Fire Risk Assessment

Property assessed:	1-2 113 Melrose Avenue London NW2 4LX
Client:	Network Homes Ltd
UPRN:	MELR0113
Property Classification:	Level 1
Document Print Date:	21/04/2021

FRA Inspection Date:	14/08/2020
FRA Issued to Client:	15/09/2020
FRA valid to:	15/09/2021
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	Marton Kovacs-Buna
Assessment Checked by	John Herbison
Date of inspection	14/08/2020
Date of Assessment Issue to Client	15/09/2020

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	15/09/2021

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	1	4	3
B	2	1	0
C	2	3	3
R	2	0	0
Man1	0	1	0
Man2	5	6	0

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	Simultaneous Evacuation
Notes	The property is a converted block with an unknown standard of compartmentation. The current Simultaneous Evacuation strategy is considered appropriate.
Recommended evacuation strategy for this property	Simultaneous Evacuation

2 Action Plan

2.1 Recommendations from this Assessment

Details		Comments/recommendations		Photo
Question	C.4	Comment: There was unnecessary fire load noted close to the building at the time of inspection. A mattress was observed at the back of the property.		
Section	Arson			
Action ID	527611			
Quantity - Known - Potential	 N/A N/A	Recommendation: The combustible items noted should be disposed of or removed a safe distance away from the exterior walls of the building.		
Priority	Man1	Due Date: 15/10/2020	Client Status: Approved	
Question	L.2	Comment: Excessive gaps were noted under some bedroom doors which will not resist the passage of cold smoke. Bedroom 1 door frame in shared flat A is damaged.		
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors			
Action ID	527614			
Quantity - Known - Potential	 1 1	Recommendation: Doors and frames as noted should be replaced with FD30S self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification.		
Priority	A	Due Date: 15/12/2020	Client Status: Assigned	
Question	M.5	Comment: Not all common area fire doors are fitted with adequate self-closing devices where required - The entrance door to shared flat A and the lounge door in the flat A and B were not fully closing into the frame with the aid of the self-closing device. The self closing device fitted to the entrance door of shared flat B was loose. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.		
Section	Common Area Fire Doors			
Action ID	527619			
Quantity - Known - Potential	 4 4	Recommendation: The self-closing device should be repaired or an effective self-closing device should be fitted to the doors as noted.		
Priority	A	Due Date: 15/12/2020	Client Status: Assigned	
Question	P.9	Comment: Other detection and alarm system issues noted at the time of inspection include - The entrance hallway to the property has no Grade A smoke detector only a Grade F battery operated smoke alarm. Redundant Grade F battery operated smoke alarms were observed in the shared flats. There was no Zone Chart provided adjacent to the fire alarm panel.		
Section	Means of Giving Warning in Case of Fire			
Action ID	527620			
Quantity - Known - Potential	 5 5	Recommendation: The redundant Grade F battery operated smoke alarms should be removed.		
Priority	A	Due Date: 15/12/2020	Client Status: Approved	

Question	P.9	Comment: Other detection and alarm system issues noted at the time of inspection include - The entrance hallway to the property has no Grade A smoke detector only a Grade F battery operated smoke alarm. Redundant Grade F battery operated smoke alarms were observed in the shared flats. There was no Zone Chart provided adjacent to the fire alarm panel.	
Section	Means of Giving Warning in Case of Fire		
Action ID	527624		
Quantity - Known - Potential	 1 1	Recommendation: The Grade A smoke detection and alarm system should be extended to incorporate a smoke detector in the entrance hallway.	
Priority	A	Due Date: 15/12/2020	Client Status: Assigned
Question	A.4	Comment: Portable Appliance Testing was confirmed as taking place annually however a number of items would appear to have been missed.	
Section	Electrical Ignition Sources		
Action ID	527610		
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that all portable electrical appliances in common areas are inspected and tested annually and records kept on-site or in a central database.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved
Question	G.4	Comment: There were trip hazards noted within the common escape routes at the time of inspection. A carpet in the corridor in flat A is a trip hazard. As the quantity involved is relatively minor and/or the location is non-critical the issue can be dealt with via written contact with the residents.	
Section	House-Keeping		
Action ID	527612		
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should contact residents to advise that the common area/escape routes should be kept free from all combustibles and/or trip hazards. A programme of regular checks should be put in place to ensure that the common area is kept clear.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved
Question	L.6	Comment: No adequate self-closing device was fitted to sampled room 1 in shared flat A entrance door. However the door is recommended for replacement. No access to other flats. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.	
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors		
Action ID	527615		
Quantity - Known - Potential	 0 3	Recommendation: Residents' room doors not sampled at the time of this inspection should be checked as part of an ongoing rolling programme to confirm that self-closers are fitted and remain effective.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved

