



# Low Rise Fire Risk Assessment

## 1 Gilead street, Bulwell, Nottingham NG6 8HE

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 1 Gilead Street 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	
<b>Responsible Person</b>	Nottingham City Homes
<b>Use of Premises</b>	Residential sleeping accommodation (Hostel)
<b>Date of Assessment</b>	24/03/2021
<b>Date of Review</b>	24/03/2022 (this may be brought forward following major works or a significant incident)
<b>Type</b>	Type 1 assessment
<b>Fire Risk Assessor</b>	Dominic Nwogu, Fire Risk Assessment Officer



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DESCRIPTION OF PREMISES	
<b>Approximate date of construction</b>	1980
<b>General description of premises</b>	<p>The building is an office conversion comprising of 21 studio flats built on 2 floors. Access to the flats is via 3 separate entrance doors. The flats share a front and rear courtyard. The flats are rented with white goods and furniture. The external walls are built with brick and the front entrance to block 3-11 is partly clad with timber fascia on the outer walls by the entrance. The internal walls are plasterboard. The floor between levels is of concrete construction. The roof is timber pitched tiled. The stairwell is concrete built. Flats 13 and flat 17-21 are lobbied from the escape corridor. The block is used as a hostel for temporary accommodation. The building comes under the legislation and guidance for Sleeping Accommodation and due to the type of residency type, communal fire alarm system is installed. There is an electric service meter room located on the ground floor next to the entrance to block 1 &amp; 2, access is from outside the building. There is a single means of entrance into each the block; at the front via a timber door accessed manually by a key. There is one direction egress from each that lead to the exit door on the ground floor; both exits can be accessed without the use of a key. Occupants can also exit the studio flat via the escape windows in each flat. Flats 1 &amp; 2 are both located on the ground floor and both have direct access outside the block. The exit doors both lead to ultimate safety.</p> <p>The layout of the flats each with a separate entrance are as follows:</p> <p>Block 1 -2: Ground floor - flats 1&amp;2 Block 3-11: Ground floor- flats 3-6. 1<sup>st</sup> floor – flats 7-11 Block 12-21: Ground floor- flats 12-16. 1<sup>st</sup> floor – flats 17-21</p>
<b>Number of floors including ground floor</b>	2
<b>Number of floors below ground floor</b>	0
<b>Number of flats</b>	21
<b>Construction of external walls</b>	Brick
<b>Construction of roof</b>	Pitched tiled
<b>Construction of internal walls</b>	Plasterboard



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<b>Construction of internal floors</b>	Concrete
<b>Construction of internal ceiling</b>	Plasterboard
<b>Number of internal stairways</b>	1
<b>Construction of internal stairway(s)</b>	Concrete
<b>Number of external stairways</b>	0
<b>Construction of external stairway(s)</b>	N/A
<b>Number of lifts</b>	0
<b>Time the premises are in use</b>	Residents - 24 hours a day Staff - Mon-Fri during office hours
<b>Number of persons employed</b>	2; staff are not based permanently on site.
<b>Number of exit routes from the building</b>	2; two directional exit routes horizontally & vertically from each dwelling above the ground floor and horizontally from each flat on the ground floor leading to one exit door on the ground floor. Flats 1 & 2 have direct access outside the building. Evacuees can also exit via the escape window inside each flat.
<b>Approximate total occupancy</b>	There are 21 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 type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Have ward councillors been consulted about fire issues at this block?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Have NCH staff members & our partners 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"/>

<b>Concern raised by residents</b>	<b>NCH Response</b>
At the time of inspection, the building was unoccupied resident hence here were no concerns raised by the residents.	Residents are given the opportunity to tell us about any fire safety concerns they have; residents will be contacted face to face during the risk assessment and record of previous concerns raised by residents will be noted.



