

FIRE RISK ASSESSMENT

Date: 18/06/2018
Address: Waldron Court, Mutton Hall Hill. Heathfield
Postcode: TN20 8NZ



Property Ref: SHC 28




**Active Fire
Management**

FIRE RISK ASSESSMENT



Full Property Name:	Waldron Court
Full Property Address:	Mutton Hall Hill. Heathfield TN21 8NZ
Date of Fire Risk Assessment:	18/06/2018
Name of Fire Risk Assessor:	Mark Crowter GIFireE
Overall Risk Level of Property:	LOW (3)

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SECTION A STATEMENT OF FIRE RISK ASSESSMENT

Active Fire Management Ltd has conducted this comprehensive Fire Risk Assessment to assist the Responsible Person in complying with The Regulatory Reform (Fire Safety) Order 2005 in meeting the specific requirements of our client. The Assessment is a systematic evaluation of the premises identifying hazards, potential hazards and persons at risk and determining the likelihood (risk) that such hazards will cause harm. The Assessment we have provided should not be a one off procedure but a dynamic, live process. The Responsible Person is required to have this Assessment constantly reviewed and adjusted if necessary to meet any changing circumstances – Article 9 (3). This Fire Risk Assessment has been conducted using a five-step Fire Risk Assessment process as recommended by HM Government Guides, Employer’s Guides and the Health and Safety Executive. The recommendations of Publicly Available Document 79:2005, Fire Risk Assessment, Guidance and Methodology (PAS 79) have also been considered and it is considered to satisfy the recommendations of the document. This Fire Risk Assessment is made under the requirements of the Regulatory Reform (Fire Safety) Order 2005.

Where appropriate and necessary the assessment included the consideration of sections 1-6, 8, 9, and 11 of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR) and other legislation relevant to the premises. The scope of this Fire Risk Assessment does not include roof void space areas.

The Fire Risk Assessment should be available for inspection or validation by any authorised person and should be reviewed:

- Following a change of work practice
- Following a significant change of staffing level
- Following any structural or material change to the premises or its usage
- Following any change in the fire precautions in the premises
- Following any near miss or fire incident
- At recommended intervals of no more than twelve months

The hazards and/or risks identified (if any) in each section of this document increase the risk to life and/or property safety in and around the areas assessed. The additional controls, recommendations and actions given for each section in the action plan/summary section of the document should be dealt with accordingly to bring the assessed areas up to the required standard to reduce the risk to a level which is acceptable in the circumstances. Additionally, in accordance with The Regulatory Reform (Fire Safety) Order 2005, responsible persons must, among other things, ‘provide his employees with comprehensive and relevant information on the risks to them identified by the risk assessment, the preventative and protective measures taken and the procedures and measures, which are in place for serious and imminent danger. Before employing a child, the responsible person must, provide the parents of the child, among other things, with comprehensive and relevant information on the risks to that child identified by the risk assessment, the preventative and protected measures taken and the procedures and measures, which are in place for serious and imminent danger.

This Fire Risk Assessment contains factual information as per the observations, notes and records of the qualified fire risk assessor who completed the site visit and assessment. None of the observations and comments may be changed following the issue of this assessment without the prior consultation with the fire risk assessor. Active Fire Management Ltd will keep a copy of this document for 05 years. Active Fire Management Ltd will provide any additional feedback on comments raised in this report for up to 12 months after the fire risk assessment date noted on this document. In some cases Active Fire Management Ltd may not be able to provide further comments without a re-visit.

The responsible person must also co-operate with other relevant responsible persons (sharing the same occupancy) and inform them of relevant risks in their undertaking. This is Type 1 fire risk assessment (non-destructive/non-intrusive). It is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order and the inspection of the building is non-destructive.