Question	L.7	Comment: The intumescent strips and seals to sample inspected bedrooms in flats A and B were painted over and appear ineffective. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.	
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors		
Action ID	527616		
Quantity - Known - Potential	 0 3	Recommendation: Residents' room doors not sampled at the time of this inspection should be checked as part of an ongoing rolling programme to confirm that strips and seals are fitted and remain effective.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved

Question	M.8	Comment: Common area fire doors were noted being wedged open or otherwise obstructed at the time of inspection. The wedges/obstructions were removed by or for the assessor at the time of inspection.	
Section	Common Area Fire Doors		
Action ID	527618		
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should inform/remind all staff and/or residents that self-closing fire doors must not be wedged open or otherwise obstructed. A programme of regular checks should be put in place to ensure that the fire doors remain unobstructed.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved

Question	V.6	Comment: The fire blankets do not appear to have been inspected and serviced within the last year. Date of last inspection was 01/2017	
Section	Testing and Maintenance		
Action ID	527622		
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that the fire blankets provided in the kitchen are serviced annually in accordance with BS 5306-3 and records kept on-site or in a central database.	
Priority	Man2	Due Date: 15/12/2020	Client Status: Approved

Question	P.9	Comment: Other detection and alarm system issues noted at the time of inspection include - The entrance hallway to the property has no Grade A smoke detector only a Grade F battery operated smoke alarm. Redundant Grade F battery operated smoke alarms were observed in the shared flats. There was no Zone Chart provided adjacent to the fire alarm panel.	
Section	Means of Giving Warning in Case of Fire		
Action ID	527621		
Quantity - Known - Potential	 1 1	Recommendation: Provide a Zone Chart of the fire alarm system, fixed to the wall adjacent to the fire alarm panel.	
Priority	B	Due Date: 15/09/2021	Client Status: Approved

Question	L.2	Comment: Excessive gaps were noted under some bedroom doors which will not resist the passage of cold smoke. Bedroom 1 door frame in shared flat A is damaged.		
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors			
Action ID	527613			
Quantity - Known - Potential	 2 2	Recommendation: The bedroom doors noted should be repaired (or if necessary replaced) to reduce the threshold gap to a maximum of 6mm. Alternatively, a threshold seal capable of resisting cold smoke should be fitted.		
Priority	C	Due Date: 15/03/2022	Client Status: Assigned	
Question	M.6	Comment: Common area fire doors are provided with adequate intumescent strips and smoke seals except for:- The strips and seals to the storage cupboard doors and the lounge doors of flat A and B are painted over and appear ineffective. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.		
Section	Common Area Fire Doors			
Action ID	527617			
Quantity - Known - Potential	 4 4	Recommendation: Common area fire doors as noted should be fitted with intumescent strips and smoke seals.		
Priority	C	Due Date: 15/03/2022	Client Status: Assigned	
Question	X.1	Comment: Surface mounted wiring systems contained within plastic trunking were present within the common escape routes but it was not possible to determine if the cables within were adequately supported with fire resisting fixings to prevent premature collapse.		
Section	Electrical Services			
Action ID	527623			
Quantity - Known - Potential	 1 1	Recommendation: The cable fixings, conduit or trunking as noted within the common escape route should be replaced with a cable support system which ensures that wiring is not liable to premature collapse in event of a fire (unless the existing clipping system can be confirmed as adequate).		
Priority	C	Due Date: 15/03/2022	Client Status: Assigned	

