


# London Borough of Hammersmith and Fulham

## Fire Risk Assessment


### FRA INFORMATION

<b>Building:</b>	Shepherds Court
<b>Address:</b>	Shepherds Bush Green
<b>Post Code:</b>	W12 8PN

<b>Name of Assessor:</b>	Stephen Price
<b>Date of Assessment:</b>	14th June 2012
<b>Date of Next Review:</b>	13th June 2013

<b>Picture:</b>	
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<b>Author</b>	<b>Qualifications</b>
Stephen Price	GIFireE
<b>Signed</b>	<b>Date</b>
	19th June 2012

<b>Quality check by</b>	<b>Qualifications</b>
Rebecca Purchase	BSc (Hons)
<b>Signed</b>	<b>Date</b>
	16/07/2012

<b>H&amp;F Homes approval by</b>	<b>Qualifications</b>
<b>Signed</b>	<b>Date</b>

# London Borough of Hammersmith and Fulham

## Fire Risk Assessment

### FRA INFORMATION

If changes requested or referred back to Assessor please complete below:

Referral by:	Reason for referral

Changes made and resubmitted:

Author	Qualifications
Signed	Date

H&F Homes approval by	Qualifications
Signed	Date

There are no fixed rules about how a risk assessment should be undertaken. The assessment will depend on the nature of the workplace and the type and extent of the hazards and risks. Above all, the process needs to be practical and it should involve management, whether or not advisers or consultants assist with the detail.

# London Borough of Hammersmith and Fulham

## Building Description and Use for Category C Fire Risk Assessment

Details of Building use	Information
What are premises used for	Residential flats
Type of occupancy (Single or Multiple)	Multiple residents
Days and hours of which building is in use and any out of hours activities that take place?	All hours
Max number of staff working in areas assessed	None
Max number of people who reside	102 flats
Categories of main users	Residents
Are occupants familiar with the layout?	Yes
Is premises used by people whose mobility / hearing / cognition may be impaired?	Yes
Are there any contractors working in remote areas of the workplace, or working outside normal operating hours?	No
Number of suitably trained fire marshals	N/A
Evacuation Strategy – e.g. Stay Put, Phased, Simultaneous	Stay put.
Has an appropriate fire evacuation plan been prepared?	Yes

Building Description	Information
Age of Building	1960's
Brief details of construction	Concrete tower block. Flats are located off a permanently ventilated lobby to the staircase. Six flats are accessed in the lobby at each floor level from the 3rd to the 19th. The stair leads down to the building's main entrance lobby. The electrical intake cupboard is located at ground floor level. There are shops at ground and first floor level.
State parts of building assessed – detail areas not assessed / visited and reason(s)	Whole of common areas with the exception of the lift motor room, as there was no access due to gerda key being fitted. There was no access to the electrical intake due to building works taking place at ground floor level. The podium level was not accessible
Number of floors ground and above	20
Number of floors below ground	0
Number of:	
Escape routes	1
Final Exits	2 at ground floor level. There is also an escape route to a podium at 2nd floor level. This was not available
Stairs	1
Number of fire fighting shafts	1

Details of Risk Assessment	Information
Date of previous risk assessment	15th April 2011
Are all actions complete and signed off?	No
Recommended date for review of this Risk Assessment	13th June 2012
Previous fire incidents	Not known

# London Borough of Hammersmith and Fulham

<b>Fire Risk Assessment</b>	
Current fire risk rating	High
Risk rating if recommendations followed in full	Medium
Name of individual responsible for fire safety in the premises	Department director, H&F Homes.
Number of fire wardens / fire marshals on site	0
Have fire improvement or prohibition notices been issued?	Yes 14/07/2010
If applicable, are fire safety plan(s) a current reflection of the building layout?	N/A

