



Fire Risk Assessment for a Proposed HMO

Development at 10 Goldtops, Newport for

Hammond Architectural



22nd March 2025

Prior to the commencement of the report itself we would like to draw your attention to the following important information.

1.1 Application of the Regulations

On the 1st October 2006, The Regulatory Reform (Fire Safety) Order 2005 came into force. This legislation replaced both the Fire Precautions Act 1971 and The Fire Precautions (Workplace) Regulations 1997.

The Regulatory Reform (Fire Safety) Order 2005 is applicable where the premises are put to use as a workplace and:

- An employer has one or more employees (not including domestic servants).
- You have as a Responsible Person, to any extent, control of a workplace.

Other acts that may apply include:

- The Health & Safety at Work etc Act 1974
- The Housing Act 2004
- The Building Act 1984
- The Building (Scotland) Act 2003
- Other regulations that may apply to the premises include:
- The Management of Health & Safety at Work Regulations 1999.
- The Highly Flammable Liquids and Liquefied Petroleum Gas Regulations 1972.
- The Building Regulations 2010 and the Procedural Handbooks to the Building (Scotland) Act 2003.

References.

Department for Communities and Local Government Publications Sleeping Accommodation and the LaCORS Housing Safety guide.

1.2 Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, the term 'Responsible Person' is defined as:

- (a) In relation to a workplace, the employer, if the workplace is to any extent under his control
- (b) In relation to any premises not falling within paragraph (a)
 - (i) The person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of trade, business or other undertaking (for profit or not); or
 - (ii) The owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking

In certain circumstances a Building Owner may retain a level of control over the premises as could a Managing Agent in the case of a workplace in multiple occupation.

Where a Contractor is employed to maintain or repair plant or fire safety equipment, then each will retain a level of control to the extent that any Contract Tenancy or Franchise determines.

2.1 Fire Risk Assessment

A Fire Risk Assessment helps identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that are needed to protect people from any fire risks that remain.

A Fire Risk Assessment is to ensure that:

- The risk of a fire occurring is reduced to the absolute minimum.
- The risk of fire spreading is minimised.
- That everyone in the workplace can reach a place of safety without outside assistance.

Where issues are noted within the Fire Risk Assessment, they either breach existing legislation, approved guidance and expose individuals to unacceptable fire safety risks.

Occasionally matters are raised with the Fire Risk Assessment that appear to meet approved British Standards. This situation reflects the site-specific nature of the assessment and the actual risks that the Fire Safety Consultant perceives at the time.

There are four (4) types of risk assessment that can be provided, depending on client requirements, insurance, and/or site-specific issues. This report is a type one (1) Fire Risk Assessment which is non-invasive and would not usually include extraneous works.

This is a Fire Risk Assessment and not a structural survey of the property.

This Fire Risk Assessment does NOT include any reference or assessment of external cladding.

The information, data and images contained within the body of this report are unique to your company and for your consideration only.

The completed report remains the intellectual property of RedSpark FSE Ltd in accordance with our standard terms and conditions. This is until payment has been received for the work undertaken.

Under no circumstances should your company pass this report, or associated reports, to any other third party until payment has been made in full.

Under regulation 34b of the Health and Safety at Work Act and section 33 of the 2005 Fire Safety Order, RedSpark FSE Ltd has a duty of care to inform you of any such instances of immediate risk to life. Therefore, upon the completion of this report the client will be advised of any immediate actions via email.

2.2 Review and Revision

The fire risk assessment should be reviewed if:

- a) There is reason to suspect that it is no longer valid
- b) There has been a significant change in the matters to which it relates
- c) Where the employer employs a young person

A minimum recommended review date of 12 months may be sufficient where points (a), (b) and (c) do not arise. Where points (a), (b) or (c) arise, or evidence of continued or regular non-compliance suggests, the review frequency should be increased. It is important that risk assessments are seen as a continual process so that the adequacy of control measures are subject to continual review and revision if necessary.

In addition, under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, where an employer employs 5 or more people (whether or not they are in the workplace at the same time), they must keep a record of the arrangements referred to above. The records should be available for inspection when necessary.

2.3 Assessment Format

Each risk assessment record will, in the opinion of the Assessing Consultant, identify those areas which give rise to significant fire risks.

2.4 Health and Safety Arrangements

Under Regulation 5 of the Management of Health & Safety at Work Regulations 1999, employers are required to have arrangements in place to cover health and safety, including preventative and protective measures to control the risks.

