

High Rise Fire Risk Assessment

Colwick Woods Court

Colwick Road
Colwick,
Nottingham
NG2 4BA

At Nottingham City Homes we want our residents to be assured that their homes are safe. We willingly accept our duty to comply with our statutory fire safety obligations, but we also aim to achieve higher safety standards wherever possible for the benefit of all our residents.

This Fire Risk Assessment is an annual check of Colwick Woods Court over and above our routine checks – we want to make sure all our systems are in place and working as planned. We will check for anything we need to improve so we can put it right. By working in partnership with our residents, and by having effective systems in place we will keep all our homes safe places to live.

Contact us on 01159152222 if you have any concerns.



ASSESSMENT DETAILS	
Responsible Person	Nottingham City Homes
Use of Premises	General needs sleeping accommodation
Date of Assessment	24/02/2020
Date of Review	24/02/2021 (this may be brought forward following major works or a significant incident)
Type	Type 4 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Adviser



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DESCRIPTION OF PREMISES	
Approximate date of construction	1965
General description of premises	<p>This is a purpose-built block of flat that comprises of 90 flats with a total number of 17 floors; 15 of which contain habitable flats. The block is in situ constructed using a conventional reinforced concrete crosswall frame with a No Fines concrete infill. The block is not panelised. The residential properties are located from the 1st to the 15th floor, six properties per floor. All the flats are lobbied from the lift corridor by a FD30s fire door. The lift corridors are also lobbied from the staircase by FD60s fire doors. The staircase is protected from the ground floor escape routes by a FD60s fire door. Each flat is provided with a private cantilevered concrete balcony with steel hand railing. There is a bin chute room on the 1st to the 15th floor which is accessed via the corridor; the rooms are protected by a FD60s fire door. The waste chutes discharge into a dedicated bin room accessible from an external door only. There is an electric service cupboard on every floor, some of which house the electric distribution boards; they are protected by a FD60s fire door. The building has two lifts which go to all floors. Access to the lift motor room is via the 17th floor through a flight of stairs; access is restricted for only authorised persons. There is one means of entrance to the building via the front of the building through a metal door that is accessed electronically via a fob or remotely by dialling "0" on the keypad and speaking to the operator at Nottingham Control Centre who are the key holders for the block and also monitor the building via CCTV. There is one directional means of exit from each flat leading to five means of escape from the building on the ground floor. All the exits lead to ultimate safety. There are various rooms located on the ground floor; an electric switch room, an electric intake room, an electric sub-station all fitted with an FD60s fire door, a CCTV room located to the left just after the entrance door in the reception area fitted with a FD30s fire door. The residents store cupboards are located on the ground floor and the entrance door is fitted with a FD30s fire door.</p>
Number of floors including ground floor	17
Number of floors below ground floor	0
Construction of external walls	In situ concrete built with a No Fines concrete infill then refurbished in 1995 with 73mm Rockwool external wall insulation covered with render finish.
Construction of roof	Concrete



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DESCRIPTION OF PREMISES	
Construction of internal walls	Concrete & brick
Construction of internal floors	Concrete covered with industrial tiles.
Construction of internal ceiling	Concrete & some part are plasterboard
Number of internal stairways	1
Construction of internal stairway(s)	Concrete
Number of external stairways	0
Construction of external stairway(s)	n/a
Number of lifts	2 (Each lift goes to all floors and has a fire control switch fitted outside the lift.
Time the premises are in use	Residents - 24 hours a day NCH staff -Mon-Sun during office hours
Number of persons employed	2; NCH staff are not based permanently on site.
Number of exit routes from the building	5 exit doors; via the front of the building, via the stairwell, via the caretaker's room corridor, via the exit inside the electric switch room & via the corridor that leads to the electric switch room. Residents will have to navigate a step outside the fire exit door via the stairwell and via the electric switch room corridor.
Total known occupancy	90
Last structural survey	2014

RESIDENT, EXTERNAL PARTNER & STAFF INVOLVEMENT

We invite comment from residents, NCH staff, ward councillors & the Nottinghamshire Fire & Rescue Service to take part in our risk assessments

Have residents been consulted about the risk assessment for this block	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have a ward councillors been consulted about the risk assessment for this block	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have NCH staff been consulted about the risk assessment for this block	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have the Nottinghamshire Fire & Rescue Service (NFRS) been consulted about the risk assessment for this block	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Concern raised by residents

