

Shepherds Court

**21 Shepherds Bush Green
London W12 8PN**

**Fire risk assessment
12th December 2016**



Name and address of premises:	Shepherds Court 21 Shepherds Bush Green London W12 8PN
Overall Rating	Low to medium, low once works completed.
Use of premises:	General Needs
Premises lead officer:	LBHF Housing
Tel No:	H & S team
Date of this risk assessment:	12/12/2016
Date next assessment due:	11/12/2017
Name of the person who carried out the fire risk assessment:	Gary Smith (Fire safety Surveyor)

STATEMENT OF FIRE SAFETY POLICY

LBHF is committed to achieving the highest standards of fire safety. We are committed to providing our employees with safe places of work and our tenants with safe places to live and to actively promote a culture of fire safety best practice. The Councils objective is to protect employees, tenants, contractors and the public and to meet all statutory fire safety obligations. The Association aims to achieve this commitment by, where required, taking the following measures:

- completing suitable and sufficient fire risk assessments for all premises
- reducing the risk of fire and the risk of the spread of fire
- providing means of escape and ensure that it can be safely and effectively used at all times
- where appropriate, providing means for fighting fires
- where appropriate, providing means for detecting fire and giving warning in case of fire
- providing a robust maintenance and service programme that will ensure fire safety measures are maintained in an efficient state, in efficient working order and in good repair
- making arrangements for action to be taken in the event of fire on the premises, including:
 - instruction and training of employees
 - advice to tenants; and
 - measures to mitigate the effects of fire

This fire safety policy also forms part of our General Health and Safety Policy.

Signed: Gary Smith

Position: Fire Risk Assessor

Date: 11/11/2016

MANAGEMENT SYSTEM

Organisation

The Chief Executive is the 'Responsible Person' as defined by the relevant legislation and has overall responsibility for fire safety and for providing the resources necessary for implementation of the arrangements.

The Director of Housing Services is responsible for ensuring systems are in place for:

- planning and co-ordinating the implementation of the fire safety policy
- reviewing and implementing the significant findings of fire risk assessments
- repairing, maintaining and improving the fire safety standards within existing **LBHF** property stock, including planned, responsive and cyclical maintenance, cleaning of communal areas, aids and adaptations

For sheltered Housing Property the Shelter Housing Manager has day to day responsibility for the premises fire strategy and for consulting with tenants on fire safety matters and providing them with fire safety information to assist in fulfilling the aims of this policy

The Manager has responsibility for day to day management, including:

- supervision of staff and co-operating with other building users and contractors
- assessing the level of fire safety knowledge of staff and arranging training as necessary
- consulting with staff on fire safety matters and reporting any areas where risks are not adequately controlled by the existing safety arrangements
- ensuring that staff are provided with fire safety information, instruction and training that is necessary to fulfil their roles

Planning and implementation

The Head of Health & Safety is responsible for ensuring the Fire Risk Assessments for premises are carried out and sent to the relevant persons.

Fire Risk Assessment (FRA) and Fire Safety Training is carried out in-house where possible.

A suitable and sufficient FRA will be used as the basis for planning and the assessment will take the form of the 5 step narrative method as advocated in Government fire safety guides.

The Fire Risk Assessor will advise on the fire safety protective and preventative measures required, benchmarked against housing industry and legal standards.

The significant findings will be recorded and any deficiencies identified by the fire risk assessment will be prioritised and rectified accordingly.

Measuring performance

Routine active monitoring of fire safety measures takes place as detailed in this risk assessment and is designed to ensure a high level of fire safety is maintained at all times.

Reactive monitoring takes place in the form of any fire, “near miss” or fire alarm actuation being reported to the Health, Safety, Environment & Facilities Manager for investigation so that remedial action can be taken if necessary.

Records of active and reactive monitoring are kept.

Review

The Responsible Person within compliance shall arrange an audit and review for the fire safety provisions.

