

# Pyramid™ Risk Management System

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## Fire Risk Assessment

**Ross House, Ross Way [UPRN:5292]  
(General Needs)**

Building Category B

Report prepared by:

David Bacon

on 30/04/2018

(Next review due before: 30/04/2019)

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Further information relating to the fire safety requirements specific to these premises can be obtained from the Regulatory Reform Guidance into Practice document "**Sleeping Accommodation**", available at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14884/fsra-sleeping-accommodation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14884/fsra-sleeping-accommodation.pdf), or by clicking on the 'HM Government Guidance Documents' button in the Fire Safety Menu within Pyramid®.

## Section 1.0 - Preface

Organisation:	East Kent Housing (Shepway)	Activity:	East Kent Housing General Needs 2017 v1.0
Location:	Ross House, Ross Way [UPRN:5292] (General Needs)	Address:	Ross House Ross Way Folkestone CT20 3UJ
Responsible person:	East Kent Housing.	Competent person(s):	East Kent Housing.
Activity started on:	30/04/2018	Report completed by:	David Bacon
Activity completed on:	30/04/2018		

A fire risk assessment was carried out on the premises detailed above in order to assess fire safety requirements in accordance with The Regulatory Reform (Fire Safety) Order 2005.

This fire risk assessment supersedes all previously issued fire certificates and all fire risk assessments issued prior to the date of this document.

This risk assessment will be required to be kept under regular review, actions taken as identified within the assessment and reviewed at least annually.

Where changes to operational procedures, events, or material alterations to the building arise then this risk assessment will require reviewing and updating before, during, and after such occasions to ensure that all the fire precautions in your premises remain current and adequate.

A copy of this risk assessment must be held on site for review and inspection; a second copy must be held off-site.

## Section 2.0 - Executive Summary

This inspection was based on the occupancy as found at that time and is without prejudice to any subsequent inspection(s) that may be carried out by Local Fire and Rescue Authority Officers.

The fire authority that these premises will be under the jurisdiction of is **Kent Fire and Rescue Services**.

The structure was erected in 1940 as part of a military (MoD) complex and is a brick facade with concrete floors and stairs. There are 2 number entrances/exits into the flats, entrance 1 to flats 1-8 and entrance 2 to flats 9-16. Entrance to flats 1-8 is up small (2 number) steps into the main communal lobby with 2 & 3 off the main lobby. Flat 3 is via a shirt hall off of the main lobby and 1 is via a fire door separating a small lobby with entrance to flat 1 and the secondary exit to the car parking area to the rear. Flat 8 is accessed off of the top of the stairs and flats 6 & 7 are accessed through plaster boarded stud partition with Georgian wire glass panel inset. There is a loft hatch access off of the communal hall, which is access to a large open roof void with no compartmentation between flats.

Flats 9-16 - There are 2 number entrances/exits into the flats, entrance 2 is to flats 9-16 and entrance 2 to flats is up a ramp into the main communal lobby with 10 & 12 off the main lobby. Flat 11 is via a shirt hall off of the main lobby and flat 9 is via a fire door separating a small lobby with entrance to flat 1 and the secondary exit to the car parking area to the rear. Flats 14-16 is at the top of a flight of open plan stairs to the 1st floor, off of an open plan landing.

## RECOMMENDATIONS AND RECOMMENDED TIMESCALES

**Important Note:** As part of this fire risk assessment report the fire risk assessor may have made recommendations, and recommended timescales.

Where recommendations are stated, these have been made based on legislative guidance, guidance documents, and/or British Standards, and it is ultimately your responsibility to decide if these are to be implemented. Where recommendations require building works to be completed, it is your responsibility to ensure that these are completed by competent certified contractors/personnel.

Where recommendations require specified fire safety products, it is your responsibility to ensure that these are appropriate for the purpose intended. There are national registers of approved competent contractors as follows:

- <http://www.asfp.org.uk>
- <https://www.redbooklive.com>
- <http://www.firas-database.co.uk/registers>

Timescales indicated reflect the assessors view at the time of inspection to assist you in prioritising, and ultimately it is your responsibility to decide when and how recommendations are implemented.

## Section 2.1 - Building Overview

Approx year of construction:	<b>1940</b>	Occupancy type:	<b>Multiple occupancy (tenants)</b>
Building fabric(s):	<b>Brick walls concrete floors and stairs.</b>	Roof Fabric(s):	<b>Not Stated</b>
Premises use:	<b>Sleeping Accommodation</b>	Listed Building?	<b>Not Stated</b>
Approx floor space (m <sup>2</sup> ):	<b>Not Stated</b>	Building height (m):	<b>Not Stated</b>
Number of floors:	<b>2</b>	Number of basements:	<b>0</b>
Number of lifts:	<b>0</b>	Number of stairwells:	<b>2</b>

During the risk assessment the following features were identified as having the potential to assist a fire to spread:

Communal lobby's in each block, communal stairwells in each block where bannisters have been covered with what appears to be plywood, roof voids above above each block, service cupboards under stairs, fire places in both block, which rise up through both floors and, which have been covered with what appears to be plywood.

The following structural alterations were identified as having been completed within the past 12 months:

Originally offices for MoD which were then used by NHS and now converted to flats for general needs living.

The following structural alterations were identified as been planned within the forthcoming 12 months:

None made known.