2.2 Status of Previous Recommendations

Details	Comments/recommendations	Photo

Question	A.2	Comment: The fixed electrical installation in flat B does not appear to have been tested within the last five years as the test sticker is out of date. Date of the last test:- 2007. The fixed electrical installation in the main entrance hall and flat A appears to have been tested within the last five years according to the test sticker attached. Date of last test:- 2017 (flat A) & 2015 (main intake)		
Section	Electrical Ignition Sources			
Action ID	281116			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that the common area fixed electrical installation has been inspected and tested within the last five years in accordance with BS 7671:2008 (as amended)		
Priority	Man2	Due Date: 31/03/2020	Client Status: Approved	
		Review Status: Unresolved		
Question	K.5	Comment: The alternative exit door from the kitchen in flat A and the external side gate from the rear garden to the main street are fitted with a lock which requires the use of a key to open and is not suitable for means of escape		
Section	Means of Escape			
Action ID	281118			
Quantity - Known - Potential	 2 2	Recommendation: The locks should be removed from the door and gate as noted or replaced with an easy opening device (e.g. thumb turn).		
Priority	A	Due Date: 31/03/2020	Client Status: Approved	
		Review Status: Unresolved		
Question	K.16	Comment: The NFCC Specialized Housing Guide advocates that a Person-Centred Fire Risk Assessment be completed for vulnerable residents and appropriate additional fire safety measures be put in place depending on the findings.		No image available
Section	Means of Escape			
Action ID	281119			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should undertake a Person-Centred Fire Risk Assessment for any resident identified as vulnerable and put in place any additional fire safety measures or arrangements that are required as a result.		
Priority	Man2	Due Date: 01/02/2020	Client Status: Approved	
		Review Status: Unresolved		
Question	L.7	Comment: The intumescent strips and seals to sample inspected bedrooms in flats A and B were painted over and appear ineffective.		
Section	Flat Entrance/Residents' Bedroom/Bedsit Doors			
Action ID	281121			
Quantity - Known - Potential	 2 2	Recommendation: Intumescent strips and smoke seals should be replaced to the doors as noted.		
Priority	C	Due Date: 30/03/2022	Client Status: Assigned	
		Review Status: Unresolved		

Question	Q.7	Comment: Electrical consumer unit within the common escape route of flat A is not enclosed with fire-resisting construction.	
Section	Limiting Fire Spread		
Action ID	281125		
Quantity - Known - Potential	 1 1	Recommendation: The electrics located within the common area as noted should be enclosed with 30-minute fire resisting construction including FD30S fire door sets fitted with a lock and "Fire door keep locked signage"	
Priority	B	Due Date: 30/09/2021 | Client Status: Assigned Review Status: Unresolved	
Question	Q.11	Comment: From sample inspection, soft furnishings noted in the common area are of domestic standard (labels cite the Furniture and Furnishings Fire Safety Regulations 1988) and are not suitable for this property. In the lounges of flats A & B	
Section	Limiting Fire Spread		
Action ID	281126		
Quantity - Known - Potential	 2 2	Recommendation: When it is time for replacement, the soft furnishings noted in the common areas should be replaced by furniture conforming to BS 7176 for medium hazard premises	
Priority	R	Due Date: N/A | Client Status: Approved Review Status: Unresolved	
Question	Q.12	Comment: No information was available to confirm the suitability and compliance of the curtains and drapes with BS 5867-2: 2008. In the lounges of flats A & B	
Section	Limiting Fire Spread		
Action ID	281127		
Quantity - Known - Potential	 2 2	Recommendation: When it is time for renewal, the curtains/drapes within the common area should be replaced with ones which comply with BS 5867-2: 2008 Type B and are labelled accordingly.	
Priority	R	Due Date: N/A | Client Status: Approved Review Status: Unresolved	
Question	Q.14	Comment: Compartmentation would not appear to be adequate. There are ventilation grills present in the ceiling of flat A corridor and the main entrance hall.	
Section	Limiting Fire Spread		
Action ID	281139		
Quantity - Known - Potential	 2 2	Recommendation: The ventilation grills noted should be sealed up with fire resisting construction - the period of fire resistance required is 30-minutes.	
Priority	B	Due Date: 30/09/2021 | Client Status: Assigned Review Status: Unresolved	

