

2020

Fire Risk Assessment – Sanford Court MCL - Swindon



# HEALTH AND SAFETY and FIRE RISK ASSESSMENT

## Sanford Court MCL



1 – 8 Sanford Court  
Springfield Road  
Swindon  
Wiltshire  
SN1 4ER

*would  
it's 1-7*

Date of Assessment:	2 <sup>ND</sup> OCTOBER 2020
Assessment By:	Stephen C Randall for; Home from Home Property Management
Report Date:	October 2020
Assessment Ref:	Sanford Court MCL

## Sanford Court MCL

# Health and Safety and Fire Risk Assessment

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## 1 INTRODUCTION

This Health and Safety and Fire Risk Assessment was undertaken on behalf of; Sanford Court MCL, by Stephen C Randall for Home from Home Property Management.

This risk assessment has been conducted to help enable, Sanford Court MCL, to comply with the Regulatory Reform (Fire Safety Order) 2005 which places a duty on them to conduct a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions they need to take so as to comply with the requirements and prohibitions imposed on them by or under this Order.

This risk assessment takes into account the whole of the property and any hazard or shortcoming that could affect the lives of any tenants or 'relevant persons' that may lawfully use or transgress through the premises (e.g. contractors).

This risk assessment assesses the fire risks, the protective and preventative measures and processes/procedures in force at the premises against the established standards. The assessment identifies necessary controlling measures to remove or reduce risk to an acceptable level and produces an action plan for compliance

This risk assessment should be reviewed annually, or when there is going to be a significant change to the activity or process to which it relates, or when a new activity/process is planned.

Sanford Court MCL, should recognise that risk assessments are a continual process, which should be monitored, reviewed and revised at appropriate intervals.

An Asbestos inspection and report was carried out on 3<sup>rd</sup> October 2016. ✖

## 2 RISK KEY

The risk key used to complete this Fire Risk Assessment is based on the risk level estimator and control plan in BS 8800 (Guide to Occupational Health & Safety Management Systems).

**Table 1: Risk Level Control Plan**

RISK LEVEL		ACTION AND TIMESCALE
1	TRIVIAL	No action is required and no documentary records need be kept.
2	TOLERABLE	No additional controls are required. Consideration may be given to a more cost-effective solution or improvement that imposes no additional cost burden. Monitoring is required to ensure that the controls are maintained.
3	MODERATE	Efforts should be made to reduce the risk, but the costs of prevention should be carefully measured and limited. Risk reductions measures should be implemented within an agreed time period.  Where the moderate risk is associated with extremely harmful consequences, further assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
4	SUBSTANTIAL	Work should not be started until the risk has been reduced. Considerable resources may have to be allocated to reduce the risk. Where the risk involves work in progress, urgent action should be taken.
	INTOLERABLE	Work should not be <i>started or continued</i> until the risk has been reduced. If it is not possible to reduce the risk even with unlimited resources, work has to remain prohibited.

**Table 2: Risk Level Estimator (BS 8800)**

	SLIGHTLY HARMFUL	HARMFUL	EXTREMELY HARMFUL
HIGHLY UNLIKELY	TRIVIAL RISK	TOLERABLE RISK	MODERATE RISK
UNLIKELY	TOLERABLE RISK	MODERATE RISK	SUBSTANTIAL RISK
LIKELY	MODERATE RISK	SUBSTANTIAL RISK	INTOLERABLE RISK

**Table 3: Compliance Level Indicator**

	RESULT	ACTION
<b>T</b>	TRIVIAL	An insignificant risk, no action required.
<b>A</b>	ADEQUATELY CONTROLLED	An adequately controlled risk, maintain controls, monitor and review at appropriate intervals.
<b>N</b>	NOT ADEQUATELY CONTROLLED	An un-controlled risk, reduce the risk to an acceptable level applying appropriate resources comparable to the level of risk indicated.

