

Fire Risk Assessment



Burns Court (Block 1-8) Offices and Communal Areas

Block 1 to 8 Burns Court,
Chapelton, Sheffield,
South Yorkshire, S35 1TP

VALID BETWEEN 10/04/2024 - 10/04/2025

ASSESSED BY Billy Khatib

ASSESSED ON 10/04/2024

PROPERTY REF. RB-BU9KXR

ASSESSMENT REF. 391561

VERSION 1



Oakleaf Surveying Ltd

McGowan House, 10 Waterside Way, The Lakes, Northampton, NN4 7XD

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Introduction

OVERVIEW

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement. This assessment comes complete with a Certificate of Conformity to the BAFE SP205 Life Safety Fire Risk Assessment scheme.

ENFORCEMENT

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

ASSESSMENT REVIEW

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances
- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

MANAGING FIRE SAFETY

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

SIGNIFICANT FINDINGS

The Significant Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

What is a Fire Risk Assessment?

A fire risk assessment is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

Who is the Responsible Person?

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Assessment Risk Scoring & Methodology

The building risk score is a subjective calculation based on how likely the assessor believes a fire is to occur and how severe the consequences (severity of injury or death) might be if that fire were to happen.

Severity ▴ ▼ Likelihood		Slight Harm	Moderate Harm	Extreme Harm
Low		Trivial	Tolerable	Moderate
Medium		Tolerable	Moderate	Substantial
High		Moderate	Substantial	Intolerable
Slight Harm	Severity	Outbreaks 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). Typically high level of		
Moderate Harm	Severity	Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built		
Extreme Harm	Severity	Significant potential for serious injury or death of one or more occupants. Includes high dependency occupants such as a care home or properties with poor		
Low	Likelihood	Very low likelihood of fire as a result of negligible potential sources of ignition.		
Medium	Likelihood	Normal fire hazards for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).		
High	Likelihood	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.		
Trivial	Rating	Limited action is required, review FRA as recommended; existing controls are generally satisfactory.		
Tolerable	Rating	No major additional controls required. However, there might be a need for some improvements.		
Moderate	Rating	Essential action must be made to reduce the risk. Risk reduction measures should be implemented within a defined time period.		
Substantial	Rating	Considerable resources might have to be allocated to reduce the risk. Improvements should be undertaken urgently.		
Intolerable	Rating	Imminent risk of significant harm. Immediate action required.		

Action Priorities

Separately from the building's risk score, every action is given a priority. Priorities are defined based on how easily an action can be completed and how much it should reduce the risk.

D	C	B	A
These actions should be implemented when the opportunity arises (such as the refurbishment of a building), but ideally within 2 years.	These actions may be more complicated or require a greater degree of planning. They should be completed within 6 months.	These actions should be implemented with a reasonable degree of urgency but at least within 3 months.	These actions should be implemented as soon as possible. Where they cannot be affected immediately, interim measures may be required to ensure occupant safety.

Certificate of Conformity

Life Safety Fire Risk Assessment



The life safety elements of this fire risk assessment comply with the BAFE SP205 scheme which ensures that we and our risk assessment staff have met the required technical and quality management standards.

Oakleaf Surveying Ltd (BAFE 301310) certify all requirements in the BAFE SP205 scheme in respect of life safety fire risk assessment have been complied with. Any questions can be addressed to the assessor or the quality manager.

Assessment and Certificate Reference
391561

Assessed On, By
10/04/2024, Billy Khatib

Fire QC On, By
07/05/2024, Jeff Smith

Start Date — Recommended Review Date
10/04/2024 — 10/04/2025

Findings
2 Actions / 35 Controls

Produced For the Responsible Person
Oakleaf Surveying Ltd

Specification Conforms To
Our own internal quality system.

Assessment Scope
Assessment applies only to the building specified.

Assessed Property

Property Name
Burns Court (Block 1-8) Offices and Communal Areas

Property Reference
RB-BU9KXR

Address
Block 1 to 8 Burns Court
Chapelton
Sheffield
South Yorkshire
S35 1TP

Fire Risk Rating

Likelihood Low

Very low likelihood of fire as a result of negligible potential sources of ignition.

