

HEALTH, SAFETY & FIRE

Tetra Consulting Ltd RISK ASSESSMENT

Emanuel House, 18 Rochester Row, London
SW1P 1BS

Completed by

Daniel Harrison BSc (Hons)

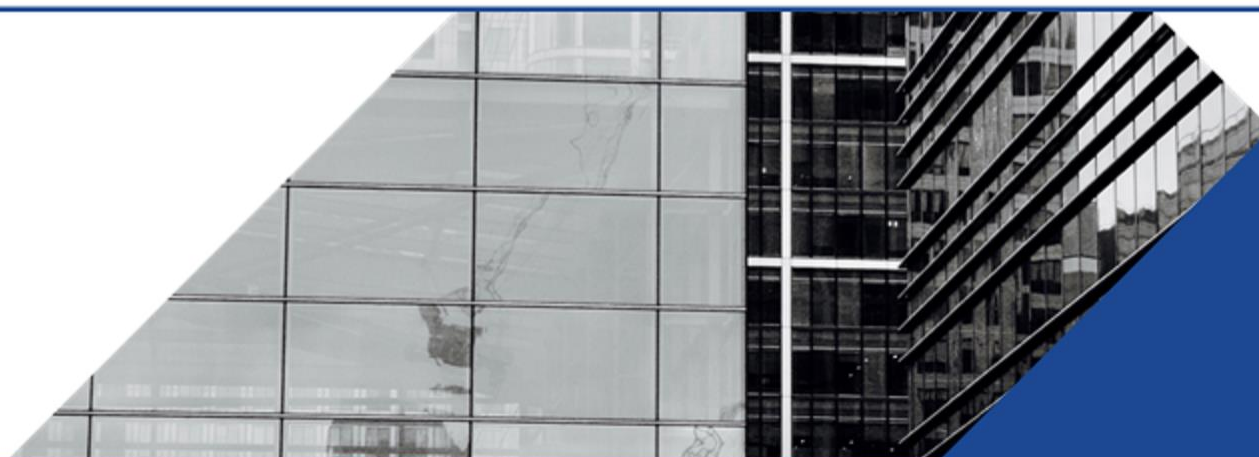
On behalf of

Blenheims Estate and Asset Management Ltd


Report No: Hsfra1-L-387123-260723


Date of assessment: 26/07/2023

Recommended review date: July 2024



REPORT DEVELOPMENT

Report completed by:	
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Date of validation:	28-07-2023

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1.0 INTRODUCTION

1.1 SCOPE OF ASSESSMENT

In accordance with health & safety and fire safety legislation, Tetra Consulting Ltd was instructed to carry out a health, safety and fire risk assessment of Emanuel House, 18 Rochester Row, SW1P 1BS on behalf of Blenheims Estate and Asset Management Ltd.



The assessment was carried out by Daniel Harrison BSc (Hons), who has been deemed competent by Tetra Consulting Ltd to carry out risk assessments of this nature, based on their skills, knowledge and experience.

Key details about the assessment are as follows:

Responsible Person/Landlord:	The Lord Mayor & Citizens of the City of Westminster
Additional Duty Holder/Managing Agent:	Blenheims Estate and Asset Management Ltd
Assessment date:	26/07/2023
Person(s) consulted during inspection:	Caretaker

Areas inspected:	Common internal and external areas. Stairwells. Plant rooms. Roof. Riser cupboards. Lobbies. Landings. External elevations. Electrical intake. Lift motor room. Tank room. Bin store. Tenants storage room
Areas excluded:	Residential flats. Above suspended ceilings. Commercial / retail areas

1.2 BENCHMARKING

This assessment follows guidance provided in:

- Health & Safety at Work etc. Act 1974
- Management of Health & Safety at Work Regulations 1999
- Other relevant British health and safety legislation made under the Health & Safety at Work. Act 1974
- Occupiers' Liability Act 1984
- Government guidance document(s) supporting the Regulatory Reform (Fire Safety) Order 2005 or Fire (Scotland) Act 2005
- Building Regulations 2010 – Volume 1 Dwellings 2019 edition incorporating 2020 amendments – for use in England
- PAS 79-1:2020 Fire risk assessment – Part 1: Premises other than housing - Code of practice
- PAS 9980:2022, Fire risk appraisal of external wall construction and cladding of existing blocks of flats – Code of practice
- Building Regulations 2010 – Volume 2 Buildings other than dwellings 2019 edition incorporating 2020 amendments – for use in England
- BS9999 : 2017 Code of Practice for fire safety in the design, management and use of buildings
- BS9991 : 2015 Fire safety in the design, management and use of residential buildings. Code of practice
- Other relevant technical British and European standards.

1.3 LIMITATIONS

The observations and recommendations made in this report relate to conditions and documentation observed during the site inspection, and information provided by the client.

The site inspection covered only areas that were safely accessible as listed in 1.1 above. This report is based on a Type 1 fire risk assessment, it is a non-invasive inspection of the common parts of the property only and as such does not examine the internal aspect of individual flats and no invasive survey has been undertaken. The external envelope of the building has been visually inspected from ground only and thus your attention is drawn to PAS 9980:2022, Fire risk appraisal of external wall construction and cladding of existing blocks of flats – Code of practice.

PAS 9980 provides guidance on the risk of fire spread via external wall construction. It sets out a methodology to conduct and record fire risk appraisals of external walls, which can be scaled up or down depending upon the complexity of individual buildings.

The external envelope of the building was visually inspected only from ground level. This does not constitute an invasive or technical appraisal of the external wall system / envelope of the building. It should not therefore be relied upon to indicate the overall fire resistance of the envelope or any attachments to it.

The risk assessment is not an audit of any health and safety policy, procedures and arrangements present within the client organisation.

This risk assessment does not include a full audit of planned maintenance activities. A review of mechanical, electrical, plant and equipment inspection, testing and servicing records is undertaken, including any relevant statutory records.

The risk assessor used professional expertise and judgement in making their recommendations. Assessments are open to individual interpretation however and an enforcement officer may hold a different view.

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1.4 SUMMARY OF FINDINGS

A summary of the risk controls observed in the report is as follows:

	HEALTH & SAFETY	FIRE
Number of controls adequately in place	60	47
Number of controls requiring improvement	8	14
Compliance score	88.2 %	77.1 %

In addition, the number of actions raised in the report is as follows:

Priority	Action required within	Number of actions
1	24 hours	0
2	3 months	10
3	6 months	9
4 (advisory)	-	2
Total number of actions identified:		21

All priority 1 actions are notified to the client on the day of audit.

Based on these observations and the conditions observed during the site visit, the overall risk of harm is deemed to be:

HEALTH AND SAFETY

MEDIUM

FIRE SAFETY

MEDIUM

1.5 CLIENT SPECIFIC REQUIREMENTS

None advised.

