



Low Rise Fire Risk Assessment

1-12 Fairham House

Green Lane

Clifton

Nottingham

NG11 9LN

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 1-12 Fairham House over and above our routine checks – we want to make sure all our systems are in place and working as planned. We will check for anything we need to improve so we can put it right. By working in partnership with our residents, and by having effective systems in place we will keep all our homes safe places to live.

Contact us on 01159152222 if you have any concerns.

ASSESSMENT DETAILS	
Responsible Person	Nottingham City Homes
Use of Premises	Residential sleeping accommodation (Hostel)
Date of Assessment	16/06/2020
Approximate date of Review	16/06/2021 (this may be brought forward following major works or a significant incident)
Type	Type 3 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Advisor



Low Rise Fire Risk Assessment





Low Rise Fire Risk Assessment

DESCRIPTION OF PREMISES							
Approximate date of construction	2020						
General description of premises	<p>This block is part of a scheme of 2 purpose-built blocks of flats with separate entrances that share a courtyard. This block has 12 flats with 2 bedrooms each on 3 floors. The building is of traditional build; the external walls are built with brick. The internal walls are plasterboard and concrete built. The floor between levels is of a concrete construction. The roof is a flat roof. The stairwell is concrete built. The block is used as a hostel for temporary accommodation. The building comes under the legislation and guidance for Sleeping Accommodation and due to the type of residency type, a communal fire alarm system is installed. Due to the use of the building, white goods are provided within the flats and are part of the assessment. The flats are lobbied from the stairwell. Some flats have a Juliet balcony with a metal bar. The electric distribution/main switch cupboard is located on the ground floor in a dedicated cupboard located outside the block by the rear entrance. A riser service cupboard is located on every floor in the flat lobby in which is located the sprinkler stop valve. An aerial cupboard is located on the ground floor. There are two means of access into the block; at the front and at the rear from the car park. There is an Automatic Opening Vent on the stairwell; it is interfaced with the fire alarm system. The front & rear entrance is via a metal door with large toughened glass vision panel accessed via fob. The flats on the ground floor have another exit door that leads directly outside the block onto relative safety. There is one direction egress via the single concrete stairwell, which leads to the two exits on the ground floor; both exits can be accessed electronically without the use of a key. Both exits lead to the car park. There is an electronic gate with a pedestrian access/egress next to the gate, the gates will fail to safe and open up when the fire alarm actuates. The gate leads to ultimate safety.</p> <p>The layout of the flats are as follows:</p> <table><tbody><tr><td>Ground floor-</td><td>flats 1 - 4</td></tr><tr><td>1st floor-</td><td>flats 5 - 8</td></tr><tr><td>2nd floor-</td><td>flats 9 - 12</td></tr></tbody></table>	Ground floor-	flats 1 - 4	1 st floor-	flats 5 - 8	2 nd floor-	flats 9 - 12
Ground floor-	flats 1 - 4						
1 st floor-	flats 5 - 8						
2 nd floor-	flats 9 - 12						
Number of floors including ground floor	3						
Number of floors below ground floor	0						



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Number of flats	12
Construction of external walls	Brick
Construction of roof	Flat
Construction of internal walls	Concrete & plasterboard
Construction of internal floors	Concrete
Construction of internal ceiling	Fireline Plasterboard
Number of internal stairways	1
Construction of internal stairway(s)	Concrete
Number of external stairways	0
Construction of external stairway(s)	n/a
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.
Number of exit routes from the building	<p>The flats on the ground floor have an exit door that leads outside the block onto relative safety. There is one directional exit horizontally from each dwelling above the ground floor onto a single staircase vertically leading to 2 exit doors on the ground floor; both doors have level threshold and lead to relative safety onto the car park from which there is a pedestrian metal gate that leads to ultimate safety onto Green Lane. The 2 fire exit doors, the car barrier and the pedestrian gate in the car park will fail to safe and open when the fire alarm system actuates. The 2 fire exit doors on the ground floor open inwards; not in the direction of travel. Fire exit doors should open in the direction of travel to facilitate ease of movement unless the doors open to a potential hazard or the number of people using the door will exceed 60 people. The doors open near the external meter cupboard and it is not expected that up to 60 people will use each door to evacuate simultaneously and because of the sprinkler system installed in the building and the compartmentation in the building, the doors are adequate.</p>