Where the undertaking has five or more employees, the arrangements should be recorded. This, together with the fire risk assessment, should form part of the management system.

2.5 Report Preparation

Where RedSpark FSE Ltd have carried out the Fire Risk Assessment, the consultant has prepared the report based upon the information gained on site and during the tour of the premises.

Although RedSpark FSE Ltd are experienced and trained to the highest professional standards, they have no powers under any statutory order to demand entry and the production of documents or information.

The advice in the report is therefore given in good faith based upon the evidence seen at the time of the visit. No guarantee can be given that during any subsequent visit by inspectors with statutory powers that other non-compliance situations may not be found.

Whilst every care is taken to interpret the Acts, Regulations and Approved Codes of Practice, these can only be authoritatively interpreted by Courts of Law.

2.6 Report Guidance

2.6.1 Topic Area

This details the activity areas or equipment to which the hazard and risk is related.

2.6.2 Item

The item number is for identification within the management action summary. For instance, item number one will be listed at the top as number one within the management action summary.

2.6.3 Control Description

Identifies and describes the particular control measures associated with each item to reduce the risks.

2.6.4 Comments

This section provides some guidance which may help to implement the control measure (Physical, process and human controls).

These are provided where known and are only intended to provide the Client with a selection of possible choices regarding the control measure.

It is for the Client to ensure that the control measure selected is suitable and sufficient for the hazard and risk.

3.1 Fire Resisting

In England and Wales, fire resisting means the ability and duration that a passive fire component or construction can withstand fire based on the findings from a standard fire resistance test by a third-party accredited company.

Where the construction consists of or incorporates a door then the door must be:

Self-closing by the means of an automatic self-closing device other than rising butt hinges. As an alternative, where the door is to a duct, shaft or cupboard, it may be kept locked shut and provided with a notice to this effect.

- A. Free from any means of holding the door in an open position except, where permitted, an electro-magnetic or electro-mechanical door holder device susceptible to smoke (as defined in the Building Regulations 2000). The approval of the Fire Authority must be obtained for any proposal to install a door holder and the device must be of a type which complies with the provisions of the current British Standard 5839: Part 3.
- B. Close fitting to both the frame and hung in accordance with the manufacturer's guidance.

- C. Hung by limited combustible material that does not have a melting point of less than 800°C.
- D. Permanently marked "Fire Door Keep Shut" in a conspicuous position.
- E. Imperforate except for the minimum of perforations necessary for the fitting of locks and door furniture.
- F. Where the construction incorporates glazing, in addition to complying with this definition, the glazing is in a frame fixed shut.

3.2 Protected Route

A protected route means a route enclosed with fire resisting construction and which complies with the following conditions:

- A. Service, ventilating and other similar ducts or shafts which pass into or out of the enclosure are fire resisting to the specified time required within the enclosure.
- B. Cupboards are enclosed with fire resisting construction except where premises are provided with a single staircase only. In this case, the cupboards are not accepted and must be taken out of use and sealed with fire resisting construction on the inside.
- C. No combustible storage is allowed other than in cupboards described in (B) above.
- D. Stairs and landings are provided with handrails and are adequately guarded on any open side.
- E. Sufficient and suitable artificial lighting is provided for the purpose of means of escape.
- F. The linings have a surface spread of flame classification not inferior to "Class 1" when tested in accordance with the provisions of the current British Standard 476: Part 7.

Lavatories and sanitary accommodation which are neither cloakrooms nor contain gas or portable heating appliances other than water heaters and incinerators may be contained within a protected route. On occasions, fire doors are located with 12mm door stops. However, tests from TRADA (Timber Research and Development Association) has shown that there is no improvement in smoke control where door stops are used rather than 12mm. Even door sets fitted with intumescent seal, the door stops make no significant contribution to fire resistance.

