

PRIVATE & CONFIDENTIAL

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Fire Risk Assessment

COST CENTER: Estates & Facilities



Assessed Area: Princess Court, Coronation Street, Cambridge

Responsible Person: Will Barfield

Manager: John Conroy

Risk Assessor: Steve Cotton

Date of Inspection: Jul 17, 2020

Recommended Review Date: Jul 17, 2021

Trivial Risk

Tolerable Risk

Moderate Risk

Substantial Risk

Intolerable Risk

Executive Summary

This assessment records the fire safety measures in place at the time the assessment was conducted, and lists significant findings and a recommended appropriate remedial action. It also provides guidance for the Responsible Person on how to maintain a satisfactory standard of fire precautions within the building concerned. The subject areas concerned are;

Responsible Person

The Responsible Person should ideally hold a senior or at least a responsible position within the company and have sufficient authority to allocate and mobilise finances and to control and organise members of staff.

Manager

In the context of this report the Manager is the person who will receive all the actions found during the assessment and will allocate them to the relevant people to get the risk removed or reduced to a manageable level.

Competent Persons

Competent Persons (Fire Wardens) are employees that have had additional instruction and training in fire safety, they are there to assist the responsible person in fulfilling their statutory duties.

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively, and safely, and that everyone should be able to escape to a place of safety easily and quickly.

Record Keeping

In the event of a fire in the workplace you may need to provide evidence to the enforcing authorities when asked that you have complied with the fire regulations. It is helpful to keep a dedicated record of all maintenance of fireprotection equipment and staff training. In all cases the quality of records may be regarded as a good indicator to the enforcing authorities of the overall quality of the fire safety management structure.

Building Occupancy

- Details of any significant findings
- Details of the Responsible Person

It is considered that the building occupants/users will include employees, contractors, visitors and emergency service personnel as well as any other person who may be in and around the premises.

Ownership of the Fire Risk Assessment

Regardless of whether the fire risk assessment is carried out by, for example, staff from an outside organisation, or a third party fire risk assessor, the ultimate responsibility for the adequacy of the risk assessment rests with the “responsible person” defined by legislation as responsible for ensuring that the fire risk assessment is carried out and that the fire precautions are adequate.

Introduction

For the Responsible Person at these premises, this document provides information regarding the standard of fire safety observed, and serves as a record as required by The Regulatory Reform (Fire Safety) Order 2005 and the

Management of Health and Safety at Work Regulations 1999.

The RRO places a requirement for all responsible persons to:

- Appoint one or more competent persons, depending on the size and use of the premises, to carry out any of the preventative and protective measures required by the Order.
- Provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, and about the measures you have taken to reduce the risks and prevent fire occurring.
- Consult your employees or their elected representatives about nominating people to carry out particular roles in connection with fire safety and improving the general fire precautions in the workplace.
- Before you employ a child, provide a parent or guardian with clear and relevant information regarding the risks to that child that have been identified in the fire risk assessment, and the measures you have or propose to put in place to safeguard that child.
- Inform non-employees, such as contractors and temporary workers of the risks to them, and provide them with information as to the nominated competent persons, and the general fire precautions provided in the workplace.
- Co-operate and co-ordinate with other building or site responsible persons regarding the findings of your risk assessment which may affect the safety of their employees.
- Provide the employer

RISK PROFILE

To determine the appropriate means of escape and design features of the building, for life safety, a Risk Profile has been established following the methodology detailed in the current edition of ‘BS9999: Code of practice for fire safety in the design, management and use of buildings’. This calculation is based on two main factors: occupancy characteristic and fire growth rate.

Once the risk profile has been determined, the minimum package of fire safety measures that should be provided, in accordance with BS9999, such as: travel distance, stair and exit widths and level of fire alarm and detection can be established.

Establishing the Risk Profile gives scope for a more interpretative approach, on a case by case basis, which takes into account the specific features of an individual building. This is especially significant when considering the issue of escape routes and fire exits in existing premises, particularly if they are of an historical or heritage nature.

Variation of the risk profile can be achieved by looking at existing and/or additional measures, which could be provided beyond what is determined as the minimum standard by BS9999. This allows for a more flexible approach to determine the fire safety measures that are required as an alternative to following other prescriptive guidance.