Question	R.2	Comment: The provision of portable fire extinguishers is not considered appropriate in this property as there is no/ limited staff presence and residents/occupants have not been trained in their safe use.		
Section	Fire Extinguishing Appliances			
Action ID	281128			
Quantity - Known - Potential	 1 1	Recommendation: All fire extinguishers and associated signage should be removed from the common area as residents are untrained in their safe use. Extinguishers can be retained in staff areas such as electrical intake or plant rooms etc. for use by trained staff or maintenance personnel.		
Priority	C	Due Date: 20/05/2021	Client Status: Approved	
		Review Status: Unresolved		
Question	T.3	Comment: No suitable record of the fire safety arrangements for the building was available for inspection during the inspection. No access was gained to the PIB, although fitted with an FB padlock it did not open.		No image available
Section	Procedures and Arrangements			
Action ID	281129			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that a suitable documentary record of the fire safety arrangements for the building is held within the building. This should cover all arrangements for general fire safety management and should include a plan for responding in the immediate aftermath of a fire incident.		
Priority	Man2	Due Date: 30/03/2021	Client Status: Assigned	
		Review Status: Unresolved		
Question	T.12	Comment: The property has multiple agencies involved/present who share responsibility for fire safety arrangements and management.		No image available
Section	Procedures and Arrangements			
Action ID	281142			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ ensure that there is a documented protocol in place for the coordination of fire safety arrangements and management, including the sharing of relevant fire safety information such as this fire risk assessment.		
Priority	Man2	Due Date: 30/03/2021	Client Status: Assigned	
		Review Status: Unresolved		
Question	W.2	Comment: No records of fire drills were available on site.		No image available
Section	Records			
Action ID	281137			
Quantity - Known - Potential	 N/A N/A	Recommendation: Management should confirm/ensure that records of all fire drills including date, time, numbers, outcome, any issues identified etc. are entered in the fire log book.		
Priority	Man2	Due Date: 30/03/2021	Client Status: Approved	
		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	MELR0113
Number Range	1-2
Building Name	
Street Number	113
Street	Melrose Avenue
City/Town	London
Postcode	NW2 4LX
Property Designation	Supported Living

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	Former single family semi-detached dwelling now converted to two flats used for supported living for adults with learning difficulties. Flat A occupies the ground floor and flat B the 1st floor. Both flats have two bedrooms, communal lounge, communal kitchen, bathroom and store cupboards. The ground floor flat A has an alternative exit from the kitchen into the rear garden with a side gate to the front elevation. Flat B has internal stairs No lift provided, stepped entrance.
Extent of Common Areas (area assessed)	Main entrance hall, flat entrance halls, lounges, kitchens, stairs (flat B), store cupboards.
Areas of the building to which access was not available.	Bedrooms not sampled
Total number of Flats/Bedsits/Bedrooms (as applicable)	4
Number accessed off the Common Area	4
Flats/Bedsits/Bedrooms sample inspected	Bedroom 1 in flat A
Building Use	Single Use
Details of ancillary use (if applicable)	
Total No. of Common Entrances/Exits	2
Block Accessibility	Stepped
Total No. of Common Staircases	1

Construction Information	
Construction Type	Traditional
Property Type	Converted
Date of Construction or Conversion (year approx.)	1990
Floor Construction Type	Timber Joists
Stair Construction Type	Timber

Construction Information	
External Wall Construction Type	Cavity Masonry
External Wall Finish Type	Brick
Other Construction Information	Presumed pre-1991 conversion to flats.

Occupant Information	
Management Extent	Managed Building (Manager or Senior Staff onsite regularly)
Details of any onsite management	None on site however occasional staff attendance assumed
Person managing fire safety in the premises	Laura Jones Head of Fire Safety and Asbestos
Person consulted during the FRA	Scheme Manager
Number of Residents	Number advised by client - see comment.
-Comments	Advised that the maximum number is:- 4
Number of Employees	No staff on site
-Comments	Occasional staff attendance expected - low numbers anticipated
Number of members of the public (maximum estimated)	Number advised by client - see comment
-Comments	Advised that the maximum number is:- Low
Identified people especially at risk	Low Risk Supported - See comment
-Comments	Low Risk Supported Housing so occupants have some degree of disability or vulnerability requiring special consideration. From information received on-site residents are considered to be capable of responding appropriately and quickly in the event of fire or the sounding of the fire alarm system.

Other information	
Fire loss experience (since last FRA)	No evidence of recent fire damage or recent loss
Any other relevant information	The property is managed by Look Ahead.

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

Fire Safety Guidance	
Other key fire safety guidance referred to	BS 5266-1:2016 - 'Emergency Lighting - Code of practice for the emergency lighting of premises' BS 5499-10:2014 - 'Guidance for the selection and use of safety signs and fire safety notices' 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: The electrical intake/meter cupboard for the premises was accessed at the time of inspection.

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)	No

Comment: The fixed electrical installation in flat B does not appear to have been tested within the last five years as the test sticker is out of date. Date of the last test:- 2007. The fixed electrical installation in the main entrance hall and flat A appears to have been tested within the last five years according to the test sticker attached. Date of last test:- 2017 (flat A) & 2015 (main intake). Network Homes confirmed previous recommendation is approved; however, it is apparent that the same issue has not yet been addressed from this inspection.