The following additional information about the building was also noted as being relevant to this risk assessment:

Automatic openable vents fixed to windows at high level, whci are operated by breakglass push system by frontdoors and rear exits.

## Section 2.2 - Fire Protection

Fire authority:	<b>Kent Fire and Rescue Services</b>
Fire fighting facilities:	<b>None</b>
Fire alarm system trigger(s):	<b>None</b>
Fire protection equipment:	<b>None</b>
Sprinkler system coverage:	<b>0%</b>
Control system:	<b>It was also noted that at the time of inspection there was a natural extract control system covering common means of escape and/or common areas.</b>

During the course of this risk assessment, the following history of previous fires was noted:

None identified during site survey or from basic internet search.

During the course of this risk assessment, the following history of previous false alarms was noted:

None made known.

The following additional information about fire protection was also noted as being relevant to this risk assessment:

Automatic Openable Vents installed activated by emergency break glass units just inside main entrance doors.

## Section 2.3 - Fire Hazards

Sources of Ignition	Sources of Fuel	Sources of Oxygen
Electrical services cupboards under stair cases in each block and all usual fixed and portable appliances associated with this type of residential units.	Staircase banisters clad with timber and all usual fixtures, fittings, furniture and soft furnishings associated with this type of residential units.	Natural.

During the risk assessment the following substances or materials were identified, which if were subject to a fire could have a serious impact on the local environment/community:

There were no substances and/or materials identified during the site survey that would be deemed to have significant impact on either the local community and/or environment.

During the risk assessment the following structures, hazardous processes, explosives, or highly flammable materials were identified on the premises which could be hazardous to firefighters:

There were no substances and/or materials identified during the site survey that would trigger a DSEAR risk assessment.

The following additional information about fire hazards was also noted as being relevant to this risk assessment:

There are large roof voids above each block where a fire could start and spread unseen and undetected. The roof covering is laid on top of closeboarded timber slats the full length of the roof void.

## Section 2.4 - People at Risk

Total number of employees: **0**

Average number of people on the premises: **48**

People identified as at risk, if there was a fire: **Employees, visitors, contractors, tenants**

Other consideration has been given to the following: **Lone workers, elderly persons**

## Section 2.5 - Building Occupancy

During the risk assessment consideration was also given to times the building was most occupied as follows (chart showing estimated maximum number of people on the premises, per time slot):

	00:00 to 06:00	06:00 to 12:00	12:00 to 18:00	18:00 to 00:00
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Bank Holidays				

The following additional information about building occupancy was also noted as being relevant to this risk assessment:

The classification is general needs and it is therefore assumed that all residents will be mobile. Residents observed during site survey were all young families.

## Section 2.6 - Means of Escape

The following additional information about means of escape was also noted as being relevant to this risk assessment:

There are secondary exits to rear of both blocks that are egressed using maglock emergency override using emergency push button. Both exits lead into the residents parking area and back onto Ross Way.

## Section 2.7 - Overall Risk Summary

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

### 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.

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

### Tolerable

No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

**SIGNIFICANT FINDING - IMMEDIATE ACTION REQUIRED**

**Question 24 (Section: Inspection (Resident Flat - Sample))**

Is the front door fitted with suitable self closing device? **No**

**Risk Rating:**

Potential consequences of fire	Impact (For indication purposes ONLY)	Likelihood of fire
<b>Extreme harm</b> Injuries, potential loss of life, high loss to environment, property and working time	<b>Moderate</b> Temporary closure of the premises for more than 24 hours	<b>High</b> Non-compliance with the question will, without doubt, cause a problem

**Persons at Risk:**

Residents, staff, visitors and contractors.

**Comments:**

Door fitted with closer but, closes violently and could inflict serious injuries on residents.

**Recommendations:**

Inspect, repair, adjust or replace defective auto-closures.

**All problems identified now resolved:**

No

**SIGNIFICANT FINDING - IMMEDIATE ACTION REQUIRED**

**Question 25 (Section: Inspection (Resident Flat - Sample))**

Is the front door fitted with smoke strips and seals? **No**

**Risk Rating:**

Potential consequences of fire	Impact (For indication purposes ONLY)	Likelihood of fire
<b>Extreme harm</b> Injuries, potential loss of life, high loss to environment, property and working time	<b>Severe</b> Closure of the premises for more than 1 week, or where non-compliance could affect other organisations	<b>High</b> Non-compliance with the question will, without doubt, cause a problem

**Comments:**

One of the retained doors in block 1-8 has had the smoke seals has been over painted.

**Recommendations:**

Inspect all retained doors within the blocks and replace any smoke seals that have been over painted.



All problems identified now resolved:

No

**SIGNIFICANT FINDING - ACTION REQUIRED WITHIN 1 WEEK (BY 07/05/18)**

F

**Question 3 (Section: Inspection (External))**

Are the waste bins appropriately located? No

**Risk Rating:**

Potential consequences of fire	Impact (For indication purposes ONLY)	Likelihood of fire
<b>Moderate harm</b> Some major injuries, many major injuries, loss to working time, significant damage to property and environment	<b>Moderate</b> Temporary closure of the premises for more than 24 hours	<b>Medium</b> The chances are that non-compliance with the question will probably lead to a problem

**Comments:**

There are small wheelie and small Euro-bins located by the start of the ramp leading into flats 9-16. These are enclosed on 3 sides by ship lap panel fence which is only approximately 1.4 meters away from the structure and windows to the flats.

