



Low Rise Fire Risk Assessment

1 - 6 Beacon Hill

House, Beacon Hill Rise,
St Ann's, Nottingham
NG3 2HE

At Nottingham City Homes we want our residents to be assured that their homes are safe. We willingly accept our duty to comply with our statutory fire safety obligations, but we also aim to achieve higher safety standards wherever possible for the benefit of all our residents.

This Fire Risk Assessment is an annual check of 1 - 6 Beacon Hill House over and above our routine checks – we want to make sure all our systems are in place and working as planned. We will check for anything we need to improve so we can put it right. By working in partnership with our residents, and by having effective systems in place we will keep all our homes safe places to live.

Contact us on 01159152222 if you have any concerns.



ASSESSMENT DETAILS	
Responsible Person	Nottingham City Homes
Use of Premises	General needs residential sleeping accommodation
Date of Assessment	24/01/2019
Date of Review	24/01/2020 (this may be brought forward following major works or a significant incident)
Type	Type 3 assessment
Fire Risk Assessor	Dominic Nwogu, Risk Management Advisor



Low Rise Fire Risk Assessment

DESCRIPTION OF PREMISES	
Approximate date of construction	2012
General description of premises	<p>This block is part of a scheme of 3 purpose-built blocks of flats with separate entrances that are joined and share a rear courtyard & car park. This block is joined to block; 7-17 and 18-23. This block has 6 flats on 5 floors. The external walls are built with brick and partly clad with cement render on the outer wall. The internal walls are plasterboard and concrete built. The floor between levels is of a concrete construction. The roof is timber pitched tiled. The stairwell is concrete built; flats 1 and 3 are lobbied from the stairs. The water meter/district heating riser cupboards are located on the ground, 1st and 3rd floor. The electric meter/landlord supply cupboard is located in the ground floor under the stairs opposite flat 2. There is a bin store accessed via the car park at the rear of the building; the car park is accessed via an electronic metal gate that is fitted with a motion sensor. There are two means of access into the block; at the front from Beacon Hill Rise and at the rear from the car park. The entrances are via a metal door with large vision panels accessed via fob or remotely via a voice communication. There is one direction egress via the single concrete stairwell, which leads to two exits on the ground floor; both exits can be accessed without the use of a key. The front exit lead to ultimate safety, the rear exit lead to a car park from which ultimate safety can be achieved through the metal pedestrian gate.</p> <p>The layout of the flats are as follows:</p> <p>Ground floor- flats 1 & 2 1st floor- flats 3 & 4 2nd floor- flat 5 4th floor- flat 6</p>
Number of floors including ground floor	4
Number of floors below ground floor	0
Number of flats	6
Construction of external walls	Brick partly clad with cement render on the outer wall
Construction of roof	Pitched tiled
Construction of internal walls	Concrete & plasterboard



Low Rise Fire Risk Assessment

Construction of internal floors	Concrete
Construction of internal ceiling	Plasterboard
Number of internal stairways	1
Construction of internal stairway(s)	Concrete
Number of external stairways	2
Construction of external stairway(s)	Concrete
Number of lifts	n/a
Time the premises are in use	Residents - 24 hours a day Staff - Mon-Fri during office hours
Number of persons employed	2; staff are not based permanently on site.
Number of exit routes from the building	One directional exit horizontally from each dwelling above the ground floor onto a single staircase vertically leading to 2 exit doors on the ground floor; the front exit door has level threshold onto Beacon Hill Rise. The rear exit leads to the car park from which evacuees will have to navigate 2 flight of stairs that lead to a pedestrian gate. The gate leads to ultimate safety onto Denbet close.
Approximate total occupancy	There are 6 properties which could be occupied at any one time by one or more persons

RESIDENT, EXTERNAL PARTNER & STAFF INVOLVEMENT

We invite comment from residents, NCH staff, ward councillors & the Nottinghamshire Fire & Rescue Service to take part in our risk assessments

Have residents been consulted about the risk assessment for this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have ward councillors been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Have NCH staff members been consulted about the risk assessment for this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the Nottinghamshire Fire & Rescue Service (NFRS) been consulted about fire issues at this block?	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

Concern raised by residents

NCH Response

Residents confused about what the fire action strategy for the building is because the Fire

