Fire Risk Assessment

Property assessed:	102-108 Chapelfields Ware SG12 8HY
Client:	Network Homes Ltd
UPRN:	CHAP0102
Property Classification:	Level 1
Document Print Date:	20/04/2021

FRA Inspection Date:	04/11/2020
FRA Issued to Client:	08/12/2020
FRA valid to:	08/12/2021
FRA completed by:	Savills (UK) Ltd, 33 Margaret Street, London W1G 0JD T: 020 7409 8737 E: fireriskhousing@savills.com

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Please Note - The Action Plan within this report will update to reflect the status of each recommendation as at the date on which the report is generated. Please refer to the Document Print Date on the cover page.

1 Executive Summary

1.1 Compliance and Risk Record

Property Classification	Level 1
BAFE SP205 -1 Certificate Number	Refer to Master Property List
Responsible Person	Network Homes Ltd
Assessment Completed by	Stuart Hood
Assessment Checked by	John Herbison
Date of inspection	04/11/2020
Date of Assessment Issue to Client	08/12/2020

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 this property is:	Medium
Taking into account the nature of the property and occupants, as well as 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:	Moderate Harm
The derived assessment risk rating of the property is:	Moderate
On satisfactory completion of all remedial works the risk rating of this property may be reduced to:	Tolerable

Recommended Reassessment Date	08/12/2021

1.2 Recommendation Summary

Priority	Number of recommendations not complete		
	From previous assessments	At time of assessment	At report print date
U	0	0	0
A	0	0	0
B	1	0	0
C	1	1	1
R	1	0	0
Man1	0	0	0
Man2	1	4	1

Note: See section 3.4 for the timescales associated with each priority in the table above.

1.3 Evacuation Strategy

Evacuation strategy for this property at time of assessment	Stay Put
Notes	The property is a purpose built block with an adequate standard of compartmentation. The current Stay Put evacuation strategy is considered appropriate.
Recommended evacuation strategy for this property	Stay Put

2 Action Plan

2.1 Recommendations from this Assessment

Details		Comments/recommendations		Photo
Question	L.6	Comment: No access was possible to any of the flat entrance doors to confirm that they are fitted with adequate self-closing devices.		
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors			
Action ID	570797			
Quantity - Known - Potential	 0 4	Recommendation: Management should establish an ongoing rolling programme of checks to all flat entrance doors to confirm that self-closers are fitted and remain effective.		
Priority	Man2	Due Date: 08/03/2021	Client Status: Approved	
Question	P.5	Comment: No access was possible to any of the flats to confirm that they are fitted with an adequate smoke alarm system.		
Section	Means of Giving Warning in Case of Fire			
Action ID	570798			
Quantity - Known - Potential	 0 4	Recommendation: All flats should be checked to confirm provision and working condition of at least Grade D LD3 smoke alarm systems to BS 5839-6:2019. An ongoing rolling programme of checks should be confirmed to be in place. If new systems are required to be installed these should be to Grade D1 LD2 standard.		
Priority	Man2	Due Date: 08/03/2021	Client Status: Approved	
Question	V.8	Comment: No evidence was available on-site to confirm regular inspection, testing and servicing of the system is being carried out.		No image available
Section	Testing and Maintenance			
Action ID	570799			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that the access control system is inspected, tested and serviced in accordance with relevant guidance and records kept on-site or in a central database.		
Priority	Man2	Due Date: 08/03/2021	Client Status: Assigned	
Question	V.9	Comment: No evidence was available on-site to confirm regular inspection, testing and servicing of the system is being carried out.		No image available
Section	Testing and Maintenance			
Action ID	570800			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that the drop key override switch facilities for Fire and Rescue Service access are inspected, tested and serviced in accordance with relevant guidance and records kept on-site or in a central database.		
Priority	Man2	Due Date: 08/03/2021	Client Status: Approved	

Question	B.4	Comment: Although there is a no smoking sign present it is significantly faded.		
Section	Smoking Policies			
Action ID	570796			
Quantity - Known - Potential	 1 1	Recommendation: The existing 'No Smoking' signage in the common area should be replaced.		
Priority	C	Due Date: 08/06/2022	Client Status: Assigned	

2.2 Status of Previous Recommendations

Details		Comments/recommendations		Photo
Question	L.3	Comment: The glazing fitted to flat entrance doors in this Stay Put block appears to have 30-minutes integrity only fire resistance. 30-minutes insulation is also required. Due to the low-rise/ low-risk nature of this property replacement need only occur as it becomes due as part of normal reactive or planned maintenance.		
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors			
Action ID	367670			
Quantity - Known - Potential	 4 4	Recommendation: As part of the normal planned maintenance cycle, EI 30 (30-minutes integrity and insulation) fire resisting glazing (and associated glazing channel and beading) should be installed in the flat entrance doors as noted when due for replacement.		
Priority	R	Due Date: N/A	Client Status: Assigned	
		Review Status: Unresolved		
Question	Q.6	Comment: Although the roof void is compartmented, there are breaches in this compartmented apparent where services pass through it.		
Section	Limiting Fire Spread			
Action ID	367671			
Quantity - Known - Potential	 2 2	Recommendation: The compartmentation breaches noted within the roof space over the common area should be made good with appropriate fire resisting materials/construction. Period of fire resistance required is 30 minutes.		
Priority	B	Due Date: 30/09/2021	Client Status: Assigned	
		Review Status: Unresolved		
Question	Q.7	Comment: No access was possible to the electrical intake/meter cupboard due to the assessor being unable to locate it.		No image available
Section	Limiting Fire Spread			
Action ID	367672			
Quantity - Known - Potential	 N/A 1	Recommendation: Management should check compartmentation within the electrical intake cupboard to confirm/ensure that it is enclosed with fire rated construction and adequately firestopped.		
Priority	Man2	Due Date: 30/03/2021	Client Status: Assigned	
		Review Status: Unresolved		