A new Fire Risk Assessment will be carried out **annually for High Rise blocks, Sheltered Schemes and Hostels. Converted street house properties every two years and Low Rise blocks every 3 years. Any Property will have a fire Risk Assessment following any fire reported at the premise and a review undertaken. A Fire Risk Assessment will also be undertaken early where there has been a significant change in the premises that has affected the fire precautions including:**

- Change of use
- Changes to work activities, including the introduction of new equipment
- Alterations to the building, including the internal layout

- Substantial changes to furniture and fixings
- Introduction, change of use or increase in the storage of hazardous substances
- The failure of fire precautions, e.g. fire-detection and alarm systems
- Problems reported by staff and/or residents
- Significant increase in the number of people present
- Presence of people with some form of disability
- Following any near miss or fire incident

<p>General description of premises:</p>	<p>This is a 20 storey purpose built block of standard brick and concrete construction and flat roof housing 96 flats. 6 flats sited on each storey on floors 3- 18, . The property is served by a single stairwell which is lobbied on each floor giving 2 door fire separation between flats and stairwell. Stairwell discharges directly to final exits sited on the ground floor, 2 lifts serve all floors, electrical intake and store rooms are sited on the ground floor.</p> <p>Note - retail shopping centre occupies the ground and 1st floor and does not form part of this fire risk assessment, there are no shared common areas or means of escape. It is assumed that the appropriate level of fire compartmentation exists for differing purpose groups and should achieve a minimum of 60 minutes.</p>
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FIRE HAZARDS

<p>Sources of ignition.</p> <p>Smokers' material and other naked flames, e.g. candles and night lights, may be present in residents' private accommodation over which LBHF has little or no control. Smoking is prohibited in all common areas.</p> <p>Gas boilers and electrical lighting and power outlets and gas equipment are installed to serve the dwellings within the block. Communal lighting communal areas and service areas for staff and contractors have a number of intake cupboards.</p> <p>There is a potential source of ignition via the lightning conductor but the installation appears to be intact though no inspection tags were noticeable.</p> <p>Hot processes, e.g. use of blow lamps by contractors, may occasionally take place. A Permit to Works must be authorised for Hot Works</p>
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where it is being carried out in a communal area or store.

Cooking equipment and activities may be present within residents' flats.

There are no indications of 'near-misses', such as scorch marks on furniture or fittings, discoloured or charred electrical plugs and sockets, cigarette burns etc.

Sources of fuel.

Unable to confirm standard of fire resistance of external fascia panels installed below flat windows which may promote the spread of fire .

There are several store rooms within the block on the ground floor used by caretaking staff. This included cleaning materials, all doors to store rooms were found to be secure

Communal waste storage refuse containers are accessed externally. refuse/recycling store rooms are emptied on a regular basis.

Natural gas is used as fuel within the flats which the council have little control over.

The communal areas were found to be sterile.

Sources of oxygen.

The main source of oxygen for a fire is in the general atmosphere. Ventilation of corridors is via Perventatly open louvre vents.

There are individual mechanical extraction systems. All doors, windows and other openings not required for ventilation are kept closed particularly out of working hours.

Oxygen supplies for residents' personal medical use may be located in cylinders within private dwellings and a list should be kept in the **LBHF** PIB (girder box)

Chemicals containing oxidising materials were not seen on the premises, however the caretaking staff should be given regular tool-box talks to ensure awareness.

Risk of fire occurring.

Due to the fire strategy, including compartmentation and design of the building coupled with management of the premises the risk of a fire is considered low. The risk of an arson attack is considered to be low as entry to the premises is only by invitation from a resident or staff member by releasing the lock on the door entry system. Residents and staff are responsible for the supervision of any guests and visitors. External areas are well lit, and a cctv system appears to be in place though no record were available for maintenance or any downtime.

PEOPLE AT RISK

People at risk.

Residents are likely to be of varying degrees of ability and disability as the block is typically general needs.

Guests who may be unfamiliar with the premises have to be let in by entry system. Residents are advised of their responsibility for their visitors and that children and young people should not be allowed to be unaccompanied.

Contractors attend the property by invitation only from H&F

FIRE PROTECTION MEASURES

Fire detection and warning systems.