The fire action strategy for the building is 'stay put' which means that if the fire is not in your flat, you are advised to stay in your flat because the fire should be contained



Low Rise Fire Risk Assessment

Action Notices on the wall states that residents should evacuate but they are told by the NCH staff to stay in their flats if the fire is not in their flat.	within the flat of origin and should not spread to another flat or to the escape corridor. If the fire is in your flat, then you are asked to leave the flat. The Fire Action Notices placed on the wall by the exit routes are incorrect as they are the 'simultaneous evacuation' type and they will be replaced to reiterate the stay put' policy.
Concerns raised by ward councillors	NCH Response
There were no concerns raised by the Ward Councillors.	NCH contacted the Ward Councillors and asked them if they had any fire safety concerns arising from their ward walks, or if they were aware of any fire safety issues that had been raised by residents.
Concerns raised by NCH staff	NCH Response
There were no concerns raised by the NCH staff.	NCH staff were asked if they were aware of any fire safety issues that had been raised by residents or by themselves.
Concerns raised by the NFRS	NCH Response
There were no concerns raised by the protection, operational or persons at risk team of the NFRS.	NCH monitor all the fire safety concerns raised by the fire service either during an operational concern, a walkabout or from enquiries raised by our residents directly with the fire service.
<i>If there are any concerns raised previously or during the time of inspection that have not been dealt with, clarified or rectified, record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and escalate to the appropriate team.</i>	

ACTION PLAN & SIGNIFICANT FINDINGS

All issues identified by the fire risk assessment will be recorded in an 'action plan' which details the priority given to each issue identified, the person responsible for dealing with the issue and the target date by which the issue should be completed. Progress is monitored by the NCH Fire Safety Group, which includes senior members of the Nottingham Fire & Rescue Service and NCH senior management staff. The 'action plan' is also publicly available on the NCH internet

Issues identified that are significant such as a recurring deficiency or tenancy or management issues will be recorded in the 'significant findings' section of this assessment.

APPLICABLE LEGISLATION & GUIDANCE

Regulatory Reform (Fire Safety) Order 2005
 Department for Communities and Local Government (DCLG)
 LGA Fire safety in purpose-built blocks of flats
 Approved documents Part B Vol 2
 Approved documents Part M
 Approved documents Part P
 The Housing Act 2004
 The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)
 Control of Substances Hazardous to Health Regulations 2002 (COSHH)



Low Rise Fire Risk Assessment

STRUCTURAL INTEGRITY

At the time inspection, the structural integrity of the building was found to be in good condition with no apparent areas of defect.

COMPARTMENTATION

The high degree of fire separation between flats and the common parts is achieved by making each flat, cupboard or room a fire-resisting enclosure. This is known as compartmentation. To ensure that there is compartmentation in the building, there is fire separation from the flat to the escape routes (common parts), from one flat to another flat, beyond the communal rooms such as the electric meter/main switch cupboard, the bin store, and the car-parking areas. The compartmentation in the block was found to be adequate with no apparent areas of defect.

FIRE ACTION STRATEGY

Due to the compartmentation in the building, the fire action strategy for the building is 'Stay Put', which means that in the event of a fire incident, residents are advised to stay within their flat unless directed to leave by the emergency services. If it is their flat which is the cause of the alarm, residents should get out of the flat, closing all doors and windows behind them if it is safe to do so and make their way to the assembly point located at the car park at front of the building. Fire action notices are displayed throughout the building by the exit routes to reiterate the Stay put policy.

FIRE SAFETY SYSTEMS WITHIN THE PREMISES

Fire warning system

The fire alarm system is a Grade D LD3 addressable system with the main fire panel (C-TEK XFP Series located in the rear entrance lobby. The system comprises of manual call points, which are situated on each floor exit throughout the building and in the bin store. Automatic smoke detection is installed in the escape route on every floor, in the service cupboard, the riser cupboards and a heat detector is installed in the bin store. The alarm system is not interlinked to a monitoring station. The flats have a domestic hardwired smoke detector installed on the means of escape; these are not interlinked to the communal fire alarm system. There was evidence to show that the communal fire alarm system is tested regularly.

Is the fire warning system in the building sufficient and adequate?

