



# Low Rise Fire Risk Assessment

## 7B Waverley Street

Arboretum  
Nottingham  
NG7 4HF

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 7B Waverley 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>	General needs residential sleeping accommodation
<b>Date of Assessment</b>	26/03/2020
<b>Date of Review</b>	26/03/2021 (this may be brought forward following major works or a significant incident)
<b>Type of assessment</b>	Type 1 assessment
<b>Fire Risk Assessor</b>	Dominic Nwogu, Risk Management Advisor



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DESCRIPTION OF PREMISES	
Approximate date of construction	1900
General description of premises	This property is an end-terraced Victorian conversion built on 4 floors. The main entrance is via the side of the building. Flat 1 is located at the front of the building. Flat 1 and 2 have direct access outside the building however flat one also has a door accessed inside the building. 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 5 flats within the building located on the ground, 1 <sup>st</sup> and 2 <sup>nd</sup> floor. The building is served by one internal communal stair; which leads from the ground to the 2 <sup>nd</sup> floor. There is a basement floor with no flats located in it. The staircase is not lobbied from the flats. Access to the block is via the timber door via a key operated manually. There is one direction egress which leads to one exit door on the ground floor which can be accessed without the use of a key. The layout of the flats is as follows: basement floor: no flats, ground floor: flat 1, 1 <sup>st</sup> floor: flat 3 and 4, 2 <sup>nd</sup> floor: flat 5 and 6.
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	Concrete
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	0
Construction of external stairway(s)	n/a
Number of lifts	n/a



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<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>	One directional exit from each dwelling leading to 1 exit door on the ground floor accessed without the use of a key.
<b>Approximate total occupancy</b>	There are 3 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"/>

<b>Concern raised by residents</b>	<b>NCH Response</b>
There were no concerns raised by the residents.	Residents were given the opportunity to tell us about any fire safety concerns they had; residents were contacted by phone prior to the assessment and face to face during the risk assessment and there were no concerns raised by residents.
<b>Concerns raised by ward councillors</b>	<b>NCH Response</b>
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.
<b>Concerns raised by NCH staff</b>	<b>NCH Response</b>
There were no concerns raised by the NCH staff.	NCH staff were asked if they were aware of any fire safety issues that had been raised by residents or by themselves.
<b>Concerns raised by the NFRS</b>	<b>NCH Response</b>
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.

***If there are any concerns raised previously or during the time of inspection that have***



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*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.*

## **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 "Full 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**



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## 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 (Fike Twinflex Pro) 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.

<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>	n/a	<b>Fire action notices</b>	✓
<b>Fire door</b>	n/a	<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>	✓

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

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

### Firefighting equipment

<b>Fire extinguishers</b>	n/a	<b>Dry riser</b>	n/a	<b>Wet riser</b>	n/a
<b>Drenching system</b>	n/a	<b>Suppression system</b>	n/a	<b>Fire Blanket</b>	n/a
<b>Sprinkler system</b>	n/a	<b>Hose reel</b>	n/a	<b>Others</b>	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,





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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 are no windows in the escape corridor which should help disperse smoke in the event of a fire incident.		
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
The building is served by both electricity and gas supply. The landlord supply circuit breaker is located within the building. An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory condition. 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.

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 into the escape route should be fitted with a fire door that can resist fire to a minimum</i>



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<b>FIRE DOORS</b>			
<b><i>of 30 minutes. A fully compliant fire door should be fitted with 3 hinges, an automatic door closing mechanism, intumescent strips &amp; 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.</i></b>			
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 flat doors are fitted with solid timber fire doors fitted with solid timber frames; these are 44MM thick; FD30s nominal fire rated doors and were all fitted with intumescent strips and smoke seals, three hinges and an overhead closing mechanism and a thumb lock on the inside. The door did not have a letter box sleeve. The electric meter cupboard doors on the ground floor lobby are nominal FD30s timber fire doors. The door to the basement is a nominal FD30s timber fire door. At the time of inspection, they were all compliant with no apparent areas of defect.			
<b><i>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</i></b>			