Fire detection is not required or installed throughout communal areas as the level of compartmentation is considered acceptable (minimum of 60 minutes)

Sample of flat 68 confirmed the presence of a grade D detection conforming to BS5839 Part 6 with optical smoke detector within circulation space and heat detection within the kitchen of the flat.

Strobe lights and sounders are fitted at ground floor level to indicate the failure of any lift.

Firefighting equipment and facilities.

Portable firefighting equipment is not required as there are no staff on site

Dry riser is installed although there was no evidence of appropriate testing which may be kept electronically.

Compartmentation

Flat entrance doors appear to be of notional 30 minutes standard however sample inspection of flat 68 confirmed FD30S fire door which was fitted with a positive action self closing device. Unable to confirm flat entrance doors are all fitted with self closers as they have been sited on the internal face

Panels and doors to distribution boards within corridors were found not be adequately secured, hinges on doors to riser cupboards were not of the appropriate type for fire doors

Internal protected corridors are sited directly adjacent to flat windows (internal angles) and therefore not adequately protected

Breeches to compartments within residents consumer electrical cupboards.

internal protected corridors achieve 60 minutes fire resistance

single internal protected staircase achieves 60 minutes fire resistance.

Lifts serve all floors and are ventilated at the head of the shaft directly to open air

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Escape routes.

Horizontal escape from dwellings is in one direction from flat entrance doors leading to lobied stairwell. Internal corridors will withstand a fire for a minimum of 60 minutes along the protected exit route.

Internal corridors leading to stairwell are permanatly ventilated , however mesh screens placed in front of open louvres were found to restrict the flow of air due to lack of maintenance.

Vertical escape is via a single internal protected stairwell which discharges directly to ground floor but is not ventilated at the head of the stairwell.

Final exit doors open outwards.

The housekeeping in communal areas was found to be in good order , no combustables, trip hazards or obstructions were found.

Emergency escape lighting.

Emergency lighting is sited on each internal corridor and within the stairwell and conforms to BS5266

Signs & notices.

Escape routes, exits and the locations of firefighting equipment are indicated by appropriate signs where required.

Notices are provided giving information on how to operate security devices on exit doors and indicating doors enclosing fire hazards that must be kept shut.

Signs giving information for the fire and rescue service are provided indicating the location of dry riser valves

All these signs conform to BS 5499 -1

Testing and maintenance.

Where applicable - The following checks should be carried out:

Daily checks

- All fire exits be can opened immediately and easily
- Fire doors are clear of obstructions and escape routes are clear
- Fire warning system indicator panel is showing 'normal'
- Escape lighting luminaires and exit signs are in good condition and undamaged
- All fire extinguishers are in place
- Fire extinguishers are clearly visible (in staff areas)
- No vehicles are blocking access for fire engines

Weekly checks

- Emergency fastening devices to fire exits (push bars and pads etc.) work correctly
- External routes clear and safe
- Testing of a Manual call point in accordance with BS 5939 - 1 (Carelink to be informed that a test is being carried out)
- The alarm system works correctly when tested
- The alarm system is audible throughout the staff area so can be heard and/or seen by staff and other people in the area.
- Any linked fire protection systems operated correctly upon actuation of the fire alarm (e.g. magnetic door holder released)
- Visual alarms and/or vibrating alarms work
- Charging indicators on escape lighting units are visible
- All firefighting equipment is in good condition

Monthly checks

- All electronic release mechanisms on escape doors work correctly and they 'fail safe' in the open position
- Fire door seals and self-closing devices are in good condition

- All internal self-closing fire doors work correctly
- All escape lighting luminaries and exit signs function correctly when tested in accordance with BS 5266 - 1
- The pressure in 'stored pressure' fire extinguishers is correct
- Smoke screens work as designed on operation fully close and return to the open position on re set and are tested as manufacturers recommendations (where applicable)

Six monthly checks

- The release and closing mechanisms of fire-resisting doors have been tested by a competent person
- The fire warning system has been checked by a competent person in accordance with BS 5939 - 1
- The dry rising fire main has been tested by a competent person
- The smoke and heat ventilation system has been tested by a competent person and are routinely tested as per manufacturers recommendations

Annual checks

- All self-closing fire doors fit correctly
- Escape route compartmentation is in good repair
- Escape lighting system has been checked by a competent person and luminaries operate on test for their full rated duration (3 hours)
- All firefighting equipment has been checked by a competent person in accordance with BS 5306 – 3
- A review of the overall Fire Risk Assessment is carried out by a competent person

Emergency Plan

Evacuation Strategy

Due to the level of structural fire protection, a 'stay put' policy has been adopted which involves the following approach. When a fire occurs within a flat, the occupants leave the property, all other residents within other flats stay put until the fire has been extinguished or they are instructed to leave.