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**SECTION B
FIRE RISK ASSESSMENT****SECTION 1
GENERAL**

1.1 DESCRIPTION OF PROPERTY		
REF	DETAILS	
1.1.1	Occupancy/Use:	Sheltered Accommodation
1.1.2	General Description	This assessment applies to the Office and Flat Entrance of Waldron Court. The scheme has one internal communal area; this is the flat entrance to Flats 5 and 6. The building is on 2 floors and is of traditional brick and timber construction, with a pitched tiled roof. The communal area comprises a single staircase, which leads from the ground floor entrance to Flats 5 and 6 on the first floor. The office is in a single storey brick and timber construction building and also includes a small lounge and communal kitchen.
1.1.3	Number of storeys including basement floors	Flats -2 floors Office – 1 Floor.
1.1.4	Number of storeys included in the risk assessment	As above
1.1.5	Was access gained to any of the flats if applicable to ascertain fire detection means?	Yes, Flat 6. It is fitted with a mains powered smoke detector in the entrance hall.
1.1.6	Responsible Person	Sussex Housing and Care
1.1.7	Name of Responsible Person at Site for Fire Safety	Sussex Housing and Care
1.1.8	Details of Fire Risk Assessor accompanied or met by member of staff (name & position)	Mark Crowter Accompanied by Ian Collins.
1.2 USE OF PREMISES		
REF	DETAILS	
1.2.1	Description of Use	Sheltered Accommodation
1.3 OCCUPIERS OF BUILDING		
REF	DETAILS	
1.3.1	Information on Occupants	Residents are over 55.
1.3.2	Any history of fires in the building	None
1.4 FIRE RISK ASSESSMENT		
REF	DETAILS	
1.4.1	Date of Fire Risk Assessment	18/06/2018
1.4.2	Name of Fire Risk Assessor	Mark Crowter GIFireE
1.4.3	Risk Level of Property	LOW (3)
1.4.4	Next Suggested Review Date	18/06/2019

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1.5 CUSTOMER SPECIFIC		YES	NO	N/A	Not Known
REF	DETAILS				
1.5.1	What is the evacuation policy for this property?	SIMULTANEOUS EVACUATION POLICY			
1.5.2	Is the evacuation policy deemed as suitable?	X			
1.5.3	When is the next fire risk assessment due in accordance with customer policy?	N/A			
1.5.4	Is this period of time deemed to be suitable?			X	
	If NO state recommendation in action plan and enter date of next recommended fire risk assessment is different to customer policy	NOT APPLICABLE			

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SECTION 2 FIRE HAZARDS & IGNITION SOURCES

2.1 ELECTRICAL SOURCES OF IGNITION					
REF	DETAILS	YES	NO	N/A	Not Known
2.1.1	Are electrical installations periodically tested?				X
2.1.2	Is there managerial control of personal electrical items?	X			
2.1.3	Are electrical adaptors or extension leads used safely?	X			
2.1.4	Are electrical cables routed so as to avoid physical damage?	X			
2.1.5	Is lightning protection provided for the building?			X	
2.2 HEATING					
REF	DETAILS	YES	NO	N/A	Not Known
2.2.1	Are mains gas supplies connected?		X		
2.2.2	Are fixed heating installations, gas appliances and boilers subject to regular maintenance by competent contractors?			X	
2.3 COOKING					
REF	DETAILS	YES	NO	N/A	Not Known
2.3.1	Are shared cooking facilities available?	X			
2.3.2	Are cleaning certificates provided/available?			X	
2.4 ARSON					
REF	DETAILS	YES	NO	N/A	Not Known
2.4.1	Is external refuse managed adequately?	X			
2.4.2	Are suitable external security arrangements in place?	X			
2.4.3	Is the building safe from arson, no vulnerability noted?	X			

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2.5 STORAGE & HOUSE KEEPING					
REF	DETAILS	YES	NO	N/A	Not Known
2.5.1	Are only small /normal amounts of combustible storage kept in the premises?	X			
2.5.2	Is there avoidance of large or excessive fire loading?	X			
2.5.3	Are storage arrangements adequate?	X			
2.5.4	Are the premises free of highly flammable materials?	X			
	If so are storage arrangements adequate?			X	
2.5.5	Are the premises free of hazardous materials?	X			
	If so are storage arrangements adequate?			X	
2.5.6	Is general housekeeping satisfactory?	X			
2.5.7	Are significant ignition sources separated from combustible or highly flammable materials?	X			
2.5.8	Is the use of highly flammable materials minimised?	X			
2.6 BUILDING WORK & OUTSIDE CONTRACTORS					
REF	DETAILS	YES	NO	N/A	Not Known
2.6.1	At the time of the risk assessment, was the property free of any building work being carried out?	X			
	If NO: Were there any unusual hazards or ignition sources as a result of the building work?			X	
2.6.2	Are any fire safety conditions imposed on contractors?				X
2.6.3	Is there a permit to work/ hot work permits scheme?				X

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**SECTION 3
MEANS OF ESCAPE**