Yes

No

If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section

Fire safety signs and notices

Guidance plate	n/a	Building plan	x	Fire action notices	✓
Fire door	✓	Manual call point	x	Sprinkler	n/a
Do not use lift	n/a	Dry/wet riser signage	n/a	Directional signage	✓
No Smoking	✓	Floor signage (lobby)	n/a	Flat direction signage	n/a



Low Rise Fire Risk Assessment

Fire safety signs and notices					
Mind the step	n/a	Fire extinguisher	n/a	Other signage	x
All necessary fire safety signs were found to be in place with the following exceptions; there was no fire alarm zone plan placed next to the fire panel. There was no sign to indicate which cupboard was the electric supply cupboard. There were not Manual Call Point signs next to the Manual Call Point. This has been added to the significant findings and 'action plan'.					
Is the fire signage in the building sufficient and adequate?				Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section</i>					

Firefighting equipment					
Fire extinguishers	n/a	Dry riser	n/a	Wet riser	n/a
Drenching system	n/a	Suppression system	n/a	Fire Blanket	n/a
Sprinkler system	n/a	Hose reel	n/a	Others	n/a
Fire extinguishers are not sited in the communal area and none is required. Fire extinguishers are not required in the communal areas because they are not recommended by the Fire safety in purpose-built blocks of flats national guidance because they encourage residents to leave their flats during a fire incident to get the fire extinguisher or hose reel which then defeats the purpose of the Stay Put policy. Companies are not required to provide training to residents to use fire extinguishers and hose reels as they can become dangerous if not used by a competent person. Hose reels are also not recommended for the same reasons and because of the risk of the contraction of legionnaire disease. No other firefighting equipment is installed and none is required,					
Is the firefighting equipment in the building sufficient and adequate?				Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section</i>					

Emergency lighting		
Emergency lighting is installed within the communal areas and outside the exit doors. This is installed and maintained annually to BS5266 standard for a 3-hour durational period. There was no evidence to show that the system was tested monthly to BS5266 standard. This has been added to the significant findings and 'action plan'.		
Is the emergency lighting system in the building sufficient and adequate?		Yes <input checked="" type="checkbox"/>
<i>If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section</i>		

VENTILATION



Low Rise Fire Risk Assessment

VENTILATION

There are manual vents on the stairwell landings and an Automatic Opening Vent (AOV) at the top floor in the window that will help disperse smoke in the event of a fire incident. The AOV can be manually operated via the smoke vent panel at the entrance lobby. The AOV is maintained periodically.

Is the smoke ventilation system in the building sufficient and adequate?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	--	--------------------------------

If you have answered NO decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section

SERVICES

The building is served by both electricity and district heating. The electric meters, landlord consumer unit and the main switch are located in a communal cupboard located under the stairs opposite flat 2. A 5-year periodic test has been carried out in the building; the electrical installation was found to be in a satisfactory condition.

The district heating shut off valve and the water meters are located in a riser cupboard on floor G, 1 & 3. The district heating infrastructure is under the ownership of Enviroenergy Limited and they are liable for monitoring, maintaining, improving and upgrading all aspects of the supply. NCH appoint a competent contractor to maintain the system periodically.

FIRE DOORS

Fire-resisting door sets are required to be able to contain a fully developed fire, to facilitate escape of a building's occupants and allow firefighting, and to protect the contents and/or the structure from the effects of fire. The door set therefore must have resistance to fire, expressed in terms of time. To ensure the integrity of the compartmentation in the building is not compromised, each compartment that opens into the escape route should be fitted with a fire door that can resist fire to a minimum of 30 minutes. A fully compliant fire door should be fitted with 3 hinges, an automatic door closing mechanism, intumescent strips & smoke seals and a fire rated letterbox. The flat door should also be fitted with a locking mechanism on the inside to enable occupants escape without the use of a key.

Is there any flat door within the escape route of the building that is not fitted with a compliant fire door?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any cross-corridor doors within the escape route of the building that are not fitted with a compliant fire door?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any other doors to rooms such as; bin chute room, electric meter/distribution room or cupboard or other high-risk rooms that should be fitted with a fire door but are not?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any fire doors that are damaged and their integrity could be compromised due to the damage?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Are there any fire doors that are not fully functional and as such their integrity could be compromised e.g. Door not closing correctly, not fitting into the frames	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE DOORS

The flat doors are fitted with FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers and Intumescent letterbox sleeves. At the time of inspection, they were all compliant with no apparent areas of defect.