NCH Response



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RESIDENT, EXTERNAL PARTNER & STAFF INVOLVEMENT	
Enquiry about the proposed sprinklers being installed in the block and if they will go off accidentally.	Sprinkler systems are very reliable and will only operate when the heat temperature reaches a certain level. NCH has installed sprinklers in various blocks and not one has accidentally gone off. The system will only operate in the area that the fire occurs and not everywhere it is installed in the flat or corridor; so, they will not all operate at the same time. Fitting a sprinkler inside the flat will mean that the fire is put out or fire spread is delayed before the fire service comes to the rescue.
Report that the fire exit door via the caretaker's room is frequently wedged open by residents.	NCH have installed an automatic overhead door closer to ensure that if the door is left open, it will close automatically. NCH will consider installing a magnetic lock to deter residents from using the exit
Report that the fire exit door via the stairwell is frequently left open by residents. At the time of inspection, this fire exit door was left open leaving the block insecure.	This will be added to the action Plan.
Concerns raised by ward councillors	NCH Response
None	NCH wrote to the Ward Councillors and asked them if they had any fire safety concerns arising from their ward walks, or if they were aware of any fire safety issues that had been raised by residents.
Concerns raised by NCH staff	NCH Response
Report that the exit door via the stairwell was always left open by residents. Request that the door is alarmed or secured with a magnetic locking mechanism.	Security of the building is paramount to eliminate the risk of arson and vandalism. NCH will propose various options to deal with the issue which may include installing an automatic door closer or a magnetic locking mechanism. The concern has been added to the Action Plan.
Concerns raised by the NFRS	NCH Response
There have been numerous unwanted fire signals in the block.	The fire incidents have been investigated and they are mostly caused by cooking fumes. NCH have distributed a leaflet to all flats educating residents on methods to avoid false alarms.
<i>If there are any concerns raised previously or during the time of inspection that have not been dealt with, clarified or rectified, record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and escalate to the appropriate team.</i>	

ACTION PLAN & SIGNIFICANT FINDINGS



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All issues identified by the fire risk assessment will be recorded in an Action Plan which details the priority given to each issues identified, the person responsible for dealing with the issue and the target date by which the issue should be completed. Progress is monitored by the NCH Fire Safety Group which includes senior members of the Nottingham Fire & Rescue Service and NCH senior management staff. Every issue identified during the risk assessment is recorded in the Action Plan. Issues identified that are significant such as a recurring deficiency or tenancy or management issues will be recorded in the 'significant findings' section of this assessment.

APPLICABLE LEGISLATION & GUIDANCE

Regulatory Reform (Fire Safety) Order 2005
Department for Communities and Local Government (DCLG)
LGA Fire safety in purpose-built blocks of flats
Approved documents Part B Vol 2
Approved documents Part P
The Housing Act 2004
Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.
The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
Control of Substances Hazardous to Health Regulations 2002 (COSHH)

STRUCTURAL INTEGRITY

A structural survey of the block was carried out by Curtins Consulting Limited in 2014 with the aim of establishing the structural condition of the block. The block is constructed using a conventional reinforced concrete crosswall frame with a No Fines concrete infill and are not thought to be of a generic system type. Stability of the building is provided by the in situ concrete frame using the Crosswalls and lift and stair core walls. The survey found the structural integrity of the block to be in good condition.

COMPARTMENTATION

To ensure that there is compartmentation in the building, the flats are built as self-contained units and separated from each other by a fire compartment wall, ceiling and floor which then restrict the spread of fire from one flat to another for a minimum of 60 minutes and from each flat to the escape corridors for a minimum of 30 minutes. The compartmentation in the block was found to be adequate with no apparent areas of defect apart from the ventilation duct in the bath room in flat 24 & 30 that were open at the time of inspection and there appeared to be a potential breach in the compartmentation between the flats in this area. Access to the flat above flat 30 was attempted but access was not given. This need to be investigated further and if a breach is verified, the ventilation duct sealed and the duct compartment will have to be sealed with adequate fire stopping materials. This has been added to the significant findings page and the Action Plan.

FIRE ACTION STRATEGY

Due to the compartmentation in the building, the fire action strategy for the building is 'Stay Put' which means that in the event of a fire incident, residents are advised to stay within their flat unless directed to leave by the emergency services. If it is their flat which is the cause of the alarm, residents should get out of the flat, closing all doors and windows behind them if it is safe to do so and make their way to the assembly point located in the car park at the front



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FIRE ACTION STRATEGY

of the building. Fire action notices are displayed throughout the building by the exit routes to reiterate the Stayput policy.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system

The fire alarm system is a Grade A LD2 addressable system with the main fire panel (Gent Vigilon) located on the ground floor. The system comprises of manual call points which are situated on each floor exit throughout the building & in the roof space, automatic smoke detection in the hallway, corridors, bin chute rooms, service cupboards, lift motor room, the staircase landing & every other high-risk area. The alarm system is linked to a monitoring station; Nottingham Control Centre. The alarm system is monitored 24 hours a day 7 days a week. Upon activation of the alarm anywhere in the building, the monitoring station will call the Fire Service directly. As access was gained into some flats for this assessment, each flat has an optical Smoke Detector on the means of escape that is interlinked to the communal fire alarm system. There was evidence to show that the fire alarm system is tested weekly. The bin room on the ground floor is a high-risk room and as such it is fitted with an automatic fire extinguisher suppression system which is linked to the Honeywell Gents Fire panel located inside the bin room.