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Approximate total occupancy	60; there are 12 flats with 2 bed rooms each which could each be occupied at any one time by a maximum of 5 residents.
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RESIDENT, EXTERNAL PARTNER & STAFF INVOLVEMENT			
We invite comment from residents, NCH staff, ward councillors & the Nottinghamshire Fire & Rescue Service to take part in our risk assessments			
Have residents been consulted about the risk assessment for this block?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	N/A <input checked="" 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		
There were no residents occupying the block at the time of inspection	Residents are given the opportunity to tell us about any fire safety concerns they have. Residents will normally be contacted by phone prior to the assessment and face to face during the risk assessment however there were no residents living in the block at the time of inspection.		
Concerns raised by ward councillors	NCH Response		
The fire exit doors do not open in the direction of travel	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		
The fire exit doors do not open in the direction of travel	Fire exit doors should open in the direction of travel to facilitate ease of movement unless the doors open to a potential hazard or the number of people using the door will exceed 60 people. The doors open near the external meter cupboard hence opening it outward in the direction of travel may be a potential hazard and it is not expected that up to 60 people will use each door to evacuate simultaneously and because of the sprinkler system installed in the building and the compartmentation in the building, the doors are adequate		
A fire brigade emergency switch is not installed at the entrance to enable the fire service gain access during a fire emergency	The 2 fire exit doors, the car barrier and the pedestrian gate in the car park will fail to safe and open when the fire alarm system actuates so there is no need to install a fireman's switch at the entrance.		
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 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>	

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)
LGA Fire safety in purpose-built blocks of flats
Approved documents Part B Vol 2
Approved documents Part M
Approved documents Part P
The Housing Act 2004
The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
Control of Substances Hazardous to Health Regulations 2002 (COSHH)

STRUCTURAL INTEGRITY

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

COMPARTMENTATION

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

FIRE ACTION STRATEGY

Due to the compartmentation in the building, the fire action strategy for the building is 'Stay Put' which means that in the event of a fire incident, residents are advised to stay within their flat unless directed to leave by the emergency services. If it is their flat which is the cause of



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FIRE ACTION STRATEGY

the alarm, residents should get out of the flat, closing all doors and windows behind them if it is safe to do so and make their way to the assembly point located at the car park at front of the building. Fire action notices should be displayed throughout the building by the exit routes to reiterate the Stay put policy.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system

The fire alarm system is a Grade D2 LD2 addressable system to BS5839:1-2017 with the main fire panel (Gents Nano) located in the entrance lobby. The system comprises of manual call points located on the exit routes, automatic smoke detection installed in the escape routes on every floor, riser cupboards, in the aerial cupboard and in the electric service/gas cupboard. At the time of inspection, the alarm system was not interfaced to an Alarm Receiving Centre but it will be. As access was gained into various flats, the flats have a smoke detector installed in the habitable rooms and the hallway and a heat detector in the living room/kitchen which is open planned. The system is installed to BS5839:6-2016. The detectors are not interfaced with the communal alarm system. A Visual Aid Device (VAD) is installed inside every flat to enable residents with a hearing impairment know that the communal alarm has been actuated. The VAD in each flat will sound and flash simultaneously when the fire alarm is actuated; by sounding simultaneously in each flat, this will indicate that they should evacuate which is contrary to the stay put evacuation strategy. The VAD's should be configured to only flash to alert only residents with a hearing impairment. The system is tested periodically to BS5839: 1-2017 and all records will be kept on site and/or electronically. At the time of inspection, the fire alarm system was operational and the fire panel was not showing any fault.

