

## Fire Risk Assessment

|                                     |
|-------------------------------------|
| 'Desktop' Risk Profile for Premises |
| Responsible Person:                 |
| BAFE SP205-1 Certificate Number     |
| Date of FRA Issue to Client         |

|                          |
|--------------------------|
| <b>High</b>              |
| Northwards Housing       |
| See Master Property List |
| 10 October 2017          |

V-160918 GN

### General Information

|  |
|--|
| UPRN   |
| Address 1  |
| Address 2  |
| Address 3 (street)   |
| Address 4 (area)   |
| Postcode   |
| Fire Risk Assessor   |
| Date of inspection (enter as - dd/mm/yy)                     |
| Checked by:  |
| Rec. review date (subject to appropriate interim management) |

|   |
|---|
| N/K   |
| Whitebeck Court                                       |
| 1   |
| Moorway Drive   |
| Manchester  |
| M9 7HR  |
| Neil Sturdy (IFE Registered Assessor)                 |
| 26 July 2017  |
| John Herbison MIFireE FCABE (IFE Registered Assessor) |
| 10 October 2018                                       |

### The Premises

|   |
|---|
| Property Designation  |
| No of Floors  |
| No of Flats (if applicable)   |
| Ground floor area (m2) (if applicable)  |
| Total area of all floors (m2) (if applicable)   |
| Building Description<br>i. no of staircases, storeys<br>ii. no of entrances/exits<br>iii. lifts<br>iv. stepped/level access<br>v. ancillary usage |
| Building Construction<br>i. approx. age / year built<br>ii. building structure, floors, walls and roof<br>iii. cladding                           |
| Extent of common areas (please describe common areas assessed)  |
| Areas of the building to which access was not available   |
| If applicable, state which flats were sample inspected  |

|  |
|--|
| Sheltered/Supported  |
| 17   |
| 91   |
| N/A  |
| N/A  |
| 17 storey 1960's purpose built block consisting of 91 sheltered accommodation flats with 24/7 staff provided. There is a scheme office, hairdressers, shop and cafe on the ground floor, support office on the 1st floor and residents accommodation on the upper floors. Entrance to the common area is via a secure door to the front elevation to the entrance foyer with access to a buggy store and to the entrance lobby. The ground floor entrance lobby gives access to the office, hairdressers, cafe, shop, common room, utility rooms and access to the lift lobby. The lift lobby gives access to two passenger lifts (one to odd numbers and one to even numbers), corridor to service cupboards and bin store and stairway to all upper floors. Upper floors are similar with a corridor off the stairway containing access to 6 flat entrance doors, bin chute room and service cupboards. The 15th floor has a lift lobby off the stairs with access to a common room and to a flat entrance lobby containing two flat entrance doors, service cupboards and access to service rooms and the roof. A common sprinkler system is provided to all common areas and residents flats. Level entrance to the block. |
| Approx. 1960's purpose built building for general needs flats converted to sheltered accommodation, steel frame portal with brick infill, suspended intermediate concrete floors, concrete stairs and a flat roof. The building appears to have been clad in EWI and windows / window panels upgraded in recent times.   |
| Communal entrance hall, office, hairdressers, café, buggy store, stairs, common corridors, service cupboards, service riser, passenger lift, common rooms, shop, therapy room and ancillary rooms.   |
| Roof, service cupboards/service risers apart from sample inspected, residents flats apart from sample inspected.   |
| Flat 72  |

# Fire Risk Assessment

| The Occupants  |
|--|
| Management Extent  |
| Details of any onsite management (hours onsite etc. if known)  |
| Person managing fire safety in premises (and position in Coy.) |
| Person consulted during the fire risk assessment               |
| Number of occupants (maximum estimated)                        |
| Number of employees  |
| Number of members of the public (maximum estimated)            |
| Identify any people who are especially at risk                 |

|  |
|--|
| Managed Building - Manager or Senior Staff onsite regularly  |
| Office staff on site Monday - Friday 8.00 - 5.00. Care staff on site 24/7  |
| Gill Simpson - Scheme Manager.   |
| Brandon Kilmartin - Site Manager   |
| 184, presumed 2 per flat.  |
| 3 x office, 2 x domestic, 5 day carers, 2 x night carers. Hairdressers, shop and café are privately let Businesses, operating office hours with their own staff. |
| Sheltered premises - low number of visitors expected at any one time   |
| Reported PEEPS are undertaken for the necessary occupants and information is provided in the PIB   |

| Other Information                     |
|---------------------------------------|
| Fire loss experience (since last FRA) |
| Any other relevant information        |

|   |
|---|
| None reported.  |
| The hairdressers, café and shop have been inspected and commented on within this report but it would be recommended to consider undertaking a separate fire risk assessment for these stand alone businesses. |

| Fire Safety Legislation  |
|--|
| The following fire safety legislation applies to these premises:   |
| Other key fire safety legislation (other than Building Regs 2000): |

|  |
|--|
| Regulatory Reform (Fire Safety) Order 2005 |
| The Housing Act 2004                       |

## Elimination or Reduction of Fire Hazards

| Electrical Ignition Sources |   | Response  | Quantity | Photo Ref:                          |
|-----------------------------|---|---|----------|-------------------------------------|
| <b>A1</b>                   | <b>Is fixed installation periodically inspected and tested ?</b>      | Y   |          |                                     |
|                             | Comment: <i>Date of last fixed electrical installation inspection</i> | Label on the electrical distribution board states a last test date of 23-3-16   |          |                                     |
|                             | Recommendation:   |   |          | N/A                                 |
| <b>A2</b>                   | <b>Is PAT testing in common areas carried out (annually)?</b>         | N   |          |                                     |
|                             | Comment:  | Not all appliances inspected in the office or communal ancillary rooms had current PAT testing PASS labels attached. It was also noted that recharging units (presumed residents own property, see A3) in the buggy store and the portable Air Conditioning units noted on the upper levels also had no PAT test labels attached. The Hairdressers, Café and shop should be subject to their own FRA. |          |                                     |
|                             | Recommendation:   | <b>Recommend management confirm that all portable electrical appliances in common areas are inspected and tested annually</b>   | <b>1</b> | <b>7636, 7529, 7624</b> <b>Man2</b> |
| <b>A3</b>                   | <b>Is there a policy for personal electrical appliances?</b>          | N   |          |                                     |
|                             | Comment:  | Reported no policy in place. Buggy recharging units noted in the buggy store with no PAT test labels, no other items noted but may be used in office, common room or site managers office/rooms   |          |                                     |
|                             | Recommendation:   | <b>Recommend management introduce a policy on the use of personal portable electrical appliances within the common areas.</b>   | <b>1</b> | <b>Man2</b>                         |
| <b>A4</b>                   | <b>Is the use of adapters and leads limited?</b>                      | Y   |          |                                     |
|                             | Comment:  | No excessive use noted.   |          |                                     |
|                             | Recommendation:   |   |          | N/A                                 |