1.6 RECOMMENDED REVIEW

Legislation requires that risk assessments are reviewed. Based on the conditions observed, it is recommended that this risk assessment be reviewed within:

1 year

An earlier review should be carried out if:

- there is significant change in layout or use
- there is reason to believe it is no longer valid
- an accident or incident occurs

2.0 PROPERTY DETAILS

2.1 SUMMARY

Principal property usage:	Residential - conversion
Other property usage:	Commercial
Property size:	70 flats

Date of construction:	1968 converted from office's to flats.
Details of construction:	Converted premises. Terraced property. Brick. Block. Concrete. Concrete floors / stairs

Number of floors:	Lower ground floor. Ground to 6th floor
Classed as High Rise Residential Building:	Yes
Areas not occupied or in regular use:	Plant rooms and roof not in regular use
Number of exits:	1 main exit at the front of the building via ground floor lobby directly to Rochester Row
Number of stairwells:	1 common stairwell serves all floors including lower ground floor
Number of lifts:	2 passenger lifts serving all floors including lower ground floor

Car park details:	None.
Security measures:	Intercom door entry. Key access
Current fire evacuation strategy:	Full evacuation

Local fire authority:	London Fire Brigade
Fire loss experience:	None advised.
Enforcement history:	None disclosed
Additional information (health & safety):	Information pertaining to the property in relation to statutory compliance was sought on PRISM / requested but was not available. An email request was subsequently made but no dates/ information was provided, consequently a number of hazards/ defects have been included in this report to reflect the missing documentation
Additional information (fire safety):	This assessment is conducted as a type 1 fire risk assessment only

2.2 OCCUPANTS AT RISK

Total building occupancy:	100-250 tenants visitors contractors
Total number of employees / tenants:	100-250 tenants
Total number of visitors / members of public:	5-25 visitors
Occupants identified at special risk:	Sleeping residents. Possible children and elderly/infirm

Note: all figures are approximate

2.3 DETAILS OF DEMISED AREAS

Occupier	Demise usage	Location	Fire risk assessment available?	Comments
Sainsbury's	Retail	Ground floor	Not known	The tenants' areas are not covered by this inspection. The tenants' areas are wholly demised and maintained under a full repairing & insuring lease. No record of fire risk assessment available for demised area.
The Dentist Gallery	Retail	Ground floor	Not known	The tenants' areas are not covered by this inspection. The tenants' areas are wholly demised and maintained under a full repairing & insuring lease. No record of fire risk assessment available for demised area.

2.4 FIRE RISK PROFILE

The risk profile is a combination of occupancy characteristic and fire growth rate, as defined in BS9999:2017 Code of Practice for fire safety in the design, management and use of buildings. For the areas under consideration, the overall risk profile is considered to be as follows:

Occupancy characteristic	Ci = Occupants who are likely to be asleep: long-term individual occupancy
Fire growth rate	2 = Medium
Overall risk profile	Ci2

The risk profile is used by the risk assessor to determine whether the means of escape and design features for life safety are appropriate for the area under inspection.

3.0 ASSESSMENT OF RISK & CONTROLS MEASURES

The assessment has been broken down into several areas of observation, based on likely hazards found. For each hazard, a series of statements is presented of possible controls that could be in place to control the inherent risks. An assessment is made as to whether these controls are applicable and, if they are, whether they are correctly implemented or otherwise.

An overall risk rating of low, medium or high is made for each hazard considered based on the risk assessor's professional judgement of the likely harm and severity of the hazard being realised.

Where control measures are missing or unsuitable, a defect/hazard assessment is made with actions highlighted and prioritised to reduce the risks – see section 4 for further details.

3.1 HEALTH & SAFETY

3.1.1 ASBESTOS

General observation		
Potential risk from asbestos containing materials.		
Assessment of controls	In place?	Comments
Asbestos survey has been carried out?	✓	Survey carried out 25/02/2015
Asbestos containing materials managed as per survey recommendations?	N/A	No asbestos containing materials identified.
Asbestos management plan in place?	N/A	No asbestos containing materials present.
Asbestos containing materials appear to be in good condition?	N/A	No asbestos containing materials identified.
Asbestos information is made available to visiting contractors etc. as required?	N/A	No asbestos containing materials identified.
Arrangements are in place for dealing with accidental disturbance of asbestos?	N/A	No asbestos containing materials identified.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.2 CHEMICALS & HAZARDOUS SUBSTANCES

General observation	
There were no substances hazardous to health observed in the area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.3 CONTROL OF CONTRACTORS

General observation		
Contractors engaged in area inspected.		
Assessment of controls	In place?	Comments
Contractors are subject to competency checks prior to being engaged?	✓	Contractors used are vetted prior to engagement.
Suitable exchange of health and safety information between contractors and the client?	✓	No issues identified.
A permit to work system is in operation for high risk operations?	✓	No issues identified.
Suitable arrangements in place for contractors to sign in / out?	✓	Key issuing procedure in place.
Contractors provided with site safety rules or briefing / induction prior to undertaking work?	✓	No issues identified.
Suitable arrangements in place to monitor contractor performance?	✓	No issues identified.
Contractors on site were observed to be working safely, with no risks posed to other building users?	N/A	No contractors observed.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.4 ELECTRICITY

General observation		
Electrical installations and/or appliances observed in area inspected including: lighting / power; electrical intake; distribution board(s); tenant meter(s); plant / equipment control panel(s)		
Assessment of controls	In place?	Comments
Fixed wiring installations inspected within suitable timescales?	✓	Carried out 18/02/2021
Remedial works have been implemented where identified by fixed wiring inspection?	X	Remedial works not carried out.
Access to electrical areas is secured and controlled?	✓	No issues identified.
Appropriate hazard warning signage is displayed?	✓	No issues identified.
Electric shock posters available where required and are up to date?	X	There are no electric shock posters displayed.
Suitable rubber matting is available beneath electrical installations where appropriate?	✓	No issues identified.
Electrical installations are unobstructed and in good condition?	✓	No issues identified.
There are suitable lock-off procedures in place for isolating electrical installations?	N/A	Contractor responsibility.
Suitable earthing arrangements in place to minimise risks from static?	N/A	No arrangements required
Client's portable electrical equipment has been tested within suitable timescales?	N/A	No portable electrical equipment observed.
Other portable electrical equipment has been tested within suitable timescales?	N/A	No portable electrical equipment observed.
Defect / hazard reference(s) (see section 4)		12; 18
Overall risk rating for this area of observation:		LOW

3.1.5 EMPLOYEE ARRANGEMENTS

General observation	
Site based staff employed by contractor(s).	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.6 ENVIRONMENTAL CONCERNS

General observation	
Environmental concerns not within scope of this assessment.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.7 FALLS & FALLING OBJECTS

General observation		
Risk areas identified relate to building structure only. Note: risk areas relating to access and people working are considered separately under Work at Height section below.		
Assessment of controls	In place?	Comments
External elevations and building fabric appear to be in good condition with no observed defects?	✓	No issues identified.
Items present on external elevations and roof which could pose a falling object risk are suitably secured or managed?	N/A	No such items observed.
Condition survey of building fabric carried out as required?	X	No evidence of condition survey carried out.
Internal building fabric in good condition, with no risk of injury or falling objects identified?	✓	No issues identified.
Handrails, banisters, balustrades and grab rails available where required and in good condition to prevent fall?	✓	No issues identified.
External objects and structures secure and in good condition?	✓	No issues identified.
Falls in accessible locations suitably protected?	✓	Risks adequately managed.
Open water hazards suitably controlled?	N/A	No open water hazards identified.
Materials and objects are stored safely and securely?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		20
Overall risk rating for this area of observation:		LOW