The electric service cupboard and the water meter/district heating riser cupboards are fitted with British Woodworking Federation (BWF) certified FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers, fire rated stamped Georgian wired vision panels and a lock. At the time of inspection, they were all compliant with no apparent areas of defect however there was over 4mm gap on the handle side of the electric meter cupboard on the ground floor and the riser cupboard on the 3rd floor.

The door that lobby's flat 1 and 3 are fitted with BWF certified FD30s timber fire doors fitted on timber frames; the doors are fitted with 3 hinges, overhead automatic doors closers, fire rated stamped Georgian wired vision panels. At the time of inspection, they were all compliant with no apparent areas of defect. The roof hatch is fire rated. The non-compliant doors have been added to the significant finding section and the 'action plan'.

If you have answered YES to any of the questions record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk

FIRE HAZARDS

Sources of Ignition	Hazard Description	Controls	OK
Mobility scooters	Mobility scooters can catch fire while charging or due to a battery fault or short circuit - they can burn rapidly and create significant toxic smoke.	NCH policy does not permit the storage or charging of mobility scooters in common areas. There were no mobility scooters stored in the communal areas at the time of inspection.	<input checked="" type="checkbox"/>
Electric service cupboards/ switch room	An electric service cupboard is located on the ground floor and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached. There is over 4mm gap on the handle side of the service cupboard; see fire doors.	A 5-year periodic test has been carried out in the building & was found to be satisfactory. Contractors (external & internal) have been informed to fill any holes or openings made as a result of the works they are doing with adequate fire stopping. Smoke detection is installed within the cupboard. The service cupboard door should be repaired to ensure that the gap at the side does not exceed 4mm; this has been added to the significant finding section and the 'action plan'.	<input type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
Service riser cupboards	Services riser cupboards are located on various floors and contains electrical circuits that can cause fire in fault conditions. Smoke and fire spread can occur if Compartmentation is breached. There is over 4mm gap on the handle side of the service cupboard on the 3 rd floor; see fire doors.	A 5-year periodic test has been carried out in the building & was found to be satisfactory. Contractors (external & internal) have been informed to fill any holes or openings made as a result of the works they are doing with adequate fire stopping. Smoke detection is installed within the cupboard. The service riser cupboard door should be repaired to ensure that the gap at the side does not exceed 4mm; this has been added to the significant finding section and the 'action plan'.	<input type="checkbox"/>
Electrical equipment/ Kitchen appliances	Electrical appliances may cause fire under fault conditions.	A 5-year periodic test has been carried out in the building & was found to be satisfactory. There was no equipment within the communal area of the block. It is NCH's policy to PAT test portable electrical equipment/appliances annually; this is carried out by a competent electrician.	<input checked="" type="checkbox"/>
Smoking within the communal areas	Smoking in common areas may cause fire if cigarettes are not properly extinguished, or are disposed of in voids / rubbish chutes.	Smoking is not permitted within the common areas. No smoking signs are in place at the entrance. At the time of inspection there was no evidence indicating that people smoked in the common areas. Anyone found to be smoking in the communal area will be reported to the Housing Patch Manager.	<input checked="" type="checkbox"/>
Electric meter/circuit breaker	The electric meter/circuit breaker has the potential to cause a fire due to a fault. There is a potential for meters to be tampered with (bypassing the meter).	The electric meter/circuit breakers are enclosed in a communal cupboard hence it can be readily inspected by the electric company or NCH staff which deters anyone from tampering with them. A 5-year periodic test has been carried out in the building & was found to be satisfactory. Smoke detection is installed within the cupboard.	<input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
Cooking	Cooking in common areas is more likely to result in fire due to cooking facilities being left unattended.	Cooking is not permitted in common areas.	<input checked="" type="checkbox"/>
Arson	Arson is more likely to cause serious fires than other causes of ignition as a deliberate attempt is made to set fire. The lock on the front entrance door was missing at the time of inspection and the door was left insecure so anyone could enter the block. CCTV is installed within the communal area however it could not be determined if they were operational.	The building is secured to prevent unauthorised entry. The lock on the front entrance door should be replaced to ensure that the building is secure. This has been added to the significant finding section and the 'action plan'.	<input type="checkbox"/>
Communal electric sockets	They are located on the escape corridors and could cause ignition if used with faulty electrical equipment.	The Housing Patch Manager and the Caretakers have been trained to identify fire hazards and will remove and report any unauthorised appliance used in the communal sockets. There was no evidence that residents used the communal sockets. It is recommended that the communal socket is switched off at the consumer unit to ensure that residents cannot use them especially overnight.	<input checked="" type="checkbox"/>
Work Processes	Improvement or maintenance work may involve 'hot works', i.e. those using a naked flame, heated element or creating sparks.	It is NCH policy that hot work carried out on site is subject to a permit to work system.	<input checked="" type="checkbox"/>
Inside the flats	It is anticipated that the largest source of ignition will be within individual properties; cooking, use of naked flames such as candles, electric faults, hot surfaces etc.	Residents are given fire safety advice through the various methods of media at our disposal such as the fire action notices around the building, newsletters and social media websites.	<input checked="" type="checkbox"/>
<i>If the existing control measure is not sufficient or is not complied with (not marked</i>			