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	✓
Fire door	✓	Manual call point	✓	Sprinkler	✓
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"/>
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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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Firefighting equipment					
Fire extinguishers	n/a	Dry riser	n/a	Wet riser	n/a
Drenching system	n/a	Suppression system	n/a	Fire Blanket	x
Sprinkler system	✓	Hose reel	n/a	Others	n/a

Fire extinguishers are not sited in the communal area and none is required. Fire extinguishers are not required in the communal areas because they are not recommended by the Fire safety in purpose-built blocks of flats national guidance because residents are not trained to use fire extinguishers and companies are not required to provide training to residents to use fire extinguishers and hose reels as they can become dangerous if not used by a competent person. Hose reels are also not recommended for the same reasons and because of the risk of the contraction of legionnaire disease. A dry riser is not required due to the size of the building.

A sprinkler system designed to BS 9251:2014 is installed to Category 3 BS9251 within the flats in all habitable rooms, in the escape hallway and the kitchen and also installed in the communal escape corridors. The system is maintained periodically to BS9991:2015.

Due to the use of the building, fire blankets should also be provided inside the flats however as sprinklers are installed in the kitchen area, they are not mandatory but are desirable.

No other firefighting equipment is installed and none is required.

Is the firefighting equipment in the building sufficient and adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
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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

Emergency lighting

Emergency lighting is installed within the exit routes and outside the fire exits doors. This is installed to BS5266:2016 standard and is maintained monthly and annually to BS5266:2016 standard.

Is the emergency lighting 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

VENTILATION

There are Automatic Opening Vents (AOV) on the stairwell that will help disperse smoke in the event of a fire incident. The AOV will open when the fire alarm actuates. The AOV is maintained annually to BS9991-2015 and tested weekly during the Manual Call Point test.

Is the smoke ventilation system in the building sufficient and adequate?	Yes	No
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VENTILATION		
	<input checked="" type="checkbox"/>	<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
<p>The building is served by both electricity and gas. The electric meters, landlord consumer unit and the main distribution board are located in a communal cupboard located at the rear entrance adjacent to the exit door with access from outside the block. An Electrical Installation Certificate (EICs) has been carried out to ensure that the electrical installation is in a satisfactory condition.</p> <p>The gas meters and emergency control valves are located inside the same cupboard. Gas Safety Check is carried out in each flat annually to ensure that the gas installation is in a satisfactory condition.</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 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.</i>			
Is there any flat door within the escape route of the building that is not fitted with a compliant fire door?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any cross-corridor doors within the escape route of the building that are not fitted with a compliant fire door?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any other doors to rooms such as; bin chute room, electric meter/distribution room or cupboard or other high-risk rooms that should be fitted with a fire door but are not?	Yes <input type="checkbox"/>	No <input 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 entrance/exit are fitted with British Woodworking Federation (BWF) certified FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers and a thumb turn lock on the inside. Letter box sleeves are not fitted on the doors. At the time of inspection, they were all compliant with no apparent areas of defect.			



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FIRE DOORS

The doors that lobby the flats are British Woodworking Federation (BWF) certified FD30s timber fire doors fitted on timber frames and a (Fire glass UK) fire-rated vision panel glazing. The doors are fitted with 3 hinges, overhead automatic doors closers. At the time of inspection, they were all compliant with no apparent areas of defect.

