Workplace Fire Precautions Legislation

FIRE RISK ASSESSMENT

Conforming to, and in accordance with, the following legislation:-

The Regulatory Reform (Fire Safety) Order 2005

Address of Property: Scheme number 286

THE DEANERY
Carpathia Drive / Clench Street / White Star Place / Rudd Drive
Southampton
SO14 3GU / SO14 3GB

Responsible person having control of the premises: [redacted] **(Trinity Estates)**

Assessment Undertaken by: [redacted]

Date of Fire Risk Assessment: **14th June 2022**

Date of Report: **29th June 2022 (revision 2)**

Suggested Date for Review[1]: **Summer 2023**

Report Validated by: [redacted]

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by a competent person by the date indicated above or at such earlier time if there is reason to suspect that it is no longer valid or there have been significant changes.

Introduction

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, 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 results of future Fire Risk Assessments, 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 is accepted for the accuracy of such information.

The Assessment was undertaken in accordance with the general risk assessment principles set out in The Regulatory Reform (Fire Safety) Order 2005 to identify hazards that could contribute to the injury of relevant persons, including those residing in or visiting the building.

Only the communal areas and systems were assessed. Therefore this Fire Risk Assessment applies only to the common parts including but not limited to - the building's structure and external walls (including doors, windows and anything attached to the exterior of those walls, such as balconies, cladding, insulation and fixings), stairways, landings, corridors, communal cupboards (refuse, utility, cleaning, store, cycle etc); all communal external areas including landscaped areas, car parking (underground, external, partly covered etc), refuse bin areas, stores and shelters, footpaths, roadways, designated muster points (where applicable); and any fire prevention and fire protection measures necessary to safeguard the relevant persons using or in the vicinity of these areas. The individual residences accessed from these areas are not included as they fall outside the scope of The Regulatory Reform (Fire Safety) Order 2005, except for any doors that impact directly on the protection of the common escape routes including all doors between domestic premises and common parts such as flat entrance doors.

As amended by the Fire Safety Act 2021 (effective in Wales from 1st October 2021 and 16th May 2022 in England)

Overview of the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order")

The Fire Safety Order covers general fire precautions and other fire safety duties which are needed to protect "relevant persons" in case of fire in and around most premises. The Order requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances.

Responsibility for complying with the Fire Safety Order rests with the "Responsible Person". This Fire Risk Assessment has been carried out on your behalf, being the "Responsible Person" as defined in Article 3 of The Regulatory Reform (Fire Safety) Order 2005, being the employer and/or being the person having control, to any extent, of the premises, as occupier or otherwise. It is intended to assist you in compliance with Article 9 of The Regulatory Reform (Fire Safety) Order 2005, which requires a risk assessment to be carried out.

It is important that you study this report and understand its contents. This Assessment has considered fire sources, fire spread, detection, means of escape, and fire extinguishing, and has considered those "relevant persons" at risk. It includes an Action Plan, which sets out the measures considered necessary to satisfy the requirements of the Fire Safety Order and to protect "relevant persons" (as defined in the Order) from fire. Relevant persons are primarily those who are, or may be, lawfully in the building, and certain persons in the vicinity. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires you to arrange for the effective planning, organisation, control, monitoring and review of the preventative and protective measures that have been identified in the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You should ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. In carrying out this Assessment, consideration will have been given to the records that have been provided to us. This Assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this Assessment will coincide with the information in that record.

The Fire Safety Order requires that you appoint "Competent Persons" to assist you. Where there is a "competent person" in your employment, under Article 18(8) of the Fire Safety Order, you must appoint that person in preference to a "competent person" not in your employment.

This Fire Risk Assessment was undertaken by our Assessor whose experience and expertise gives him the status of "Competent Person" as described in The Health and Safety Management Regulations, and in The Regulatory Reform (Fire Safety) Order 2005, which superseded all previous fire safety legislation.

The Fire Safety Order requires you to inform any employees, temporary or contract workers, or contractors operating on the premises, about the risks to them, and provide them with clear and relevant information about the fire safety procedures for the premises. You should provide your employees with appropriate information, instruction and training.

The Fire Safety Order also requires you to co-operate and co-ordinate with other "responsible persons" in multi-occupied or neighbouring premises.

