



# Low Rise Fire Risk Assessment

## Keswick Court

Bond Street  
Sneinton  
Nottingham  
NG2 4PZ

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 Keswick 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.

<b>ASSESSMENT DETAILS</b>	
<b>Responsible Person</b>	Nottingham City Homes
<b>Use of Premises</b>	General needs residential sleeping accommodation
<b>Date of Assessment</b>	10/07/2020
<b>Approximate date of Review</b>	10/07/2021 (this may be brought forward following major works or a significant incident)
<b>Type</b>	Type 3 assessment
<b>Fire Risk Assessor</b>	Dominic Nwogu, Risk Management Advisor



# Low Rise Fire Risk Assessment

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DESCRIPTION OF PREMISES	
<b>Approximate date of construction</b>	1960
<b>General description of premises</b>	<p>The building is a purpose-built block of 14 two storey maisonettes on 5 floors. The external and internal wall is constructed with brick and insulated with Rockwool and finished with cement render and brick in some parts. The floors are concrete. The roof is pitched tiled; Solar Panels are installed on the roof. The flats on the ground and 3<sup>rd</sup> floor have deck access approach; the individual dwellings open onto an open to air corridor. Storage cupboards are located on the lower ground floor. There are two directional exit routes for the properties on the ground floor. There are two means of access on the ground floor. There is one means of egress from the 3<sup>rd</sup> floor via a single staircase to the ground floor. The entrances/exits are located opposite flats 2 and 7 via a metal door with a glass vision panel accessed with a key fob and/or keypad on entrance and a push button door release mechanism on the exit. The staircase within the block is lobbied from the maisonettes apart from the properties on the 3<sup>rd</sup> floor that are open to the stairs. An inverter is located on the wall in the 3<sup>rd</sup> floor. Waste chutes are located on the ground and 3<sup>rd</sup> floor stairwell, these discharges into a dedicated bin room accessible from an outside the block. All exits can be accessed without the use of a key and lead to ultimate safety. The layout of the flats is as follows: Ground floor- 1-7, 3<sup>rd</sup> floor: 8-14.</p>
<b>Number of floors including ground floor</b>	4
<b>Number of floors below ground floor</b>	1
<b>Construction of external walls</b>	Brick covered with Mineral Wood external wall insulation and finished with cement render.
<b>Construction of roof</b>	Pitched tiled
<b>Construction of internal walls</b>	Brick covered with Mineral Wood external wall insulation and finished with cement render.
<b>Construction of internal floors</b>	Concrete
<b>Construction of internal ceiling</b>	Concrete & false ceiling
<b>Number of internal stairways</b>	1
<b>Construction of internal stairway(s)</b>	Concrete



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DESCRIPTION OF PREMISES	
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.
Exit routes from the building	Two directional exits horizontally from each dwelling on the ground floor. One directional exit horizontally from each dwelling from the properties above the ground floor onto an open to air corridor leading to a single protected stairwell vertically leading to the exit doors on the ground floor. The final exit doors have level threshold to facilitate ease of movement.
Total occupancy	There are 14 properties which could be occupied at any one time by one or more persons.

RESIDENT, EXTERNAL PARTNER & STAFF INVOLVEMENT			
We invite comment from residents, NCH staff, ward councillors & the Nottinghamshire Fire & Rescue Service to take part in our risk assessments			
Have residents been consulted about the risk assessment for this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have ward councillors been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have NCH staff members been consulted about the risk assessment for this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the Nottinghamshire Fire & Rescue Service (NFRS) been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Concern raised by residents	NCH Response		
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.		