# Fire Risk Assessment

| Smoking Policies |   |   | Response  | Quantity | Photo Ref: |
|------------------|---|---|---|----------|------------|
| B1               | <b>Are there suitable arrangements for those who wish to smoke?</b> (state what the arrangements are) | Y |   |          |            |
|                  | Comment:  |   | Smoking is not permitted in the communal area in line with the "Smoke-free (Premises and Enforcement) Regulations 2006". Residents are permitted to smoke in their own flats. |          |            |
|                  | Recommendation:   |   |   |          | N/A        |
| B2               | <b>Does the policy in relation to smoking appear to be observed?</b>                                  | Y |   |          |            |
|                  | Comment:  |   | No evidence of smoking within the communal area.  |          |            |
|                  | Recommendation:   |   |   |          | N/A        |

| Arson |  |   | Response   | Quantity | Photo Ref: |
|-------|--|---|--|----------|------------|
| C1    | <b>Are premises secure against arson by outsiders?</b> (Please state how)  | Y |  |          |            |
|       | Comment:   |   | The main entrance is secured by an electronic door entry system controlled by staff, ARC or the residents with an emergency drop key override switch provided. |          |            |
|       | Recommendation:  |   |  |          | N/A        |
| C2    | <b>Are bins secured / stored in a suitable location?</b> (Please state bin type, location, if and how it is secured) | Y |  |          |            |
|       | Comment:   |   | Bins are stored in the secure bin chute store built into the building, accessed internally and externally.   |          |            |
|       | Recommendation:  |   |  |          | N/A        |
| C3    | <b>Is fire load close to the premises minimised?</b>   | Y |  |          |            |
|       | Comment:   |   | Appears satisfactory from visual inspection at time of assessment.   |          |            |
|       | Recommendation:  |   |  |          | N/A        |

| Portable Heaters and Heating Installations |  |   | Response  | Quantity | Photo Ref: |
|--|--|---|---|----------|------------|
| D1   | <b>If used, is the use of portable heaters regarded as safe?</b> | Y |   |          |            |
|  | Comment:   |   | Reported if utilised controlled by management, subject to PAT testing, also see A2. |          |            |
|  | Recommendation:  |   |   |          | N/A        |
| D2   | <b>Are fixed heating systems maintained</b> (annually)?          | Y |   |          |            |
|  | Comment: <i>Date of last fixed heating system inspection</i>     |   | Reported undertaken 23-5-17, no records on site.                                    |          |            |
|  | Recommendation:  |   |   |          | N/A        |

| Cooking |  |     | Response  | Quantity | Photo Ref:       |
|---------|--|-----|---|----------|------------------|
| E1      | <b>Are reasonable measures in place to prevent fires as a result of cooking?</b> | N   |   |          |                  |
|         | Comment:   |     | Commercial kitchen with gas hob, deep fat fryers and extraction system noted. Equipment test label noted dated 25-4-17. No other information available. Manual electric operated steel roller shutter provided separating the kitchen from the communal area. |          |                  |
|         | Recommendation:  |     | Recommend the kitchen roller shutter is upgraded to an automatic fire resisting shutter linked to the communal area fire alarm system, programmed to close on actuation of the alarm.   | 1        | 4223, 4226, 4237 |
| E2      | <b>Are filters changed and ductwork cleaned?</b>                                 | N/K |   |          |                  |
|         | Comment:   |     | No information available.   |          |                  |

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|    |  |   |   |   |  |      |
|----|--|---|---|---|--|------|
|    | Recommendation:                                  |   | Recommend management confirm the filters and duct work to the extraction system are subject to regular cleaning and servicing by a competent person with records kept on site for inspection.   | 1 |  | Man2 |
| E3 | Are suitable extinguishing appliances available? | N |   |   |  |      |
|    | Comment:   |   | Wet Chemical, CO2 fire extinguisher and fire blanket provided in kitchenette with gas shut off isolators noted. Informed staff were not trained in the safe use of extinguishers.   |   |  |      |
|    | Recommendation:                                  |   | Recommend management confirm that all staff involved with any kitchen activity and/or may be in the vicinity of the kitchen as part of their job function; are to be fully trained in the safe use and operation of all catering and fire protection machinery and equipment. They should be instructed in the hazards associated with fighting cooking oil and fat fires and the safe use of firefighting equipment provided | 1 |  | Man2 |

| Lightning |   |   | Response  | Quantity | Photo Ref: |
|-----------|---|---|---|----------|------------|
| F1        | Does the building have a lightning protection system? | Y |   |          |            |
|           | Comment:  |   | Lightning protection system noted, no service records available.  |          |            |
|           | Recommendation:                                       |   | Recommend management confirm that the lightning protection system is tested annually in accordance with BS EN 62305 and records kept on site. | 1        |            |

| House-Keeping |  |     | Response   | Quantity | Photo Ref: |
|---------------|--|-----|--|----------|------------|
| G1            | Is the property regularly cleaned to prevent the build up of combustibles? | Y   |  |          |            |
|               | Comment:   |     | Domestic staff undertake daily cleaning duties, Mon-Fri.   |          |            |
|               | Recommendation:  |     |  |          | N/A        |
| G2            | Combustible materials not kept near sources of ignition?                   | N   |  |          |            |
|               | Comment:   |     | Combustible items noted in the electrical intake cupboard in the common entrance lobby adjacent to the hairdressers.   |          |            |
|               | Recommendation:  |     | Recommend all combustible items are removed from the electrical intake cupboard noted and the door kept locked.  | 1        | 4172, 4173 |
| G3            | Escape routes kept clear of items combustible materials or waste?          | Y   |  |          |            |
|               | Comment:   |     | No combustible items noted in the escape routes. Appears satisfactory from visual inspection at time of assessment.  |          |            |
|               | Recommendation:  |     |  |          | N/A        |
| G4            | Escape routes kept clear of any trip hazards?                              | N   |  |          |            |
|               | Comment:   |     | At the time of the assessment, portable air conditioning units were provided on all levels in the communal corridors, deemed satisfactory as a temporary measure controlled by management. |          |            |
|               | Recommendation:  |     |  |          | N/A        |
| G5            | Any hazardous materials are stored correctly?                              | N/K |  |          |            |
|               | Comment:   |     | COSHH cupboard noted for cleaning materials. No COSHH records noted.   |          |            |
|               | Recommendation:  |     | Recommend management confirm that cleaning materials are subject to a COSHH assessment.  | 1        | 4419, 4420 |
| G6            | Are all other house-keeping issues satisfactory?                           | Y   |  |          |            |
|               | Comment:   |     | Appears satisfactory from visual inspection at time of assessment.   |          |            |
|               | Recommendation:  |     |  |          | N/A        |

