ignition.	
3.2.2.2	Compliance with Standard	
Appropriate procedures are in place for the removal of waste from dwellings to appropriate bin stores and controls are in place to prevent waste bins being located too close to the property.	Satisfactory rubbish storage and removal arrangements were in place.	
3.2.2.3	Compliance with Standard	N/A
Curtains and blinds are not permitted in the common parts unless it can be proved they are fire retardant.	There were no curtains and blinds located within the communal areas.	
3.2.2.4	Compliance with Standard	
Fire retardant / low flammability wall and ceiling linings are used to limit fire spread.	Fire retardant / low flammability wall and ceiling linings were present in the internal communal areas.	
3.2.2.5	Compliance with Standard	N/A
All communal area furniture and furnishings meets the Furniture and Furnishings (Fire Safety) Regulations 1988.	There was no furniture located within the communal areas.	

3.2.2.6	Compliance with Standard	
The communal areas are free of combustible artificial decoration, foliage or plants etc.	There were no items of combustible artificial decoration, foliage and plants in the communal areas.	
3.2.2.7	Compliance with Standard	N/A
Suitable fire safety controls are in place with regard to the hazards from any dangerous substances stored or used on the premises?	No flammable liquids (including diesel) were being stored on-site.	
3.2.2.8	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.3 Part 3 - Sources of oxygen (Residential)

Hazard	Part 3 - Sources of oxygen (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.3.1	Compliance with Standard	
All doors, windows and other openings remain closed if not required.	Satisfactory controls were in place to keep communal area windows closed where possible.	
3.2.3.2	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.4 Part 4 - Rapid fire and smoke spread (Residential)

Hazard	Part 4 - Rapid fire and smoke spread (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.4.1	Compliance with Standard	
Any internal windows which open onto protected areas (lobbies, corridors, staircases) or any other glazing around or above flat entrance doors is fire resistant in frames fixed shut.	Internal windows and glazing was fire resistant where necessary.	

3.2.4.2	Compliance with Standard	
Fire doors within communal areas are correctly located (excluding flat entrance doors) and meet the appropriate fire resisting standard.	<p>All common area doors (including risers) at the property were subject to a documented inspection on the 09/06/2023.</p> <p>Failures were noted in relation to gaps around the door edges/frames. It does not appear that actions noted from the reports have been loaded to DataStation for remedial works</p>	

3.2.4.3	Compliance with Standard	
Structural compartmentation is not being compromised, e.g. doors being wedged open.	There was no evidence of fire doors being wedged / propped open.	

3.2.4.4	Compliance with Standard	
There is adequate compartmentation and fire separation between the flats and the common parts.	Adequate standards of fire separation were observed between the communal areas and flats.	

3.2.4.5	Compliance with Standard	N/A
External escape routes are protected from fire inside the building by adequate fire resisting construction.	There was no external fire escape located at this property.	

3.2.4.6	Compliance with Standard	
Flat entrance doors meet the appropriate fire-resisting standard.	<p>It was noted as part of the recent flat front door inspections completed across the block on the 09/06/2023 that flat front doors are not fitted with intumescent strips and smoke seals around the door frames.</p> <p>The property was below 11m and therefore this operational & condition check was deemed not required, under the Fire Safety (England) Regulations 2022. (Although information may have been provided to residents - Refer to Part 9 below).</p>	
3.2.4.7	Compliance with Standard	
Any holes or gaps in walls, ceilings and floors are properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them.	Satisfactory standards of fire stopping around pipes and cables etc were observed.	
3.2.4.8	Compliance with Standard	N/A
Where there is a staircase which links the basement to the upper floors, the basement is adequately separated from the ground floor level.	There was no basement located at this property.	
3.2.4.9	Compliance with Standard	
Storage cupboards, electrical meter / fuse cupboards and risers which open onto communal escape routes, are of a 30 minute fire resisting construction and kept secured except for access.	Storage / meter cupboards / risers met the appropriate fire resisting standard and were kept secure (except for access).	
3.2.4.10	Compliance with Standard	N/A
Vents into the communal area e.g. shared extract ducts from bathrooms and kitchens or openings in walls, floors and doors for communal heating systems, have been fitted with appropriate dampers.	There were no vents into the communal areas at this property.	