Surface Finishes of Walls and Ceilings

The standards of acceptance for the surface finishes of walls and ceilings are as follows:

A	Inorganic Group Brickwork, blockwork, concrete, plasterboard, ceramic tiles, plaster finishes (including rendering on wood or metal laths) and all other surfaces conforming to Class O classification as defined in Appendix A of Approved Document B of the Building Regulations 1991. Acceptable in all locations.
B	Cellulosic Group: Not flame retardant treated Timber, hardboard, particle (chipboard), blockboard and any other material not lower than Class 3 surface spread of flame rating. Acceptable only on small areas of wall surface in any room (but not for ceilings). The area covered should not exceed half the floor area of the room or 60m², whichever is smaller. Not Acceptable on escape routes, i.e./ stairways, corridors, entrance halls.
C	Cellulosic Group: Flame retardant supported by evidence of treatment including painting to achieve Class 1 surface spread of flame Acceptable only on walls and ceilings in small rooms of floor area not exceeding 4m² and in other rooms for small areas of wall surface within the maximum area permitted for Cellulose Group B material, and for ceilings. Not Acceptable on escape routes, i.e. stairways, corridors, entrance halls.
D	Woodwool Slab Acceptable in all ions.
E	Plastics – Thermosetting: Decorative laminates Acceptable as for Group B unless there is evidence that they are of flame-retardant grade (to Class 1 surface spread of flame rating), in which case acceptability will be as for Group C.
F	Plastics – Thermoplastics: Expanded polystyrene wall and ceilings linings Acceptable provided not finished with gloss paint, on inorganic surfaces in thicknesses not exceeding 5mm on walls, 12mm on ceilings, in same situations as Group B.
G	Thin Vinyl and Paper Coverings (other than heavy flock wallpapers) Acceptable in all locations in inorganic surface.
H	Heavy Flock Wallpapers Acceptable as for group B unless there is evidence that they are flame – retardant grade (to Class 1 surface spread of flame rating) in which case acceptability will be as for Group C.

REGULATORY REFORM (FIRE SAFETY) ORDER 2005 FIRE RISK ASSESSMENT

Responsible person (e.g. employer) or
person having control of the premises:

To Be Confirmed.

Address of premises:

10 Gold Tops,
Newport,
NP20 4PH

Person(s) consulted:

Chris Matthews

Date of fire risk assessment:

N/A

Date of previous fire risk assessment:

N/A

Suggested date for review:

In accordance with section 2.2 above.

This report is intended to assist you in compliance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order"), which requires that a risk assessment be carried out.

Chris Stewart MIFSM CFRAR
22nd March 2025

GENERAL INFORMATION

1. THE PREMISES *(Clause 12)*

- 1.1 Number of floors at ground level and above: Four (4)
- Number of floors entirely below ground level: None (0)
- Floors on which car parking is provided: None (0)
- 1.2 Number of flats: Ten (10)
- 1.3 Brief details of construction and approximate age of building:
- 10 Gold Tops was originally built in the early 1900's of traditional stone/brick walls which have been externally skimmed. There is a slate roof with a car park for a number of cars.
Please see section 5 for full assessment details.
- 1.4 Occupancy:
- There will be Ten (10) tenants.

2. THE OCCUPANTS *(Clause 12)*

- 2.1 Approximate maximum number of employees at any one time: None (0)
- 2.2 Approximate maximum number of residents and visitors at any one time: Ten (10)

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE *(Clause 12)*

- 3.1 Sleeping occupants: Ten (10)
- 3.2 Occupants in remote areas and lone workers: N/A
- 3.3 Others: N/A

4. FIRE LOSS EXPERIENCE

N/A

5. OTHER RELEVANT INFORMATION

We have been asked to provide a proposal based assessment which is a fire risk assessment highlighting the development's fire safety requirements such as fire alarms. These requirements will be as per the Lacors document which is adopted by many local council licensing departments.

It has to be made clear this is NOT a fire strategy, we are not dictating wall construction, evacuation strategy or compartmentation requirements that are not already within the Lacors document.

The lowest floor has been labelled as 'The Basement'. As it has its own entrance and is not entirely beneath ground we will address this as the lower ground floor.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Fire Safety Order

6.2 The above legislation is enforced by:

South Wales Fire & Rescue Service
Forest View Business Park
Llantrisant
CF72 8LX

E-mail: swfs@southwales-fire.gov.uk

6.3 Other legislation that makes significant requirements for fire precautions in these premises [other than the Building Regulations 2010 (as amended)]:

N/A

6.4 The other legislation referred to above is enforced by:

N/A

6.5 Is there an alterations notice in force?

Yes ☐

No ☒

Relevant information and deficiencies observed:

N/A

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION *(Clause 13 and Annex B)*

7.1 Are reasonable measures taken to prevent fires of electrical origin? Yes ☒ No ☐

7.2 More specifically:

a) Are fixed installations periodically inspected and tested? N/A ☒ Yes ☐ No ☐

b) Is portable appliance testing carried out? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

It is assumed the development will be 100% rewired and this should be carried out by a competent person/company who are third party accredited and/or a member of a suitable certification body such as the NICEIC.

