

Sutton House

1 Forster Street
Radford
Nottingham
NG67 3DQ

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 Sutton House 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	Residential sleeping accommodation (Independent Living Sheltered Accommodation)
Date of Assessment	04/04/2019
Approximate date of Review	04/04/2020 (this may be brought forward following major works or a significant incident)
Assessment Type	Type 3 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Advisor

Independent Living Scheme Fire Risk Assessment



DESCRIPTION OF PREMISES	
Approximate date of construction	1985
General description of premises	<p>This is a purpose built flat and maisonettes that comprises of 46 flats, 2 maisonettes and a guest room built over 4 floors; The building is an independent living scheme. This means that the type of tenancy within the block is generally people over the age of 55. Due to this being independent living, the tenants are mainly able-bodied. The building is traditionally built; constructed of brick on the outside with pitched slate roof and plastered concrete on the inside. This block falls under the legislation and guidance for Sheltered accommodation due to the types of residency and as such a communal area alarm is recommended. The block has a communal alarm fitted. As this is an independent living accommodation, an Independent Living Scheme Co-ordinator is allocated to the building and will visit the site daily during office hours. The residential properties are located from the lower ground floor to the 2nd floor. Flats 24 and 25 are maisonettes built on two floors accessed via internal timber built stairs. There is a guest flat opposite flat 35.</p> <p>The Layout is as follows:</p> <p>Lower Ground floor 1-18, Refuse room, Laundry room Ground floor: Flats 19-25, the Common room, Kitchen, refuse rooms, a staff office, the lift motor room & the mobility scooter store. 1st floor: Flats 26 – 43, refuse room/fuse room 2nd floor: Flats 44 – 48</p> <p>There are cross corridor FD30 fire doors that lobby the flats from the escape routes. There are refuse rooms on all floors, an electric service cupboard opposite flat 5 & a laundry room both on the lower ground floor, a common room, kitchen, staff office, lift motor room and a mobility scooter store all on the ground floor. There are multiple means of entrances to the building. There are two directional means of exit from each flat leading to 8 designated means of escape from the building. All exit doors can be accessed without the use of a key. All exit doors lead to ultimate safety.</p>
Number of floors including ground floor	3
Number of floors below ground floor	1
Construction of external walls	Brick and part timber cladding



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DESCRIPTION OF PREMISES	
Construction of roof	Pitched tiled
Construction of internal walls	Concrete & plasterboard
Construction of internal floors	Concrete
Construction of internal ceiling	Plasterboard
Number of internal stairways	3
Construction of internal stairway(s)	Concrete
Number of external stairways	0
Construction of external stairway(s)	n/a
Number of lifts	1
Time the premises are in use	Residents - 24 hours a day Staff - Mon-Fri during office hours; staff also visit the premises occasionally on Sat & Sun.
Number of persons employed	3; staff are not based permanently on site.
Exit routes from the building	9 exit doors on the lower ground & ground floor.
Total occupancy	There are 48 properties which could be occupied at any one time by one or more persons

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 checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have ward councillors been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have NCH staff members been consulted about the risk assessment for this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the Nottinghamshire Fire & Rescue Service (NFRS) been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Concern raised by residents	NCH Response		
Report that the premise was sometimes left insecure because certain fire exits	Security in the building is paramount to prevent arson and theft; NCH will arrange to fit an alarm		



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doors were left open making it possible for intruders to enter the premise	system on the fire exit doors to discourage residents from using the fire exits as a normal route and also to alert residents whenever the fore exits are open.
Are tenants allowed to turn off the fire alarm system via the fire panel when there is not NCH staff present in the building? This is because sometimes when the fire alarms sound out of hours, it can take a long time before the NCH staff comes to turn it off.	Residents are not allowed to turn off the fire alarm system because before the alarm system is turned off, we have to be certain that the reason why it activated in the first place is investigated and mitigated and allowing residents to turn off the alarm system may lead to a situation whereby the cause of the activation is not investigated and a fire incident carry's on. The team that are responsible for turning off the alarm have been informed about the concern and it has been reiterated to them that attending on time to turn off the fire alarm system is paramount to the fire management system in the building.
Concerns raised by ward councillors	NCH Response
There were no concerns raised by the Ward Councillors.	NCH contacted 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
There were no concerns raised by the NCH staff.	NCH staff where asked if they were aware of any fire safety issues that had been raised by residents or by themselves.
Concerns raised by the NFRS	NCH Response
There were no concerns raised by the protection, operational or persons at risk team of the Nottinghamshire Fire and Rescue Service	NCH monitor all the fire safety concerns raised by the fire service either during an operational concern, a walkabout or from enquiries raised by our residents directly with the fire service.
<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>	