3.1 MEANS OF ESCAPE					
REF	DETAILS	YES	NO	N/A	Not Known
3.1.1	Are there adequate numbers of final exit doors?	X			
3.1.2	Are all fire exits immediately open able without use of key?	X			
3.1.3	Are electronic security locks fitted to exit doors on escape routes?		X		
	If YES are they appropriately and safely fitted and maintained?			X	
3.1.4	Do fire exits open in the direction of escape?	X			
3.1.5	Is adequate artificial illumination provided if required?	X			
3.1.6	Are the alternative exit route/s provided with appropriate fire exit signage?	X			
3.1.7	Were fire exit or escape routes noted as satisfactory?	X			
3.1.8	Are the alternative means of escape acceptable?			X	
3.2 PROTECTION OF INTERNAL ESCAPE ROUTES & STRUCTURAL INTEGRITY					
REF	DETAILS	YES	NO	N/A	Not Known
3.2.1	Is the property adequately protected of dead end exit routes?			X	
3.2.2	Are floor surfaces, stairs and handrails etc, safe?	X			
3.2.3	Are exit routes adequately clear of storage & obstructions?	X			
3.2.4	Are existing fire doors fitted with smoke seals, intumescent strips and door closers?	X			
3.2.5	Are fire doors maintained closed and not maintained open by irregular means?	X			
3.2.6	Are service shafts between floors adequately fire stopped?	X			
3.2.7	Are doors to service riser shafts to suitable fire resisting standard?	X			
3.2.8	Is compartmentation considered of a reasonable standard?	X			
3.2.9	Are disabled refuges provided?			X	
3.2.10	If so, are they adequate and provided with appropriate communications and signs?			X	
3.2.11	If so are they considered safe and adequate?			X	
3.2.12	Is the property free of any obvious or apparent risk of fire spread from adjoining or adjacent buildings?	X			
3.2.13	Does the external façade(s) of the premises appear to be of a material that may provide protection against extensive fire spread?	X			

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3.3	EXTERNAL EXIT ROUTES				
REF	DETAILS	YES	NO	N/A	Not Known
3.3.1	Do external exit routes lead to a place of final safety?	X			
3.3.2	Are external exit routes even, illuminated, and without obstructions or trip hazards?	X			
3.3.3	Are external staircases, balconies and gangways properly and adequately protected from fire in the parent or adjacent occupancy?	X			
3.3.4	Are external exit routes clear of obstructions, storage, refuse?	X			
3.3.5	Are external exit routes considered satisfactory?	X			

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**SECTION 4
EMERGENCY LIGHTING**

4.1	DESCRIPTION				
SELF-CONTAINED UNITS					
4.2	MAINTENANCE & RECORDS				
REF	DETAILS	YES	NO	N/A	Not Known
4.2.1	Is the emergency lighting serviced to comply with the current British Standard 5266?		X		
4.2.2	Is the emergency lighting system in good physical condition?	X			
4.2.3	Are occupants free from risk of emergency lighting deficiencies?	X			

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**SECTION 5
SIGNS & NOTICES**

5.1		SIGNS & NOTICES			
REF	DETAILS	YES	NO	N/A	Not Known
5.1.1	Are signs and notices sufficient	X			
	If NO; are the deficiencies serious enough to put occupiers at risk?			X	

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**SECTION 6
FIRE ALARM & FIRE WARNING ARRANGEMENTS**

6.1 FIRE ALARM & FIRE WARNING ARRANGEMENTS.					
REF	DETAILS	YES	NO	N/A	Not Known
6.1.1	Is automatic detection provided?		X		
	If YES state where?	N/A			
	If partial, indicate areas where provided?	N/A			
6.1.2	Does the system appear to conform to British Standard 5839 part 1? (As far as can be assessed during the inspection)			X	
6.1.3	When was the date of the last service (system)?	N/A			
6.1.4	Are service records up-to-date(system)?			X	
6.1.5	Are there sufficient and suitable fire alarm call points located within the premises?			X	
6.1.6	Are all alarm call points clearly visible, unobstructed and fitted with appropriate fire action signage where required?			X	
6.1.7	Are weekly tests undertaken using a different call point each week with the results recorded in the fire log book.			X	
6.1.8	Are occupants at risk from fire alarm deficiencies?		X		
6.1.9	Does the system in the resident's room/flat comply to BS 5839 part 6 (As far as can be assessed visually during the inspection)	X			

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SECTION 7 FIXED AND PORTABLE FIRE EXTINGUISHING EQUIPMENT AND INSTALLATIONS