# Fire Risk Assessment

| Hazards introduced by Outside Contractors |  | Response   | Quantity | Photo Ref: |
|---|--|--|----------|------------|
| H1  | Are fire safety conditions imposed on outside contractors?<br>Comment:<br>Recommendation:  | N/K  |          |            |
| H2  | Is there satisfactory control over works carried out in the building by outside contractors (e.g. hot work permits)?<br>Comment:<br>Recommendation:  | N/K  |          | N/A        |
| H3  | Is there satisfactory control over works carried out in the building by in-house contractors (e.g. hot work permits)?<br>Comment:<br>Recommendation: | N/K  |          | N/A        |
|   |  | No information available.<br>Recommend management confirm that fire safety conditions are imposed on contractors - and that there is satisfactory control over work by both outside and in-house contractors including hot working permits | 1        | Man2       |

| Dangerous Substances |  | Response | Quantity | Photo Ref: |
|----------------------|--|----------|----------|------------|
| I1                   | If dangerous substances are used, has a risk assessment been carried out as required by the Dangerous Substances and Explosives Atmospheres Regulations 2002?<br>Comment:<br>Recommendation: | N/K      |          |            |
|                      |  | See G5   |          | N/A        |

| Other Significant Hazards |  | Response  | Quantity | Photo Ref: |
|---------------------------|--|---|----------|------------|
| J1                        | Are all issues deemed satisfactory? [1]<br>Comment:<br>Recommendation: | N   |          |            |
|                           |  | Powder extinguishers noted in the generator room, powder extinguisher, BS 5306-8 Clause 5.4.3 states that powder extinguishers should not be used indoors unless specified by a health & safety risk assessment.<br>Recommend a suitable alternative replacement extinguisher is provided for the powder extinguisher in the generator room.  | 1        | 4404 C     |
| J2                        | Are all issues deemed satisfactory? [2]<br>Comment:<br>Recommendation: | N/K   |          |            |
|                           |  | No information was available regarding policy for residents with regards mobility scooters.<br>Recommend management confirm with residents the policy regarding mobility scooter in particular; the types and design of mobility scooters permitted, the arrangements for the safe storage and charging of these vehicles, and to confirm that the room designated is restricted to the storage and charging of mobility scooters and not combined with other uses. | 1        | Man2       |
| J3                        | Are all issues deemed satisfactory? [3]<br>Comment:<br>Recommendation: | Y   |          |            |
|                           |  | Satisfactory from visual inspection and assuming that the recommendations outlined in this report are actioned.   |          | N/A        |

| General Fire Protection Measures |  | Response | Quantity | Photo Ref: |
|----------------------------------|--|----------|----------|------------|
| Means of Escape                  |  |          |          |            |

# Fire Risk Assessment

|     |   |  |   |                        |     |
|-----|---|--|---|------------------------|-----|
| K1  | <b>Is escape route design deemed satisfactory?</b><br>(Consider current design codes)                     | Y  |   |                        |     |
|     | Comment:  | Upper flats discharge into a communal corridor leading to a protected stairway descending a common stairway to the ground floor and exiting from a protected escape corridor from the base of the stair. Ground floor areas discharge into an entrance lobby leading to main entrance or alternative exits by the hairdressers and in the cafe area. The cafe kitchen area and ancillary rooms have alternative exits to the rear of the building. 15th floor flats discharge into entrance lobby leading to stair lobby and descend stairs to exit. |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K2  | <b>Are the escape routes adequately protected?</b><br>(Consider lobby protection to staircase, if needed) | Y  |   |                        |     |
|     | Comment:  |  |   |                        |     |
|     | Recommendation:   |  | 1 |                        | N/A |
| K3  | <b>Is there adequate provision of exits, for the numbers who may be present?</b>                          | Y  |   |                        |     |
|     | Comment:  | Exit from the stairway at ground floor level or from the main entrance/egress. Two alternative exits available from entrance lobby. Café kitchen & ancillary rooms have alternative exits.   |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K4  | <b>Is there adequate exit width, for the numbers who may be present?</b>                                  | Y  |   |                        |     |
|     | Comment:  | Ground floor exits are satisfactory for expected numbers in communal facilities.   |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K5  | <b>Are doors on escape routes easily opened?</b><br>(and are sliding or revolving doors avoided?)         | N  |   |                        |     |
|     | Comment:  | Push bar to exit to the doors from the stairs and alternative exits in the ground floor communal area, electronic push button with emergency override green break glass to main entrance/egress. Simple thumb-turn device to ancillary rooms alternative exits.  |   |                        |     |
|     | Recommendation:   |  |   | 4478, 4158, 4205, 5003 | N/A |
| K6  | <b>Do final exits open in the direction of escape where necessary?</b>                                    | Y  |   |                        |     |
|     | Comment:  | Exits open outwards.   |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K7  | <b>Are travels distances satisfactory?</b><br>(consider single direction and more than one direction)     | Y  |   |                        |     |
|     | Comment:  | Flat entrance doors are within 7.5m to the protected stairs, see K2. Ground floor communal area satisfactory distance with a choice of exits.  |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K8  | <b>Are there suitable precautions for all inner rooms?</b>  | N  |   |                        |     |
|     | Comment:  | The only inner room noted was the internal office in the main office. Vision panel was provided to the inner room and fire detection device noted to the approach room.  |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K9  | <b>Are escape routes separated where appropriate?</b>   | Y  |   |                        |     |
|     | Comment:  | The stairs are separated from the flat entrance doors by a protected lobby on the ground floor only, see K2. The bin chute room is separated from the escape route on all levels.  |   |                        |     |
|     | Recommendation:   |  |   |                        | N/A |
| K10 | <b>Are corridors sub-divided where appropriate?</b>   | N/A  |   |                        |     |
|     | Comment:  | Not necessary, see K7 & K2.  |   |                        |     |