PAT Testing will not need to be carried out on new equipment however visual inspections of the item and its associated power lead should be carried out. PAT Testing is now called In Service Electrical Equipment Testing to capture those items connected to the power system by means other than a plug and socket.

8. SMOKING *(Clause 13 and Annex B)*

8.1 Are reasonable measures taken to prevent fires as a result of smoking? Yes ☒ No ☐

8.2 More specifically:

a) Is smoking prohibited in appropriate areas? N/A ☐ Yes ☒ No ☐

b) Are there suitable arrangements for those who wish to smoke? N/A ☐ Yes ☒ No ☐

c) Did the smoking policy appear to be observed at time of inspection? N/A ☐ Yes ☒ No ☐

d) Are "No smoking" signs provided in the common areas? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Smoking should be prohibited in the common areas and signage should be deployed to remind tenants of this requirement.

9. ARSON (Clause 13 and Annex B)

9.1 Does basic security against arson by outsiders appear reasonable¹⁾? Yes ☒ No ☐

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

External arson risk should be mitigated by storing the recycling and waste bins away from public access and away from the main building if possible.

10. PORTABLE HEATERS AND HEATING AND VENTILATION INSTALLATIONS (Clause 13 and Annex B)

10.1 Is there satisfactory control over the use of portable heaters? N/A ☐ Yes ☒ No ☐

10.2 Are fixed heating and ventilation installations subject to regular maintenance? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Portable heaters should not be foreseeably required. Should they become a need it is important the oil filled type are used and tenants are issued with manufacturers guidelines for their use.

All new fixed heating and ventilation systems must be signed off by a competent person and maintained in accordance with the manufacturers guidelines.

¹⁾ Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, this should be obtained from a security specialist.

11. COOKING (Clause 13 and Annex B)

- 11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

The kitchen is very much the risk room and it is located appropriately on the lower ground floor level. It is important the heat creating appliances such as the toaster are not used beneath wall mounted units.
If there are hob extraction fans fitted these must be cleaned on a regular basis to avoid the build up of cooking residue. A number of bedrooms have dining tables marked on the drawings, cooking has to be in the kitchen only. No appliances are to be in the bedrooms.

12. LIGHTNING (Clause 13 and Annex B)

- 12.1 Does the building have a lightning protection system? Yes ☐ No ☒

Relevant information and deficiencies observed:

The requirement for lightning protection should be evaluated against BS EN 62305.

13. HOUSEKEEPING (Clause 13 and Annex B)

- 13.1 Is the overall standard of housekeeping adequate? Yes ☒ No ☐

13.2 More specifically:

- a) Do combustible materials appear to be separated from ignition sources? Yes ☒ No ☐
- b) Is unnecessary accumulation or inappropriate storage of combustible materials or waste avoided? Yes ☒ No ☐
- c) Are gas and electricity intake/meter cupboards adequately secured and kept clear of combustible materials? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

It is important for tenants to keep combustible items such as cardboard and paper away from potential ignition sources such as electrical appliances. Planning for adequate storage will assist in this.
There should be no considerable build up of combustible items to the extent it causes a hazard.
Where gas and electrical equipment are sited, the area should be kept clean and sterile. This applies if the intake area is a small cupboard or a dedicated intake room for all electrical distribution boards and gas distribution.
There can be no storage in the intake rooms/cupboards.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS *(Clause 13 and Annex B)*

14.1 Is there satisfactory control over works carried out in the building by contractors? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

A system should be introduced to ensure adequate control measures are imposed on any contractors or in-house maintenance staff working on the premises. This would particularly apply to any hot work undertaken.
Hot works includes welding, soldering and the use of abrasive wheels or any other equipment that produces heat or sparks that could cause a fire.

15. DANGEROUS SUBSTANCES²⁾ *(Clause 13)*

15.1 Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises³⁾? N/A ☐ Yes ☒ No ☐

Relevant information and deficiencies observed:

We cannot foresee any dangerous chemicals being required for an HMO. This should be assessed following hand over and suitable storage provided.

²⁾ For the purpose of this risk assessment and the Fire Safety Order, dangerous substances are primarily explosive, highly flammable or flammable substances and oxidizing agents.