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Fire Risk Assessment

	A	B	C	D	E	F	G
1	<b>FRA Information</b>						
2							
3	<b>Code</b>	<b>Areas</b>	<b>Answer [Yes / No]</b>	<b>Observations and Findings</b>	<b>Recommendations/Actions</b>	<b>Location</b>	<b>Risk Assessment Rating</b>
4							
5	<b>Management</b>						
6	TD27	Are clear fire action notices displayed in required locations?	No		A written Emergency Evacuation Plan should be created for each building specific to the requirements of occupants and building design. A fire notice with specific instructions for this type of property i.e. 'Stay Put' instructions to be displayed at each storey exit and internally to lift cars.		3
7	FO03	Are policies and procedures in place appropriate to the premises and user group?	Yes				
8	FO02	Has the individual responsible for fire safety received instruction, information and training? Provide details	No	Unknown			
9	FO04	Is anyone authorised to give the all clear following evacuations?	Yes	Fire & Rescue Service attend all calls and give authority to return.			
10	BPM03	Are records of maintenance and service of fire safety systems held on the premises?	No	Held centrally			
11	TRAIN01	Have fire wardens / fire marshals / emergency team received instruction, information, training and supervision? Provide details	N/A	None on site			
12	BPM01	If a need for staff to use fire extinguishers has been identified, has training been provided? Provide details	N/A				
13	FO06	Have staff / tenants / service users received instruction, information and training? [If "Yes", provide details, otherwise "No"]	Yes	Tenants have been provided with a DVD about fire safety by LBHF			
14	FO07	Are there any contractors working in remote areas of the workplace?	No				
15	BPM02	Is a permit to work system for hot and cold work in place?	Yes				
16	TD02	Is the building occupied by people familiar with the layout?	Yes				
17	S005	Is there any indication that the premises are used by people whose ability/hearing/cognition maybe impaired?	Yes	Some residents may have impairments.			
18	TD11	Is the no smoking policy enforced in common areas on site including external grounds?	Yes	In communal areas			
19	SHO07	Can labels be seen on all soft furnishings and upholstery to indicate that it is fire retardant?	N/A				
20	SHO08	Are surface covering materials in good repair (Inc. upholstered furniture)?	N/A				
21	BPM16	Is any cooking equipment used and who by? Please provide detail.	Yes	Resident within flats			
22	ES02	Are quantities of combustible waste present and do they present a significant fire risk?	No				
23	ES05	Is general housekeeping to a high standard?	Yes				
24	HO08	Is there a likelihood of arson occurring? Are security measures provided and maintained against the risk of arson?	Yes				
25	ES06	Is there vehicle presence on site either in parking areas or internal garages?	No				
26	TD09	Are flammable materials used e.g. Petrol, lawnmowers etc.?	No				

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	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
3	BPM22	Are the fire warning arrangements provided adequate?	Yes	No alarm required. Stay put evacuation strategy	The provision of detection and alarm within flats can significantly increase the level of safety to the occupants and it is recommended that any flats not already benefitting from detections should be fitted with LD3 standard detection and alarm in accordance with BS5839:6.		Advisory
27							
28	BPM23	Are there sufficient and suitably located fire alarm call points?	N/A				
29	BPM24	Is the fire alarm control panel evident – if so where is it located?	N/A				
30	BPM25	Is a zone chart displayed adjacent to the fire alarm panel?	N/A				
31	BPM26	Is there a monitoring system or auto dialler? If so is this maintained as part of fire alarm testing?	N/A				
32	BPM27	Does there appear to be a sufficient number of fire alarm sounders and are they positioned to give warning throughout the premises?	N/A				
33	BPM28	Does there appear to be means of giving warning to people with visual or hearing impairment?	N/A				
34	TD26	Is there suitable and sufficient signage to passive and active fire fighting systems?	N/A				
35	TD29	Is there suitable and sufficient signage warning of high hazard chemicals / flammables / explosive products on site?	N/A				
36	BPM36	Is access for fire-fighters satisfactory and kept clear?	Yes				
37	TD30	Is access to dry rising mains clearly identified, unobstructed and accessible in emergency?	Yes				
38	FO21	Is assembly point(s) identified and suitable for user group?	N/A				
39	ES08	Are key holders for the building accessible outside of work hours?	N/A				
40	FO10	Are up to date plans of the building easily accessible to enable the FRS to make the best judgement for access and fire fighting arrangements?	N/A				
41	ES07	Are storage arrangements for flammable materials suitable and sufficient?	N/A				
42	Additional comments						
43	<i>If Additional comment, then insert "Yes" in "Answer" column</i>						
44	M01						
45	M02						
46	M03						
47	M04						
48	M05						

