

FIRE RISK ASSESSMENT

at



Carmichael Court

**Grove Road
London
SW13 0HA**

ON BEHALF OF



Farrar Property Management

**Date of assessment: 14/01/2013
Recommended review date: January 2015**

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1.0 INTRODUCTION

1.1 SCOPE OF ASSESSMENT

In accordance with the Regulatory Reform (Fire Safety) Order 2005, Tetra Consulting Limited was instructed to carry out a fire risk assessment of at Carmichael Court , Grove Road London SW13 0HA on behalf of Farrar Property Management.

The assessment was carried out by Richard Flatman who has been deemed competent to carry out fire risk assessments based on their skills, knowledge and experience.

Key details about the assessment are as follows:

Landlord1:	Carmichael Court Freehold Limited
Responsible person:	Joe Starkey
Assessment date:	14/01/2013
Person(s) consulted during inspection:	Nobody
Areas inspected:	All external common areas including stairwells.
Areas excluded:	Areas demised to tenants. Roof (no access possible access ladder locked).

1.2 BENCHMARKING


This assessment follows guidance provided in:

- HM Government guidance document(s) supporting the Regulatory Reform (Fire Safety) Order 2005
- PAS 79: 2012 *Fire Risk Assessment – Guidance and Recommended Methodology*
- Building Regulations (part B)
- BS9999 : 2008 *Code of Practice for fire safety in the design, management and use of buildings*
- Other relevant technical British and European standards.

1.3 LIMITATIONS

The observations and recommendations made in this report relate to conditions and documentation seen during the inspection, and only in areas that were safely accessible as listed in 1.1 above.

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

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1.4 OVERALL RISK RATING

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

LOW

1.5 RECOMMENDED REVIEW

The Regulatory Reform (Fire Safety) Order 2005 requires that fire risk assessments are reviewed. Based on the conditions observed, it is recommended that this risk assessment be reviewed within:

2 years

An earlier review should be carried out if:

- there is a significant change in layout or use
- significant changes are made to the installed fire safety equipment
- a fire occurs




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2.0 PROPERTY DETAILS

2.1 SUMMARY

Property usage:	Residential - purpose built block
Property size:	50 flats
Date of construction:	Pre 1991
Details of construction:	Brick elevations with wooden floors and flat roof.
Number of floors:	Ground and three upper floors.
Number of exits:	1 main exit and one exit to rear.
Number of stairwells:	4 external concrete staircases.
Number of lifts:	None
Car park details:	None
Security measures:	Coded access panel. Electronic fob entry.
Local Fire Authority:	London Fire and Emergency Planning Authority.
Fire loss experience:	None reported.
Means of escape:	The means of escape are provided by a number of external routes, each residential unit has access to an external walkway.
Other relevant information:	All tenant entrance doors open on to external walkways.

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2.2 PLANT / EQUIPMENT

Plant/Equipment	Type (s)	Location	Date of Last Service / Frequency
Access gates	Motorised	Main entrance	No records
Electrical intake	Mains	Not seen	No records
External lighting	Wall mounted	Courtyard area	No records
Work equipment	Vertical ladder	3rd floor to roof	No records

Specific Fire Equipment Provided	Type (s)	Location	Date of Last Service / Frequency
Fire doors	Nominal	Tenant entrances	No records


2.3 SOURCES OF FUEL / IGNITION

Sources of fuel identified:	Furniture and fittings; Carpet; Building structure and fabric; Clothing; Food; Cardboard; Plastic; Refuse.
Sources of ignition identified:	Electrical power supply; cooking; Accidental; Arson.

2.4 OCCUPANTS AT RISK


Total building occupancy:	1-150
Total number of employees / tenants:	1-130
Total number of visitors / members of public:	1-20
Occupants identified at special risk:	Sleeping residents. Possible children and/or elderly and infirm.

Note: all figures are approximate.


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3.0 FIRE SAFETY ARRANGEMENTS

Management of Fire Safety	Overall, fire safety management at this property appears to be excellent. This judgement is based on the number of management controls that are in place (see section 4.2) and number of hazards / deficiencies observed (see section 4.3). A separate report (ref: L-14352) detailing management compliance present within the managing agent organisation has also been completed and should be read in conjunction with this site specific risk assessment report. The report covers elements which apply across the property portfolio including: - fire policy and strategy; - arrangements for co-operation between parties and co-ordination of fire safety measures; - selection and control of contractors; - permit to work systems.
Housekeeping and Fire Hazards (Sources of Fuel and Ignition)	Overall, housekeeping standards at this property are considered to be excellent. The following areas were observed to be clear of obstruction and storage of combustible materials: stairwells; escape routes. Housekeeping standards are monitored monthly by the property manager. Refuse and waste is stored in the tenant demised areas. This is collected on a regular basis.
Arson Threat and Security Measures	The following security measures are in place to deter would-be arsonists: external lighting; door entry phone. Housekeeping and waste control in external areas is adequately controlled. Based on this, the risk of deliberate fire setting at this property appears to be no higher than usual, given the property's usage and location.
Fire Detection and Warning Systems	As this property is a purpose built residential block, with no internal common areas there is no requirement for an interconnected fire detection and warning system to be installed in this property.
Emergency Lighting	There is no emergency lighting installed in the common parts of this property. Article 14 of the Regulatory Reform (Fire Safety) Order 2005 requires that it be installed on all escape routes in all properties, except very simple ones with good natural / borrowed light available. See risk assessment section for details of locations to be covered.
Fire Extinguishers	As this is a residential property with no internal common areas, there is no requirement for extinguishers at this site.
Fire Compartmentation	Based on the areas that it was possible to access, the fire separation in this building appears to be adequate for its present use, with no issues

