
Fire Risk Assessment

JOHN BOWLEY AND SHERWOOD ALMSHOUSES

John Bowley House
340 Cheriton Road
Cheriton
Kent
CT19 4DR



Adair Lewis

←→
Fire Safety Management

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1. Project

Project reference	AL1801
Nature of project	Fire risk assessment
Client	John Bowley and Sherwood Almshouses
Client contact	Tina Pearson: Scheme Manager
Contact details	johnbowleysherwood@gmail.com

2. Release of report

	Assessor	Validator
Signature		
Name	Adair Lewis	Adair Lewis
Qualifications	BSc(Hons) CEng FIFireE CPhys MInstP CChem MRSC	BSc(Hons) CEng FIFireE CPhys MInstP CChem MRSC
Role	Consultant	Consultant
Date	19 November 2024	21 November 2024
	 	 

3. Version

Revision	Date	Nature of changes
1.0	21 November 2024	Initial release
2.0	21 November 2024	Amendments to sections 7 and 10.5.
3.0	21 November 2024	Further clarification of section 10.5

Prepared on Template v8 22-01

4. Disclaimer

The purpose of this report is to provide an assessment of the risk to life from fire in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005 (as amended), 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 unless indicated otherwise. This report has been prepared with all reasonable skill and care. It is intended solely for the use of the client and relates only to the specific property or properties indicated in the various sections.

The findings are based on observations made while at the premises and on information provided, either verbally or in writing. This assessment involved a visual inspection of the whole building, including service cupboards but no inspection was made of enclosed areas such as the roof void. Reliance is thus made on a degree of sampling, reasonable assumptions and judgement.

The external walls of buildings are no longer outside the scope of the Fire Safety Order. As a result, the findings of this fire risk assessment take into account the internal and external features of the premises and this document should be read in conjunction with any external façade report prepared for the premises, the interim measures specified and work that may have commenced to address the remedial actions recommended.

This fire risk assessment has considered dangerous substances that are used or stored in the premises only to the extent necessary to determine the adequacy of the general fire precautions as defined in Article 4 of the Fire Safety Order and to provide advice accordingly. If significant quantities of dangerous substances are used or stored in the premises, it should be ensured that compliance is made with the duties under the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) that apply, including carrying out a risk assessment of relevant work activities.

The submission of this report does not constitute an assurance against risk. The report represents only the best judgement of the assessor 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.

The assessment is based on the activities and processes seen on the day. The assessment was non-invasive; no building component, equipment or plant was disassembled or uncovered, and no operational parameters were adjusted.

5. Legal requirements

The requirements of the Regulatory Reform (Fire Safety) Order 2005 (as amended) adopt a self assessment approach to fire safety in the workplace. The legislation is concerned with life safety and places certain duties on the 'responsible person' for the premises, one of which is to ensure that a suitable and sufficient fire risk assessment is carried out.

This assessment evaluates the Life Safety measures in the properties indicated and was prepared to satisfy the requirements of the Regulatory Reform (Fire Safety) Order 2005.

The legislation requires that the fire risk assessment be reviewed periodically; this will include revisiting the assessment in the event of:

- Changes to the use of premises, work activities or the way they are organised, including the introduction of new equipment.
- Alterations to the building(s), including the internal layout.
- The introduction, change of use or increase in the storage of hazardous substances.
- The failure of fire precautions, e.g. fire detection and alarm systems or sprinkler systems.
- Significant changes to the type and quantity and/or method of storage of combustible materials.
- Significant changes in the occupancy levels.
- A significant change in the mobility level or other factors influencing the response of children or staff in an emergency.
- The introduction of, or changes to, any external cladding materials or other attachments to the property.
- Changes to the management of the organisation.

During the assessment no significant quantities of highly flammable, flammable or hazardous materials were identified on the site such that a separate risk assessment is required in compliance with the Dangerous Substances and Explosive Atmospheres Regulations 2002.