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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 or partners	NCH Response
There were no concerns raised by the NCH staff.	NCH staff or partners were 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 NFRS.	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.
<b><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></b>	

## **ACTION PLAN & SIGNIFICANT FINDINGS**

All issues identified by the fire risk assessment will be recorded in the significant findings' section of this assessment and 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 by which the issue should be completed. Progress is monitored by the Fire Risk Assessment Officer who is responsible for overseeing the completion of outstanding actions highlighted by the risk assessments.

## **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 M  
 Approved documents Part P  
 The Housing Act 2004  
 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**



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## COMPARTMENTATION

The high degree of fire separation between flats and the common parts is achieved by making each flat, cupboard or room a fire-resisting enclosure. This is known as compartmentation. To ensure that there is compartmentation in the building, there is fire separation from the flat to the escape routes (common parts), from one flat to another flat and beyond the communal rooms such as the electric meter/main switch room. The compartmentation in the block was found to be adequate with no apparent areas of defect.

## FIRE ACTION STRATEGY

Due to the compartmentation in the building, the building satisfies the requirement for a 'Stay Put' fire action strategy however due to the type of residency type, a "simultaneous evacuation" fire action strategy is suitable which means that in the event of a confirmed fire, everyone should fully evacuate the building and assemble in the street in front of the building. This is the designated assembly point. A 'Fire Action Notice' is displayed behind each flat door by the exit route to reiterate the 'simultaneous evacuation' fire action strategy.

## FIRE SAFETY SYSTEMS WITHIN THE PREMISES

### Fire warning system

The fire alarm system is a mixed LD3 conventional system to BS 5839-1:2017 with the main fire panel (Fike) located inside the electric service room. The system comprises of manual call points located on the exit routes, automatic smoke detection installed in the escape routes on every floor and in the electric service room. As access was gained into various flats, the flats have a heat detector to BS 5839-1:2017 installed between the kitchen and bedroom which is open plan. Some flats with the location of the kitchen further way from the bed area have both a smoke detector and a heat detector installed to BS 5839-1:2017. The detectors inside the flats are interfaced to the communal fire alarm system. The alarm system is interlinked to a designated telephone monitored by the manager; on activation, the manager will call the fire service directly and then a staff will go to site to reset the fire panel. The system is tested periodically to BS 5839-1:2017 and all records are kept on site and/or electronically. At the time of inspection, the fire alarm system was operational and the fire panel was not showing any fault.

<b>Is the fire warning system in the building sufficient and adequate?</b>	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

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

All necessary fire safety signs were found to be in place and where sufficient and adequate apart from the following: An Electrical Switch Room warning hazard sign was not placed on



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Fire safety signs and notices		
the electrical switch room.		
Is the fire signage in the building sufficient and adequate?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<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>		

Firefighting equipment					
Fire extinguishers	✓	Dry riser	n/a	Wet riser	n/a
Drenching system	n/a	Suppression system	n/a	Fire Blanket	✓
Sprinkler system	n/a	Hose reel	n/a	Others	n/a
A fire blanket is placed inside every flat; they are maintained annually. A CO <sup>2</sup> fire extinguisher is placed inside the electrical switch room. Fire extinguishers are not sited in the communal area and none is required. Fire extinguishers 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 residents are not trained to use fire extinguishers and 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. Hose reels are also not recommended for the same reasons and because of the risk of the contraction of legionnaire disease. No other firefighting equipment is installed and none is required,					
Is the firefighting equipment in the building sufficient and adequate?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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>					

Emergency lighting		
Emergency lighting is installed within the communal areas and outside the exit doors. This is installed and will be maintained annually to BS5266:2016 standard for a 3-hour durational period. The system will be tested monthly to BS5266:2016 standard.		
Is the emergency lighting system in the building sufficient and adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<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>		

VENTILATION		
There are manual windows on the stairwell landing in block 3-11 and 12-21 that will help disperse smoke in the event of a fire incident.		
Is the smoke ventilation system in the building sufficient and adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>



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## VENTILATION

*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*

## SERVICES

The building is served by electricity only. The electric meters, landlord consumer unit and the main switch room is located next to the entrance door to flat 1 & 2. The building has been issued an Electrical Installation Certificate and they were satisfactory.