The service cupboards are fitted with British Woodworking Federation (BWF) certified FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers and a lock. At the time of inspection, they were compliant 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"/>
Electric service cupboards/ switch room	An electric service cupboard is located on ground floor and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached.	An Electrical Installation Certificate (EICs) has been carried out to confirm that the electrical installation is in a satisfactory condition. The cupboard is located outside the block in a metal cupboard with access from outside the block. Smoke detection is installed inside the cupboard.	<input checked="" type="checkbox"/>
Service riser cupboards	Services riser cupboards are located on all floors and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached.	The service cupboards are fitted with FD30s certified fire doors. The fire stopping in the cupboards are 3 rd party accredited by a fire stopping expert; Bailey Construction (Derby) Limited, tagged, logged and recorded.	<input checked="" type="checkbox"/>
Smoking within the communal areas & flats	Smoking in common areas & flats 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 & flats. No smoking signs are in place at the entrance. Anyone found to be smoking in the communal area will be reported to the NCH.	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
Cooking	Cooking in common areas is more likely to result in fire due to cooking facilities being left unattended.	Cooking is not permitted in common areas.	<input checked="" type="checkbox"/>
Arson	Arson is more likely to cause serious fires than other causes of ignition as a deliberate attempt is made to set fire.	The building is secured to prevent unauthorised entry.	<input checked="" type="checkbox"/>
Electrical equipment/ Kitchen appliances	Electrical appliances may cause fire under fault conditions. Electrical appliances are rented with each flat.	The building has been issued an Electrical Installation Certificate and they were satisfactory. Heat detection is installed in the flats. Sprinklers are installed in the flats. The appliances provided are all brand new and will be PAT tested within a year. The cooker has a timer facility. The flats will be inspected periodically and the appliances inspected for damage.	<input checked="" type="checkbox"/>
Lightning	Lightning strikes could cause fire or explosion risks if no clear route to earth exists	The building has lightning protection installed on the external walls that is maintained annually.	<input checked="" type="checkbox"/>
Work Processes	Improvement or maintenance work may involve 'hot works', i.e. those using a naked flame, heated element or creating sparks.	It is NCH policy that hot work carried out on site is subject to a permit to work system.	<input checked="" type="checkbox"/>
Inside the flats	It is anticipated that the largest source of ignition will be within individual properties; cooking, use of naked flames such as candles, electric faults, hot surfaces etc.	Residents are given fire safety advice when they become tenants. The cooker in each flat has a timer facility. The flats are inspected periodically	<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



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FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
Upholstered furnishings	Upholstered furniture within the common areas of the building should comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.	NCH ensure that upholstered furniture within the common areas of the building and the flats 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. Due to the use of the building, upholstered furniture will be rented with each flat; NCH manager responsible is aware of that the upholstered furniture must comply with regulation.	<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.	It is NCH's policy that the communal area must be kept sterile except for mat placed outside the flat doors. At the time of inspection, there were no items stored in the communal area that breached the Communal Area Policy.	<input checked="" type="checkbox"/>
Plastics/Foam/ polystyrene	These highly flammable materials 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"/>



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FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
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 water-based paint. There walls are not covered in a flammable material. There was no material used in the internal lining that could enable a fire to spread.	<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. 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"/>
<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			
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 Compartmentation of the building as a whole.	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. The fire stopping in the service cupboards are accredited by a 3 rd party accredited fire stopping expert; tagged, logged and recorded.	<input checked="" type="checkbox"/>
The Flats	Fire doors could become damaged and lose their	Compartment walls, ceiling & floors separate the flats and the escape	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
	integrity due to wear & tear or damage.	route. The walls that separate the flats from the communal escape corridor are compartment walls, the floors that separate the flats from other flats are concrete built and the ceiling is plasterboard. The living room and bedroom opens directly onto the escape hallway. The kitchen inside the flats is open- plan to the living room and a heat detector is installed in the kitchen ceiling. A domestic smoke detector is installed in the hallway and inside the habitable rooms. The internal doors to the habitable rooms and the consumer unit cupboard are British Woodworking Federation (BWF) FD30 fire doors fitted with intumescent strip. The flat entrance doors are fitted with British Woodworking Federation (BWF) FD30s fire doors; at the time of inspection, they were all compliant with no apparent areas of defect. Sprinklers are installed within the flat.	
Stairwell /corridors	Communal fire doors could become damaged and lose their integrity due to wear & tear or damage.	Smoke detectors are installed in the escape corridors on every level. The communal doors are fitted with British Woodworking Federation (BWF) certified FD30s fire doors. At the time of inspection, they were all compliant with no apparent areas of defect.	<input checked="" type="checkbox"/>
Roof space	The roof space should be protected from the flat lobby top ensure the compartmentation of the building is not compromised.	As the building is a new build built to building regulation standard, it is assumed that fire breaks are fitted in the roof space to ensure that smoke from the roof space will not enter the flats on the top floor..	<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>			



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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>			
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 type="checkbox"/>	N/A <input checked="" 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 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 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 mean to gain access including during a planned or responsive repair, service maintenance, gas safety checks or by court injunction if necessary.</i></p>			



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IDENTIFYING PEOPLE AT RISK

Where new tenant visits have not been carried out, the manager will be informed with the aim of arranging a new tenancy visit in the nearest opportunity.