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
 NFCC Specialised Housing Guidance
 Approved documents Part B Vol 2
 Approved documents Part M
 Approved documents Part P
 The Housing Act 2004



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APPLICABLE LEGISLATION & GUIDANCE

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

At the time inspection, the structural integrity of the building was found to be in good condition with no apparent areas of defect.

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 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. Apart from a few holes identified, the compartmentation in the block was found to be adequate with apparent areas of defect.

ACTION PLAN & SIGNIFICANT FINDINGS

All issues identified by the fire risk assessment will be recorded in an 'action plan' which details the priority given to each issue identified, the person responsible for dealing with the issue and the target date in which the issue should be completed by. Progress is monitored by the NCH Fire Safety Group which includes members of the Nottingham Fire & Rescue Service and NCH senior management staff member.

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 issue will be recorded in the 'significant findings' section of this assessment.

FIRE ACTION STRATEGY

Due to the compartmentation of the building, the flats and communal area 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 for at least 30 minutes. In the event of a fire residents are advised to stay within their flat unless it is their property which is the cause of the alarm. If this is the case residents are asked to vacate 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 at the front of the building unless directed to leave by the emergency services. Fire action notices should be displayed throughout the building by the exit routes to reiterate the 'Stayput' policy.

ACCESS/EGRESS

The main entrance is via a door with large glass vision panel accessed with a key fob and/or keypad and fitted with a voice communication device. This door leads into a large hallway in which is located the staff office and to the right; access to the flats while towards the left, access to the Common room, the kitchen and the mobility scooter room.

There are 4 means of egress from the Lower ground floor that leads to Ultimate Safety:



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ACCESS/EGRESS

- Next to flat 15 accessed via Pushbar on exit
- Opposite flat 5 at the bottom of the stairwell accessed via Thumb Turn lock on exit
- Near flat 10 accessed via Pushbar on exit
- Near flat 1 at the bottom of the stairwell accessed via Pushbar on exit

There are 4 means of egress from the ground floor that leads to Ultimate Safety:

- Via the main entrance/exit accessed electronically on exit
- Near flat 23 at the bottom of the stairwell accessed via Pushbar on exit
- Via 1 door inside the Common room accessed via Pushbar on exit
- Inside the Mobility Scooter room accessed electronically or manually without the use of a key.

All flat have two directional means of escape and flats 24 and 25 have individual rear exit that lead directly outside the building.

Occupants can escape in two directions horizontally from each dwelling onto the protected corridor passing through a set of cross corridor FD30 fire doors. Occupants on the 1st & 2nd floor will escape horizontally as above then make their way to a protected staircase then vertically via a protected staircase leading to the exit doors on the ground or lower ground floor.

Residents that cannot evacuate by themselves from the 1st & 2nd floor will evacuate horizontally onto the protected corridor passing through the cross corridor FD30 fire doors then to the refuge point at the end of the corridor which is a place of relative safety. There is an evacuation chair sited at the refuge point.

At the time of inspection, all routes that lead out of the building were clear except for the path leading to safety via the exit door near flat 10 that was blocked by overgrown shrubs. This has been added to the 'action plan & 'significant findings' section.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system



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FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system

The communal fire alarm system is a LD3 addressable system with the main fire panel (gent Vigilon) located in the ground floor entrance hallway. The system comprises; manual call points on the escape routes on every floor, optical smoke detection in the corridor on every floor, the bin rooms, in the roof voids and in every high-risk room. The system is installed and tested regularly to BS 5839 part 1 and all records are kept on site and electronically. The alarm system is linked to a monitoring station; Nottingham Control Centre. The alarm system is monitored 24 hours a day 7 day a week; upon activation of the alarm, the monitoring station will call the Fire Service directly.