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Ignition	Hazard Description	Controls	OK
<i>OK), record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i>			

FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
Upholstered furnishings	Upholstered furniture within the common areas of the building should comply with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended.	NCH ensure that upholstered furniture within the common areas of the building complies with the Furniture and Furnishing (Fire Safety) Regulations 1988 as amended. At the time of inspection there was no upholstered furniture within the common areas.	<input checked="" type="checkbox"/>
Flammable liquids (solvents / oils etc.).	Flammable liquids dramatically increase the fire load in a fire situation, and allow fire to spread rapidly.	There are none within the communal areas of the building.	<input checked="" type="checkbox"/>
Liquefied Petroleum Gases	LPG is especially dangerous as it turns into a gas at atmospheric pressure, which is heavier than air and therefore can create flammable atmospheres in ducts and drains.	No LPG was identified in the common areas at the time of inspection	<input checked="" type="checkbox"/>
Household items	Household items stored in common areas may add to risk of ignition, especially where electrical items are plugged into common supplies, and increase the risk of fire spread. If stored in escape corridors and stairs, they can cause obstruction and contribute to smoke spread.	It is NCH's policy that the communal area must be kept sterile except for mat placed outside the flat doors. At the time of inspection, there were no items stored in the communal area that breached the Communal Area Policy.	<input checked="" type="checkbox"/>
Bin store	A large metal bin is kept within a bin store which has a large amount of waste items which could cause smoke in a fire incident.	Access to the bin store is from outside the building. The store concrete/blockwork built. A heat detector and a manual call point is installed within the bin store.	<input checked="" type="checkbox"/>



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Sources of Fuel	Hazard Description	Controls	OK
Plastics/Foam/ polystyrene	These are highly flammable materials that should not be sited within the communal areas especially in the means of escape.	No Plastics/Foam/ polystyrene was identified in the common areas at the time of inspection	<input checked="" type="checkbox"/>
External fire spread	The materials used to insulate or clad the external walls have the potential to become a source of fuel if they are combustible. The building is part clad.	NCH ensure that the materials used to clad the external wall are fire resistant. The external wall is constructed with brick hence it is non-combustible and fire resistant. The cladding is finished with cement render which is non-combustible and fire resistant.	<input checked="" type="checkbox"/>
Internal lining	The choice of materials for walls and ceiling can significantly affect the spread of a fire and affect the rate of its growth. The walls are covered in paint.	The walls are painted with water based paint. There walls are not covered in a flammable material.	<input checked="" type="checkbox"/>
Inside the flats	The largest source of fuel will be within individual properties.	Residents are asked to keep their properties in a good condition and not store highly flammable items such as Calor gas in their flats as part of their tenancy agreement or Lease. Leaseholders are issued a Flat Safety Fact sheet regarding fire safety. Residents identified as having a hoarding disorder hence putting them and others at risk will be given support; the NCH hoarding procedure is used to deals with such individuals.	<input checked="" type="checkbox"/>
<i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i>			