Other Legislation

In addition to the Fire Safety Order this Fire Risk Assessment has taken into consideration the following legislation and regulations:

Electricity at Work Regulations 1989
Gas Safety (Installation and Use) Regulations 1998
Health and Safety at Work etc. Act 1974
Health and Safety (Signs and Signals) Regulations 1996
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992

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 Fire Safety Order. This Assessment does not comment upon or assess such requirements.

This Assessment has considered dangerous substances that are used or stored in your premises, but only to the extent necessary to determine the adequacy of the general fire precautions as defined in Article 4 of the Fire Safety Order. This Assessment does not consider the special, technical or organisational measures required to be taken or observed in connection with the use or storage of "dangerous substances" as defined in the Dangerous Substances and Explosive Atmospheres Regulations 2002. If dangerous substances are used or stored in your premises, you should ensure that a separate risk assessment of the relevant work activities has been carried out to enable you to comply with the **Dangerous Substances and Explosive Atmospheres Regulations 2002**.

Other Relevant Information

It is not normal practice to retrospectively apply current guidance on the design and construction of new buildings when assessing existing buildings, except where the original design principles are so far removed from those acceptable today, that an unacceptable risk is present. As such it is appropriate to consider developments in fire safety technology and practice that could be reasonably applied to an existing building. Therefore, such developments have been considered in the preparation of this Assessment.

The general fire precautions, which are part-existing with recommendations for improvement set out in the Action Plan below, are considered to be reasonably practicable, and will provide an adequate degree of fire safety for the relevant persons.

NB It is recognised that it may not be possible to rectify all deficiencies noted in the times recommended due to financial and other constraints; where this is the case action should be taken to reduce the risk as far as possible pending final rectification. In these circumstances you should request further advice.

Relevant standards and codes of practice:

Emergency Escape Lighting

BS 5266-1:2016	Emergency lighting. Code of practice for the emergency lighting of premises
BS EN 1838:2013	Lighting applications. Emergency lighting*
BS EN 50172:2004, BS 5266-8:2004	Emergency escape lighting systems

Fire Detection and Fire Alarm Systems for Buildings

BS 5839-1:2017	Fire detection and fire alarm systems for buildings. Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises
BS 5839-6:2019	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 Installations and Equipment on Premises

BS 5306-1: 2006	Code of practice for fire extinguishing installations and equipment on premises. Hose reels and foam inlets
BS EN 12845:2015	Automatic sprinkler systems. Design, installation and maintenance**
BS 5306-3:2017	Fire extinguishing installations and equipment on premises. Commissioning and maintenance of portable fire extinguishers. Code of practice
BS 5306-8:2012	Fire extinguishing installations and equipment on premises. Selection and positioning of portable fire extinguishers. Code of practice
BS 9990:2015	Non automatic fire-fighting systems in buildings. Code of practice
BS EN 3-7:2004+A1:2007	Portable fire extinguishers. Characteristics, performance requirements and test methods
BS EN 1869:2019	Fire blankets

Fixed Fire Fighting Systems

BS EN 671-3:2009	Hose systems. Maintenance of hose reels with semi-rigid hose and hose systems with lay-flat hose
BS EN 16925:2018	Automatic residential sprinkler systems. Design, installation and maintenance

Fire Safety Design and Management

BS 9991:2015	Fire safety in the design, management and use of residential buildings. Code of practice
BS 9999:2017	Fire safety in the design, management and use of buildings. Code of practice

Fire Safety Signs

BS ISO 3864-1:2011	Graphical symbols. Safety colours and safety signs. Design principles for safety signs and safety markings
BS 5499-4:2013	Code of practice for escape route signing
BS EN ISO 7010:2012+A7:2017	Graphical symbols. Safety colours and safety signs. Registered safety signs**
BS 5499-10: 2014	Guidance for the selection and use of safety signs and fire safety notices

Protection against lightning

BS EN 62305-1: 2011	General principles***
BS EN 62305-2:2012	Risk management**
BS EN 62305-3: 2011	Physical damage to structures and life hazard**
BS EN 62305-4:2011	Electrical and electronic systems within structures**