³⁾ Small quantities with negligible impact on the appropriate fire precautions need not be taken into account.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

N/A

Relevant information and deficiencies observed:

N/A

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE *[Clause 15c) and Annex C]*

17.1 Is the design and maintenance of the means of escape considered adequate? Yes ☒ No ☐

17.2 More specifically:

a) Are there reasonable distances of travel:

– where there is escape in a single direction? N/A ☐ Yes ☒ No ☐

– where there are alternative means of escape? N/A ☐ Yes ☒ No ☐

b) Is there adequate provision of exits? N/A ☐ Yes ☒ No ☐

c) Do fire exits open in the direction of escape, where necessary? N/A ☒ Yes ☐ No ☐

d) Are the arrangements provided for securing exits satisfactory? N/A ☐ Yes ☒ No ☐

e) Is the fire-resisting construction (including any glazing) protecting escape routes and staircases of a suitable standard and maintained in sound condition? N/A ☐ Yes ☒ No ☐

f) Is the fire resistance of doors to staircases and the common areas considered adequate, and are the doors maintained in sound condition? N/A ☐ Yes ☒ No ☐

- g) Are suitable self-closing devices fitted to doors in the common areas? N/A ☐ Yes ☒ No ☐
- h) Is the fire resistance of doors to meter cupboards/store rooms/plant rooms in the common areas considered adequate, and are they adequately secured and/or fitted with suitable self-closing devices? N/A ☐ Yes ☒ No ☐
- i) Is the fire resistance of flat entrance doors considered adequate, and are doors maintained in sound condition? N/A ☐ Yes ☒ No ☐
- j) Are suitable self-closing devices fitted to flat entrance doors and, where fitted, maintained in good working order? N/A ☐ Yes ☒ No ☐

- k) Are there adequate smoke control provisions to protect the common escape routes, where necessary? N/A ☐ Yes ☒ No ☐
- l) Are all escape routes clear of obstructions? N/A ☐ Yes ☒ No ☐
- m) Are all fire exits easily and immediately openable? N/A ☒ Yes ☐ No ☐
- n) Is it considered that the premises are provided with reasonable arrangements for means of escape for disabled people? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Based upon the supplied drawing detailing the internal layout of the four storeys we would comment as follows:

Escape from rooms on the first and second floor will be via the first floor entrance door between bedrooms 6 & 7. Estimated travel distance from second floor flat doors is 15m which is within the acceptable 18m range. Lacors does not mention actual required travel distances but asks that 'Travel distance should not be excessive'.

Escape from the ground floor will be via the side door between bedrooms 2 & 5, again travel distance from flats on this floor are well within the acceptable 18m. Finally, escape from the lower ground floor will be via the doorway adjacent to the living room.

The number of escaping tenants across these exits will not challenge the required door width per person ratios however doors should all be a minimum of 800mm wide in all areas.

Securing all doors should be via locks that do not require a key to open from inside. Thumb turn locks must be fitted. This will ensure escape via from any room via the means of escape to a place of ultimate safety is achieved without the need for a key.

As this is not a fire strategy or evacuation strategy we will assume walls construction will meet fire safety requirements of a minimum of 30 minute fire resistance. A 30 minute protected route is required which should offer 30 minute fire resisting construction.

All doors within the common areas (with the exception of bathrooms and WC's) will require closers fitted. This will include service cupboards if they are not to be locked. If they are to be locked closers can be omitted but suitable fire door signage should be fitted.

Lacors does not ask for FD30S doors to all rooms but to 'Risk Rooms'. In this development this will be the lower ground floor kitchen, utility and living room. FD30S doors will also be required to service cupboards. It is unclear what the lower ground floor room beneath the stairs intended use is.

All doors with the exception of the FD30S units should be sound, well-constructed and close fitting conventional doors That will offer a level of fire resistance. Egg shell constructed doors and doors less than 44mm thick should not be considered. Closers, as previously mentioned should be fitted.

Lacors does not mention the need for Automated Opening Vents (AOV) however this should be considered and in their absence it is important the fire brigade have a method of releasing smoke/heat from the protected route. Windows along the staircase means of escape should be openable.

It is important all means of escape are kept as clear and sterile as possible.

Tenants should be reminded of this requirement and regular checks must be made. Due to the presence of steps on most entrances it is presumed anyone with mobility issues will not easily gain entry.