Severity Moderate Harm

Reasonable risk of fire spread involving multiple occupants which could result in significant injury. Eg, poor construction detailing or breaches to purpose built construction.

Risk Tolerable

No major additional controls required. However, there might be a need for some improvements.

Assessing / Accredited Organisation

Oakleaf Surveying Ltd
McGowan House, 10 Waterside Way, The Lakes, Northampton, NN4 7XD
01604 979850 — www.theoakleafgroup.co.uk



Third Party Certification Body

NSI, Sentinel House, 5 Reform Road, Maidenhead, SL6 8BY



Assessor Remarks

The premises has been assigned a 'Tolerable' risk rating based on the actions and controls that have been identified and described in this report. However, note the overall risk rating could be reduced if all the recommended actions are completed.

Premises Summary

Premises Summary

Description

The Offices and communal areas are controlled and occupied by Rethink staff and include an office, domestics cupboard, staff rest area, kitchenette, laundry and lounge areas. There is a 'Stay Put' Policy in place for the flats, with a 'Simultaneous Evacuation' for the communal areas. The flats do not form part of the Fire Risk Assessment (FRA). 1-8 Burns Court is occupied by Rethink which is a Mental Health Charity. The flats are occupied on a Supported Living basis. There is a total of 8 flats with 4 each on either side of a central communal areas. The flats are in a 2 storey area with the communal part being a single storey. The 4 ground floor flats are accessed via external doors. The four 1st floor flats are accessed from individual separate internal staircases. The flats do not communicate directly with the communal area. Neighbouring premises do not represent a significant hazard.

Use of Premises

Offices and Communal Area.

Construction

The building is located in a residential area and is detached, part 2 storey and part single storey, brick built with a pitched and tiled roof.

Number of Floors

Single storey.

Number of Occupants

Variable.

People Especially at Risk

Residents would normally be supervised in the communal areas.

Stairways

None.

Final Exits

2.

Evacuation Procedure

There is a 'Stay Put' Policy in place for the flats, with a 'Simultaneous Evacuation' for the communal areas.

Recent Fire History

None.

Additional Facilities

Car Park at front of premises.

Responsible Person

Arches Housing.

Competent Person

Compliance Officer.

Guidance Used

CLG Guide: Offices and Shops, CLG Guide: Small and Medium Places of Assembly

Findings

- 2** **2 negative answers**
Out of a total of 39
- 2** **2 actions to complete**
Identified in this assessment
- 35** **35 controls describe existing measures**
Identified in this assessment

Summary of Actions

Timescale	
B	1
A	1

Sources of Ignition

1 Negative Answer
1 Action 5 Controls

The assessor has reviewed the potential sources of ignition in and around the premises. This includes electrical ignition sources, smoking, arson and lightning protection.

Are electrical ignition sources, such as fixed wiring & PAT, being adequately maintained and tested?

No

Although a service label was observed, no service records were made available prior to, or at the time of, the assessment.

B

Service records provide further details on the condition of the system and if there were any significant findings with the installation.

The Responsible Person(s) should review the electrical installation service records to ensure the system is in a safe condition and no critical safety issues remain outstanding (such as a C1 or C2 rating).

Where issues relating to the system are documented in the service record(s), plans should be made to remediate these as quickly as reasonably possible.

To ensure the system is maintained in good working order and effective condition.

Additionally, to identify potential faults and safety issues that require remediation and to minimise the risk of personal injury and/or, outbreaks of fire.

Reference RB-BYIKED **Due** 07/08/2024

Category Maintenance: Electrical



Portable Appliance Testing (PAT) has been completed for all relevant items, last test date 10/23.

Category Maintenance: Electrical

Does basic security against arson by outsiders appear reasonable?

Yes

CCTV is provided around the premises, this is considered to act as a deterrent to those who may wish to deliberately set fires and other criminal activity.

To reduce the likelihood of deliberate ignition inside, or within close proximity to openings in, the building.

Category Building: Security



Are reasonable measures taken to prevent fires as a result of smoking?

Yes

Smoking is prohibited within the premises.

Signage has been installed to inform occupants and visitors to the premises that smoking is not permitted.