Question	Q.8	Comment: The recessed meter cabinets fitted in the compartment walls to flats do not appear to be adequately fire-resisting.	
Section	Limiting Fire Spread		
Action ID	199579		
Quantity - Known - Potential	 4 4	Recommendation: The non-fire rated meter cabinet(s) noted in compartment walls to flats should be fitted with a 30-minute fire rated overbox.	
Priority	C	Due Date: 30/03/2022 | Client Status: Assigned Review Status: Unresolved	

3 Introduction and Scope

3.1 Limitations of this assessment

This fire risk assessment report represents the Fire Risk Assessment Company's understanding for the current building designs and use, the fire strategy and proposed evacuation procedures. It is to provide an assessment of the risk to life from fire and does not address building or property protection or business continuity. The report is not an assurance against risk and is based on the best judgement of the consultant involved. The assessment may rely on information given by others and no liability is accepted for the accuracy of such information. Should any of the properties (or their operations) change in any way the risk assessments should be updated accordingly. In addition, it is recommended that this fire risk assessment is reviewed at least annually. Each fire risk assessment identifies areas to which access was not available during the inspection. In certain instances, we may have made recommendations for further inspection in the report, however as general guidance we would recommend that the 'no access' areas are inspected as soon as possible.

3.2 Legislation

This fire risk assessment has been carried out to meet the requirements of The Regulatory Reform (Fire Safety) Order 2005 [the Order]. The following is a summary description of some of the key articles listed in the Order:

Article 3	Defines the responsible person as a.) the employer, bi.) the person in control of the premises, or b.ii) the owner/landlord.
Article 4	Defines the meaning of general fire precautions
Article 5	States 'a person in control of the premises' may be a person who has an obligation for the maintenance / repair of the premises or the safety in the premises.
Article 6	Lists exemptions, which includes domestic premises occupied as a single private dwelling.
Article 8	Requires general fire precautions are undertaken to ensure the safety of employees / relevant persons.
Article 9	Requires the responsible person to carry out a fire risk assessment. This assessment must be reviewed regularly and if there is reason to suspect that it is no longer valid there has been a significant change.
Article 11	Defines the responsible person as a.) the employer, bi.) the person in control of the premises, or b.ii) the owner/landlord.
Article 13	Requires the recording of significant findings from the fire risk assessment, where a.) five or more people are employed, b.) a licence under an enactment is in force, or c.) an alterations notice is in force.
Article 14	Requires that escape routes and exits are kept clear and accessible at all times.
Article 15	Highlights the need for fire drills and competent persons to assist in their undertaking.
Article 17	Requires suitable maintenance of fire safety facilities and equipment.
Article 19	Requires communication with employees, including the significant findings of the fire risk assessment.
Article 20	Requires that any external employers / employees who are working (or have staff working) in premises are provided with relevant information on the risks and the preventive and protective measures in place.
Article 21	Requires that employees are provided with suitable and appropriate training.
Article 22	Requires co-operation / coordination where two or more responsible persons share duties in premises.
Article 23	Lists the general duties of employees at work.

3.3 Risk Level

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and time table
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

It should be noted that, although the purpose of estimating the risk level is to place the risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly and a reassessment completed by the date recommended in this report.

3.4 Recommendation Priorities

All recommendations made for remedial action as result of the fire risk assessment are assigned a priority in this report. The priorities used have an associated timescale for completion of the recommendations. These are as follows:

Recommendation Priorities:	Recommended Timescales
U	1 day
A	3 months
B	12 months
C	18 months
R	Unlimited
Man1	1 month
Man2	3 months

The above timescales may be altered when the action plan for the premises is collated with other properties in the stock. Please refer to the collated action plan in the Client Portal.

4 Property Details

UPRN	CHAP0102
Number Range	102-108
Building Name	
Street Number	
Street	Chapelfields
City/Town	Ware
Postcode	SG12 8HY
Property Designation	Sheltered Housing

Building Layout Information	
Total No. of Floors	2
Total No. of Floors (common area only)	2
Total No. of Storeys (ground and above)	2
Ground Floor Area (m2) (if applicable)	N/A
Total Area of All Floors (m2) (if applicable)	N/A
Building Layout Description	A purpose built block of flats which adjoins other similar blocks providing independent living for over 55s. Access to the building is via a front entrance/exit door accessed from raised street level. There are 4 flats, 2 flats accessed from a single staircase on the 1st floor and 2 flats on the ground floor. An alternative exit is available from the ground floor flats alighting into a garden area with access to an ultimate place of safety. Each flat has an electric meter cupboard adjacent to it. No lift provided.
Extent of Common Areas (area assessed)	Circulation areas, roof space.
Areas of the building to which access was not available.	Access was not available to any individual flats
Total number of Flats/Bedsits/Bedrooms (as applicable)	4
Number accessed off the Common Area	4
Flats/Bedsits/Bedrooms sample inspected	None accessed
Building Use	Single Use
Details of ancillary use (if applicable)	
Total No. of Common Entrances/Exits	2
Block Accessibility	Level
Total No. of Common Staircases	1