3.1.8 FIRE

General observation	
Fire safety issues are considered separately below.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.9 FIRST AID & ACCIDENT REPORTING

General observation		
Accident reporting procedure and first aid provision under consideration.		
Assessment of controls	In place?	Comments
Appropriate first aid provisions available?	N/A	Contractors responsible for their own first aid provisions.
First aid provisions adequately stocked and in date?	N/A	No first aid provisions present.
Responsible person monitors first aid provisions and replenishes as required?	N/A	No first aid provisions present.
Appointed person nominated or suitable number of trained first aiders available?	N/A	No employees present.
Names of first aiders and location of first aid provisions communicated to others?	N/A	Not required.
Compliant accident book available and completed correctly?	N/A	Accident book not required - unmanned site.
Accident reporting procedure in place?	✓	No issues identified.
Escalation procedure in place for accidents which are reportable under RIDDOR?	✓	Property manager responsibility.
Accident investigation carried out and accident statistics reviewed where required?	✓	Property manager responsibility.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.10 HEAD INJURIES

General observation	
No head hit hazards identified in area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.11 LEGIONELLA

General observation		
Water systems and outlets present in the area inspected which present a legionella risk including (but not limited to): cold water storage tank(s)		
Assessment of controls	In place?	Comments
Adequate water risk assessment available?	✓	Carried out 30/01/2023
A schematic diagram of the water system is available and up to date?	✓	No issues identified.
Water hygiene checks e.g. monthly temperature checks and tank inspections, are carried out, recorded and are up to date?	X	No records available.
Water outlets appear to be running at correct temperatures?	N/A	No outlets observed.
Rarely used outlets have been drained down or are flushed regularly?	N/A	No such outlets observed.
Cooling tower / evaporative condensers present and notified to the local authority?	N/A	None present.
Defect / hazard reference(s) (see section 4)		19
Overall risk rating for this area of observation:		LOW

3.1.12 LIFTS & LIFTING EQUIPMENT

General observation		
The following lifting equipment is present in the area inspected: passenger lift(s)		
Assessment of controls	In place?	Comments
Routine service visits are carried out for lifts as required?	X	Some evidence available, but records are not up to date. Last visit on 12/01/2023
Statutory engineering inspections are carried out for lifts as required?	X	No evidence available.
Suitable provisions available in lift car for use in an emergency?	✓	No issues identified.
Lift car stops level on all floors?	✓	No issues identified.
Lift car door sensor available and operating correctly?	✓	No issues identified.
Other lifting equipment is included on the maintenance schedule?	N/A	No other lifting equipment in area inspected.
Other lifting equipment has appropriate statutory inspection documentation available?	N/A	No other lifting equipment in area inspected.
Safe working loads marked on all appropriate lifting equipment?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		7; 8
Overall risk rating for this area of observation:		MEDIUM

3.1.13 NOISE & VIBRATION

General observation	
No hazards observed in area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.14 PLANT & WORK EQUIPMENT

General observation		
The following principal plant / equipment observed in area inspected: lift(s); air conditioning plant; generator(s)		
Assessment of controls	In place?	Comments
Areas containing plant and work equipment are suitably locked and secured?	✓	All areas secured as required.
Safe access to plant and work equipment available?	✓	No issues identified.
Suitable safety signage is displayed on access doors and within plant rooms?	✓	No issues identified.
Emergency controls available and suitably identified?	✓	Emergency shut off controls available in following areas: lift motor room(s); generator(s)
Suitable guarding in place where required?	✓	Fixed guards in place on lift motors / pulleys.
Gas safety certificate available and up to date?	N/A	No gas installations present.
Planned maintenance schedule in place?	✓	No issues identified.
Plant & work equipment in good condition and maintained as per the planned maintenance schedule?	✓	All equipment maintained as required.
Written scheme of examination available for pressure systems?	N/A	No pressure systems observed.
Statutory insurance inspections are carried out on applicable equipment and up to date records are available?	N/A	No plant / equipment present where statutory inspection required.
Personal protective equipment (PPE) is provided where necessary and in good condition, and/or mandatory signage is displayed?	N/A	Contractor responsibility.
Powered access gates have been visually inspected and no issues identified?	✓	No issues identified.
Gym / play equipment is in suitable condition and suitable precautions in place for safe use?	N/A	None present in area inspected.
Confined spaces identified and suitable precautions in place to control risks?	N/A	No confined spaces identified.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.15 SLIPS & TRIPS

General observation		
All areas under inspection have potential for slips and trips.		
Assessment of controls	In place?	Comments
Internal floor surfaces are in good condition with no holes, bumps, uneven or slippery surfaces observed?	✓	No issues identified.
Weather mats are available where required and in good condition with no defects/hazards observed?	✓	No issues identified.
Changes of level are suitably highlighted or signed as appropriate?	✓	No issues identified.
Internal / external surfaces are clear of loose debris and items?	✓	No issues identified.
External access / egress routes in good condition?	✓	No issues identified.
Traffic routes in good condition?	N/A	No traffic routes within scope of this assessment.
Suitable arrangements in place for snow and ice clearance?	N/A	Not required or deemed necessary.
Stairwells and steps are in adequate condition?	X	Areas for improvement identified.
Bunding present and in good condition, where processes and plant may discharge or leak liquid?	N/A	No areas identified where bunding required.
Adequate drainage available?	✓	No issues identified.
Drains, drainage channels and service covers are in good condition?	✓	No issues identified.
Lighting levels are sufficient throughout the area inspected?	✓	No issues identified.
Light switches are easily identified and correctly positioned?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		11
Overall risk rating for this area of observation:		LOW

3.1.16 TRAFFIC MANAGEMENT

General observation	
No traffic movements in areas inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.17 VACANT AREAS

General observation	
No vacant areas observed.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.18 WELFARE FACILITIES

General observation	
There are no toilet or kitchen/tea point facilities in the area inspected.	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.1.19 WINDOWS & GLAZING

General observation		
Windows and glazing present in areas inspected.		
Assessment of controls	In place?	Comments
Windows/glazing in good condition?	✓	No issues identified.
Glazing survey carried out and remedial action implemented?	N/A	Not considered necessary.
Windows locked or have appropriate restricting mechanisms installed where necessary?	✓	No issues identified.
Safety glass installed in appropriate locations or physical barriers installed to restrict access?	✓	No issues identified.
Suitable manifestations displayed on glazing where required?	N/A	Not considered necessary.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.20 WORK AT HEIGHT