**Recommendations:**

Replace the smaller/Relocate bins and/or rehouse the bins in dedicated containment unit so that they are more secure and further away from the main structures access and windows.

All problems identified now resolved:

No

## Section 3.1 - Risk Assessment Detail, Non-Compliant Findings

### ACTION REQUIRED WITHIN 3 MONTHS (BY 30/07/18)

#### Question 13 (Section: Inspection (Internal))

Is the loft hatch locked shut, and communal roof void (where present) free of storage? **No**

#### Risk Rating:

Potential consequences of fire	Impact (For indication purposes ONLY)	Likelihood of fire
<p><b>Moderate harm</b></p> <p>Some major injuries, many major injuries, loss to working time, significant damage to property and environment</p>	<p><b>Moderate</b></p> <p>Temporary closure of the premises for more than 24 hours</p>	<p><b>Low</b></p> <p>Non-compliance with the question could cause a problem</p>

#### Persons at Risk:

Residents, staff, visitors and contractors.

#### Comments:

Loft hatch in 1-8 was not secure but, hatch in 9-16 was.

#### Recommendations:

Replace scuring mechanism with master keyed locks.

#### All problems identified now resolved:

No

### ACTION REQUIRED WITHIN 6 MONTHS (BY 30/10/18)

#### Question 49 (Section: Central Policy)

Fire policy: Is there a suitable record of the fire safety arrangements? **No**

#### Risk Rating:

Potential consequences of fire	Impact (For indication purposes ONLY)	Likelihood of fire
<p><b>Negligible</b></p> <p>No injury, environmental or property loss</p>	<p><b>None</b></p> <p>No impact on the day to day running of the organisation</p>	<p><b>Unlikely</b></p> <p>An extremely low chance of non-compliance with the question causing a problem</p>

#### Comments:

It is understood that the Fire Policy is currently being reviewed as it is out of date.

No documentary evidence is currently available.

#### All problems identified now resolved:

No

## Section 3.2 - Risk Assessment Detail, Compliant Findings

### NO ACTION REQUIRED

#### Question 1 (Section: Inspection (External))

Is the outside of the building clean and tidy and free from build up of vegetation, rubbish, other combustible materials, or hazardous waste (e.g. gas bottles)? **Yes**

#### Comments:

No issues identified at the time of inspection.

### NO ACTION REQUIRED

#### Question 2 (Section: Inspection (External))

Is the external envelope of the building free from cladding or any other combustible materials that may present an increased risk of external fire spread? **Yes**

#### Comments:

See Building Overview Section of this Report.

### NO ACTION REQUIRED

#### Question 4 (Section: Inspection (External))

Is the area immediately outside the building free from evidence of smokers? **Yes**

#### Comments:

No issues identified at the time of inspection but, residents have just started to use the premises.

#### Recommendations:

Housing management to carry out further checks and report back to compliance any concerns.

### NO ACTION REQUIRED

#### Question 5 (Section: Inspection (External))

Is the area immediately outside the building free from evidence of BBQs/Bonfires? **Yes**

#### Comments:

No issues identified at the time of inspection but, residents have only just started to use the premises.

#### Recommendations:

Housing management to carry out further checks and report back to compliance any concerns.

## NO ACTION REQUIRED

### Question 6 (Section: Inspection (External))

Does the immediate vicinity of the building appear to be free from vandalism, or other arson related concerns? **Yes**

#### Comments:

No issues identified at the time of inspection but, the property has just started to be used by residents.

#### Recommendations:

Housing management to carry out further checks and report back to compliance any concerns.

## NO ACTION REQUIRED

### Question 7 (Section: Inspection (External))

Is there sufficient access provision for the fire and rescue service? **Yes**

#### Comments:

No issues identified at the time of inspection.

## NO ACTION REQUIRED

### Question 8 (Section: Inspection (External))

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

#### Comments:

No further issues to add.

## NO ACTION REQUIRED

### Question 9 (Section: Inspection (Internal))

Is the zero tolerance policy being adhered to? **Yes**

#### Comments:

No other issues identified during site survey.

## NO ACTION REQUIRED

### Question 10 (Section: Inspection (Internal))

Are main front and rear doors locked shut when not in use? **Yes**

#### Comments:

Door secured with entryphone system fitted with trades button operated with maglock and keypad entry system.

## NO ACTION REQUIRED

### Question 12 (Section: Inspection (Internal))

Are internal storage cupboards (residents) locked shut and free from storage issues (where inspected)? **Not Applicable**

#### Comments:

There are no storage cupboards supplied for residents use internally.

## NO ACTION REQUIRED

### Question 14 (Section: Inspection (Internal))

Does the emergency lighting appear to be adequate and operating correctly (visual inspection of LEDs)? **Yes**

#### Comments:

Internal emergency lights were integrated in with the hall lights and neon's were not visible when hall lights triggered by the PIR detectors.

## NO ACTION REQUIRED

### Question 15 (Section: Inspection (Internal))

Are the escape routes, and stairs and steps forming part of the escape route, free from tripping and slipping hazards and in a good state of repair? **Yes**

#### Comments:

No issues identified at the time of inspection.

## NO ACTION REQUIRED

### Question 16 (Section: Inspection (Internal))

Are residents front doors closed and not left open? **Yes**

#### Comments:

No issues identified at the time of inspection.

