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Fire Risk Assessment

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Melville 1
Melville Street
HULL
HU1 2QL

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Responsible person (e.g. employer) or person having control of the premises	Hull City Council
Address of premises:	Melville 1 Melville Street Hull HU1 2QL
Assessor:	John Wallis BA MIFireE
Date of fire risk assessment:	02/08/2017
Date of previous fire risk assessment:	11/02/2015
Suggested date for review [1]:	01/08/2018

The purpose of this report is to provide an assessment of the risk to life from fire in these premises, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire) Safety Order 2005 in respect of the assessed areas only of the above-mentioned premises at the time of the assessment. It should be borne in mind however that an assessment is open to individual interpretation and as such an officer of the local fire authority may express a different view on certain aspects.

1. This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

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Fire Risk Level Estimator

For this premises the considered risk to life before implementing the 'Action plan' is:

Trivial ☐ Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

For further information on the fire risk level estimator and how this level was calculated, by using the risk based control plan grid, refer to the end of this document.

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level in accordance with the risk based control plan:

Trivial ☐ Tolerable ☒

Action Plan

Definition of priorities (where applicable):

PRIORITY	MEANING
Very High	Immediate action required.
High	Urgent action required to be carried out as soon as possible.
Medium	Medium priority to be actioned within 2-6 months.
Low	Low priority to be actioned within 6 to 12 months.

*Time scales are based from the date of inspection.

High*			
Action Number	1	**Reference**	Electrical Sources of Ignition – 7.5
7.5 – Trailing lead observed to the kettle in the boiler room.			
Action by		**Date completed**	

Medium*			
Action Number	2	**Reference**	Smoking – 8.4
8.4 – Provide smoking receptacles external to the building if required.			
Action by		**Date completed**	

High*			
Action Number	3	**Reference**	Smoking – 8.5
8.5 – Reinforce the no smoking policy in common areas.			
Action by		**Date completed**	

High*			
Action Number	4, 5	**Reference**	Arson – 9.1
9.1(b) – Repair the defective front entrance door locking mechanism.			
Action by		**Date completed**	

9.1(c) – Remove catch so that door cannot be held open.			 
Action by		**Date completed**	

Medium*			
Action Number	6	**Reference**	Arson – 9.2
9.2(a) – Chain up refuse containers so that they cannot be moved.			
Action by		**Date completed**	

High*			
Action Number	7, 8	**Reference**	Arson – 9.1
9.1(b) – Review the policy for bins awaiting collection. The bin room needs to be kept locked when not in use.			
Action by		**Date completed**	

			
Action by		**Date completed**	

Very High*			
Action Number	9	**Reference**	Housekeeping – 13.2
13.2 – Cease the practice of closing off the chute when the bins are full.			
Action by		**Date completed**	

Medium*			
Action Number	10, 11	**Reference**	Housekeeping – 13.3
13.3(a) – Remove door mats.			
Action by		**Date completed**	
13.3(b) – Reduce the unnecessary accumulation of combustibles on the open balconies.			
Action by		**Date completed**	

Medium*			
Action Number	12	**Reference**	Housekeeping – 13.4
13.4 – Remove unnecessary combustibles being stored in boiler room.			
Action by		**Date completed**	

Medium*			
Action Number	13	**Reference**	Housekeeping – 13.5
13.5 – Cleaning products to be kept in a lockable metal cupboard.			
Action by		**Date completed**	

High*			
Action Number	14	**Reference**	Hazards Introduced by outside contractors and building works - 14.1
14.1 - Ensue that the existing policy for outside contractors covers their well-being when on site. This must include how they are going to be warned of an emergency whilst working on the roof or lift room. Any policy should be reinforced to all staff.			
Action by		**Date completed**	

Medium*			
Action Number	15	**Reference**	Means of Escape from Fire – 17.4
17.4 – Replace flat front doors locking mechanism with a thumb turn on the inside.			
Action by		**Date completed**	

High*			
Action Number	16, 17, 18, 19, 20	**Reference**	Mean of escape from fire -17.11

17.11(a) – In this building all flat doors apart from those on the ground floor are required to be FD30S fire doors. Flats on floors 2 to 8 are single directional means of escape via an open balcony. Separating walls between the flats and the balcony should be fire resisting up to a height of 1.1m from the balcony level. Any window below this height needs to be constructed of 30 minutes fire resistance. Flats on floor one are not served by an open balcony as this has been enclosed by glazing. This has now become a protected route and therefore requires all fire doors, windows and glazing to be of 30 minutes fire resistance. The windows are to be fixed and openable.	

Action by		**Date completed**	

17.11(b) – Provide an approved self-closing device to all flat front doors

Action by		**Date completed**	

17.11(h) – The final exit is potentially being obstructed by the refuse bins. Relocate bins or block off final exit (red door) as it is not required as a means of escape.	

Action by		**Date completed**	

. 17.11(j) – restrict the opening of the windows on each floor within the protected area so not to obstruct the opening of the door to the stair.	