<b>FIRE HAZARDS</b>			
<b>Sources of Ignition</b>	<b>Hazard Description</b>	<b>Controls</b>	<b>OK</b>
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. At the time of inspection, there were no items stored in the communal area.	<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	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
		Housing Patch Manager.	
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). There are electric meters, circuit breakers and the landlord supply consumer unit in the entrance lobby.	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory condition. The electric meter cupboard on the ground floor lobby are fitted with FD30s timber fire doors. A smoke detector is sited near the electric meter cupboard to give early warning in the event that a fire incident occurs.	<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"/>
<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





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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.	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 items stored in the communal area.	<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 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"/>
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 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.	<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"/>
<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			
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 compartments where the holes are made thereby compromising the structural	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 the time of inspection, there were no opening or holes in the communal area that breached compartmentation in the building	<input checked="" type="checkbox"/>



# Low Rise Fire Risk Assessment

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
	integrity of the block.		
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 flat doors are 44MM thick FD30s timber fire doors. At the time of inspection, 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"/>

***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***

## IDENTIFYING PEOPLE AT RISK

### Sensory Risk

(Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)

### Mobility Risk

(Residents with physical impairment(s) restricting their ability to self-evacuate)

### Familiarity Risk

(New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)

### Vulnerable Residents

(Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)

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"/>
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## IDENTIFYING PEOPLE AT RISK

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"/>

***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.***

***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 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.***

***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.***

## LEASEHOLDERS

<b><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></b>	
Number of leaseholders that live in their flat	1
Number of leaseholders that let their flat	0
Number of leasehold flats that have completed a gas safety check	Awaiting certificate
Number of leasehold flats with compliant fire doors	1

## ADDITIONAL HAZARDS

<b><i>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.</i></b>			
Are there any known resident(s) who have a dependency on	Yes	No	N/A



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ADDITIONAL HAZARDS			
oxygen?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>

***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

**Cause of fire:** N/A

**Damage to the property:** N/A

**Any injuries or death (if so who)?** N/A

## MANAGEMENT & MAINTENANCE

A fire policy is available on the intranet for all NCH staff to access. It confirms that a fire risk assessment will be completed and kept under review for all premises with enclosed circulation areas to ensure adequate fire safety. The risk assessment will follow the 5 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.

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

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

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

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

Are regular checks of fire resisting doors, walls and partitions carried out?	
Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs.	N/A
Is the correct Fire Action Notice visible throughout the building and in exit routes?	
They are displayed on the exit route.	Yes





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MANAGEMENT & MAINTENANCE		
<b>Are regular checks of escape routes and exit doors carried out?</b>		
Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs or to the Housing Patch Manager	N/A	
<b>Is there a maintenance regime for the fire warning system?</b>		
Weekly: Weekly testing is carried out by a competent person 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	
<b>Is there a maintenance regime for the emergency lighting system?</b>		
Weekly: Visual checks are carried out by a competent person 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	
<b>Is there maintenance of the fire extinguishers?</b>		
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	
<b>Is there maintenance of the dry risers?</b>		
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	
<b>Are records kept and their location identified?</b>		
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	
<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>	



# Low Rise Fire Risk Assessment

MAJOR WORKS WITHIN THE LAST 12 MONTHS	
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"/>
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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)	22/11/19	Emergency lighting (Annually)	01/11/19	5-year electrical period (5Yearly)	27/01/20
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 flats with NCH tenants		

## 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**



# Low Rise Fire Risk Assessment

## RESIDENTS MEANS OF ACCESS & ESCAPE

*issue is significant, also record it in the 'significant findings' section*

At the time of inspection, there were items outside flats 5 and 6 that could impede escape in the event of a fire incident. They have 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.

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





# Low Rise Fire Risk Assessment

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"/>





# 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	There was no evidence to show that the Electrical Installation Condition Report, fire alarm & emergency lighting maintenance were current, provide evidence or arrange maintenance.	<b>Tolerable</b>

## 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