General observation		
<p>Falls and falling objects relating to building structure are considered separately. Testing of lifting equipment considered under Lifts and lifting equipment section. Work at height issues considered below in following tasks:</p> <p>roof access; window cleaning; gutter cleaning; access to high level glazing; access to high level fixtures and fittings; use of fixed and companionway ladders</p>		
Assessment of controls	In place?	Comments
Arrangements in place for safe working at height?	✓	Arrangements in place.
Roof / equipment access is suitably restricted?	✓	Access point(s) secured.
Adequate signage displayed at access point(s)?	✓	No issues identified.
Safe access route(s) provided?	✓	No issues identified.
Adequate edge protection installed in appropriate areas?	✓	No issues identified.
Fall protection or restraint equipment available, safe for use and tested within suitable timeframes?	N/A	Contractors provide own equipment.
Exposed edges are suitably protected, covered or have suitable alternative arrangements in place to protect against low level falls?	✓	Risks adequately managed.
Protection measures are in good condition and suitably load bearing to prevent fall / fall through?	N/A	No risk areas identified.
Fragile areas identified, suitably protected and have warning signage displayed?	N/A	No fragile surfaces identified.
Scaffolding tagged and access restricted?	N/A	No scaffolding present.
Restricted access to mobile mast equipment and suitable signage displayed?	N/A	No mobile masts present.
Fixed ladders are suitable, secure and in good condition?	✓	No issues identified. Fixed ladders located: Upper roof access
Portable ladders are suitable, secure and in good condition?	N/A	No portable ladders observed or required.
Where overhead working carried out, risks are managed as appropriate?	N/A	Infrequent occurrence, managed on an ad-hoc basis.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.1.21 WORKPLACE SAFETY

General observation		
This section principally covers requirements of the Workplace (Health, Safety and Welfare) Regulations 1992 which are not already considered under other areas of observation.		
Assessment of controls	In place?	Comments
No smoking sign present at property entrance(s)?	✓	Signage prominently displayed.
Adequate ventilation available?	✓	No issues identified.
Air monitoring is carried out where required?	N/A	Not considered necessary.
Temperature of indoor workplaces is reasonable and controlled as far as is practicable?	N/A	No indoor workplaces identified.
Emergency lighting provided in high risk locations (e.g. plant rooms) as required?	✓	No issues identified.
Emergency lighting tested and maintained as required?	X	No or inadequate records available.
Suitable housekeeping regime in evidence?	✓	No issues identified.
Doors and building fabric / equipment in good condition and pose no health and safety risks?	✓	No issues identified.
Has a suitable Access Audit been undertaken to identify potential access barriers to site?	N/A	No access audit required.
Adequate provision of drinking water?	N/A	Tenant responsibility.
Suitable facilities for storing and changing clothing?	N/A	Tenant responsibility.
Suitable facilities in place to rest and eat meals?	N/A	Tenant responsibility.
Adequate management inspections are carried out and remedial action implemented?	✓	Regular property inspections.
Defect / hazard reference(s) (see section 4)		10
Overall risk rating for this area of observation:		MEDIUM

3.2 FIRE

3.2.1 SOURCES OF FUEL

General observation		
Sources of fuel requiring control observed. The building may fall under the category of 'High Rise Residential Building' (i.e. is of 7 habitable floors or over 18 metres in height). Further investigation required before determining whether a Fire Risk Appraisal of External Walls (FRAEW) is required.		
Assessment of controls	In place?	Comments
Means of escape clear of uncontrolled combustibles?	✓	No storage identified.
Suitable wall and ceiling linings in circulation areas and escape routes?	✓	Wall / ceiling linings appear to be class 0 rated.
Plant rooms and other high risk areas clear of uncontrolled combustibles?	✓	All areas kept clear.
All other areas clear of excess fire loading with good housekeeping observed?	✓	No issues identified.
Furniture and furnishings in good condition and compliant with regulations where required?	N/A	No furniture / furnishings observed.
Adequate arrangements in place for refuse and waste storage and disposal?	✓	No issues identified.
Flammable and dangerous substances are adequately controlled and have been suitably risk assessed?	N/A	No such substances in use.
Suitable materials used and arrangements in place to limit external fire spread?	✓	No issues identified.
Cylinders stored correctly?	N/A	No cylinders observed.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.2.2 SOURCES OF IGNITION

General observation		
Sources of ignition requiring control observed.		
Assessment of controls	In place?	Comments
Fixed wiring has been inspected in the last 5 years and remedial works have been implemented where identified?	X	Remedial works required. 18/02/2021
Electrical installations in good condition and not overloaded?	✓	No issues identified.
Portable appliances have been tested within suitable timeframes where required?	N/A	No portable appliances observed.
Risks from static electricity adequately controlled?	N/A	Not considered a significant risk factor.
Smoking prohibited with appropriate signage displayed?	✓	No issues identified.
Suitable facilities to control smoking risks?	N/A	Not considered necessary.
Adequate controls in place to protect against arson?	✓	No adverse issues noted.
Hot works adequately controlled?	N/A	Covered by Control of contractors section above.
Lightning protection available where required, in good condition with test certificate available and in date?	✓	Certificate dated: 02/12/2022
Fixed heating installations (boilers, storage heaters etc.) in good condition and tested as required?	N/A	No fixed heating installations observed.
Use of portable heaters is suitably controlled?	N/A	No portable heaters observed.
Cooking appliances present and in good condition?	N/A	Within demised areas only.
Kitchen ventilation / extract equipment clear and unobstructed?	N/A	No such equipment observed.
Appropriate light fittings installed and away from sources of fuel?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		12
Overall risk rating for this area of observation:		LOW

3.2.3 SOURCES OF OXYGEN

General observation		
Air is the only source of oxygen present.		
Assessment of controls	In place?	Comments
Cylinders and piped supplies are adequately controlled?	N/A	None present.
Oxidising chemicals are adequately controlled?	N/A	None present.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.2.4 FIRE COMPARTMENTATION

General observation		
Accessible building structure and partitions (including fire doors) only. A full structural survey was not undertaken. Fire Door Survey conducted by First Port - 21/07/2023 - remedial work pending.		
Assessment of controls	In place?	Comments
Building fabric appears in sound structural condition with suitable fire separation?	✓	Structural fire separation likely to be inadequate, but suitable compensatory factors available e.g. fire alarm.
Fire stopping installed in appropriate locations and in good condition?	X	Breaches to compartmentation observed.
Communal risers and ducts have suitable fire separation or protection?	✓	No issues identified.
Gas and electrical installations in escape routes are suitably enclosed?	✓	Utilities suitably enclosed.
Fire doors installed where appropriate and in good condition?	X	Fire door(s) not in suitable condition.
Fire doors appropriately identified and close correctly into their frames?	✓	No issues identified.
Automatic fire doors in good condition, operate correctly and are tested regularly?	N/A	No automatic doors observed.
Shutters / dampers provided where required and in full working order?	N/A	None observed.
Defect / hazard reference(s) (see section 4)		4; 13; 14
Overall risk rating for this area of observation:		MEDIUM

3.2.5 MEANS OF ESCAPE

General observation		
Means of escape as follows: Flats exit directly into landings then single staircase means of escape. Final exit at ground level via lobby directly to Rochester Row		
Assessment of controls	In place?	Comments
Travel distances, corridor and doors widths are considered adequate?	✓	Within expected parameters.
Inner rooms or dead end conditions suitably controlled?	N/A	No such conditions observed.
Means of escape are simple and straightforward with suitable provisions in place?	✓	No issues identified.
Adequate fire exit signage displayed?	✓	No issues identified.
Fire exits can be opened easily and without the use of a key?	✓	No issues identified.
Exits lead directly to a place of ultimate safety?	✓	Direct to fresh air.
Means of escape free from obstructions with suitable provisions to ensure continued availability?	✓	None observed.
Adequate emergency lighting present in means of escape?	✓	No issues identified.
Emergency lighting tested and maintained as required?	X	No or inadequate records available.
Smoke control systems available with no observed defects?	✓	No issues identified.
Smoke control systems tested / maintained as required?	X	No records observed. Last service date: 18/07/2023
Refuge intercom available and tested regularly?	N/A	Not installed or required.
Defect / hazard reference(s) (see section 4)		10; 15
Overall risk rating for this area of observation:		MEDIUM