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Concerns raised by NCH staff	NCH Response
NCH staff were concerned that majority of fire break between the dwellings (which runs through the shared kitchen and bathroom ducting of adjoining flats) is inadequate, and been further compromised by the removal of AIB ducting panelling when NCH have completed upgrade works on Decent Homes.	NCH will procure a third party fire-stopping company to make good the compartmentation breach, in the meantime, the block no longer supports the “Stay Put” fire action strategy hence the fire action strategy for the block will be changed to “Simultaneous Evacuation” to mitigate for the risks associated with the breach.
Concerns raised by the NFRS	NCH Response
There were no concerns raised by the protection, operational or persons at risk team of the NFRS.	NCH monitor all the fire safety concerns raised by the fire service either during an operational concern, a walkabout or from enquiries raised by our residents directly with the fire service.
<b><i>If there are any concerns raised previously or during the time of inspection that have not been dealt with, clarified or rectified, record the details in the ‘action plan’ and if the issue is significant, also record it in the ‘significant findings’ section and escalate to the appropriate team.</i></b>	

## 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  
 Simultaneous evacuation guidance  
 Approved documents Part B Vol 2  
 Approved documents Part P  
 The Housing Act 2004  
 The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)

## 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. The ‘action plan’ is also publicly available on the NCH internet  
 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.

## STRUCTURAL INTEGRITY

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

## COMPARTMENTATION



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## COMPARTMENTATION

The high degree of fire separation between flats and the common parts is achieved by making each flat, cupboard or room a fire-resisting enclosure. This is known as compartmentation. To ensure that there is compartmentation in the building, there is a minimum of 60-minute fire separation from the flat to the escape routes (common parts) apart from the flat door which has 30-minute fire resistance, a minimum of 60-minute fire separation from one flat to another flat. The compartmentation in the block was found to be adequate with no apparent areas of defect apart from the openings identified where the riser panels pass through the dwellings (generally the bathroom to the kitchen of the upstairs flats). This section was found to be patchy, and contains old paper and timber, and the integrity was further compromised by the removal of the Asbestos Insulating Boarding to accommodate Decent Homes works. This compartmentation breach was not identified during the previous fire risk assessment because the assessment carried out was a type 3 fire risk assessment.

As a precautionary measure, the block's fire action strategy has been changed temporarily to a "Simultaneous Evacuation" strategy. The openings must be made good to the current standards by a 3<sup>rd</sup> party accredited fire stopping expert. They should be tagged, logged and recorded for inspection. This has been added to the significant findings page and "action plan".

## FIRE ACTION STRATEGY

Due to the compartmentation breach in the building, the fire action strategy for the building has been changed temporarily to a "Simultaneous Evacuation" strategy. The Nottinghamshire Fire and Rescue Service, the residents & the vulnerable residents and staff must be informed about the change in line with the Simultaneous Evacuation Guidance. Fire Action Notices should be displayed throughout the building by the exit routes to reiterate the Simultaneous Evacuation strategy.

## FIRE SAFETY SYSTEMS WITHIN THE PREMISES

### Fire warning system

Due to the photovoltaic system installed which includes a battery storage and an inverter, the communal alarm system is installed in the building with the addressable Fire Panel (Honeywell Gent Compact Plus) located in the ground floor of the block 9-15 by the entrance. The system comprises of smoke detection in the top floor where the inverter is located and in the battery storage room in the lower ground floor. A Visual Aid Device and combined sounder is located within the block on the 3<sup>rd</sup> floor and outside the block above the entrance. At the time of inspection, the system was not linked to an Alarm Receiving Centre and it must be to ensure that in the event of a fire incident, the system is not dependent on residents or persons passing by to contact the fire service which could lead to delays causing the fire burning uncontrollably which could lead to a part or complete damage of the PV array system and the power circuits to the block. Due to the temporary "Simultaneous Evacuation" strategy, the Part 6 hardwired smoke detectors installed in the individual properties is not sufficient and adequate to alert other occupants adjacent to the location of the fire to enable them evaluate the building. Until the compartmentation breach have been made good, a sufficient means of alerting residents should be provided to support the "Simultaneous Evacuation" strategy.



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## FIRE SAFETY SYSTEMS WITHIN THE PREMISES

### Fire warning system

Is the fire warning system in the building sufficient and adequate?	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*

### Fire safety signs and notices

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

All necessary fire safety signs were found to be in place however there was no fire zone plan sited by the fire panel to show the location of the PV system batteries and inverter. A sign should be placed on the entrance to the PV system batteries storage room & PV Array Isolator; This has been added to the significant findings page and the Action Plan.