7.1 FIRE FIGHTING EQUIPMENT & INSTALLATIONS					
REF	DETAILS	YES	NO	N/A	Not Known
7.1.1	Are fire extinguishers required to the common areas at this site?		X		
7.1.2	Are fire extinguishers correctly sited and correctly identified by signage?			X	
7.1.3	Date of last service?	AUGUST 2017			
OTHER FIXED FIRE INSTALLATION & EQUIPMENT					
<i>Provide a description of any other type of fixed firefighting installation provided here (i.e. sprinkler systems misting systems gas suppression system). Including purpose of the system if known.</i>		N/A			
7.1.4	Are the fire installations and equipment periodically inspected, tested and maintained?			X	
7.1.5	Are there records confirming the testing and maintenance available for inspection or use?			X	
7.1.6	Are staff aware of the location of the fixed installations, and what procedures should be followed on their activation?			X	

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**SECTION 8
MANAGEMENT OF FIRE SAFETY**

8.1 FIRE ROUTINE & EMERGENCY PLAN					
REF	DETAILS	YES	NO	N/A	Not Known
8.1.1	Is there an Established fire routine and emergency plan?	X			
8.1.2	Are all necessary issues, included in the plan?	X			
8.1.3	Is ongoing staff training appropriate?	X			
8.1.4	Are there a suitable number of fire wardens?			X	
8.1.5	What would be the minimum number of fire wardens at this site?			X	
8.2 RECORD KEEPING					
REF	DETAILS	YES	NO	N/A	Not Known
8.2.1	Is a dedicated fire logbook maintained on site?	X			
8.2.2	Are all appropriate records maintained?	X			

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**SECTION 9
ACCESS FOR FIRE FIGHTING & FIRE FIGHTER SAFETY**

9.1	ACCESS				
REF	DETAILS	YES	NO	N/A	Not Known
9.1.1	Is access for the fire service satisfactory?	X			
9.1.2	Is staircase and corridor ventilation satisfactory?	X			

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SECTION 10 PHOTOGRAPHS



Photo 1

Access was available to Flat 6. It is fitted with an FD30s standard self-closing fire door. The front face of the entrance door to flat 5 was examined and the door is of the same type.



Photo 2

We were informed that the emergency lighting unit located in the communal area of Flats 5 and 6 cannot be tested regularly because the consumer box is located inside one of the flats.

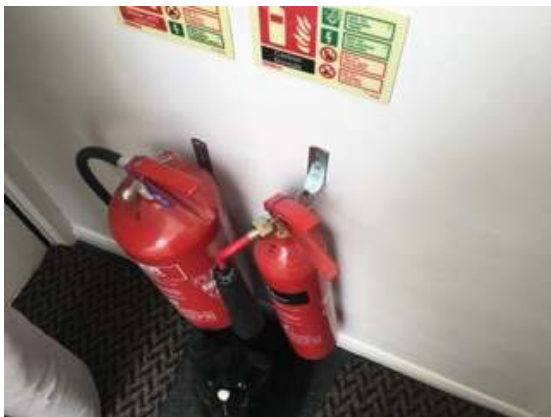


Photo 3

There is over-provision of fire extinguishers to the communal escape route from Flats 5 and 6.

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SECTION C ACTION PLAN FINDINGS, RECOMMENDATIONS AND GENERAL ADVICE

EXPLANATION OF GRADINGS

The risk management process applied to this report involves the systematic identification of hazards, the assessment of resulting risks and the subsequent management of these risks through control and elimination.

Thereafter a judgment is made to best evaluate a severity (numerical score 1-3) best illustrating the current status for each hazard detailed within this report using the following categories: **People**, **Assets**, **Environment** and **Reputation**.

On the award of a numerical score under the heading severity, this score is then multiplied against the most appropriate likelihood rating of either unlikely, possible or very likely. Thereafter a total score is categorised into an overall risk rating.

Overall risk ratings (see conversion table) are thereafter either High (1), Medium (2) or Low (3). Each of these headings generates a priority weighting (1-3) and depending on the rating this illustrates a compliance timescale (a timescale in which the works should be successfully completed/controlled).

The overall outcome from the conversion table is also recorded and transferred to the Action Plan in this section of the report.