During the inspection, there was no obvious evidence that persons were smoking within the communal areas.

Persons are able to smoke outside but away from the premises.

Smoke-free legislation was introduced in England in 2007, banning smoking in nearly all enclosed workplaces and public spaces.

The enforcement is for public health but also mitigates and reduces the risk of accidental ignition and fires within all buildings.

Category Procedures: Policy



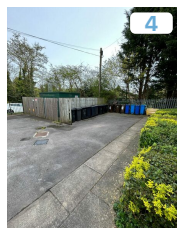
Are external waste bins stored in a suitable location?

Yes

External waste bins are suitably located away from the building.

This reduces the likelihood of arson attacks, limits potential fire growth and reduces the likelihood of external fires entering the building through its openings.

Category Building: Other



Is lightning protection fitted to the building?

No

No lightning protection is required for a building of this height.

Category Maintenance: Electrical

Means of Escape

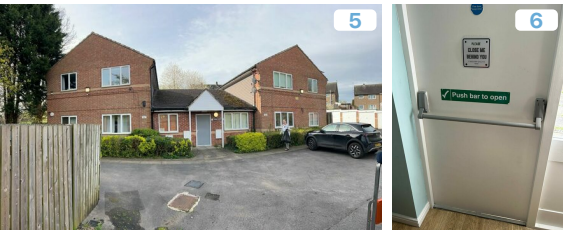
9 Controls

The proper provision of means of escape is an essential part of fire safety measures in any and all premises. We have reviewed whether adequate escape routes are provided, whether they can be easily used and navigated, and whether the provision of emergency lighting, or other means of lighting, are sufficient. Statements in the report regarding escape lighting are based on visual inspection only. The mains services were live at the time of inspection. No test of luminance levels was carried out.

Are the means of escape adequate?

Yes

There are two ground floor final exit doors



The flats exit directly into the open. Office and communal area have 2 final exits.



Is there suitable emergency lighting provided to illuminate the means of escape?

Yes

Emergency lighting is provided throughout the means of escape internally.
To illuminate the escape route if the property loses electrical power.



Are suitable maintenance records available?

Yes

The emergency lighting system is tested monthly by staff and serviced annually by W. Burns & Son who are the 3rd party accredited contractors for all sites. The last service date is 19.2.2024 and deemed 'Satisfactory' with no remedial works reported.

To ensure escape routes are protected and lighting is in good working order.

Category Maintenance: Emergency Lighting



Are the travel distances reasonable?

Yes

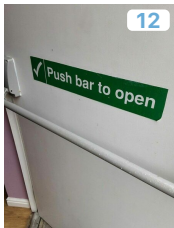
The maximum travel distances on all floors are within the accepted limits for this type of occupancy.

Category Building: Other

Are all doors on escape routes easily opened?

Yes

All final exit doors are provided with a single method of opening.



Is adequate fire exit and other fire safety related signage provided?

Yes

The provision of fire exit signage is sufficient.



Are the directional signs correct?

Yes

The provision of fire exit signage is sufficient to aid personnel to a place of relative safety leading to ultimate safety and fresh air.

To indicate to occupants that are unfamiliar to the property the final exit from the building to a place of relative safety.

Is smoke ventilation provided?

Not required

Are the means of escape clear of combustible items and obstructions, and is the standard of housekeeping acceptable?

Yes

The means of escape are readily available.

All emergency routes and exits must lead as directly as possible to a place of safety and be adequate for everyone to escape quickly and safely. It is essential that escape routes, and the means provided can be used safely, are managed and maintained to ensure that they remain usable and available at all times when the premises are occupied. Corridors and stairways that form part of escape routes should be kept clear and hazard free at all times. Items that may be a source of fuel or pose an ignition risk should not normally be located on any corridor or stairway that will be used as an escape route.