Miscellaneous

BS 7176:2007+A1:2011	Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites
BS 7273-4:2015	Code of practice for the operation of fire protection measures. Actuation of release mechanisms for doors
BS 7671:2018	Requirements for Electrical Installations. IET Wiring Regulations Eighteenth edition

(under review); (work in hand** - there is work being undertaken on the standard and there may be a related draft for public comment available); (project underway*** - review of this standard has been started. No draft standard is currently available for public review and comment at this time)*

Property Overview

The Deanery Development consists of 5 Blocks of residential leasehold apartments located near the centre of Southampton, Hampshire. Trinity Estates manages 4 Block on Carpathia Drive with one other block on Clench street. The remaining Blocks fall under different management and are therefore not included within this risk assessment. The buildings are a combination of cavity wall construction with timber frame and a rendered finished; ranging from 5- 7 storeys every block has an entrance leading to central stair core with landings and lobbies providing access to the flats within. Block 37-55 Carpathia Drive has been provided with a passenger lift and a number of the blocks have secondary exits to the rear of the building.

Fire precautions and Block information
1-12 Clench Street, 5 Storey; Emergency lighting & lightning protection
1-8 Carpathia Drive, 5 Storey; Emergency lighting & lightning protection
29-36 Carpathia Drive, 5 storey; Emergency lighting, dry risers, & lightning protection
37-55 Carpathia Drive, 7 Storey; Emergency lighting, emergency lift line, dry risers and lightning protection
57-67 Carpathia Drive, 5 Storey; emergency lighting, dry risers, AOVs and lightning protection.

A waking watch has been put in place in 29-36 Carpathia Drive, 37-55 Carpathia Drive and 57-67 Carpathia Drive until such time as a suitable and sufficient automatic fire detection and alarm system has been installed, estimated completion date for installation of the automatic fire detection and alarm system is end of July 2022.

The waking watch has been removed at the end of June 2022 with a procedure (approved by HIWFRS) put in place whereby specific residents in the upper two floors have been tasked with providing an audible alarm (air horn) to other residents on those floors in the event of an evacuation. Tasked residents have been instructed to not put themselves in any danger in fulfilling their actions, i.e. continue their evacuation while sounding the alarm

The uppermost habitable storeys are above the 18m-above-ground limit as prescribed in the Building Regulations Approved Document B and should therefore use cladding of “limited combustibility”. We understand the upper storeys of the block are clad in part with fair faced brick, in part with possibly cementitious render and in part with an undetermined cladding system of horizontal lapped fibreboard.

General information		
1.The Building/s		
Number of blocks		5
Number of floors (including ground)		5 – 7
Number of floors entirely below ground level		0
Approximate floor area		n/a
Brief details of construction	The Buildings at the Deanery are constructed with a blockwork tier to the ground floor, and timber frame build up from there. The frame is insulated with a mineral wool insulation and faced with a timber OSB sheathing board and breather membrane. The external finishes are constructed from render on blockwork or a fibrous board lapped cladding. The glazing system appears to be a PVC plastic window system	
Approximate age of building		c.2003
2.Building/s users		
Approximate maximum number of employees at any one time		0
Sleeping Occupants		Yes
Non-ambulant persons		Presumed / None advised
Sensory impaired persons		Presumed / None advised
Young persons (unsupervised)		Presumed / None advised
Persons with psychological / learning difficulties		Presumed / None advised
Occupants in remote areas		n/a
Others		n/a
Comments and Hazards observed		
Fire loss experience		None advised
Is there a suitably located premises information box for the fire and rescue service?		Yes
Are there arrangements to keep the premises information box up to date?		Yes
Other relevant information: - Premises Information Boxes are in place in all blocks, containing appropriate information on fire safety systems, building plans, and any PEEPs where required		