3.2.6 FIRE DETECTION & WARNING

General observation		
Automatic fire detection and warning installed. Elements present: mains powered fire detector / sounder(s); manual call point(s); fire alarm panel; repeater panel(s) The fire detection and warning system appears consistent with a category L2 system and confirmed to extend into flats. Redicare auto dialer connection - disengaged.		
Assessment of controls	In place?	Comments
Suitable fire detection and warning system installed and operational?	✓	No issues identified.
Bell tests carried out and call points tested in rotation?	X	No test records.
Routine service visits up to date?	✓	Service records up to date. 18/07/2023
Secondary effects of fire alarm activation checked and operational?	✓	No issues identified. lifts return to ground floor; smoke control system(s) activate
Alarm panels suitably positioned and secured with no faults showing?	X	Faults observed.
Zone chart / list available?	✓	Zone chart displayed.
Detector heads are correctly located, functional and unrestricted?	X	Improvements identified.
Manual call points are correctly located, functional and unrestricted?	✓	No issues identified.
Fire alarm is audible / visible in all areas under inspection?	✓	No issues identified.
Defect / hazard reference(s) (see section 4)		3; 9; 16
Overall risk rating for this area of observation:		MEDIUM

3.2.7 PORTABLE FIRE FIGHTING EQUIPMENT

General observation		
Portable fire fighting equipment present in areas inspected.		
Assessment of controls	In place?	Comments
Adequate provision of fire extinguishers?	✓	Extinguishers available: carbon dioxide
Extinguishers have dedicated fire points?	✓	Wall mounted with suitable signs.
Extinguishers have been serviced in the last year?	X	Service overdue. Last inspected: January 2022
Anti-tamper devices present and extinguishers not discharged?	✓	No issues identified.
Fire blankets available and in good condition?	N/A	Fire blankets not present or required.
Fire blankets inspected within suitable timeframes?	N/A	Fire blankets not available.
Defect / hazard reference(s) (see section 4)		1
Overall risk rating for this area of observation:		MEDIUM

3.2.8 FIXED FIRE FIGHTING EQUIPMENT

General observation		
Fixed fire fighting systems present in areas inspected.		
Assessment of controls	In place?	Comments
Fire hose reels in good condition, clearly identified and unobstructed?	N/A	No hose reels present or required.
Hose reels tested and maintained as required?	N/A	No hose reels present.
Rising mains installed, with inlets / outlets clearly identified and unobstructed?	✓	No issues identified.
Rising main inlets / outlets correctly secured and in good condition?	✓	No issues identified.
Rising mains tested and maintained as required?	✓	Maintenance up to date. Full pressure test date: 03/02/2023 Visual inspection date: 18/07/2023
Sprinkler control valves identified and secured appropriately?	N/A	No sprinklers present.
Sprinkler system appears in good condition?	N/A	No sprinklers present.
Sprinkler system tested and maintained as required?	N/A	No sprinklers present.
Other suppression systems installed correctly in appropriate areas?	N/A	No systems present or required.
Other suppression systems tested and maintained as required?	N/A	No systems present or required.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.2.9 EMERGENCY PLANNING

General observation		
Co-ordinated emergency planning required.		
Assessment of controls	In place?	Comments
Suitable fire emergency action plan has been formulated?	✓	Full evacuation strategy in place.
Suitable assembly point identified?	N/A	Residential property - assembly point is anywhere clear of building.
Emergency action plan has been adequately communicated to all relevant persons?	✓	Fire action notices displayed.
Emergency arrangements tested at regular intervals during practice evacuation drills?	N/A	Residential property - not considered necessary.
Defect / hazard reference(s) (see section 4)		None identified.
Overall risk rating for this area of observation:		LOW

3.2.10 ARRANGEMENTS FOR FIRE & RESCUE SERVICE

General observation		
Arrangements required.		
Assessment of controls	In place?	Comments
Fire and rescue service can easily access property?	✓	Direct access available.
Suitable information is made available relating to risks in the building e.g. presence of dangerous substances?	N/A	No specific risks observed.
Fire-fighting switches / lifts available, easily identifiable and in working order?	✓	No issues identified.
Hydrants available, easily identified and tested as required?	N/A	No hydrants observed.
All Essential Fire Fighting Equipment visually inspected monthly with records maintained?	X	Essential firefighting equipment is not subject to monthly visual inspections
Have monthly routine checks been carried out on lifts for use by firefighters / evacuation lifts and have these been recorded?	N/A	No firefighter / evacuation lift present
Is there a system in place to ensure any faults found are rectified within 24 hours and if not, be able to notify the local Fire & Rescue Service (as well as notifying them when the lift is back in service)?	N/A	No firefighter / evacuation lift present
Is a secure information box in a prominent position and provided with up to date information for the attending Fire & Rescue Service personnel?	✓	A Secure Information Box is available
Defect / hazard reference(s) (see section 4)		5
Overall risk rating for this area of observation:		MEDIUM

3.2.11 MANAGEMENT CONTROLS - FIRE SAFETY

General observation		
Management control required.		
Assessment of controls	In place?	Comments
Contractors are subject to health and safety checks prior to being engaged and are provided with site safety rules?	N/A	Covered under Control of contractors section above.
Site based staff have received adequate training on actions to be taken in the event of a fire / emergency?	N/A	Fire safety training not considered necessary.
Monitoring of fire safety arrangements carried out at regular intervals and corrective action implemented?	✓	Regular property inspections.
Site fire log book available?	X	No site fire log book.
False alarms managed?	✓	No false alarms indicated.
Fire policy / strategy in place?	✓	Fire strategy available.
Fire Safety Management Plan in place?	✓	Fire Safety Management Plan available.
Suitable fire drawings available and up to date?	✓	Fire drawings available. Located: with property manager.
Arrangements in place to co-ordinate and co-operate with other property users?	✓	No issues identified.
Fire risk assessment prioritisation tool used?	X	Fire risk assessment prioritisation tool not used / no evidence
Defect / hazard reference(s) (see section 4)		17; 21
Overall risk rating for this area of observation:		LOW

3.2.12 EMPLOYEE ARRANGEMENTS - FIRE SAFETY

General observation	
Site based staff employed by contractor(s).	
Overall risk rating for this area of observation:	NOT APPLICABLE

3.2.13 ARRANGEMENTS IN DEMISED AREAS

General observation		
Demised areas present - residential flats and office / commercial tenants. Fire Door Survey conducted by First Port - 21/07/2023 - remedial work pending.		
Assessment of controls	In place?	Comments
Doors to demised areas are suitably fire resisting?	✓	No issues identified.
Details of tenant fire wardens available and up to date?	N/A	Residential tenants - not required.
Tenants carry out fire risk assessments and share relevant information?	X	Risk assessments not requested.
Routine monitoring of tenants undertaken to ensure no issues present which could impact on landlord areas?	N/A	Residential demises are private property.
Kitchen extracts deep cleaned regularly?	N/A	Residential demises are private property.
Hot works permits are requested from the managing agent where required?	N/A	Residential demises are private property.
Vacant demises are secured and clear of excess fire loading?	N/A	Residential demises are private property.
Residential tenants are provided with basic fire prevention advice?	X	No advice provided.
Defect / hazard reference(s) (see section 4)		2; 6
Overall risk rating for this area of observation:		MEDIUM

4.0 PRIORITY ASSESSMENT OF ACTIONS

4.1 METHODOLOGY

For each defect identified in section 3 above, an action is generated. These actions are prioritised based on an assessment of risk. The objective of risk assessment is to systematically and numerically evaluate the likelihood of a potential hazard to cause harm, and the severity of that harm.