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

In addition to the Regulatory Reform (Fire Safety) Order 2005, as amended by the Fire Safety Act 2021, the following fire safety legislation also applies to these premises:

- The Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002
- The Furniture and Furnishings (Fire) (Safety) Regulations 1988
- The Electricity at Work Regulations 1989
- The Gas Safety (Installation and Use) Regulations 1998 (As amended)
- The Fire Safety (England) Regulations 2022.

Relevant British and European standards are referred to in this assessment by number only. The full titles are set out in Section 15.

6. Significant findings

Type of assessment	<u>Type 1 – Common parts only (non-destructive)</u> Type 2 – Common parts only (destructive) Type 3 – Common parts and other areas (non-destructive) Type 4 – Common parts and other areas (destructive)
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The overall fire risk in the premises was found to be ‘tolerable’, which is acceptable for premises such as this (see section 12).

It was found that the significant findings raised at the time of the last assessment in February 2023 have been addressed but further comments are made in this report concerning a small number of matters that should be taken to ensure that the rating above is maintained. The most significant of these are set out below; full details are set out in the action plan in section 13 of this report.

- 6.1 A charger in the new scooter store carries a PAT test label indicating a test date of 07 November 2023. Best practice suggests that this should be retested as soon as possible.
- 6.2 The fire action notices are ambiguous as to whether residents should evacuate the premises in the event of fire or may ‘stay put’. The latter is the formal policy for residents other than those in the common areas at the time of the alert and this should be made clear in the notices.

7. Management

Employer or other Responsible Person:	The Trustees of John Bowley and Sherwood Almshouses
Representative of the Responsible Person on site:	Tina Pearson: Scheme Manager
Address of Property:	John Bowley House 340 Cheriton Road Cheriton Kent CT19 4DR
Date of Fire Risk Assessment:	13 February 2023
Date of Previous Fire Risk Assessment:	26 August 2020 by Stable Fire protection
Suggested Date for Review ¹ :	February 2024
Competent person assisting the Responsible Person	Tina Pearson
Other person(s) providing information at the time of the assessment	No residents were spoken to at the time of the latest assessment.
Other businesses sharing the premises	None

¹ This fire risk assessment should be reviewed by a competent person by the date indicated or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes as set out in section 5.

8. General information

8.1 The building	
Name of building	John Bowley House
Occupancy	12 Apartments for elderly people
Number of floors	Three: Ground, first and second floors only
Approximate floor area	Not measured but estimated to be some 1500m ² (the total of all floors)
Brief details of construction	The current almshouse building was constructed in 1995 and opened in 1996. It has an 'L' shaped floor plan. There is a single stairway leading to two final exits from the building. There is one lift that is not protected for firefighting purposes. There are four flats on each floor. The building is of modern concrete construction with an external brickwork façade. There are final exits to the front and rear of the premises. There is a car park at the rear where there is also a timber storage shed and two purpose built, secure charging and parking facilities, each for two mobility scooters. The almshouse is located on a busy, well-lit road. There is no balcony or other form of attachment and no area clad with composite insulated panels.
Occupancy	Residential apartments for elderly people
Number of stairways	One
Number of lifts	One (but not protected for use by fire fighters)
Since the time of the last assessment in February 2023 all fire doors, including those forming the entrance doors to the apartments, have been replaced. The products used and the workmanship has been to a high standard.	