The individual properties have a hard-wired smoke detector installed to BS 5839 part 6 within the property. The Pt 6 smoke detectors are interfaced with the communal Pt 1 fire alarm, but also with the Tunstall / Warden Call system. When activated a call is raised instantly via the warden call system and residents can use a dedicated hush button to silence a false alarm with guidance and support. If not interrupted the activation will continue for two minutes, at this point the interface triggers the Pt 1 system into full alarm summoning the fire service. An additional benefit of the combined system is that the Pt 6 detectors can be interrogated from outside the dwelling and data can be downloaded using a dongle. At the time of inspection, the fire alarm system was fully operational and the fire panel was not showing any fault however a resident had attempted to vandalise the fire panel hence it is recommended that a Perspex panel box is fitted over the fire panel to prevent unauthorised access.

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	n/a	Building plan	✓	Fire action notices	✓
Push Bar	✓	Sprinkler	n/a	Fire door signs	✓
Do not use lift	✓	Dry/wet riser signage	n/a	Directional signage	✓
Call Point Sign	✓	Floor signage (lobby)	✓	Flat direction signage	✓
Fire Exit Sign	✓	No Smoking Sign	✓	Other Signs	✓

All necessary fire safety signs were found to be in place.

Is the fire signage 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 fighting equipment

Fire extinguishers	✓	Dry/Wet riser	n/a	Hose Reels	n/a
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Fire fighting equipment						
Sprinkler system	n/a	Suppression system	n/a	Fire Blanket	✓	
<p>Fire extinguishers are placed within the escape corridors, inside the laundry room, in the main electric switch room, mobility scooter room, lift motor room and in the communal lounge. The NFCC Specialised Housing Guidance does not recommend placing extinguishers in the escape corridors hence the fire extinguishers in the escape corridors should be removed. This has been added to the 'action plan'. A Fire Blanket was also placed in the kitchenette. All of the fire extinguishers & the fire blanket was checked and they were all in date at the time of inspection. A fire suppression system, a dry riser or sprinkler system are not installed in the building and are not required.</p>						
Is the fire fighting equipment in the building sufficient and adequate?					Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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 are installed to BS5266 standard for a 3-hour durational period. There was no evidence to show that the system was tested monthly to BS5266 standard. This has been added to the significant findings and 'action plan'</p>			
Is the emergency lighting system in the building sufficient and adequate?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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 manual windows within the corridors & staircase that will help disperse smoke in the event of a fire incident.</p>			
Is the smoke ventilation system in the building sufficient and adequate?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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>			

SERVICES
<p>The building is served by both electricity and gas supply. The circuit breaker and electric meter is located outside each flat inside a meter cupboard. The flats consumer unit is located inside the flats. The communal landlord distribution board is located inside an electric service room on the ground floor opposite flat 5.</p> <p>Gas central heating is supplied to the radiators inside the flats and in the corridors from the gas boiler room with access via outside the building. The individual flats do not have gas meters inside the flats, the gas meter is located inside the gas boiler room and the emergency gas isolator is also located in the room.</p>



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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 type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Is 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 type="checkbox"/>	No <input checked="" 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 fitted with 3 hinges, Intumescent Strips and Smoke Seals, an electronic free swing overhead closing mechanism and a thumb lock on the inside and the letterboxes are fire rated. At the time of inspection, they were all compliant with no apparent areas of defect.

The cross-corridor doors are similar and it can be confirmed that they are solid timber British Woodworking Federation (BWF) certified FD30 automatic fire rated doors with fire rated vision panel glazing fitted on solid timber frames and were fitted with three hinges, intumescent strips and smoke seals and an electronic closing mechanism; the doors will close automatically when the fire alarm is activated. At the time of inspection, they were all compliant with no apparent areas of defect however in some doors, the Intumescent strips fitted on the doors were loose and not glued firmly to the door making it easy for the Intumescent strips & smoke seals to come off the door making them non-compliant.