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	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
3							
49							
50	<b>Fire Safety Systems, Maintenance and Records</b>						
51	BPM07	Are there records of fire alarm and detection system servicing and inspection	N/A				
52	BPM04	Are there records of weekly fire alarm tests?	No				
	BPM08	Details of emergency lighting inspection / testing	No	Records held centrally	It is recommended that the emergency lighting is tested in accordance with BS5266-1 by a competent person and records are kept. This entails monthly function testing and an annual full discharge, typically 1 or 3 hours.	General	3
53							
54	BPM09	Details of escape / external lighting inspection / testing	N/A				
55	BPM10	Is portable fire fighting equipment checked and maintained?	N/A				
	BPM34	Is fixed fire fighting equipment and installations checked and maintained (e.g. Fixed hose reels, sprinklers, dry risers, suppression systems, ventilation systems)	No	Unable to access dry rising main. LFB 11 lock fitted, but seized	It should be ensured that the dry rising main is tested annually and inspected every 6 months. The lock should be replaced by one that works	Ground floor entrance	3
56							
	BPM12	(If applicable) Is the automatic suppression system checked and maintained / serviced / tested?	N/A				
57							
58	BPM13	Are private fire hydrants checked and maintained?	N/A				
59	BPM14	Are smoke control / venting facilities checked and maintained?	N/A				
	BPM18	Is there a lightning protection system?	Yes	Unable to determine if lightning protection system has been tested	It is recommended that the lightning protection system is tested annually in accordance with the appropriate British Standards.	External	3
60							
61	TD08	(If applicable) Are ducts and flues cleaned and repaired regularly?	N/A				
	BPM29	Are extinguishers suitable for the purpose, in the correct locations and there is sufficient numbers?	N/A				
62							
	HO12	Are fire blankets suitably located within cooking / food preparation areas?	N/A				
63							
64	Additional comments						
65	If Additional comment, then insert "Yes" in "Answer" column						

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	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
3	FS01		Yes	The original design included 2 natural smoke shafts that serves all lobbies. They run vertically the entire length of the building and provided a means of natural ventilation to this area via louvres to each level. Inlet air is provided at ground floor level via a horizontal shaft. The shaft runs to the roof, where smoke would exhaust. In the 1960s it was believed that due to the buoyancy of smoke, it would ventilate into the shafts and exhaust at roof level. Modern guidance has changed due to research. This research found that smoke cools and becomes less buoyant. Within shafts like these, smoke may cool when rising inside the shaft and eventually begin to sink downwards. There is therefore risk of smoke compromising floor levels above the floor of fire origin, as every floor has openings to the shafts.	There are two options that H&F Homes should consider in order to make the means of escape adequate.  1. As permanent ventilation is already provided in the lobbies via grills to the external air, it is recommended that the smoke shafts in the lobbies are stopped up at each opening on each floor level using fire resisting construction.  2. Maintain original design - Reverting back to the original design is an option, however the smoke shaft must be altered to prevent smoke spread between floors. AOVs should be provided to the natural smoke shaft, with associated detection, in order to ensure smoke will not compromise floor levels above the floor of fire origin. Associated detection should, in no circumstances be fitted with fire alarms or manual call points, the detection would purely be provided to open vents into the shafts.  This is an outstanding action from the risk assessment carried out on 15/4/2011	Common areas	10
66	FS02		Yes	There is a natural smoke shaft within the stairway that serves all floors. This was designed to allow fire fighters to clear the stairway of smoke if a fire occurred. The doors to this shaft are metal and are designed to be opened manually in case of a fire. However the doors have had the handles removed in many cases and are locked by a nut and bolt. The nuts and bolts and remaining handles have been painted over and would be difficult to open if required in the event of fire.	Ensure that the doors to the natural smoke shaft within the stairway are easily openable. Consideration should be given to the fitting of a standard lock	Stairway	8
67							
68	FS03						
69	FS04						
70	FS05						
71							
72	<b>Means of Escape</b>						
73	BPM15	Is there naked flame or radiant/portable heaters in use? If yes, please specify and have they been inspected?	No				
74	HO06	Are escape routes free of obstructions and storage of combustible items?	Yes				