8.2 The occupants	
Approx maximum number of staff	Currently home for 12 elderly people,
Maximum at any one time	12 plus visitors and possibly contractors. The maximum number of people in the building at any one time is estimated to be 24.
Maximum members of the public	The home is not open to the public.
Sleeping occupants	12 residents.
People with disabilities	Some of the residents have slight mobility or hearing impairments. All current residents are able to leave the premises unaided without using the lift. No current resident is believed to have impaired hearing such that they are unable to hear and respond to a fire alarm sounding in their apartment.
Contractors	Contractors are managed by the Scheme Manager.
A procedure is in place for drafting personal emergency evacuation plans (PEEPS) in conjunction with the residents involved.	
8.3 Fire loss experience	
There has been no fire recorded on these premises although there was an unwanted alarm actuation on 13 October 2024 as a result of cooking.	
8.4 Fire and rescue service	
Kent Fire and Rescue Service. An inspector from the fire authority visited John Bowley House on 20 January 2023 when a number of observations were made and a letter setting out goodwill advice was issued. All matters have now been addressed.	

9. Fire hazards

9.1 Electrical hazards			
Reasonable measures to prevent fires of electrical origin?	Y		
Fixed installation periodically inspected and tested (BS 7671)?	Y		
Portable appliance testing?			There are no items of portable electrical equipment in the common areas.
Policy regarding personal appliances?		n/a	
Management of extension leads.			None seen
The fixed installation in the common areas is inspected / tested in compliance with BS 7671 by a competent electrician every five years. It was last tested in 2023 by Emerald Electrical Contractors; a five-yearly inspection of this fixed wiring is thus due in 2028. The wiring in each of the flats is inspected and tested when the tenancy changes. There are no items of portable electrical equipment in the common areas. Contract cleaners are responsible for their own portable electrical equipment. The residents' personal electrical equipment is not routinely PAT tested. Although a second scooter storage and charging unit has been purchased and installed in the car park with provision for a further two scooters, currently only one resident owns a scooter. Scooters are no longer charged within the Almshouse. A charger in the new scooter store carries a PAT test label indicating a test date of 07 November 2023. Best practice suggests that this should be retested as soon as possible. See action plan.			
9.2 Smoking			
Smoking prohibited in the building?	Y		Smoking is prohibited in the common areas, but residents may smoke in their flats.
Designated smoking area provided?		N	

Absence of evidence of illicit smoking?	Y		
No evidence of covert smoking in the common areas was seen. Although smoking is permitted outside the building, the use of barbecues is prohibited.			
9.3 Deliberate fire setting			
Is the area free of a history of arson?	Y		
Is basic security at a reasonable level?	Y		Mechanical security in the form of locks on doors.
Is security lighting provided?	Y		The premises is located on a busy, well-lit public highway. There is security lighting in the car park.
Is there a recorded CCTV system?	Y		External cameras monitor the front and rear exits.
Is there an absence of fire load outside or in the immediate vicinity of the buildings?		N	
Although located in a busy town environment, the neighbourhood is free from evidence of graffiti, vandalism and fire setting. The premises is located in an area in which it is anticipated that there will be an acceptable level of borrowed light at night. There is a large timber built shed in the car park which is used by residents for storing bicycles for visiting children and similar items. Equipment is also stored in the shed for maintaining the front garden. Paint stored in the shed is mainly water-based. Although there is a moderate fire load, there is no electrical supply and no other potential source of ignition in the shed.			
9.4 Portable heaters and heating installations			
Is the use of portable heaters avoided?	Y		
Is the use of portable fans avoided?	Y		
What form of heating is provided?			

Maintenance of heating system			
There is no boiler room and there are no portable heaters or fans in the common areas, which are heated by fixed electrical convector heaters. As these are fixed installations they do not require PAT testing.			
9.5 Cooking			
Are reasonable measures taken to prevent fires as a result of cooking?	Y		
Is a deep fat fryer present?			Not applicable
Are filters cleaned?			Not applicable
Is ductwork cleaned?			Not applicable
Suitable firefighting facilities provided?			Not applicable
There is no kitchen, tea point or similar facility in the common areas. Similarly, no laundry facilities are provided. There is a kitchen area in each apartment.			
9.6 Lightning			
Does the building have a lightning protection system?		N	
A lightning protection system is not installed and is not believed to be necessary on this domestic property.			
9.7 Lighting			
Conventional internal lighting is provided throughout the premises together with emergency lighting in case of mains failure.			