Category Procedures: Housekeeping

Fire Doors and Compartmentation

5 Controls

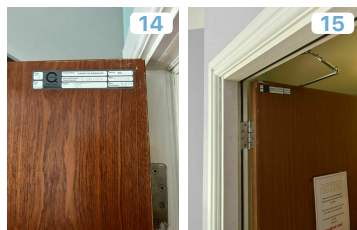
The provision of passive fire protection, in the form of fire resisting walls, ceilings and doors play an important part in the fire safety provisions in the building. The extent to which they are required has been assessed, and we have reviewed the provision of fire resisting doors, fire resisting walls, and the separation of roof voids, where possible. Statements regarding the fire resistance of the structure have been based on typical expected resistances of materials and construction. They comprise a visual inspection of the readily accessible areas only.

Are flat entrance doors and doors to the common parts of a suitable fire resisting standard?

Yes

Fire doors are fitted throughout the property. They are an FD30s type, incorporating intumescent strips, cold smoke seals and self closing devices.

The staff on duty at the time of the assessment confirmed that all of the internal fire doors are closed each night.



Is the compartmentation of the common areas and means of escape adequate?

Yes

Floors and walls appeared to be in good condition, with no apparent openings or breaches that would permit the uncontrolled spread of fire and smoke.

Category Building: Compartmentation

Are roof voids adequately compartmented?

No hatch within the common areas.

There is no loft hatch within the common parts.

Are wall and ceiling linings appropriate to limit fire spread?

Yes

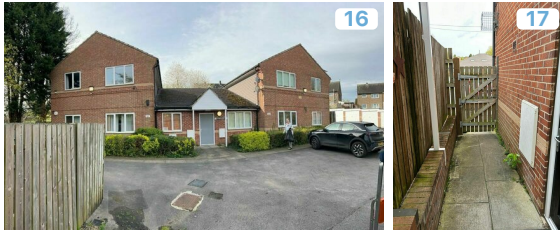
Walls and ceilings are plastered with painted surfaces in good repair. These surface linings are considered to be to the Class 0 / B-s3,d2 standards and suitable for the use of the building.

Does the exterior of the building adequately resist the spread of fire?

Yes

The exterior of the building is of brick construction and would not promote external flame spread. To reduce the risk of fire and smoke spread.

Category Building: Other



Means of Giving Warning

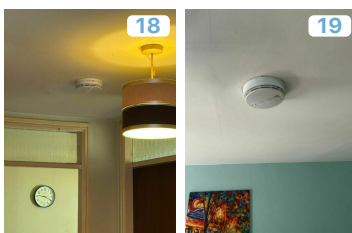
2 Controls

We have reviewed the provision of a fire detection and alarm system in the building, and its suitability in line with the evacuation procedure, and other fire safety systems. For domestic premises we have where possible reviewed whether domestic smoke alarms have been provided in the individual flats. Statements regarding the fire alarm system are based on visual inspection only; no audibility tests have been carried out.

Is a suitable fire detection and alarm system in place?

Yes

Automatic fire detection is provided throughout. The fire alarm system will sound throughout the office parts in the event of fire in the common areas, but only within each localised flat if activated within a flat.



Are there records for the fire alarm system?

Yes

Service records were provided. Weekly testing is recorded in the logbook.

To ensure the system is maintained in good condition, effective working order and a good state of repair.

Firefighting Arrangements

3 Controls

With regards to the height, complexity and use of the building we have made an assessment of the firefighting arrangements. This includes the provision of fire extinguishers, fire brigade access, and the provision of sprinklers.

Is a sprinkler system provided?

Not required

A sprinkler system is not currently required for a building under 11 metres in height.

Is a firefighting shaft provided?

Not required

Where required are the correct fire extinguishers provided, and are they suitably positioned?

Not required

Fire extinguishers are not provided or required in the common areas.

Is adequate fire brigade access available to the building?

Yes

Suitable fire brigade access is available to the front of the property, within either 15% of the perimeter of the building and/or within a distance of no more than 45m from the street.

Are there suitable floor numbers/wayfinding signage at each level?

N/A

Not required

Management and Housekeeping

1 Negative Answer
1 Action 11 Controls

As part of the fire risk assessment, fire safety management needs to be regarded as of equal importance to fire protection measures. In its broadest sense, fire safety management includes certain policies and procedures designed to prevent the occurrence of fire by eliminating or controlling fire hazards. We have assessed the standard of housekeeping in the building, the evacuation procedure that is in place, the presence of staff, and any occupants that have been deemed to be especially at risk.