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3	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
75	ES10	Are the floor surfaces on escape routes free from tripping and slipping hazards	Yes				
76	TD38	Are the common areas/escape routes adequately lit?	Yes				
77	TD41	Are the common areas provided with emergency lighting? If no, is borrowed light available?	Yes				
78	TD25	Are suitable and sufficient exit and directional signs in place?	N/A				
79	TD28	Is there suitable external signage on exit routes?	N/A				
80	FO11	Are means of escape (horizontal and vertical) adequate for number of people and use of premises?	Yes				
81	FO13	Is there an alternative means of escape?	No	Not necessary.			
82	FO14	"Alternative means of escape condition" are travel distances acceptable?	N/A				
83	FO15	'Dead end condition' - are travel distances and number of persons accommodated within the dead end acceptable?	N/A				
84	FO19	Are there suitable and sufficient "final exits"?	Yes				
85	FO20	Are there suitable and sufficient "escape exits" provided from large rooms?	N/A				
86	TD04	Are external fire escapes inspected and maintained to ensure that they remain safe and suitable to use?	N/A				
87	TD18	Are final exit doors unobstructed and functioning correctly?	Yes				
	TD19	Are all fire resisting self-closing doors unobstructed and functioning correctly?	No	The doors opening onto the stairs do not close fully at the following levels: 5,6,9,12,15,16,17 & 18. The ground floor fire door to the stair, between the stair and the entrance hall, currently sticks on the floor when open. This set of double doors also has a large gap down the centre of the doors.	It should be ensured that the following doors opening onto the stairs effectively self close fully onto their door stops: 5,6,9,12,15,16,17 & 18. Some of these doors not closing fully is an outstanding action from the risk assessment carried out on 15/4/2011. Give attention to the fire doors at ground level between the entrance hall and the stair to ensure that they close fully. Fit smoke seals and intumescent strips down the centre of these double doors. This is an outstanding action from the risk assessment carried out on 15/4/2011	Stairway	10
88							
89	TD20	Are all non self-closing fire doors maintained and unobstructed when not in use?	Yes				
90	TD21	Are all fire resisting windows undamaged and fixed permanently shut?	N/A				
91	TD22	Do all fire exits open in direction of travel?	Yes				
92	TD23	Is emergency / escape / external lighting required?	No				
93	BPM20	Is any security doors linked to the fire alarm system to provide free exit in the event of an alarm? Are they provided with a manual override in case of failure of that interlink?	No				
94	TD24	Is there a shared fire escape? Are arrangements for coordination and cooperation in place?	No				
95	BPM21	Are there arrangements for giving warning of fire in inner rooms?	N/A				
96		Additional comments					
97		<i>If Additional comment, then insert "Yes" in "Answer" column</i>					