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	identified. The status of the doors to the residential flats could not be ascertained however.
Means of Escape	The means of escape at the property are described in section 2.1 of this report. Given the current usage and occupancy of the building, the means of escape including travel distances and corridor/staircase widths are considered adequate. The stairwells and escape routes are free from obstructions and stored items. The final exit doors can be opened easily without the use of a key and lead directly to areas away from the building.
Emergency Plan	An emergency action plan needs to be formulated for this property, based on a stay put policy. The person responsible for notifying the fire brigade of any fire is: the person discovering it. The plan needs to be communicated to all occupants and visitors
Facilities for Fire and Rescue Service	The fire and rescue service can access the property directly from the street.

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4.0 ASSESSMENT OBSERVATIONS

4.1 SUMMARY

The total number of non compliances and hazards contribute to a management rating for each property. Each action identified in the risk assessment is weighted as detailed in the table below to provide a total score.

The total score provides a rating for the property and overall Fire Risk Management Rating:

Risk Assessment Score	Property Rating
< 25 points	Outstanding
26 – 50 points	Excellent
51- 75 points	Good
76 – 100 points	Satisfactory
101 – 150 points	Poor
> 150 points	Unsatisfactory

Non Compliances & Hazards	Number Identified	Weighting	Total
Non Compliances	3	10	30
Priority 1	0	25	0
Priority 2	0	5	0
Priority 3	1	1	1
Total Score			31

Based on the observations made on site, and the information provided to the consultant, the overall fire risk management at this property is

Excellent

The following timeframes are suggested for resolving actions raised in this report.


Report section	Action required	Action completed
Management compliances	Immediately	Within 3 months
Priority 1 hazards	Immediately	Within 1 month
Priority 2 hazards	Within 1 month	Within 3 months
Priority 3 hazards	Within 3 months	Within 6 months




4.2 MANAGEMENT COMPLIANCES AND CONTROLS

All relevant fire safety management compliances and controls have been briefly assessed to determine whether they are compliant (C) or non-compliant (NC). Items that are outstanding from the previous assessment are with marked with an *.

	Requirement	Relevant Legislation / Standard	Observation	Rating	Action Required
F01	Fire Risk Assessment Audit	Regulatory Reform (Fire Safety) Order 2005. Fire (Scotland) Act 2005. Fire Safety Regulations (Northern Ireland) 2010.	This audit meets the requirements of Article 9 of the Regulatory Reform (Fire Safety) Order 2005.	C	
F03	Emergency Evacuation Plan	Regulatory Reform (Fire Safety) Order 2005. Fire (Scotland) Act 2005. Fire Safety Regulations (Northern Ireland) 2010.	No emergency evacuation plan in place.	N	Formulate a simple emergency evacuation plan and communicate to all tenants / relevant parties in writing. As a minimum, plan should include: whether there is a stay at home or evacuate policy; responsibility for contacting fire brigade; and the location of assembly point or place of ultimate safety.
F09	Means of Escape	Regulatory Reform (Fire Safety) Order 2005. Fire (Scotland) Act 2005. Fire Safety Regulations (Northern Ireland) 2010.	The means of escape, including fire doors, are checked as part of a monthly property inspection regime.	C	

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	Requirement	Relevant Legislation / Standard	Observation	Rating	Action Required
F17	Emergency Lighting	Regulatory Reform (Fire Safety) Order 2005. Fire (Scotland) Act 2005. Fire Safety Regulations (Northern Ireland) 2010. Workplace (Health, Safety & Welfare) Regulations 1992.	No emergency lighting installed at the property.	N	Emergency lighting is a legal requirement. Please refer to hazards section for recommended actions required to achieve compliance.
E1	Inspection of Electrical Installations	Electricity at Work Regulations 1989. IEE Regulations 17th Edition	No record of electrical installations having been inspected in last five years (minimal power within common parts).	N	Verify that record exists and is up to date. If not, contact NICEIC registered contractor to undertake 5 year inspection of the common parts electrical installations and/or provide a copy of the completion certificate. Ensure certificate is kept up to date and is available for inspection.