Fire Hazards and their elimination or control	
3.Electrical sources of ignition	
Reasonable measures taken to prevent fires of electrical origin	No
Fixed installation periodically tested and inspected	Yes
Date of last periodic inspection:	08/06/2022
Portable Appliance Testing carried out	n/a
Date of last inspection:	n/a
Is there a suitable policy restricting use of personal electrical appliances	Yes
Where applicable are trailing leads/adaptors limited	Yes
Are there any 'visible' signs of damage or faults to switches, sockets, light fittings and other associated components of the fixed electrical installation.	Yes
Comments and Hazards observed: - Various instances of uncovered distribution boxes and poorly managed cabling in service risers - Fire protection electrical installation works (Automatic fire detection and alarm systems) were in progress at the time of the assessment	
4.Smoking (prohibited by law in workplace)	
Are there reasonable measures to prevent smoking within the building? e.g. prohibitive signage	Yes
Is there evidence of breaches of law relating to smoking in the workplace	No
Are there suitable arrangements for those who wish to smoke	n/a
Comments and Hazards observed:	
5.Arson	
Does basic security against arson from outsiders appear reasonable	No
Is there any unnecessary fire load in close proximity to the building or available for ignition by outsiders	No
Comments and Hazards observed: 56 – 67 Carpathia Drive - Main access door sticks, preventing effective and secure closure	
6.Portable Heaters and Heating installations	
Is the use of portable heaters avoided as far as is practical	Yes
Are fixed Heating installations subject to regular maintenance	n/a
Date of last service:	n/a
Comments and Hazards observed:	
7.Cooking	
Are reasonable measures taken to prevent fire as a result of cooking	n/a
Filters changed, and ductwork cleaned regularly	n/a
Suitable fire extinguishing appliances available	n/a
Comments and Hazards observed:	
8.Lightning Protection Systems (Lightning Conductors)	
Does the building/s have a Lightning Protection System	Yes
Comments and Hazards observed: - Lightning protection system last tested and inspected – 15/09/2021	

9.Housekeeping	
Is the standard of housekeeping adequate	No
More specifically:	
Combustible materials separated from ignition sources	Yes
Is there unnecessary accumulation of combustible materials or waste	Yes
Are there any flammable materials such as oil-based paints, petrol/oil/solvents etc stored/kept	No
Comments and Hazards observed: 37-55 Carpathia Drive - Residents items in common areas / escape routes – bikes / prams / etc 1 – 7 Clench Street - Residents items in common areas / escape routes – bikes / prams / etc	
10.Hazards introduced by outside contractors and building workers	
Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits	Yes
Are fire safety conditions imposed on outside contractors	Yes
Comments and Hazards observed: - Trinity Estates Policy is to obtain method statements prior to instructing contractors to carry out any maintenance and/or repair works.	
Fire Protection Measures	
11.Means of Escape from Fire	
Is it considered that the building is provided with reasonable means of escape in the event of fire	Yes
More specifically:	
Adequate provision of Exits	Yes
Exits immediately and easily openable where necessary	Yes
Avoidance of sliding or revolving doors as fire exits where necessary	Yes
Satisfactory means of securing exits	Yes
Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition?	Yes
Are suitable self-closing devices fitted to doors in the common areas?	Yes
Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition?	Yes*
Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order?	Yes*
Are there adequate smoke control provisions to protect the common escape routes, where necessary?	Yes
Comments and hazards observed: - * As part of this fire risk assessment, a visual assessment of all fire resisiting doors is undertaken, however, it is not possible to confirm fire resistance rating without being able to open and view doors.	
Reasonable distance of travel:	
Where there is a single direction of escape	Yes
Where there are alternate means of escape	No
Suitable protection of escape routes	No
Suitable fire precautions for all inner rooms	Yes
Escape routes unobstructed and free from other hazards	No
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled persons	Yes *To ground floor only
Comments and hazards observed: 37-55 Carpathia Drive - Residents items on escape routes – bikes / prams / etc 1 – 7 Clench Street - Residents items on escape routes – bikes / prams / etc	