Is the fire signage in the building sufficient and adequate?	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*

### Fire fighting equipment

Fire extinguishers	n/a	Dry/Wet riser	n/a	Hose Reels	n/a
Sprinkler system	n/a	Suppression system	n/a	Fire Blanket	n/a

There are no fire extinguishers 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 they encourage residents to leave their flats during a fire incident to get the fire extinguisher which then defeats the purpose of the Stay Put policy. Companies are not required to provide training to residents to use fire extinguishers so they can become dangerous if not used by a competent person. There are no dry/wet risers, sprinklers or hose reels installed in the block and none is required. There are no fire blankets sited in the building 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 communal areas. This are installed to





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Emergency lighting		
BS5266:2016 standard for a 3-hour durational period. There was no evidence to show that the system was maintained 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 is natural ventilation in the escape corridors 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 electric meters, the circuit breakers and consumer units are located inside each dwelling. The landlord consumer unit, the photovoltaic system battery storage and the AC shutdown switch are located in the electric switch room outside the block on the ground floor. An Electrical Installation Condition Report has been carried out in the building & was found to be satisfactory. The gas meters are located inside the flats. The emergency control valve for each flat is located inside the flat.

FIRE DOORS			
<b><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 fire fighting, 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 &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 a flat door within the escape route of the building that is not fitted with a compliant fire door?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is there any cross corridor doors within the escape route of the building that are not fitted with a compliant fire door?	Yes <input checked="" type="checkbox"/>	No <input 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	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>



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FIRE DOORS			
rooms that should be fitted with a fire door but are not?			
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"/>
<p>The flat doors are fitted with BM Trada certified FD30s Composite fire doors apart from the following doors; the door for flats 10, 13 &amp; 14 which are timber doors but are not fire doors because they not fitted with intumescent strips and smoke seals, door closers and the letterbox and glazing are not fire rated hence they should be replaced. The door to flat 1 is a composite door but not a fire door. The corridor door that lobbies the 1<sup>st</sup> floor is not fitted Intumescent Strips and smoke seals. There is no fire door to protect the stairwell from the 3<sup>rd</sup> floor. The door to flat 6 is a composite door but it could not be confirmed if it is a fire door. They have been added to the 'action plan'.</p>			
<p><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></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. There were no mobility scooters stored in the communal areas at the time of inspection.	<input checked="" type="checkbox"/>
Electric service cupboard/ switch room	An electric landlord supply. switch room is located on the ground floor and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached.	An Electrical Installation Condition Report has been carried out in the building & 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 electric switch room is located outside the building and is not joined with the block. Smoke detection is installed inside the room.	<input checked="" type="checkbox"/>
Photovoltaic system	The system comprises of solar panels in the roof, an inverter located in the roof	The battery storage room is constructed of concrete and insulated with Rockwool which is	<input checked="" type="checkbox"/>