3.2.4.11	Compliance with Standard	
The external wall system (including the construction materials used, the presence of balconies and other attachments), has been assessed against current government guidance and a determination has been made that it meets the functional requirements of the building regulations and has therefore, been assessed as presenting a sufficiently low risk in terms of preventing the spread of fire.	From visual observation, the exposed surface of the external walls appears to be a composite cladding material. There are also timber floors to stacked balconies. There is no evidence that an FRAEW has been conducted to evaluate the suitability of the materials used and the impact on external fire spread. Flats below 18m fall under the scope of PAS 9980:2022, as restrictions on the use of combustible materials on buildings under 18m is limited.	
3.2.4.12	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.5 Part 5 - Fire spread to adjacent properties (Residential)

Hazard	Part 5 - Fire spread to adjacent properties (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.5.1	Compliance with Standard	
There is adequate fire resisting separation between different purpose groups and / or adjacent buildings.	The property was detached.	

3.2.5.2	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.6 Part 6 - People in workplace unaware of fire (Residential)

Hazard	Part 6 - People in workplace unaware of fire (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.6.1	Compliance with Standard	
Where the property complies with current guidance, particularly in relation to adequate standards of compartmentation, a determination that an automatic fire detection system is not required, has been made.	There were satisfactory standards of compartmentation at this purpose built property.	

3.2.6.2	Compliance with Standard	N/A
An appropriate automatic fire detection and alarm system has been installed.		

3.2.6.3	Compliance with Standard	N/A
Public Address Voice Alarm system (where installed) is tested and maintained.	No PAVA system was installed at this property.	

3.2.6.4	Compliance with Standard	N/A
Where necessary, an L5 fire detection system in accordance with BS 5839-1 has been installed in the communal areas.	The property is fitted with a manually operated AOV system.	

3.2.6.5	Compliance with Standard	N/A
Where a fire alarm system has been installed, accurate records of maintenance are being recorded.	There was no fire alarm system installed at this property.	

3.2.6.6	Compliance with Standard	N/A
Where a fire alarm system has been installed, accurate records of testing are being recorded.	There was no fire alarm system installed at this property and no testing records were deemed required.	
3.2.6.7	Compliance with Standard	N/A
A cause and effects document is available to describe which building services and systems are interfaced with the fire alarm and detections system and what effects the activation of the alarm has upon those systems.	Due to the simple property layout, a detailed cause and effects document was not considered necessary.	
3.2.6.8	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.7 Part 7 - People cannot safely evacuate in the event of fire (Residential)

Hazard	Part 7 - People cannot safely evacuate in the event of fire (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.7.1	Compliance with Standard	
The size of the escape routes (including external escape staircases) are satisfactory.	The escape routes in this property were satisfactory.	

3.2.7.2	Compliance with Standard	N/A
External escape stairways are protected from the effects of fire and maintained in good condition (free from trip hazards).		

3.2.7.3	Compliance with Standard	
Where required, conspicuous fire safety signage, including directional fire exit signs, wayfinding signage and fire action notices, are provided.	Directional fire escape signs, fire action notices / fire emergency procedures have been displayed within the communal areas.	

3.2.7.4	Compliance with Standard	
Lifts that do not ground upon actuation of the fire alarm have signs indicating that they are not to be used during an evacuation displayed at the entrance to each lift car at each floor level.	Appropriate lift signage was displayed on all levels.	