## 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 firefighting, 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 any 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"/>
Are there any cross-corridor doors within the escape route of the building that are not fitted with a compliant fire door?	Yes <input type="checkbox"/>	No <input checked="" 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 type="checkbox"/>	N/A <input checked="" 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 British Woodworking Federation (BWF) certified FD30s timber fire doors fitted on solid timber frames; the doors are fitted with 3 hinges and overhead automatic doors closers. At the time of inspection, they were all compliant with no apparent areas of defect.

The doors that lobby's flat 13 and flats 17-21 are fitted with BWF certified FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers, fire rated stamped Georgian wired vision panels. At the time of inspection, they were all compliant with no apparent areas of defect.

The door that protects the store cupboard from the escape room is not a fire door and it should be because it is used to store combustible items; replace the door with a FD30S fire



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## FIRE DOORS

door.

***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 meter/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 were pipe and cable penetrations and openings in the ceiling inside the electrical switch room,	The building has been issued an Electrical Installation Certificate and they were satisfactory. The holes and opening in the room have been fire stopped. Smoke detection is installed within the cupboard. The pipe and cable penetrations and openings in the ceiling inside the electrical switch room must be fire stopped adequately.	<input type="checkbox"/>
Electrical equipment/ Kitchen appliances	Electrical appliances may cause fire under fault conditions. Electrical appliances are rented with each flat.	The building has been issued an Electrical Installation Certificate and they were satisfactory. Heat detection is installed in the flats. The appliances provided are all brand new and will be PAT tested within a year. The cooker has a timer facility that has to be used before the cooker works and will cut of the cooker when the timer selected has finished. The flats will be inspected periodically and the appliances inspected for damage.	<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.	Smoking is not permitted within the flats and the common areas or anywhere inside the building. No smoking signs are in place. A designated area outside the building with a wall mounted	<input checked="" type="checkbox"/>





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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
		smoking bin is located outside the building. At the time of inspection there was no evidence indicating that people smoked in the common areas. Anyone found to be smoking in the communal area will be reported to the manager.	
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. The cooker has a timer facility that has to be used before the cooker works and will cut of the cooker when the timer selected has finished.	<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.	The building is secured to prevent unauthorised entry. CCTV is installed in the communal area to act as a deterrent.	<input checked="" type="checkbox"/>
Communal electric sockets	They are located on the escape corridors and could cause ignition if used with faulty electrical equipment.	The Manager will remove and report any unauthorised appliance used in the communal sockets. There was no evidence that residents used the communal sockets.	<input checked="" 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 become tenants. The cooker in each flat has a timer facility that cut of the cooker when the timer selected has finished.	<input checked="" type="checkbox"/>
<b><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></b>			

## FIRE HAZARDS



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Sources of Fuel	Hazard Description	Controls	OK
Upholstered furnishings	Upholstered furniture within the flats should comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.	NCH ensure that 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 there was no upholstered furniture within the common areas.	<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.	<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. LPG is not allowed inside the flats and communal area in any NCH residential building.	<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. At the time of inspection, there were items stored in the communal areas and by the exit door.	It is NCH's policy that the communal area must be kept sterile. The items stored were removed by the manager.	<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 of escape.	No Plastics/Foam/ polystyrene was identified in the common areas or flats at the time of inspection	<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 if they are combustible. The walls at the entrance to block 3-11 is partly clad with timber	NCH ensure that the materials used to clad the external wall are fire resistant. The external wall is constructed with brick hence it is non-combustible and fire resistant. The cladding at the entrance does not pose a fire risk as it is not	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
	panel's fascia as a feature wall.	located in an area of high risk or outside the flat windows.	
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 water-based paint. The walls are not covered in a flammable material.	<input checked="" type="checkbox"/>
Inside the flats	The largest source of fuel will be within individual properties.	Residents are asked to keep their properties in a good condition and not store highly flammable items such as Calor gas in their flats. The flats are inspected periodically and any unauthorised source of fuel will be identified and removed.	<input checked="" type="checkbox"/>
<p><b><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></b></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 can compromise the integrity of those compartments where the holes are made thereby compromising the Compartmentation of the building as a whole. There were openings inside the electrical switch room not fire stopped adequately.	Contractors and 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. Smoke detection is installed within the cupboard. The pipe and cable penetrations and opening in the electrical switch room must be fire stopped adequately.	<input type="checkbox"/>
The Flats	Fire doors could become damaged and lose their integrity due to wear & tear or damage.	Compartment walls, ceiling & floors separate the flats from other flats and the escape route. The flat doors are fitted with FD30s fire doors; at the time of inspection,	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
		they were all compliant with no apparent areas of defect. The housing manager inspects the communal area & flats regularly and will report any defective door.	
Stairwell /corridors	Communal fire doors could become damaged and lose their integrity due to wear & tear or damage.	The door that lobby flats 13 & 17-21 are fitted with FD30s fire doors; at the time of inspection, they were compliant with no apparent areas of defect. The housing manager inspects the communal area regularly and will report any defective door.	<input checked="" type="checkbox"/>
<p><b><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></b></p>			

