



Willowbrook Court

Leys Road
Meadows
Nottingham
NG2 2NQ



At Nottingham City Homes we want our residents to be assured that their community facilities 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 Willowbrook Court over and above our routine checks – we want to make sure all our systems are in place and working as planned. We will check for anything we need to improve so we can put it right. By working in partnership with our residents, and by having effective systems in place we will keep all our homes safe places to live.

Contact us on 01159152222 if you have any concerns.

ASSESSMENT DETAILS	
Responsible Person	Nottingham City Homes
Use of Premises	Place of assembly
Date of Assessment	23/03/2020
Approximate date of Review	23/03/2022 (this may be brought forward following major works or a significant incident)
Assessment Type	Type 1 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Advisor (Fire)



Non- corridor Independent Living Scheme Fire Risk Assessment

DESCRIPTION OF PREMISES	
Approximate date of construction	1976
General description of premises	<p>This is a community facility located on the ground floor of a two-storey building that caters for the residents at Willowbrook Court which is an independent living complex offering Independent Living properties to the residents all of which have separate entrances & exits. There is a flat is located above the facility on the first floor with separate access from outside the facility. There is a common room, a kitchen and a laundry room within the facility. There is also a staff office. This facility falls under the national guidance for 'small and medium places of assembly' and as such a communal area alarm is recommended. The building is an independent living scheme. This means that the type of tenants that use the facility are generally people over the age of 55. Due to this being independent living, the tenants that will use the facility are mainly able-bodied. As this is an independent living scheme, an Independent Living Scheme Co-ordinator is allocated to the building and will visit the site regularly during office hours.</p> <p>The building is constructed of brick, the roof is pitched tiled, the internal walls are concrete and plasterboard and the floor is concrete covered with carpet and vinyl. There are 3 means of entrance into the building. There are two directional means of escape from the facility leading to 4 fire exits doors. All exit doors lead to ultimate safety</p>
Number of floors including ground floor	1
Number of floors below ground floor	0
Construction of external walls	Brick
Construction of roof	Pitched tiled
Construction of internal walls	Concrete and Plasterboard
Construction of internal floors	Concrete covered with carpet and vinyl
Construction of internal ceiling	Plasterboard
Number of internal stairways	0
Construction of internal stairway(s)	N/A



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DESCRIPTION OF PREMISES	
Number of external stairways	0
Construction of external stairway(s)	N/A
Number of lifts	0
Time the premises are in use	Residents - 24 hours a day Staff - Mon-Sun during office hours
Number of persons employed	2; staff are not based permanently on site.
Exit routes from the building	There are 3 exits
Total occupancy	The facility caters for up to 50 people.

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 community facility?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have ward councillors been consulted about fire issues at this community facility?	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 community facility?	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 community facility?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Concern raised by residents	NCH Response		
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.		
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 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		



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There were no concerns raised by the protection, operational or persons at risk team of the Nottinghamshire Fire and Rescue Service	NCH monitor all the fire safety concerns raised by the fire service either during an operational concern, a walkabout or from enquiries raised by our residents directly with the fire service.
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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.

APPLICABLE LEGISLATION

Regulatory Reform (Fire Safety) Order 2005
 Department for Communities and Local Government (DCLG)
 NFCC Specialised Housing Guidance
 Approved documents Part B Vol 2
 Approved documents Part M
 Approved documents Part P
 The Housing Act 2004
 Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.
 The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
 Control of Substances Hazardous to Health Regulations 2002 (COSHH)

STRUCTURAL INTEGRITY

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 walls & partitions separating each compartment in the facility will resist fire for at least 30 minutes and the openings in each compartment are fitted with a FD30 fire door. The compartmentation in the building was found to be adequate with no apparent areas of defect.

ACTION PLAN & SIGNIFICANT FINDINGS

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

Issues identified that are significant such as a recurring deficiency or tenancy or management issue will be recorded in the 'significant findings' section of this assessment.

FIRE ACTION STRATEGY

The building is a small place of assembly and occupants are not expected to reside inside the community facility hence a simultaneous evacuation strategy is appropriate. In the event of a fire incident, everyone in the facility are asked to vacate the community facility, closing all doors and windows behind them if it is safe to do so and make their way to the assembly



FIRE ACTION STRATEGY

point located at the front of the building. Fire action notices are displayed by the exit routes to reiterate the simultaneous evacuation strategy.