Action by		**Date completed**	

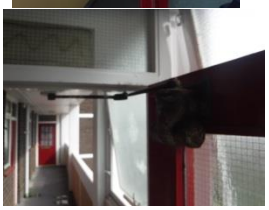
17.11(k) – replace the transoms above the fire door georgian wire glazing giving 30 minutes fire resistance.			
Action by		**Date completed**	

Medium*			
Action Number	21 to 28	**Reference**	Mean of escape from fire -17.11
17.11(c) - All letter boxes fitted within the building should be intumescent letter boxes.			
Action by		**Date completed**	
17.11(d) – All flat doors must be fitted with intumescent heat and cold smoke seals.			
Action by		**Date completed**	
17.11(e) – Check the gap around the flat door to ensure that they are not greater than 3mm.			
Action by		**Date completed**	

17.11(f) – All of the fire doors protecting the stair and corridor approach on each level had common issues which need to be addressed.

- Intumescent heat and cold smoke seals painted over rendering ineffective.
- Damaged and missing intumescent heat and cold smoke seals
- Not closing fully on the rebate as the door cannot overcome the latch
- Excessive gaps in excess of 3mm at the top and sides of the door

A full survey of all fire doors protecting the stair and corridor approach needs to be inspected and the appropriate action taken.



Action by		**Date completed**	

17.11(g) – Check that cabling is fixed as per the requirement of BS7671 of the Electrical Regulations.

Action by		**Date completed**	

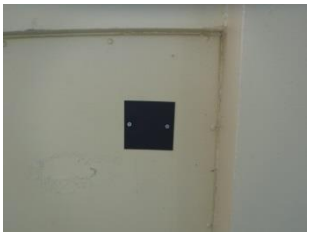
17.11(i) – Fire resisting glazing and side to both sides of the entrance pouch ground floor.

Action by		**Date completed**	

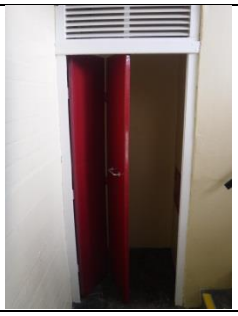
17.11(l) – review policy on leaving the access ladder to the lift motor room in situe, potentially obstructing the means of escape.			
Action by		**Date completed**	
17.11(m) – Replace the double wooden doors and transoms to the bin chute area, grounds floor, to give a minimum of 30 minutes fire resistance, fitted with intumescent heat and cold smoke seals.			
Action by		**Date completed**	
17.11(o) – All doors opening onto protected routes and balconies need to be fire doors capable of providing 30 minutes fire resistance.			
Action by		**Date completed**	

Action Number	29	**Reference**	Means of Escape from Fire – 17.11
17.11(n) – Floors one to eight have openable windows within the protected stair. This is an openable vent for the fire service to use post fire. However in a fire situation, due to open balconies, smoke could penetrate into the protected stair if these windows are left open. The opening gap of these windows to be reduced or member of the public prevented from opening them but with a facility for the Fire service to open them when required.			
Action by		**Date completed**	

High*			
Action Number	30, 31	**Reference**	Measures to Limit Fire Spread and Development – 18.1
18.1(f) – Check for breaches passing through compartment walls and door frames. Maintain 60 minutes fire resistance.			

			 
Action by		**Date completed**	
18.1(g) – Comply with the results from the cladding survey.			
Action by		**Date completed**	

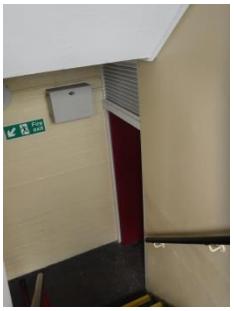
Medium*			
Action Number	32, 33, 34, 35, 36	**Reference**	Measures to limit fire spread and development – 18.1
18.1(a) –The chute doors should close automatically and be fitted with intumescent seals.			
Action by		**Date completed**	

18.1(b) - The existing folding doors and transom fitted to the recess should be replaced withFD30S doors, fitted with intumescent heat and cold smoke seals and an approved self-closing device.			
Action by		**Date completed**	
18.1(c) – The transom above the folding doors to the recess should be constructed from 30 minutes fire resisting material.			
Action by		**Date completed**	
18.1(e) - Chute rooms should be provided with permanent ventilation direct of open air so any smoke cannot affect the means of escape. Due to the location of the rubbish chute in the building this would be difficult. Meaningful discussion and investigations need to be carried out to see if this is feasible.			
Action by		**Date completed**	
18.1(h) – Check the fire resistance capabilities of the lift doors.			
Action by		**Date completed**	

Low*			
Action Number	37	**Reference**	Measures to limit fire spread and development – 18.1
18.1(d) – It is recommended that automatic fire-resisting shutters are provided at the base of the refuge chute to restrict the spread of fire and smoke from a fire in the bin room. The shutter should, as a minimum, be operated on a fixed temperature fusible link. Further protection can be provided by a sprinkler system located over the bins, with either frangible bulb or fusible link sprinkler heads.			
Action by		**Date completed**	

Medium*			
Action Number	38	**Reference**	Emergency Escape Lighting – 19.1
19.1 – check lighting level throughout the means of escape to ensure that areas cover by borrow lighting is sufficient.			
Action by		**Date completed**	

Medium*			
Action Number	39 to 44	**Reference**	Fire Safety Signs and Notices – 20.1
20.1(a) – Provide one emergency fire action notice throughout the building in line with the current evacuation policy.			 
Action by		**Date completed**	
20.1(b) – Supplement the existing 'fire exit' signage with a running man sign in line with the current British standard.			
Action by		**Date completed**	
20.1(c) – Take down hose reel sign can be confusing			
Action by		**Date completed**	
20.1 (d) – A survey needs to take place to ensure that they are all fire doors, in common areas, are labelled up 'Fire door-keep shut' on both sides.			
Action by		**Date completed**	

