



Low Rise Fire Risk Assessment

1 Burns Avenue

Arboretum
Nottingham
NG7 4DR

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 Burns Avenue over and above our routine checks – we want to make sure all our systems are in place and working as planned. We will check for anything we need to improve so we can put it right. By working in partnership with our residents, and by having effective systems in place we will keep all our homes safe places to live.

Contact us on 01159152222 if you have any concerns.



ASSESSMENT DETAILS	
Responsible Person	Nottingham City Homes
Use of Premises	General needs residential sleeping accommodation
Date of Assessment	26/03/2020
Date of Review	26/03/2021 (this may be brought forward following major works or a significant incident)
Type of assessment	Type 1 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Advisor



Low Rise Fire Risk Assessment

DESCRIPTION OF PREMISES	
Approximate date of construction	1901
General description of premises	This property is an end-terraced Victorian conversion built on 4 floors. The building is of traditional build; with brick wall on the outside and concrete walls on the inside. The ceiling and floors are timber built. There are 4 flats within the building located on the ground, 1 st and 2 nd floor. There is a basement floor in which no flats are located. The building is served by one internal communal staircase; the staircase is not lobbied from the flats. Access to the block is via the timber front door via a key operated via fob. There is one direction egress which leads to one exit doors via the front entrance on the ground floor. There is also an external escape metal staircase for the flats on the 1 st & 2 nd floor. The layout of the flats is as follows: Flat 1 & 2 are located on the ground floor, flat 3 on the 1 st floor and flat 4 on the 2 nd floor.
Number of floors including ground floor	3
Number of floors below ground floor	1
Construction of external walls	Brick
Construction of roof	Timber Pitched Tiled
Construction of internal walls	Stud wall/concrete/plasterboard
Construction of internal floors	Timber
Construction of internal ceiling	Timber
Number of internal stairways	1
Construction of internal stairway(s)	Timber
Number of external stairways	1
Construction of external stairway(s)	Metal
Number of lifts	n/a
Time the premises are in use	Residents - 24 hours a day Staff -Mon-Fri during office hours
Number of persons employed	2; staff are not based permanently on site.



Low Rise Fire Risk Assessment

Number of exit routes from the building	One directional exit from each dwelling leading to 1 exit door from the ground floor. There are 3 steps outside the exit door on the ground floor. Residents on the 1 st and 2 nd floor can also exit the building from a window via the external escape metal staircase which also leads to the ground floor. All exit routes lead to ultimate safety.
Approximate total occupancy	There are 5 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		
A resident raised concern about the electrical fuse box the flat.	This has been reported to the customer services centre to raise a job to for an electrician to investigate.		
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 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.		
<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>			



Low Rise Fire Risk Assessment

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 by which the issue should be completed. Progress is monitored by the NCH Fire Safety Group which includes senior members of the Nottingham Fire & Rescue Service and NCH senior management staff. Issues identified that are significant such as a recurring deficiency or tenancy or management issues will be recorded in the 'significant findings' section of this assessment.

APPLICABLE LEGISLATION & GUIDANCE

Regulatory Reform (Fire Safety) Order 2005
Department for Communities and Local Government (DCLG)
LACORS Guidance
Approved documents Part B Vol 2
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

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. The flats in this building are converted and as the floors that separate the flats are timber, it could not be determined if the compartmentation in the block is adequate.

FIRE ACTION STRATEGY

Due to the compartmentation in the building, A "Simultaneous Evacuation" policy is considered to be appropriate. This means that in the event of a fire, residents should fully evacuate the building and assemble across the road in front of the building. This is the designated assembly point. A Fire action notice is displayed by the exit route to reiterate the 'Full Evacuation strategy.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system



Low Rise Fire Risk Assessment

FIRE SAFETY SYSTEMS WITHIN THE PREMISES		
Fire warning system		
The fire alarm system in the communal area and within the flats is a Grade A, LD2 conventional system to BS5839:1:2002 with the fire panel (Gents Nano) located in the ground floor entrance corridor. The system comprises; manual call points on every communal floor, smoke detection in the escape corridor on every floor and smoke detection inside the flats in the hallway and habitable rooms. The fire alarm system is not linked to an Alarm Receiving Centre. The system is tested regularly and maintained periodically to BS5839:1:2017 and all records are kept on site and/or electronically. At the time of inspection, the fire panel was fully operational with no fault showing.		
Is the fire warning 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>		

Fire safety signs and notices					
Guidance plate	n/a	Building plan	n/a	Fire action notices	✓
Fire door	n/a	Manual call point	✓	Sprinkler	n/a
Do not use lift	n/a	Dry/wet riser signage	n/a	Directional signage	✓
No Smoking	✓	Floor signage (lobby)	n/a	Flat direction signage	n/a
Mind the step	n/a	Fire extinguisher	n/a	Other signage	✓
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"/>
<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	n/a	Dry riser	n/a	Wet riser	n/a
Drenching system	n/a	Suppression system	n/a	Fire Blanket	n/a
Sprinkler system	n/a	Hose reel	n/a	Others	n/a
Fire extinguishers or hose reels are not sited in the communal area and none is required. Fire extinguishers and hose reels are not required in the communal areas because they are not recommended by the Fire safety in purpose-built blocks of flats national guidance because they encourage residents to fight the fire when they may not have training and the experience of doing so. 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 because of the risk of the contraction of legionnaire disease. No other firefighting equipment is installed and none is required,					