ACCESS/EGRESS

There are 3 means of access and 3 designated means of egress. There is also another exit door via the laundry room. The main access is via a metal door with large vision panel accessed electronically via a key fob or remotely via a password. The other access is via the laundry room and the door at the rear of the building through a timber door accessed manually with a key. Egress is via the main entrance door at the front of the building operated electronically via a Push Pad, via the exit door inside the Common room accessed with a Push bar and via the exit door at the rear of the building accessed electronically. The fire exits lead to ultimate safety

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system

The fire alarm system is a L2 addressable system installed to BS 5839:1:2013 with the fire panel (Gents Nano) located in the ground floor entrance hallway. The system comprises; manual call points on the exits, smoke detection in the escape corridor, laundry room, common room, kitchen and electric distribution room. The system is regularly tested to BS 5839:1:2017 and all records are kept on site and electronically. The alarm system is linked to a monitoring station; Nottingham Control Centre. The alarm system is monitored 24 hours a day 7 day a week. Upon activation of the alarm, the monitoring station will call the Fire Service directly. At the time of inspection, the fire alarm system was fully operational and the fire panel was not showing any fault.

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

Fire safety signs and notices

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

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

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



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Fire safety signs and notices
<i>significant, also record it in the 'significant findings' section</i>

Firefighting equipment					
Fire extinguishers	✓	Dry/Wet riser	n/a	Hose Reels	n/a
Sprinkler system	n/a	Suppression system	n/a	Fire Blanket	✓
The NFCC Specialised Housing Guidance does not recommend placing extinguishers in the escape corridors hence the fire extinguishers in the escape corridors should be removed. A Fire Blanket is placed in the kitchen. No other firefighting equipment is used within the block 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 building. This are installed to BS5266:2016 standard for a 3-hour durational period. There was evidence to show that the system was 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 within the corridors & the kitchen 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"/>
<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 distribution board is located within the community facility. An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. The gas boiler is located in the laundry room. A gas safety check is carried out annually by a qualified gas engineer.		

FIRE DOORS



FIRE DOORS			
<p><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 of 30 minutes. A fully compliant fire door should be fitted with 3 hinges, an automatic door closing mechanism, intumescent strips & smoke seals. Where necessary, fire doors should also be fitted with fire door hold open device to ensure that users can navigate past the door with ease.</i></p>			
Is there any door in the community facility that should be fitted with a fire door that is not?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Is there any door in the community facility that is fitted with a non - compliant fire door?	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 checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<p>The doors that protect the common room, kitchen, the laundry room, the boiler room and electric room are British Woodworking federation certified solid timber FD30s fire doors with solid timber frames fitted with intumescent strips and a door closer. At the time of inspection all the doors were fully functional with no apparent areas of defect apart from the laundry room door that was wedged open because it was sticking on the floor and the door to the common room that was wedged open manually because a door retainer was not fitted on the door to enable daily ease of movement; this has been added to the significant findings page and the Action Plan.</p>			
<p><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></p>			

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. At the time of inspection, there was no mobility scooter parked in the community facility.	<input checked="" type="checkbox"/>
Electric distribution/	An electric distribution/switch room is located in the	An Electrical Installation Condition Report has been carried out in the	<input checked="" type="checkbox"/>



FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
switch cupboard	community facility and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if compartmentation is breached.	building and was found to be satisfactory. Contractors (external & internal) have been informed to fill any holes or openings made as a result of the works they are doing with adequate fire stopping. The cupboard is fitted with a compliant fire door. At the time of inspection, there were no holes or openings that breached the compartmentation of the cupboard.	
Communal electric sockets	They could cause ignition if used with faulty electrical equipment. They can be used by residents if accessible. They are sited in the communal area and are not protected.	The Independent Living Co-ordinator visits the site daily and will remove any unauthorised equipment plugged in the communal sockets. Only the electrical appliances that are either brand new or PAT tested annually are allowed to be plugged in the communal sockets. At the time of inspection, all the electrical equipment plugged in the communal sockets were PAT tested	<input checked="" type="checkbox"/>
Electrical equipment's/ Kitchen appliances	Various electrical appliances are located inside the common rooms, kitchenettes, the staff office & the laundry room and may cause fire under fault conditions. Tumble dryers can cause a fire if lint is allowed to build-up.	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. There was no equipment with scorch marks on them or their cables. NCH carry out PAT testing annually; the equipment/appliances were PAT tested by a competent electrician and where all in date at the time of inspection. The cleaner cleans the filter and filter compartment in the tumble dryer regularly	<input checked="" type="checkbox"/>
Smoking within the community facility	Smoking within the community facility may cause fire if cigarettes are not properly extinguished or are disposed of in voids / rubbish chutes.	Smoking is not permitted within the community facility. No smoking signs are in place. Anyone found to be smoking in the community facility will be reported. At the time of inspection there was no evidence to show that people	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
		smoked in the community facility.	
Cooking	Cooking in common areas is more likely to result in fire due to cooking facilities being left unattended.	Cooking is not permitted in community facility apart from inside the kitchen. The cooking appliances are PAT tested annually. There is an openable window inside the kitchen. Only an electric cooker with a timer facility is permitted in the kitchen.	<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. 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"/>
<p><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></p>			

FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
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 community facility; the caretaker stores all cleaning materials inside a locked room/cupboard which is not accessible by the users of the facility.	<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 community facility at the time of inspection	<input checked="" type="checkbox"/>
Upholstered furnishings	Upholstered furniture within the community facility should	NCH ensure that all upholstered furniture within the common areas	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.	of the building complies with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended. At the time of inspection, the upholstered furniture within the facility were compliant with regulation.	
Combustible items in the escape route	Combustible items stored in escape routes may help intensify the spread of a fire in the event, especially where electrical items are plugged into common supplies, and increase the risk of fire spread. If stored in escape corridors, they can cause obstruction and contribute to smoke spread.	NCH has a Communal Area policy which can be viewed via the NCH website that states that the communal area must be kept sterile and it also lays down the procedures for dealing with residents that are not compliant. At the time of inspection there was no item in the community facility that was not allowed by the communal area policy.	<input checked="" type="checkbox"/>
Gas	Gas services that supply hot water is located in the plant room. 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.	A gas safety check is carried out annually. Smoke detection is installed in the boiler room. The boiler is protected by a FD60 fire door.	<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 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 and fire spread if they are combustible.	NCH ensure that the materials used to clad the external wall are fire resistant. The external wall is brick built hence it is non-combustible.	<input checked="" type="checkbox"/>
Internal lining	The choice of materials for walls and ceiling can significantly affect the spread of a fire and affect the rate of its growth.	The were no materials on the internal lining that could significantly affect the spread of a fire and affect the rate of its growth.	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
<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 in a compartment such as service cupboard or the laundry room can compromise the integrity of the compartment.	Contractors/work people; both internal and external have been informed to fill any hole created as a result of the works carried out with adequate Fire Stopping. At the time of inspection, there was no hole that breached the compartmentation of the community facility.	<input checked="" type="checkbox"/>
Corridor doors & compartment walls/partition	The communal fire doors, the compartment walls and partition could become damaged and lose their integrity due to wear & tear or damage.	The various compartments are separated by compartment walls. The common room, kitchen, store cupboard, electric service cupboard and the laundry room are protected from the escape corridor by a compliant fire door.	<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, staff or contractors who may be new to the premises and not familiar to its layout)</p> <p>Vulnerable Residents (alcohol abuse, cooking irresponsibly, smoking, inappropriate use of electrical equipment, no support agencies, etc.)</p>



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IDENTIFYING PEOPLE AT RISK

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 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 or in the community facility and provides for appropriate support to reduce the risk to vulnerable residents and their neighbours.

It is NCH's policy that properties identified as having a vulnerable tenant are inspected regularly. Tenants that live in the Independent Living Schemes are grouped under a low risk, medium risk, high risk and independent category; the group that a tenant belongs to will depend on the level of visits they receive from the Independent Living Co-ordinators.