IDENTIFYING PEOPLE AT RISK			
<p><b>Sensory Risk</b> (Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)</p>			
<p><b>Mobility Risk</b> (Residents with physical impairment(s) restricting their ability to self-evacuate)</p>			
<p><b>Familiarity Risk</b> (New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)</p>			
<p><b>Vulnerable Residents</b> (Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)</p>			
Are there any known resident(s) that cannot escape without assistance due to a disability?	Yes <input type="checkbox"/>	No <input checked="" 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 Manager carried out a new tenancy visit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p><b><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,</i></b></p>			



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## IDENTIFYING PEOPLE AT RISK

*these details are shared with the emergency services so that disabled or vulnerable residents can be prioritised.*

*NCH has a hoarding policy that states how to deal with residents that have been identified as having a hoarding disorder.*

*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 flats identified as having a vulnerable tenant are inspected regularly. Flats that the Housing 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 means to gain access including during a planned or responsive repair, service maintenance, gas safety checks or by court injunction if necessary.*

*Where new tenant visits have not been carried out, the Housing manager will aim to arrange 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	0
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	n/a

## 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 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"/>
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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: N/A



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<b>PREVIOUS FIRE IN THE LAST 12 MONTHS</b>
<b>Cause of fire:</b> N/A
<b>Damage to the property:</b> N/A
<b>Any injuries or death (if so who)?</b> N/A

<b>MANAGEMENT &amp; MAINTENANCE</b>
<p>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 steps to risk assessment as advocated by the Health &amp; Safety Executive. Significant findings will be recorded as will any identified deficiencies. These will be prioritised and rectified accordingly.</p> <p>Although having overall responsibility for fire safety matters, Nottingham City Homes has appointed the Fire Risk Assessment Officer to:</p> <ul style="list-style-type: none"> <li>• carry out fire risk assessments and keep them under review.</li> <li>• advise on protective and preventative fire safety measures</li> <li>• inform the responsible person what these measures are</li> <li>• ensure implementation and appropriate communication of fire safety measures to NCH staff through on-going training</li> <li>• ensure co-ordination between employees and partner agencies in order to reduce fire risk.</li> <li>• Be responsible for overseeing the completion of outstanding actions highlighted by the risk assessments</li> </ul>

<b>Are regular checks of fire resisting doors, walls and partitions carried out?</b>	
Weekly visual checks are carried out by the manager. All deficiencies are reported to be rectified.	Yes
<b>Is the correct Fire Action Notice visible throughout the building and in exit routes?</b>	
They are displayed on the exit route on every flat door.	Yes
<b>Are regular checks of escape routes and exit doors carried out?</b>	
Weekly visual checks are carried out by the manager. All deficiencies are reported to be rectified.	Yes
<b>Is there a maintenance regime for the fire warning system?</b>	
Weekly: Weekly testing is carried out by the manager and this is recorded in the log book stored in the block or recorded electronically.	Yes
6 monthly: A 50% check is undertaken on each visit by a competent person.	Yes
<b>Is there a maintenance regime for the emergency lighting system?</b>	
Weekly: Visual checks are carried out by the manager and deficiencies are reported to be rectified	Yes



