

LONDON BOROUGH OF HAMMERSMITH AND FULHAM
REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person (e.g. employer) or person having control of the premises:	London Borough of Hammersmith and Fulham (LBH&F)
Address of Premises:	Shepherds Court, Shepherds Bush, London W12 8PN
Person(s) Consulted:	Mr C. Hahn and Mr A. DePaola, LBH&F
Assessor:	M. Hoare
Date of Fire Risk Assessment:	22 nd October 2013
Date of Previous Fire Risk Assessment:	14 th June 2012 (by Cyril Sweett Limited)
Suggested Date for Review ¹ :	October 2014
BAFE SP 205 Certificate Number:	LS 00002869

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

The submission of this report constitutes neither a warranty of future results by C.S. Todd & Associates Ltd nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based, in part, on information provided by others. No liability whatsoever is accepted for the accuracy of such information.

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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there have been significant changes, or if a fire occurs.

INTRODUCTION

About this report

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the 'Fire Safety Order'), which requires that a risk assessment be carried out.

The report begins by setting out general information relating to the premises (Sections 1-7). This is followed by consideration of fire hazards that may be present and the measures to eliminate or control them (Sections 8-17). The measures in place to protect people in the event of fire are considered next (Sections 18-25), followed by a review of the arrangements for managing fire safety in your premises (Sections 26-29). We then conclude with our qualitative assessment of the risk to life from fire.

Recommendations

Our recommendations are outlined in an Action Plan. This sets out the measures it is considered necessary for you to take to satisfy the requirements of the Fire Safety Order and to protect people from fire. It is particularly important that you study the Action Plan, and, if any recommendation in the Action Plan is unclear, you should seek clarification.

You are advised that this fire risk assessment forms only the foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is imperative you act on its recommendations and record what you have done. This will demonstrate to the enforcing authority your commitment to fire safety and to fulfilling your legal obligations.

Reviewing your fire risk assessment

The Fire Safety Order requires that you keep your risk assessment under review. A date for routine review is given on the front of the report, but you should review the report sooner should there be any reason to suspect it is no longer valid, if a significant change takes place or if a fire occurs.

Record of fire safety arrangements

The Fire Safety Order requires that you give effect to '*arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures*'. These are the measures that have been identified by the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order. You must record these arrangements. While this fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, much of the information contained in this report will coincide with the information in that record.

We have based our assessment on the situation we were able to observe while at the premises and on information provided to us, either verbally or in writing. Our surveys do not involve destructive exposure, and it is not always possible to see in all rooms and areas, nor inspect less readily accessible areas such as above ceilings. It is therefore necessary to rely on a degree of sampling and also reasonable assumptions and judgement.

BAFE SP 205 Scheme

We are certificated under the BAFE Fire Protection Industry Scheme SP 205 Part 1 Life Safety Fire Risk Assessment and are authorised to issue a certificate of conformity for this fire risk assessment. You will find this at the end of this report.

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GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors: 20 (see 5 below).
- 1.2 Approximate floor area: Unknown.
- 1.3 Brief details of construction:
Purpose-built tower block, constructed in the 1960s, with concrete frame construction, concrete floors and a flat roof.
- 1.4 Occupancy:
Purpose-built residential flats over retail shops.

2. THE OCCUPANTS

- 2.1 Approximate maximum number of employees at any one time: Caretaker services.
- 2.2 Approximate maximum number of residents and visitors at any one time: 330

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: 330
- 3.2 Occupants in remote areas and lone workers: LBH&F staff and contractors.
- 3.3 Others: None.

4. FIRE LOSS EXPERIENCE

<u>Date</u>	<u>Brief Details</u>	<u>Cause</u>	<u>Action Taken (if any)</u>
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None known.

5. OTHER RELEVANT INFORMATION

- Shepherds Court is a purpose-built block of residential flats located over retail shops, with access at ground floor level. The retail shops are located on the ground and first floor levels, and there are no internal connections between the flats and the retail premises. There is an open amenity level on the second floor level, located over the shops, for the use of the residents of the flats. There are 17 residential floors above the second floor, with a total of 102 flats. There are six self-contained flats on each floor, which are accessed via a common corridor with access to the lifts and the main staircase.
- There are a mix of one, two and three bedroom flats, some of which are leasehold and others which are occupied by tenants of the LBH&F. The client has limited control over any privately owned leasehold flats in the block, and, as such, these flats are outside the scope of the risk assessment.