Is the fire warning system in the building sufficient and adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section

Fire safety signs and notices

Guidance plate	✓	Building plan	✓	Fire action notices	✓
Fire door	✓	Manual call point	✓	Sprinkler	n/a
Do not use lift	✓	Dry/wet riser signage	✓	Directional signage	x
No Smoking	✓	Floor signage (lobby)	✓	Flat direction signage	✓
Mind the step	x	Fire extinguisher	✓	Other signage	✓

All necessary fire safety signs were found to be in place. A fire exit proceed right should be fitted on the fire exit door via the stairwell. The wrong address is written on the fire zone building plan.

Is the fire signage in the building sufficient and adequate?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section

Fire fighting equipment

Fire extinguishers	✓	Dry/Wet riser	✓	Sprinkler System	n/a
Drenching system	✓	Suppression system	✓	Fire Blanket	n/a



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Fire fighting equipment		
<p>CO² fire extinguishers are kept inside the lift motor room & plant room. A Foam & CO² fire extinguisher are kept inside the CCTV room. No other fire extinguishers are sited in the communal area and none is required. Fire extinguishers and hose reels are not required in the communal areas because they are not recommended by the Fire safety in purpose-built blocks of flats national guidance because they encourage residents to leave their flats during a fire incident to get the fire extinguisher or hose reel which then defeats the purpose of the Stay Put policy. Companies are not required to provide training to residents to use fire extinguishers and hose reels as they can become dangerous if not used by a competent person. They have been removed in consultation with the fire service. Hose reels are also not recommended for the same reasons and because of the risk of the contraction of legionnaire disease. There is a dry riser which has replaced the use of hose reels which runs the height of the building; there is an external inlet next to the bin store outside the building. There are outlets on the lift lobby from the Ground floor to the 15th floor. There is an automatic fire extinguisher fire suppression system installed inside the bin room. There is also a separate drenching system installed inside the bin room. At the time of inspection, a sprinkler system was being installed in the building; the system is installed inside the flats in every habitable room and the escape hallway and in the communal area in the flat and lift lobby areas. All firefighting systems are maintained periodically and at the time of inspection, they were all maintained and in date.</p>		
<p>Is the fire fighting equipment in the building sufficient and adequate?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i></p>		

Emergency lighting		
<p>Emergency lighting is installed within the communal areas. This is installed to BS5266 standard for a 3 hour durational period. The system is maintained to BS5266 standard.</p>		
<p>Is the emergency lighting system in the building sufficient and adequate?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i></p>		

VENTILATION		
<p>There are natural vents on every floor which will help disperse smoke in the event of a fire incident.</p>		
<p>Is the smoke ventilation system in the building sufficient and adequate?</p>	<p>Yes <input checked="" type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p><i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i></p>		



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SERVICES

The building is served by electricity only. The residents' electric meter cupboard & circuit breaker are located outside each flat and enclosed in a fire-resistant meter box. The main electric switch room is located on the ground floor. An Electrical Installation Condition Report has been carried out in the building on 05/11/2015; the electrical installation was found to be in a satisfactory condition. A further test is carried out whenever there is a change of occupancy. There are service cupboards on every floor which are protected by a FD60 fire door and are kept locked. There is a distribution board located on the ground, 4th and 10th floor service cupboard. There is a power sub-station room located on the ground floor. The sub-station is under the control of Western Power Distribution and they are responsible for monitoring, maintaining, improving and upgrading all aspects of the electricity distribution within the sub-station.

FIRE DOORS

Fire-resisting door sets are required to be able to contain a fully developed fire, to facilitate escape of a building's occupants and allow fire fighting, and to protect the contents and/or the structure from the effects of fire. The door set therefore must have resistance to fire, expressed in terms of time. To ensure the integrity of the Compartmentation in the building is not compromised, each compartment that opens into the escape route should be fitted with a fire door that can resist fire to a minimum of 30 minutes. A fully compliant fire door should be fitted with 3 hinges, an automatic door closing mechanism, intumescent strips & smoke seals and a fire rated letterbox. The flat door should also be fitted with a locking mechanism on the inside to enable occupants escape without the use of a key.