20.1(f) – When replaced the double doors to the bin chute, ground floor, need to be signed ‘fire door keep locked’			
Action by		**Date completed**	
20.1(g) – Ensure that there are ‘fire exit’ sign displayed on each floor.			
Action by		**Date completed**	

Low*			
Action Number	45	**Reference**	Fire Safety Signs and Notices – 20.1
20.1(e) – Provide a fire assembly point.			
Action by		**Date completed**	

Medium*			
Action Number	46	**Reference**	Means of giving warning – 21.2
21.2 - All flats should be checked to satisfy the responsible person that each flat is provided with the appropriate detection and that it is working.			
Action by		**Date completed**	

High*			
Action Number	47	**Reference**	Procedures and Arrangements – 25.10
25.10 – Carry out Personal emergency evacuation plans for any resident that needs one			
Action by		**Date completed**	

Medium*			
Action Number	48	**Reference**	Procedures and Arrangements – 25.11

25.11 – Review the policy whether to train a selective number of staff on the use of portable fire extinguishers.			
Action by		**Date completed**	

Medium*			
Action Number	49	**Reference**	Training and Drills – 26.2
26.2 – Provide fire refresher training to all staff.			
Action by		**Date completed**	

Medium*			
Action Number	50	**Reference**	
26.14 – Carry out Fire drills for member of staff in their work place.			
Action by		**Date completed**	

Section 1 - Building Information

1. The Premises

1.1 Number of floors: 8

1.2 Approximate floor area: 279 m^2 per floor

2232 m^2 gross

1.3 Brief details of construction

The property is constructed of traditional brick and block built with concrete floors. Some curtain walling is present. At the time of the inspection there was no information about the construction of the curtain walling.

1.4 Use of premises

The premises is a purpose built residential block containing 24 two bedroom flats and 8 one bedroom self-contained flats with common areas, pump room and cleaners cupboard on the ground floor. There are no dry risers in this building. There is a separate building containing a pump room which serves the building with hot water. This building has been included in this fire risk assessment.

1.5 Multi Occupied premises ☐ Yes ☒ No

2. The Occupants

2.1 Approximate maximum number:	94
2.2 Approximate number of employees at any one time:	2
2.3 Maximum number of members of public at any one time:	Unknown
2.4 Associated times/hours of occupation:	24 hours
2.5 Maximum number of occupants in the licenced area(s):	N/A

3. Occupants Especially at Risk from Fire

3.1 Sleeping occupants:

	Number:	56

3.2 Disabled occupants:

	Number:	Not Known

3.3 Occupants in remote areas and lone workers:

Lone workers, caretaker and cleaner employed by HCC. In addition external contracts on site. This figure is unknown.	Number:	2

3.4 Young persons:

Type of occupant can vary over time.	Number:	Not Known

3.5 Others:

	Number:	N/A

4. Fire Loss Experience

None reported

5. Other Relevant Information

In light of the recent Grenfell fire the Hull City Council has set up a programme to have all high rise residential housing stock, which has been fitted with external cladding, to be independently inspected. An inspection had been carried out prior to the inspection but the results are not yet know.

At the time of the inspection no information on any persons living in the flats with a disability was given. It is important that any person with disabilities, that cannot evacuate the building unaided, must have a personal emergency evacuation plan (PEEPs) in addition to the generic evacuation plan currently given to all residents. Also see 25.10 of this report for more information.

6. Relevant Fire Safety Legislation

6.1 The following fire safety legislation applies to these premises

Regulatory Reform (Fire Safety) Order 2005
The Building Regulation 2010

6.2 The above legislation is enforced by:

The Local Authority Fire & Rescue Service
Local Building control

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010):

The Health & Safety At Work Act 1974
Housing act 2004

6.4 The legislation to which 6.3 makes reference is enforced by:

The Local Authority

6.5 Comments:

The fire risk assessment carried out is a Type 1 common parts only (non – destructive) assessment considering the common escape routes and common areas. It also includes an examination of a sample of flat doors and samples of the inside of service cupboards. This FRA does not include the internal layout or fire risks within the flats.

Hull City Council is currently carrying out an inspection of all the cladding in their residential properties in accordance with national government guidelines. The outcome of these inspections may change the contents of this FRA.

The current legislation and guidance that covers this type of building may also be changed or amended in the future in light of the Grenfell Tower fire. Any changes would mean that the fire risk assessment would need to be reviewed.
.

Fire Hazards and their Elimination or Control

7. Electrical Sources of Ignition

7.1	Reasonable measures taken to prevent fires of electrical origin?	☒ Yes	☐ No
	More specifically:		
7.2	Fixed installation periodically inspected and tested?	☒ Yes	☐ No
7.3	Portable appliance testing (where appropriate) carried out?	☒ Yes	☐ No
7.4	Suitable policy regarding the use of personal electrical appliances?	☒ Yes	☐ No
7.5	Suitable limitation of trailing leads and adapters?	☐ Yes	☒ No

Comments:

7.2 – From the reports provided the electrical fixed installation to the premises was last tested June 2017.

7.4 – There is no control over the use of residents own electrical equipment but the charging of mobility scooters is prohibited in the common areas.

7.5 – Trailing lead observed to the kettle in the boiler room.