- This risk assessment relates to:
 - Fire precautions within the common parts and other areas controlled by the client.
 - Fire protection systems that are the responsibility of client.
- The common parts comprise the entrance lobby, staircase, corridors, lifts, service and electrical riser cupboards, bin room and plant and service rooms.
- The maximum numbers detailed in 2.2 and 3.1 have been calculated on the basis of an average of four persons per three-bed flat, three persons per two-bed flat and two persons per one-bed flat, and assume an even distribution of each type of flat in the premises.
- No employees or contractors are normally based in the premises. However, there is a caretaker service, and the premises are subject to periodic visits by LBH&F staff.
- A Type 1 risk assessment, as defined in the Local Government Group's *Guide to Fire Safety in Purpose-Built Blocks of Flats*, was carried out, which incorporated inspection of all of the common areas and a sample number of the flats.
- While the occupants of the flats are 'relevant persons', the flats, as domestic dwellings, are outside the scope of the Regulatory Reform (Fire Safety) Order 2005 and, as such, the report and the action plan addresses the fire safety arrangements that are the responsibility of the client to satisfy the requirements of the Fire Safety Order.
- However, as part of the survey of communal areas, a small number of the flats were entered to establish the nature of the fire separation between the flats and the common parts.
- This is a 'general needs' block, and there may be occupants with varying degrees of physical/mental disability in line with the general population.
- It should be noted that it is not normal practice to retrospectively apply the current guidance relating to the design and construction of new buildings when assessing existing buildings, other than where the original design principles are far removed from those acceptable today. Nevertheless, it is appropriate to consider developments in fire safety technology and practice that could be reasonably applied to an existing building. Therefore, we have considered such developments.

6. REFERENCES

The full titles of British Standards and other references quoted in the report are given on the last pages.

7. RELEVANT FIRE SAFETY LEGISLATION

7.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005.

7.2 The above legislation is enforced by:

Local fire and rescue authority.

7.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2010 and any relevant Local Act):

Housing Act 2004.

7.4 The other legislation referred to above is enforced by:

Local Authority.

7.5 Is there an alterations notice in force?

Yes No

7.6 Comments:

- The risk assessment, to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005, is limited in its scope to the areas covered under the Fire Safety Order and includes common access stairways and corridors, common facilities and any fire prevention and fire protection measures necessary to safeguard the use of the common areas of the premises.
- It should be noted that the Housing Act 2004 applies to the whole of the premises, and additional fire safety measures may be required under the Housing Act in areas not within the scope of the Regulatory Reform (Fire Safety) Order 2005.
- You are reminded that material alterations involving means of escape, fire warning systems or structural fire precautions require approval from the building control authority.

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

8. ELECTRICAL SOURCES OF IGNITION

8.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

8.2 More specifically:

Fixed installation periodically inspected and tested? N/A Yes No

Portable appliance testing carried out? N/A Yes No

Suitable control over the use of personal electrical appliances? N/A Yes No

Suitable limitation of trailing leads and adapters? N/A Yes No

8.3 Comments and hazards observed:

- LBH&F's policy is to subject the installations serving the common parts of the premises to periodic inspection and testing every five years, and those within tenanted flats to inspection and testing every ten years or at change of tenancy.
- Owners of leasehold flats are responsible for their own inspection and testing.
- There are no portable electrical appliances within the common parts.
- Portable appliances in flats have not been considered.

9. SMOKING

9.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

9.2 More specifically:

Smoking prohibited in the building? N/A Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? N/A Yes No

Smoking policy appeared to be observed at time of inspection? N/A Yes No

9.3 Comments and hazards observed:

- Smoking is not permitted in the common areas.
- 'NO SMOKING' signs have been provided within the

common areas.

- There was evidence of smoking in the common staircase at the time of the survey. However, this is not considered to present a significant risk, as the staircase and the enclosure are both constructed of concrete and there are limited fire risks within the staircase.
- Not considered in relation to flats, where it is foreseeable that some occupants will smoke.

10. ARSON

10.1 Does basic security against arson by outsiders appear reasonable²? Yes No

10.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

10.3 Comments and hazards observed:

- The main entrance door to the block is fitted with a secure door entry system.
- Refuse bins are located in a secure bin room on the ground floor.
- LBH&F monitor anti-social behaviour throughout their housing stock.
- CCTV is fitted to cover the common areas, and this is monitored by security officers at the security control room, which is located in an adjoining block. Security officers also undertake periodic inspections of the common areas.
- Evidence of rough sleeping was noted within the staircase on the 18th floor.

11. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS

11.1 Is there satisfactory control over the use of portable heaters? N/A Yes No

11.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A Yes No

11.3 Comments and hazards observed:

- There is no communal heating provided in the common areas.
- The flats are fitted with individual heating systems.

² **Note:** C.S. Todd & Associates Ltd are not specialists in the field of security. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

12. COOKING

12.1 Reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

12.2 Comments and hazards observed:

- There are no cooking facilities provided in the common areas.
- Cooking appliances in flats have not been considered.

13. LIGHTNING

13.1 Does the building have a lightning protection system? Yes No

13.2 Comments and deficiencies observed:

Lightning protection is fitted to the block.

14. HOUSEKEEPING

14.1 Is the overall standard of housekeeping adequate? Yes No

14.2 More specifically:

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

Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste? Yes No

14.3 Comments and hazards observed:

- Overall, the standard of housekeeping was very good.
- Small quantities of combustible materials and waste were being stored in some of the electrical meter cupboards on the residential floors. Although this is not considered to present a significant risk, a recommendation has been included within the action plan to address this as a matter of best practice.