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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
	void and battery storage in the lower ground. The battery storage room also contains electric circuits, meters and panel to shut down the system. The solar panels, inverter or battery storage can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached.	non-combustible. Smoke detection is installed in the battery storage/switch room and in the top floor by the inverter to provide early detection in the event of a fire incident. The smoke detection is interlinked with the communal fire alarm system. The door that protects the battery storage/switch room is a FD60s fire door. At the time of inspection, the battery storage for the PV array system was disabled until further notice.	
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. Anyone found to be smoking in the communal area will be reported to the Housing Patch Manager. At the time of inspection there was no evidence to show that people smoked in the communal area.	<input checked="" type="checkbox"/>
Electric meter/consumer unit	The electric meter/consumer unit has the potential to cause a fire due to a fault. There is a potential for meters to be tampered with (bypassing the meter).	An Electrical Installation Condition Report has been carried out in the building and was found to be satisfactory. Residents found to have tampered with their meters will be reported it to the electricity company. All flats have domestic smoke detection installed to BS5839 part 6 on all levels.	<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.	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	It is NCH policy that hot work carried out on site is subject to a permit to work system.	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
	flame, heated element or creating sparks.		
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. Leaseholders are issued a Flat Safety Fact sheet regarding fire safety.	<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			
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 communal areas of the building; the caretaker stores all cleaning materials inside a locked room which is not accessible by the residents	<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	NCH has a Communal Area policy which can be viewed via the NCH website that states that the communal area must be kept sterile and it also lays down the procedures for dealing with residents that are not compliant. The items stored must be removed in line with the communal area policy. This has been added to the	<input type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	spread. At the time of inspection, there were various items stored outside various flats; see the significant findings page below.	significant findings page and the 'action plan'.	
Gas	The building is no longer serviced by gas however some residents may opt not to use the district heating system and remain gas serviced. 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 mainly inside the properties. A gas safety check is carried out annually, leaseholders are asked to provide evidence that they carry out an annual gas safety check.	<input checked="" type="checkbox"/>
Bin store	A large metal bin is kept within a bin store which has a large amount of waste items which could cause smoke spread to all the chutes. The bin store door was left open.	The bin store is secured with a bolt so that it can be locked and can only be accessed by an authorised person. The bin store's walls are solid brick built and the ceiling is concrete built. The caretaker should be informed to ensure that the bin store is kept locked.	<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. External wall insulation was fitted on the external walls at the time of inspection,	NCH ensure that the materials used to clad the external wall are fire resistant. The external wall is constructed with bricks which is non-combustible hence fire resistant. Mineral wool (Rockwool) tiles are fitted on the external walls as external wall insulation and they are A1 fire rated hence non – combustible.	<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	<input checked="" type="checkbox"/>



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FIRE HAZARDS			
Sources of fuel	Hazard Description	Controls	OK
	because of cooking risks, faulty electrical appliances, bad house-keeping and because residents can be vulnerable, may have a hoarding disorder.	not store highly flammable items such as Calor gas in their flats as part of their tenancy agreement or Lease. All 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.	
<p><b><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></b></p>			

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
Work processes causing openings/holes in the ceiling or walls	Openings/holes in the ceiling or walls between compartments such as service cupboard & the flat lobby areas can compromise the integrity of those compartments.	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, the openings within the cupboards were sealed and fire stopped by a 3 <sup>rd</sup> party accredited expert; tagged and logged.	<input checked="" type="checkbox"/>
The Flats	Fire doors could become damaged and lose their integrity due to wear & tear or damage. 4 flat doors are not compliant; see fire doors above.	The walls and floors that separate the flats are compartment walls & floors. The habitable rooms in the flats open directly onto the escape hallway, there are no inner rooms in the flats. Apart from the doors to 1, 10, 13 & 14 the other flat doors are similar and it can be confirmed that they are fitted with BM Trada certified FD30 Composite fire doors fitted with 3 hinges, Intumescent Strips and Smoke Seals, an automatic door closing mechanism and a thumb lock on the inside and the letterboxes are	<input type="checkbox"/>



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FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
		fire rated. The doors that were not compliant have been added to the action plan. The caretaker will report any flat fire door with an apparent defect.	
Roof space	The roof space should be protected from the flat lobby top ensure the Compartmentation of the building is not compromised.	There are no openings from the roof to the communal area in the block.	<input checked="" type="checkbox"/>
<p><b><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></b></p>			

IDENTIFYING PEOPLE AT RISK			
<p><b>Sensory Risk</b> (Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)</p> <p><b>Mobility Risk</b> (Residents with physical impairment(s) restricting their ability to self-evacuate)</p> <p><b>Familiarity Risk</b> (New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)</p> <p><b>Vulnerable Residents</b> (Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)</p>			
Has a regular tenancy visit been completed in the block in line with NCH policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
If yes, how many flats were inspected? n/a			
Are there any known resident(s) that cannot escape without assistance due to a disability?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any new tenants that have moved into the building within the last 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
If yes, have the Housing Patch Manager carried out a new tenancy visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
<p><b><i>NCH holds information about any known person who is disabled or vulnerable. The information is updated regularly to ensure it is current. In the event of an emergency,</i></b></p>			