8. Smoking

8.1	Reasonable measures taken to prevent fires as a result of smoking?			☒	Yes	☐ No
	More specifically:					
8.2	Smoking prohibited on the premises?			☒	Yes	☐ No
8.3	Smoking prohibited in appropriate areas?	☐	N/A	☒	Yes	☐ No
8.4	Suitable arrangements for those who wish to smoke?			☒	Yes	☐ No
8.5	This policy appeared to be observed at time of inspection?			☐	Yes	☒ No

Comments:

8.4 - If the policy allows for smoking to take place outside but in the vicinity of the building then suitable receptacles are to be provided.

8.5 – Evidence of a discarded cigarettes were found. Reinforce the no smoking policy.

9. Arson

9.1	Does basic security against arson by outsiders appear reasonable? [2]	☒	Yes	☐ No
9.2	Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders?	☐	Yes	☒ No

Comments:

9.1(a) – CCTV in operation.

9.1(b) – Doors at the entrance to the building have magnetic entrance locks operated by key fobs. The front entrance door did not secure and has been defective for the past 17 weeks.

9.1(c) – At the base of the stair there is a main entrance door and to the right hand side is another fire exit (red door). This door is being held open which attracts outsiders to the building. Consideration should be given to blocking off this door as it is not required as a means of escape.

9.2(a) There is two refuse containers located away from the building fitted with the appropriate covering lid. However these containers are on wheels and are not secured by a chain. It is good practice to secure these bins so they cannot be set on fire and wheeled towards the building.

9.2 – (b) The refuse chute bin room on the ground floor contains two containers. The procedure is for any full container to be left outside the bin room awaiting collection. This is a potential arson issue. The policy should be changed to leave the containers in situate and the refuse operatives to have access to the bin room. The bin room needs to be kept locked when not in use.

2) Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

10. Portable Heaters and Heating Installations

10.1	Is the use of portable heaters avoided as far as practicable?			☒	Yes	☐ No
	If portable heaters are used:					
10.2	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	☒	N/A	☐	Yes	☐ No
10.3	Are suitable measures taken to minimize the hazard of ignition of combustible materials?	☐	N/A	☒	Yes	☐ No
10.4	Are fixed heating installations subject to regular maintenance?	☒	N/A	☐	Yes	☐ No

Comments:

10.1 – No portable heaters were observed in the common areas.

10.4 – This report does not cover any fixed heating in the flats however it is advised that these are regularly checked and the results recorded.

11. Cooking

11.1 Are reasonable measures taken to prevent fires as a result of cooking? ☐ N/A ☒ Yes ☐ No

More specifically:

11.2 Filters changed and ductwork cleaned regularly? ☒ N/A ☐ Yes ☐ No

11.3 Suitable extinguishing appliances available? ☒ N/A ☐ Yes ☐ No

Comments:

There is no cooking in any of the common areas

12. Lightning

12.1 Do the premises have a lightning protection system? ☒ Yes ☐ No

Comments:

Last tested May 2017.

13. Housekeeping

13.1 Is the standard of housekeeping adequate? ☒ Yes ☐ No

More specifically:

13.2 Combustible materials appear to be separated from ignition sources? ☒ Yes ☐ No

13.3	Avoidance of unnecessary accumulation of combustible materials or waste?	☐	N/A	☐	Yes	☒ No
13.4	Avoidance of inappropriate storage of combustible materials?			☐	Yes	☒ No
13.5	Appropriate storage of hazardous materials?	☐	N/A	☐	Yes	☒ No

Comments:

13.2 – The practice of closing off the bottom of the bin chute when the containers below are full must cease. This action allows combustibles to build up within the bin chute which could contribute to any potential fire ignition source being disposed down the chute. This policy needs to be reviewed.

13.3(a) – A number of door mats were located outside flat doors. These should be tested to ensure that they are fire retardant and cannot contribute to a fire.

13.3(b) – There is an unnecessary accumulation of combustibles on the open balconies outside of the flat doors. This should be accessed and the appropriate action taken to limit this practice to an acceptable level.

13.4 – A number of combustible materials are being stored in the boiler room. These should be removed.

13.5 – Cleaning products are kept in the boiler room. These should be placed in a lockable metal cupboard.

14. Hazards Introduced by Outside Contractors and Building Works

14.1	Are fire safety conditions imposed on outside contractors?			☒	Yes	☐ No
14.2	Is there satisfactory control over works carried out on the premises by outside contractors (including “hot work” permits)?			☒	Yes	☐ No
14.3	If there are in-house maintenance personnel, are suitable precautions taken during “hot work”, including use of “hot work” permits?	☐	N/A	☒	Yes	☐ No

Comments:

At the time of the inspection no documentation for outside contractors or in house maintenance work being carried out was produced.
The caretaker on site had a reasonable understanding on what should be done when outside contractors are on site however this should be reinforced. It was not clear how a contractor working on the roof or lift motor room would be managed during any works as it is the policy for the caretakers not to access these areas and leave the contractors to carry out their work.

15. Dangerous Substances

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises? (Acetylene etc.)