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK



Low Rise Fire Risk Assessment

FIRE HAZARDS			
Fire compartments	Hazard Description	Controls	OK
Work processes causing openings/holes in the ceiling or walls	Openings/holes in the ceiling or walls between compartments such as service cupboard & the flat lobby areas can compromise the integrity of those compartments where the holes are made thereby compromising the Compartmentation of the building as a whole.	Contractors and work people, both internal and external have been informed to fill any hole created as a result of the works carried out with adequate Fire Stopping. The openings in the service cupboard and the riser cupboard have been fire stopped and certified. At the time of inspection, there were no holes or openings in the communal area that could breach compartmentation.	<input checked="" type="checkbox"/>
The Flats	Fire doors could become damaged and lose their integrity due to wear & tear or damage.	Compartment walls, ceiling & floors separate the flats and the escape route. The living room and bedroom opens directly onto the escape hallway. The internal doors to the habitable room and the district heating cupboard are FD30 fire doors fitted with intumescent strip. The flat doors are fitted with FD30s fire doors; at the time of inspection, they were all compliant with no apparent areas of defect. The caretaker has received training on how to identify fire hazards and will identify defective doors and report them.	<input checked="" type="checkbox"/>
Stairwell /corridors	Communal fire doors could become damaged and lose their integrity due to wear & tear or damage. The electric service cupboard door is not compliant; see fire doors above.	Flats 1 & 3 are lobbied from the stairwell. The electric service cupboard should be repaired; see fire doors.	<input type="checkbox"/>
Roof space	The roof space should be protected from the flat lobby top ensure the compartmentation of the building is not compromised.	There are firebreaks in the roof space. The roof hatch door on the top floor is fire rated.	<input checked="" type="checkbox"/>
<p><i>If the existing control measure is not sufficient or is not complied with (not marked OK), record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section and decide what measures are necessary to reduce or eliminate the fire risk</i></p>			



Low Rise Fire Risk Assessment

IDENTIFYING PEOPLE AT RISK

Sensory Risk

(Residents with visual and /or hearing impairment(s) restricting their ability to hear an alarm or other warning signal)

Mobility Risk

(Residents with physical impairment(s) restricting their ability to self-evacuate)

Familiarity Risk

(New residents, NCH staff or contractors who may be new to the premises and not familiar to its layout)

Vulnerable Residents

(Hoarding, alcohol abuse, smoking, living alone, inappropriate use of electrical equipment, no support agencies, self-neglect etc.)

Has a regular tenancy visit been completed in the block in line with NCH policies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
--	---------------------------------	--------------------------------	--

If yes, how many flats were inspected? n/a

Are there any known resident(s) that cannot escape without assistance due to a disability?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--	---------------------------------	---	---------------------------------

Are there any new tenants that have moved into the building within the last 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--	---------------------------------	---	---------------------------------

If yes, have the Housing Patch Manager carried out a new tenancy visit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
---	---------------------------------	--------------------------------	--

NCH holds information about any known person who is disabled or vulnerable. The information is updated regularly to ensure it is current. In the event of an emergency, these details are shared with the emergency services so that disabled or vulnerable residents can be prioritised.

NCH has a hoarding policy that states how to deal with residents that have been identified as having a hoarding disorder.

NCH has procedures for the protection of residents vulnerable to fire. The procedure aims to identify residents who are at significant risk of harm from fire in their homes, and provides for appropriate support to reduce the risk to vulnerable residents and their neighbours.

It is NCH's policy that flats identified as having a vulnerable tenant are inspected regularly. Flats that the Housing Patch Manager could not gain access into will be recorded in our in-house database and further attempts will be made to gain access. Where access is not granted NCH will seek other mean to gain access including during a planned or responsive repair, service maintenance, gas safety checks or by court injunction if necessary.



Low Rise Fire Risk Assessment

IDENTIFYING PEOPLE AT RISK

Where new tenant visits have not been carried out, the Area Housing manager will be informed with the aim of arranging a new tenancy visit in the nearest opportunity.

LEASEHOLDERS

All leaseholders are issued a Flat Safety Fact sheet regarding fire safety. The leasehold team have sent a letter to all leasehold flats reiterating the fire safety precautions for the building.