12.Measures to limit fire spread and development	
Is it considered that the compartmentation is of a reasonable standard	Yes
Is it considered that linings would reasonably prevent fire spread	Yes
As far as can be ascertained, reasonable fire separation within any roof space?	Yes
Adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke?	Yes
Comments and hazards observed:	
13.Reasonable standard of escape lighting	Yes
Comments and hazards observed:	
14.Reasonable standard of fire safety signs and notices	No
Comments and hazards observed:	
15.Means of warning in case of fire	
Manually operated fire alarm provided	No
Automatic fire detection provided	No
Where appropriate, has a fire alarm zone plan been provided?	Yes
Remote transmission of fire alarm signal	No
Comments and hazards observed: - Automatic fire detection and alarm system in the process of being installed at the time of the assessment. Estimated completion date for installation of automatic fire detcetion and alarm system end of July 2022 - Selected residents on upper floors of 37-55 Carpathia Drive have been tasked with sounding portable air horns while making their escape in an emergency to alert other residents on those floors. Please see Appendix 1 and Appendix 2 for details	
16.Manual and Automatic Fire extinguishing appliances/systems	
Relevant portable fire extinguishers provided	No
Hose reels provided	No
Other relevant fire extinguishing systems	Yes – Dry Risers
Automatic opening smoke vents fitted	Yes
Are Fire Fighting Lifts Installed?	No
Comments and hazards observed:	
16a.External Walls / Cladding Systems	
Are the external elevations constructed entirely of a traditional masonry construction?	No
Confirm details or materials of the external wall system(s)	External wall system appears to be fair faced brick with elements of cementitious render and elements of cladding of an unknown composition of horizontal lapped fibreboard Fire breaks or cavity stops have not been identified within the cavity of the building
Are there attachments such as projecting balconies?	No
Is there a requirement for a fire risk appraisal of the External Walls (FRAEW) to code of practice PAS 9980 due to risk posed by fire spread?	Yes
Comments and hazards observed: - Due to a degree of uncertainty over the construction of the external wall systems and lack of identified fire breaks or cavity stops, it is recommended that an FRAEW is carried out by a suitably qualified and competent person to PAS 9980. Quotes for the works have been / are in the process of being obtained for the safe removal of the cladding	

Management of Fire Safety	
17.Procedures, Arrangements and Engagement with Residents	
Has information on fire procedures and fire safety information been disseminated to residents?	Yes*
Evacuation strategy for building users inside flats, and other areas, with minimum 60 minute-rated fire compartmentation, in the event of fire in common parts, or other flats	Simultaneous evacuation
Evacuation strategy for building users inside flats in the event of fire inside the same flat	Immediate evacuation to place of safety
Evacuation strategy for building users in common parts, in the event of fire in any part of the building	Immediate evacuation to place of safety
Has there been any specific liaison with the fire service in production of this building's assessment	No
Are there regular fire precautions inspections carried out by in house staff	Yes, EVR reports inspection
Date of last inspection:	11/05/2022
Comments and deficiencies observed: *NB As this is a private residence there is no requirement to provide individual evacuation plans, as such the above comments do not constitute anything other than general advice on evacuation procedures.* - The evacuation strategy for the building has changed from "stay put" to "simultaneous evacuation" following the installation of an automatic fire detection and alarm system. Residents are in the process of being informed. Please see Appendix 1 and Appendix 2 - * Fire safety information, including relevant fire procedures, should be communicated to all residents at least annually, in accordance with the requirements of the Fire Safety (England) Regulations 2022 (due to come into force 23/01/2023)	
18.Training and Drills	
Are all staff given induction training on fire safety / procedures	n/a
Are staff given 'refresher' training at suitable intervals	n/a
Are fire wardens / marshals given additional training	n/a
Are fire drills carried out at appropriate intervals	n/a
Comments and deficiencies observed:	
19.Testing and Maintenance	
Adequate maintenance of workplace	Yes
Testing and periodic servicing of fire detection and alarm system	Yes
Date of last inspection:	07/02/2022
Sufficient testing routines for emergency lighting	Yes
Date of discharge test:	07/02/2022
Annual maintenance of fire extinguishing systems (including portable extinguishers, sprinklers, suppression systems)	n/a
Date of last service:	n/a
Sufficient servicing/testing of dry risers	No
Date of last service:	Not known
Inspection and testing undertaken of fire fighting lifts	n/a
Date of last service:	n/a
Sufficient servicing/testing of automatic smoke vents	Yes
Date of last service:	07/02/2022
Routine checks of final exit doors and/or security fastenings	Yes
Date of last inspection:	11/05/2022
Sufficient servicing/testing of Lightning Protection System	Yes
Date of last service:	15/09/2021
Comments and deficiencies observed: - Unable to locate recent evidence of sufficient servicing / testing of dry risers	

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800.

Potential consequences of fire→ Fire hazard↓	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 (probability of ignition) at this building is:

Low ☐ **Medium** ☒ **High** ☐

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this 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 bedroom in which a fire occurs).