9.8 Hazards introduced by contractors			
Are fire safety conditions imposed on contractors?	Y		
Is there satisfactory control over contractors (permit systems etc)?		N	
Do internal maintenance personnel observe suitable precautions (permits etc)?			
John Bowley and Sherwood do not directly employ any maintenance staff. Contractors are overseen by the Scheme Manager. A formal permit scheme is not in operation and would very rarely be used as hot work is actively avoided whenever possible.			
9.9 Dangerous substances			
Are general fire precautions adequate to address the hazards associated with dangerous substances stored handled and used on the premises?	Y		
If no to above, has a specific assessment been carried out in compliance with DSEAR 2002?			Not necessary
Only small quantities of cleaning materials are stored and used on the premises by the cleaning contractors. These are stored in a metal cupboard in the cleaners' room. This cupboard contained a small number of aerosol cans together with small volumes of cleaning materials. There is no mains gas supply to the premises.			
9.10 Accumulations of combustible materials			
Is the standard of housekeeping adequate?	Y		
Are combustible materials separated from ignition sources?	Y		

Are unnecessary accumulations of combustible materials avoided?	Y		
Appropriate storage of hazardous materials?	Y		See section 9.9.
Is there evidence of inappropriate storage?		N	
Waste and materials for recycling are retained in plastic Eurobins stored as far away from the building as practicable.			
9.11 Potential for external spread of fire			
The building is detached but separated from its neighbour on one side by a gap of less than 1m. The neighbouring buildings do not present a fire hazard to the almshouse or vice versa. John Bowley House does not feature cladding panels, a balcony or similar structure that would contribute to the external spread of fire.			
9.12 Other fire hazards and possible sources of ignition			
Deliberate fire setting within the premises may always be a possibility but there has been no significant fire in this building since the time of its construction. There are some seats provided on the landings for elderly person to rest, these are of metal, are not upholstered and do not form an obstruction to the escape route. Plants on the escape route are real and not plastic. They are currently located on window sills and do not form an obstruction to free passage to the final exits from the building.			

10. Fire protection measures

10.1 Means of escape		
Are reasonable means of escape provided in case of fire?	Y	
There are escape routes available to the front and rear of the premises within acceptable travel distances. The front door on the ground floor releases to fail safe in the event of actuation of the fire alarm and failure of the mains power supply. The rear door is secured by a mechanical device but is openable with a single action without the use of a key. Both final exits provide level access to a place of safety away from the building. There is no inner room arrangement in the common areas. Doors across the corridor on each level and the doors to the apartments should provide at least 30 minutes fire resistance and have recently been changed with suitably specified doors being installed. The new 30 minute fire resistant doors across the landings and ground floor fit well in the frames and operate correctly, closing fully under the action of self closers. No door to an apartment was available for inspection. The doors across the corridors are inspected quarterly, with records being kept (last recorded inspection 02 October 2024). The doors to apartments are inspected annually. No acoustic ('Dorgard' style) hold open devices were seen in John Bowley House; they are not suitable for use in this scenario.		
10.2 Fire compartmentation		
Is the fire compartmentation to a reasonable standard?	Y	
Escape routes and fire doors are checked weekly, the last recorded date was 13 November 2024. Records were seen. The new doors to apartments provide at least 30 minutes fire resistance and are not fitted with letter slots. Metal post boxes are now provided outside each apartment. Double doors to the riser cupboards have also been changed and provide at least 60 minutes fire resistance. There is a hatch on the ceiling of the second floor giving access to the roof void, but the void was not entered at the time of this assessment. The roof space is understood to be compartmented in line with the walls of the stairway but is not in routine use. Fire stopping of holes around services in the riser cupboards has been undertaken to a good standard since the time of the last assessment. Pink expanding foam has not been used.		