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?	No

Comment: Portable Appliance Testing was confirmed as taking place annually however a number of items would appear to have been missed.

Recommendation: Management should confirm/ensure that all portable electrical appliances in common areas are inspected and tested annually and records kept on-site or in a central database.

Priority: Man2	Known Quantity: N/A	Potential Quantity: N/A	Action ID: 527610

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: Use of personal portable electrical appliances is prohibited within the common areas. No breach of this policy was observed during the inspection.

Question - A.6: If occurring, is the use of multi-way plug adaptors and/or extension leads within the common areas considered acceptable?	Yes

Comment: The use of multi-way adapters and/or extension leads observed during the inspection was considered acceptable.

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: No smoking is permitted within the building including residents bedrooms.	

Question - B.2: Is there a policy in place to prevent or restrict smoking within the building?	Yes
Comment: Smoking is not permitted in the communal area 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?	Yes
Comment: Adequate 'No Smoking' signage is provided in the common area as required by the Smoke-free (Premises and Enforcement) Regulations 2006.	

C. Arson

Question - C.1: Are the premises secured against arson by outsiders? (Please state how)	Yes
Comment: The block entrance door is provided with a manual locking system and was 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 stored in the small front garden and were unsecured. This is common practice along the street 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: There was no way of securing bins within the designated bin storage area but this is sufficiently remote from the building to be considered acceptable.	

Question - C.4: Is fire load close to the premises minimised?	No
Comment: There was unnecessary fire load noted close to the building at the time of inspection. A mattress was observed at the back of the property.	
Recommendation: The combustible items noted should be disposed of or removed a safe distance away from the exterior walls of the building.	
Priority: Man1 / Known Quantity: N/A / Potential Quantity: N/A / Action ID: 527611	

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)	Yes
Comment: The common area has a gas fired low-temperature hot water central heating system with wall mounted radiators.	

Question - D.2: Is the fixed heating system within the common areas maintained annually?	Yes
Comment: Network Homes advise that fixed heating systems are serviced annually under a servicing contract (every 5 years for electrical storage/panel heaters).	

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?	Yes
Comment: There are common cooking facilities provided with domestic standard appliances only in both flats.	

Question - E.2: Are reasonable measures in place to prevent fires as a result of cooking? (e.g. Policies, Procedures, Training or Supervision)	Yes
Comment: Reasonable measures appear to be in place to prevent fires as a result of cooking.	

Question - E.3: Are kitchen extract filters changed when required and is duct work regularly cleaned? (Commercial type/scale kitchens only).	Not Applicable
Comment: No cooker extractor hoods provided.	

Question - E.4: Are fire blankets provided in the common kitchen?	Yes
Comment: There was a fire blanket provided in the kitchens.	

Question - E.5: Is the provision of fire blankets within the common kitchen considered adequate?	Yes
Comment: The provision of fire blankets in the kitchen is considered adequate with regards to number, location and wall mounting.	

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: The electrical intake/meter cupboard was clear of combustible storage at the time of inspection.	

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?	No

Comment: There were trip hazards noted within the common escape routes at the time of inspection. A carpet in the corridor in flat A is a trip hazard. As the quantity involved is relatively minor and/or the location is non-critical the issue can be dealt with via written contact with the residents.

Recommendation: Management should contact residents to advise that the common area/escape routes should be kept free from all combustibles and/or trip hazards. A programme of regular checks should be put in place to ensure that the common area is kept clear.

Priority: Man2	Known Quantity: N/A	Potential Quantity: N/A	Action ID: 527612

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: There were no other house-keeping issues noted at the time of inspection.

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: There were no other fire hazard issues noted at the 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)?	No
Comment: The alternative exit door from the kitchen in flat A and the external side gate from the rear garden to the main street are fitted with a lock which requires the use of a key to open and is not suitable for means of escape. Network Homes confirmed previous recommendation is approved; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - K.6: Are doors or gates on escape routes provided with electrically operated access control systems? (Describe provision)	No
Comment: Doors or gates on escape routes are not provided with electrically operated access control systems	

Question - K.8: Do final exits open in the direction of escape where necessary?	Yes
Comment: The final exit door opens inwards however this is considered satisfactory as it will be used by less than 60 people	

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?	Yes
Comment: Corridors are provided with smoke control doors where 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, also see K5	

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.)	Not Known
Comment: The NFCC Specialized Housing Guide advocates that a Person-Centred Fire Risk Assessment be completed for vulnerable residents and appropriate additional fire safety measures be put in place depending on the findings. Network Homes confirmed previous recommendation is approved; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - K.17: Are all other means of escape issues satisfactory? [1]	Yes
Comment: There were no other means of escape issues noted at the time of inspection.	