Number of leaseholders that live in their flat	0
Number of leaseholders that let their flat	0
Number of leasehold flats that have completed a gas safety check	n/a
Number of leasehold flats with compliant fire doors	n/a

ADDITIONAL HAZARDS

Some residents may have a dependency on oxygen and may be storing small cylinders within their property. A list is provided in the log book which is kept next to the fire panel of residents who this relates to.

Are there any known resident(s) who have a dependency on oxygen?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
--	---------------------------------	---	---------------------------------

PREVIOUS FIRE IN THE LAST 12 MONTHS

Have there been any actual fire incidents in the block that were reported to NCH within the last 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
---	---------------------------------	---	---------------------------------

If there has been a known actual fire incident record the details below including the date, cause of the fire, damage caused if any and any other fire safety issues identified.

Date of fire: N/A

Cause of fire: N/A

Damage to the property: N/A

Any injuries or death (if so who)? N/A

MANAGEMENT & MAINTENANCE

A fire policy is available on the intranet for all NCH staff to access. It confirms that a fire risk assessment will be completed and kept under review for all premises with enclosed circulation areas to ensure adequate fire safety. The risk assessment will follow the 5 steps to risk assessment as advocated by the Health & Safety Executive. Significant findings will be recorded as will any identified deficiencies. These will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters, Nottingham City Homes has appointed the Risk Management Advisor to:

- carry out fire risk assessments and keep them under review.



Low Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE

- advise on protective and preventative fire safety measures
- inform the responsible person what these measures are
- ensure implementation and appropriate communication of fire safety measures to NCH staff through on-going training
- ensure co-ordination between employees and partner agencies in order to reduce fire risk.

A Fire Safety Group has been set up which meets regularly to discuss issues which can then be taken to the executive board if necessary.

The Head of Risk Management will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Are regular checks of fire resisting doors, walls and partitions carried out?

Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs.	Yes
--	-----

Is the correct Fire Action Notice visible throughout the building and in exit routes?

They are displayed on the exit route on every floor.	Yes
--	-----

Are regular checks of escape routes and exit doors carried out?

Weekly visual checks are carried out by the caretaker. All deficiencies are reported through to repairs or to the Housing Patch Manager	Yes
---	-----

Is there a maintenance regime for the fire warning system?

Weekly: Weekly testing is carried out by the caretaker and the Housing Patch Manager and this is recorded in the log book stored in the block and also recorded electronically.	Yes
---	-----

6 monthly: A 50% check is undertaken on each visit by an external contractor.	Yes
---	-----

Is there a maintenance regime for the emergency lighting system?

Weekly: Visual checks are carried out by the Housing Patch Manager and deficiencies are reported to repairs	Yes
---	-----

Monthly: Monthly test are carried out by a competent NCH staff and deficiencies are reported to repairs. Stored in the log book in the reception area.	No
--	----

Annually: A full test and drain is carried out by a qualified NCH staff.	Yes
--	-----

Is there maintenance of the fire extinguishers?

Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.	N/A
--	-----

Annually: A full test and maintenance inspection is carried out by a competent contractor.	N/A
--	-----

Is there maintenance of the dry risers?

Weekly: A visual check is carried out by the caretaker and any deficiencies are reported to repairs.	N/A
--	-----



Low Rise Fire Risk Assessment

MANAGEMENT & MAINTENANCE	
6 monthly: A full test and maintenance inspection is carried out by a competent contractor.	N/A
Is there maintenance of the automatic vents?	
Weekly: A visual operational check is carried out by the caretaker and Housing Patch Manager as part of the fire alarm week test and any deficiencies are reported to repairs.	Yes
Annually: A full test and maintenance inspection is carried out by a competent contractor.	Yes
Are records kept and their location identified?	
All records are kept either on site in a fire log book or stored electronically. The log book is in a locked document box next to the fire panel in the reception area.	Yes
<i>If you have answered NO to any of the above questions, decide what control measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section</i>	

MAJOR WORKS WITHIN THE LAST 12 MONTHS		
This includes 'Grander Designs', lifts, service alterations, painting, extensions, external wall insulation, roofing, lighting, equipment installation & any other major works not mentioned		
Were there any major works carried out on the building within the last 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, state what works was carried out the fire safety precautions that were considered and adhered to.		
Works	Fire safety precautions adhered to	
N/A	N/A	