☐ N/A ☒ Yes ☐ No

15.2 If 15.1 applies, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

☒ N/A ☐ Yes ☐ No

Comments:

N/A

16. Other Significant Fire Hazards that Warrant Consideration

(Including process hazards that impact on general fire precautions)

16.1 Hazards:

N/A

16.2 Comments:

None

Section 2 - Fire Protection Measures

17. Means of Escape from Fire

17.1	It is considered that the premises are provided with reasonable means of escape in case of fire.			☒	Yes	☐ No
	More specifically:					
17.2	Adequate design of escape routes?			☒	Yes	☐ No
17.3	Adequate provision of exits?			☒	Yes	☐ No
17.4	Exits easily and immediately openable where necessary?			☒	Yes	☐ No
17.5	Fire exits open in direction of escape where necessary?			☒	Yes	☐ No
17.6	Avoidance of sliding or revolving doors as fire exits where necessary?	☐	N/A	☒	Yes	☐ No
17.7	Satisfactory means for securing exits?			☒	Yes	☐ No
17.8	Reasonable distances of travel:	☐	N/A	☒	Yes	☐ No
17.9	Where there is a single direction of travel?	☐	N/A	☒	Yes	☐ No
17.10	Where there are alternative means of escape?	☒	N/A	☐	Yes	☐ No
17.11	Suitable protection of escape routes?	☐	N/A	☐	Yes	☒ No
17.12	Escape routes unobstructed?			☒	Yes	☐ No

17.13 It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people.

☐ N/A ☐ Yes ☒ No

Comments:

17.4 – It is a requirement that all flat doors can be opened from the inside without the use of a key. During the inspection it was noted, from the flat doors sampled, that all were operated with a key. These should be changed for a thumb turn.

17.11(a) – In this building all flat doors apart from those on the ground floor are required to be FD30S fire doors. Flats on floors 2 to 8 are single directional means of escape via an open balcony. Separating walls between the flats and the balcony should be fire resisting up to a height of 1.1m from the balcony level. Any window below this height needs to be constructed of 30 minutes fire resistance. Flats on floor one are not served by an open balcony as this has been enclosed by glazing. This has now become a protected route and therefore requires all fire doors, windows and glazing to be of 30 minutes fire resistance. The window are to be fixed and openable.

17.11(b) - Of those flat front doors sampled, during the inspection, none were fitted with self-closing devices. In a fire situation if the resident leaves their flat without shutting the door behind them then the fire within the flat will spread to the common areas. By providing an approved self-closing device to all flat front doors will mean that the door will automatically close containing the fire in the flat. All flat front doors must be fitted with an approved self-closing device.

17.11(c) – During the inspection it was noted that none of the front doors to the flats were fitted with either an intumescent letter box. All letter boxes fitted within the building should be intumescent letter boxes.

17.11(d) – A selection of flat entrance doors were checked. Of those checked none were fitted with intumescent heat and cold smoke seals. All flat doors must be fitted with intumescent heat and cold seals.

17.11(e) – Some of the flat entrance doors gap between the door and frame was in excess of 3mm and the door leaf did not fit tightly onto the frame. A survey needs to be carried on all flat entrance doors to determine their ability to maintain 30 minutes fire resistance. Due to the required works of adding a self-closing device, intumescent heat and cold smoke seals as well as an intumescent letter box to all flat doors consideration should be given to replacing the full door and frame with new FD30S doors.

17.11(f) – All of the fire doors protecting the stair and corridor approach on each level had common issues which need to be addressed.

- Intumescent heat and cold smoke seals painted over rendering ineffective.
- Damaged and missing intumescent heat and cold smoke seals
- Not closing fully on the rebate as the door cannot overcome the latch
- Excessive gaps in excess of 3mm at the top and sides of the door

A full survey of all fire doors protecting the stair and corridor approach needs to be inspected and the appropriate action taken.

17.11(g) – On a number of the floors it was noted that cabling had been enclosed in plastic trunking. Under BS7671 of the Electrical Regulations it is a requirement that cabling is supported by fire-resistant fastenings and fixings which are not liable to premature collapse in extreme heat. A survey of cabling should be carried out and the appropriate action taken in accordance with BS7671.

17.11(h) – The red final exit door ground floor opens outwards onto the bin area. Depending on where the bin is located, whilst awaiting collection, the exit could be blocked. This final exit door is not required and therefore blocking off this exit would be acceptable and overcome this issue.

17.11(i) – The pouch entrance sides are situated adjacent to a ground floor flat and refuse bin room. As the sides to the porch are not fire resisting a fire in the adjacent flat of bin room would affect the protected lobby, ground floor. The glazing and side panels of this pouch should be replaced with fire resisting glazing. Also the final exit (red door) has sufficient breaches to allow smoke and heat to penetrate into the lobby on the ground floor from a fire in the bin area.

17.11(j) – On each floor there are openable windows to the protected stair. They can be opened through 180 degree at which point they overlap the fire door which leads from the escape corridor to the stair. The opening of these windows needs to be restricted so not to obstruct the opening of the door to the stair.

17.11(k) – The transoms above the fire doors protecting the stair are glazed with Georgian wire glazing. One of these doors on the first floor is vented. This need to be replaced with a material giving 30 minutes fire resistance.

17.11(l) – To access lift motor room or roof area a ladder needs to be placed between the loft hatch and the floor on level 8. When in situe this will remain for the duration that person working above. The ladder obstructs the lift entrance and potentially the escape from the balcony to the stair enclosure. This needs to be managed to prevent any accidents/obstructions.

17.11(m) – The double wooden doors and transoms to the bin chute area, grounds floor, should be replaced or upgraded to give a minimum of 30 minutes fire resistance, fitted with intumescent heat and cold smoke seals.