3.2.7.5	Compliance with Standard	✓
Escape routes are capable of being illuminated on electrical supply failure in accordance with BS 5266 Part 1.	<p>Escape routes had been provided with emergency lighting which was being tested at the required frequency.</p> <p>Emergency lighting was being tested on a monthly basis with records available.</p> <p>Emergency lighting was being maintained on an annual basis with records available. There is an outstanding action on DataStation in relation to the emergency light maintenance. This has not been duplicated here.</p>	
3.2.7.6	Compliance with Standard	✓
Suitable artificial lighting is provided on external escape routes and is checked regularly.	External escape routes had been provided with suitable artificial lighting.	
3.2.7.7	Compliance with Standard	✓
The number, location and operation of existing exits is satisfactory.	Escape exits were free from obstruction and easy to operate.	
3.2.7.8	Compliance with Standard	✓
There are no inappropriate means of escape, e.g. windows or throw out ladders, wall and floor hatches.	There were no inappropriate means of escape at this property.	
3.2.7.9	Compliance with Standard	✓
Arrangements / equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents).	<p>Satisfactory provision had been made for maintaining stairways and corridors free from smoke.</p> <p>Openable vents and automatic opening vents were operating correctly and were being tested at the required frequency.</p> <p>Openable vents and automatic opening vents were operating correctly and were being maintained at the required frequency.</p> <p>There were no pressurisation systems at this property.</p> <p>There were no extraction systems installed at this property.</p>	
3.2.7.10	Compliance with Standard	✓
There are no excessive security measures that might delay escape by the residents, impinge on the safety of others.	There were no excessive security measures at this property.	

3.2.7.11	Compliance with Standard	
External escape routes and stairs are adequate and are free from slip, trip, fall hazards.	External escape routes / stairs were free from slip and trip hazards.	
3.2.7.12	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.8 Part 9 - Inadequate emergency plan and arrangements (Residential)

Hazard	Part 9 - Inadequate emergency plan and arrangements (Residential)		
People Exposed To Hazard	Residents. Employees including those who work alone and/or in isolated areas, e.g. cleaners. People who are unfamiliar with the premises, e.g. contractors or visitors. People with disabilities or those who may have some other reason for not being able to leave the premises quickly, e.g. elderly or parents with children.		
Area Where Hazard Present	All communal areas		
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.8.1	Compliance with Standard	
The emergency plan is adequate and correct for the property type and has been adequately communicated to residents / occupiers / tenants.	<p>The Fire Safety (England) Regulations 2022 has made it a legal requirement from 23 January 2023 for responsible persons of all multi-occupied residential buildings in England with two or more sets of domestic premises (and which have common parts), to provide residents with fire safety instructions.</p> <p>There are no records to evidence this duty has been carried out.</p>	
3.2.8.2	Compliance with Standard	N/A
Premises Information boxes are installed within high rise buildings or *high risk care / retirement properties (*with document / information safes, adjacent to the fire alarm control panel) and contain up to date site specific fire safety information.	An information box was not considered to be necessary as the building is less than 7 storeys / 18m in height.	
3.2.8.3	Compliance with Standard	
Fire door information has been provided to residents.	Residents had not been provided with Fire Door Information. Residents must receive this information when they move into a multi-occupied residential building and then on an annual basis.	
3.2.8.4	Compliance with Standard	N/A
Disabled people can use the existing means of escape or other suitable arrangements are in place (generic / individual PEEPs).	<p>No evacuation chairs have been provided at this property. This was deemed to be acceptable.</p> <p>Evacuation lifts were not installed at this property.</p>	