## NO ACTION REQUIRED

### Question 17 (Section: Inspection (Internal))

Do residents front doors appear to be of fire resisting construction (based on external visual inspection)? **Yes**

#### Comments:

Sampled flats doors appeared to to FD30S standards but, there were no certificates of conformity available during site survey.

**NO ACTION REQUIRED**

**Question 18 (Section: Inspection (Internal))**

Are internal service cupboard doors of fire resisting construction (based on external visual inspection)?

**NO ACTION REQUIRED**

**Question 19 (Section: Inspection (Internal))**

Is general fire information signage displayed correctly in the communal area? (see Q52 for policy requirements) **Yes**

**Comments:**

No issues identified at the time of inspection

**NO ACTION REQUIRED**

**Question 20 (Section: Inspection (Internal))**

Is 'No Smoking' signage displayed correctly in the communal area? **Yes**

**Comments:**

No Smoking signage was correctly displayed

**NO ACTION REQUIRED**

**Question 21 (Section: Inspection (Internal))**

Is the safety notice board in place and does it contain the relevant information? **Yes**

**Comments:**

Safety Notice board in place correctly showing fire information

**NO ACTION REQUIRED**

**Question 22 (Section: Inspection (Internal))**

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

**Comments:**

No further issues to add

**NO ACTION REQUIRED**

**Question 23 (Section: Inspection (Resident Flat - Sample))**

Does the front door appear to be of fire resisting construction; including glazing and letterbox ?(based on external visual inspection) **Yes**

**Comments:**

Doors inspected appeared to be to FD30S standards but, there were no certificates of conformity available during site survey.

**NO ACTION REQUIRED**

**Question 26 (Section: Inspection (Resident Flat - Sample))**

Is the flat fitted with internal smoke detection? **Yes**

**Comments:**

Fitted with hardwired detectors.

**NO ACTION REQUIRED**

**Question 27 (Section: Inspection (Resident Flat - Sample))**

Has the resident tested the smoke detection recently? **Yes**

**Comments:**

Resident confirmed that they had tested recently, also re tested by assessor at time of inspection and working correctly

**NO ACTION REQUIRED**

**Question 28 (Section: Inspection (Resident Flat - Sample))**

Where appropriate are internal hazard rooms fitted with fire resisting doors, and where fitted are they operating correctly and well maintained? **Not Applicable**

**Comments:**

There were no inner room scenarios identified during the site survey.

**NO ACTION REQUIRED**

**Question 29 (Section: Inspection (Resident Flat - Sample))**

If the residents flat has internal loft access, is it free from combustibles and storage? **Not Applicable**

**Comments:**

There were no roof void access accessible in the upper floor flats identified during site survey. Roof void access is only accessible from the communal lobby's.

**NO ACTION REQUIRED**

**Question 30 (Section: Inspection (Resident Flat - Sample))**

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

**Comments:**

No further issues to add



**NO ACTION REQUIRED**

**Question 31 (Section: Inspection (Compartmentation))**

Communal Area: Is the standard of compartmentation, fire resistance and surface finishing in the building common areas and escape routes, satisfactory? **Yes**

Comments:

No issues identified at the time of inspection

**NO ACTION REQUIRED**

**Question 32 (Section: Inspection (Compartmentation))**

Communal Area: Is the standard of compartmentation, fire resistance and surface finishing in the Roof Void satisfactory? **Yes**

Comments:

No issues identified at the time of inspection

**NO ACTION REQUIRED**

**Question 33 (Section: Inspection (Compartmentation))**

Sample flat(s): If the residents flat has internal loft access, where relevant is the standard of compartmentation, fire resistance and surface finishing in the roof void satisfactory?

**NO ACTION REQUIRED**

**Question 34 (Section: Inspection (Compartmentation))**

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

Comments:

No further issues to add

**NO ACTION REQUIRED**

**Question 35 (Section: Housing Management)**

Has the Housing Management team received training/refresher training?

**NO ACTION REQUIRED**

**Question 36 (Section: Housing Management)**

Has this building been subject to a housing management check within the past three months? **Yes**

Comments:

Housing management carry out inspections for communal areas but these are not regular - fire related or electrical issues are then passed on to the compliance team.

## NO ACTION REQUIRED

### Question 37 (Section: Housing Management)

Have issues identified been recorded with action taken? **Not Applicable**

#### Comments:

See question 36

## NO ACTION REQUIRED

### Question 38 (Section: Housing Management)

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

#### Comments:

No further issues to add

## NO ACTION REQUIRED

### Question 39 (Section: EKH Services)

Electrical: Fixed installation periodically inspected and tested (NIC)? **Yes**

#### Comments:

Elec-sec carry out the electrical installation testing every 5 years on a rolling programme. Records not available at the time of inspection, however, it was confirmed by East Kent Housing that these records are available and in date.  
All records are held on an online database and are managed under East Kent Housing Compliance Team.  
Paul Campbell - Electrical Compliance Inspector

## NO ACTION REQUIRED

### Question 40 (Section: EKH Services)

Gas: Common gas supply (where installed) periodically inspected and tested? **Yes**

#### Comments:

P&R carry out the gas installation testing annually. Records not available at the time of inspection, however, it was confirmed by East Kent Housing that these records are available and in date.  
All records are held on an online database and are managed under East Kent Housing Compliance Team.  
Nathan Allen - Gas Compliance Inspector