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	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
3	ME01		Yes	The following front entrance doors to flats are fitted with security grilles/gates: 13,35 & 83	Residents should be advised of the risks these may present to their safety in the event of a fire within their own flats. Residents should be advised that any security locks, grilles or gates should be easily openable without the use of a key at all times. The fitting of these should not impair the effective self-closing of flat entrance doors.	Common area	Advisory
98	ME02		Yes	The letter box is missing from flat no 56	It is recommended that the letter box to flat no 56 is replaced with a letter box giving a period of fire resistance	Common area	6
99	ME03		Yes	The door between the bin area and stair lobby at ground floor level has defective glazing. See photograph 4	Repair glazing to door between bin area and stair lobby to maintain fire resistance of door.	Common area	6
100	ME04						
101							
102							
103	<b>Electrical and Gas</b>						
104	TD32	Are electrical intakes/units within the common areas enclosed in construction likely to afford a nominal period of fire resistance?	Yes				
105	TD33	Are doors to electrical intake/meter cupboards clearly labelled and kept locked shut	No	The doors to the electrical intakes at the following levels were unlocked/lock missing:7,8,14 & 16	Replace/repair the locks to the following electrical intake doors: 7,8,14 & 16	Landings	3
106	TD34	Are areas assessed free from heating devices or other potential ignition sources	Yes				
107	BPM05	Was any evidence seen of a 5 year electrical installation check taken place?	No	Unable to access main electrical intake due to building works taking place at ground floor level.	Ensure the electrical installation has been inspected within the past 5 years by a competent person in accordance with IEE code of practice..	General	4
108	TD05	Was any evidence of landlord gas safety checks / boiler inspections seen?	No		Ensure that gas safety checks/boiler inspections are undertaken yearly	General	4
109	BPM06	Was any evidence seen of portable appliances PAT tested ?	N/A				
110	HO04	Is electrical equipment or wiring free from visible faults or damage?	Yes				
111	HO07	Are "wander" leads and multi adaptors used with electrical equipment?	No				
112	HO11	Is there a procedure in place to take damaged equipment out of use?	Yes				
113	TD10	Are light bulbs and fittings kept clear of flammable materials?	Yes				
114		Additional comments					
115		<i>If Additional comment, then insert "Yes" in "Answer" column</i>					
116	EG01						
117	EG02						
118	EG03						
119	EG04						
120	EG05						
121							
122	<b>Compartmentation</b>						

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	Code	Areas	Answer [Yes / No]	Observations and Findings	Recommendations/Actions	Location	Risk Assessment Rating
3	TD35	Do the elements of construction between flats and the common areas, i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition and provide at least 30 minutes fire resistance?	No	No access was available to a number of old cupboards next to each dwelling's front door, as an asbestos sticker warns that the cupboard may contain asbestos. Additionally a number of these cupboards contain services. (see photograph 2). I am unable to investigate these further to assess the compartmentation due to the size of the openings. There are also a number of inspection hatches that allow the meters to be read without entering the flat. The glazing in a number of these is cracked (outside flats 7,22,25,37,41,46,47,59,62,81 &85) Outside no 24 the glazing is missing(see photograph 3)	It is recommended that all old cupboards next to flat entrance doors, accessed from the communal area, are investigated to ensure that adequate compartmentation is provided between flats and the communal area. This is an outstanding action from the risk assessment carried out on 15/04/2011. The glazing should be replaced with fire resisting glazing where broken/missing in the meter inspection cupboards. The covers to the cupboards/inspection hatches should be replaced/repared where missing or broken. The covers should be kept locked	Landings	10
123	TD36	From a visual inspection externally, does it appear that flat entrance doors are likely to offer a nominal period of fire resistance? In particular does it appear that front doors have been replaced by residents?	No	The majority of the doors are the original doors and would appear to offer a nominal period of fire resistance. Three doors were inspected (79 ,82 and 101). None were fitted with intumescent strips and seals. The doors to flats no 79 & 80 had excessive gaps between the doors and frames. In the previous risk assessment carried out on 15/4/2011 it was recommended that the door to flat no 77 was replaced. This has been done. The door and frames to flat no 75 appears to have been damaged by forcible entry. (see photograph 5)	Replace the doors to flats 79 & 80 with fire resisting doorsets (FD30S). Repair or replace the door to flat no 75.	Common areas	10
124	TD37	Was evidence seen that doors are fitted with self closing devices?	Yes	Three sample doors were seen(79,82 & 101). No 101 was fitted with a self closing device(overhead), whereas the other 2 were not. Others were unseen. It would appear that the entrance doors were installed with rising butt hinges. These are no longer considered acceptable.	It should be ensured that all flat entrance doors are provided with self closing devices and it should be ensured that they close fully onto their stops on their own. (No 101 already fitted). This is an outstanding action from the risk assessment carried out on 15/4/2011	Throughout	8
125	TD13	Are windows leading onto escape routes fire resisting?	N/A				
126	TD14	Are fire door sets in good working order?	N/A				
127	TD15	Do fire doors close automatically or are they held open by device linked to alarm system?	N/A				
128	TD16	Are there adjoining properties that could be affected by fire?	No				
129	TD17	Has any work / refurbishment been carried out which could have affected the integrity of compartmentation?	Yes	In the ground floor exit room there is a breach in the compartmentation where the services breach a compartment wall (see photograph 1). Building works are currently taking place.	It should be ensured that services are fully stopped where they breach the compartment wall at ground floor level.	Ground floor service area	6
130	Additional comments						
131							
132	If Additional comment, then insert "Yes" in "Answer" column						