Construction Information	
Construction Type	Traditional
Property Type	Purpose Built
Date of Construction or Conversion (year approx.)	1970
Floor Construction Type	Concrete
Stair Construction Type	Concrete

Construction Information	
External Wall Construction Type	Cavity Masonry
External Wall Finish Type	Brick
Other Construction Information	N/A

Occupant Information	
Management Extent	Partially Managed Building (Manager or Senior Staff not onsite regularly)
Details of any onsite management	The scheme manager has an office in block.118-122. She currently attends the site every Friday for 1-2 hours.
Person managing fire safety in the premises	Laura Jones - Fire and Asbestos Contracts Manager
Person consulted during the FRA	Lucy Davies - Scheme Manager
Number of Residents	Assumed to be two residents per flat
-Comments	Exact numbers not known
Number of Employees	No staff on site
-Comments	Occasional staff attendance expected - low numbers anticipated
Number of members of the public (maximum estimated)	Residential - low number
-Comments	Residential block - low number of visitors expected at any one time
Identified people especially at risk	Sheltered - see comment
-Comments	Sheltered Housing Scheme premises so occupants are elderly but otherwise typical of the general population

Other information	
Fire loss experience (since last FRA)	None reported
Any other relevant information	None

In preparing this report reference has been made to a number of key legislative and guidance documents as identified below. Other guidance documents may also be applicable to the assessment which have not been listed here. A full list of guidance documents used in the assessment is available from the risk assessment company on request.

Fire Safety Legislation	
Main fire safety legislation applying to these premises	01) Regulatory Reform (Fire Safety) Order 2005
Other applicable legislation	02) Housing Act 2004

Fire Safety Guidance	
Main fire safety guidance used in this assessment	03) NFCC - 'Fire Safety in Specialised Housing' - 2017
Other key fire safety guidance referred to	BS 5266-1:2016 - 'Emergency Lighting - Code of practice for the emergency lighting of premises'

Fire Safety Guidance	
	BS 5266-8:2004 - 'Emergency escape lighting systems' BS 5839-6:2019 - 'Fire detection and alarm systems for buildings. Code of practice for domestic premises' PAS 79:2012 Fire risk assessment. Guidance and a recommended methodology.

5 FRA Questionnaire

Elimination or Reduction of Fire Hazards

A. Electrical Ignition Sources

Question - A.1: Was access gained to the electrical intake/meter cupboard(s) for the block?	Yes
Comment: Management confirms via the Riskhub Client Portal that the previous recommendation has been Approved and the electrical intake cupboard has been checked.	

Question - A.2: Is the common area fixed electrical installation inspected and tested within the last five years? (State the date of the last test if available)	Yes
Comment: Network Homes advise that a programme is in place to inspect common area fixed electrical installations every five years in accordance with BS 7671:2018 (as amended). No evidence seen. Network Homes confirmed via the Risk Hub Client Portal previous recommendation is complete.	

Question - A.3: Is the common area fixed electrical installation free from visible defects? (from cursory visual inspection only)	Yes
Comment: No defects were noted in the common area fixed electrical installation (from cursory visual inspection only)	

Question - A.4: Is portable appliance testing (PAT) being completed within the common areas?	Not Applicable
Comment: No portable electrical appliances were seen within the common areas during this inspection	

Question - A.5: Is there a policy in place regarding use of personal electrical appliances within the common areas which is being adhered to at the time of inspection?	Yes
Comment: Whilst it was not confirmed that a policy is in place regarding the use of personal portable electrical appliances within the common areas none were seen during the inspection, so this is presumed to be the case.	

Question - A.6: If occurring, is the use of multi-way plug adaptors and/or extension leads within the common areas considered acceptable?	Not Applicable
Comment: No multi-way adaptors or extension leads were noted in use in the common areas during this inspection.	

B. Smoking Policies

Question - B.1: Are there suitable arrangements in place for those who wish to smoke? (State what arrangements are in place)	Yes
Comment: Residents who wish to smoke can do so within their private accommodation only.	

Question - B.2: Is there a policy in place to prevent or restrict smoking within the building?	Yes
Comment: Network Homes advise that smoking is not permitted in the communal areas in accordance with the Smoke-free (Premises and Enforcement) Regulations 2006.	

Question - B.3: Does the policy in relation to smoking appear to be observed?	Yes
Comment: No evidence of illicit smoking was seen in the common area at the time of inspection.	

Question - B.4: Is there adequate provision of at least one legible 'No Smoking' sign covering the common area?	No
Comment: Although there is a no smoking sign present it is significantly faded.	
Recommendation: The existing 'No Smoking' signage in the common area should be replaced.	

Priority: C	Known Quantity: 1	Potential Quantity: 1	Action ID: 570796

C. Arson

Question - C.1: Are the premises secured against arson by outsiders? (Please state how)	Yes
Comment: The block entrance door(s) are fitted with an intercom and door release system and were locked at the time of inspection.	

Question - C.2: Are bins stored in a suitable location? (Please state bin type and location)	Yes
Comment: Wheelie bins were being stored in the small rear yard to the block. This is common practice along the street and is the only possible location so is considered acceptable.	

Question - C.3: Are bins adequately secured at or within their storage location? (Please state how bins are secured)	Yes
Comment: Wheelie bins were being stored in the small rear yard to the block. This is common practice along the street and is the only possible location so is considered acceptable.	

Question - C.4: Is fire load close to the premises minimised?	Yes
Comment: There was no unnecessary fire load noted close to the building at the time of inspection.	