3.2.8.5	Compliance with Standard	N/A
On manned properties, property staff are familiar with the evacuation procedures and with their specific roles in relation to executing the emergency plan.	This was an unmanned property.	
3.2.8.6	Compliance with Standard	N/A
Firefighting equipment provided for firefighters.	<p>There were no firefighting facilities at this property.</p> <p>There were no firefighting switches provided at this property.</p> <p>Regular maintenance is carried out in line with requirements outside of the Fire Safety (England) Regulations 2022.</p> <p>There is no requirement to report faults as the property was not considered to be a high rise building.</p>	
3.2.8.7	Compliance with Standard	N/A
Person Centred Risk Assessments are being correctly completed.	This property was not classified as 'Specialised Housing' and therefore, Person Centred Risk Assessments were not deemed to be required.	
3.2.8.8	Compliance with Standard	N/A
The location of private fire hydrants are clearly identifiable and are inspected on an annual basis.	There were no private fire hydrants located at this property. Public fire hydrants were accessible.	
3.2.8.9	Compliance with Standard	✓
The location of public hydrants in the vicinity of the property was known.	The location of public hydrants in the vicinity of the property was known.	
3.2.8.10	Compliance with Standard	N/A
Where necessary there is regularly reviewed Fire Strategy for the property.	A Fire Strategy was not considered necessary for this property.	
3.2.8.11	Compliance with Standard	✓
All accessible areas have been inspected as part of this risk assessment and where access cannot be gained, alternative action has been taken to gain access.	All known areas for which the client is responsible were accessed during the visit.	

3.2.8.12	Compliance with Standard	
Is there adequate cooperation and coordination between Responsible persons/duty holder to verify that, jointly, they coordinate the measures required, to satisfy the current fire safety legislation.	There is adequate cooperation and coordination between relevant Responsible person (or Duty holder).	
3.2.8.13	Compliance with Standard	
There are no other observations or information provided, that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

Hazard topics that are not applicable**3.2.9 Part 8 - Small fire grows rapidly putting untrained people at risk (Residential)**

There is no requirement to provide fire extinguishers in the common areas. There are no suppression systems, dry risers, or sprinkler systems at the property. This is considered acceptable.

Section 4 Document Schedule			
Item	Document Date	Verified	Location/Supporting Comment
Electrical Installation Condition Report	21/09/2019	✓	Located on DataStation.
Portable Appliance Test Record		✗	Refer to action plan.
Fire - External Façade Inspection Report		✗	Refer to action plan.
Fire - Emergency Lighting - Monthly Test	13/06/2023	✓	Completed by the Property Manager.
Fire - Emergency Lighting - Annual Test	08/11/2022	✓	Located on DataStation.
Fire - Smoke Vent / Extract System - Test	13/06/2023	✓	Completed by the Property Manager.
Fire - Smoke Vent / Extract System - Maintenance	08/11/2022	✓	Located on DataStation.
Fire - Fire Evacuation Plan		✗	Refer to action plan.

Section 5 - Supporting Photographs



Example openable window.



Example stairwell.



Example electrical riser.



Example fire stopping in common area.



Smoke vent.



Flat front door example.



Smoke vent activation point.



External view.

Section 6 - Protocol and Disclaimer / Limit of Advice

6.1 Protocol

Introduction / Process

William Martin has been instructed to carry out a fire risk assessment and audit of the of the client's areas of responsibility within the property.

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

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

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

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

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

Step 5 to determine relevant information about fire safety management.

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

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

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

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

The fire risk assessment and audit process includes a review of documentation held by the client followed by a physical inspection of the property by a competent consultant and an assessment of any identified fire risks.

This report has been prepared following the inspection of the property and details any identified deviation from statutory legislation, approved codes of practice, guidance or industry standard practice. It also includes advice considered necessary in order to control risk to an acceptable level in order to prevent fire harming any persons on or in the vicinity of the property.

The process also includes a review of the existing control measures, policies and procedures to ensure that they are being effectively implemented, insofar as this can be checked during the time on site.

This report reflects the situation relating to fire safety issues found at the property at the time of the visit and are based upon the information made available to the consultant.

Wherever possible the consultant will require physical evidence, such as documented records, to demonstrate that a control exists. If evidence is not available, the consultant will raise an action to this effect. The accuracy of the report is therefore dependant on the quality of the information made available to the consultant during the fire risk assessment and audit process.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Evaluating Risk

As part of the process described above, the consultant will evaluate the risk for each fire hazard topic by determining the severity of harm and likelihood of harm (using the table below).