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## IDENTIFYING PEOPLE AT RISK

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

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

*NCH has procedures for the protection of residents vulnerable to fire. The procedure aims to identify residents who are at significant risk of harm from fire in their homes and provides for appropriate support to reduce the risk to vulnerable residents and their neighbours.*

*It is NCH's policy that flats identified as having a vulnerable tenant are inspected regularly. Flats that the Housing 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

*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 in the block	4
Number of leasehold flats with a compliant fire door	0

## 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





# Low Rise Fire Risk Assessment

## PREVIOUS FIRE IN THE LAST 12 MONTHS

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 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 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.	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.	No
--	----

### Are regular checks of escape routes and exit doors carried out?

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

Weekly: Weekly testing is carried out by the caretaker and the housing patch manager and this is recorded in the log book stored in the block and also recorded electronically.	No
---	----

6 monthly: A 50% check is undertaken on each visit by an external contractor.	No
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### Is there a maintenance regime for the emergency lighting system?

Weekly: Visual checks are carried out by the caretaker and deficiencies are reported to repairs	N/A
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Monthly: Monthly test are carried out by a competent staff and deficiencies are	No
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# Low Rise Fire Risk Assessment

<b>MANAGEMENT &amp; MAINTENANCE</b>	
reported to repairs. Stored in the log book in the reception area.	
Annually: A full test and drain is carried out by a qualified staff.	No
<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 checked="" type="checkbox"/>	No <input 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>	
Cladding/external wall insulation	The system used to clad the external walls is mineral wool external wall insulation with cement render finish which shall provide a Class O rating for surface spread of flame as defined by the Building Regulations Part B, Vol 2; hence it is fire resistant	
Windows	Glazing on the windows on the escape route are not below 1100mm hence they are not required to be fire rated as defined by the Building Regulations Part B, Vol 2.	
Green energy	Battery back-up is located in a fire compartment and protected by a fire alarm.	
Balcony extension	The balconies are separated by concrete	



# Low Rise Fire Risk Assessment

MAJOR WORKS WITHIN THE LAST 12 MONTHS	
	floor.
LED Emergency Lighting	Installed to BS5266

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 checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, state what works will be carried out, proposed date it will commence, proposed date it will finish and the fire safety precautions that will be considered and adhered to		
Works	Fire safety precautions adhered to	
Smart meters & other services; this are installed by service companies without consent from NCH therefore we do not have any control over their installation.	No compartmentation breach has been found however, any holes created as a result of such installations will be identified and filled with adequate fire stopping.	

SERVICE RECORDS DATE OF NEXT SERVICE					
Fire alarm system (6 monthly)	New installation	Emergency lighting	New	Electrical Installation Condition Report (5 Yearly)	01/01/23
Refuse sprinkler system (6 monthly)	N/A	Fire extinguishers (Annually)	N/A	Automatic Vents (Annually)	N/A
Lightning conductors (Annually)	N/A	Dry riser (6 monthly)	N/A	PAT test (Annually)	N/A
Internal Sprinkler (Annually)	N/A	Gas safety check (Annually)	All rented flats have been completed	District Heating (Annually)	New installation

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	Yes	No	N/A



# Low Rise Fire Risk Assessment

RESIDENTS MEANS OF ACCESS & ESCAPE			
regulation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<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"/>
<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>			
The fireman's switch was not operational; this has been reported to the repairs team.			

METHOD FOR CALLING THE FIRE SERVICE
Fire incidents that occur within the area where the inverter is installed or within the PV System battery storage room, the smoke detectors will automatically actuate and the fire service will be called via the Alarm Receiving Centre. Residents should dial 999 and shout 'fire' in the event of a fire incident. Other means of communicating with residents adjacent to the fire are being considered by the fire safety group until the block is brought back to "stay put" status.