## NO ACTION REQUIRED

### Question 41 (Section: EKH Services)

Emergency lighting: Monthly and annual testing routines for emergency escape lighting? **Yes**

#### Comments:

KT Fire Protection Ltd carry out the emergency lighting servicing annually and periodically (functional tests). Records not available at the time of inspection, however, it was confirmed by East Kent Housing that these records are available and in date.  
All records are held on an online database and are managed under East Kent Housing Compliance Team.  
Paul Campbell - Electrical Compliance Inspector

**NO ACTION REQUIRED**

**Question 42 (Section: EKH Services)**

Lightning protection: Where fitted is the lightning protection subject to annual maintenance? **Not Applicable**

**Comments:**

No lightning protection fitted on purpose-built blocks of flats in the Canterbury area.

**NO ACTION REQUIRED**

**Question 44 (Section: EKH Services)**

Communal fire alarm system & detection: Periodic testing and servicing of alarm and detection (and any other fire protection measures)? **Yes**

**Comments:**

KT Fire Protection Ltd carry out the fire alarm servicing annually and also carry out the weekly tests. Records not available at the time of inspection, however, it was confirmed by East Kent Housing that these records are available and in date. All records are held on an online database and are managed under East Kent Housing Compliance Team. All weekly test dates are noted on communal area noticeboards.  
Paul Campbell - Electrical Compliance Inspector

**NO ACTION REQUIRED**

**Question 45 (Section: EKH Services)**

Maintenance: Adequate maintenance of premises? **Yes**

**Comments:**

East Kent Housing Housing management team report any maintenance issues and arrange for contractor visits.

**NO ACTION REQUIRED**

**Question 46 (Section: EKH Services)**

Contractors: Are fire safety conditions imposed on outside contractors? **Yes**

**Comments:**

Contractors are managed by East Kent Housing Housing Management team and are issued with a contractors instruction document and fire safety bulletin on commencement of the contract and every 6 months thereafter.

Mears are the primary contractors for all 4 Local Authorities who carry out an induction to any new sub-contractor.

**NO ACTION REQUIRED**

**Question 47 (Section: EKH Services)**

Contractors: Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits)? **Not Applicable**

**Comments:**

No contractors observed working on site at the time of the inspection

## NO ACTION REQUIRED

### Question 48 (Section: EKH Services)

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

#### Comments:

No further issues to add

## NO ACTION REQUIRED

### Question 50 (Section: Central Policy)

Zero Tolerance Policy: Appropriate fire procedures in place? **Yes**

#### Comments:

East Kent Housing Housing management operate a zero tolerance policy on storage within the communal areas.

Any issues with storage are raised by East Kent Housing Housing management to the Local Authority housing department.

However, these are currently being reviewed as part of the fire safety policy and no documentary evidence is currently available. Please refer to Question 9 for details of inspection findings.

## NO ACTION REQUIRED

### Question 51 (Section: Central Policy)

Emergency Procedures: Are procedures in the event of fire appropriate and properly documented? **Yes**

#### Comments:

All purpose built block of flats operate a stay put policy.

All converted blocks of flats operate a full evacuation policy due to concerns over the compartmentation of these blocks.

Canterbury are currently planning to issue new 'stay put' posters to all purpose built blocks followed by an information leaflet to every tenant.

However, these are currently being reviewed as part of the fire safety policy and no documentary evidence is currently available.

## NO ACTION REQUIRED

### Question 52 (Section: Central Policy)

Resident Information: Are residents provided with fire safety information and is this reviewed regularly? **Yes**

#### Comments:

Safety noticeboards are provided within general fire safety information, including action notices, when the fire alarm tests will be carried out etc. Refer to question 19 for compliance in this building.

## NO ACTION REQUIRED

### Question 53 (Section: Central Policy)

FRA Review Programme: Is the fire safety risk assessment up to date, reviewed regularly and significant findings communicated where appropriate? **Yes**

#### Comments:

Fire safety risk assessment carried out by DDS and all accessed via Pyramid.

Any significant findings are raised to East Kent Housing management.

## NO ACTION REQUIRED

### Question 54 (Section: Central Policy)

Fire Service engagement: Appropriate liaison with the Fire and Rescue Service? **Yes**

#### Comments:

East Kent Housing are in regular liaison with Kent Fire and Rescue Service.

Kent Fire and Rescue service regularly request copies of fire risk assessments.

Where any structural changes are carried out, the fire service are notified and are invited to visit to carry out an inspection once works are completed.

## NO ACTION REQUIRED

### Question 55 (Section: Central Policy)

Have all issues specifically in relation to this section of the assessment been identified? **Yes**

#### Comments:

No further issues to add

## Section 3.3 - Risk Assessment Detail, Questions Not Reviewed

### NOT REVIEWED

#### Question 11 (Section: Inspection (Internal))

Are internal service cupboards (not residents) locked shut, and free from storage? **Not Reviewed**

#### Comments:

No access to service cupboards under the stairs as they were not fitted with the standard master key system.

#### Recommendations:

Change locks to standard master key system to allow access during site surveys/reviews.