If a fire starts in the common parts, anyone in these areas should make their way out of the building and summon the fire and rescue service. All other residents not directly affected by the fire would be expected to 'stay put' and remain in their flat unless directed to leave by the fire and rescue service

The strategy does not depend on staff assisting residents to evacuate, but the emergency plan provides guidance to staff on action to take if they are present.

1. IF YOU SEE OR HEAR OF A FIRE IN ANOTHER PART OF THE BUILDING

The building is designed to contain a fire within a flat where it starts

This means it will usually be safe for you to stay in your own flat if the fire is elsewhere

You must leave immediately if smoke or heat affects your home, or if you are told to by the fire and rescue service

If you are in any doubt, get out

DO NOT investigate the fire

DO NOT stop to save valuables or look for pets

DO NOT use the lift

DO NOT go back into the building until told it is safe to do so

Fire action notice for communal areas

1. IF FIRE BREAKS OUT IN A COMMUNAL AREA

If you discover a fire

Operate the nearest fire alarm point if one exists or phone the Fire Services on 999

2. ADVICE FOR RESIDENTS IN THEIR FLATS

The building is designed to contain a fire in the flat where it starts.

It will usually be safe for you to stay in your own flat if the fire is elsewhere.

You must leave immediately if smoke or heat affects your home, or if you are told to by the fire and rescue service.

If you are in any doubt, get out.

DO NOT investigate the fire

DO NOT stop to save valuables or look for pets

DO NOT use the lift

DO NOT go back into the building until told it is safe to do so

Information, co-operation and co-ordination

It is for all staff who have a responsibility of the building to ensure they address the items within this report and report anything not covered that is deemed to add risk of a fire to the Fire Team based within Property Services.

As a guide, electrical items such as fire alarms, emergency lighting and electrical supplies that may require testing shall go to the Mechanical and electrical team. Poor house-keeping such as items stored where there is no authorisation or incorrectly stored shall go to the managers of caretaking services. Items stored in communal areas by residents of the block such as bikes, prams tables etc. should be managed by Housing Services.

FIRE SAFETY DEFICIENCIES

Premises: Shepherds Court	Date: 12th December 2016
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Following an assessment of the fire safety arrangements at the above premises, the measures contained in the schedule below are to be carried out to ensure that the premises continue to be safe to use and that legal responsibilities are being met.

SCHEDULE OF REMEDIAL ACTIONS REQUIRED

Deficiency	Category	Section	Priority	Action taken
Replace piano hinges on riser cupboard doors with appropriate hinges for FD30S standard doors. (all floors), ensure doors fully close when locked.	Property services	Repairs		
Remove security gates installed in front of flat entrance doors to the following flats 4, 5, 43, 68, 72, 73, 93, 94, 95, 96. Which could compromise means of escape and firefighter access in the event of a fire.	Property services	Housing management		
Replace door selector on electrical meter cupboard on the 17 th floor.	Property services	Maintenance		
Flat entrance doors had no visible external self closers – recommend all flats are surveyed to confirm the presence of positive action self closing devices.	Property services	Planned property maintenance		
The following top hinged doors to residents metre cupboards fitted with self closers have excessive gaps and should be eased / adjusted , gap should not exceed 3mm Floor 5, 10, 11, 19.	Property services	Repairs		
The following lobby doors leading to stairwell require attention 6 th floor (self closer not closing door) 7, 12, 15 th floor door not fully closing ease/ adjust	Property services	Repairs		