D. Space Heating

Question - D.1: Are the common areas of the building provided with any form of fixed space heating system? (State type provided)	No
Comment: The common area has no form of fixed heating and individual residential units have their own heating systems.	

Question - D.3: Are the common areas of the building provided with any form of portable space heating system? (State type provided)	No
Comment: No portable heaters were noted within the common area at the time of inspection.	

E. Cooking

Question - E.1: Are common cooking facilities provided in the block?	No
Comment: No common cooking facilities are provided in the block.	

F. Lightning

Question - F.1: Does the building have a lightning protection system installed?	No
Comment: No lightning protection system was noted	

Question - F.2: Is it considered unnecessary to have a specialist assessment completed to determine if a lightning protection system is required?	Yes
Comment: The height and design of the building is unlikely to necessitate a lightning protection system	

G. House-Keeping

Question - G.1: Is the property regularly cleaned to prevent the build up of combustibles?	Yes
Comment: The common areas are clean and a cleaning rota is displayed.	

Question - G.2: Are combustible items kept clear from sources of ignition such as electrical equipment?	Yes
Comment: Management confirms via the Riskhub Client Portal that the previous recommendation has been Approved and the electrical intake cupboard is clear of combustibles.	

Question - G.3: Are escape routes kept clear of combustible items or waste materials?	Yes
Comment: The common escape routes were clear of combustible materials and waste at the time of inspection	

Question - G.4: Are escape routes kept clear of any trip hazards?	Yes
Comment: The common escape routes were kept clear of any trip hazards at the time of inspection	

Question - G.5: Are any hazardous materials noted being stored correctly?	Not Applicable
Comment: No hazardous materials were noted in the common area at the time of inspection	

Question - G.6: Are all other house-keeping issues satisfactory?	Yes
Comment: All other house-keeping issues relevant to fire safety would appear to be satisfactory	

H. Contractors

Question - H.1: Are fire safety conditions imposed on outside contractors when working on the premises?	Yes
Comment: Network Homes advise that fire safety conditions are imposed on outside contractors when working on the premises.	

Question - H.2: Are there satisfactory controls in place over works carried out on the premises by outside contractors? (e.g. Hot Work Permits)	Yes
Comment: Network Homes advise that there are satisfactory controls in place over works carried out on the premises by outside contractors.	

Question - H.3: Are there satisfactory controls in place over works carried out in the premises by in-house staff? (e.g. Hot Work Permits)	Yes
Comment: Network Homes advise that there are satisfactory controls in place over works carried out on the premises by in-house staff. No hot works are carried out by in-house staff.	

I. Dangerous Substances

Question - I.1: Are any 'dangerous substances' stored or in use within the property?	No
Comment: No dangerous substances noted being stored or in use at the time of inspection	

J. Other Significant Hazards

Question - J.1: Are all other Fire Hazard issues considered satisfactory? [1]	Yes
Comment: No other Fire Hazard issues noted at time of inspection	

General Fire Protection Measures

K. Means of Escape

Question - K.1: Is the escape route design deemed satisfactory? (Consider current design codes)	Yes
Comment: The means of escape design is broadly in accordance with current design codes and is deemed satisfactory	

Question - K.2: Are the escape routes adequately protected? (Consider lobby protection to staircase, if needed)	Yes
Comment: The escape routes are considered to be adequately protected (subject to recommendations which may be noted elsewhere in this report)	

Question - K.3: Is there adequate provision of exits for the numbers who may be present?	Yes
Comment: The provision of exits is considered adequate for the number of people expected to be present	

Question - K.4: Is there adequate exit width for the numbers who may be present?	Yes
Comment: The exit widths provided appear adequate for the numbers expected to be present	

Question - K.5: Are doors on escape routes easily opened (and are sliding or revolving doors avoided)?	Yes
Comment: All doors on escape routes are fitted with ironmongery which is easily opened without the use of a key, and there are no sliding or revolving doors	

Question - K.6: Are doors or gates on escape routes provided with electrically operated access control systems? (Describe provision)	Yes
Comment: Doors or gates on escape routes are provided with electrically operated access control systems	

Question - K.7: Are electrically operated access control systems fitted to doors or gates on escape routes provided with override facilities and/or designed to 'fail-safe' on power failure?	Yes
Comment: Management confirms via the Riskhub Client Portal that the access control system fails safe (i.e. releases) if the power supply is interrupted. The previous recommendation has been marked Approved.	

Question - K.8: Do final exits open in the direction of escape where necessary?	Yes
Comment: Doors on escape routes open in the direction of escape.	

Question - K.9: Are travel distances satisfactory? (consider single direction and more than one direction)	Yes
Comment: Travel distances appear to be in line with that allowed in current guidance	

Question - K.10: Are the precautions for all inner rooms suitable?	Not Applicable
Comment: No inner rooms were identified at the time of inspection.	

Question - K.11: Are escape routes adequately separated from each other, with fire resisting construction where required?	Not Applicable
Comment: There is a single means of escape route within the property, which leads to a final exit(s). Escape route separation is not required.	

Question - K.12: Are corridors sub-divided with a cross-corridor fire resisting door where required?	Not Applicable
Comment: No corridors requiring cross-corridor fire doors were noted in the property.	