Is there a flat door within the escape route of the building that is not fitted with a compliant fire door?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there any cross-corridor doors within the escape route of the building that are not fitted with a compliant fire door?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there any other doors to rooms such as; bin chute room, electric meter/distribution room or cupboard or other high-risk rooms that should be fitted with a fire door but are not?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any fire doors that are damaged and their integrity could be compromised due to the damage?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there any fire doors that are not fully functional and as such their integrity could be compromised e.g. Door not closing correctly, not fitting into the frames	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

The flat doors are fitted with BM Trada certified FD30s Composite fire doors. At the time of inspection, the doors were fully functional with no apparent area of defect apart from the door to flat 28 that was damaged and the letterbox sleeve is missing on the door to flat 23 and 27; their integrity could be compromised. The bin chute room fire door was stuck on the frame and not closing completely on the 7th and 13th floor. The lobby door to flats 16.18 and 67-69 were stuck on the frame and could not closing completely. The stairwell lobby door on the 8th floor was stuck on the frame and could not closing completely. The glazing was damaged on the lobby fire door to flats 22-24.



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FIRE DOORS

The doors that lobby the bin chute rooms, electric service cupboards and the stairwells from the escape corridors are FD60s solid timber fire doors, the doors have a global assessment seal.

The doors that lobby the flats from the lift lobby are FD30s solid timber fire doors

The door to the lift motor room is an FD30s fire door.

The non-compliant doors have been added to the significant findings page and the Action Plan.

If you have answered YES to any of the questions record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk

FIRE HAZARDS

Sources of Ignition	Hazard Description	Controls	OK
Mobility scooters	Mobility scooters can catch fire while charging or due to a battery fault or short circuit - they can burn rapidly and create significant toxic smoke.	NCH policy does not permit the storage or charging of mobility scooters in common areas. There were no mobility scooters stored in the communal areas at the time of inspection.	<input checked="" type="checkbox"/>
Electric service cupboards/ switch room	They are located on every floor and contain electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached. There is a large hole on the floor where cable pass through inside the electric intake room (1 st door).	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. The services cupboards are fitted with FD60s fire doors and they are kept locked. Contractors (external & internal) should be re-informed to fill any holes or openings made as a result of the works they are doing with adequate fire stopping.	<input checked="" type="checkbox"/>
Communal electric sockets	They are located on the corridors inside the old hose reel cupboards and on the ground floor and could cause ignition if used with faulty electrical equipment. The sockets on the ground floor are not enclosed.	They are protected and locked to ensure residents do not use them.	<input checked="" type="checkbox"/>
Electrical equipment / Kitchen appliances	Various electrical appliances are located inside the caretaker's office in the ground floor, and may cause	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. There was no	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
	fire under fault conditions.	equipment with scorch marks on them or the cables. They are PAT tested by a competent electrician and were all in date.	
Electric meter/circuit breaker	The electric meter/circuit breaker has the potential to cause a fire due to a fault. There is a potential for meters to be tampered with (bypassing the meter). The meter is sited outside the flats in the escape route.	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. The electric meter/circuit breakers are enclosed in a meter cupboard that is fire rated. The meters can be inspected by anyone which acts as a deterrent for residents thinking about tampering with their meter. Any meters found to be tampered with will be reported to the electricity company.	<input checked="" type="checkbox"/>
Smoking within the communal areas	Smoking in common areas may cause fire if cigarettes are not properly extinguished, or are disposed of in voids / rubbish chutes.	Smoking is not permitted within the common areas. No smoking signs are in place. At the time of inspection there was no evidence indicating that people smoked in the common areas. CCTV is installed in the building and monitored.	<input checked="" type="checkbox"/>
Cooking	Cooking in common areas is more likely to result in fire due to cooking facilities being left unattended.	Cooking is not permitted in common areas.	<input checked="" type="checkbox"/>
Arson	Arson is more likely to cause serious fires than other causes of ignition as a deliberate attempt is made to set fire. See issues raised by NCH staff & residents	The building is secured to prevent unauthorised entry however residents are leaving the building by the exit door at the bottom of the stairwell and they are not closing the door behind them there by leaving the building insecure. Arrange to install an automatic door closer on the exit doors and or an electronic door holding device on the fire exit door via the stairwell. The entrance was secure at the time of inspection. A solution to ensure that the exit doors left open by residents is kept	<input type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
		shut should be decided; this has been added to the significant findings page and the Action Plan.	
Work Processes	Improvement or maintenance work may involve 'hot works', i.e. those using a naked flame, heated element or creating sparks.	It is NCH policy that hot work carried out on site is subject to a permit to work system. ..	<input checked="" type="checkbox"/>
Lightning	Lightning strikes could cause fire or explosion risks if no clear route to earth exists	The building has lightning protection installed outside and it is maintained annually.	<input checked="" type="checkbox"/>
Inside the flats	It is anticipated that the largest source of ignition will be within individual properties; cooking, use of naked flames such as candles, electric faults, hot surfaces etc.	Residents are given fire safety advice when they sign up for their tenancy and this is reiterated through the various methods of media at our disposal such as the fire action notices displayed around the building, newsletters and social media websites. The Housing Patch Manager inspects the flats annually and checks if there are any fire hazards within the flats such as mobility scooters, residents cooking with chip pans, smoking inappropriately and use of naked flames such as candles. They also reiterate the evacuation strategy for the building & hand out fire safety leaflets for fire awareness.	<input checked="" type="checkbox"/>
Other sources of ignition	Loose cable could become damaged or frail thereby making them cause fire under fault conditions. Cables not secured correctly can become loose causing entanglement and entrapment to fire service personnel and residents during an actual fire incident. There were cables hanging loose in the flat and lift lobby not clipped correctly.	The loose cable dangling in the lobby areas should be made safe using metal clippings. This has been added to the Action Plan.	<input type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
<p><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></p>			

FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
Upholstered furnishings	Upholstered furniture within the common areas of the building should comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.	NCH ensure that all upholstered furniture within the common areas of the building complies with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended. At the time of inspection, all the furniture in the common area was compliant.	<input checked="" type="checkbox"/>
Flammable liquids (solvents / oils etc.).	Flammable liquids dramatically increase the fire load in a fire situation, and allow fire to spread rapidly.	There are none within the communal areas of the building; the caretaker stores all cleaning materials inside a locked room which is not accessible by the residents	<input checked="" type="checkbox"/>
Liquefied Petroleum Gases	LPG is especially dangerous as it turns into a gas at atmospheric pressure, which is heavier than air and therefore can create flammable atmospheres in ducts and drains.	No LPG was identified in the common areas at the time of inspection	<input checked="" type="checkbox"/>
Household items	Household items stored in common areas may add to risk of ignition, especially where electrical items are plugged into common supplies, and increase the risk of fire spread. If stored in escape corridors and stairs, they can cause obstruction and contribute to smoke spread.	NCH has a Communal Area policy which can be viewed via the NCH website that states that the communal area must be kept sterile and it also lays down the procedures for dealing with residents that are not compliant. At the time of inspection, there was no item stored in the communal area that was a fire hazard.	<input checked="" type="checkbox"/>
Bin store	Large metal bins are kept within a bin store which has a large amount of waste items	There is an automatic fire suppression and detection system in the bin store. The store is	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	which could cause smoke spread to all the chute rooms.	secured with a lock and can only be accessed by an authorised person.	
Bin Chute Room	There is a tendency for residents to leave waste items in the chute room	There is a caretaker on site to remove items left in the bin chute room to ensure there is no build-up of items. The room is protected by a FD60s fire door. Smoke detection is installed in the rooms.	<input checked="" type="checkbox"/>
Plastics/Foam/polystyrene	Polystyrene material is a highly flammable material that can enable fire to spread quickly. Polystyrene material was found on the ceiling in various areas including the escape routes.	At the time of inspection, NCH had previously arranged for the polystyrene material to be removed and they have now all been removed.	<input checked="" type="checkbox"/>
External fire spread	The materials used to insulate or clad the external walls have the potential to become a source of fuel and fire spread if they are combustible. The external wall is cladded.	NCH ensure that the materials used to clad the external wall are fire resistant. The external wall is insulated with 73mm Rockwool covered with render finish. The system is non-combustible and fire resistant. The private balconies are concrete built with metal railings. The balcony is compliant to BS9991.	<input checked="" type="checkbox"/>
Roof	The materials used to cover the roof have the potential to become a source of fuel and fire spread if they are combustible.	The roof is concrete which is non-combustible.	<input checked="" type="checkbox"/>
Internal lining	The choice of materials for walls and ceiling can significantly affect the spread of a fire and affect the rate of its growth. The walls are covered in paint.	The walls are painted with flame retardant paint that is to National classification 'Class O' or to BS476	<input checked="" type="checkbox"/>
Inside the flats	The largest source of fuel will be within individual properties because of cooking risks,	Residents are asked to keep their properties in a good condition and not store highly flammable items	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	faulty electrical appliances, bad house-keeping and because residents can be vulnerable, may have a hoarding disorder.	such as Calor gas in their flats as part of their tenancy agreement. The Housing Patch Manager carries out an annual inspection of the flats rented by tenants and any unauthorised source of fuel identified will be reported and removed in line with the tenancy agreement. Residents identified as having a hoarding disorder hence putting them and others at risk will be given support; the NCH hoarding procedure is used to deals with such individuals which includes referring them to external agencies such as the NFRS, adult services etc.	
<p><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></p>			