17.11(n) – Floors one to eight have openable windows within the protected stair. This is an openable vent for the fire service to use post fire. However in a fire situation, due to open balconies, smoke could penetrate into the protected stair if these windows are left open. The opening gap of these windows to be reduced or member of the public prevented from opening them but with a facility for the Fire service to open them when required.

17.11(o) – All doors opening onto protected routes and balconies need to be fire doors capable of providing 30 minutes fire resistance.

18. Measures to Limit Fire Spread and Development

It is considered that there is:

18.1	compartmentation of a reasonable standard[3]			☐	Yes	☒ No
18.2	Reasonable limitation of linings that might promote fire spread.			☒	Yes	☐ No
18.3	As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? [3, 4]	☒	N/A	☐	Yes	☐ No

18.4 Is fire spread to or from other buildings reasonable taking into account storage between buildings ☒ Yes ☐ No

Comments:

18.1(a) – The refuse chutes are sited in a recess which opens onto the protected stair on floors 2 to 8. The chutes themselves do not close automatically and have no intumescent seals. The chute doors should close automatically and be fitted with intumescent seals.

18.1(b) - The existing folding doors fitted to the recess should be replaced withFD30S doors, fitted with intumescent heat and cold smoke seals and an approved self-closing device.

18.1(c) – the transom above the folding doors to the recess should be constructed from 30 minutes fire resisting material.

18.1(d) -Due to the risk a fire in the rubbish chute could cause, it is recommended that automatic fire-resisting shutters are provided at the base of the refuge chute to restrict the spread of fire and smoke from a fire in the bin room. The shutter should, as a minimum, be operated on a fixed temperature fusible link.
Further protection can be provided by a sprinkler system located over the bins, with either frangible bulb or fusible link sprinkler heads.

18.1(e) - Chute rooms should be provided with permanent ventilation direct of open air so any smoke cannot affect the means of escape. Due to the location of the rubbish chute in the building this would be difficult. Meaningful discussion and investigations need to be carried out to see if this is feasible.

18.1(f) – Within the common area throughout the building service cables and pipes that have been passed through compartment walls and door frames. A survey needs to be carried out to determine where these breaches are and then these issues need to be rectified.

18.1(g) – A survey of the external cladding of this building had been taken prior to the inspection but the results are not yet know. Once the report is received the appropriate action should then be taken.

18.1(h) – The lift is enclosed throughout the height of the building by fire resisting construction. It is unclear at the time of the inspection what fire resistance these doors will give. It is unlikely that they will provide full smoke stopping. A survey of the lift doors needs to be carried out to determine their fire resisting construction.

3. Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

4. Investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

19. Emergency Escape Lighting

19.1 Reasonable standard of emergency escape lighting system provided? [5] ☐ N/A ☒ Yes ☐ No

Comments:

Last tested June 2017.

Internal parts of the means of escape are covered with emergency lighting. Open balcony escape has no emergency lighting and is dependent upon borrowed lighting from street lighting. Lighting levels need to check and insure that any nearby lighting is not part of the building's lighting circuits. The enclosed balcony escape on the first flor has been enclosed by glazing. This needs to be checked to ensure borrowed lighting is sufficient if not then emergency lighting needs to be provided.

5. Based on visual inspection, but no test of illuminance levels or verification of full compliance withelevant British Standards carried out.

20. Fire Safety Signs and Notices

20.1 Reasonable standard of fire safety signs and notices? ☐ N/A ☒ Yes ☐ No

Comments:

20.1(a) – A number of fire action notices were displayed throughout the premises but with conflicting messages. Any fire action notice must correspond with the same message being given to the tenant prior to occupation. Remove unnecessary fire action notices. Provide, throughout the premises, ones which are consistent to what is required of residents.

20.1(b) – Supplement the existing 'fire exit' signage with a running man sign in line with the current British standard.

20.1(c) – Take down hose reel sign can be confusing

20.1 (d) – Fire doors should be labelled ‘Fire door-keep shut’ on both sides. The majority of fire doors observed at the time of the inspection were signed up correctly however a survey needs to take place to ensure that they are all satisfactorily signed.

20.1(e) – The current evacuation policy encourages the residents to leave the premises if they feel that their safety is compromised in any way. With this in mind it would be advantageous to provide a fire assembly point sign within the curtilage of the building. This will assist the Fire Service in respect to accounting for residents.
It is a requirement that staff are trained in evacuation therefore an assembly point and signage is required.

20.1(f) – When replaced the double doors to the bin chute, ground floor, need to be signed ‘fire door keep locked’.

20.1(g) – Ensure that there are ‘fire exit’ sign displayed on each floor.

21. Means of Giving Warning in Case of Fire

21.1	Reasonable manually operated electrical fire alarm system provided? [6]	☒	N/A	☐	Yes	☐	No
21.2	Automatic fire detection provided?	☐	Yes (throughout premises)	☒	Yes (Part of premises only)	☐	No
21.3	Extent of automatic fire detection generally appropriate for the occupancy and fire risk?	☐	N/A	☒	Yes	☐	No
21.4	Remote transmission of alarm signals?	☒	N/A	☐	Yes	☐	No

Comments

21.1 – manually operated electrical fire alarm systems are not normally recommended for purpose built flats within the common areas.