For each hazard/defect, the people at risk are identified based on the following groupings:

E/T	Employees / Tenants	P/V	Members of public / Visitors
C	Contractors	O	Others

A risk rating is calculated based on the Severity (S) of what could go wrong if the hazard is realised, combined with the Likelihood (L) of this occurring, to give an overall risk rating (R) of either low (L), medium (M), high (H) or advisory (A) based on the following table:


This is translated into a low, medium or high priority rating based on the following table:

		SEVERITY	
		1	2
		Minor injury / illness	Short term incapacity / ill health
LIKELIHOOD			3
			Fatality or long term incapacity / ill health
A		Advisory action	
1 Remote		Low	Low
2 Possible		Low	Medium
3 Likely		Low	Medium


Advisory actions are those which rely on others to complete e.g. tenant issues, or those which should be implemented when/if practicable e.g. at next planned refurbishment.



4.2 PRIORITY ASSESSMENT




Ref	Location(s) (AREA OF OBSERVATION)	Hazard / Defect observed	People at risk				Existing controls	Risk rating			Recommended additional control(s)
			E/T	C	P/V	O		S	L	R	
1	Lift motor room. (PORTABLE FIRE FIGHTING EQUIPMENT)	Fire extinguisher service overdue. Last service carried out January 2022. This reduces the firefighting capability.	✓	✓	✓		Extinguisher does not appear to have been discharged or tampered with.	3	1	M	Service or replace extinguishers that have not been serviced in the last year.
2	General. (ARRANGEMENTS IN DEMISED AREAS)	No evidence was observed to demonstrate that suitable information has been provided to residents with regards to the importance of fire doors. Increased potential for fire / smoke to spread throughout the premises.	✓	✓	✓		Regular property inspections. Automatic fire detection & warning available.	3	1	M	Provide residents with suitable information relating to the importance of fire doors in fire safety. This information should include details on why fire doors are so important with regards to fire safety in the building and guidance on how to check their flat front doors, including the action to take should they have any concerns with regards to the condition of fire doors.
3	Water tank room. (FIRE DETECTION & WARNING)	No automatic fire detection apparent in the locations listed. Potential for fire to develop undetected and delay in raising the alarm which could have serious consequences.	✓	✓	✓		Fire detection installed in other areas.	3	1	M	Install additional smoke detector heads in locations listed.

4	Horizontal pipe penetration through floor - lift motor room. (FIRE COMPARTMENTATION)	Deficiencies observed in relation to horizontal or vertical penetrations to fire compartmentation. Increases the likelihood of fire / smoke spreading throughout the property.  <i>Horizontal pipe penetration through floor - lift motor room</i>	✓	✓	✓	✓	Automatic fire detection & warning available. Infrequent access to this area. Some fire stopping works evident. Fire door(s) present.	3	1	M	Undertake remedial works to penetrations in the locations identified (deficiency identified in location details) in order to restrict fire / smoke spread capability. Fire stopping materials should be appropriate for the supporting construction they are protecting e.g. fire resisting mortar or intumescent putty.
5	General. (ARRANGEMENTS FOR FIRE & RESCUE SERVICE)	Essential fire fighting equipment is not all subject to monthly visual inspections. Potential delay in operating, which could significantly delay or hinder response to a fire event.	✓	✓	✓	✓	Automatic fire detection & warning available. Routine maintenance conducted.	3	1	M	Undertake monthly visual inspections of all fire fighting equipment on site as per the requirements of the Fire Safety (England) Regulations 2022. The following fire fighting equipment must be subject to monthly visual inspections in High Rise Residential Buildings (HRRBs): Lifts for use by fire fighters; evacuation lifts; inlets and outlets for both dry and wet rising mains; smoke control systems; suppression systems; fire detection and fire alarm systems including any detectors linked to ancillary equipment such as smoke control systems (in the common parts); evacuation alert systems and automatic door release mechanisms linked to the fire alarm system.

6	General. (ARRANGEMENTS IN DEMISED AREAS)	No fire risk assessments observed relating to demised areas. Potential for unknown or unmanaged fire hazards to be present in demised areas which could affect other parts of the property.	✓	✓	✓		Fire risk assessment available for landlord areas. Automatic fire detection & warning available.	3	1	M	Request copies of fire risk assessments from all tenants relating to their demised area. Briefly check assessments for adequacy, validity and to ensure that there are no hazardous activities present which could impact on the rest of the property. Tenants that do not have an up to date fire risk assessment are required to do so under fire safety legislation. There is also a duty for co-operation and co-ordination between duty holders on fire safety matters.
7	General. (LIFTS & LIFTING EQUIPMENT)	Records observed relating to servicing and maintenance of lifts indicates that the routine service is overdue. Potential for lifts to fail with serious consequences.	✓	✓	✓		Some routine service visits carried out.	3	1	M	Undertake latest routine servicing and maintenance of lifts. Maintain up to date records.
8	General. (LIFTS & LIFTING EQUIPMENT)	No records observed relating to statutory insurance engineering inspection of lifts. Potential for lifts to fail with serious consequences. Requirement under the Lifting Operations and Lifting Equipment Regulations 1998.	✓	✓	✓		Service contract in place.	3	1	M	Carry out statutory engineering inspection of lifts at 6 monthly intervals for passenger lifts and annual intervals for goods lifts. Maintain up to date records.
9	General. (FIRE DETECTION & WARNING)	Fire alarm panel is showing a fault. Potential for delay in raising the alarm which could have serious consequences.	✓	✓	✓		Routine maintenance carried out. Regular property inspections.	2	2	M	Investigate fault on fire alarm panel and reset / repair system as required.


10	General. (WORKPLACE SAFETY, MEANS OF ESCAPE)	No records observed relating to testing of the emergency lighting present. Potential for accidents to occur if lights do not function correctly when needed.	✓	✓	✓		Tenant familiarity with property layout. Some natural/borrowed light available.	2	2	M	In accordance with BS 5266-8 (BS EN 50172), ensure that the emergency lighting is tested as follows: - Monthly functional (flick) test or visual inspection; - Annual full discharge test. Maintain up to date records of all tests carried out.
11	Roof access area. (SLIPS & TRIPS)	Steps not highlighted. Increased potential trip/fall hazard.  Roof access area	✓	✓	✓		Adequate lighting available. Tenant familiarity with property. Infrequent access required.	2	1	L	Highlight step edges by painting a 50mm bright strip in a contrasting colour along the leading edge of each step tread and along the upper edge of each step riser.
12	General. (ELECTRICITY, SOURCES OF IGNITION)	Remedial works identified on fixed wiring certificate have not been carried out. Electric shock hazard and increased fire risk.	✓	✓	✓		Fixed wiring certificate available.	2	1	L	Undertake remedial works identified on periodic inspection of fixed wiring electrical installations, which are currently unsatisfactory. Highest risk actions (priority 1 and 2) should be done first and a new certificate issued.