15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

15.1 Is there satisfactory control over works carried out in the building? N/A Yes No

15.2 Comments:

- External contractors are approved by LBH&F and are required to submit method statements, risk assessments and, where necessary, arrangements for 'hot works'.
- The ongoing monitoring of the work of external contractors and internal maintenance staff on site is subject to LBH&F procedures and inspections.

16. DANGEROUS SUBSTANCES

16.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?³

N/A Yes No

16.2 Comments:

There are no dangerous substances used or stored in the common areas.

17. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

17.1 Hazards:

Gas mains and supply pipes have been installed within the common corridors to the flats.

17.2 Comments:

It is understood that, where gas supply pipes are installed within common corridors within the building, the space has to be adequately vented to comply with Gas Safety Regulations. It is assumed that the existing permanent vents will be adequate to meet these requirements.

³ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

FIRE PROTECTION MEASURES

18. MEANS OF ESCAPE

- 18.1 Is the design of the means of escape considered adequate? Yes No
- 18.2 More specifically:
- Staircase and exit capacities appear to be adequate for the number of occupants?⁴ N/A Yes No
- Reasonable distances of travel:
- where there is escape in a single direction? N/A Yes No
 - where there are alternative means of escape? N/A Yes No
- Adequate provision of exits? N/A Yes No
- Fire exits open in direction of escape where necessary? N/A Yes No
- Arrangements provided for securing exits satisfactory? N/A Yes No
- Suitable protection provided for escape routes? N/A Yes No
- 18.3 Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people? N/A Yes No
- 18.4 Comments and deficiencies observed:
- This is a purpose-built block of flats, and it is our understanding that the design principles embodied in Local Building Byelaws and Building Regulations applicable at the time of construction included compartmentation, fire separation and protected escape routes.
 - On this basis, the occupants of the flats, other than those in which a fire occurs, should be able to remain in their flats in relative safety until directed otherwise by the fire and rescue service. However, adequate means of escape should be available to ensure that residents have a safe route of egress from their flats to a place of ultimate safety outside the building.
 - The premises are provided with a central, single lobby protected escape staircase. The flats are accessed via a common corridor which provides access to the staircase and lifts. The flats surveyed had partly

⁴ Based on current occupancy information provided. Detailed calculations (e.g. using floor space factors to predict maximum occupancy) not carried out.

protected entrance halls with notional fire resisting doors fitted to the kitchens and lounges.

- The staircase discharges into a protected corridor at ground level leading to the main entrance lobby, with doors direct to street level from this lobby.
- The staircase is fitted with a vertical natural ventilation shaft, which is open at the head of the staircase. On each floor level, metal doors have been fitted to the shaft to allow the fire and rescue service to vent individual floors within the staircase. It was not possible to confirm if all of these doors can be opened.
- The access corridors to the flats on each floor are fitted with natural smoke shafts and permanent open vents. There are two permanent open vents fitted, one in each of the two external walls of the corridors. There are also two further natural ventilation shafts provided in the corridors, which are located on the same external walls. These shafts have open louvre doors fitted at the base, on the open amenity floor level, and the shafts are open at roof level. The shafts are fitted with open louvres on each of the residential floor levels, and this common ventilation shaft connects with all of the residential floor levels. It has not been possible to confirm the original purpose of the natural ventilation shafts, given that the corridors also have permanent ventilation fitted. It is possible that the shafts were originally provided as smoke shafts and the permanent vents added at a later date. Concerns have been raised with regard to the possibility of smoke spread between floors via the open shafts. There is certainly the potential for some smoke spread to occur between floors, but this is not considered to present a significant risk, as any smoke within the corridor would also be vented direct to open air on the floor of origin. However, discussions were held with the fire and rescue service with regard to the smoke shafts and the risk of fire and smoke spread between floors via the open shafts, and recommendations have been included to permanently seal the openings to the shafts on each floor level.
- The flat entrance doors appear to be a mix of original or, possibly, replacement notional fire resisting doors without intumescent strips or smoke seals, upgraded fire resisting doors fitted with strips and seals, and new FD30S doors fitted with protected letterboxes. The majority of the tenants' flat entrance doors would, in our view, provide an adequate period of fire resistance. However, in the long term, the doors without strips and seals or protected letterboxes should be upgraded or replaced with new FD30S doors.
- The majority of the doors have been fitted with external overhead self-closing devices. A small number of new FD30S doors are fitted with 'Perko' self-closers as part of the certified door set.