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|     |  |   |  |   |      |
|-----|--|---|--|---|------|
|     | Recommendation:  |   |  |   | N/A  |
| K11 | Do escape routes lead to a place of safety?  | Y   |  |   |      |
|     | Comment:   | To the outside and away from the building.  |  |   |      |
|     | Recommendation:  |   |  |   |      |
| K12 | Are the stairs and/or lobbies provided with adequate ventilation? (If considered satisfactory, please state provision) | Y   |  |   | N/A  |
|     | Comment:   | AOV provided to the head of stairs on the 16th floor and to the corridors serving the flat entrance doors on all levels. Remote opening control switches and smoke detectors provided on all levels in the communal corridors.  |  |   |      |
|     | Recommendation:  | Recommend management confirm that the smoke control system is actuated and inspected weekly, receives a full operational test quarterly, and is serviced and certified annually and records retained  |  | 1 | 4612 |
| K13 | Are there suitable arrangements in the building for means of escape for disabled persons?                              | Y   |  |   | Man2 |
|     | Comment:   | Reported that any residents with PEEPs, the information is provided in the PIB in the entrance foyer.   |  |   |      |
|     | Recommendation:  | Recommend, due to recent guidance change ("Fire Safety in Specialised Housing"), a person-centred approach, based on a person-centred fire risk assessment is adopted with assessing residents on arrival and on an on going basis. This process relates to the safety of residents who are at high risk from fire in their own accommodation; as such, this risk assessment and measures identified by it are outside the scope of the Fire Safety Order, but are strongly recommended as good practice. While detailed PEEPs need not be prepared for every resident, information should be collated in respect of any resident with particular cognitive, mobility or other issues affecting their ability to respond to fire alarm signals or attempts to make contact with them by fire-fighters, or to escape. This information should be made available to the fire and rescue service on arrival at the premises by keeping it in a 'premises information box', which can only be unlocked by the fire and rescue service, or unlocked remotely by a Telecare ARC, at the main entrance. Details of any residents using oxygen or other medical gases are also usually kept with this information. Consideration should also be given to the provision of a plan adjacent to the fire alarm control panel, showing the locations of residents who would need instruction or assistance to evacuate their own flat. It is essential that such information is kept up to date to avoid the provision of incorrect information to fire and rescue service crews. |  | 1 | Man2 |
| K14 | Are all other means of escape issues satisfactory?   | Y   |  |   |      |
|     | Comment:   | As far as can be seen from visual inspection at time of assessment.   |  |   |      |
|     | Recommendation:  |   |  |   |      |
| K15 | Are all other means of escape issues satisfactory?   | N/A   |  |   | N/A  |
|     | Comment:   |   |  |   |      |
|     | Recommendation:  |   |  |   |      |
| K16 | Are all other means of escape issues satisfactory?   | N/A   |  |   | N/A  |
|     | Comment:   |   |  |   |      |
|     | Recommendation:  |   |  |   |      |
| K17 | Recommended evacuation strategy for this building is:  | Simultaneous evacuation from the communal areas and Stay Put for residents in their flats.  |  |   | N/A  |

Flat Entrance Doors

Response

Quantity

Photo Ref:



# Fire Risk Assessment

|     |  |     |  |        |      |      |
|-----|--|-----|--|--------|------|------|
| L1  | Are flat entrance doors or doors / frames appropriately fire rated?                                      | Y   |  |        |      |      |
|     | Comment:   |     | All flat entrance doors appear to be upgraded FD30 replacement fire doors.   |        |      |      |
|     | Recommendation:  |     |  |        | 4625 | N/A  |
| L2  | Are fire rated flat entrance doors in good condition - not in need of repair?                            | Y   |  |        |      |      |
|     | Comment:   |     | Appear satisfactory from visual inspection.  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L3  | Is all glazing to flat entrance doors appropriately fire rated?  | N/A |  |        |      |      |
|     | Comment:   |     | None fitted  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L4  | Are fan lights above flat entrance doors appropriately fire rated?                                       | N/A |  |        |      |      |
|     | Comment:   |     | None fitted  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L5  | Are side panels to flat entrance doors appropriately fire rated?   | N/A |  |        |      |      |
|     | Comment:   |     | None fitted  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L6  | Are flat entrance doors fitted with adequate self-closing devices?<br>(From sample inspection)           | Y   |  |        |      |      |
|     | Comment:   |     | Sample inspected flat had an over-head self-closing device fitted. No other flats inspected.   |        |      |      |
|     | Recommendation:  |     | Recommend management establish a rolling programme of checks to all other flat entrance doors to confirm that self-closers are fitted and remain effective.  | 0 (90) | 4702 | Man2 |
| L7  | Are flat entrance doors fitted with intumescent strips and cold smoke seals?<br>(From sample inspection) | N   |  |        |      |      |
|     | Comment:   |     | No intumescent strips or smoke seals appeared to be present from sample inspected flat 72.   |        |      |      |
|     | Recommendation:  |     | Recommend that intumescent strips and smoke seals are fitted to the door noted. Management should establish a rolling programme of checks to all other flat entrance doors to confirm that strips and seals are fitted and remain effective. | 1 (91) | 4701 | C    |
| L8  | Are letterboxes satisfactory?<br>(State only if missing, damaged or uPVC)                                | Y   |  |        |      |      |
|     | Comment:   |     | Appears satisfactory from visual inspection at time of assessment.   |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L9  | Are all other flat entrance door issues satisfactory?  | Y   |  |        |      |      |
|     | Comment:   |     | As far as can be seen from visual inspection at time of assessment.  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |
| L10 | Are all other flat entrance door issues satisfactory?  | N/A |  |        |      |      |
|     | Comment:   |     |  |        |      |      |
|     | Recommendation:  |     |  |        |      | N/A  |

| Common Area Fire Doors |  | Response | Quantity | Photo Ref: |
|------------------------|--|----------|----------|------------|
| M1                     | Are all common area fire doors and/or frames appropriately fire rated? | Y        |          |            |