Question - K.13: Do escape routes lead to a place of safety?	Yes
Comment: Escape routes lead to a place of safety	

Question - K.14: Are the stairs and/or lobbies provided with adequate permanent or manually operated ventilation openings for control of smoke? (State provision)	Yes
Comment: The stairs and/or lobbies are provided with adequate permanent or manually operated ventilation openings for the control of smoke	

Question - K.15: Are the stairs and/or lobbies provided with an automatic or remotely operated smoke ventilation system? (Detail provision and adequacy.)	Not Applicable
Comment: An automatic or remotely operated smoke ventilation system is not required in this building	

Question - K.16: Are there suitable arrangements in the building for means of escape for people with disabilities? (Consider information for residents, PEEPs PCFRAs etc.)	Yes
Comment: Information received from the scheme manager that person-centered risk assessments have been completed for any vulnerable resident. Informed on site that currently, all residents within the block are capable of evacuating the building independently.	

Question - K.17: Are all other means of escape issues satisfactory? [1]	Yes
Comment: All other 'means of escape' issues are satisfactory	

Question - K.19: What is the current evacuation strategy for the property?	Stay Put
Comment: The current evacuation strategy is Stay Put as denoted by the fire action notices displayed in the common area.	

Question - K.20: Is the current evacuation strategy for the property considered appropriate?	Yes
Comment: The property is a purpose built block with an adequate standard of compartmentation. The current Stay Put evacuation strategy is considered appropriate.	

Question - K.21: What is the recommended evacuation strategy for the property?	Stay Put
Comment:	

L. Flat Entrance/Residents' Bedroom/Bedsit Doors

Question - L.1: Are all flat entrance (or residents' bedroom/bedsit) doors and frames appropriately fire rated? (State type and standard of doors)	Yes
Comment: Flat entrance doors/frames are original 'notional' timber fire doors. (N.B. - From limited visual inspection; certification not seen; adequacy of installation not confirmed).	

Question - L.2: Are fire rated flat entrance (or residents' bedroom/bedsit) doors and frames in good condition - not in need of repair?	Yes
Comment: The fire rated flat entrance doors appear to be in good condition.	

Question - L.3: Is all glazing to flat entrance (or residents' bedroom/bedsit) doors appropriately fire rated?	No
Comment: The glazing fitted to flat entrance doors in this Stay Put block appears to have 30-minutes integrity only fire resistance. 30-minutes insulation is also required. Due to the low-rise/ low-risk nature of this property replacement need only occur as it becomes due as part of normal reactive or planned maintenance.	

Question - L.4: Are fanlights above flat entrance (or residents' bedroom/bedsit) doors appropriately fire rated?	Not Applicable
Comment: There are no fanlights over the flat entrance doors in this property.	

Question - L.5: Are side panels to flat entrance (or residents' bedroom/bedsit) doors appropriately fire rated?	Not Applicable
Comment: There are no side panels to the flat entrance doors in this property.	

Question - L.6: Are all sampled flat entrance (or residents' bedroom/bedsit) doors fitted with adequate self-closing devices and is there a rolling programme of fire door checks in place to include those not sampled?	Not Known

Comment: No access was possible to any of the flat entrance doors to confirm that they are fitted with adequate self-closing devices.

Recommendation: Management should establish an ongoing rolling programme of checks to all flat entrance doors to confirm that self-closers are fitted and remain effective.

Priority: Man2	Known Quantity: 0	Potential Quantity: 4	Action ID: 570797

Question - L.7: Are all sampled flat entrance (or residents' bedroom/bedsit) doors fitted with intumescent strips and cold smoke seals and is there a rolling programme of fire door checks in place to include those not sampled?	Not Applicable

Comment: There was no access possible to any of the flat entrance doors to confirm that they are fitted with intumescent strips and cold smoke seals. These are not required to be retrofitted to existing 'notional' flat entrance doors in low and medium-rise Purpose Built premises

Question - L.8: Are letterboxes to flat entrance (or residents' bedroom/bedsit) doors satisfactory? (State only if missing, damaged or uPVC)	Yes

Comment: Letterboxes fitted to flat entrance doors have metal flaps and appear to be in good condition.

Question - L.9: Are all other flat entrance (or residents' bedroom/bedsit) door issues satisfactory? [1]	Yes

Comment: There were no other flat entrance door issues noted at the time of inspection.

M. Common Area Fire Doors

Question - M.1: Are all common area doors and frames requiring fire resistance appropriately fire rated?	Yes

Comment: All common area fire doors and/or frames appear to be appropriately fire rated. Considered notional FD30s standard. (N.B. - From limited visual inspection; certification not seen; adequacy of installation not confirmed).

Question - M.2: Are all common area fire rated fire door sets in good condition - and not in need of repair?	Yes

Comment: All common area fire rated fire doors and frames appear to be in good condition.

Question - M.3: Is all glazing to common area fire doors appropriately fire rated?	Yes

Comment: All glazing to common area fire doors appears to be appropriately fire rated (Georgian wired glass)

Question - M.4: Are fanlights/side panels to common area fire doors appropriately fire rated?	Yes
Comment: Fanlights/side panels to common area fire doors appear to be appropriately fire rated (Georgian wired glass).	

Question - M.5: Are common area fire door sets fitted with adequate self-closing devices where required?	Yes
Comment: Common area fire doors are fitted with adequate self-closing devices where required.	

Question - M.6: Are adequate intumescent strips and smoke seals provided to common area fire doors where required?	Yes
Comment: Common area fire doors are provided with adequate intumescent strips and smoke seals.	