### 3 PROPERTY DESCRIPTION AND ACTIVITIES

1 – 8 Sanford Court, is a detached building consisting 8 apartments; the Ground floor consists of (flats 1, 2, 5 and 6), and the 1<sup>st</sup> floor consists of (flats 3, 4 and 7).

There are 2 entrances, leading onto protected stair lobbies.

Flat 8 is an extension to flat 7, and does not have a front door.

The Protected stairway forms the only means of escape from the First floor.

There are wooden mail boxes located in both lobbies.

Electrical distribution boards are wall mounted and located within both lobbies.

Automatic Fire Alarm warning systems are installed to all communal areas.

The assessment did not involve any structurally invasive examination of the building.

### 4 GENERAL OBSERVATIONS AND METHODOLOGY

The property was visited on 2<sup>nd</sup> OCTOBER 2020, so as to undertake a Health and Safety and Fire Risk Assessment, on the common areas of all the apartments. A visual inspection was undertaken and the previous Risk Assessment was provided by Teresa Goy from Home from Home property management.

Sanford Court MCL, occupy all areas of this property, they therefore have overall control of the building, including the maintenance of the fixed fire safety systems.

The responsible persons for the common areas are the Chair and committee of; Sanford Court MCL.

Based on the observations made on site, the property was noted to be of a tollerable risk.

The assessor was not made aware of any undue fire risks which is contained or conducted within the property.

The consultant noted that most risks are suitably controlled.

### 5 DOCUMENT CONTROL

Monthly routine inspections are carried out by the maintenance for Home from Home property management.

NO! \*

**6 PERSONNEL HAZARD EXPOSURE ANALYSIS**

Type	Numbers (Approximate)	Frequency
Tenants <i>NO</i>	<del>8</del> Apartments <i>7!</i>	Daily
Visitors	Variable	Daily
Contractors	Variable	Daily
Trespassers	Unllkely	Unlikely

**7 FIRE EVACUATION STRATEGY**

The fire evacuation strategy for this building is,  
if safe to do so, leave the building by the nearest exit.

## 8 FIRE EVACUATION PROCEDURE

### All tenants - Action on discovering fire or smoke

- Raise the alarm by activating an **alarm manual call-point**, and notify neighbouring flats if safe to do so.
- Ensure all tenants are aware that this is **not** a false alarm
- Whether or not the fire is extinguished call the Fire Service by dialing “999”, giving the full address of the building - **FIRE AT, 1 – 8 Sanford Court, Springfield Road, Swindon, Wiltshire SN1 4ER**
- Evacuate the building by the nearest available escape route and go immediately to the designated safe area.

### All Tenants - Action on hearing the alarm

- Evacuate the building by the nearest available escape route
- Do not run and do not stop to collect personal belongings
- Close doors without causing delay
- Go immediately to the designated safe area away from the building.
- Remain at the safe area until you are instructed to move or authorisation to re-enter is given

It is **STRONGLY** advised that **ALL** tenants are made aware of this Fire Action Policy.

**9 FIRE RISK ASSESSMENT**

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**Item 1 - Means of Escape**

Item 1.1 - Escape Routes	Controls	Further Details	Risk Level	Result
Provision of escape routes	The escape route is from the protected stair ways, to the ground floor, (Entry/Exit door)	2	A	
Suitable travel distances	These were noted to be within the recommendations set out in the available guidance.	2	A	
Provision of unobstructed routes	It was noted that the escape routes were free of items that could cause an obstruction; these routes are in use daily and continually monitored to ensure that they are kept clear.	2	A	
Provision of routes free of slip/trip hazards	All routes were clear of any slip or trip hazard at the time of the assessment.	2	A	
Provision of routes free of inappropriate combustible items (i.e. storage)	It was noted that the means of escapes was free of unnecessary combustible items.	2	A	