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|    |  |     |   |   |  |                  |     |
|----|--|-----|---|---|--|------------------|-----|
|    | Comment:   |     | Common area doors appear to be notional fire rated doors from visual inspection   |   |  |                  |     |
|    | Recommendation:  |     |   |   |  | 4110             | N/A |
| M2 | Are all common area fire rated fire doors in good condition - and not in need of repair? | Y   |   |   |  |                  |     |
|    | Comment:   |     | Appears satisfactory from visual inspection at time of assessment.  |   |  |                  |     |
|    | Recommendation:  |     |   |   |  |                  | N/A |
| M3 | Is all glazing to common area fire doors appropriately fire rated?                       | N   |   |   |  |                  |     |
|    | Comment:   |     | Beading to the common doors to the cleaners rest room corridor and to the bin store appears to have been repaired with non standard materials and requires replacing. Otherwise clear glazing provided that appears to have either BSEN14449 or BSEN12150 etching . |   |  |                  |     |
|    | Recommendation:  |     | Recommend 60 minute fire resisting glazing channel and beading is installed in the common area fire doors as noted.   | 2 |  | 4318, 4326       | C   |
| M4 | Are fan lights/side panels to common area fire doors appropriately fire rated?           | N/A |   |   |  |                  |     |
|    | Comment:   |     | None fitted   |   |  |                  |     |
|    | Recommendation:  |     |   |   |  |                  | N/A |
| M5 | Are self-closing devices on common area fire doors adequate? (Where appropriate)         | N   |   |   |  |                  |     |
|    | Comment:   |     | Door to the bin store does not have a closer and the lobby door to the generator room/electrical intake room has had the closer removed.  |   |  |                  |     |
|    | Recommendation:  |     | Recommend an effective self-closing device is fitted to the doors noted .   | 2 |  | 4348, 4411, 4415 | A   |
| M6 | Are intumescent strips and smoke seals provided to common area fire doors?               | Y   |   |   |  |                  |     |
|    | Comment:   |     | Intumescent strips and smoke seals appear to be provided to common area doors.  |   |  |                  |     |
|    | Recommendation:  |     |   |   |  | 4049             | N/A |
| M7 | Are common area fire doors adequate otherwise? (Ironmongery, hold open hooks etc.)       | N   |   |   |  |                  |     |
|    | Comment:   |     | Excessive gap to the entrance lobby door on the 16th floor of 7mm.  |   |  |                  |     |
|    | Recommendation:  |     | Recommend the lobby door as noted is adjusted/replaced to reduce the gap to the sides and head of the door to a maximum of 4mm.   | 1 |  | 4527             | B   |
| M8 | Are all other fire door issues satisfactory?   | Y   |   |   |  |                  |     |
|    | Comment:   |     | As far as can be seen from visual inspection at time of assessment.   |   |  |                  |     |
|    | Recommendation:  |     |   |   |  |                  | N/A |

| Emergency Lighting |  | Response  | Quantity | Photo Ref: |
|--------------------|--|---|----------|------------|
| N1                 | If emergency lighting is provided, is it in good working order?                                    | N/K   |          |            |
|                    | Comment:   | Visual inspection forms noted but no other information was available.   |          |            |
|                    | Recommendation:  | Recommend that management confirm that the emergency lighting system is tested and maintained in accordance with BS 5266-1:2016 | 1        | 5029 Man2  |
| N2                 | If emergency lighting is provided, is coverage sufficient? (Internal and external)                 | Y   |          |            |
|                    | Comment:   | Emergency lighting appears to cover escape routes.  |          |            |
|                    | Recommendation:  |   |          | N/A        |
| N3                 | If EL not provided, is borrowed/artificial lighting sufficient for escape? (Internal and external) | N/A   |          |            |
|                    | Comment:   |   |          |            |

|                 |  |  |  |     |
|-----------------|--|--|--|-----|
| Recommendation: |  |  |  | N/A |
|-----------------|--|--|--|-----|

| Fire Safety Signs and Notices |  | Response  | Quantity | Photo Ref:                 |
|-------------------------------|--|---|----------|----------------------------|
| <b>O1</b>                     | <b>Is there adequate provision of fire safety signs and notices?</b><br>(Consider directional, exits, stairs, fire action notices, fire equipment and 'do not use lift' signage) | N   |          |                            |
| Comment:                      |  | Fire action notices were noted for a simultaneous evacuation policy on back of sample inspected flat 72 door, should be stay put within flats |          |                            |
| Recommendation:               |  | <b>Recommend that a fire action notice advising of the 'Stay Put' evacuation policy be provided in the common areas</b>                       | <b>1</b> | <b>4046, 4703</b> <b>A</b> |
| <b>O2</b>                     | <b>Is fire door signage adequate?</b><br>(Consider 'Fire door keep shut' and 'Fire door keep locked shut' signage)   | Y   |          |                            |
| Comment:                      |  | Appears satisfactory from visual inspection at time of assessment.  |          |                            |
| Recommendation:               |  |   |          | N/A                        |
| <b>O3</b>                     | <b>Are other fire safety signs adequate and clearly visible?</b>   | Y   |          |                            |
| Comment:                      |  | As far as can be seen from visual inspection at time of assessment.   |          |                            |
| Recommendation:               |  |   |          | N/A                        |

| Means of Giving Warning in Case of Fire |   | Response   | Quantity | Photo Ref:              |
|---|---|--|----------|-------------------------|
| <b>P1</b>                               | <b>Has the building got a manually operated electrical fire alarm system?</b>   | Y  |          |                         |
| Comment:                                |   | An automatic communal fire alarm system is provided with manual break glass call points adjacent to the stairway doors on all levels and smoke alarms, or heat detectors where relevant, with sounder bases on all levels.   |          |                         |
| Recommendation:                         |   |  |          | 4770, 4821    N/A       |
| <b>P2</b>                               | <b>If common area AFD and/or alarm system is installed, is it in good working order?</b>                                  | N/K  |          |                         |
| Comment:                                |   | No test information available. Service information recorded in the log book.   |          |                         |
| Recommendation:                         |   | <b>Recommend that management confirm that the Grade A common automatic fire detection and alarm system is tested weekly in accordance with BS 5839-1:2013</b>  | <b>1</b> | <b>5026</b> <b>Man2</b> |
| <b>P3</b>                               | <b>If installed, is the common area AFD adequate for the occupancy and fire risk?</b>                                     | N/K  |          |                         |
| Comment:                                |   | Presume the smoke alarms provided to flat entrance corridors are to actuate the AOV system. No requirement for Break glass call points or sounders in the flat entrance corridors, also refer to K2.   |          |                         |
| Recommendation:                         |   | <b>Recommend that the Grade A smoke alarms in the common corridors are checked to see if they are linked to the AOV. If not, it should be ensured that any common sounders linked to the fire alarm in residential corridors do not sound at more than 45dB(A) within flats.</b> | <b>4</b> |                         |
| <b>P4</b>                               | <b>If not installed, are the premises deemed safe without a common area AFD system?</b>                                   | N/A  |          |                         |
| Comment:                                |   |  |          |                         |
| Recommendation:                         |   |  |          | N/A                     |
| <b>P5</b>                               | <b>If applicable, is separate domestic hard-wired smoke/heat alarm within the flats installed to a suitable standard?</b> | Y  |          |                         |