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3	C01		Yes	Mechanical ventilation systems to provide ventilation to bathrooms and possibly kitchens is of concern. It is not known whether the M&E systems are provided with adequate provisions to prevent the spread of smoke. Shafts may be shunt duct systems, but it is not known.	Investigate mechanical bathroom and kitchen extract systems to ensure that adequate compartmentation and fire stopping is provided to prevent the spread of smoke between flats. It should be ensured that walls between the flats and the shafts are adequately fire resisting and that the ventilation system itself is a 'shunt duct' system. If found to not be a shunt duct system, consider fitting intumescent fire dampers to the vents into the ducts.	General	6
133							
134	C02						
135	C03						
136	C04						
137	C05						
138							

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Fire Risk Assessment

Summary of Recommendations and Actions Advised

Building	Address	Post Code	Code	Recommendation	Location	Risk Assessment Rating	Comp Date by LBHF
Shepherds Court	Shepherds Bush Green	W12 8PN	TD27	A written Emergency Evacuation Plan should be created for each building specific to the requirements of occupants and building design. A fire notice with specific instructions for this type of property i.e. 'Stay Put' instructions to be displayed at each storey exit and internally to lift cars.		3	
Shepherds Court	Shepherds Bush Green	W12 8PN	FO03				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO02				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO04				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM03				
Shepherds Court	Shepherds Bush Green	W12 8PN	TRAIN01				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM01				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO06				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO07				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM02				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD02				
Shepherds Court	Shepherds Bush Green	W12 8PN	S005				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD11				
Shepherds Court	Shepherds Bush Green	W12 8PN	SHO07				
Shepherds Court	Shepherds Bush Green	W12 8PN	SHO08				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM16				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES02				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES05				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO08				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES06				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD09				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM22				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM23				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM24				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM25				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM26				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM27				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM28				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD26				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD29				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM36				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD30				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO21				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES08				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO10				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES07				
Shepherds Court	Shepherds Bush Green	W12 8PN	M01				
Shepherds Court	Shepherds Bush Green	W12 8PN	M02				
Shepherds Court	Shepherds Bush Green	W12 8PN	M03				
Shepherds Court	Shepherds Bush Green	W12 8PN	M04				
Shepherds Court	Shepherds Bush Green	W12 8PN	M05				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM07				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM04				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM08	It is recommended that the emergency lighting is tested in accordance with BS5266-1 by a competent person and records are kept. This entails monthly function testing and an annual full discharge, typically 1 or 3 hours.	General	3	

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Building	Address	Post Code	Code	Recommendation	Location	Risk Assessment Rating	Comp Date by LBHF
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM09				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM10				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM34	It should be ensured that the dry rising main is tested annually and inspected every 6 months. The lock should be replaced by one that works.	Ground floor entrance	3	
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM12				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM13				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM14				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM18	It is recommended that the lightning protection system is tested annually in accordance with the appropriate British Standards.	External	3	
Shepherds Court	Shepherds Bush Green	W12 8PN	TD08				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM29				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO12				
Shepherds Court	Shepherds Bush Green	W12 8PN	FS01	There are two options that H&F Homes should consider in order to make the means of escape adequate.  1. As permanent ventilation is already provided in the lobbies via grills to the external air, it is recommended that the smoke shafts in the lobbies are stopped up at each opening on each floor level using fire resisting construction.  2. Maintain original design - Reverting back to the original design is an option, however the smoke shaft must be altered to prevent smoke spread between floors. AOVs should be provided to the natural smoke shaft, with associated detection, in order to ensure smoke will not compromise floor levels above the floor of fire origin. Associated detection should, in no circumstances be fitted with fire alarms or manual call points, the detection would purely be provided to open vents into the shafts.  This is an outstanding action from the risk assessment carried out on 15/4/2011	Common areas	10	
Shepherds Court	Shepherds Bush Green	W12 8PN	FS02	Ensure that the doors to the natural smoke shaft within the stairway are easily openable. Consideration should be given to the fitting of a standard lock	Stairway	8	
Shepherds Court	Shepherds Bush Green	W12 8PN	FS03				
Shepherds Court	Shepherds Bush Green	W12 8PN	FS04				
Shepherds Court	Shepherds Bush Green	W12 8PN	FS05				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM15				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO06				
Shepherds Court	Shepherds Bush Green	W12 8PN	ES10				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD38				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD41				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD25				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD28				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO11				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO13				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO14				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO15				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO19				
Shepherds Court	Shepherds Bush Green	W12 8PN	FO20				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD04				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD18				