Item 1.2 - Fire Doors and Fire Exits	Controls	Further Details	Risk Level	Result
Provision of fire doors		One flat door was open when on walk-around With reference to the previous Risk Assessment, where it was proposed that all doors require upgrading to comply with present standards. (refer to Management Action Summary)	3	N
Fire Door Identification		The flats have doors fitted with fire retardant Georgian glass panels. All Fire doors do not show any sign of rating, but would appear to have been constructed to a standard that would be adequate for FD 30 status.	3	N
Arrangements for Fire Doors to be kept closed		<b>All Fire doors DO NOT have selfclosing devices fitted</b> (refer to Management Action Summary)	3	N
Suitability of final fire exits		The widths of all final fire exits (i.e. those that enter out to a place of safety, such as outside) were deemed to be appropriate for the number of people that would or could use them.	2	A
Provision of suitable opening device on fire exits		The entry / exit door, has an easy release mechanism and was not locked.	2	A

Item 1.3 - Signage	Controls	Further Details	Risk Level	Result
Provision of fire escape route signage		The provision of the fire escape route was considered to be appropriate.	2	A
Provision of Fire Action Notices		Evacuation procedure notices was displayed in the entrance lobbies <b>Propose the Evacuation procedure notice displayed is upgraded</b> (refer to Management Action Summary)	3	N

Item 1.4 - Assembly Points	Further Details	Risk Level	Result
Controls			
Designated assembly point	Propose the designated Assembly Point is the Car Park	2	A
Suitability of assembly point	Propose the designated Assembly Point is the Car Park	2	A
Identification of assembly point	Propose the Evacuation procedure notice displayed is upgraded to advise to Muster safely away from the premise.	2	A

### Item 2 – Emergency Lighting

Item 2 - Emergency Lighting	Further Details	Risk Level	Result
Controls			
Provision of Emergency Lighting	All floor levels are provided with Emergency Escape Lighting.	2	A

### Item 3 – Provision of Fire Fighting Equipment

Item 3.1 - Portable Fire Fighting Equipment	Further Details	Risk Level	Result
Controls			
Level of firefighting provision	No Fire Fighting equipment in communal areas. It is advised that fire extinguishers should not be installed due to persons not being trained on their use.	1	T
Location of equipment	No Fire Fighting equipment was installed on site.	1	T
Availability of equipment	No Fire Fighting equipment was installed on site.	1	T

### Item 4 – Automatic Fire Detection and Warning

Item 4.1 - Fire Alarm System	Further Details	Risk Level	Result
Controls			
Fire alarm system suitability	There is a Fire Alarm system which consists of automatic fire detection and sounding devices. The system appears to be designed and installed in accordance with relevant paragraphs of British Standard 5839 Part 1	2	A
Fire alarm system status	The Fire Alarm panel was live and showing no faults at the time of this assessment, therefore indicating that it was in full operational condition.	2	A

**Item 5 – Sources of Fuel**

Item 5 – Sources of Fuel	Further Details	Risk Level	Result
Property Construction	The property is of a brick construction with tiled roof. No issues noted or reported.	2	A
Control of Fire Loading	The fire loading within the premise would be deemed as typical for this type of environment. The level of storage within the building would not cause a concern.	2	A
General housekeeping arrangements	The general housekeeping around the premise was found to be good. Secured refuse area is provided for all discarded materials.	2	A
Control of flammable substances (i.e. liquids or gases)	There are no flammable substances noted within the property.	2	A

**Item 6 – Sources of Ignition**

Item 6.1 - Heat Sources	Further Details	Risk Level	Result
<b>Controls</b>			
Provision of a Smoking Policy	A No Smoking Policy is in place within the whole of the premises. (No Notice displayed)	2	A
Measures to control the risk of arson	The property security appeared suitable in that the building was secure and access into it is restricted. There is good external housekeeping which reduces the risk of an arson attack.	2	A
Maintenance of gas burning equipment	No equipment was seen at the time of this Fire Risk Assessment.	2	A
Hot work system	There are no hot works as part of the normal operations and any contractor work is managed (e.g. risk assessment and method statements sought).	2	A
Control of other sources of heat	There are no sources of heat that would cause a concern and any sources of heat are suitablely controlled.	2	A