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<b>MANAGEMENT &amp; MAINTENANCE</b>	
Monthly: Monthly test are carried out by a competent person and deficiencies are reported to be rectified. Stored in the log book or electronically.	Yes
Annually: A full test and drain is carried out by a qualified electrician.	Yes
<b>Is there maintenance of the fire blankets?</b>	
Annually: A full test and maintenance inspection is carried out by a competent contractor.	Yes
<b>Is there maintenance of the dry risers?</b>	
Weekly: A visual check is carried out by the manager and any deficiencies are reported to be rectified.	N/A
6-monthly: A full test and maintenance inspection is carried out by a competent contractor.	N/A
<b>Is there maintenance of the automatic vents?</b>	
Weekly: A visual operational check is carried out by the manager as part of the fire alarm week test and any deficiencies are reported to be rectified.	N/A
Annually: A full test and maintenance inspection is carried out by a competent contractor.	N/A
<b>Are records kept and their location identified?</b>	
All records are kept either on site in a fire log book and/or stored electronically.	Yes
<b><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></b>	

<b>MAJOR WORKS WITHIN THE LAST 12 MONTHS</b>		
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 type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, state what works was carried out the fire safety precautions that were considered and adhered to.		
<b>Works</b>	<b>Fire safety precautions adhered to</b>	
None	N/A	

<b>PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS</b>		
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		
<b>Works</b>	<b>Fire safety precautions adhered to</b>	



# Low Rise Fire Risk Assessment

## PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS

None	N/A
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## SERVICE RECORDS DATE OF NEXT SERVICE

Fire alarm system (6 monthly)	03/21	Emergency lighting (Annually)	03/21	Electrical Installation Certificates (5Yearly)	07/03/25
Internal Sprinkler (Annually)	N/A	Fire blanket (Annually)	03/21	Automatic Vents (Annually)	N/A

## 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"/>
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***

## METHOD FOR CALLING THE FIRE SERVICE

The fire alarm system is interlinked to the on-call manager 24 hours a day; in the event of a fire incident, the manager will receive a call and text and dial 999 to ring the fire service directly. The manager will inform the fire service the location of the fire panel and the code to enter the electrical room where the fire panel is located. The building zone plan is located by the fire panel. The location of the fire panel is also in block 3-11.

## TRAINING

NCH require that all staff complete Fire Awareness Course every two years. Training records are retained by the Learning and Development team. New tenants are informed of the evacuation strategy of the building. A fire action notice, fire escape map and advise on fire safety are placed on the door inside each flat and tenants are informed about this and asked to familiarise themselves with the information.

A fire drill is carried out every 6 months in the site to test the effectiveness of the evacuation process, rectify any deficient areas and to familiarise residents & staff with the evacuation strategy. Record of all drill are kept in the log book.





# Low Rise Fire Risk Assessment

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:

<b>Low:</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium:</b>	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).
<b>High:</b>	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:

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm:</b>	Significant potential for serious injury or death of one or more occupants.

Risk level	Action and timescale
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



# Low Rise Fire Risk Assessment

	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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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# Low 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.

<b>No</b>	<b>FINDING</b>	<b>RISK</b>
<b>01</b>	An Electrical Switch Room warning hazard sign was not placed on the electrical switch room.	<b>Tolerable</b>
<b>02</b>	The pipe and cable penetrations and openings in the ceiling inside the electrical switch room must be fire stopped adequately.	<b>Tolerable</b>
<b>03</b>	The cupboard in 3-11 is used to store combustible items; replace the door with a FD30S fire door.	<b>Tolerable</b>



# Low Rise Fire Risk Assessment