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Fire Risk Assessment

Summary of Recommendations and Actions Advised

Building	Address	Post Code	Code	Recommendation	Location	Risk Assessment Rating	Comp Date by LBHF
Shepherds Court	Shepherds Bush Green	W12 8PN	TD19	It should be ensured that the following doors opening onto the stairs effectively self close fully onto their door stops: 5,6,9,12,15,16,17 & 18. Some of these doors not closing fully is an outstanding action from the risk assessment carried out on 15/4/2011. Give attention to the fire doors at ground level between the entrance hall and the stair to ensure that they close fully. Fit smoke seals and intumescent strips down the centre of these double doors. This is an outstanding action from the risk assessment carried out on 15/4/2011	Stairway	10	
Shepherds Court	Shepherds Bush Green	W12 8PN	TD20				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD21				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD22				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD23				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM20				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD24				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM21				
Shepherds Court	Shepherds Bush Green	W12 8PN	ME01	Residents should be advised of the risks these may present to their safety in the event of a fire within their own flats. Residents should be advised that any security locks, grilles or gates should be easily openable without the use of a key at all times. The fitting of these should not impair the effective self-closing of flat entrance doors.	Common area	Advisory	
Shepherds Court	Shepherds Bush Green	W12 8PN	ME02	It is recommended that the letter box to flat no 56 is replaced with a letter box giving a period of fire resistance	Common area	6	
Shepherds Court	Shepherds Bush Green	W12 8PN	ME03				
Shepherds Court	Shepherds Bush Green	W12 8PN	ME04				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD32				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD33				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD34				
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM05	Ensure the electrical installation has been inspected within the past 5 years by a competent person in accordance with IEE code of practice..	General	4	
Shepherds Court	Shepherds Bush Green	W12 8PN	TD05	Ensure that gas safety checks/boiler inspections are undertaken yearly	General	4	
Shepherds Court	Shepherds Bush Green	W12 8PN	BPM06				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO04				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO07				
Shepherds Court	Shepherds Bush Green	W12 8PN	HO11				
Shepherds Court	Shepherds Bush Green	W12 8PN	TD10				
Shepherds Court	Shepherds Bush Green	W12 8PN	EG01				
			EG02				
			EG03				
			EG04				
			EG05				
			TD35	It is recommended that all old cupboards next to flat entrance doors, accessed from the communal area, are investigated to ensure that adequate compartmentation is provided between flats and the communal area. This is an outstanding action from the risk assessment carried out on 15/04/2011. The glazing should be replaced with fire resisting glazing where broken/missing in the meter inspection cupboards. The covers to the cupboards/inspection hatches should be replaced/repared where missing or broken. The covers should be kept locked	Landings	10	
			TD36	Replace the doors to flats 79 & 80 with fire resisting doorsets (FD30S). Repair or replace the door to flat no 75.	Common areas	10	
			TD37				

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Fire Risk Assessment

Summary of Recommendations and Actions Advised

Building	Address	Post Code	Code	Recommendation	Location	Risk Assessment Rating	Comp Date by LBHF
			TD13				
			TD14				
			TD15				
			TD16				
			TD17	It should be ensured that services are fully stopped where they breach the compartment wall at ground floor level.	Ground floor service area	6	
			C01	Investigate mechanical bathroom and kitchen extract systems to ensure that adequate compartmentation and fire stopping is provided to prevent the spread of smoke between flats. It should be ensured that walls between the flats and the shafts are adequately fire resisting and that the ventilation system itself is a 'shunt duct' system. If found to not be a shunt duct system, consider fitting intumescent fire dampers to the vents into the ducts.	General	6	
			C02				
			C03				
			C04				
			C05				