### NOT REVIEWED

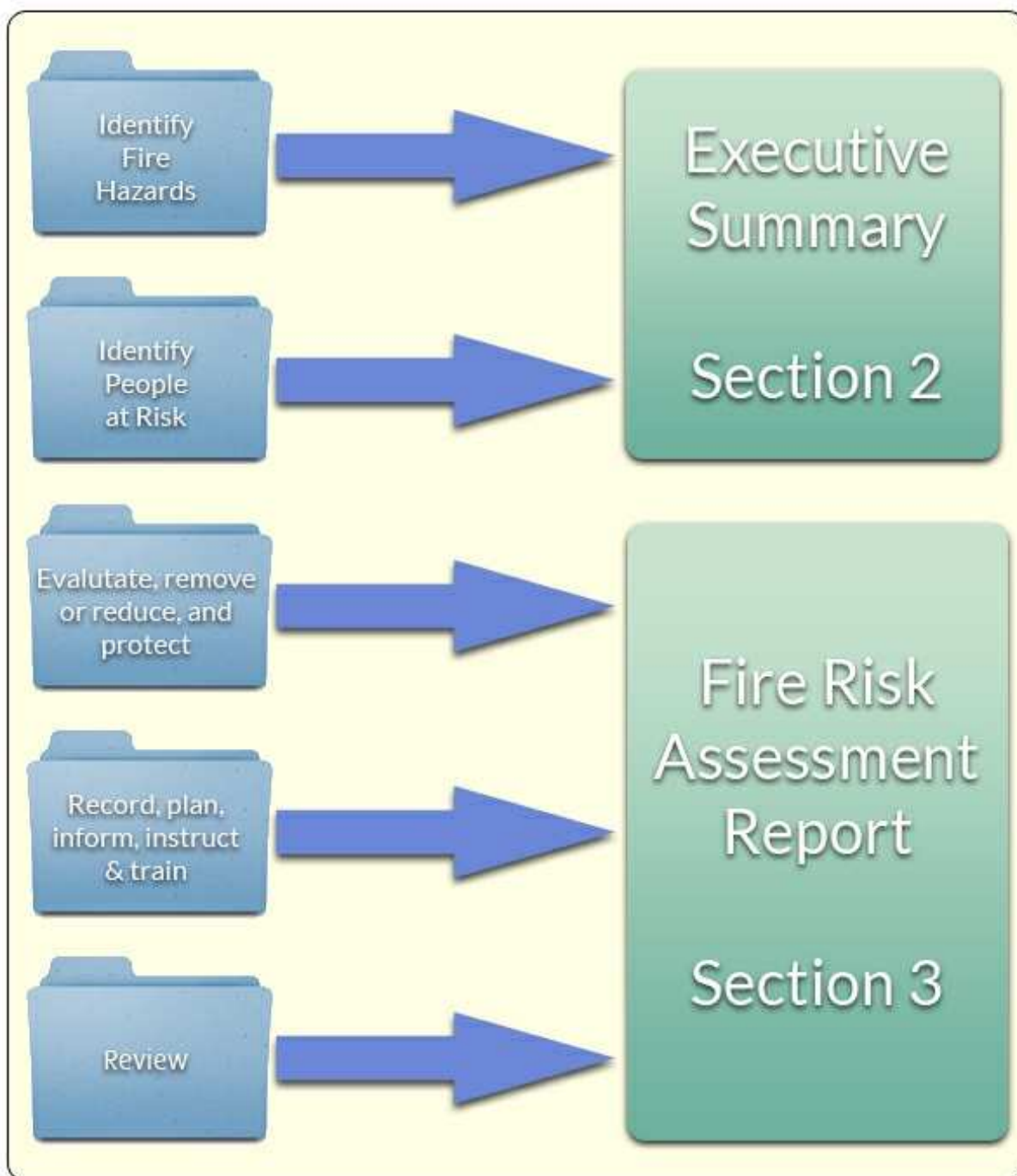
#### Question 43 (Section: EKH Services)

Automatic detection maintenance inside flats: Periodic testing and servicing of fire detection? **Not Reviewed**

#### Comments:

There is no central coordinated testing of residents fire detection, see question 25 for details of residents tests completed.

In accordance with best practice guidelines detailed within the Regulatory Reform Fire Safety Order, the following 5 step approach is applied during the fire risk assessment process, with the findings of the risk assessment captured as follows in this report:



## Section 4.1 - Appendix 2, Overall Risk Rating Definitions

(Source PAS79:2012 Fire Risk Assessment - Guidance and Recommended Methodology)

The categories for classification of fire risk are derived from those used to determine the likelihood and likely consequences of fire. Whereas it is normally sufficient to classify likelihood of fire, or likely consequences of fire, into one of three predetermined categories, a greater number of categories of fire risk is normally appropriate in order to cater for the range of levels of fire risk that can occur. Thus, a minimum of five predetermined categories of fire risk is normally appropriate. The category of fire risk for any premises can be determined by combination of the likelihood of fire and the likely consequences of fire, using a matrix; this is a method of risk assessment commonly adopted in the field of health and safety.

Table below shows the classification of fire risk matrix, which is adopted as part of the fire risk assessment process within PYRAMID™, to provide:

- An overall risk rating for the premises
- A risk rating for individual issues identified

Likelihood of fire	Likely Consequences 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

Full definitions of each category are defined below:

### Likelihood of Fire

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

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 proper 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.