The doors that protect the mobility scooter store, lift motor room, store rooms, kitchen and the staff office are solid timber BWF certified FD30 automatic fire rated doors with vision panel fire rated glass fitted on solid timber frames and were fitted with three hinges, intumescent strips and smoke seals and an overhead door closing mechanism. At the time of inspection, they were all compliant with no apparent areas of defect however the Intumescent strips fitted on the doors were nailed to the frame making them non-compliant. Smoke seals were not fitted on the fire doors that protect the electric switch room and the mobility scooter room, as both rooms have potential sources of ignition, a combined



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FIRE DOORS

Intumescent strips & smoke seals must be fitted on the doors. The defective 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. The door is fitted with a FD30 fire door; a smoke seal is not fitted on the door.	NCH policy does not permit the storage or charging of mobility scooters in common areas. There is a designated mobility scooter store where tenants can store and charge their scooters. There is smoke detection inside the mobility scooter store and the store is protected by a FD30 fire door. At the time of inspection, there were no mobility scooters in the communal areas, only in the designated scooter store. A combined Intumescent strips & smoke seals must be fitted on the door. This has been added to the significant findings and 'action plan',	<input type="checkbox"/>
Electric service cupboard/ switch room	An electric service room is located on the ground floor and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached. There was evidence to show that the periodic test had been carried out. The door is fitted with a FD30 fire door; a smoke seal is not fitted on the door. There is a hole on the wall where a cable passes into the electric switch room on the ground floor. There are holes where cables pass in the	A 5-year periodic test should be carried out in the building to ensure that the electrics are satisfactory. Contractors (external & internal) have been informed to fill any holes or openings made as a result of the works they are doing with adequate fire stopping. There is smoke detection inside the room and it is protected from the escape route by a FD30 fire door. A combined Intumescent strips & smoke seals must be fitted on the door. The hole on the wall where a cable passes into the electric switch room on the ground floor must be filled with adequate fire stopping. This has been added to	<input type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
	ceiling inside the electric switch room on the ground floor.	the significant findings and 'action plan'.	
Lift motor room	The room contains electrical equipment that powers and controls the lifts that is constantly operational and can cause fire incidents if not maintained periodically. The lift is not lobbied from the escape route and some flats.	The lift equipment is maintained monthly by the lift engineers; Rubax, and bi-annually by the insurance company. Smoke detection is installed inside the room. The room is protected from the escape corridors by a FD30s fire door. Smoke detection is installed in the lift shaft and outside the lift.	<input checked="" type="checkbox"/>
Communal electric sockets	They could cause ignition if used with faulty electrical equipment. They can be used by residents is accessible.	They are switched off at the power source to prevent unauthorised use. At the time of inspection, there were no unauthorised items plugged in the communal socket.	<input checked="" type="checkbox"/>
Electrical equipment's/ Kitchen appliances	Various electrical appliances are located inside the common room, kitchen, the laundry room & the caretaker's room and may cause fire under fault conditions.	There was no equipment with scorch marks on them or their cables. NCH carry out PAT testing annually; they were PAT tested by a competent electrician and were all in date at the time of inspection.	<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. Anyone found to be smoking in the communal area will be reported to the Housing Patch Manager. At the time of inspection there was no evidence to show that people smoked in the communal area.	<input checked="" type="checkbox"/>
Electric meter/consumer unit	The electric meter/consumer unit 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 cupboard for flat 37 was damaged and should be repaired.	The electric meters are located inside a meter cupboard located outside each flat; it can be inspected anytime by the Housing Patch Manager or Independent Living Co-ordinator. The meter cupboard for flat 37 that was damaged should be repaired.	<input type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
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. Residents complained that some fire exit doors are left open by residents making the building insecure.	The building is secured to prevent unauthorised entry. The entrance was secure at the time of inspection. CCTV is installed in the exits and in the entrance lounge. Additional CCTV camera's or dummy CCTV camera's should be installed to further act as a deterrent. NCH will arrange to install alarms in certain fire exit doors to ensure that residents are aware if the doors are left open.	<input type="checkbox"/>
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"/>
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 around the building, newsletters and social media websites.	<input checked="" type="checkbox"/>
<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>			

FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
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"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
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"/>
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, the upholstered furniture within the common areas comply with regulation.	<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 were no unauthorised items stored outside the flats or in the communal areas.	<input checked="" type="checkbox"/>
Gas	The building is serviced by gas. Although gas services are unlikely to create an ignition risk, gas leaks can cause explosion risks and gas pipework may fail in a fire situation, at which point the gas may ignite.	The individual flats do not have gas meters inside the flats; the gas meter is located inside the gas boiler room with access from outside the block. A gas safety check is carried out annually.	<input checked="" type="checkbox"/>
Refuse store	Bins are kept within refuse store on all floors which have large amounts of waste items which could cause smoke spread to the escape route.	The bin stores have smoke detectors installed inside. They are protected by FD30s fire doors; the doors were kept shut at the time of inspection.	<input checked="" type="checkbox"/>
Plastics/Foam/polystyrene	These are highly flammable materials that should not be sited within the communal areas especially in the means	No Plastics/Foam/ polystyrene was identified in the common areas at the time of inspection	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	of escape.		
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 building is partly clad with timber.	NCH ensure that the materials used to clad the external wall are fire resistant. Majority of the external wall is constructed with brick which is non-combustible and fire resistant. The timber cladding is located next to bricks and as such this limits the spread of fire due to the non-combustibility of the brick wall. There are fire barriers between rooms, flats and floors.	<input checked="" type="checkbox"/>
Inside the dwellings	The largest source of fuel will be within individual properties.	Tenants are asked to keep their properties in a good condition and not store highly flammable items such as Calor gas in their flats as part of their tenancy agreement or Lease. The Independent Living Co-ordinators carries out risk based periodic inspections and any unauthorised source of fuel identified will be reported and removed in line with the tenancy agreement. Tenants 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.	<input checked="" type="checkbox"/>
<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>			

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 cupboard & the flat lobby areas can compromise the integrity of those	Contractors/work people; both internal and external have been informed to fill any hole created as a result of the works carried out with adequate Fire Stopping. The holes where cables pass in the	<input type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
	compartments where the holes. There is a hole on the wall where a cable passes into the electric switch room on the ground floor and flat 5. There are holes where cables pass in the ceiling inside the electric switch room on the ground floor.	ceiling inside the electric switch room and the hole on the wall where a cable passes into the electric switch room on the ground floor must be filled with adequate fire stopping. This has been added to the significant findings and 'action plan'	
The Flats	Fire or smoke could enter a flat onto the escape route or into other flats if the compartmentation between the flat, other flats and the escape corridors are breached. Fire doors could become damaged and lose their integrity due to wear & tear or damage. A glazing on the wall from the kitchen in flat 22 that leads onto the escape corridor was not fire rated.	There are compartment walls & floors that separate the flats. The flat doors are FD30 Composite BM Trada certified fire doors fitted with 3 hinges, Intumescent Strips and Smoke Seals, an electronic free swing overhead closing mechanism and a thumb lock on the inside and the letterboxes are fire rated. At the time of inspection, they were all compliant with no apparent areas of defect. Smoke detector is installed within the flats. The habitable rooms open directly onto the internal escape hallway inside the flats. The kitchen is closer to the exit door however the doors to the habitable rooms and kitchen are FD30 fire doors. The glazing on the wall from the kitchen in flat 22 that leads onto the escape corridor must be replaced with a glazing that will resist fire for a minimum of 30 minutes. This has been added to the significant findings and 'action plan'	<input type="checkbox"/>
Stairwell /corridors	Communal fire doors could become damaged and lose their integrity due to wear & tear or damage.	The escape corridors are separated in compartments. The cross-corridor doors and the doors to the laundry room, electric switch rooms, communal lounge, mobility scooter store are timber BWF certified FD30 fire doors. At the time of inspection, the doors appeared to be in good condition	<input type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
		with no apparent area of defect apart from the intumescent strips that were nailed; see fire doors.	
Roof space	The roof space should be protected from the escape route to ensure the Compartmentation between the roof void and the escape route of the building is not compromised.	The roof hatch accesses are fire rated and were kept locked. Smoke detection are installed inside the roof voids over 800mm.	<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, 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 in line with NCH policies?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
If yes, how many flats were inspected? all			
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 Independent Living Co-ordinator 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 regularly 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>			