13	<p>Gap between door and frame / through lock - lift motor room.</p> <p>(FIRE COMPARTMENTATION)</p>	<p>Deficiencies observed in relation to excessive gaps present between fire door(s) / frame / threshold. Increased potential for fire / smoke to spread throughout premises.</p>  <p>Gap between door and frame / through lock - lift motor room</p>	✓	✓	✓	<p>Self closing mechanism installed.</p> <p>Automatic fire detection & warning available.</p> <p>Regular property inspections .</p> <p>Smoke seals / intumescent strips installed.</p> <p>Doors kept locked.</p> <p>Fire door keep locked sign displayed.</p>	2	1	L	<p>Undertake remedial works to reduce the gaps to fire doors in the locations identified (deficiency identified in location details). Fire doors should be able to comply with the testing requirements of BS EN 1634-1.</p>
14	<p>6th floor landing to corridor - no seals or strips.</p> <p>5th floor landing corridor - no seals or strips.</p> <p>4th floor landing corridor - no seals or strips.</p> <p>(FIRE COMPARTMENTATION)</p>	<p>Deficiencies observed in relation to intumescent strips and smoke seals to fire door(s). Increased potential for fire / smoke to spread throughout premises.</p>  <p>6th floor landing to corridor - no seals or strips</p>	✓	✓	✓	<p>Self closing mechanism installed.</p> <p>Fire door keep closed sign displayed.</p> <p>Automatic fire detection & warning available.</p> <p>Regular property inspections .</p>	2	1	L	<p>Install or replace intumescent strips and/or smoke seals in the locations identified (deficiency identified in location details). Fire doors should be able to comply with the testing requirements of BS EN 1634-1.</p>

14		 <p>5th floor landing corridor - no seals or strips</p>									L	
14		 <p>4th floor landing corridor - no seals or strips</p>									L	
14		 <p>3rd floor landing corridor - no seals or strips</p>									L	

15	General. (MEANS OF ESCAPE)	No records observed relating to the monthly testing of the smoke ventilation system. System may not function correctly when required which increases potential for fire / smoke to spread throughout premises and could significantly hinder an emergency evacuation.	✓	✓	✓		Automatic fire detection & warning available. Windows available for opening. 6 monthly routine maintenance records observed.	2	1	L	Undertake monthly testing of smoke ventilation system. Records of testing should be recorded within an on site fire log book.
16	General. (FIRE DETECTION & WARNING)	No records observed relating to fire alarm bell tests. Sounders and call points may not function correctly when required, which could significantly delay response to a fire event with serious consequences.	✓	✓	✓		Routine fire alarm servicing / maintenance carried out.	2	1	L	Although BS 5839 requires bell tests to be completed weekly, this is considered excessive for a residential property such as this and monthly tests would be more reasonable. This activity should be carried out by either a contractor or member of property management staff at the same time as other duties e.g. monthly emergency light checks and/or routine property inspection regime. Any manual call points present should be tested in rotation and up to date records of all bell tests should be recorded in a fire log book. In order to avoid disruption and confusion for residential tenants, agree and communicate a set time for testing to take place.
17	General. (MANAGEMENT CONTROLS - FIRE SAFETY)	No fire log book observed to indicate that fire safety equipment is being tested and maintained, or whether fire safety management activities are being carried out as required. Potential reduction in fire safety standards which could have serious consequences.	✓	✓	✓		Regular property inspections. Service contracts in place. Planned maintenance programme in place.	2	1	L	Provide a fire safety log book for retention at the premises, to record details of all testing, maintenance and management activities relating to fire safety. Ensure log book is kept in an obvious yet secure location, and inform all contractors and relevant persons to maintain suitable records within it.



18	General. (ELECTRICITY)	No electric shock poster displayed. Potential to delay the arrival of medical aid in the event of electric shock.		✓			Access door locked. Hazard warning signage displayed. Rubber matting available.	2	1	L	Purchase and display electric shock poster. The shock poster should reflect the latest guidance from the Resuscitation Council (UK), which recommends a ratio of 30 chest compressions to 2 rescue breaths. 
19	General. (LEGIONELLA)	Water hygiene management records are inadequate. Potential legionella hazard and other health risks.	✓	✓	✓		Water risk assessment available and up to date.	2	1	L	Implement all water hygiene management activities identified by the water risk assessment. Maintain records up to date.
20	General. (FALLS & FALLING OBJECTS)	Building condition survey not carried out. Increased risk of collapse / falling object hazard.	✓	✓	✓	✓	Regular property inspections.	2	A	A	Carry out new building condition survey in accordance with BS8210 Guide to facilities maintenance management and prepare a building maintenance plan. Survey should be carried out at intervals of no more than 3 years.

21	General. (MANAGEMENT CONTROLS - FIRE SAFETY)	No evidence provided to demonstrate that a Fire Risk Assessment Prioritisation Tool has been used by the responsible person. Potential for inadequacies in fire safety which could put building users at risk.	✓	✓	✓		Regular property inspections. Automatic fire detection & warning available.	2	A	A	Complete the Fire Risk Assessment Prioritisation Tool as per government guidance. The Fire Risk Assessment Prioritisation Tool is an online tool developed by the government, with input from the National Fire Chiefs Council, the Fire Sector Federation and several housing organisations and local authorities. Its purpose is to support Responsible Persons to develop a prioritisation strategy for updating their fire risk assessments following commencement of section one of the Fire Safety Act 2021. The Fire Risk Assessment Prioritisation Tool will ask you a series of weighted questions about your building. After completing the Fire Risk Assessment Prioritisation Tool, you will get a priority rating, which will assist you in prioritising the review of the fire risk assessments for your building, including the external walls. You will then need to take steps to assess the fire risk of your building and put in place adequate and appropriate mitigations.
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5.0 ACTION PLAN

The action plan which follows is a summary of all of the actions generated in section 4.2 above. This should enable you to prioritise the allocation of time and resources when scheduling the remedial action identified.

To assist you, the following timeframes are suggested:

Risk rating	Priority	Action required	Action completed
HIGH (H)	1	Immediately (24 hours)	Within 1 month
MEDIUM (M)	2	Within 3 months	Within 6 months
LOW (L)	3	Within 6 months	Within 1 year
ADVISORY (A)	4	When practicable, or action relies on others	

The specific actions and time frames allocated to individual hazards / defects in this report are a guidance to effectively manage any deficiencies, as opposed to a completion timeframe. They should be used as a guide to implementing remedial measures to enhance management and completed within defined timescales for the relevant property.

You should include a comment for every section.

Remember “No action” is still a viable option, provided you can demonstrate that the action identified is not reasonably practicable to implement. This means that the cost of implementing the proposed action in terms of time, money and trouble far outweighs the benefit that will be achieved from it.

Actions marked with a “*” are outstanding from the previous assessment.