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT [Clause 15g)]

18.1 Is it considered that there is/are:

a) adequate levels of compartmentation between floors and between flats and the common escape routes? Yes ☒ No ☐

b) reasonable limitation of linings to escape routes that might promote fire spread? Yes ☒ No ☐

c) as far as can reasonably be ascertained, reasonable fire separation within any roof space? N/A ☒ Yes ☐ No ☐

d) adequately fire protected service risers and/or ducts in common areas, that will restrict the spread of fire and smoke? N/A ☒ Yes ☐ No ☐

18.2 As far as can reasonably be ascertained, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and products of combustion in the early stages of a fire^{4), 5)}? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

Compartmentation has been covered in the previous section.
Linings along the means of escape should have a Class 1 or 2 rating for surface spread of flame with limited combustibility and flaming droplets.

⁴⁾ This fire risk assessment will not necessarily identify all minor fire stopping issues that might exist within the building. If you become aware of other fire stopping issues, or are concerned about the adequacy of fire stopping, you may wish to consider arranging for an invasive survey by a competent specialist.

⁵⁾ A full investigation of the design of heating, ventilation and air conditioning systems is outside the scope of this fire risk assessment.

19. EMERGENCY ESCAPE LIGHTING [Clause 15e]

- 19.1 Has a reasonable standard of emergency escape lighting been provided⁶⁾? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Emergency Lighting should be designed by a competent person/company to meet BS5266.

We foresee a need for this lighting due to the lack of any 'borrowed lighting' from outside and relative darkness along the means of escape.

20. FIRE SAFETY SIGNS AND NOTICES [Clause 15d]

- 20.1 Is there a reasonable standard of fire safety signs and notices? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Signage should meet BS5499 however, consideration should be given to the familiarity of the tenants with the building layout and the residential/home nature of the property.

21. MEANS OF GIVING WARNING IN CASE OF FIRE [Clause 15b]

- 21.1 Is a reasonable fire detection and fire alarm system provided in the common areas, where necessary⁷⁾? N/A ☐ Yes ☒ No ☐
- 21.2 If there is a communal fire detection and fire alarm system, does it extend into the dwellings? N/A ☐ Yes ☒ No ☐
- 21.3 Where appropriate, has a fire alarm zone plan been provided? N/A ☐ Yes ☒ No ☐
- 21.4 Where appropriate, are there adequate arrangements for silencing and resetting an alarm condition? N/A ☐ Yes ☒ No ☐

⁶⁾ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

⁷⁾ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

Relevant information (including description of arrangements and deficiencies observed):

As this is classed as a three storey HMO the Lacors requirements for a fire alarm is that it meets BS5839 Pt. 6 Grade A LD2. This is a system with a fire alarm main panel and detection along the escape route and in each bedsit room.

Relevant information on false alarm experience (if known):

N/A

22. MANUAL FIRE EXTINGUISHING APPLIANCES *[Clause 15f)]*

22.1 Is there reasonable provision of manual fire extinguishing appliances? N/A ☐ Yes ☐ No ☒

22.2 Are all fire extinguishing appliances readily accessible? N/A ☐ Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

A fire blanket will be required in the kitchen.

Unless a fire is very small, the best advice is to evacuate the building to a place of safety and call the fire and rescue service. This is because for larger fires people need training to know what type of fire an extinguisher can safely be used on, how to tackle a fire safely, and when to give up and get out. The installation of extinguishers can also lead to problems if they are not properly maintained or where equipment is discharged through malice or horseplay. For these reasons extinguishers are not recommended inside units of accommodation unless there are resident staff who are trained in their use (a caretaker, housekeeper, warden or similar).

23. RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS⁸⁾ [Clause 15h)]

23.1 Type of fixed system:

Due to the level of refurbishment and in accordance with local building regulations a sprinkler system should be designed and installed by a competent company/person in accordance with BS9251

Relevant information and deficiencies observed:

N/A

24. OTHER RELEVANT FIXED SYSTEMS AND EQUIPMENT⁹⁾ [Clause 15i)]

24.1 Type of fixed system:

N/A

Relevant information and deficiencies observed:

N/A

- 24.2 Are there appropriately sited facilities for electrical isolation of any photovoltaic (PV) cells, with appropriate signage, to assist the fire and rescue service? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Should these be installed suitable fire service signage must be fitted.

⁸⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

⁹⁾ Relevant to life safety and this risk assessment (as opposed to property protection).

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS *(Clause 16)*

25.1 Safety assistance:

The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the responsible person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:

To be confirmed

25.2 Fire safety at the premises is managed by¹⁰⁾:

To be confirmed

25.3 Is there a suitable record of the fire safety arrangements?

Yes ☐ No ☒

Relevant information (including description of arrangements and deficiencies observed):

A suitable record of all fire safety arrangements should be collated as part of the fire safety information file. This should include areas to record weekly and monthly tests as well as third party competent person checks such as the fire alarm. It should also include all fire safety procedures.