21.2(a) – From the limited number of flats inspected it was evident that interlinked mains powered smoke detection had been provided. These detectors are local to the flat and therefore do not sound throughout the building. All flats should be checked to satisfy the responsible person that each flat is provided with the appropriate detection and that it is working.

21.2(b) – In light of the fire at Grenfell tower Hull City Council may consider providing a sprinkler system. To improve the existing situation smoke detection could be provided in the common areas. This is not a requirement at the moment and if considered the likelihood of false alarm must be taken into account.

6. Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

22. Manual Fire Extinguishing Appliances

22.1	Reasonable provision of portable fire extinguishers?	☐	N/A	☒	Yes	☐ No
22.2	Are all fire extinguishing appliances readily accessible?			☒	Yes	☐ No
22.3	Reasonable provision of a fire blanket where required (cooking areas)?	☒	N/A	☐	Yes	☐ No
22.4	Hose reels provided?	☒	N/A	☐	Yes	☐ No

Comments:

22.1 – Portable fire extinguishers have been tested and provided in the pump room, lift motor room and boiler room.

22.3 – The legislation or guidance does not require fire extinguishers or fire blankets in residential flats however reference is made to not precluding residents who wish to provide their own equipment, such as fire blankets or fire extinguishers.

23. Relevant [7] Automatic Fire Extinguishing Systems

23.1 Type of system:

None Installed.

Comments:

Current government guidance does not recommend that automatic sprinklers are fitted routinely to existing high rise residential flats, the onus is on Local Authorities to decide on their provision. Given the obvious benefits in terms of life safety and property protection, it is highly recommended that consideration is given to their provision where practicable.

It is also highly recommended that sprinkler provision is given to the refuse bin areas.

If it is determined that there are disabled persons living in the premises and cannot evacuate the building safely and need to stay in their flat then investigations into providing a stand-alone water mist system to the flat should be discussed.

7. Relevant to life safety and this risk assessment (as opposed to purely for property protection)

24. Other Relevant [7] Fixed Systems and Equipment

24.1 Type of fixed system:

N/A

Comments:

None

7. Relevant to life safety and this risk assessment (as opposed to purely for property protection)

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc. ☒ N/A ☐ Yes ☐ No

Comments:

None

Section 3 - Management of Fire Safety

25. Procedures and Arrangements

25.1 Fire safety is managed by: [8]

Karl Whitehead

8. This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? ☒ Yes ☐ No

Comments:

Personal within the Hull City Council H&S department.

25.3 Is there a suitable record of the fire safety arrangements? ☐ Yes ☐ No

Comments:

Comprehensive details of fire safety arrangements are recorded. Not seen at the time of the inspection.

25.4 Appropriate fire procedures in place? ☒ Yes ☐ No

More specifically:

25.5 Are procedures in the event of fire appropriate and properly documented? ☐ N/A ☒ Yes ☐ No

25.6 Are there suitable arrangements for summoning the fire and rescue service? ☒ Yes ☐ No

25.7 Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? ☐ N/A ☒ Yes ☐ No

25.8	Are there suitable arrangements for ensuring that the premises have been evacuated?	☐	N/A	☒	Yes	☐	No
25.9	Is there a suitable fire assembly point(s)?	☒	N/A	☐	Yes	☐	No
25.10	Are there adequate procedures for evacuation of any disabled people who are likely to be present?	☐	N/A	☐	Yes	☒	No

Comments:

25.5 – Each resident is provided with written details on what to do in case of fire.

25.7 – Premises information boxes are provided at the entrance to the building for which the Fire Service has access.

25.8 – As it stands at the moment current guidance does not require purpose built blocks of flats to be evacuated fully. This guidance may change in the future due to the fire at Grenfell tower. If building needs to be evacuated it is the responsibility of the Responsible person not the Local Fire Service

25.9 – See 20.1(e) above of this report.

25.10 – No evidence of the number and type of disabilities residents may have in the block. If there are any person's resident in the flats who would not be able to evacuate the building unaided and without using the lift then they must be identified and a PEEP carried out.

25.11	Persons nominated and trained to use fire extinguishing appliances?	☐	N/A	☐	Yes	☒	No

Comments:

Hull City Council do not train staff to use fire extinguishers as it is their policy not to fight a fire. Portable fire extinguishers have been provided in the building as part of the fire risk assessment to reduce the existing risk. All have been sighted in non-public areas. Consideration should be given whether to train a selected number of staff in the use of portable fire extinguishers.

25.12	Persons nominated and trained to assist with evacuation, including evacuation of disabled people?	☒	N/A	☐	Yes	☐	No

Comments:

It is unlikely that there will be a full evacuation of the premises due to its construction. However once those disabled persons have been identified their PEEPs may require some assistance in evacuation. Local Fire Service will assist in the evacuation of a building but the responsibility to evacuate will be Hull City Council.

25.13 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? ☐ N/A ☒ Yes ☐ No

Comments:

Visits from the Fire Service take place on a regular basis.

25.14 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? ☐ N/A ☒ Yes ☐ No

Comments:

Fire safety check of the building are made daily by the caretaker. This includes walking all floor checking fire doors and identify and removing any combustibles.