- A small number of flat entrance doors to leasehold flats have been changed by the owners, and it was not possible to confirm, from a visual inspection, if these doors would provide an adequate degree of fire resistance.
- The fire resisting doors from the common corridors onto the staircase are fitted with strips, seals and overhead self-closing devices.
- The fire resisting doors to the electrical meter cupboards on each floor level are also fitted with strips, seals and overhead self-closing devices. The doors to meter cupboards are not kept locked as residents need access to the meters.
- The original fire resisting doors between the main entrance lobby and the staircase have been replaced with new FD30S self-closing doors. The two sets of fire resisting, self-closing doors between the base of the staircase and the bin room are fitted with intumescent strips but not smoke seals.
- The doors to the utility room and electrical intake room are the original fire resisting doors and are kept locked shut when not in use.

18.5 Are the escape routes available for use and suitably maintained? N/A Yes No

More specifically:

Are all fire-resisting doors maintained in sound condition and self-closing, where necessary? N/A Yes No

Is the fire-resisting construction protecting escape routes in sound condition?⁵ N/A Yes No

Are all escape routes clear of obstructions? N/A Yes No

Are all fire exits easily and immediately openable? N/A Yes No

18.6 Comments and deficiencies observed:

It was noted that a small number of flat entrance doors had slight damage around locks, which, in some cases, had been infilled.

19. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

19.1 It is considered that there is:

compartmentation of a reasonable standard⁶. Yes No

⁵ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

reasonable limitation of linings that may promote fire spread.

Yes No

19.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire?⁶⁶

N/A Yes No

19.3 Comments and deficiencies observed:

- This is a purpose-built block of flats, and it is our understanding that the design principles embodied in the Local Byelaws and Building Regulations applicable at the time of construction included adequate compartmentation and fire separation.
- The staircase, corridors and floors are of concrete construction.
- There was no evidence to suggest that the existing compartmentation would not support a 'stay put' strategy.
- There are four common service risers serving the flats that contain utility services, including water, gas, soil pipes and ventilation extract ducts for bathrooms and toilets. On floor 11, there are full height inspection openings provided to each riser, which are fitted with metal inspection doors. On every other floor level, there are small inspection openings, fitted with metal covers. A significant number of the inspection doors and covers did not close effectively or were not secured locked shut, and there were gaps around the edges of the inspection doors and plates.
- There are gas meter reading openings fitted in the walls to the flats, with internal Georgian wired glass panels and external metal covers.
- Inspection panels are fitted in the walls between the flats and the riser shafts. It was not possible to confirm if all panels are adequately fire protected to restrict the passage of fire and smoke from a fire in a flat into the service risers. In addition, the bathrooms and toilets are provided with mechanical extract ducts that extend vertically within the riser and which discharge at roof level.
- There were openings in the floors around cables within the electrical intake cupboard, around services in the walls in the bin room, and further small openings in the floors within the electrical meter cupboards on the residential floors.

⁶⁶ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

20. EMERGENCY ESCAPE LIGHTING

20.1 Reasonable standard of emergency escape lighting system provided⁷? N/A Yes No

20.2 Comments and deficiencies observed:

Emergency escape lighting is provided throughout the common corridors, staircase and plant and service rooms.

21. FIRE SAFETY SIGNS AND NOTICES

21.1 Reasonable standard of fire safety signs and notices? N/A Yes No

21.2 Comments and deficiencies observed:

- 'FIRE EXIT' signage has been provided throughout the common areas.
- 'FIRE DOOR KEEP SHUT' signs are provided on the doors to the staircase and to meter and service cupboards.
- General fire action notices are displayed within the common areas.

22. MEANS OF GIVING WARNING IN CASE OF FIRE

22.1 Reasonable common fire detection and alarm system provided⁸? N/A Yes No

22.2 Comments and deficiencies observed:

- A fire detection and alarm system is not provided within the common parts, which is consistent with the design and construction of purpose-built blocks of flats of this type with a 'stay put' policy.
- Although outside the scope of the Regulatory Reform (Fire Safety) Order 2005, it is understood that tenants' flats are fitted with Grade D smoke and heat alarms.

23. MANUAL FIRE EXTINGUISHING APPLIANCES

23.1 Reasonable provision of manual fire extinguishing appliances? N/A Yes No

23.2 These comprise:

Portable fire extinguishers: Hose reels: Fire blankets:

⁷ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

⁸ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

23.3 Are all fire extinguishing appliances readily accessible?

N/A Yes No

23.4 Comments and deficiencies observed:

- There are no fire extinguishers provided in the common areas, which is consistent with the general approach taken within purpose-built blocks of flats of this type.
- Extinguishers have been provided within certain plant and service rooms.

24. RELEVANT⁹AUTOMATIC FIRE EXTINGUISHING SYSTEMS

24.1 Type of fixed system:

None.

24.2 Comments:

—

25. OTHER RELEVANT¹⁰ FIXED SYSTEMS AND EQUIPMENT

25.1 Type of fixed system:

- Dry rising main.
- Fireman's lifts.

25.2 Comments:

The fireman's lifts appear to be the original lifts installed at the time of construction, and would, at that time, have been provided with a single power supply. If this is the case, and they have not been modified, they would not be in accordance with the current standards for a modern fire-fighting lift.

⁹ Relevant to life safety and this risk assessment (as opposed to property protection).