Bottom doors to residents domestic metre cupboards were found not to be secured, install FB 1 locks to secure locked. (all floors)	Property services	Planned property maintenance		
Ease and adjust ground floor lobby doors which have excessive gaps (gap should not exceed 3mm) . install single cold smoke seal on door edge.	Property services	Repairs		
Confirm external fascia panels provide appropriate fire resistance and do not promote the spread of fire, alternatively remove panels or replace with fire resisting type.	Property services			
Seal breeches within electrical meter cupboard where pipework passes through floor and ceiling, floor – 18 Remove existing intumescent foam which has been incorrectly applied within electric meter cupboard and re seal appropriately (all floors)	Property services	Repairs		
Address all mesh screens within all internal corridors fitted to louvres which require cleaning as they inhibit the flow of air, alternatively remove completely or replace	Property Services	Maintenance		
Confirm gas vents from flats are installed correctly in relation to positioning where the outlet is sited adjacent to open louvres which are installed for smoke dispersal of the internal corridors in the event of a fire.	Property services	M and E		
Confirm Lightning conductor has been inspected and passed	Property services	M and E		
Confirm Electrical test for landlord supply is within date	Property services	M and E		
Confirm that the emergency lighting system conforms to BS 5266 Part 1 has been adequately tested and can achieve a minimum lux level of 1 at ground level immediately below the luminaires. When determining the light level, consideration should be given to deterioration of the lighting levels due to ageing of the luminaires.	Property services	M and E		
Confirm dry riser have been inspected and tested. Last test date label shows	Geoff Carly	Mitie		

3/2014				
Replace existing CO2 portable fire extinguisher within lift motor room which was found to have been discharged.	Property services	H&S		
As part of a replacement programme - Consider upgrade of residents windows sited adjacent to internal protected corridors , fire resisting construction is required horizontally to a distance of 1800 mm where internal angle exists..	Property Services	PPM		
Provide means of ventilation (POV) within the head of the stairwell, in order to ventilate the stairwell in the event of a fire.	Property services	PPM / Maintenance		

End of Report

Frequency for Completion – Guidance only.

High Rise Blocks		
P1	Minor compartmentation repairs and Identify major works	6 months
P1	Service, maintain & monitor Fire fighter facilities	6 months
P2	Maintenance and replacement of Fire doors	9 months
P3	Achieve 30 min fire rating on escape routes	12 months
P3	Achieve Class “1” to staircase enclosures & ground floor lobbies	12 months
P3	Install/upgrade emergency escape signage and action notices	12 months
P3	Fire safety training	12 months
P4	Install/upgrade emergency lighting systems where required	15 months
P5	Fit Premises information boxes in all buildings	18 months
P6	Install/upgrade fire alarm systems where required	24 months

Low Rise Blocks		
P1	Minor compartmentation repairs and Identify major works	6 months
P1	Service, maintain & monitor Fire fighter facilities	6 months
P2	Maintenance and replacement of Fire doors	9 months
P3	Achieve 30 min fire rating on escape routes	12 months
P3	Achieve Class “1” to staircase enclosures & ground floor lobbies	12 months
P3	Install/upgrade emergency escape signage and action notices	12 months
P3	Fire safety training	12 months
P4	Install/upgrade emergency lighting systems where required	15 months
P6	Install/upgrade fire alarm systems where required	24 months

Sheltered Accommodation		
P1	Minor compartmentation repairs and Identify major works	6 months
P1	Service, maintain & monitor Fire fighter facilities	6 months
P2	Maintenance and replacement of Fire doors	9 months
P3	Achieve 30 min fire rating on escape routes	12 months
P3	Achieve Class “1” to staircase enclosures & ground floor lobbies	12 months
P3	Install/upgrade emergency escape signage and action notices	12 months
P3	Install/upgrade fire alarm systems where required	12 months
P3	Service & maintenance of electrical equipment and installation	12 months
P3	Fire safety training	12 months
P4	Install/upgrade emergency lighting systems where required	15 months
P5	Fit Premises information boxes in all buildings	18 months
P5	Install/upgrade/remove fire extinguishers if required	18 months