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## Fire Risk Assessment

### Risk Assessment Ratings




	Negligible Hazard	Slight threat to Property	Moderate threat to property / slight threat to life	Moderate threat to life	Severe threat to life
Unlikely to occur	1	2	3	4	5
Possible	2*	4*	6	8	10
Likely to occur	3*	6*	9	12	15

The low risk categories are shown in green  
 Medium risk categories are shown in amber  
 High risk categories are shown in red  
 Asterisks are used where the value is repeated

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## Fire Risk Assessment

### Appendix A: Pictures

Picture Number	Picture	Brief Description
1		Services breaching compartment wall ground floor
2		Example of cupboard outside flat
3		Meter reading point outside flat 24. Glazing missing

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## Fire Risk Assessment

### Appendix A: Pictures

Picture Number	Picture	Brief Description
4		Defective glazing in ground floor door.
5		Flat no 75 damaged door and frame

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## Fire Risk Assessment

### Appendix B - Legislation

This report has been prepared to assist in complying with:

The Regulatory Reform (Fire Safety) Order 2005 (RRO);

The Health and Safety at Work etc. Act 1974

The Management of Health and Safety at Work Regulations 1999 (MH&SWR)

The purpose of the Regulations is to give further effect in Great Britain to the requirements of two European Council Directives.

The RRO and the MH&SWR require relevant employers to:-

- Carry out a fire risk assessment of the workplace (which must consider all employees and all other people who may be affected by a fire in the workplace and include adequate provision for any disabled people with special needs who use or may be present at workplace);
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire (these must be recorded when five or more people are employed);
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace.

There are five other legal duties you need to know:-

1. Where it is necessary to safeguard the safety of employees, the employer must nominate people to undertake any special roles, which are required under their emergency plan.
2. Employers must consult their employees (or their elected representatives or appointed trade union safety representatives) about the nomination of people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
3. Employers must inform other employers, who also have workplaces in the building, of any significant risks found during the risk assessment which might affect the safety of their employees and co-operate with them about the measures proposed to reduce / control those risks.
4. Persons who are not employers but have any control of premises which contain more than one workplace, are responsible for ensuring that the requirements of the Regulations are complied with in those parts under their control.
5. Employers must establish a suitable means of contacting the emergency services, and ensure that they can be called easily.

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## Fire Risk Assessment

### Appendix C - Disclaimer

It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advise on compliance with this statutory requirement.

The observations and recommendations are only pertinent to the conditions at the time of the Assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.

Cyril Sweett was instructed to undertake a fire safety risk assessment of the premises stated in this report and this report thus relates only to those areas visited at the time of the site visit.

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This assessment has been carried out to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005, which was implemented in October 2006, in respect of the common areas only of the above mentioned premises.

In order to carry out this fire risk assessment the Assessors have used their professional expertise and judgement and guidance contained in publically available specification (PAS 79: 2007) and fire safety risk assessment guides issued by H.M. Government. The recommendations made represent our assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of both the residents and visitors to the premises. 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.

Information for the completion of this assessment was obtained by a physical non intrusive inspection of the common parts of the premises, which included only the visual inspection of flat entrance doors from the common area. No inspection within individual flats was carried out and as such the degree of fire resistance between flats and flats and the common areas has not been included within this assessment.

While every effort is made to inspect fire compartmentation of buildings, including roof spaces, voids and service risers, their integrity cannot be guaranteed. The only way that such integrity can be guaranteed is by deep inspection by appropriate personnel or contractors. It is noted that the internal areas of flats have not been assessed as the risk assessment is non-intrusive. Compartmentation around flats cannot therefore be inspected. It is recommended that a system is put in place where each flat is inspected, as and when tenants move out, to ensure that compartmentation around each flat is adequate and has not been compromised or altered.