|    |   |   |   |        |             |      |
|----|---|---|---|--------|-------------|------|
|    | Comment:  |   | From sample inspection of flat 72 a Grade D smoke alarm was fitted in the entrance hall and a heat alarm in the kitchen linked to a Telecare system. No other flats inspected.    |        |             |      |
|    | Recommendation:   |   | Recommend that all other flats be checked to confirm provision and working condition of at least Grade D LD3 smoke alarm systems to BS5839-6:2013, linked to the Telecare system. | 0 (90) | 4739, 4729, | Man2 |
| P6 | Are all other AFD and alarm system issues satisfactory? | Y |   |        |             |      |
|    | Comment:  |   | Telecare test records record that the system is tested on a regular basis   |        |             |      |
|    | Recommendation:   |   |   |        | 5036        | N/A  |
| P7 | Are all other AFD and alarm system issues satisfactory? | Y |   |        |             |      |
|    | Comment:  |   |   |        |             |      |
|    | Recommendation:   |   |   |        |             | N/A  |

| Limiting Fire Spread |   |     | Response  | Quantity | Photo Ref:   |     |
|----------------------|---|-----|---|----------|--|-----|
| Q1                   | Is the level of compartmentation adequate? (Special consideration should be given to converted or non 'purpose built' premises) | Y   |   |          |  |     |
|                      | Comment:  |     | Original construction and compartmentation appears satisfactory but where services have been added over the life of the building deficiencies below have been noted.  |          |  |     |
|                      | Recommendation:   |     |   |          |  | N/A |
| Q2                   | Are hidden voids appropriately enclosed and/or fire-stopped? (consider above suspended ceilings)                                | N   |   |          |  |     |
|                      | Comment:  |     | False ceiling provided on all levels in the communal areas. Sample inspections on the ground , 16th, 15th and 6th floors have highlighted breaches where services enter/exit between compartmentations. Compartmentation appears to be inadequate above the ceiling of the corridor to the bin store and generator room from sample inspection. |          |  |     |
|                      | Recommendation:   |     | Recommend repairs are undertaken, above the false ceiling all on levels of the communal area, to ensure fire stopping of breaches where services enter/exit between compartmentations. Also above the ceiling of the service cupboards and corridor between the bin store and the generator room.   | 1        | 4133, 4180, 4220, 4511, 4530, 4542, 4555, 4650, 4900, 4910, 4313, 4366, 4372 | A   |
| Q3                   | Are risers (shafts, ducts and cupboards) in the common area appropriately enclosed and/or fire-stopped?                         | N   |   |          |  |     |
|                      | Comment:  |     | From sample inspections of service risers there appears to be no fire stopping where services enter/exit the cupboards.   |          |  |     |
|                      | Recommendation:   |     | Recommend all service risers are checked, as noted, and fire stopped with 60minute fire rated products where appropriate.   | 1        | 4511, 4513   | B   |
| Q4                   | Is compartmentation maintained in the roof space?   | N/A |   |          |  |     |
|                      | Comment:  |     | Flat roof building, no access to roof area.   |          |  |     |
|                      | Recommendation:   |     |   |          |  | N/A |
| Q5                   | Are electrics enclosed in fire rated construction? (Where necessary)  | N   |   |          |  |     |
|                      | Comment:  |     | There are breaches to the ceiling of the electrical intake room where services enter/exit the room.   |          |  |     |
|                      | Recommendation:   |     | Recommend the breaches to the electrical intake room are fire stopped with 60minute fire rated materials where services enter/exit the room.  | 1        | 4382, 4383, 4391   | B   |
| Q6                   | Is compartmentation maintained at electrical meter cupboards in flat walls?   | N/A |   |          |  |     |
|                      | Comment:  |     |   |          |  |     |

|     |  |     |  |   |                              |      |
|-----|--|-----|--|---|------------------------------|------|
|     | Recommendation:  |     |  |   |                              | N/A  |
| Q7  | <b>If required, are dampers provided?</b> (Base of refuse chute, ductwork etc.)  | Y   |  |   |                              |      |
|     | Comment:   |     | Bin chutes are located in bin chute rooms located off the common flat entrance corridors on all levels, thermal link provided to hatch at the base of bin chute. Reported tested daily. No access to the bin chute that runs the height of the building.                     |   |                              |      |
|     | Recommendation:  |     | <b>Management to confirm that the bin chute is fitted with a fusible link damper to the base of the chute and that this is regularly inspected and maintained</b>  | 1 |                              | Man2 |
| Q8  | <b>Are wall and ceiling linings appropriate to limit fire spread?</b>  | Y   |  |   |                              |      |
|     | Comment:   |     | Painted plastered walls  |   |                              |      |
|     | Recommendation:  |     |  |   |                              | N/A  |
| Q9  | <b>Are soft furnishings in common areas appropriate to limit fire spread/growth?</b>   | Y   |  |   |                              |      |
|     | Comment:   |     | Satisfactory labels noted on the furniture in the communal areas.  |   |                              |      |
|     | Recommendation:  |     |  |   | 4079, 4150                   | N/A  |
| Q10 | <b>Are the external walls of the building satisfactory with regard to fire spread?</b> (For buildings over 18m consider flammability of cladding/external insulation system if provided) | N/K |  |   |                              |      |
|     | Comment:   |     | The building appears to be coated in a EWI and rain screen panels. No information available.   |   |                              |      |
|     | Recommendation:  |     | <b>Recommend further investigation is undertaken by a specialist to confirm condition of the external cladding and rain screen panels and that it complies with the Building Regs</b>  | 1 | 5038, 5039, 5011, 5013, 5015 | Man1 |
| Q11 | <b>Are all other fire spread/compartmentation issues satisfactory?</b>   | N/K |  |   |                              |      |
|     | Comment:   |     | Ceiling vents noted in the buggy store, office, community room and the IT room on the ground floor linked to an air conditioning system. Unable to confirm if they are interlinked or stand alone. uPVC duct noted above the false ceiling passing through compartmentation. |   |                              |      |
|     | Recommendation:  |     | <b>Recommend further investigation is undertaken by a specialist to confirm the location and condition of the air conditioning system on the ground floor above the false ceiling.</b>   | 1 | 4208, 4263, 4068, 4132, 4271 | Man1 |
| Q12 | <b>Are all other fire spread/compartmentation issues satisfactory?</b>   | Y   |  |   |                              |      |
|     | Comment:   |     | Wall vents noted in the buggy store on external wall, deemed satisfactory.   |   |                              |      |
|     | Recommendation:  |     |  |   |                              | N/A  |
| Q13 | <b>Are all other fire spread/compartmentation issues satisfactory?</b>   | Y   |  |   |                              |      |
|     | Comment:   |     | As far as can be seem from visual inspection.  |   |                              |      |
|     | Recommendation:  |     |  |   |                              | N/A  |