### Likely Consequences of Fire

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

#### Slight Harm

Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

#### Moderate Harm

Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

#### Extreme Harm

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

### Overall Risk

Based on consideration of the Likelihood of fire, and likely consequences of fire the risk to life from fire is:

#### Trivial Risk

No action is required, and no detailed records need be kept.

#### Tolerable Risk

No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.

#### Moderate Risk

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 Risk

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 Risk

Building (or relevant area) should not be occupied until the risk is reduced.

### Risk Categories

Premises that are subject to a fire safety risk assessment, may be categorised and review frequencies set as follows:

- **High Risk** - Annual Review
- **Medium Risk** - Bi Annual Review
- **Low Risk** - Review every 3 years

Details of the category and review frequency (where set) will be communicated on the front of the fire risk assessment report.

Notes:

- Where risk categories are not established, then PYRAMID will recommend an annual review.
- Where client requirements differ from the above criteria then this will be communicated on the front of the fire risk assessment report.



How is the risk calculated?

$$\text{RISK RATING} = \text{POTENTIAL CONSEQUENCES OF FIRE} \times \text{LIKELIHOOD OF FIRE} \times \text{IMPACT}$$

Potential consequences of fire		
Negligible	1	No injury, environmental or property loss
Slight harm	2	No loss to working time, some minor injuries, environmental or property damage low
Moderate harm	5	Some major injuries, many major injuries, loss to working time, significant damage to property and environment
Extreme harm	10	Injuries, potential loss of life, high loss to environment, property and working time

Likelihood of fire		
Unlikely	0.5	An extremely low chance of non-compliance with the question causing a problem
Low	1	Non-compliance with the question could cause a problem
Medium	5	The chances are that non-compliance with the question will probably lead to a problem
High	10	Non-compliance with the question will, without doubt, cause a problem

IMPACT (For indication purposes ONLY)		
Nil	1	No impact on the day to day running of the premises
Slight	2	Property or equipment damage, or temporary closure of the premises for less than 24 hours
Moderate	3	Temporary closure of the premises for more than 24 hours
Severe	4	Closure of the premises for more than 1 week, or where non-compliance could affect other premises

Once the potential consequences of fire, likelihood of fire and impact ratings have been decided, the Pyramid™ system automatically calculates the action timescale as follows:

RISK RATING & ACTION TIMESCALES	
Risk rating less than 10	Action required within 6 months (Non-Compliance)
Risk rating between 10 and 19	Action required within 3 months (Non-Compliance)
Risk rating between 20 and 49	Action required within 1 month (Significant Finding)
Risk rating between 50 and 99	Action required within 1 week (Significant Finding)
Risk rating 100 or greater	Immediate action required (Significant Finding)

## Section 4.3 - Appendix 4, Fire Risk Assessment Evacuation Strategy Definitions

*(Source BS9999-2017/PAS 911:2007 Fire safety in the design, management and use of buildings - code of practice)*

The primary objective of an evacuation strategy is to ensure that in the event of a fire, the occupants of a building can reach a place of ultimate safety outside the building. The evacuation procedures are an essential part of the overall fire strategy. There are two basic categories of evacuation procedure:

1. **Total evacuation** of the occupants to a place of ultimate safety, by either simultaneous or phased procedures.
2. **Progressive evacuation** of the occupants, initially to a place of relative safety within the building where they can remain or, if necessary, complete the evacuation to ultimate safety as part of a managed system.

### 1. TOTAL EVACUATION

#### **Simultaneous evacuation**

Simultaneous evacuation should be the default approach where it is unreasonable to expect the occupants to remain in the building for a prolonged time when there is a fire.

**NOTE** This takes into account not only the physical effects of the fire, but the psychological response of occupants confronted by an outbreak of fire. An appropriate alarm arrangement should be selected in accordance with BS 5839-1:2013

#### **Phased evacuation**

Phased evacuation is a common approach adopted in high-rise premises where the floors are separated by fire-resisting construction, or in certain atrium buildings. In a phased evacuation the first people to be evacuated are all those on the storey most immediately affected by the fire, and those on other floors with impaired ability to evacuate, unless their PEEP has determined otherwise. The remaining floors are then evacuated, usually two floors at a time, at phased intervals.

Such an approach provides for significant economies in the plan area occupied by the protected stairways but demands the provision and maintenance of a range of additional passive and active fire protection measures, together with supportive management arrangements.

### 2. PROGRESSIVE EVACUATION

There are two categories of progressive evacuation:

#### **Progressive horizontal evacuation**

Progressive horizontal evacuation is the process of evacuating people into an adjoining fire compartment on the same level, from which they can later evacuate to a place of ultimate safety.

#### **Zoned evacuation**

Zoned evacuation is a common approach adopted in large retail developments, where an operational loss could be created by evacuating a large building for a relatively small fire. The zoned evacuation is achieved by moving the occupants away from the affected zone to an adjacent zone.

### FURTHER RELEVANT DEFINITIONS RESIDENTIAL ACCOMMODATION

*(Source LGA Fire Safety in Purpose Built Flats 2012)*

#### **'Stay Put' Policy**

A 'stay put' policy involves the following approach:

- When a fire occurs within a flat, the occupants alert others in the flat, make their way out of the building and summon the fire and rescue service.
- If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service.
- All other residents not directly affected by the fire would be expected to 'stay put' and remain in their flat unless directed to leave by the fire and rescue service.
- It is not implied that those not directly involved who wish to leave the building should be prevented from doing so. Nor does this preclude those evacuating a flat that is on fire from alerting their neighbours so that they can also escape if they feel threatened.
- The alternative to a 'stay put' policy is one involving simultaneous evacuation.