Question - M.7: Are common area fire door sets adequate otherwise? (Ironmongery, hold open hooks etc.)	Yes
Comment: Common area fire doors are considered adequate. (Subject to any issues noted elsewhere in this report)	

Question - M.8: Are all other common area fire door issues satisfactory?	Yes
Comment: No other common area fire door issues noted at the time of inspection.	

N. Emergency Lighting

Question - N.1: Is emergency lighting provided to the common areas of the block? (if 'Yes' then describe provision)	Yes
Comment: Emergency lighting is provided to the common areas of the block.	

Question - N.2: From visual inspection, does the emergency lighting system appear to be in good working order?	Yes
Comment: The emergency lighting provided appears to be in good working order from visual inspection (System not tested at time of inspection).	

Question - N.3: From visual inspection, does the coverage of the emergency lighting system provided appear to be adequate? (Internal and external)	Yes
Comment: The coverage of the emergency lighting provided is adequate	

O. Fire Safety Signs and Notices

Question - O.1: Is there adequate provision of fire action notices within the common areas? (Consider recommended evacuation strategy; unsuitability of generic notices and location/visibility of any notices provided)	Yes
Comment: A suitable Fire Action Notice(s) indicating the recommended Stay Put evacuation strategy was displayed within the common area.	

Question - O.2: Is fire door signage adequate? (Consider 'Fire door keep shut', 'Fire door keep locked shut' and 'Automatic Fire Door Keep Clear' signage. Exclude doors recommended for replacement)	Yes
Comment: Fire door signage is considered adequate.	

Question - O.3: If required, is directional/exit signage adequate?	Yes
Comment: Directional and exit signage is considered adequate	

Question - O.4: Are all other fire safety signs issues satisfactory? [1] (Consider lift signage, and escape door signs. 'No Smoking' signage is covered in the Smoking Policies section.)	Yes
Comment: No other fire safety signs issues were noted at the time of inspection.	

P. Means of Giving Warning in Case of Fire

Question - P.1: Has the building got a BS5839 electrical fire detection and alarm (or detection only) system comprising manual call points and/or automatic detection? (Provide details)	No
Comment: There is no BS5839 (Part 6 or Part 1) fire detection/alarm system provided in the common areas of the building.	

Question - P.4: Are the premises considered safe without a common area fire detection/alarm system?	Yes
Comment: A common fire detection and alarm system is not required as the building is purpose-built and suitable for the recommended Stay Put strategy.	

Question - P.5: If applicable, are independent domestic hard-wired smoke/heat alarm systems within the sampled flats installed to a suitable standard and is there a rolling programme of checks in place to include those not sampled? (Grade D LD3 minimum standard)	Not Known

Comment: No access was possible to any of the flats to confirm that they are fitted with an adequate smoke alarm system.

Recommendation: All flats should be checked to confirm provision and working condition of at least Grade D LD3 smoke alarm systems to BS 5839-6:2019. An ongoing rolling programme of checks should be confirmed to be in place. If new systems are required to be installed these should be to Grade D1 LD2 standard.

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Question - P.6: Is remote monitoring of fire alarm signals required, via social alarms linked to smoke alarm systems within individual flats (e.g. in Sheltered Housing), and/or a connection from the common fire alarm system (if provided) to an Alarm Receiving Centre?	Yes

Comment: A social alarm system is required to allow remote monitoring of independent domestic hard-wired smoke/heat alarm systems within the flats.

Question - P.7: Is the property provided with the required systems for remote monitoring of any common fire alarm system and/or independent domestic hard-wired smoke/heat alarm systems within the flats? (Specialised Housing/Residential Care Homes)?	Yes

Comment: A social alarm system is installed which connects to a remote monitoring station as staff are not normally on site. See S.7 and V.14 for servicing etc.

Question - P.8: Are independent domestic hard-wired smoke/heat alarm systems within the flats adequately monitored via the social alarm system?	Yes

Comment: Management confirmed that the independent domestic hard-wired smoke/heat alarm systems within the flats are adequately monitored via a social alarm system.

Question - P.9: Are all other fire detection and alarm system issues satisfactory? [1]	Yes

Comment: There are no other issues relating to detection and alarm systems.

Q. Limiting Fire Spread

Question - Q.1: In general, is the level of compartmentation adequate for the use and evacuation strategy for the property ? (Special consideration should be given to converted or non 'purpose built' premises)	Yes

Comment: Compartmentation appears to be adequate (subject to recommendations which may be noted elsewhere in this report)

Question - Q.2: Are any hidden voids identified during the inspection appropriately enclosed and/or fire-stopped? (consider above suspended ceilings and behind casings)	Not Applicable
Comment: No hidden voids were identified during this inspection. (A Type 1 Fire Risk Assessment (non-intrusive/non-destructive) is unable to provide full information in this regard).	

Question - Q.3: Are services risers, shafts, ducts and cupboards in the common area appropriately enclosed with fire resisting construction and adequately fire-stopped?	Not Applicable
Comment: No services risers/cupboards were noted in the common areas of the property.	

Question - Q.4: Are pipes and other services provided with adequate fire-stopping measures as required where they pass through fire resisting construction? (Consider fire collars etc)	Not Applicable
Comment: No pipes or other services passing through fire-resisting construction were noted in the common areas of the property.	

Question - Q.5: If a waste chute is provided within the building are adequate measures in place to limit fire spread/growth? (Consider provision of fusible link dampers and sprinklers etc)	Not Applicable
Comment: No waste chute is provided in the property.	

Question - Q.6: Are any roof space voids present above the common areas provided with adequate compartmentation to support the evacuation strategy for the building?	No
Comment: Although the roof void is compartmented, there are breaches in this compartmented apparent where services pass through it.	