25.4 Evacuation strategy

- ☐ Stay put
- ☒ Simultaneous evacuation
- ☐ Other (please specify below)

In the absence of the fire strategy we have assumed this will be the course of action.

¹⁰⁾ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

- 25.5 Are procedures in the event of fire appropriate and properly documented, where appropriate¹¹⁾? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

It is important that all residents and visitors are aware of their expected actions should a fire break out or the fire alarm activate.

- 25.6 Are routine in-house inspections of fire precautions undertaken (e.g. in the course of health and safety inspections)? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Routine inspections should be scheduled to ensure all fire safety arrangements are in good working order and procedures remain relevant.

26. TRAINING AND DRILLS [Clause 16h]

- 26.1 Are all staff given adequate fire safety instruction and training? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

N/A

- 26.2 When the employees of another employer work in the premises, is appropriate information on fire risks and fire safety measures provided? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Should any visitors be sent to site (not contractors) and remain unescorted it is important they are aware of their expected actions should they discover a fire or the fire alarm activate. They should be made aware of the sound of the fire alarm Bell or electronic)

¹¹⁾ Based on brief review of procedures at the time of this fire risk assessment. In-depth review of documentation is outside the scope of this fire risk assessment, unless otherwise stated.

27. TESTING AND MAINTENANCE [Clause 16j)]

27.1 Is there adequate maintenance of the premises? Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

The maintenance of the premises is important in keeping the fire safety arrangements suitable. Keeping combustible items to an absolute minimum and the means of escape clear at all times for example.

27.2 Is weekly testing and periodic servicing of the fire detection and fire alarm system undertaken? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Weekly testing of the fire alarm system should be carried out (this does not have to be by a third party competent person, possibilities are the cleaner or a trusted tenant). This should be done at the same time on the same day every week. The fire alarm should be maintained by an accredited competent person/company in accordance with BS5839.

27.3 Are monthly and annual testing routines in place for the emergency escape lighting? N/A ☐ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

Monthly testing of the emergency lighting system should be carried out (this does not have to be by a third party competent person, possibilities are the cleaner or a trusted tenant). This requirement is for a short 'flick test'. The emergency lighting should be maintained by an accredited competent person/company in accordance with BS5266.

27.4 Is annual maintenance of fire extinguishing appliances undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.5 Are six-monthly inspection and annual testing of rising mains undertaken? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.6 Are weekly and monthly testing, six-monthly inspection, and annual inspection and testing undertaken of lift(s) provided for use by firefighters or evacuation of disabled people (evacuation lifts)? N/A ☒ Yes ☐ No ☐

Relevant information (including description of arrangements and deficiencies observed):

N/A

27.7 Other relevant inspections or tests:

The sprinkler system should be maintained in accordance with BS9251 by a competent person/company.

Relevant information (including description of arrangements and deficiencies observed):

N/A

28. RECORDS *[Clause 16k]*

28.1 Are there appropriate records of:

- | | | | |
|--|------------------------------|---|-----------------------------|
| a) Fire alarm tests (where relevant)? | N/A ☐ | Yes ☒ | No ☐ |
| b) Emergency escape lighting tests? | N/A ☐ | Yes ☒ | No ☐ |
| d) Maintenance and testing of other fire protection systems and equipment? | N/A ☐ | Yes ☒ | No ☐ |

Relevant information (including description of arrangements and deficiencies observed):

As previously mentioned records are an important element of fire safety arrangements and should be robustly updated.

29. PREMISES INFORMATION BOX *[Clause 15c]*

- | | | | |
|---|---|------------------------------|-----------------------------|
| 29.1 Is there a suitably located premises information box for the fire and rescue service? ¹²⁾ | N/A ☒ | Yes ☐ | No ☐ |
| 29.2 Are there arrangements to keep the premises information box up to date? ¹²⁾ | N/A ☒ | Yes ☐ | No ☐ |

Relevant information (including description of arrangements and deficiencies observed):

There is not a requirement for this.

¹²⁾ Normally applicable only to sheltered and extra care housing.