MANAGEMENT OF FIRE SAFETY

26. PROCEDURES AND ARRANGEMENTS

26.1 Safety Assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

Head of Health and Safety, with further assistance from external fire safety consultants.

26.2 Fire safety at the premises is managed by¹⁰:

LBH&F Housing & Regeneration Department.

26.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

LBH&F have generic fire safety policy documents that incorporate fire safety arrangements in purpose-built blocks of flats.

26.4 Are procedures in the event of fire appropriate and, where necessary and required, properly documented? Yes No

More specifically:

Are there suitable arrangements for summoning the fire and rescue service? N/A Yes No

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

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

¹⁰ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Comments:

- In the event of a fire within an individual flat, the occupants would be expected to alert others in the flat, make their own way out of the building using the common escape route, and summon the fire and rescue service.
- In the event of a fire in the common areas, any occupants in these areas would be expected to make their own way out of the building and summon the fire and rescue service.
- Consistent with purpose-built blocks of flats, all other occupants of flats not directly affected by a fire should be able to remain in their flats in relative safety, unless their flat subsequently becomes affected or they are directed to evacuate the building by the fire and rescue service.
- It was not possible to confirm if tenants and leaseholders are routinely provided with information on the action to take in the event of a fire.

26.5 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?

N/A Yes No

Comments:

Periodic routine inspections are undertaken by LBH&F staff.

27. TRAINING AND DRILLS

27.1 Are all staff given adequate fire safety instruction and training?

N/A Yes No

Comments:

No staff permanently based on the premises.

27.3 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided?

N/A Yes No

Comments and deficiencies observed:

Information for contractors is provided in accordance with 15.4.

28. TESTING AND MAINTENANCE

28.1 Adequate maintenance of workplace?

Yes No

Comments and deficiencies observed:

None.

28.2 Weekly testing and periodic servicing of fire detection and alarm system? N/A Yes No

Comments and deficiencies observed:

Tenants are responsible for testing their own smoke alarms on a regular basis.

28.3 Monthly and annual testing routines for emergency escape lighting? N/A Yes No

Comments and deficiencies observed:

Monthly and annual tests of the emergency escape lighting are carried out, although no records were available for audit.

28.4 Annual maintenance of fire extinguishing appliances? N/A Yes No

Comments and deficiencies observed:

Extinguishers provided within the plant and service rooms are subject to annual maintenance by an external approved contractor. However, some had been missed.

28.5 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

Inspections and annual testing are carried out by an external approved contractor.

28.6 Annual inspection and testing of lightning protection system? N/A Yes No

Comments and deficiencies observed:

Inspections and annual testing are carried out by an external approved contractor.

28.7 Weekly and monthly testing, six-monthly inspection and annual testing of fire-fighting lift(s)? N/A Yes No

Comments and deficiencies observed:

- It is understood that weekly tests are carried out locally.
- The six monthly inspection and annual testing are carried out by an external approved contractor.

29. RECORDS

29.1 Appropriate records of:

Fire alarm tests?

N/A Yes No

Emergency escape lighting tests?

N/A Yes No

Maintenance and testing of other fire protection systems and equipment?

N/A Yes No

29.2 Comments:

It is understood that the records for testing and maintenance of emergency escape lighting, dry rising mains, the fire-fighting lift and the lightning protection system are held centrally.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a fire risk level estimator contained in PAS 79:

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

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

Low

Medium

High

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight harm

Moderate harm

Extreme harm

In this context, a definition of the above terms is as follows:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to result in multiple fatalities.

Extreme harm: Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

None.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated in PAS 79:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(NOTE THAT, ALTHOUGH THE PURPOSE OF THIS SECTION IS TO PLACE THE FIRE RISK IN CONTEXT, THE ABOVE APPROACH TO RISK ASSESSMENT IS SUBJECTIVE AND FOR GUIDANCE ONLY. ALL HAZARDS AND DEFICIENCIES IDENTIFIED IN THIS REPORT SHOULD BE ADDRESSED BY IMPLEMENTING ALL RECOMMENDATIONS CONTAINED IN THE FOLLOWING ACTION PLAN. THE FIRE RISK ASSESSMENT SHOULD BE REPEATED REGULARLY.)

ACTION PLAN

It is considered that the following actions should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial

Tolerable

† Priorities:

1. **Breach of legislation, having the potential for serious injury to relevant persons.**
2. **Breach of legislation, but not considered to constitute a serious threat to relevant persons.**
3. **Necessary for best practice, but existing situation unlikely to constitute a serious threat to relevant persons.**

†† Suggested Timescale:

- A. **Immediately or as soon as reasonably practicable. In the case of items that require capital work, steps should be taken as soon as reasonably practicable to progress the work.**
- B. **Short term. In the case of items that require capital expenditure, steps should be taken in the short term to progress the work. (Suggested time-frame, within 3 months.)**
- C. **Medium term. (Suggested time-frame, within 6 months.)**
- D. **Long term (e.g. at time of upgrading or refurbishment).**

The full titles of British Standards and other references are given on the last pages of this report.