Question - Q.7: Are electrical installations/intakes enclosed in fire rated construction? (Where necessary)	Not Known
Comment: No access was possible to the electrical intake/meter cupboard due to the assessor being unable to locate it.	

Question - Q.8: Is compartmentation maintained behind electrical meter cabinets recessed into flat walls and/or between the meter cabinet and the common area?	No
Comment: The recessed meter cabinets fitted in the compartment walls to flats do not appear to be adequately fire-resisting.	

Question - Q.9: If present, are common ventilation systems, ventilation ducts and grills adequate to limit fire spread/growth? (Consider dampers etc.)	Not Applicable
Comment: There were no common ventilation systems noted within this property.	

Question - Q.10: Are wall and ceiling linings appropriate to limit fire spread?	Yes
Comment: The wall and ceiling linings would appear to be appropriate to limit fire spread.	

Question - Q.11: If provided, are soft furnishings in common areas appropriate to limit fire spread/ growth?	Not Applicable
Comment: Not applicable to this property at the time of this assessment.	

Question - Q.12: If provided, are curtains or drapes within common areas appropriate to limit fire spread/growth?	Not Applicable
Comment: There were no curtains or drapes noted within the common areas at the time of inspection.	

Question - Q.13: Are the external walls of the building satisfactory with regard to fire spread? (Consider combustibility of cladding, external insulation systems, spandrel panels and balconies etc. if provided).	Not Applicable
Comment: The building height and distance from the boundaries is such that there are no provisions made under Building Regulations guidance with regard to fire spread for external wall surfaces.	

Question - Q.14: Are all other fire spread/compartmentation issues satisfactory? [1]	Yes
Comment: There were no other fire spread/compartmentation issues noted at the time of inspection.	

R. Fire Extinguishing Appliances

Question - R.1: Are portable fire extinguishers provided in the common areas, including staff/plant rooms? (Give details of any provision)	Not Applicable
Comment: Portable extinguishers are not provided in this building and are not required given the use and occupancy type.	

S. Other Fire Safety Systems and Equipment

Question - S.1: Is the building provided with drop key override switch facilities for Fire and Rescue Service access?	Yes
Comment: A drop key override switch facility is provided which worked satisfactorily when tested.	

Question - S.2: Is the building provided with a fire mains system? (Dry or wet riser etc.)	No
Comment: The building is not provided with a fire mains.	

Question - S.3: Is the building provided with a lift (or lifts) used for fire safety purposes? (Firefighting, fireman's or evacuation lift)	No
Comment: The building is not provided with a lift	

Question - S.4: Is the building provided with disabled evacuation aids? (Evacuation chairs, sheets, mats or sledges etc.)	No
Comment: The building has no apparatus for the evacuation of people with disabilities.	

Question - S.5: Is a sprinkler system provided within the building? (provide details of type and extent)	No
Comment: No sprinkler system is provided within the building.	

Question - S.6: Are hose reels provided within the building?	No
Comment: Hose reels are not provided within the building.	

Question - S.7: Is any other relevant fire safety system or equipment installed? [1] (state type of system and comment as necessary)	Yes
Comment: The following relevant fire safety system/equipment was installed:- Tunstall Telecare system provided linked to the fire alarm system no test or servicing records noted.	

Question - S.8: Is any other relevant fire safety system or equipment installed? [2] (state type of system and comment as necessary)	No
Comment: There are no other relevant fire safety systems or equipment installed.	

Fire Safety Management

T. Procedures and Arrangements

Question - T.1: Please CONFIRM the Property Designation	A designation other than General Needs (5 Storeys and under)
Comment: A two-storey building containing four independent living flats, which are part of a sheltered housing scheme. No communal facilities provided.	

Question - T.2: Has a competent person(s) been appointed within the organisation to assist in undertaking preventative and protective fire safety measures?	Yes
Comment: Management advises that a competent person has been appointed within the organisation to assist with undertaking preventative and protective fire safety measures. Savills is engaged to provide risk assessment and other fire safety advice.	

Question - T.3: Is there a suitable record of the fire safety arrangements?	Yes
Comment: There is a suitable record of the fire safety arrangements for the building contained in the fire safety file/logbook.	

Question - T.4: Are there appropriate procedures in place in the event of fire and are these documented?	Yes
Comment: Documented fire safety procedures for both residents and staff were made available during the inspection, and are displayed in the Fire Action Notices.	

Question - T.5: Are there suitable arrangements for calling the Fire Service, meeting them on arrival and providing relevant information?	Yes
Comment: The building is not staffed and residents are required to self-evacuate if necessary. Residents will call the Fire and Rescue Service if they become aware of a fire.	

Question - T.6: Are there suitable fire assembly points away from any risk?	Not Applicable
Comment: The building has a Stay Put evacuation strategy and no general assembly points are required.	

Question - T.7: Are there adequate procedures in place for the evacuation of people with a disability who are likely to be present?	Yes
Comment: See K16.	

Question - T.8: Are staff nominated to use fire extinguishing appliances in the event of fire?	Not Applicable
Comment: There is no staff presence in the building except for occasional attendance.	

Question - T.9: Are staff nominated to assist with evacuations in the event of fire?	Not Applicable
Comment: There is no staff presence in the building except for occasional attendance.	

Question - T.10: Is there appropriate liaison with the local Fire and Rescue Service?	Not Applicable
Comment: The small size and simple layout of the building are such that liaison with the local Fire and Rescue Service is not considered necessary.	