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
Work processes causing openings/holes in the ceiling or walls	Openings/holes in the ceiling or walls between compartments such as service cupboards & the flat lobby areas can compromise the integrity of those compartments were the holes are made thereby compromising the compartmentation of the building as a whole. There were holes where cables pass through between compartments in various locations throughout building as a result of the refurbishment works.	Contractors/work people; both internal and external have been re-informed to fill any hole created as a result of the works carried out with adequate Fire Stopping. At the time of inspection, a 3 rd party accredited fire stopping consultant was carrying out the fire stopping to ensure that the works do not undermine the compartmentation from the flat lobby to the lift lobby.	<input type="checkbox"/>
The Flats	Fire doors could become damaged and lose their	The flat walls & ceiling are plasterboard and the floor are	<input type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
	<p>integrity due to wear & tear or damage. The door to flat 28 was damaged. The walls and floors between the flats could be breached due to damage or an opening due to construction flaw. There is a potential breach in the ventilation duct inside the bathroom in the flats.</p>	<p>concrete. The habitable rooms inside the flats open directly onto the escape corridor in the flats. The flat doors are BM Trada certified FD30s fire doors. The travel distance from the individual flat doors to the stairwell is in line with the building regulations given that an FD30s fire door is installed between the flats entrance doors and the stairwell lobby door. All leaseholders have been contacted about the fire safety of their flat doors. The flats doors that are not compliant have been identified and put in the Action Plan. Optical smoke detection is installed within the flats interlinked with the communal fire alarm system. The caretaker has received training to identify fire hazards and they will report any defective fire door when they walkabout the block. A sprinkler system is installed within the flats in all habitable rooms, the kitchen and the escape hallway. The ventilation duct in the flats should be surveyed by a competent person to determine if there is a breach between the flats; this has been added to the significant findings page and the Action Plan.</p>	
Stairwell /corridors	<p>Fire doors could become damaged and lose their integrity due to wear & tear or damage. One communal door is defective; see fire doors.</p>	<p>The flats are protected from the lift lobby by a FD30s fire door. The lift lobby is protected from the stairwell by a FD60s fire door. The bin chute rooms and the electric service cupboards are all fitted a FD60s fire door. The caretaker has received training to identify and report a defective fire door; the doors that are not compliant have been identified and put in the</p>	<input type="checkbox"/>



High Rise Fire Risk Assessment

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
		Action Plan.	
Roof space	The roof space should be protected from the flat lobby to ensure the Compartmentation of the building is not compromised.	The door separating the roof space from the flat lobby is a FD30 fire door.	<input checked="" type="checkbox"/>
<p><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></p>			

IDENTIFYING PEOPLE AT RISK			
<p>Sensory Risk (Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)</p> <p>Mobility Risk (Residents with physical impairment(s) restricting their ability to self-evacuate)</p> <p>Familiarity Risk (New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)</p> <p>Vulnerable Residents (Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)</p>			
Has a regular tenancy visit been completed in the block within the last 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, how many flats were inspected? 79			
Are there any known resident(s) that cannot escape without assistance due to a disability?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are there any new tenants that have moved into the building within the last 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, have the Housing Patch Manager carried out a new tenancy visit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>NCH holds information about any known person who is disabled or vulnerable. The information is updated following the annual visit and new tenancy visit to ensure it is current. In the event of an emergency, these details are shared with the emergency services so that disabled or vulnerable residents can be prioritised.</i></p> <p><i>NCH has a hoarding policy that states how to deal with residents that have been identified as having a hoarding disorder.</i></p>			



High Rise Fire Risk Assessment

IDENTIFYING PEOPLE AT RISK

NCH has procedures for the protection of residents vulnerable to fire. The procedure aims to identify residents who are at significant risk of harm from fire in their homes, and provides for appropriate support to reduce the risk to vulnerable residents and their neighbours.

It is NCH's policy that every flat rented by tenants in a high rise are inspected annually. This enables the Housing Patch Manager to identify vulnerable tenants and any other fire hazard within the flats. Flats that the Housing Patch Manager could not gain access into will be recorded in our in-house database and further attempts will be made to gain access. Where access is not granted NCH will seek other mean to gain access including during a planned or responsive repair, service maintenance, gas safety check or by court injunction if necessary.

Where new tenants visits have not been carried out, the Area Housing Manager will be informed with the aim of arranging a new tenancy visit in the nearest opportunity.