10.3 Emergency lighting		
Is a reasonable standard of emergency lighting provided?	Y	
Emergency lights were identified throughout the building and outside the final exits; the positioning and spacing of the luminaires suggest compliance with BS 5266. The emergency lights are subject to monthly functional tests, the last test was on 12 November 2024. Records were seen. The installation was last serviced in compliance with BS 5266 on 09 September 2024 by Metroline Security Ltd. Records were seen.		
10.4 Fire safety signs and notices		
Is there a reasonable standard of fire safety signs and notices?	Y	
Suitable fire exit signs and notices on fire doors are prominently displayed. The fire action notices are ambiguous as to whether residents should evacuate the premises in the event of fire or may 'stay put'. The latter is the formal policy for residents other than those in the common areas at the time of the alert and this should be made clear in the notices. See action plan		
10.5 Means of giving warning in case of fire		
Is a manually operated electrical fire alarm system provided?	Y	
Is automatic fire detection installed?	Y	
Is the extent of the automatic fire detection appropriate for the risk?	Y	
Is the system monitored by an alarm receiving centre?		N
Is the system free of unwanted and false alarm signals?	Y	
An automatic fire detection and alarm system with smoke detectors in the common areas and a heat detector in each apartment, together with a call point and sounders on each landing is installed in John Bowyer House. Automatic fire detection is also installed in the unused roof void. Records indicate that the apartments are protected by a Grade A LD2 form of installation as defined in BS 5839-6 but the Scheme Manager Informed the assessor that currently automatic fire detection is only installed in the entrance hall (a detector was seen in the past in the hall of Flat 2). This would indicate that the installation is actually a Grade A LD3 installation.		

There is a heat detector in the hall of each flat linked to the Tunstall alarm system, which is monitored by Lifeline, the alarm receiving centre. Smoke alarms are present in the kitchen, lounge, bedroom and two hallway cupboards which sound an alarm within the apartment in the event of fire. Heat detection was removed from the kitchen and other areas apart from the hallway some years ago at the request of Kent Fire and Rescue Service. The fire alarm is tested weekly as part of the weekly routine. The last test was on 18 November 2024. The system was last serviced by a competent engineer (Metroline Security Ltd) in compliance with BS 5839 on 09 September 2024. The current installation is understood not to be subject to unwanted and false actuations (see 8.3). There is a loose roll of fire alarm cable in the service cupboard on the ground floor. This has been investigated and found to be cable running to the roof void. It is being left in place for possible future use. The cable is not linked to power or signalling systems.		
10.6 Means of fighting fire		
Is there a reasonable provision of fire extinguishers?	Y	
Are fire blankets provided?	Y	
Are hose reels installed?		N
Are all appliances readily accessible?	Y	
Are all appliances serviced and maintained?	Y	
There is a water and carbon dioxide extinguisher at the top of the stairs on each landing and a further water extinguisher in both arms of the corridor together with a carbon dioxide extinguisher in the lift motor room. There is thus an overprovision of fire extinguisher when considered in accordance with BS 5839-8. The two water extinguishers in each of the corridors need not be replaced at the end of their serviceable life. Hose reels are not provided and are not required. Similarly, there is no requirement for a fixed fire suppression system. The extinguishers are checked weekly (last check 12 November 2024) and were serviced in compliance with BS 5306-3 by a competent engineer (Stable Fire Protection Ltd) in April 2024.		

10.7 Automatic fire suppression systems		
Is there an automatic fire suppression system installed?		N
Is the system adequately serviced and maintained?	n/a	
There is no fixed fire suppression system in the building, and none is required.		
10.8 Other matters		
Are risers installed?		N
Are hydrants present?	Y	
Are there ventilation systems for fire service use?		N
Are there automatic ventilation systems?		N
Is there adequate access for fire service vehicles?	Y	
No riser is necessary in this building. Hydrants are provided in the public highway outside. Ventilation is provided by opening windows. There is adequate access to three sides of the building for firefighting personnel and vehicles. In normal circumstances the first pump from Kent Fire and Rescue Service would arrive within 4 minutes from Folkestone Fire Station which is 1.3 miles from John Bowley House. There is a secure box containing keys to each apartment in the entrance hall. This is unlabelled for security reasons but instructions as to access and contents are provided in the secure information box provided for fire fighters.		