#### **Simultaneous Evacuation**

- Involves evacuating the residents of a number of flats together. It requires a means to alert all of these residents to the need to evacuate, i.e. a fire detection and alarm system. Purpose-built blocks of flats are not normally provided with such systems.
- Simultaneous evacuation is sometimes applied to buildings converted into blocks of flats, but usually only where it has not been possible to achieve the level of compartmentation required for a 'stay put' policy. In purpose-built blocks of flats, experience has shown that most residents do not need to leave their flats when there is a fire elsewhere. Indeed, in some circumstances, they might place themselves at greater risk when they do so.
- Some enforcing authorities and fire risk assessors have been adopting a precautionary approach whereby, unless it can be proven that the standard of construction is adequate for 'stay put', the assumption should be that it is not. As a consequence, simultaneous evacuation has sometimes been adopted, and fire alarm systems fitted retrospectively, in blocks of flats designed to support a 'stay put' strategy.

(Source LGA Fire Safety in Purpose Built Flats 2012)

### TYPES OF FIRE RISK ASSESSMENT

The scope of a fire risk assessment needs to be relevant to the nature of the premises and the amount known in respect of the structural protection. There are, in principle, four different types of fire risk assessment that can be carried out for a purpose-built block of flats. They differ in the extent to which the building is inspected.

#### **Type 1 - Common parts only (non-destructive)**

A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Fire Safety Order (FSO). The inspection of the building is non-destructive. But, as well as considering the arrangements for means of escape and so forth, the fire risk assessment includes examination of at least a sample of flat entrance doors. It also considers, so far as reasonably practicable, the separating construction between the flats and the common parts without any opening up of construction. However, in this Type of fire risk assessment, entry to flats beyond the area of the flat entrance door, is not involved. Where there are demountable false ceilings in the common parts, it may be appropriate to lift a sample of readily accessible false ceiling tiles. In addition, it will normally be appropriate to open a sample of service risers, provided access is practicable at the time of inspection. Unless there is reason to expect serious deficiencies in structural fire protection - such as inadequate compartmentation, or poor fire stopping - a Type 1 inspection will normally be sufficient for most blocks of purpose-built flats. Where doubt exists in relation to these matters, the action plan of a Type 1 fire risk assessment may recommend that one of the other types of fire risk assessment be carried out or that further investigation be carried out by specialists. (However, this should not be a generic recommendation of all Type 1 fire risk assessments; the recommendation should be based on identification of issues that justify reason for doubt.)

#### **Type 2 - Common parts only (destructive)**

The scope and objectives of a Type 2 fire risk assessment are generally similar to those of a Type 1 fire risk assessment, except that there is a degree of destructive inspection, carried out on a sampling basis. This will usually necessitate the presence of a contractor for the purpose of opening up construction and making good after the inspection. In order to check the integrity of separating construction, the areas in which destructive inspection is carried out might sometimes include a sample of flats. However, because of the nature of the work, this can often only be carried out in vacant flats. A Type 2 fire risk assessment is usually a one-off exercise, which is carried out only if there is good reason to suspect serious structural deficiencies that could lead to spread of fire beyond the flat of fire origin. The age of the block alone is not generally sufficient to warrant a Type 2 inspection. The need for a Type 2 fire risk assessment may sometimes be identified in a Type 1 fire risk assessment but should not simply be recommended as a matter of course.

#### **Type 3 - Common parts and flats (non-destructive)**

A Type 3 fire risk assessment includes the work involved in a Type 1 fire risk assessment but goes beyond the scope of the FSO (though not the scope of the Housing Act). This risk assessment considers the arrangements for means of escape and fire detection (i.e. smoke alarms) within at least a sample of the flats. Within the flats, the inspection is non-destructive, but the fire resistance of doors to rooms is considered. Measures to prevent fire are not considered unless (e.g. in the case of maintenance of the electrical and heating installations) the measures are within the control of, for example, the landlord. A Type 3 fire risk assessment may sometimes be appropriate for rented flats if there is reason to suspect serious risk to residents in the event of a fire in their flats. (This might be, for example, because of the age of the block or reason for suspicion of widespread, unauthorised material alterations). This type of fire risk assessment will not be possible in the case of long leasehold flats, as there is normally no right of access for freeholders

#### **Type 4 - Common parts and flats (destructive)**

A Type 4 fire risk assessment has the same scope of work as a Type 3 fire risk assessment, except that there is a degree of destructive inspection, in both the common parts and the flats, carried out on a sampling basis. This will usually necessitate the presence of a contractor for the purpose of opening up construction and making good after the inspection. However, the nature of the work is such that, often, destructive inspection within flats can only be carried out in those that are vacant. This is the most comprehensive fire risk assessment but will only be appropriate in limited circumstances - such as when a new landlord takes over a block of flats in which the history of works carried out is unknown and there is reason to suspect serious risk to residents from both a fire in their own flats and a fire in neighbours' flats. Note: Before destructive inspection is to be carried out, the risk of disturbing asbestos should be considered (e.g. by examination of the asbestos register)