Question - K.19: What is the current evacuation strategy for the property?	Simultaneous Evacuation
Comment: The current evacuation strategy is Simultaneous Evacuation 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 converted block with an unknown standard of compartmentation. The current Simultaneous Evacuation strategy is considered appropriate.	

Question - K.21: What is the recommended evacuation strategy for the property?	Simultaneous Evacuation
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: Doors to residents' rooms appear to be FD30 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?	No
Comment: Excessive gaps were noted under some bedroom doors which will not resist the passage of cold smoke. Bedroom 1 door frame in shared flat A is damaged.	

Recommendation: The bedroom doors noted should be repaired (or if necessary replaced) to reduce the threshold gap to a maximum of 6mm. Alternatively, a threshold seal capable of resisting cold smoke should be fitted.

Priority: C	Known Quantity: 2	Potential Quantity: 2	Action ID: 527613

Recommendation: Doors and frames as noted should be replaced with FD30S self-closing fire door sets, installed strictly in accordance with the manufacturer's test certification.

Priority: A	Known Quantity: 1	Potential Quantity: 1	Action ID: 527614

Question - L.3: Is all glazing to flat entrance (or residents' bedroom/bedsit) doors appropriately fire rated?	Not Applicable
Comment: There is no glazing present to any doors to residents' rooms in this property	

Question - L.4: Are fanlights above flat entrance (or residents' bedroom/bedsit) doors appropriately fire rated?	Yes
Comment: Fanlights above flat entrance doors appear to be appropriately fire rated	

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 doors to residents' rooms 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 adequate self-closing device was fitted to sampled room 1 in shared flat A entrance door. However the door is recommended for replacement. No access to other flats. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.	
Recommendation: Residents' room doors not sampled at the time of this inspection should be checked as part of an ongoing rolling programme to confirm that self-closers are fitted and remain effective.	
Priority: Man2 | Known Quantity: 0 | Potential Quantity: 3 | Action ID: 527615	

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?	No
Comment: The intumescent strips and seals to sample inspected bedrooms in flats A and B were painted over and appear ineffective. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.	
Recommendation: Residents' room doors not sampled at the time of this inspection should be checked as part of an ongoing rolling programme to confirm that strips and seals are fitted and remain effective.	
Priority: Man2 | Known Quantity: 0 | Potential Quantity: 3 | Action ID: 527616	

Question - L.8: Are letterboxes to flat entrance (or residents' bedroom/bedsit) doors satisfactory? (State only if missing, damaged or uPVC)	Not Applicable
Comment: There are no letterboxes fitted to doors to residents' rooms in this property.	

Question - L.9: Are all other flat entrance (or residents' bedroom/bedsit) door issues satisfactory? [1]	Yes
Comment: There were no other residents' bedroom/bedsit 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, notional timber fire rated doors (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?	Not Applicable
Comment: There are no glazed common area fire doors in this property	

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.	

Question - M.5: Are common area fire door sets fitted with adequate self-closing devices where required?	No
Comment: Not all common area fire doors are fitted with adequate self-closing devices where required - The entrance door to shared flat A and the lounge door in the flat A and B were not fully closing into the frame with the aid of the self-closing device. The self closing device fitted to the entrance door of shared flat B was loose. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.	
Recommendation: The self-closing device should be repaired or an effective self-closing device should be fitted to the doors as noted.	

Priority: A	Known Quantity: 4	Potential Quantity: 4	Action ID: 527619

Question - M.6: Are adequate intumescent strips and smoke seals provided to common area fire doors where required?	No

Comment: Common area fire doors are provided with adequate intumescent strips and smoke seals except for:- The strips and seals to the storage cupboard doors and the lounge doors of flat A and B are painted over and appear ineffective. Previous recommendation no longer considered required/appropriate. Marked as superseded with additional recommendation.

Recommendation: Common area fire doors as noted should be fitted with intumescent strips and smoke seals.