Low Rise Fire Risk Assessment

Firefighting equipment		
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. This is installed to BS5266:2016. There was evidence to show that the emergency lighting maintenance was on-going to BS5266:2016.		
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 is no windows or vents in the escape corridors which should help disperse smoke in the event of a fire incident; as such the communal area should be kept sterile at all times.		
Is the smoke ventilation system 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>		

SERVICES		
<p>The building is served by both electricity and gas supply. The electric meters and landlord supply consumer unit are located inside the communal electric service cupboard located by the entrance hallway near the entrance door. An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory condition.</p> <p>The gas meters are located outside the block in a meter cupboard; the emergency control valve is located next to the gas meters. A gas safety check is carried out annually, leaseholders are asked to provide evidence that they carry out an annual gas safety check. The gas infrastructure is under the ownership of Cadent and they are liable for monitoring, maintaining, improving and upgrading all aspects of the supply up to and including the gas meter. There is also an emergency shut off valve located outside the block.</p>		

FIRE DOORS		
<i>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</i>		



Low Rise Fire Risk Assessment

FIRE DOORS			
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 type="checkbox"/>	N/A <input checked="" 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 electric service cupboard is fire rated with A FD30s fire door. The flats are fitted with FD30s Composite BM Trada certified fire doors fitted with 3 hinges, Intumescent Strips and Smoke Seals, an automatic door closing mechanism and a thumb lock on the inside and the letterboxes are fire rated. At the time of inspection, all the flat doors appeared to be in good condition with no apparent areas of defect.			
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"/>
Smoking within the communal areas	Smoking in common areas may cause fire if cigarettes are not properly extinguished, or are disposed of in voids / rubbish chutes.	Smoking is not permitted within the common areas. No smoking signs are in place. At the time of inspection there was no evidence indicating that people smoked in the common areas. Anyone found to be smoking in the communal area will be reported to the Housing Patch Manager.	<input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
Electric meter/circuit breaker	The electric meter/circuit breaker has the potential to cause a fire due to a fault. There is a potential for meters to be tampered with (bypassing the meter).	An Electrical Installation Condition Report has been carried out in the building; the electrical installation was found to be in a satisfactory condition. The electric service cupboard is a solid timber fire rated door fitted with intumescent strips and smoke seals.	<input checked="" type="checkbox"/>
Cooking	Cooking in common areas is more likely to result in fire due to cooking facilities being left unattended.	Cooking is not permitted in common areas.	<input checked="" type="checkbox"/>
Arson	Arson is more likely to cause serious fires than other causes of ignition as a deliberate attempt is made to set fire. CCTV is not installed outside the entrance to act as a deterrent.	The building is secured to prevent unauthorised entry. The entrance was secure at the time of inspection.	<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 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"/>
Other sources of ignition	Lightning strikes could cause fire or explosion risks if no clear route to earth exists	The building has lightning protection installed outside and it is maintained annually.	<input checked="" type="checkbox"/>
<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



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
Upholstered furnishings	Upholstered furniture within the common areas of the building if not compliant with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended, could become a potential source of fuel should a fire occur in the block.	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	<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 outside flat 2	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. The items stored outside flat 2 should be removed in line with the communal area policy.	<input 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 gas meters are located outside the block in a meter cupboard; the emergency control valve is located next to the gas meters. A gas safety check is carried out annually, leaseholders are asked to provide evidence that they carry out an annual gas safety check. Cadent complete periodic risk-based audits of the gas.	<input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
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 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.	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.	<input checked="" type="checkbox"/>
Internal lining	The choice of materials for walls and ceiling can significantly affect the spread of a fire and affect the rate of its growth. The walls are covered in paint.	The walls are painted with flame retardant or water-based paint that is to National classification 'Class O' or to BS476. The basement ceiling is lined with Gyproc plasterboard which is to National classification 'Class O'.	<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 as part of their tenancy agreement or Lease. Leaseholders are issued a Flat Safety Fact sheet regarding fire safety. Residents identified as having a hoarding disorder hence putting them and others at risk will be given support; the NCH hoarding procedure is used to deals with such individuals.	<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	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. At	<input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
	the integrity of those compartments where the holes are made thereby compromising the structural integrity of the block.	the time of inspection, there were no holes or opening that breached the compartmentation in the building.	
The Flats	Fire doors could become damaged and lose their integrity due to wear & tear or damage. The floors separating the flats are timber built.	The walls separating the flats have solid walls. The habitable rooms open directly onto the hallway inside the flats. The fire action strategy is "simultaneous evacuation" because the compartmentation between the flats cannot be verified. The flats are fitted with BM Trada certified FD30s Composite fire doors. At the time of inspection, all the flat doors appeared to be in good condition with no apparent areas of defect.	<input checked="" type="checkbox"/>
Roof space	The roof space should be protected from the flat lobby to ensure that there is compartmentation between the roof space and the flat lobby.	There is no access to the roof space from the communal area. A smoke detector is installed in the roof space and it is interlinked with the communal fire alarm.	<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>			