LEASEHOLDERS

All leaseholders are issued a Flat Safety Fact sheet regarding fire safety. The leasehold team have sent a letter to all leasehold flats reiterating the fire safety precautions for the building.

Number of leaseholders that live in their flat	2
Number of leaseholders that let their flat	0
Number of leasehold flats that have completed a gas safety check	N/A
Number of leasehold flats with compliant fire doors	2

ADDITIONAL HAZARDS

Some residents may have a dependency on oxygen and may be storing small cylinders within their property. A list is provided in the log book which is kept next to the fire panel of residents who this relates to.

Are there any known resident(s) who have a dependency on oxygen?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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PREVIOUS FIRES IN THE LAST 12 MONTHS

Have there been any actual fire incidents in the block that were reported to NCH within the last 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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If there has been a known actual fire incident record the details below including the date, cause of the fire, damage caused if any and any other fire safety issues identified.

Date of fire: 14/02/2019
Cause of fire: Small fire caused by cooking
Damage to the property: None
Any injuries or death (if so who)? None
Comment: The fire alarm system alerted the monitoring station who then contacted the fire



High Rise Fire Risk Assessment

PREVIOUS FIRES IN THE LAST 12 MONTHS

service. Compartmentation was not breached.

MANAGEMENT & MAINTENANCE

A fire policy is available on the intranet for all NCH staff to access. It confirms that a fire risk assessment will be completed and kept under review for all premises with enclosed circulation areas to ensure adequate fire safety. The risk assessment will follow the 5 step to risk assessment as advocated by the Health & Safety Executive. Significant findings will be recorded as will any identified deficiencies. These will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, Nottingham City Homes has appointed the Risk Management Advisor to:

- carry out fire risk assessments and keep them under review.
- advise on protective and preventative fire safety measures
- inform the responsible person what these measures are
- ensure implementation and appropriate communication of fire safety measures to NCH staff through on-going training
- ensure co-ordination between employees and partner agencies in order to reduce fire risk.

A Fire Safety Group has been set up which meets regularly to discuss issues which can then be taken to the executive board if necessary.

The Head of Risk Management will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Are regular checks of fire resisting doors, walls and partitions carried out?

Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs.	Yes
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Is the correct Fire Action Notice visible throughout the building and in exit routes?

They are displayed on the exit route on every floor.	Yes
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Are regular checks of escape routes and exit doors carried out?

Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs or to the Housing Patch Manager	Yes
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Is there a maintenance regime for the fire warning system?

Weekly: Weekly testing is carried out by the caretaker and the Housing Patch Manager and this is recorded in the log book stored in the block and also recorded electronically.	Yes
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6 monthly: A 50% check is undertaken on each visit by an external contractor.	Yes
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Is there a maintenance regime for the emergency lighting system?

Weekly: Visual checks are carried out by the caretaker and deficiencies are reported to repairs	Yes
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High Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE	
Monthly: Monthly test carried out by a competent NCH staff and deficiencies reported to repairs. Stored in the log book in the reception area.	Yes
Annually: A full test and drain is carried out by a qualified NCH staff.	Yes
Is there maintenance of the fire extinguishers?	
Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.	Yes
Annually: A full test and maintenance inspection is carried out by a competent contractor.	Yes
Is there maintenance of the dry risers?	
Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.	Yes
6 monthly: A full test and maintenance inspection is carried out by a competent contractor.	Yes
Is there maintenance of the automatic vents?	
Weekly: A visual operational check is carried out by the caretaker as part of the fire alarm week test and any deficiencies are reported to repairs.	Yes
6 monthly: A full test and maintenance inspection is carried out by a competent contractor.	Yes
Are records kept and their location identified?	
All records are kept either on site in a fire log book or stored electronically. The log book is in a locked document box next to the fire panel in the reception area.	Yes
<i>If you have answered NO to any of the above questions, decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i>	

MAJOR WORKS WITHIN THE LAST 12 MONTHS		
This includes 'Grander Designs', lifts, service alterations, painting, extensions, external wall insulation, roofing, lighting, equipment installation & any other major works not mentioned		
Were there any major works carried out on the building within the last 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, state what works was carried out the fire safety precautions that were considered and adhered to.		
Works	Fire safety precautions adhered to	
Lighting & emergency lighting upgrade.	This is to be installed to BS5266. Holes made during the works have been filled with adequate fire stopping to match the integrity of the wall or ceiling breached.	

PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS
This includes grander design, lift, service alterations, painting, extensions, external wall



High Rise Fire Risk Assessment

PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS		
insulations, roofing, lighting, equipment installation & any other major works not mentioned		
Are there any planned works scheduled to be carried out on the building in the next 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, state what works will be carried out, proposed date it will commence, proposed date it will finish and the fire safety precautions that will be considered and adhered to		
Works	Fire safety precautions adhered to	
Intercom system upgrade, scheduled for 2019	To enable emergency staff to contact all residents simultaneously during an emergency incident. Hole and openings made will be sealed and fire stopped; 3 rd party accredited, tagged and logged; pictorial and documentary evidence will be provided.	
Sprinkler system; scheduled for 2020	The system will be installed and maintained periodically to BS9251 and approved document. Relevant sprinkler signage to be placed where required. Holes made to be fire stopped with fire stopping that is approved for use with the sprinkler pipes; pictorial and documentary evidence will be provided. Dust caps to be used to reduce false alarms.	
Smart meters & other services; this are installed by service companies without consent from NCH therefore we do not have any control over their installation.	No compartmentation breach has been found however any holes created as a result of such installations will be identified and filled with adequate fire stopping.	

SERVICE RECORDS DATE OF NEXT SERVICE					
Fire alarm system (6 monthly)	02/07/20	Emergency lighting (Annually)	21/01/21	Electrical Installation Condition Report (5Yearly)	05/11/20
Refuse sprinkler system (6 monthly)	02/07/20	Fire extinguishers (Annually)	02/07/20	Automatic Vents (Annually)	N/A
Lightning conductors (Annually)	01/08/20	Dry riser (6 monthly)	10/01/21	PAT test (Annually)	01/07/20

RESIDENTS MEANS OF ACCESS & ESCAPE			
Is the means of escape adequate for the layout of the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are escape routes free from obstruction?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>



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RESIDENTS MEANS OF ACCESS & ESCAPE			
Are the fire exit doors easily opened without the use of a key?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is emergency lighting installed in the escape routes where required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the fire exit door(s) lead to ultimate safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i>			

ACCESS FOR THE FIRE SERVICE			
Is a Fireman's Switch installed in the entrance to the building & operational?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there a marked access for emergency vehicles?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is access to the dry riser readily available?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are dry risers & hydrants free from obstruction?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there a fire brigade box with the correct keys inside in the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there an up to date guidance plate displayed outside the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i>			
At the time of inspection, there was a large number of items left outside the dry riser inlet blocking access to the dry riser inlet; this has been added to the significant finding page and the Action Plan.			

METHOD FOR CALLING THE FIRE SERVICE
The alarm system is monitored 24 hours a day 7 days a week. Upon activation of the alarm anywhere in the building, the monitoring station will call the Fire Service directly. Residents can call '999'

TRAINING
NCH require that all staff complete a Fire Awareness Course every two years. Training records are retained by the Learning and Development team. New tenants are given a fire safety leaflet with information about living in a flat. They are also informed about the evacuation strategy of the building. The residents receive fire safety advice via newsletters



High Rise Fire Risk Assessment

METHOD FOR CALLING THE FIRE SERVICE

and social media websites. The Housing Patch Manager inspects the flats in every high rise annually and reiterates the evacuation strategy for the building & hands out fire safety leaflets for training and fire awareness. Contractors receive an induction before any work can be carried out at the block.

RISK RATING

Potential consequences of fire →	Slight harm	Moderate harm	Extreme harm
Likelihood of fire ↓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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:

Low **Medium** **High**

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

Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	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).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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:

Slight harm **Moderate harm** **Extreme harm**

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

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm:	Significant potential for serious injury or death of one or more occupants.

Risk level	Action and timescale
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Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	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	Building (or relevant area) should not be occupied until the risk is reduced.

RISK RATING

Based on the hazards identified and mitigating factors, it is considered that the current risk to life from fire at these premises is:

Trivial <input type="checkbox"/>	Tolerable <input checked="" type="checkbox"/>	Moderate <input type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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High Rise Fire Risk Assessment

SIGNIFICANT FINDINGS

The significant findings of the risk assessment are reproduced here so that quick reference can be made and an action plan drawn up. These findings are shared with Nottinghamshire Fire & Rescue Service through the NCH Fire Safety Group.

No	FINDING	RISK
01	The ventilation duct in the flats should be surveyed by a competent person to determine if there is a breach between the flats. If a breach is identified, the compartmentation within the flat will be considered to be compromised and the fire strategy for the building should be changed to simultaneous evacuation until the breach is rectified. When the sprinkler system is operational, the fire strategy for the block can remain Stay Put however the breach if any will have to be sealed.	Moderate
02	A solution to ensure that the exit doors left open by residents is kept shut should be decided,	Tolerable
03	The loose cable dangling in the lobby areas should be made safe using metal clippings.	Tolerable
04	At the time of inspection, there was a large number of items left outside the dry riser inlet blocking access to the dry riser inlet	Tolerable