Priority: C	Known Quantity: 4	Potential Quantity: 4	Action ID: 527617

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?	No

Comment: Common area fire doors were noted being wedged open or otherwise obstructed at the time of inspection. The wedges/ obstructions were removed by or for the assessor at the time of inspection.

Recommendation: Management should inform/remind all staff and/or residents that self-closing fire doors must not be wedged open or otherwise obstructed. A programme of regular checks should be put in place to ensure that the fire doors remain unobstructed.

Priority: Man2	Known Quantity: N/A	Potential Quantity: N/A	Action ID: 527618

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 appears to be 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 indicating the recommended Simultaneous 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?	Not Applicable
Comment: Directional and exit signage is not required in this property as there is a single escape route with only one final exit required.	

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)	Yes
Comment: There is a Grade A automatic fire alarm system within the common areas of the building comprising of a fire alarm panel, manual call points, smoke detectors and sounders.	

Question - P.2: From visual inspection, does the common area fire detection/alarm system appear to be in good working condition?	Yes
Comment: The common area fire alarm system appears to be in good working order (from visual inspection only - no system tests were carried out)	

Question - P.3: Is the Grade and Category of the common area fire detection/alarm system appropriate for the building type, occupancy and fire risk?	Yes
Comment: The Grade A system installed in this supported living premises is extended throughout with smoke detectors and sounders within both common areas and individual residents' rooms (from sample inspection). This is appropriate for the building use, occupancy and evacuation strategy. See P.9.	

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 Applicable
Comment: As the common system in this supported living premises is extended throughout (see P.3) there is no requirement for individual Grade D Category LD1/2 systems within residents' accommodation.	

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?	No
Comment: A social alarm system is not required to allow remote monitoring of independent domestic hard-wired smoke/heat alarm systems within the flats. See K16.	

Question - P.9: Are all other fire detection and alarm system issues satisfactory? [1]	No

Comment: Other detection and alarm system issues noted at the time of inspection include - The entrance hallway to the property has no Grade A smoke detector only a Grade F battery operated smoke alarm. Redundant Grade F battery operated smoke alarms were observed in the shared flats. There was no Zone Chart provided adjacent to the fire alarm panel.

Recommendation: The redundant Grade F battery operated smoke alarms should be removed.

Priority: A	Known Quantity: 5	Potential Quantity: 5	Action ID: 527620

Recommendation: Provide a Zone Chart of the fire alarm system, fixed to the wall adjacent to the fire alarm panel.

Priority: B	Known Quantity: 1	Potential Quantity: 1	Action ID: 527621

Recommendation: The Grade A smoke detection and alarm system should be extended to incorporate a smoke detector in the entrance hallway.

Priority: A	Known Quantity: 1	Potential Quantity: 1	Action ID: 527624

Question - P.10: Are all other fire detection and alarm system issues satisfactory? [2]	Yes

Comment: There were no other fire detection and alarm issues noted at the time of inspection.

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: The property is a converted block with a standard of compartmentation considered adequate for a Simultaneous Evacuation strategy only (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?	Yes
Comment: From sample inspection, cupboards appear to be adequately fire-resisting and firestopped.	

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)	Yes
Comment: Firestopping around services exiting the cupboards sampled would appear to be adequate.	

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?	Not Applicable
Comment: It was not possible to check compartmentation within the roofspace however as the building has a Simultaneous Evacuation strategy this is not considered essential.	

Question - Q.7: Are electrical installations/intakes enclosed in fire rated construction? (Where necessary)	No
Comment: Electrical consumer unit within the common escape route of flat A is not enclosed with fire-resisting construction. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - Q.8: Is compartmentation maintained behind electrical meter cabinets recessed into flat walls and/or between the meter cabinet and the common area?	Not Applicable
Comment: There are no electrical meter cabinets recessed into flat compartment walls in this property.	

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?	No
Comment: From sample inspection, soft furnishings noted in the common area are of domestic standard (labels cite the Furniture and Furnishings Fire Safety Regulations 1988) and are not suitable for this property. In the lounges of flats A & B. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - Q.12: If provided, are curtains or drapes within common areas appropriate to limit fire spread/growth?	Not Known
Comment: No information was available to confirm the suitability and compliance of the curtains and drapes with BS 5867-2: 2008. In the lounges of flats A & B. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this 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 requirements under Building Regulations with regard to external fire spread.	