SEVERITY

	PEOPLE	ASSETS	ENVIRONMENTAL	REPUTATION
3	Fatalities	Major Damage	Long Term Harm	Considerable Impact
2	Major Injury	Localised Damage	Short Term Harm	Localised Impact
1	Lost Time Injury	Minor Damage	Low Impact/Little Harm	Limited Impact

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LIKELIHOOD

Score from Severity Chart ↓	UNLIKELY	POSSIBLE	VERY LIKELY
	Extremely unlikely to occur	Likely to occur some time	Regular or continuous occurrence
	1	2	3
3			HIGH RISK
2		MEDIUM RISK	
1	LOW RISK		

CONVERSION TABLE

OVERALL RISK RATING	PRIORITY	
HIGH RISK	1	Serious Hazard or Deficiency requiring immediate action
MEDIUM RISK	2	Hazard or Deficiency requiring remedial action as soon reasonably feasible
LOW RISK	3	Recommendation for overall fire safety management based on observations or findings
	ADVICE	General advice to be considered in the interests of fire safety

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 1 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 1 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

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	Nil	
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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 2 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
2.1.1	No evidence on site of fixed electrical testing.	The electrical circuitry of the building should be tested to BS7671 every 5 years. Records/Evidence of testing should be held and made available for inspection as applicable.	3			
2.6.2 2.6.3	It is not known if safety conditions are imposed on contractors.	It is recommended that any hot works should be subject to a permit-to-work scheme. The use of a hot work permit is appropriate in circumstances where work will involve flames or sparks, where flammable materials are close by and when work is to be completed in environments where such activities are not normally carried out.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 2 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

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2.3.2	There is a domestic type kitchen. All electrical items have been PAT tested.					
2.5.5	This risk assessment only considers the impact of the use or storage of dangerous substances to the extent necessary to determine the adequacy of the general fire precautions required under the Order to ensure the safety of relevant persons in the event of fire. There are no dangerous substances used or stored in the common parts.					

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 3 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 3 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

3.2.4	Access was available to Flat 6. It is fitted with an FD30s standard self-closing fire door. The front face of the entrance door to flat 5 was examined and the door is of the same type. Photo 1	
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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 4 of the Fire Risk Assessment

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REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
4.2.1	We were informed that the emergency lighting unit located in the communal area of Flats 5 and 6 cannot be tested regularly because the consumer box is located inside one of the flats. Photo 2	It is recommended that a test switch is fitted to the lighting unit, so that it can be tested in accordance with BS5266.	2			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 4 of the Fire Risk Assessment

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Nil	
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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 5 of the Fire Risk Assessment

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REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 5 of the Fire Risk Assessment

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	Nil	
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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 6 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 6 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

6.1.1	No requirement for automatic fire detection to the communal escape route from Flats 5 and 6.					
6.1.9	Flat 6. It is fitted with a mains powered smoke detector in the entrance hall. It is taken that this is the standard for all of the flats.					

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SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 7 of the Fire Risk Assessment

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REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
7.1.1	<p>There is over-provision of fire extinguishers to the communal escape route from Flats 5 and 6.</p> <p>It is not considered necessary to provide fire extinguishers in the common parts of flats. Such equipment should only be used by those trained in its use. It is not considered appropriate or practicable for residents in a block of flats to receive such training. In addition, if a fire occurs in a flat, the provision of fire extinguishing appliances in the common parts might encourage the occupants of the flat to enter the common parts to obtain an appliance and return to their flat to fight the fire. Such a procedure is inappropriate.</p> <p>Photo 3</p>	It is recommended that the fire extinguishers be removed from the communal escape route from Flats 5 and 6.	3			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 7 of the Fire Risk Assessment

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activefiremanagement.co.uk

Property Ref: SHC 28

SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 8 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil					

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 8 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

8.2.1	Records of testing and maintenance are kept electronically.	
8.2.2		

FIRE RISK ASSESSMENT

Date: 18/06/2018

Address: Waldron Court, Mutton Hall Hill. Heathfield

Postcode: TN20 8NZ



activefiremanagement.co.uk

Property Ref: SHC 28

SIGNIFICANT FINDINGS & RECOMMENDATIONS

Relevant to Section 9 of the Fire Risk Assessment

COMPLETED BY ACTIVE FIRE MANAGEMENT

FOR CUSTOMER USE ONLY

REF	SIGNIFICANT FINDINGS	RECOMMENDATIONS	PRIORITY	COMPLETION DATE	COMMENTS	SIGN OFF
	Nil		-			

ANY OTHER ADDITIONAL CONSIDERATIONS & INFORMATION

relevant to Section 9 of the Fire Risk Assessment

(The following information is provided as guidance & information purposes in the interest of Fire Safety)

FOR CUSTOMER USE ONLY

	Nil	
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END