Risk Profile Matrix

Occupancy Characteristic	Fire Growth Rate			
	Slow	Medium	Fast	Ultra-Fast
Occupants awake & familiar with building	A1	A2	A3	Unacceptable without the addition of an effective localized suppression system or sprinklers
Occupants who are awake and unfamiliar with the building	B1	B2	B3	
Occupants who are likely to be asleep; long-term individual occupancy	Ci1	Ci2	Ci3	
Occupants who are likely to be asleep; long-term managed occupancy	Cii1	Cii2	Cii3	

		the doors. (Although these cupboards are not in an enclosed escape route, a fire in them could affect the staircases above. Enclosure in fire resistance is recommended as part of future programmed improvements). — complete within 6 months to reduce the risk by 100%		
Lightning	Tolerable Risk	Do the premises have a lightning protection system and if so does it appear satisfactory?: No 📍 Complete building (Complete Building) Significant Finding It is noted that the building has been fitted with lightning protection equipment; however, no evidence was observed allowing the assessor to verify that the system is subject to inspection and maintenance in accordance with BS EN 62305. Actions Required ⊗ Lightning protection equipment-inspection and maintenance Verify that the lightning protection equipment is subject to inspection and maintenance in accordance with BS EN 62305. — complete within 3 months to reduce the risk by 100%	N	
Housekeeping	Tolerable Risk	Is the standard of housekeeping to the assessed area generally adequate?: No 📍 Complete building (Complete Building) Significant Finding Housekeeping to the premises was poor in the following areas due to storage of bicycles and/or items outside flats causing an obstruction and trip hazard. Actions Required ⊗ Housekeeping-improve Housekeeping to the premises should be improved by removal of items/bicycles that may obstruct escape routes. These are outside flats 12, 25, 31, 37 and on the walkway. — complete within 3 months to reduce the risk by 100%	Y	
Means of Escape	Substantial Risk	Suitable protection of escape routes including provision of fire doors/hatches including to roof voids, individual dwellings/flats, compartment doors, riser cupboard doors and risk rooms?: No 📍 Complete building (Complete Building) Significant Finding A recent survey of flat entry doors and the door furniture revealed that the doors are non fire rated doors. The majority of doors whether notional or non-fire rated are provided with a combination of letterboxes, spyglasses, and some are fitted with Georgian wired glazing but many areas were not fire rated glazing or could not be determined. An inspection of the storage cupboard doors revealed that the doors are non fire rated and the integrity of the door set and therefore the escape route may be compromised. Actions Required ⊗ Tenanted Flat entry doors-non FR All CCC tenant doors in a recent survey have been identified as HIGH priority as they are non fire rated flat entry doors and need to be replaced with an FD30S standard door. — complete within 9 months to reduce the risk by 33%		

Arrangements		📍 Complete building (Complete Building) Significant Finding Procedures for people with restricted mobility (PRM) and/or who are vulnerable to be confirmed through person cent red fire risk assessments. Actions Required ⊗ PRM procedures <i>An action point from the recent specific fire risk assessment is to establish if there are residents who need assistance to evacuate their flat given the suspension of the stay put policy. On completion of this survey PEEPs maybe required for individual residents with copies kept in the premises information box (PIB).</i> — complete within 6 months to reduce the risk by 100%		
Testing and Maintenance	Tolerable Risk	Monthly and annual testing routines for emergency escape lighting?: No 📍 Complete building (Complete Building) Significant Finding The emergency lighting installation and equipment could not be confirmed as periodically inspected, tested and maintained Actions Required ⊗ Emergency Lighting Monthly Testing <i>Ensure monthly function testing of all emergency lighting luminaires is undertaken. This is to establish the switching from normal to standby supply is working correctly. Ensure a suitable system of defect reporting and repairs is in place and repairs/replacements are made in a timely fashion.</i> — complete within 3 months to reduce the risk by 100%	N	
Testing and Maintenance	Tolerable Risk	Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lifts?: No 📍 Complete building (Complete Building) Significant Finding Firefighting lifts were not maintained and tested at prescribed intervals in accordance with current standards or records were not available to verify testing. Actions Required ⊗ Firefighting/evacuation lifts-maintained and tested <i>Where fitted ensure firefighting/evacuation lifts are maintained and tested at prescribed intervals in accordance with current standards with appropriate records being kept</i> — complete within 3 months to reduce the risk by 100%	N	
Testing and Maintenance	Trivial Risk	Six-monthly inspection and annual testing of rising mains?: No 📍 Complete building (Complete Building) Significant Finding Security of DR outlet Actions Required ⊗ Security of DR outlet <i>Where the DR is tested it should be ensured that the handwheel is secured to prevent malicious opening.</i> — complete within 6 months to reduce the risk by 100%	Y	

➤ Evidence

The Evidence table below shows the documents associated with the Unit that this assessment belongs to. Showing the version and and expiry date.

Total **2** items.

Category	Document	Contractor	Expiry Date	Version
FRA Addendum	FRA Supporting Document	Steve Cotton	-	1
Strategy / Policy	Fire Strategy Document	Steve Cotton	-	1