Question - Q.14: Are all other fire spread/compartmentation issues satisfactory? [1]	No
Comment: Compartmentation would not appear to be adequate. There are ventilation grills present in the ceiling of flat A corridor and the main entrance hall. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - Q.15: Are all other fire spread/compartmentation issues satisfactory? [2]	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)	Yes
Comment: Extinguishers were provided as follows:- Water extinguisher in the kitchen of flat B	

Question - R.2: Is it considered appropriate to provide portable fire extinguishers in the areas noted given the building occupancy?	No
Comment: The provision of portable fire extinguishers is not considered appropriate in this property as there is no/limited staff presence and residents/occupants have not been trained in their safe use. Network Homes confirmed previous recommendation is approved; however, it is apparent that the same issue has not yet been addressed from this inspection.	

Question - R.3: Is the existing provision of portable fire extinguishers considered adequate for the building (type, number, location etc.)?	Yes
Comment: The type, number and location of portable fire extinguishers is considered adequate for the risks present, however, as there are no trained users on-site the extinguishers have been recommended for removal under R.2.	

Question - R.4: Are all fire extinguishing appliances suitably located and readily accessible?	Yes
Comment: The portable fire extinguishers provided are appropriately located and readily accessible, however, as there are no trained users on-site the extinguishers have been recommended for removal under R.2.	

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?	No
Comment: No drop key override switch facility is provided	

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)	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: Two storey supported property	

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 advise 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?	No
Comment: No suitable record of the fire safety arrangements for the building was available for inspection during the inspection. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this inspection.	

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 residents 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?	Yes
Comment: The assembly points identified are considered suitable. Away from the building.	

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: There would appear to be adequate procedures in place for the evacuation of people with disabilities, as it has been indicated that all can self-evacuate. Additional procedures may be required depending on the outcome of the Person-Centred Fire Risk Assessments recommended in K.16.	

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 advises that routine in-house fire safety checks are being carried out by staff.	

Question - T.12: Are all other fire safety management issues satisfactory?	No
Comment: The property has multiple agencies involved/present who share responsibility for fire safety arrangements and management. The property is managed by Look Ahead. Network Homes confirmed previous recommendation is assigned; however, it is apparent that the same issue has not yet been addressed from this 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?	Yes
Comment: Management advises that fire drills are carried out at appropriate intervals (6 monthly).	

V. Testing and Maintenance

Question - V.1: Is the common area fire detection/alarm system tested and serviced in accordance with relevant guidance?	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.	

Question - V.2: Is the common area emergency lighting system tested and serviced in accordance with relevant guidance?	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.	

Question - V.3: Are all fire extinguishers tested and serviced in accordance with relevant guidance?	No
Comment: From sample inspection, it would appear that the fire extinguishers have not been serviced within the last year. Last service date noted was:- 04/2016. The extinguishers are recommended for removal. See R.2.	

Question - V.6: Are fire blankets inspected and serviced in accordance with relevant guidance?	No
Comment: The fire blankets do not appear to have been inspected and serviced within the last year. Date of last inspection was 01/2017	
Recommendation: Management should confirm/ensure that the fire blankets provided in the kitchen are serviced annually in accordance with BS 5306-3 and records kept on-site or in a central database.	
Priority: Man2 | Known Quantity: N/A | Potential Quantity: N/A | Action ID: 527622	

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 Known
Comment: No records of fire drills were available on site. Network Homes confirmed previous recommendation is approved; however, it is apparent that the same issue has not yet been addressed from this inspection.	

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: There were up to date records of routine in-house fire safety checks available on-site at the time of inspection.	

Question - W.5: Are fire detection/alarm system inspections, tests and servicing recorded?	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.	

Question - W.6: Are emergency lighting system inspections, tests and servicing recorded?	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 Known

Comment: Surface mounted wiring systems contained within plastic trunking were present within the common escape routes but it was not possible to determine if the cables within were adequately supported with fire resisting fixings to prevent premature collapse.

Recommendation: The cable fixings, conduit or trunking as noted within the common escape route should be replaced with a cable support system which ensures that wiring is not liable to premature collapse in event of a fire (unless the existing clipping system can be confirmed as adequate).

Priority: C	Known Quantity: 1	Potential Quantity: 1	Action ID: 527623

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: There were no other relevant issues noted at the time of inspection.

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: 1-2 113 Melrose Avenue London NW2 4LX
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: 15/09/2020
Part 6	Recommended date for reassessment of the premises: 15/09/2021
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 15/09/2020