IDENTIFYING PEOPLE AT RISK
<p>Sensory Risk (Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)</p> <p>Mobility Risk (Residents with physical impairment(s) restricting their ability to self-evacuate)</p> <p>Familiarity Risk (New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)</p> <p>Vulnerable Residents (Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)</p>



Low Rise Fire Risk Assessment

IDENTIFYING PEOPLE AT RISK			
Has a regular tenancy visit been completed in the block in line with NCH policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
If yes, how many flats were inspected? n/a			
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 type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
If yes, have the Housing Patch Manager carried out a new tenancy visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" 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> <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. Flats that the Housing Patch Manager could not gain access into will be recorded in our in-house database and further attempts will be made to gain access. Where access is not granted NCH will seek other means to gain access including during a planned or responsive repair, service maintenance, gas safety checks or by court injunction if necessary.</i></p> <p><i>Where new tenant visits have not been carried out, the Area Housing manager will be informed with the aim of arranging a new tenancy visit in the nearest opportunity.</i></p>			

LEASEHOLDERS	
<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>	
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



Low Rise Fire Risk Assessment

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"/>

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"/>
<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>			
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			

MANAGEMENT & MAINTENANCE
<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 & 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 Risk Management Advisor to:</p> <ul style="list-style-type: none"> • carry out fire risk assessments and keep them under review. • advise on protective and preventative fire safety measures • inform the responsible person what these measures are • ensure implementation and appropriate communication of fire safety measures to NCH staff through on-going training • ensure co-ordination between employees and partner agencies in order to reduce fire risk. <p>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.</p>

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	N/A



Low Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE		
through to repairs.		
Is the correct Fire Action Notice visible throughout the building and in exit routes?		
They are displayed on the exit route.		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		N/A
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
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		N/A
Monthly: Monthly test are carried out by a competent NCH staff and deficiencies are reported to repairs. Stored in the log book in the reception area.		Yes
Annually: A full test and drain is carried out by a qualified NCH staff.		Yes
Is there maintenance of the fire extinguishers?		
Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.		N/A
Annually: A full test and maintenance inspection is carried out by a competent contractor.		N/A
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
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 type="checkbox"/>	No <input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

MAJOR WORKS WITHIN THE LAST 12 MONTHS	
If yes, state what works was carried out the fire safety precautions that were considered and adhered to.	
Works	Fire safety precautions adhered to
N/A	N/A

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)	13/11/20	Emergency lighting (Annually)	05/11/20	Electrical Installation Condition Report (5 Yearly)	23/06/21
Refuse sprinkler system (6 monthly)	N/A	Fire extinguishers (Annually)	N/A	Automatic Vents (Annually)	N/A
Lightning conductors (Annually)	01/09/20	Dry riser (6 monthly)	N/A	PAT test (Annually)	N/A
Internal Sprinkler (Annually)	N/A	Gas safety check (Annually)	All NCH flats with tenants have been completed		

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"/>



Low Rise Fire Risk Assessment

RESIDENTS MEANS OF ACCESS & ESCAPE

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

At the time of inspection, it could not be confirmed if the external fire escape ladders are suitable and their integrity intact. There are items stored outside flat 2 that can impede egress in the event of a fire incident. This has been added to the significant finding section and the 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 type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is access to the dry riser readily available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Are dry risers & hydrants free from obstruction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is there an up to date Premises Information Plate displayed outside the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" 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 not transmitted to an alarm receiving centre hence the emergency 999 telephone system is the only means available to residents in the building.

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 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. Contractors receive an induction before any work can be carried out at the block.



Low Rise Fire Risk Assessment

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

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low **Medium** **High**

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

Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

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

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

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

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.



Low Rise Fire Risk Assessment

	Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

RISK RATING

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

Trivial <input type="checkbox"/>	Tolerable <input checked="" type="checkbox"/>	Moderate <input type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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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. 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 were items stored outside flat 2. Contact the resident to remove the items in line with the Communal Area policy, if the resident does not comply, arrange to remove the items.	Tolerable
02	At the time of inspection, it could not be confirmed if the external fire escape ladders are suitable and their integrity intact. Arrange to inspect the external fire escape metal ladder to ensure it is safe to use.	Tolerable

OBSERVATIONS

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

There no windows or vents in the escape corridors or staircase which should help disperse smoke in the event of a fire incident; as such the communal area should be kept sterile at all times