LEASEHOLDERS

All leaseholders are issued a Flat Safety Fact sheet regarding fire safety. The leasehold team have sent a letter to all leasehold flats reiterating the fire safety precautions for the building.

Number of leaseholders that live in their flat	0
Number of leaseholders that let their flat	0
Number of leasehold flats that have completed a gas safety check	n/a
Number of leasehold flats with compliant fire doors	n/a

ADDITIONAL HAZARDS

Some residents may have a dependency on oxygen and may be storing small cylinders within their property. A list is provided in the log book which is kept next to the fire panel of residents who this relates to.

Are there any known resident(s) who have a dependency on oxygen?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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PREVIOUS FIRE IN THE LAST 12 MONTHS

Have there been any actual fire incidents in the block that were reported to NCH within the last 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
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If there has been a known actual fire incident record the details below including the date, cause of the fire, damage caused if any and any other fire safety issues identified.

Date of fire: N/A

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.



Low Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE

- 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 a competent person. All deficiencies are reported through to repairs.	Yes
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Is the correct Fire Action Notice visible throughout the building and in exit routes?

They are displayed on the exit route on every floor.	Yes
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Are regular checks of escape routes and exit doors carried out?

Weekly visual checks are carried out by a competent person. All deficiencies are reported through to repairs or to the manager	Yes
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Is there a maintenance regime for the fire warning system?

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
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6-monthly: A 50% check is undertaken on each visit by an external contractor.	Yes
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Is there a maintenance regime for the emergency lighting system?

Weekly: Visual checks are carried out by a competent person and deficiencies are reported to repairs	Yes
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Monthly: Monthly test are carried out by a competent person and deficiencies are reported to repairs. Stored in the log book in the reception area.	Yes
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Annually: A full test and drain is carried out by a qualified NCH staff.	Yes
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Is there maintenance of the fire extinguishers?

Weekly: A visual check is carried out by a competent person and any deficiencies are reported to repairs.	N/A
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Annually: A full test and maintenance inspection is carried out by a competent contractor.	N/A
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Is there maintenance of the Sprinkler System?

Annually: A full test and maintenance inspection is carried out by a competent contractor.	Yes
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Is there maintenance of the automatic vents?



Low Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE	
Weekly: Tested during the Manual Call Point test carried out by a competent person	Yes
Annually: A full test and maintenance inspection is carried out by a competent contractor	Yes
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	
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 identified 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	Installation Certificate	Emergency lighting (Annually)	Installation Certificate	EICs/MEIWCs	Installation Certificate
Internal Sprinkler (Annually)	Installation Certificate	Lightning Conductor	Installation Certificate	Automatic Vents (Annually)	Installation Certificate



Low Rise Fire Risk Assessment

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"/>
Is the travel distance from the flats to the stairwell within regulation?	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			
Does the entrance doors fail to safe when the AOV is 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"/>
<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
When the fire alarm system is interfaced to an Alarm Receiving Centre (ARC), if a fire was to occur in the communal area, the smoke detectors will alert the ARC and subsequently, the fire service. If a fire was to occur inside the flats, the resident will call the fire service by dialling 999 or by activating the Manual Call Point. The ARC can also call the fire service if the smoke enters the flat lobby when the person opens the flat door; activating the smoke detector. In all, residents can ring 999 to contact the fire service.



Low Rise Fire Risk Assessment

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.

RISK RATING

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

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

Low Medium High

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

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.



Low Rise Fire Risk Assessment

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 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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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
1	The VAD's in each flat sound & flash simultaneously when the communal fire alarm actuates; this indicates Simultaneous Evacuation. They should be configured to only flash and not sound simultaneously to support the Stay Put strategy.	Tolerable