26. Training and Drills

26.1 Are all staff given adequate fire safety instruction and training on induction? ☐ N/A ☒ Yes ☐ No

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? ☐ N/A ☐ Yes ☒ No

26.3 Does all staff training provide information, instruction or training on the following:

26.4 Fire risks in the premises? ☐ N/A ☒ Yes ☐ No

26.5 The fire safety measures on the premises? ☐ N/A ☒ Yes ☐ No

26.6 Action in the event of fire? ☐ N/A ☒ Yes ☐ No

26.7	Action on hearing the fire alarm signal?	☒	N/A	☐	Yes	☐	No
26.8	Method of operation of manual call points?	☒	N/A	☐	Yes	☐	No
26.9	Location and use of fire extinguishers?	☐	N/A	☐	Yes	☒	No
26.10	Means for summoning the fire and rescue service?	☐	N/A	☒	Yes	☐	No
26.11	Identity of persons nominated to assist with evacuation?	☒	N/A	☐	Yes	☐	No
26.12	Identity of persons nominated to use fire extinguishing appliances?	☒	N/A	☐	Yes	☐	No

Comments:

26.1 – All staff receive fire safety instruction on induction. The content of the package was not available at the time of the inspection.

26.2 – No refresher training for staff is carried out.

26.9 – Hull City Council's policy is for staff not to attempt to fight fires.

26.13	Are staff with special responsibilities (e.g. fire wardens) given additional training?	☐	N/A	☒	Yes	☐	No
26.14	Are fire drills carried out at appropriate intervals?	☒	N/A	☐	Yes	☐	No

Comments:

26.13 – Caretakers are given instruction on how to carry out safety checks of the building.

26.14 – Fire drills are not currently required in this type of premises however there is a duty ensure that members of staff receive fire drills at least once a year and this is recorded.

When the employees of another employer work in the premises:

26.15	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	☐	N/A	☒	Yes	☐	No

26.16	Is it ensured that the employees are provided with adequate instructions and information?	☐	N/A	☒	Yes	☐ No

Comments:

Pre-construction Health & Safety Information includes relevant information on fire safety. This information was not available at the time of the inspection.

27. Testing and Maintenance

27.1	Adequate maintenance of premises?			☒	Yes	☐ No
27.2	Weekly testing and periodic servicing of fire detection and alarm system?	☒	N/A	☐	Yes	☐ No
27.3	Monthly and annual testing routines for emergency escape lighting?	☐	N/A	☒	Yes	☐ No
27.4	Annual maintenance of fire extinguishing appliances?	☐	N/A	☒	Yes	☐ No
27.5	Periodic inspection of external escape staircases and gangways?	☒	N/A	☐	Yes	☐ No
27.6	Six-monthly inspection and annual testing of rising mains?	☐	N/A	☒	Yes	☐ No
27.7	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?	☐	N/A	☒	Yes	☐ No
27.8	Weekly testing and periodic inspection of sprinkler installations?	☒	N/A	☐	Yes	☐ No
27.9	Routine checks of final exit doors and/or security fastenings?	☐	N/A	☒	Yes	☐ No
27.10	Annual inspection and test of lightning protection system?	☐	N/A	☒	Yes	☐ No
27.11	Are suitable systems in place for reporting and subsequent restoration of safety measures that have fallen below standard?			☒	Yes	☐ No

27.12 Other relevant inspections or tests:

Comments:

27.2 – There is no main fire alarm system in the common area however each flat is fitted with mains wired smoke detectors local to the flat. These need to be tested. HCC need to instruct tenants that they need to test them weekly and that an annual programme of testing is put in place.

27.3 – The emergency lighting system was last tested June 2017.

27.7 – It was unclear at the time of the inspection whether the lifts are firefighting lifts. No evidence of testing was available at the time of the inspection.

27.10 – Lighting protection system last tested May 2017.

27.11 – Any defaults picked up by the caretaker are forwarded onto HCC H&S department.

28. Records

Appropriate records of:

28.1	Fire drills?	☒	N/A	☐	Yes	☐ No
28.2	Fire training?	☐	N/A	☒	Yes	☐ No
28.3	Fire alarm tests?	☐	N/A	☒	Yes	☐ No
28.4	Emergency escape lighting tests?	☐	N/A	☒	Yes	☐ No
28.5	Maintenance and testing of other fire protection systems?	☐	N/A	☒	Yes	☐ No

Comments:

28.1 – Fire drills are not required for residents but are for any members of staff who work on the premises.

28.3 – Flats that have had their fire alarms tested annually by HCC are recorded. No evidence of this was available at the time of the inspection

Fire Risk Level Estimator

The following simple fire risk level estimator is based on a commonly used health and safety risk level estimator.

Likelihood of fire	Potential consequences of fire		
	Slight harm	**Moderate harm**	**Extreme harm**
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

In this context, a definition of the above fire risk level estimator is as follows:

LIKELIHOOD OF FIRE FOR THIS PREMISES:

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

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

Low ☐ Medium ☒ High ☐

In this context, a definition of the above fire risk level estimator is as follows:

POTENTIAL CONSEQUENCES OF FIRE FOR THIS PREMISES:

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

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

Slight Harm ☐ Moderate Harm ☒ Extreme Harm ☐

Accordingly, it is considered that the risk to life from fire at these premises in relation to likelihood x consequences:

Trivial ☐Tolerable ☐ Moderate ☒ Substantial ☐ Intolerable ☐

Comments:

In general the building is well managed but some of the existing fire precautions and procedures require improvement.

RISK BASED CONTROL PLAN

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 that has been advocated for general health and safety risks.

Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire 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 findings. The fire risk assessment should be reviewed regularly.