| Fire Extinguishing Appliances |   | Response   | Quantity | Photo Ref: |
|-------------------------------|---|--|----------|------------|
| R1                            | <b>If required, is there reasonable provision of portable fire extinguishers?</b> | N  |          |            |
|                               | Comment:  | Fire extinguishers noted in the common areas including stairways and flat entrance corridors.  |          |            |
|                               | Recommendation:   | <b>Recommend that all fire extinguishers and associated signage be removed from the common areas as residents are untrained in their safe use. Extinguishers can be retained in staff areas such as electrical intake or plant rooms, office etc. for use by trained staff or maintenance personnel.</b> | 1        | C          |
| R2                            | <b>Are all fire extinguishing appliances readily accessible?</b>                  | Y  |          |            |

|                 |                |  |  |     |
|-----------------|----------------|--|--|-----|
| Comment:        | Fixed to wall. |  |  | N/A |
| Recommendation: |                |  |  |     |

| Other relevant systems and equipment |  | Response  | Quantity | Photo Ref:   |
|--------------------------------------|--|---|----------|--------------|
| <b>S1</b>                            | <b>Are any other relevant systems / equipment installed or required?</b> (State type of system and comment as necessary. Consider fire fighting lifts, fire mains, sprinkler systems etc.) | N/K   |          |              |
| Comment:                             |  | Passenger lifts provided with fireman's override switch.  |          |              |
| Recommendation:                      |  | Recommend management confirm that the passenger lifts are regularly maintained and serviced in accordance to the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) and records kept on site for inspection. | 1        | Man2         |
| <b>S2</b>                            | <b>Are any other relevant systems / equipment installed or required?</b> (State type of system and comment as necessary. Consider fire fighting lifts, fire mains, sprinkler systems etc.) | N/K   |          |              |
| Comment:                             |  | Fire fighting mains provided with inlet at ground floor level and outlets on all floor levels in the flat entrance lobbies.   |          |              |
| Recommendation:                      |  | Recommend management confirm six monthly and annual testing of the dry-riser in accordance to BS9990 is undertaken.   | 1        | Man2         |
| <b>S3</b>                            | <b>Are any other relevant systems / equipment installed or required?</b> (State type of system and comment as necessary. Consider fire fighting lifts, fire mains, sprinkler systems etc.) | N/A   |          |              |
| Comment:                             |  | Sprinkler system provided to all areas on all levels including residents properties. Records for pump tests noted, no service records noted.  |          |              |
| Recommendation:                      |  | Recommend management confirm the sprinkler system is inspected and serviced in accordance to BS9251:2014  | 1        | 5035<br>Man2 |

| Fire Safety Management      |  | Response   | Quantity | Photo Ref: |
|-----------------------------|--|--|----------|------------|
| Procedures and Arrangements |  |  |          |            |
| <b>T1</b>                   | <b>Has a competent person(s) been appointed to assist in undertaking the preventative and protective measures?</b> | N/K  |          |            |
| Comment:                    |  | Presumed representative from Northwards and Care provider are appointed. Savills appointed to undertake Fire Risk Assessment.  |          |            |
| Recommendation:             |  | Recommend, where a number of different organisations have a role to play in management of fire safety, there should be a matrix of responsibilities that forms part of the documented fire safety arrangements for the premises. | 1        | Man2       |
| <b>T2</b>                   | <b>Is there a suitable record of the fire safety arrangements?</b>   | N/K  |          |            |
| Comment:                    |  | No information was available at time of assessment.  |          |            |
| Recommendation:             |  | Recommend management confirm that appropriate fire safety records are kept on site or at a central location.   | 1        | Man2       |
| <b>T3</b>                   | <b>Are there appropriate procedures in place in the event of fire and are these documented?</b>                    | N/K  |          |            |
| Comment:                    |  | No information was available at time of assessment, also see K2.   |          |            |

|     |   |     |   |   |                        |      |
|-----|---|-----|---|---|------------------------|------|
|     | Recommendation:   |     | Recommend management confirm that appropriate fire safety procedures are in place and that records are kept on site or at a central location.   | 1 |                        | Man2 |
| T4  | Are there suitable arrangements for calling the Fire Service, meeting them on arrival and providing relevant information?   | Y   |   |   |                        |      |
|     | Comment:  |     | The fire alarm system and residents flats are connected to a Telecare system linked to on site staff, who would contact/confirm with residents and call the fire brigade as necessary.  |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |
| T5  | Are there suitable fire assembly points away from any risk?   | Y   |   |   |                        |      |
|     | Comment:  |     | In the car park to the front of the building if relevant as stay put is the policy.   |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |
| T6  | Are there adequate procedures in place for the evacuation of disabled people who are likely to be present?  | N/K |   |   |                        |      |
|     | Comment:  |     | See K13   |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |
| T7  | Are staff nominated and trained on the use of fire extinguishing appliances?  | N   |   |   |                        |      |
|     | Comment:  |     | Reported staff are not trained in the use of fire extinguishers.  |   |                        |      |
|     | Recommendation:   |     | Recommend management confirm that staff are nominated and trained in the use of fire extinguishing appliances equipment and training records are kept on site or at a central location. | 1 |                        | Man2 |
| T8  | Are staff nominated and trained to assist in evacuation?  | N   |   |   |                        |      |
|     | Comment:  |     | See K13, stay put policy.   |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |
| T9  | Is there appropriate liaison with the local Fire and Rescue Service?  | Y   |   |   |                        |      |
|     | Comment:  |     | Reported liaison with the local FB services is undertaken.  |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |
| T10 | Are routine in-house checks carried out?<br>(control and indicating equipment normal, extinguishers in place and visible, lighting working, fire doors (frames/seals/closing), fastenings, final exits and escape routes clear) | Y   |   |   |                        |      |
|     | Comment:  |     | Records of regular checks noted   |   |                        |      |
|     | Recommendation:   |     |   |   | 5027, 5028, 5030, 5033 | N/A  |
| T11 | Are all other fire safety management issues satisfactory?   | Y   |   |   |                        |      |
|     | Comment:  |     |   |   |                        |      |
|     | Recommendation:   |     |   |   |                        | N/A  |