Item	Report Section	Recommendation	†Priority	††Time-scale
1.	9.3	There was evidence of smoking in the common staircase at the time of the survey. Although not considered to present a significant risk, measures should be taken to ensure that the no smoking policy within the common areas is managed, and that residents are reminded that smoking is not permitted in these areas.	3	A
2.	10.3	Evidence of rough sleeping, including a blanket and cardboard, was noted within the staircase on the 18 th floor. Measures should be taken to ensure security officers undertake regular inspections of the common areas to prevent incidents of this nature.	3	A
3.	14.3	Small quantities of combustible materials and waste were being stored in some of the electrical meter cupboards on the residential floors. Regular checks and inspections should be introduced to ensure that these cupboards are kept free of any combustible waste or materials.	3	B
4.	18.4	A small number of flat entrance doors to leasehold flats (Flats 61 and 67) have been changed by the owners, and it was not possible to confirm, from a visual inspection, if these doors	2	B

Item	Report Section	Recommendation	†Priority	††Time-scale
		would provide an adequate period of fire resistance. These doors should be inspected by a competent person, and, where necessary, the doors should be replaced with new FD30S self-closing fire doors.		
5.	18.4	The two sets of fire resisting doors between the bin room and the staircase are fitted with intumescent strips but not smoke seals. It is recommended that cold smoke seals are fitted to these doors.	2	B
6.	18.4	In the long term, or at the time of the next refurbishment, it is recommended that any flat entrance doors not already fitted with intumescent strips, smoke seals and protected letterboxes should be upgraded by fitting strips, seals and protected letterboxes. Alternatively, the doors could be replaced with new FD30S doors.	3	D
7.	18.4	On each floor level, metal doors have been fitted to the natural smoke shaft to allow the fire and rescue service to vent smoke from the staircase. These doors should be inspected to ensure that they can be opened by the fire and rescue service and that the head of this shaft is open at roof level.	2	B
8.	18.4	The two naturally vented open smoke shafts provided on each floor level within the access corridors to the flats should be sealed with materials providing a minimum fire resistance of 30 minutes to prevent the spread of fire and smoke between floors.	2	C
9.	18.4	The corridors to the flats are currently fitted with two permanent open vents for smoke control. It is understood that consideration is being given to changing these to automatic opening vents, which is considered acceptable for smoke control purposes. However, it should be ensured that any changes to the existing ventilation arrangements will continue to meet the ventilation requirements of the gas safety regulations where gas supply pipes are run in common corridors. Automatic vents, if installed, should be actuated by means of smoke detectors fitted in the corridors to the flats on each floor level to vent the fire floor. The automatic detection system should be installed in accordance with the recommendations of BS 5839-1.	3	D
10.	18.5	It was noted that a small number of flat entrance doors (Flats 24, 27, 30 and 48) had slight damage around locks, which, in some cases, had been infilled. These doors should be inspected by a competent person, and, where necessary, the doors should be repaired or replaced with new FD30S self-closing fire doors.	2	B

Item	Report Section	Recommendation	†Priority	††Time-scale
11.	19.3	A significant number of the inspection doors and covers to the common service risers located within the common corridors to the flats did not close effectively, and there were gaps around the edges of the inspection doors and plates. These should be inspected and remedial action taken to ensure that the existing doors and covers are a good fit, with no openings around the edges of the frames, so as to provide adequate fire separation between the risers and the corridors. To prevent the spread of smoke, the doors and covers should be fitted with suitable smoke seals. Alternatively, the doors and/or covers should be replaced with new 30 minute fire resisting doors and inspection covers, with smoke seals. The doors and covers should be suitably secured or kept locked shut when not in use.	2	B
12.	19.3	Inspection panels are fitted in the walls between the flats and the service riser shafts, and it was not possible to confirm if all panels are adequately fire protected to restrict the passage of fire and smoke from a fire in a flat passing into the service risers. The panels between the flats and the service risers should be inspected, and, where necessary, upgraded or replaced with materials affording a minimum fire resistance of 30 minutes. The panels within the flats should be fixed shut.	2	C
13.	19.3	The bathrooms and toilets within the flats are provided with mechanical extract ducts that extend vertically within the service riser and which discharge at roof level. There is a potential for fire and smoke to spread between flats via these open ducts. Although not considered to present a significant risk, it is recommended in the long term that these extract ducts are fitted with intumescent grilles to restrict the spread of fire and hot gases.	3	D
14.	19.3	There were a number of openings in the walls between the electrical intake/utility rooms and the refuse bin room. Although not considered to present a significant risk, these openings should be infilled with fire resisting materials.	3	C
15.	19.3	There were some openings in the floors around cables within the electrical intake room, and further small openings in the floors within the electrical meter cupboards on the residential floors. These openings should be infilled with fire resisting materials.	2	C
16.	25.2	The fireman's lifts appear to be the original lifts installed at the time of construction, and would, at that time, have been provided with a single power supply. If this is the case, and they have not been modified, they would not be in accordance with the current standards for a modern fire-fighting lift. It is understood that these lifts are due to be refurbished in the near future, in which case the opportunity	3	D