PREVIOUS FIRE IN THE LAST 12 MONTHS

Have there been any actual fire incidents in the community facility 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 have 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 staff to access. It confirms that a fire risk assessment will be completed and kept under review for all premises with enclosed circulation areas to ensure adequate fire safety. The risk assessment will follow the 5 step to risk assessment as advocated by the Health & Safety Executive. Significant findings will be recorded as will any identified deficiencies. These will be prioritised and rectified accordingly.

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

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



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MANAGEMENT & MAINTENANCE	
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 Independent Living Co-ordinator. All deficiencies are reported through to repairs.	Yes
Is the correct Fire Action Notice visible throughout the building and in exit routes?	
They are displayed on the exit route on every floor.	Yes
Are regular checks of escape routes and exit doors carried out?	
Weekly visual checks are carried out by the Independent Living Co-ordinator. All deficiencies are reported through to repairs or to the Risk Management Team.	Yes
Is there a maintenance regime for the fire warning system?	
Weekly: Weekly testing is carried out by the Independent Living Co-ordinator and this is recorded in the log book stored in the community facility 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 Independent Living Co-ordinator and deficiencies are reported to repairs	Yes
Monthly: Monthly test are carried out by a competent staff and deficiencies are reported to repairs. Stored in the log book in the reception area.	Yes
Annually: A full test and drain is carried out by a qualified staff.	Yes
Is there maintenance of the fire extinguishers?	
Weekly: A visual check is carried out by the Independent Living Co-ordinator and any deficiencies are reported to repairs.	Yes
Annually: A full test and maintenance inspection is carried out by a competent contractor.	Yes
Is there maintenance of the dry risers?	
Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.	N/A
Is there maintenance of the automatic vents?	
Weekly: A visual operational check is carried out by the caretaker as part of the fire alarm week test and any deficiencies are reported to repairs.	N/A
6 monthly: A full test and maintenance inspection is carried out by a competent contractor.	N/A
Is there maintenance of the sprinklers?	
Annually: A full test and maintenance inspection is carried out by a competent contractor.	N/A



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MANAGEMENT & MAINTENANCE	
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"/>
If yes, state what works was carried out the fire safety precautions that were considered and adhered to.		
Works	Fire safety precautions adhered to	
None	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	
None	N/A	

SERVICE RECORDS DATE OF NEXT SERVICE					
Fire alarm system (6 monthly)	16/06/20	Emergency lighting (Annually)	11/12/20	5-year electrical period (5Yearly)	22/06/21
Refuse sprinkler system (6 monthly)	N/A	Fire extinguishers (Annually)	22/06/20	Automatic Vents (Annually)	N/A
Lightning conductors (Annually)	N/A	Dry riser (6 monthly)	N/A	PAT test (Annually)	01/07/20
Internal Sprinkler (Annually)	N/A	Gas safety check (Annually)	23/04/21	Communal Boiler	23/04/21



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"/>
<i>If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i>			

ACCESS FOR THE FIRE SERVICE			
Is a Fireman's Switch installed in the entrance to the building & operational?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there a marked access for emergency vehicles?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
<i>If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the Action Plan and if the issue is significant, also record it in the 'significant findings' section</i>			

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

TRAINING
NCH require that all staff complete a Fire Awareness Course every two years. The caretakers, Independent Living Co-ordinators and the Housing Patch Managers have completed the 'Identifying Fire hazards' training. Training records are retained by the Learning and Development team. 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 building.

RISK RATING			
Potential consequences of	Slight harm	Moderate harm	Extreme harm



Non- corridor Independent Living Scheme Fire Risk Assessment

RISK RATING			
fire → Likelihood of fire ↓			
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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

Low **Medium** **High**

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

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

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

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

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

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

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for



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	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 checked="" type="checkbox"/>	Tolerable <input type="checkbox"/>	Moderate <input type="checkbox"/>	Substantial <input type="checkbox"/>	Intolerable <input type="checkbox"/>
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SIGNIFICANT FINDINGS

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

No	FINDING	RISK
01	The laundry room door was wedged open because it was sticking on the floor; repair the door to ensure it closes completely	Tolerable
02	The door to the common room was wedged open manually because a door retainer was not fitted on the door to enable daily ease of movement; fit a door retainer on the door to the common room.	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).