11. Management of fire safety

11.1 Emergency plans and procedures		
Are appropriate procedures in place in case of fire?	Y	
Are there suitable arrangements for calling the fire and rescue service?	Y	
Is the fire service met on arrival?		N
Are there provisions for ensuring that the premises have been evacuated?		N
Is there a nominated assembly area?	Y	
Are the needs of persons with a disability suitably addressed?	n/a	
Is there regular liaison with the fire and rescue service?	Y	
There is a 'stay put' policy in the event of the fire alarm sounding. Residents in the apartment concerned, together with anyone in the common areas would leave the building and assemble in the designated assembly area in the rear car park. As no staff are on the premises full time there is no nominated person to meet the fire and rescue service. There is a fire safety policy and fire plan in place which is reflected by the information set out in the fire action notices. (See 10.4.) There is understood to be no resident who is unable to leave the premises unaided in the event of a fire in their apartment. An inspector from Kent Fire and Rescue Service visited the premises on 20 January 2023 and has provided goodwill advice, no formal 'notice' was issued.		
11.2 Training and fire drills		
Do all staff receive induction training?	Y	
Do all staff receive periodic fire safety refresher training?	Y	
Do staff with specified roles receive additional training?	Y	

Do fire wardens and other specified staff receive practical training in the use of the fire extinguishers?	Y	
Are fire drills carried out periodically?	Y	
Is there adequate liaison with the staff of other businesses on the premises?	n/a	
The Scheme Manager receives fire safety awareness training annually and has also received practical training in the use of fire extinguishers. The manager has also undertaken a study of fire doors in the past year. Two fire drills are held each year, the last drill was on 09 September 2024 and was undertaken with the assistance of Metroline; records were seen.		
11.3 Testing and maintenance		
Inspection of the escape routes and fire doors	Weekly	Last record 13 November 2024
Testing of the fire alarm	Weekly	Last record 18 November 2024
Servicing of the fire detection and alarm system	Twice annually	09 September 2024 by Metroline Security Ltd
Visual inspection of the LED indicators on the emergency lighting	Weekly	Last record 12 November 2024
Servicing of the emergency lighting	Annually	09 September 2024 by Metroline Security Ltd
Visual inspection of the fire extinguishers	Monthly	Last record 12 November 2024
Servicing of the fire extinguishers	Annually	April 2024 by Stable Fire Protection Ltd
Routine testing of fire suppression systems	n/a	
Servicing of fire suppression systems	n/a	

Testing/inspection of lightning protection system	n/a	
BS 7671 Electrical installation	Five-yearly	2023 by Emerald Electrical Contractors (records not seen)
PAT testing	Annually	No portable electrical appliances in the common area.
Gas installation	n/a	No gas supply to the premises
Record keeping Suitable records are kept by the Scheme Manager, partly in a log book and partly on a laptop computer.		

12. Assessment of the risk of fire

The risk of fire in these premises was assessed with the aid of the matrix below:

	Potential consequences of fire		
Likelihood of fire	Slight harm	Moderate harm	Serious harm
Unlikely to occur	Trivial risk	Tolerable risk	Moderate risk
Possible	Tolerable risk	Moderate risk	Substantial risk
Likely to occur	Moderate risk	Substantial risk	Intolerable risk

The definitions of the terms used in the matrix are as follows:

With reference to the likelihood of fire:

Unlikely to occur	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Possible	Normal fire hazards (potential ignition sources and combustible materials) for the occupancy type, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
Likely to occur	Lack of adequate controls applied to one or more significant fire hazards, such as to result in a significant increase in the likelihood of fire.