Moderate harm: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities

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

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial ☐ **Tolerable** ☐ **Moderate** ☒ **Substantial** ☐ **Intolerable** ☐

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based on one advocated by BS 8800 for general health and safety risks:

Risk level	Action and timetable
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited costs.
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 may be required to establish more precisely the priority for improved control measures
Substantial	Considerable resources may 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 fire 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 section. The risk assessment should be reviewed periodically.

ACTION PLAN

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

Trivial ☐ **Tolerable** ☒

Definition of priorities (where applicable)
Immediate- Should be implemented immediately
Short term- Should be implemented within two months
Long term- Should be implemented as and when the opportunity arises

Action/recommendation	Priority

SECTION 3.
Covers removed from various panels in service risers, plus evidence of poor cable management
- All electrical and telephony distribution boards, junction boxes, etc should have covers fitted at all times to prevent unauthorised access to services and to protect against accidental damage
  ○ **Recommendation**. Ensure all distribution boards, etc have protective covers fitted
  ○ **Recommendation**. Remind all contractors to ensure their workplace is left in a safe condition at the end of every shift / day and on completion of works
	Short term

SECTION 5. Main access door tp 56 – 67 Carpathia Drive is sticking, which is preventing it from closing fully and securely within its frame, allowing unauthorised access to the building - All access doors to the properties should be able to close securely and should be kept locked shut at all times to prevent unauthorised access to the building ○ **Recommendation**. Acquire the services of a suitably qualified and competent person to make appropriate adjustments to the access door to allow it to close easily and securely	Short term

SECTION 9 & SECTION 11.
Unauthorised items stored in communal areas
- Communal areas of the building should not be used for storage of any items at any time. Communal areas within buildings are provided as emergency escape routes and stored items could present obstructions to those trying to escape or those trying to rescue others
  ○ **Recommendation**. Remove all items currently stored in communal areas throughout the building
  ○ **Recommendation**. Remind residents and contractors that communal areas must not be used for storage at any time
	Short term

Action/recommendation	Priority
SECTION 11. - Fire doors appeared to be installed in appropriate locations - Any door that leads onto an escape routes, protected corridor or stairway should be rated fire resistent to a minimum of 30 minutes with a self-closing mechanism. - As part of this fire risk assessment, a visual assessment of all fire resisiting doors has been undertaken, however, it was not possible to confirm fire resistance rating without being able to open and view doors. o **Recommendation**. All fire resisting doors from apartments should be checked and validated to confirm their condition and fire resistence (i.e. FD30 or better). Acquire the services of a suitably qualified and competent person to carry out a Fire Door Assessment of the property and to act upon its findings	Short term
SECTION 16a. The external walls of the buildings appear to be made up of fair faced brick with elements of cementitious render and further elements of cladding of an unknown composition - **Recommendation**. Due to the lack of certainty of the make up of the external wall systems it is recommended that a Fire Risk Appraisal of the External Walls (FRAEW) is carried out by a suitably qualified and competent person, inaccordance with the requirements of PAS 9980	Short term
SECTION 19. Unable to locate evidence of annual testing / inspection of dry risers - Dry risers should be subjected to a testing / inspection regime which consists of a 6-monthly visual check and an annual water test to 12 bar for 15 minutes, in accordance with the requirements of BS9990:2015 o **Recommendation**: acquire the services of a suitably qualified and competent person to carry out annual and 6-monthly test / inspection of the dry risers and to provide appropriate certification o **Recommendation**: Make all service records / certification available for review by interested parties	Short term

RECOMMENDED REVIEW

The progress of the work undertaken to rectify the deficiencies noted in the Action Plan above should be monitored by the responsible person to ensure completion by the timescales given.

A follow up inspection should be undertaken when all work is complete to ensure it is to the correct standard.

A Fire Risk Assessment review should generally be undertaken annually. **Summer 2023**

APPENDIX 1 – Removal of Temporary Fire Procedures (Waking Watch)

In response to the Type 4 Fire Risk Assessment that was carried out by Tetra Consulting Limited in June 2021, Trinity Estates, as the Responsible Person for the property instigated a series of measures to reduce the risk of fire to the residents of the property. These measures included the temporary installation of a "waking watch" and simultaneous evacuation.