5.1 PRIORITY 1 ACTIONS– *WITHIN 24 HOURS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
NONE IDENTIFIED				

5.2 PRIORITY 2 ACTIONS– *WITHIN 3 MONTHS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
1	Lift motor room.	Service or replace extinguishers that have not been serviced in the last year.		
2	General.	Provide residents with suitable information relating to the importance of fire doors in fire safety. This information should include details on why fire doors are so important with regards to fire safety in the building and guidance on how to check their flat front doors, including the action to take should they have any concerns with regards to the condition of fire doors.		
3	Water tank room.	Install additional smoke detector heads in locations listed.		
4	Horizontal pipe penetration through floor - lift motor room.	Undertake remedial works to penetrations in the locations identified (deficiency identified in location details) in order to restrict fire / smoke spread capability. Fire stopping materials should be appropriate for the supporting construction they are protecting e.g. fire resisting mortar or intumescent putty.		

5	General.	Undertake monthly visual inspections of all fire fighting equipment on site as per the requirements of the Fire Safety (England) Regulations 2022. The following fire fighting equipment must be subject to monthly visual inspections in High Rise Residential Buildings (HRRBs): Lifts for use by fire fighters; evacuation lifts; inlets and outlets for both dry and wet rising mains; smoke control systems; suppression systems; fire detection and fire alarm systems including any detectors linked to ancillary equipment such as smoke control systems (in the common parts); evacuation alert systems and automatic door release mechanisms linked to the fire alarm system.		
6	General.	Request copies of fire risk assessments from all tenants relating to their demised area. Briefly check assessments for adequacy, validity and to ensure that there are no hazardous activities present which could impact on the rest of the property. Tenants that do not have an up to date fire risk assessment are required to do so under fire safety legislation. There is also a duty for co-operation and co-ordination between duty holders on fire safety matters.		
7	General.	Undertake latest routine servicing and maintenance of lifts. Maintain up to date records.		
8	General.	Carry out statutory engineering inspection of lifts at 6 monthly intervals for passenger lifts and annual intervals for goods lifts. Maintain up to date records.		
9	General.	Investigate fault on fire alarm panel and reset / repair system as required.		
10	General.	In accordance with BS 5266-8 (BS EN 50172), ensure that the emergency lighting is tested as follows: - Monthly functional (flick) test or visual inspection; - Annual full discharge test. Maintain up to date records of all tests carried out.		

5.3 PRIORITY 3 ACTIONS*– WITHIN 6 MONTHS*

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
11	Roof access area.	Highlight step edges by painting a 50mm bright strip in a contrasting colour along the leading edge of each step tread and along the upper edge of each step riser.		
12	General.	Undertake remedial works identified on periodic inspection of fixed wiring electrical installations, which are currently unsatisfactory. Highest risk actions (priority 1 and 2) should be done first and a new certificate issued.		
13	Gap between door and frame / through lock - lift motor room.	Undertake remedial works to reduce the gaps to fire doors in the locations identified (deficiency identified in location details). Fire doors should be able to comply with the testing requirements of BS EN 1634-1.		
14	6th floor landing to corridor - no seals or strips. 5th floor landing corridor - no seals or strips. 4th floor landing corridor - no seals or strips.	Install or replace intumescent strips and/or smoke seals in the locations identified (deficiency identified in location details). Fire doors should be able to comply with the testing requirements of BS EN 1634-1.		
15	General.	Undertake monthly testing of smoke ventilation system. Records of testing should be recorded within an on site fire log book.		

16	General.	Although BS 5839 requires bell tests to be completed weekly, this is considered excessive for a residential property such as this and monthly tests would be more reasonable. This activity should be carried out by either a contractor or member of property management staff at the same time as other duties e.g. monthly emergency light checks and/or routine property inspection regime. Any manual call points present should be tested in rotation and up to date records of all bell tests should be recorded in a fire log book. In order to avoid disruption and confusion for residential tenants, agree and communicate a set time for testing to take place.		
17	General.	Provide a fire safety log book for retention at the premises, to record details of all testing, maintenance and management activities relating to fire safety. Ensure log book is kept in an obvious yet secure location, and inform all contractors and relevant persons to maintain suitable records within it.		
18	General.	Purchase and display electric shock poster. The shock poster should reflect the latest guidance from the Resuscitation Council (UK), which recommends a ratio of 30 chest compressions to 2 rescue breaths.		
19	General.	Implement all water hygiene management activities identified by the water risk assessment. Maintain records up to date.		

5.4 PRIORITY 4 (ADVISORY) ACTIONS

– WHEN PRACTICABLE (OR RELIES ON OTHERS)

Hazard Ref	Location(s)	Recommended action	Comments	Date complete
20	General.	Carry out new building condition survey in accordance with BS8210 Guide to facilities maintenance management and prepare a building maintenance plan. Survey should be carried out at intervals of no more than 3 years.		
21	General.	Complete the Fire Risk Assessment Prioritisation Tool as per government guidance. The Fire Risk Assessment Prioritisation Tool is an online tool developed by the government, with input from the National Fire Chiefs Council, the Fire Sector Federation and several housing organisations and local authorities. Its purpose is to support Responsible Persons to develop a prioritisation strategy for updating their fire risk assessments following commencement of section one of the Fire Safety Act 2021. The Fire Risk Assessment Prioritisation Tool will ask you a series of weighted questions about your building. After completing the Fire Risk Assessment Prioritisation Tool, you will get a priority rating, which will assist you in prioritising the review of the fire risk assessments for your building, including the external walls. You will then need to take steps to assess the fire risk of your building and put in place adequate and appropriate mitigations.		

Certificate Number	LS	339796
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Life Safety Fire Risk Assessment
Gold Approved Scheme
CERTIFICATE OF CONFORMITY



This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

SCHEDULE		
Part 1	NSI Life Safety Fire Risk Assessment Gold Approved Organisation	
	Tetra Consulting Limited	
	BAFE Registration Number	
	NSI	00608
Part 2	Name of Client	
	Blenheims Estate and Asset Management Ltd	
Part 3	Address of premises for which the fire risk assessment was carried out	
	Emanuel House, 18 Rochester Row, London SW1P 1BS	
	Part or parts of the premises to which the fire risk assessment applies	
	Common internal and external areas. Stairwells. Plant rooms. Roof. Riser cupboards. Lobbies. Landings. External elevations. Electrical intake. Lift motor room. Tank room. Bin store. Tenants storage room	
Part 4	Brief description of the scope and purpose of the fire risk assessment	
	This fire risk assessment has been undertaken to meet the relevant requirements of national life safety legislation. A non-intrusive method of inspection has been carried out across authorised locations to determine the adequacy of the existing fire precautions and fire management provisions in place. The significant findings of the assessment have been outlined within the report which provides recommendations for additional measures where our assessor deems necessary.	
Part 5	Effective date of the fire risk assessment	26/07/2023
Part 6	Recommended date for review of the fire risk assessment	July 2024

We, being currently a NSI Approved BS EN ISO 9001 organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule under the control of our Quality Management System (identified on our NSI approval certificate) and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing Approved organisation)	 Fiona Wright BA MA PGCE Tech IOSH AIFSM
Job Title	Quality Assurance Manager
Date	28-07-2023

Life Safety Fire Risk Assessment Gold is an Approval Scheme of the National Security Inspectorate, Sentinel House, 5 Reform Road, Maidenhead, Berkshire, SL6 8BY

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, GL56 0RH.

RG8070.3 Sept 2018

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