30. ENGAGEMENT WITH RESIDENTS *[Clause 16l)]*

30.1 Has information on fire procedures been disseminated to residents? N/A ☐ Yes ☒ No ☐

30.2 Is fire safety information disseminated to residents? N/A ☐ Yes ☒ No ☐

Relevant information (including description of arrangements and deficiencies observed):

As previously mentioned it is important to ensure residents are fully appraised of the fire safety arrangements and their expected actions in the event of a fire or fire alarm activating.
This dissemination of information should be acknowledged as received and understood.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a commonly used risk level estimator:

Potential consequences of fire → Likelihood of fire ↓	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 (likelihood of fire) at these premises is:

Low ☐

Medium ☐

High ☐

In this context, a definition of the above terms is as follows:

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Taking into account the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire 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.

Moderate harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants but is unlikely to result in multiple fatalities.

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

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

Trivial ☐ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

Action Plan

Good management of fire safety is essential to ensure that fires are unlikely to occur. If they do occur, they are more likely to be controlled effectively and most importantly ensure that everyone in your premises is able to evacuate to a place of total safety quickly. The majority of the actions identified are not likely to incur a great degree of cost and are easily achievable. In turn, this has been reflected in the time scale given. The Action Plan section contains actions that should be address based on their priority scores and timeframe provided. These should be regular reviewed, and actions should be 'signed off' once implemented. Furthermore, this should be documented and kept alongside this Fire Risk Assessment to evidence that actions have been completed.

Due to the current risk of the premises and the significant findings highlighted, I recommend that a full review of the Fire Risk Assessment is carried out 12 months after the date of this report. Please note, if the findings of the Fire Risk Assessment are considered to be no longer valid or there has been a significant change to the premises that has affected the risk or the fire safety measures, the assessment should be reviewed immediately rather than waiting for the advised review date. Changes that may prompt a review are:

- A change in the number of people present or the characteristics of the occupants.
- Changes to the dependency of occupants over time.
- Changes to work procedures, including the introduction of new equipment.
- Alterations to the building which could include the internal layout.
- Significant changes to furniture and fittings.
- The introduction or increase in the storage of hazardous substances.
- Becoming aware of shortcomings or potential improvements.

Your local Fire and rescue Authority can at any time carry out an audit on your premises. They have the power to inspect without notice to check that you are complying with your duties under The Regulatory Reform (Fire Safety) Order 2005. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of the assessment

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
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 might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the 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 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 action plan. The fire risk assessment should be repeated regularly.

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

Trivial ☐ **Tolerable** ☐

Definition of priorities (where applicable):

1. High – Failure to carry out this will compromise the fire safety of the occupants, putting them at risk.
2. Medium – Failure to carry out this will compromise the fire safety systems and integrity of the building and its relevant parts reducing overall fire protection/safety.
3. Low – Failure to carry out this will result in inadequate following of procedures and/or fire protection rules not being adhered to



Fire Protection
Association

CERTIFICATE

of Membership

This is to certify that

Chris Stewart

is a

Member of the
Fire Protection Association

Membership Number

A-140345

Expiry Date

05/10/2025

THE UK'S NATIONAL FIRE SAFETY ORGANISATION
Supporting, empowering, and connecting fire safety professionals

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Certificate of Achievement

(Full Award)

This is to certify that

Chris Stewart

has been assessed as meeting the required level of competence for all
the units necessary to achieve the full award

ABBE Level 3 Certificate in Fire Risk Assessment

603/4897/5

Units achieved:

Mandatory Units Y/617/7201, D/617/7202, H/617/7203, K/617/7204

Signed :

Professor Julian Beer, Chair of ABBE Board

Date:

07/11/2022

Candidate Registration No : 0000045122 Certificate Issue No : 153083

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The Institute of Fire Safety Managers

hereby certifies that

Chris Stewart

is accredited and approved by the Governing Council to be
entered onto the

Tier 2 - Competent Fire Risk Assessors Register (CFRAR)

with the Membership Registration Number: **C529**

Awarded on April 11, 2023 and expiring on
January 01, 2026.

David White
Chairman

Dr. Robert W. Docherty
President



The Institute of Fire Safety Managers

hereby certifies that

Chris Stewart

having been recommended by the Governing Council, is a Member of
The Institute of Fire Safety Managers at

Member Grade

with the Membership Registration Number: **3386**

Awarded on March 12, 2021 and expiring on
March 12, 2026.

A handwritten signature in black ink, appearing to read "D. White", is positioned above the name and title of the Chairman.

David White
Chairman

A handwritten signature in black ink, appearing to read "Dr. Robert W. Docherty", is positioned above the name and title of the President.

Dr. Robert W. Docherty
President