With reference to the potential impact of fire on the safety of occupants and other relevant persons:

Slight harm	An outbreak of fire is 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	An outbreak of fire could foreseeably result in injury of one or more occupants, but it is unlikely to involve a fatality.
Serious harm	An outbreak of fire could result in serious injury of one or more occupants.

Taking into account the potential fire hazards present and the prevention measures that are in place in the premises the likelihood of fire is considered to be:

Unlikely to occur

Taking into account the nature of the premises, the occupants, the fire protection provisions and the management procedures it is considered that the consequences for life safety in the event of a fire would be:

Moderate harm

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



This is acceptable for John Bowley House.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. Such a plan is set out in section 13.

Following completion of the remedial actions a fire would still be unlikely, and while the consequences would be minimised, the fire risk would still be recognised as being at the following level:



Risk level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the fire risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute serious 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 premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant areas) should not be occupied until the risk is reduced

It should be noted that the fire risk assessment for the premises should be reviewed periodically. It is considered that the assessment for these premises should be reviewed as indicated on page 5.

13. Action plan

No	Priority	Nature of problem	Remedial action taken	Date completed and initials
13.1	B	A charger in the new scooter store carries a PAT test label indicating a test date of 07 November 2023. Best practice suggests that this should be retested as soon as possible.		
13.2	B	The fire action notices are ambiguous as to whether residents should evacuate the premises in the event of fire or may 'stay put'. The latter is the formal policy for residents other than those in the common areas at the time of the alert and this should be made clear in the notices.		

Priorities for remedial action are indicated as follows:

- A** Immediate action required
- B** Action required in the short term
- C** Remedial action required in the long term

14. Photographs



Photograph 1:

Letterboxes replace letter slots in apartment doors.



Photograph 2:

Reel of unused cable in the ground floor service cupboard



Photograph 3:

Additional scooter store

15. References

British and other standards that may be referred to in this assessment are as set out below. Reference should always be made to the current version of these standards.

BS 5266:	Emergency lighting
Part 1:	Code of practice for the emergency lighting of premises
Part 8:	Emergency escape lighting systems
BS 5306:	Fire extinguishing installations and equipment on premises
Part 3:	Commissioning and maintenance of portable fire extinguishers. Code of practice
Part 8:	Selection and positioning of portable fire extinguishers. Code of practice
BS 5839:	Fire detection and alarm systems for buildings
Part 1:	Code of practice for system design, installation, commissioning and maintenance
Part 6:	Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings
BS 7671:	Requirements for electrical installations. IET Wiring Regulations
BS 8214:	Timber-based fire door assemblies. Code of practice
BS 9991:	Fire safety in the design, management and use of residential buildings. Code of practice
BS 9999:	Code of practice for fire safety in the design, management and use of buildings
BS EN 1125:	Building hardware. Panic exit devices operated by a horizontal bar, for use on escape routes. Requirements and test methods.
BS EN 12845:	Fixed fire fighting systems. Automatic sprinkler systems. Design, installation and maintenance
BS ISO 3864:	Graphical symbols. Safety colours and safety signs
Part 1:	Design principles for safety signs and safety markings
Part 3:	Design principles for graphical symbols for use in safety signs
BS7176	Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites
BS 7273	Code of practice for the operation of fire protection measures.
Part 4:	Actuation of release mechanisms for doors
BS EN ISO 7010:	Graphical symbols. Safety colours and safety signs. Registered safety signs
BS ISO 14520:	Gaseous fire-extinguishing systems
Part 11:	Physical properties and system design

- Further guidance on fire safety risk assessment in sleeping accommodation is available from the Communities and Local Government web site: www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents
- Guidance on fire safety provisions for certain types of existing housing, Local Government Association.

End of report