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IDENTIFYING PEOPLE AT RISK
<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> <p><i>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.</i></p> <p><i>It is NCH's policy that flats identified as having a vulnerable tenant are inspected regularly. Tenants that live in the Independent Living Schemes are grouped under a low risk, medium risk, high risk and independent category; the group that a tenant belongs to will depend on the level of visits they receive from the Independent Living Co-ordinators.</i></p> <p><i>Where new tenant visits have not been carried out, the Independent Living Manager will be informed with the aim of arranging a new tenancy visit in the nearest opportunity.</i></p>

LEASEHOLDERS	
<p><i>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.</i></p>	
Number of leaseholders in the block	0
Number of leasehold flats with a compliant fire door	0

ADDITIONAL HAZARDS			
<p>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.</p>			
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"/>

PREVIOUS FIRE 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 type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
<p><i>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.</i></p>			
Date of fire: N/A			
Cause of fire: N/A			
Damage to the property: N/A			
Any injuries or death (if so who)? N/A			



Independent Living Scheme Fire Risk Assessment

MANAGEMENT & MAINTENANCE

A fire policy is available on the intranet for all 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 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
--	-----

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
---	-----

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
---	-----

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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Monthly: Monthly test are carried out by a competent staff and deficiencies are reported to repairs. Stored in the log book in the reception area.	No
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Annually: A full test and drain is carried out by a qualified staff.	Yes
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Is there maintenance of the fire extinguishers?



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MANAGEMENT & MAINTENANCE	
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.	N/A
6 monthly: A full test and maintenance inspection is carried out by a competent contractor.	N/A
Is there maintenance of the sprinklers?	
Annually: A full test and maintenance inspection is carried out by a competent contractor.	N/A
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	
Fire alarm system upgraded	Communal fire alarm system installed to BS5839 part 1 and includes strobes on the smoke detectors	
New furniture provided in the scheme.	NCH ensure that Upholstered furniture within the common areas of the building should comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended. Some of the new furniture does not have labels that state they comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended; documentary proof must be provided or the chairs should be returned if the proof cannot be obtained. Carpets in the scheme are to BS4790-1987	



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MAJOR WORKS WITHIN THE LAST 12 MONTHS	
Painting in the communal area	The walls are painted with flame retardant or water-based paint that is to National classification 'Class O' or to BS476
Mobility scooter store upgraded outside the building.	The store walls, floors and ceiling are fire rated. The store ensures that residents can store and charge their scooters in a designated store room. Smoke detection is installed inside the scooter store. The store is fitted with a FD30 fire door. Contractors have been informed to fill any hole created as a result of the works carried out with adequate Fire Stopping.
Common area refurbished	Contractors/work people; have been informed to fill any hole created as a result of the works carried out with adequate Fire Stopping.
New lighting	Lights have been upgraded to led including integrated emergency lighting which are installed to BS5266 standard.

PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS		
This includes 'Grander Designs', lifts, service alterations, painting, extensions, external wall insulation, 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 type="checkbox"/>	No <input checked="" 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	
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)	21/09/20	Emergency lighting (Annually)	10/09/19	5-year electrical period (5Yearly)	Re- wired 04/05/18
Refuse sprinkler system (6 monthly)	N/A	Fire extinguishers (Annually)	04/08/19	Automatic Vents (Annually)	N/A
Lightning conductors (Annually)	N/A	Dry riser (6 monthly)	N/A	PAT test (Annually)	23/07/19
Lifts	22/10/19	Gas safety	All the	Communal	16/05/19



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SERVICE RECORDS DATE OF NEXT SERVICE					
(Annually)		check (Annually)	rented flat has been completed	boiler	

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 type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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"/>

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

The glazing on the wall in the kitchenette that leads outside the front entrance door is not fire rate and should be because the kitchenette is a high risk room and the window opens on the escape route within the main front exit door. This has been added to the significant findings and 'action plan'

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 type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>

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

There is no marked access for emergency vehicles however the road in front of the building is marked by the local authority with double yellow lines and will serve as access for emergency vehicles.

METHOD FOR CALLING THE FIRE SERVICE
The building has an automatic fire detection which is linked to a monitoring station which is manned 24 hours. In the event that this is activated, a signal will be sent directly to the monitoring station and they will call out the Fire Service. Residents can also dial 999 in the /event of a fire incident.



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TRAINING

NCH require that all staff complete a Fire Awareness Course every two years. The caretakers, Independent Living Co-ordinators and the Housing Patch Managers have completed the 'Identifying Fire hazards' training. 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 the evacuation strategy of the building. The residents receive fire safety advice via newsletters and social media websites. Independent Living Co-ordinators inspects the individual dwellings periodically and reiterate 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 building. Fire extinguisher training should be arranged for the staff.

RISK RATING

This building falls under the national guidance for 'sleeping accommodation' so there is sleeping risk hence the risk may be considered to be either medium or high risk depending on the findings of the risk assessment. To determine the risk rating of the building, the following categories has been considered & where there are 3 or more categories rated as 'HIGH' then the risk rating for the building will be considered 'HIGH'

Compartmentation	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Fire alarm system grade	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Number of fire exits (single or two directional)	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
People at risk.	LOW <input type="checkbox"/>	MED <input checked="" type="checkbox"/>	HIGH <input type="checkbox"/>
Source of ignition found	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Source of fuel found	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
What is the risk rating for this building following the fire risk assessment?	LOW <input type="checkbox"/>	MED <input checked="" type="checkbox"/>	HIGH <input type="checkbox"/>



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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	At the time of inspection, there was information from the fire service, staff and residents that various attempts had been made to vandalise the fire panel hence it is recommended that a Perspex panel box is fitted over the fire panel to prevent unauthorised access.	L
02	Arrange to install alarms in certain fire exit doors to ensure that residents are aware if the doors are left; this is to ensure that the building is kept secured and to prevent/deter arsonists.	L
03	Emergency lighting is fitted in the building but is not currently tested monthly. A competent person should commence to test the Emergency lighting every monthly and keep a record in the log book	L
04	The Intumescent strips fitted on the communal fire doors were nailed to the frame making them non-compliant. Smoke seals were not fitted on the fire doors that protect the electric switch room and the mobility scooter room; as both room have potential sources of ignition, a combined Intumescent strips & smoke seals must be fitted on the doors.	M
05	The residents had concerns that sometimes when the fire alarms sound out of hours, it can take a very long time before the NCH staff comes to turn it off. It should be reiterated to the Keyholder that the fire alarm system should not be left sounding for long periods of time; the fire panel should be reset within a reasonable time to prevent residents from trying to access the fire panel to turn it off and/or vandalise the panel.	L
06	The NFCC Specialised Housing Guidance does not recommend placing extinguishers in the escape corridors hence the fire extinguishers in the escape corridors should be removed.	L
07	The glazing on the wall from the kitchen in flat 22 that leads onto the escape corridor must be replaced with a glazing that will resist fire for a minimum of 30 minutes.	H
08	The holes where cables pass in the ceiling inside the electric switch room and the hole on the wall where a cable passes into the electric switch room on the ground floor must be filled with adequate fire stopping.	H
09	The meter cupboard for flat 37 that was damaged should be repaired.	H

OBSERVATIONS

Observations may be made by the fire risk assessor – these are neither significant findings (fire risks) nor deficiencies (items needing repair or rectification).

None