Item	Report Section	Recommendation	†Priority	††Time-scale
17.	26.4	<p>should be taken to upgrade the lifts and the power supplies, in accordance with the recommendations of BS 9999 and BS EN 81-72 for fire-fighting lifts.</p> <p>It is recommended that tenants and leaseholders are provided with general fire safety information and advice. This could be provided on notice boards, as part of the tenants' handbook or within specific newsletters. The information and advice should include:</p> <ul style="list-style-type: none"> • The action they should take in the event of a fire in their own flat, and in the common areas. This should incorporate information on the 'stay put' policy and the procedures detailed in 26.4. • The means of summoning the fire and rescue service. • Residents should also be reminded to test their smoke alarms every week, to close all internal doors at night, and make arrangements to ensure they have easy access to any keys needed to open flat entrance doors and any security grilles in the event of a fire. 	3	A
18.	28.4	<p>The extinguishers provided in the lift motor room and tank room were out of service and should be subject to inspection and testing, in accordance with the recommendations of BS 5306-3.</p>	2	B

REFERENCES

Fire Safety Design and Management

BS 9991: 2011. *Code of practice for fire safety in the design, management and use of residential buildings.*

BS 9999: 2008. *Code of practice for fire safety in the design, management and use of buildings.*

Fire Detection and Fire Alarm Systems

BS 5839-1: 2013. *Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises.*

BS 5839-6: 2013. *Fire detection and fire alarm systems for buildings – Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic premises.*

BS 5839-8: 2013. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.*

BS 5839-9: 2011. *Fire detection and fire alarm systems for buildings - Code of practice for the design, installation, commissioning and maintenance of emergency voice communication systems.*

Fire Extinguishing Appliances

BS 5306-1: 2006. *Code of practice for fire extinguishing installations and equipment on premises - hose reels and foam inlets.*

BS 5306-3: 2009. *Fire extinguishing installations and equipment on premises - Code of practice for the commissioning and maintenance of portable fire extinguishers.*

BS 5306-8: 2012. *Fire extinguishing installations and equipment on premises - Selection and positioning of portable fire extinguishers - Code of practice.*

BS EN 3. *Portable fire extinguishers.*

BS EN 671-3: 2009. *Fixed fire-fighting systems. Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose.*

BS EN 1869: 1997. *Fire blankets.*

Emergency Escape Lighting

BS 5266-1: 2011. *Emergency lighting - Code of practice for emergency escape lighting of premises.*

BS 5266-8: 2004 (BS EN 50172: 2004). *Emergency escape lighting systems.*

BS EN 1838: 2013. *Lighting applications – Emergency lighting.*

Fire Safety Signs

BS 5499-4: 2000. *Safety signs, including fire safety signs. Code of practice for escape route signing.*

BS ISO 3864-1: 2011. *Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings.*

BS EN ISO 7010: 2012. *Graphical symbols. Safety colours and safety signs. Registered safety signs*

BS 5499-10: 2006. *Safety signs, including fire safety signs. Code of practice for the use of safety signs, including fire safety signs.*

Fixed Fire Extinguishing Systems and Equipment

BS 5306-2: 1990. *Fire extinguishing installations and equipment on premises - Specification for sprinkler systems.*

BS 9990: 2006. *Code of practice for non-automatic fire-fighting systems in buildings.*

BS EN 12845: 2004 + Amendment 2: 2009. *Fixed fire-fighting systems - Automatic sprinkler systems - Design, installation and maintenance.*

Miscellaneous

BS 7176: 2007 + Amendment 1: 2011. *Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.*

BS 7273-4: 2007. *Code of practice for the operation of fire protection measures - Actuation of release mechanisms for doors.*

BS 7671: 2008 + Amendment 1: 2011. *Requirements for electrical installations incorporating Amendment No. 1: 2011: IET Wiring Regulations.*

PAS 79: 2012. *Fire risk assessment - Guidance and a recommended methodology.*

Lightning

BS EN 62305-1: 2011. *Protection against lightning. General principles.*

BS EN 62305-2: 2012. *Protection against lightning. Risk management.*

BS EN 62305-3: 2011. *Protection against lightning. Physical damage to structures and life hazard.*

BS EN 62305-4: 2011. *Protection against lightning. Electrical and electronic systems within structures.*

BAFE SP 205 CERTIFICATE OF CONFORMITY

We are certificated under the BAFE Fire Protection Industry Scheme SP 205 Part 1 Life Safety Fire Risk Assessment and are authorised to issue a certificate of conformity for this fire risk assessment. You will find this below.