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4.3 FIRE HAZARDS / RISKS

The objective of risk assessment is to systematically and numerically evaluate the likelihood/frequency of a potential hazard to cause harm, and the severity of that harm. The following definitions apply:

Hazard: something with potential to cause harm

Likelihood: the chance of a hazard being realised

Frequency: how often people are exposed to a hazard

Severity: the most likely consequence of a hazard being realised

Risk: the combination of likelihood/frequency and severity


Risk rating: a numerical and qualitative assessment of risk based on the multiplication of rankings of likelihood/frequency and severity

Each assessment produces a numerical overall risk rating which can then be applied to categorising risks into order of priority for required action.


SEVERITY	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 3 days off work)
1	Trivial injury (less than 3 days off work)
LIKELIHOOD / FREQUENCY	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom will occur / low or irregular exposure

RISK RATING (severity x likelihood)	PRIORITY	RISK RATING
9 - 12	1	Substantial
4 - 8	2	Moderate
1 - 3	3	Trivial

LIKELIHOOD	SEVERITY			
	1 Trivial injury	2 Minor injury	3 Major injury	4 Single or multiple death
1 Low	1 Trivial	2 Trivial	3 Trivial	4 Moderate
2 Medium	2 Trivial	4 Moderate	6 Moderate	8 Moderate
3 High	3 Trivial	6 Moderate	9 Substantial	12 Substantial

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Hazard reference:	2.L				
Hazard location(s):	External walkways.				
Hazard description:	No emergency lighting installed. This may cause serious injury and/or confusion in the event of an evacuation and the failure of the mains electrical power.				
Sources of fuel:	N/A				
Sources of ignition:	N/A				
People at risk:					
Contractors	Employees	Public	Others	Tenants	Visitors
1-6				1-6	1-6
Existing controls:	None.				
Risk Evaluation:	Severity	Likelihood	Risk Rating	Priority	
	3	1	3	3	
Action required:	Emergency lighting to be installed as per the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 / Article 14 of the Regulatory Reform (Fire Safety) Order 2005. Emergency lighting units should be provided so that the following are illuminated: - stairways so that each flight has adequate lighting; - changes of floor level; - common external escape routes; - hazardous plant and equipment needing isolation in event of an emergency.				
Result of action:	When the above action has been implemented, the risk rating will be: Reduced				
Monitoring and ongoing requirements:	Monthly tests to be carried out and records kept. Emergency lights to be maintained.				

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5.0 OTHER RELEVANT INFORMATION

The client should record the location of any available relevant documents below, or append them to the back of this fire risk assessment.

DOCUMENT	LOCATION
Site plans and drawings:	
Previous fire risk assessments:	
Tenants' fire risk assessments:	
Correspondence with local fire authority (including any enforcement notices):	
Other (please state):	



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6.0 ACTION PLAN


The action plan which follows is a summary of all the actions generated in section 4. This should enable you to prioritise the allocation of time and resources when scheduling the remedial actions identified.

To assist you, the following timetables are suggested:

Report section	Action required	Action completed
Management compliances	Immediately	Within 3 months
Priority 1 hazards	Immediately	Within 1 month
Priority 2 hazards	Within 1 month	Within 3 months
Priority 3 hazards	Within 3 months	Within 6 months

You should include a comment on every action generated.

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

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6.1 MANAGEMENT COMPLIANCES AND CONTROLS

Ref No.	Description	Action Required/Recommendations
REQUIRES IMMEDIATE ACTION		
E1	Inspection of Electrical Installations	Verify that record exists and is up to date. If not, contact NICEIC registered contractor to undertake 5 year inspection of the common parts electrical installations and/or provide a copy of the completion certificate. Ensure certificate is kept up to date and is available for inspection.
	Action taken by: Date:	Comments:
F03	Emergency Evacuation Plan	Formulate a simple emergency evacuation plan and communicate to all tenants / relevant parties in writing. As a minimum, plan should include: whether there is a stay at home or evacuate policy; responsibility for contacting fire brigade; and the location of assembly point or place of ultimate safety.
	Action taken by: Date:	Comments:
F17	Emergency Lighting	Emergency lighting is a legal requirement. Please refer to hazards section for recommended actions required to achieve compliance.
	Action taken by: Date:	Comments:

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6.2 PRIORITY 1 – FIRE HAZARDS / RISKS


Ref No.	Description	Action Required/Recommendations
None Identified		

6.3 PRIORITY 2 – FIRE HAZARDS / RISKS

Ref No.	Description	Action Required/Recommendations
None Identified		

6.4 PRIORITY 3 – FIRE HAZARDS / RISKS

Ref No.	Description	Action Required/Recommendations
2.L	External walkways. No emergency lighting installed. This may cause serious injury and/or confusion in the event of an evacuation and the failure of the mains electrical power.	Emergency lighting to be installed as per the requirements of the Workplace (Health, Safety & Welfare) Regulations 1992 / Article 14 of the Regulatory Reform (Fire Safety) Order 2005. Emergency lighting units should be provided so that the following are illuminated: - stairways so that each flight has adequate lighting; - changes of floor level; - common external escape routes; - hazardous plant and equipment needing isolation in event of an emergency.
	Action taken by: Date:	Comments:

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