Question - T.11: Are routine in-house fire safety checks carried out? (Including control and indicating equipment normal, extinguishers in place and visible, lighting working, fire doors (frames/seals/closing), fastenings, final exits and escape routes clear)	Yes
Comment: Management confirms via the Riskhub Client Portal that appropriate arrangements are in place. The previous recommendation has been marked Approved.	

Question - T.12: Are all other fire safety management issues satisfactory?	Yes
Comment: There were no other fire safety management issues noted at the time of inspection.	

U. Training and Drills

Question - U.1: Do staff receive adequate induction and annual refresher fire safety training (to include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm)?	Not Applicable
Comment: The building has no staff present so fire safety training is not required.	

Question - U.4: Are fire drills carried out at appropriate intervals?	Not Applicable
Comment: The building has a Stay Put evacuation strategy so fire drills are not required.	

V. Testing and Maintenance

Question - V.2: Is the common area emergency lighting system tested and serviced in accordance with relevant guidance?	Yes
Comment: There was evidence available on-site to confirm that regular inspection, testing and servicing is being carried out.	

Question - V.8: Are access control systems inspected, tested and serviced in accordance with relevant guidance?				Not Known
Comment: No evidence was available on-site to confirm regular inspection, testing and servicing of the system is being carried out.				
Recommendation: Management should confirm/ensure that the access control system is inspected, tested and serviced in accordance with relevant guidance and records kept on-site or in a central database.				No image available
Priority: Man2	Known Quantity: N/A	Potential Quantity: N/A	Action ID: 570799	

Question - V.9: Are drop key override switch facilities for Fire and Rescue Service access working satisfactorily, inspected, tested and serviced in accordance with relevant guidance?	Not Known
Comment: No evidence was available on-site to confirm regular inspection, testing and servicing of the system is being carried out.	
Recommendation: Management should confirm/ensure that the drop key override switch facilities for Fire and Rescue Service access are inspected, tested and serviced in accordance with relevant guidance and records kept on-site or in a central database.	No image available

Priority: Man2	Known Quantity: N/A	Potential Quantity: N/A	Action ID: 570800

Question - V.14: Is the fire safety system or equipment detailed in S.7 inspected, tested and serviced in accordance with relevant guidance? [1]	Yes
Comment: Management confirms via the Riskhub Client Portal that inspection and testing of the system/equipment are in accordance with the appropriate guidance. The previous recommendation was marked Approved.	

W. Records

Question - W.1: Is there a logbook available for inspection on-site, either in paper or online digital format?	Yes
Comment: A log book was available on site during the inspection.	

Question - W.2: Are details of fire drills recorded in the log book or digital log book system?	Not Applicable
Comment: The building has a Stay Put evacuation strategy so fire drills are not required.	

Question - W.3: Are details of fire safety training recorded in the log book or digital log book system?	Not Applicable
Comment: There are no staff present on-site so fire safety training is not required.	

Question - W.4: Are routine in-house fire safety checks recorded in the log book or digital log book system?	Yes
Comment: Management confirms via the Riskhub Client Portal that appropriate records are held. The previous recommendation has been marked Approved.	

Question - W.6: Are emergency lighting system inspections, tests and servicing recorded?	Yes
Comment: There were records on site of regular inspection, testing and/or servicing of the system installed.	

Question - W.18: Are records kept of the inspections, tests and servicing of other relevant system/ equipment as noted in question S.7? [1]	Yes
Comment: Management confirms via the Riskhub Client Portal that inspection and testing of the system/equipment are in accordance with the appropriate guidance. Records are presumed to be held centrally.	

Additional Issues

X. Electrical Services

Question - X.1: Are any wiring systems visible within the common escape route(s) supported in accordance with BS 7671:2018 (as amended) such that they will not be liable to premature collapse in the event of fire? (Consider the use of non-metallic cable clips, ties etc.)	Not Applicable
Comment: There were no surface mounted wiring systems noted within the common escape routes.	

Y. Gas Services

Question - Y.1: Are there any fixed gas installations present within the common parts of the building? (Consider gas pipework and meters)	No
Comment: There were no gas installations noted within the common parts of the building	

Z. Other Issues

Question - Z.1: Are all other issues deemed satisfactory? [1]	Yes
Comment: All other issues were deemed satisfactory.	

BAFE Certificate

Part 1a	Name & Address of Certificated Organisation: Savills (UK) Ltd, 33 Margaret Street, London, W1G 0JD
Part 1b	BAFE registration number of issuing Certificated Organization: NSI00539
Part 2	Name of client: Network Homes Ltd
Part 3a	Address of premises for which the fire risk assessment was carried out: 102-108 Chapelfields Ware SG12 8HY
Part 3b	Part or parts of the premises to which the fire risk assessment applies: Common Parts only (not dwellings, where applicable)
Part 4	Brief description of the scope and purpose of the fire risk assessment: Life Safety (as per agreed Specification)
Part 5	Effective date of the fire risk assessment: 08/12/2020
Part 6	Recommended date for reassessment of the premises: 08/12/2021
Part 7	Unique reference number of this certificate: Refer to Master Property List

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

We, being currently a 'Certificated Organization' in respect of fire risk assessment identified in the schedule, certify that the fire risk assessment referred to in the schedule complies with the Specification identified in the schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.

Signed for and on behalf of the issuing Certificated Organization:

John Herbison FCABE MIFireE (Director)

Date of Issue 08/12/2020