Training and Drills

Response

Quantity

Photo Ref:

|    |   |     |  |      |      |
|----|---|-----|--|------|------|
| U1 | <b>Do staff receive adequate induction and annual refresher fire safety training?</b><br>To include fire risks in the premises, fire safety measures in the building, action in the event of fire and on hearing alarm, location and use of fire extinguishers, calling the fire service. | N/K |  |      |      |
|    | Comment:  |     | No information available. Reported e-learning is undertaken.   |      |      |
|    | Recommendation:   |     | <b>Recommend management confirm regular fire safety training is undertaken with induction training for new staff and regular refresher training for existing staff appropriate to their roles.</b> | 1    | Man2 |
| U2 | <b>Are employees nominated to assist in the event of fire given additional training?</b>  | N   |  |      |      |
|    | Comment:  |     | See U1   |      |      |
|    | Recommendation:   |     |  |      | N/A  |
| U3 | <b>Are staff nominated and trained to use fire extinguishing appliances?</b>  | N   |  |      |      |
|    | Comment:  |     | See T7   |      |      |
|    | Recommendation:   |     |  |      | N/A  |
| U4 | <b>Are fire drills carried out at appropriate intervals?</b>  | N/A |  |      |      |
|    | Comment:  |     | Stay put policy building. Records of drills from communal areas noted, last test date Oct 2016.  |      |      |
|    | Recommendation:   |     |  | 5037 | N/A  |

| Testing and Maintenance |   |     | Response                                 | Quantity | Photo Ref: |
|-------------------------|---|-----|--|----------|------------|
| V1                      | <b>Is the fire alarm system tested weekly and periodically serviced?</b>                    | N/K |  |          |            |
|                         | Comment:  |     | See P2                                   |          |            |
|                         | Recommendation:   |     |  |          | N/A        |
| V2                      | <b>Is the emergency lighting system tested monthly and annually?</b>                        | N/K |  |          |            |
|                         | Comment:  |     | See N1                                   |          |            |
|                         | Recommendation:   |     |  |          | N/A        |
| V3                      | <b>Are fire extinguishers serviced annually?</b>  | Y   |  |          |            |
|                         | Comment:  |     | Last test date on extinguishers of 03/17 |          |            |
|                         | Recommendation:   |     |  |          | N/A        |
| V4                      | <b>Are rising mains inspected six-monthly and tested annually?</b>                          | N/K |  |          |            |
|                         | Comment:  |     | See S2                                   |          |            |
|                         | Recommendation:   |     |  |          | N/A        |
| V5                      | <b>Is the lightning protection system annually inspected and tested?</b>                    | N/K |  |          |            |
|                         | Comment:  |     | See F1                                   |          |            |
|                         | Recommendation:   |     |  |          | N/A        |
| V6                      | <b>Are all other systems serviced?</b><br>(Consider fire-fighting lifts, sprinkler systems) | N/K |  |          |            |
|                         | Comment:  |     | See S1, S3, X1, X2 & X3                  |          |            |
|                         | Recommendation:   |     |  |          | N/A        |

| Records |   |     | Response                             | Quantity | Photo Ref: |
|---------|---|-----|--------------------------------------|----------|------------|
| W1      | Is there a log book on the premises?                                  | Y   |                                      |          |            |
|         | Comment:  |     | File noted with limited information. |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |
| W2      | Are fire drills recorded?   | Y   |                                      |          |            |
|         | Comment:  |     | See U4                               |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |
| W3      | Is fire training recorded?  | N   |                                      |          |            |
|         | Comment:  |     | See U1                               |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |
| W4      | Are fire alarm tests recorded?  | N   |                                      |          |            |
|         | Comment:  |     | See P2                               |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |
| W5      | Are emergency lighting tests recorded?                                | N   |                                      |          |            |
|         | Comment:  |     | See N1                               |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |
| W6      | Is testing/maintenance of any other fire protection systems recorded? | N/K |                                      |          |            |
|         | Comment:  |     | See S1, S3, X1, X2 & X3              |          |            |
|         | Recommendation:   |     |                                      |          | N/A        |

| Any Other Information |   |     | Response  | Quantity | Photo Ref: |
|-----------------------|---|-----|---|----------|------------|
| X1                    | Are all issues deemed satisfactory? [1] | N/K |   |          |            |
|                       | Comment:                                |     | Telecare system provided, no service information available, also see P6   |          |            |
|                       | Recommendation:                         |     | Recommend management confirm the Telecare/ARC system is serviced on a regular basis with records kept on site for inspection. | 1        | Man2       |
| X2                    | Are all issues deemed satisfactory? [2] | N/K |   |          |            |
|                       | Comment:                                |     | Air conditioning system provided to the office and ground floor communal rooms, no service information available.             |          |            |
|                       | Recommendation:                         |     | Recommend the air conditioning system is regularly serviced with records kept on site for inspection.                         | 1        | Man2       |
| X3                    | Are all issues deemed satisfactory? [3] | N/K |   |          |            |
|                       | Comment:                                |     | Generator provided located in the generator room on the ground floor.   |          |            |
|                       | Recommendation:                         |     | Recommend the generator is regularly serviced with records kept on site for inspection.                                       | 1        | Man2       |

| Assessment Risk Ratings |  |
|-------------------------|--|
| Y1                      | Likelihood of Fire:  |
| Y2                      | Potential Consequences of Fire:  |
| Y3                      | Premises Risk Rating   |
| Y4                      | On satisfactory completion of all remedial works the risk rating of this building may be reduced to: |

|               |
|---------------|
| Medium        |
| Moderate Harm |
| Moderate      |
| Tolerable     |