TRAINING
NCH require that all staff complete a 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 of 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.

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



# Low Rise Fire Risk Assessment

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

**Low**     **Medium**     **High**

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

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

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

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

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

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

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required and no detailed records need be kept.
<b>Tolerable</b>	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
<b>Intolerable</b>	Building (or relevant area) should not be occupied until the risk is reduced.

## RISK RATING

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

**Trivial**                           **Tolerable**                           **Moderate**                           **Substantial**                           **Intolerable**

# Low Rise Fire Risk Assessment







# Low Rise Fire Risk Assessment

<b>SIGNIFICANT FINDINGS</b>		
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.		
<b>No</b>	<b>FINDING</b>	<b>RISK</b>
<b>01</b>	Fit a fire zone plan by the fire panel to show the location of the inverter & the PV storage batteries.	<b>Tolerable</b>
<b>02</b>	Fit a fire zone plan by the fire panel	<b>Tolerable</b>
<b>03</b>	Arrange to remove items stored outside the following properties: 10, 11 & 14	<b>Tolerable</b>
<b>04</b>	Replace the fire door for the following flats that are not compliant with FD30s fire door fitted with a self-closer: Flats 1, 10, 13 & 14	<b>Tolerable</b>
<b>05</b>	Confirm that the door to flat 6 is a composite fire door.	<b>Tolerable</b>
<b>06</b>	Replace the corridor door that lobbies the stairwell on the 1 <sup>st</sup> floor with a FD30 fire door fitted with Intumescent Strips and smoke seals, an automatic door closer and a fire rated vision panel.	<b>Tolerable</b>
<b>07</b>	There is no fire door to protect the stairwell from the 3 <sup>rd</sup> floor; fit a FD30 fire door on the stair lobby at the top of the stairs that lobby flats 8-14 to be fitted with Intumescent Strips and smoke seals, an automatic door closer and a fire rated vision panel.	<b>Tolerable</b>
<b>08</b>	Provide evidence that the fire alarm system is tested weekly	<b>Tolerable</b>
<b>09</b>	Provide evidence that the fire alarm system is maintained biannual	<b>Tolerable</b>
<b>10</b>	Provide evidence to show that the emergency lighting system is maintained annually	<b>Tolerable</b>
<b>11</b>	Provide evidence to show that the emergency lighting system is tested monthly.	<b>Tolerable</b>
<b>12</b>	<p>To mitigate the risk caused by the compartmentation breach within the flats, the following measures should be considered.</p> <ul style="list-style-type: none"> <li>The openings where the riser panels pass through the dwellings must be fire stopped by a 3<sup>rd</sup> party accredited expert; tagged and logged. Clarification should be given as to the timeframe it will take the compartmentation breach to be made good to current standards and the block brought back to “stay put” status.</li> <li>In the short term, provide a mechanism for communicating a fire occurrence to residents adjacent &amp; above to the fire to enable them evacuate the building.</li> <li>In the long term, depending on the timeframe to bring the building back to “stay put” status, provide a fire alarm system that supports the “Simultaneous Evacuation” strategy that is interlinked with the communal fire alarm system to ensure that when the alarm actuates in one flat, the other flats are aware of the fire incident to enable residents escape in line with the simultaneous evacuation fire action strategy.</li> </ul>	<b>Tolerable</b>



# Low Rise Fire Risk Assessment

## SIGNIFICANT FINDINGS

	<ul style="list-style-type: none"><li>• Consideration must be given to arranging a consultation with the residents to communicate the change in evacuation strategy in line with the NFCC Simultaneous Evacuation guidance.</li><li>• The escape route must be kept sterile to ensure that a fire does not occur in the escape route; consideration should be given to inspecting the communal area periodically; this should be discussed by the Fire Safety Group.</li><li>• The Nottinghamshire Fire &amp; Rescue Service and staff that work in the block should be informed of the “Simultaneous Evacuation” strategy</li></ul>	
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## OBSERVATIONS

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