PLANNED WORKS TO BE CARRIED OUT IN THE NEXT 12 MONTHS		
This includes 'Grander Designs', lifts, service alterations, painting, extensions, external wall insulation, roofing, lighting, equipment installation & any other major works not mentioned		
Are there any planned works scheduled to be carried out on the building in the next 12 months?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, state what works will be carried out, proposed date it will commence, proposed date it will finish and the fire safety precautions that will be considered and adhered to		
Works	Fire safety precautions adhered to	
Smart meters & other services; this are installed by service companies without consent from NCH therefore we do not have any control over their installation.	No compartmentation breach has been identified however any holes created as a result of such installations will be identified and filled with adequate fire stopping.	

SERVICE RECORDS DATE OF NEXT SERVICE					
Fire alarm system (6 monthly)	TBC	Emergency lighting	TBC	5-year electrical period (5Yearly)	TBC



Low Rise Fire Risk Assessment

SERVICE RECORDS DATE OF NEXT SERVICE					
		(Annually)			
Internal Sprinkler (Annually)	N/A	Fire extinguishers (Annually)	N/A	Automatic Vents (Annually)	TBC

RESIDENTS MEANS OF ACCESS & ESCAPE			
Is the means of escape adequate for the layout of the building?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are escape routes free from obstruction?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are the fire exit doors easily opened without the use of a key?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Is emergency lighting installed in the escape routes where required?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Does the fire exit door(s) lead to ultimate safety?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section

ACCESS FOR THE FIRE SERVICE			
Is a Fireman's Switch installed in the entrance to the building & operational?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Is there a marked access for emergency vehicles?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is access to the dry riser readily available?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Are dry risers & hydrants free from obstruction?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Is there an up to date Premises Information Plate displayed outside the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>

If you have answered NO to any of the questions decide what measures are necessary to reduce or eliminate the fire risk and record the details in the 'action plan' and if the issue is significant, also record it in the 'significant findings' section

METHOD FOR CALLING THE FIRE SERVICE
The fire alarm system is not interlinked to a call monitoring station hence residents will have to ring 999 to contact the fire service.



Low Rise Fire Risk Assessment

TRAINING

NCH require that all staff complete Fire Awareness Course every two years. Training records are retained by the Learning and Development team. New tenants are given a fire safety leaflet with information about living in a flat. They are also informed the evacuation strategy of the building. The residents receive fire safety advice via newsletters and social media websites.

RISK RATING

This building falls under the national guidance for 'sleeping accommodation' so there is sleeping risk hence the risk may be considered to be either medium or high risk depending on the findings of the risk assessment. To determine the risk rating of the building, the following categories has been considered & where there are 3 or more categories rated as 'HIGH' then the risk rating for the building will be considered 'HIGH'

Compartmentation	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Fire alarm system grade	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Number of exit routes (single or two directional)	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
People at risk.	LOW <input type="checkbox"/>	MED <input checked="" type="checkbox"/>	HIGH <input type="checkbox"/>
Source of ignition found	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
Source of fuel found	LOW <input checked="" type="checkbox"/>	MED <input type="checkbox"/>	HIGH <input type="checkbox"/>
What is the risk rating for this building following the fire risk assessment?	LOW <input type="checkbox"/>	MED <input checked="" type="checkbox"/>	HIGH <input type="checkbox"/>



Low Rise Fire Risk Assessment

SIGNIFICANT FINDINGS

The significant findings of the risk assessment are reproduced here so that quick reference can be made and an action plan drawn up. These findings are shared with Nottinghamshire Fire & Rescue Service through the NCH Fire Safety Group.

No	FINDING	RISK
01	Emergency lighting is fitted in the building but is not currently tested monthly. A competent person should commence to test the Emergency lighting every monthly and keep a record in the log book	L
02	Fit the following signs: a fire alarm zone plan placed next to the fire panel. A warning sign to indicate which cupboard is the electric supply cupboard. Manual Call Point signs next to the Manual Call Points.	L
03	There was over 4mm gap on the handle side of the electric meter cupboard on the ground floor and the riser cupboard on the 3 rd floor.	M
04	The lock on the front entrance door should be replaced to ensure that the building is secure.	H
05	The alarm system is not interlinked with a call monitoring station.	M
06	There is no key holder appointed to the building.	L