Item 6.2 - Electrical Equipment/System	Further Details	Risk Level	Result
<b>Controls</b>			
Maintenance of portable electrical appliances	No Portable Appliances seen in communal areas.	1	T
Maintenance of fixed electrical wiring	The Wiring of the Electrical Installation, should comply with the requirements of the I.E.E. Wiring regulations. Last Inspected and Tested 13/06/2018 (next due 13/06/2023)	2	A

*X Home from Home also NOT made smoke tests - it is done (and recorded) by one of residents!*

**Item 7 – Maintenance of Fire Safety Systems**

Item 7 - Maintenance of Fire Safety Systems	Controls	Further Details	Risk Level	Result
Maintenance of firefighting equipment		No Fire Fighting equipment was installed on site.	1	T
Maintenance of fire alarm system	<i>X</i>	Weekly tests are undertaken by Home from Home property maintenance Last recorded test; 14/09/2020	2	A
Maintenance of Emergency Lighting		Monthly testing is carried out by Home from Home property maintenance Last recorded test; 14/09/2020	2	A

**Item 8 – Fire Instruction/Training & Management**

Item 8 - Fire Instruction /Training & Management	Controls	Further Details	Risk Level	Result
Fire warden arrangements and training		NOT APPLICABLE	1	T
Fire evacuation drills		No Fire evacuation drills are carried out. Evacuation procedures are displayed in Lobbies	2	A
Fire emergency procedures		Evacuation procedures are displayed in Lobbies	2	A
Management Inspections		By keeping up-to-date records, can help you effectively manage the Fire Strategy for your premises, and demonstrate how you are complying with Fire Safety Law.	2	A

MANAGEMENT ACTION SUMMARY

(Item 1.2)

Fire doors have been a requirement for many years and during that time the standards have been improved, so what was classed as suitable some years ago, will look a lot different to a door built today.

For the doors and frames to comply with BS 4787 - 1 then they will all require upgrading.

*NO SOME!*

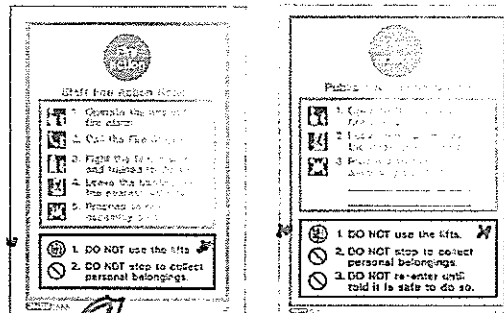
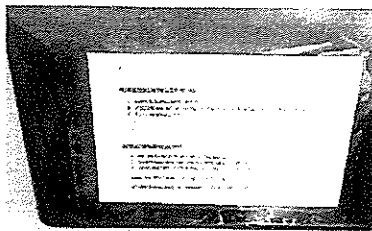
Fire resisting doors are designed to be capable of resisting the passage of Flame and Smoke, and providing insulation.

In addition to intumescent strips, (which are standard on new fire doors and form part of the upgrading of older fire doors) must be fitted with 'Cold Smoke Seals / Brushes'.

In general, all fire doors leading onto stair enclosures, protected corridors and cross corridor partition doors, are to be provided with 'Smoke seals / Intumescent strips, a serviceable self closing device, a third fire rated hinge.

(Item 1.3)

Typical 'Fire Action signs / notices'



Propose the Evacuation / Fire Action notice to be upgraded and displayed

*wrong notice - we do NOT have a lift!  
SLOPPY!*

**!**  
**Fire action**

-  Raise the alarm
-  Leave building by the nearest available exit
-  Report to assembly point
-  Do not return to the building until authorised to do so
-  Do not take risks