Street Properties		
P1	Minor compartmentation repairs and Identify major works	6 months
P2	Maintenance and replacement of Fire doors	9 months
P3	Achieve 30 min fire rating on escape routes	12 months
P3	Achieve Class “O” to staircase enclosures & ground floor lobbies	12 months
P4	Install/upgrade emergency lighting systems where required	15 months
P4	Install/upgrade emergency escape signage and action notices	15 months
P1	Install/upgrade fire alarm systems where required	18 months
Fire Strategy	High Rise Blocks	
A) Fire Stopping and Separation	<ul style="list-style-type: none"> * Fire stopping to be applied where any breach of compartmentation is found between Compartment walls, floor levels, risers and service ducts etc. * Identify and record any major compartmentation works for processing. 	<p>P1</p> <p>P1</p>
B) Firefighting Facilities	<ul style="list-style-type: none"> * Maintenance of wet & dry risers in accordance with BS 9990:2006. * Maintenance of firefighting controls to lifts. * Maintenance of access doors to buildings with drop keys. 	<p>P1</p> <p>P1</p> <p>P1</p>
C) Fire Doors	<p>A minimum fire rating of 30 minutes (FD30's) to be achieved and maintained to all fire doors in the following locations:</p> <ul style="list-style-type: none"> * Flat entrance doors (benchmark guidance 62.23). * Staircase enclosures at all storeys levels. * Escape routes at all levels. * High risk rooms – Riser cupboards and bin chutes. * Also verification of correct fitment of self-closures intumescent strip and smoke seals with on-going maintenance to achieve correct operation. 	<p>P2</p> <p>P2</p> <p>P2</p> <p>P2</p> <p>P2</p>
D) Escape Routes	<ul style="list-style-type: none"> * Ensure all protected areas achieve 30 minutes' fire resistant construction. * Travel distances not to exceed distances set out in BS9999 (risk profile for type of building). Note: travel distances can vary in certain circumstances and these need to be cross referenced with Guidance notes “Fire Safety in Purpose Built Blocks of 	<p>P3</p> <p>P3</p>

	Flats”	
E) Surface finishes&floor coverings	* To achieve a Class “1” fire rating (BS476 Pt7 – Surface spread of Flame) to staircase enclosures and ground floor lobbies where they form part of the escape route. Subject to assessment by a Fire Safety Surveyor as necessary.	P3
F) Fire Safety signs and notices	* Emergency escape Signage to be fitted in accordance with BS5499 but in conjunction with in accordance with Guidance notes “Fire Safety in Purpose Built Blocks of Flats” page 101 item 63.2 (Where there is a high occurrence of arson or vandalism imprinted aluminium signage screw fixed will be required). * Fire action notices to be sited at each storey exit and internally to lift cars. * Additional fire signage i.e. fire doors, electrical cupboards, risers etc. to be fitted throughout building	P3 P3 P3
G) Fire safety training	* Fire safety awareness & Fire Marshall training carried out annually to selected H&F homes staff.	P3
H) Emergency lighting	* In line with the building fire risk assessment and in accordance with Guidance notes “Fire Safety in Purpose Built Blocks of Flats” Emergency Lighting will be installed were required in accordance with BS 5266 pt1. Priorities given to buildings with one-way travel and no borrowed light. * Test, service & maintain periodically in accordance with BS5266 recommendations	P4
I) Fire Procedures	* Fit Premises information boxes to sites after establishing that they are required as detailed in Guidance notes “Fire Safety in Purpose Built Blocks of Flats”	P5
J) Fire detection and alarm systems	* Fire alarm Detection to be installed in common parts only when the criteria set out in a, c, d & e is not met * Detection in accordance with BS 5839 pt 6 Grade F standard to be fitted in all (tenants) flats. LFB currently provide free fire safety training and smoke detection installation to tenants which should be encouraged). * Detection to be fitted in all staff and concierge welfare areas.	P6 P1 P6
K) Fire Fighting equipment	No immediate requirement to provide portable firefighting equipment in Individual flats or escape routes, taking into consideration vandalism & extensive training	

	programmes to individual occupants. * Portable firefighting equipment to be provided in staff welfare areas (minimum 1 x CO2; AFF Foam and fire blanket).BS 5306.	P7 P7
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