Certificate Number	LS	00002869
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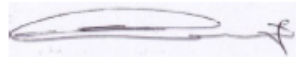
Life Safety Fire Risk Assessment
Gold Approved Scheme
CERTIFICATE OF CONFORMITY



This certificate is issued by the Approved Company named in Part 1 of the Schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the Schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

SCHEDULE	
Part 1	NSI Life Safety Fire Risk Assessment Gold Approved Organisation
	C. S. Todd & Associates Ltd.
	BAFE Registration Number NSI 00342
Part 2	Name of Client London Borough of Hammersmith and Fulham (LBH&F)
Part 3	Address of premises for which the fire risk assessment was carried out Shepherds Court, Shepherds Bush, London W12 8PN
	Part or parts of the premises to which the fire risk assessment applies Common parts (see report for details).
Part 4	Brief description of the scope and purpose of the fire risk assessment The purpose of the fire risk assessment is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. It does not address the risk to property or business continuity from fire.
Part 5	Effective date of the fire risk assessment 22 October 2013
Part 6	Recommended date for review of the fire risk assessment October 2014

We, being currently a NSI Approved BS EN ISO 9001 organisation in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule under the control of our Quality Management System (identified on our NSI approval certificate) and with all other requirements as currently laid down within BAFE SP205 Scheme in respect of such fire risk assessment.

Signed (for and on behalf of the issuing Approved organisation)	
Job Title	Technical Director
Date	10 December 2013

Life Safety Fire Risk Assessment Gold is an Approval Scheme of Insight Certification Ltd, Sentinel House, 5 Reform Road, Maidenhead, Berkshire, SL6 8BY

BAFE, Bridges 2, The Fire Service College, London Road, Moreton-in-Marsh, GL56 0RH.

RG8070.2 12/12 (Word 2007)

- 1 This certificate is used subject to NSI Regulations and Rules of the NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approval Scheme.
- 2 NSI reserves the right to conduct an audit by an authorised representative of NSI during normal business hours, with the permission of the customer, of the fire risk assessment and its related premises in order to ensure that the said risk assessment complies with BAFE Scheme document SP205-1 (the Scheme) Section 7 and generally.
- 3 NSI requires every NSI LIFE SAFETY FIRE RISK ASSESSMENT GOLD Approved Company to issue a Certificate of Conformity in accordance with the Scheme for all fire risk assessments it carries out that wholly or partly address life safety.
4. The Certificate of Conformity when completed is a clear statement that the Approved Company conducted the fire risk assessment for life safety, it is suitable and sufficient and compliant with the BAFE SP205-1 Scheme document and is certified by a registered competent fire risk assessor.
- 5 Where life safety and other aspects of fire protection are addressed in the same fire risk assessment a Certificate of Conformity shall be issued but the certificate shall make clear that the certificate applies only to the life safety aspects of the fire risk assessment and not further or otherwise.
- 6 Should the customer be dissatisfied with the fire risk assessment covered by this certificate, he/she should at first contact the Approved Company at its local office. If satisfaction is not obtained, the customer should address a written complaint to the customer services department at the head office of the Approved Company. If the customer remains dissatisfied, he/she may address a written complaint, outlining the nature of his/her dissatisfaction and the circumstances of the fire risk assessor company's response, to the Customer Care Manager at NSI.

NSI will not normally consider complaints unless the Approved company has been given the opportunity to resolve the dispute as set out above.

Subject thereto and as hereinafter provided, NSI will endeavour to assist in the resolution of the dispute between the contracting parties, provided always that NSI will not deal with or be involved in any discussions or negotiations with either party with regard to financial or other loss, claims or potential loss claims, outstanding payments or construction and/or interpretation of the Approved Company's terms and conditions of contract.

NSI shall not be liable for any act or omission arising from any assistance it may provide as hereinbefore provided unless such act or omission is shown to have been fraudulent or deceitful.
- 7 This Certificate confirms conformity with the requirements of BAFE Scheme document SP205-1 applicable at the date of issue by the issuing company. NSI does not undertake to investigate any query or complaint in relation to future changes to BAFE scheme documents, policies or other regulations that render the fire risk assessment in need of further updating. In that event, the appropriate update should be carried out by a company holding NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 8 NSI does not accept any responsibility or liability for any fire risk assessment produced by the Approved Company
- 9 Unless the issuing company's obligation to NSI in respect of the fire risk assessment are undertaken by another NSI Approved Company, NSI will not enforce its Rules or Standards on the Approved Company or on its successor in business in respect of any fire risk assessments after the issuing company ceases to hold NSI LIFE SAFETY FIRE RISK ASSESSMENT Approval.
- 10 The Certificate is issued subject to the terms and conditions of the company issuing the certificate for the fire risk assessment service.
- 11 On this certificate and in these terms and conditions, where the context permits, the reference to the issuing company shall include any Approved Company who shall undertake the issuing company's obligations to NSI in respect of the fire risk assessment.

Footnote.

"SP205" is a Scheme Document published by the British Approvals for Fire Equipment (BAFE).