Trinity Estates are now in the process of installing an automatic fire detection and warning system to conform to BS5839-6 Grade A, category LD2. This comprises smoke detection on each landing level of the staircase and in any high risk rooms which open onto the staircase e.g. lift motor room, all linked to an alarm panel, with a manual call point located next to final exits. An interlinked single point heat detector will be provided in the circulation space of each flat as well as a standalone Grade D, LD3 smoke detector. The installation will be fully completed and commissioned by the end of July 2022

As of the end of June 2022 the alarm system is partially installed, with the detector and sounders installed in the apartments on the top two floors and a procedure in place to alert all other residents in the event of a fire, which involves designated residents from the top two floors sounding air horns while they make their escape down the protected staircase. The air horns are sufficiently loud to enable all residents to hear.

Taking into consideration the partial, and ongoing, installation of the automatic fire detection and alarm system (completed on the top two floors) along with the procedure for sounding the air horns during an evacuation, it is the intention of Trinity Estates to remove the waking watch from the property from Friday 1st July 2022 due to the perceived reduction in risk to the residents and visitors.

On completion of the installation of the automatic fire detection and alarm system, it is the intention of Trinity Estates to remove the air horn procedure.

All residents will be kept fully updated of all changes to the fire safety procedures at all times

APPENDIX 2 – Temporary "Air Horn" Procedure

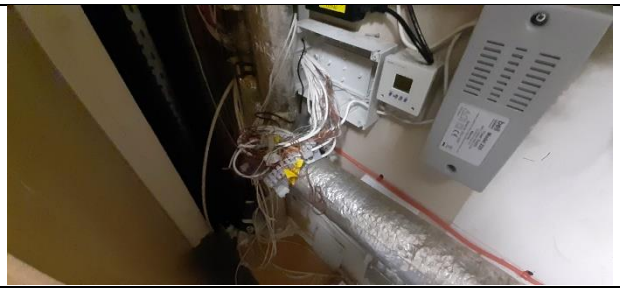
A number of residents located in the top two floors of 37-55 Carpathia Drive have been tasked with providing temporary assistance to the overall fire safety strategy for the building, by way of sounding portable air horns while making their escape from the building

All property residents will be informed of this temporary fire safety procedure before it is implemented

The designated residents have been issued with an appropriate air horn by Trinity Estates and advised the following:

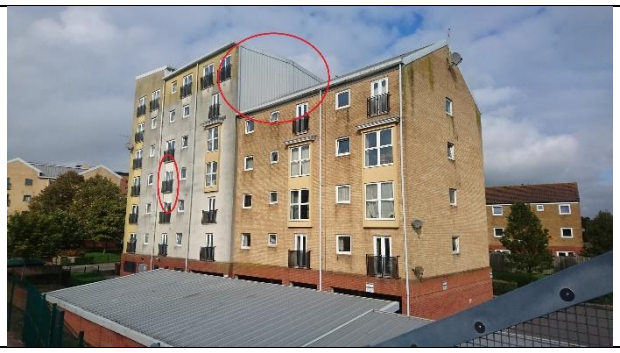
- Leave the air horn inside the apartment, close to the front door to enable speedy collection of the device when exiting the apartment
- The air horn is only to be used in the event that the automatic fire alarm system in their apartment sounds
- On hearing the automatic fire alarm, the residents, as with all property residents, are advised to call 999 and inform the fire service, when safe to do so
- On hearing the automatic fire alarm, the residents are to make their way as quickly and safely as possible, using the stairs (not the lift), to the ground floor of the property and onwards to a place of safety.
- If a resident has been issued with an air horn, they are to sound the horn while they are making their way down the stairs to alert all building residents of the fire alarm activation
- Designated residents are advised that they are not to knock on doors or offer assistance to anyone, but to make their own way to a place of safety as quickly and safely as possible.
- At no time during the evacuation are they to put themselves at additional risk.
- They have been advised NOT to return to their apartment if they have forgotten the air horn, but to make their way to a place of safety as quickly and safely as possible
- Once they have reached a place of safety (i.e. outside the property) they can stop sounding the air horn
- On completion of the automatic fire detection and alarm system they, along with all other residents, be advised of the new fire safety procedure and all air horns will be collected by Trinity Estates