Severity of Harm		
Rating Classification		
1	Slight harm to a small number of people.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
2	Slight harm to a wider group of people.	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).
3	Moderate harm.	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
4	Extreme harm (Death[s]).	Multiple or single fatalities resulting from fire.
Likelihood of Harm		
Rating Classification		
1	Unlikely Occurrence	Where harm will seldom occur
2	Likely Occurrence	Where harm will occur at some point
3	Frequent Occurrence	Where harm will occur or occasionally
4	Common Occurrence	Certain or near certain harm will occur

Hazard Risk Rating	Is the combination of the Severity of Injury Rating multiplied by the Likelihood of Harm Rating: Likelihood x Severity = Hazard Risk Rating			
	Severity			
Likelihood	1	2	3	4
1	1 (Trivial)	2 (Tolerable)	3 (Moderate)	4 (Moderate)
2	2 (Tolerable)	4 (Moderate)	6 (Moderate)	8 (Substantial)
3	3 (Moderate)	6 (Moderate)	9 (Substantial)	12 (Substantial)
4	4 (Moderate)	8 (Substantial)	12 (Substantial)	16 (Intolerable)

Hazard Risk Rating Classification

Hazard Risk Rating	Classification
Intolerable	Urgent action should be taken i.e. immediately, which may involve restricting access to an area or prohibiting an activity until additional control measures are introduced.
Substantial	Considerable resources might have to be allocated to reduce the risk. In the short term, interim controls may have to be introduced, which may involve restricting access to an area or prohibiting an activity.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute certain 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.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need to be kept.

Note: The above Hazard Risk Ratings are assigned to each hazard topic in Section 3 of this report after reviewing the existing controls in place together with any additional controls identified as being necessary i.e. the **Current Hazard Risk Rating**. The consultant will also indicate what the **Residual Hazard Risk Rating** would be once the additional control measures are implemented.

Prioritising Fire Safety Actions

The final step is to prioritise the fire actions detailed in Section 2 Fire Action Plan.

Priority	Complete By	Definition
1	Immediate (But within 30 days).	<p>Requires Immediate Remedial Action (For Intolerable/Substantial Risks)</p> <p>The fire safety issue has been assessed as having a high likelihood of causing harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified.</p> <p>Likely enforcement action: Prohibition Notice.</p>
2	Within 90 days.	<p>Requires Remedial Action (For Substantial/Moderate Risks)</p> <p>Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Enforcement Notice.</p>
3	Within 180 days.	<p>Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Moderate Risks)</p> <p>Some additional controls are necessary. Consideration may be given to a more cost effective solution. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.</p>
4	Within 365 days.	<p>Improvements should be carried out as advised (For Tolerable Risks)</p> <p>These may be best practice or industry standard and may require long-term investment.</p>

6.2 Disclaimer / Limit of Advice

This life safety fire risk assessment addresses the requirements of relevant statutory provisions and identifies the measures required to comply and covers all areas, which to any degree are under the control of the client.

It is recommended that this assessment is reviewed at least annually and is supplemented by regular general risk reducing control measures as defined by client policies and procedures.

Whilst our Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building and to do so would cause unnecessary damage.

The areas which were not accessed during this risk assessment have been detailed in the Executive Summary above because they were either locked, not reasonably accessible for reasons of health and safety, or outside of the scope of the works requested.

The fire risk assessment is based on a combination of observations made by the Consultant at the time of the visit as well as information provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. Any changes to the occupancy, use or other circumstances of the premises will require that a review of the assessment be carried out.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.

Any remedial actions detailed in this report should only be implemented with due respect to any relevant regulations or industry best practice including, but not limited to:

- Building Regulations
- Relevant British Standards
- Structural, Electrical and Mechanical safety standards

Note that advice within this report set out what William Martin feel needs to be done but not how it is to be done. That is, William Martin do not provide a specification or methodology for the necessary works as a part of this report. William Martin are Fire Safety Practitioners, but they are not Architects; Surveyors, Building Services Engineers etc.

Responsibility for safe, appropriate and legal implementation of any remedial action rests with the client.

William Martin provides the following specialist compliance services:

**Health and Safety
Fire Safety
Training
Asbestos
Water Safety**

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