APPENDIX - PHOTOGRAPHS

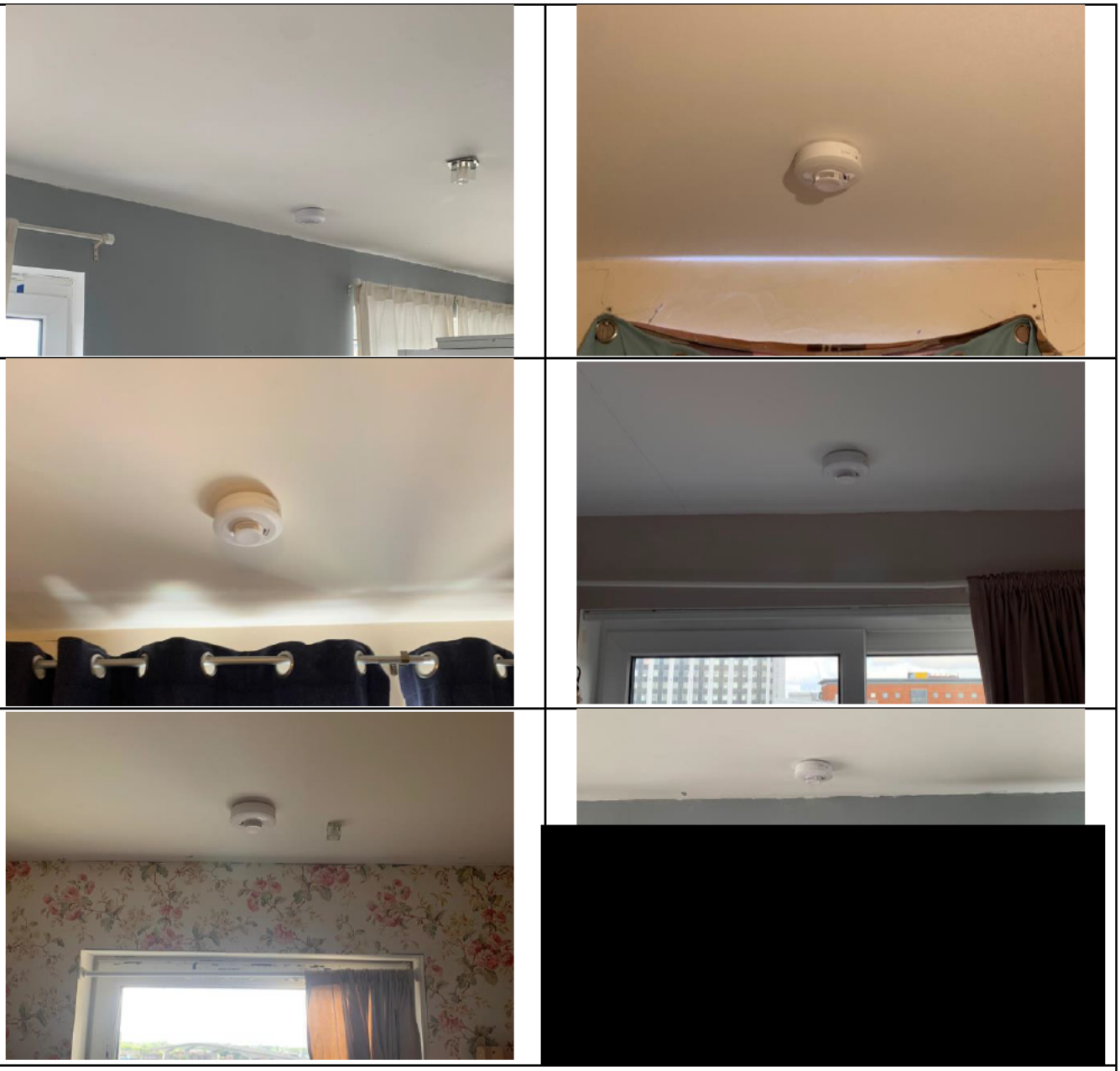


Evidence of poor cable management

Evidence of residents items in common areas / escape routes



Suspect cladding



New sensor heads installed in residential apartments