Is the evacuation procedure suitable, and supported by the provisions on site?

Yes

There is a 'Stay Put' Policy in place for the flats, with a 'Simultaneous Evacuation' for the communal areas.

Are suitable records held relating to maintenance and management?

Yes

Testing and maintenance records are held centrally and are available for inspection.

Are staff located at the premises?

Yes

Limited staff members are located on site due to the nature of the property.

Are staff or volunteers provided with fire safety training in line with their role and fire policy?

Yes

The staff on duty confirmed that fire safety information and evacuation instructions are given to all new staff members as part of an induction programme.
To ensure that staff are aware of the fire evacuation procedures.

Are fire drills carried out at appropriate intervals and in accordance with fire policy?

No

No records of fire drills were available.

Undertake a fire drill to test the evacuation procedure.

To ensure staff are aware and tested on emergency procedures in accordance with guidance.

Reference RB-J8CLEV Due 07/06/2024

Category Procedures: Fire Drills

A

Are adequate provisions in place for persons with disabilities?

Yes

Personal emergency evacuation plans (PEEPs) are in place for each resident held in the office.

Are reasonable measures taken to prevent fires as a result of cooking?

Yes

Cooking is only undertaken by staff.

Are there a sufficient number of trained staff on duty and available to facilitate an emergency evacuation?

Yes

All staff receive induction training before starting work and fire wardens are seen to be present on each floor, this is seen as adequate.

Are there an adequate number of designated and trained Fire Wardens?

Yes

There are 7 fire wardens trained.

Is there a designated responsible person and safety assistant for fire safety management in the premises?

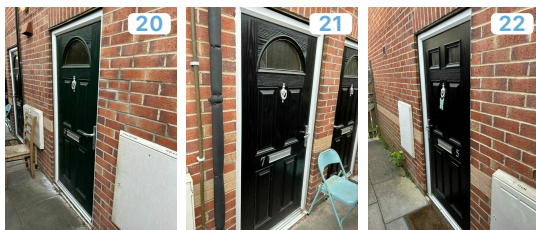
Yes

Arches Housing is seen to be the 'Responsible Person' for the premises. The designated 'Safety Assistant' for the premises is Nicola Maguire, who was present at time of Fire Risk Assessment (FRA).

Have any occupants been identified that may be deemed to be especially at risk?

Yes

Residents occupy their personal homes each with an independent entrance door, no internal access is available to the communal areas, residents leave their home and enter via the front ground floor external door.



Were all relevant areas of the building accessed as part of the assessment?

Yes

The risk assessor accessed all areas of the property except the roof voids.

Additional Services

Additional Services

No

Refuse

Image & Info

Floor Plan Location



1

Secure Information Boxes

Image & Info

Floor Plan Location

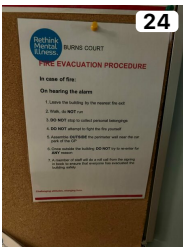


Ground floor entrance
1

Fire Action Notices

Image & Info

Floor Plan Location



1

Way-finding Signage

Image & Info

Floor Plan Location



1

Action Plan

No records of fire drills were available.

A

Undertake a fire drill to test the evacuation procedure.

To ensure staff are aware and tested on emergency procedures in accordance with guidance.

Reference RB-J8CLEV **Due** 07/06/2024

Category Procedures: Fire Drills

Completed On / By

Although a service label was observed, no service records were made available prior to, or at the time of, the assessment.

B

Service records provide further details on the condition of the system and if there were any significant findings with the installation.

The Responsible Person(s) should review the electrical installation service records to ensure the system is in a safe condition and no critical safety issues remain outstanding (such as a C1 or C2 rating).

Where issues relating to the system are documented in the service record(s), plans should be made to remediate these as quickly as reasonably possible.

To ensure the system is maintained in good working order and effective condition.

Additionally, to identify potential faults and safety issues that require remediation and to minimise the risk of personal injury and/or, outbreaks of fire.

Reference RB-BYIKED **Due** 07/08/2024

Category Maintenance: Electrical

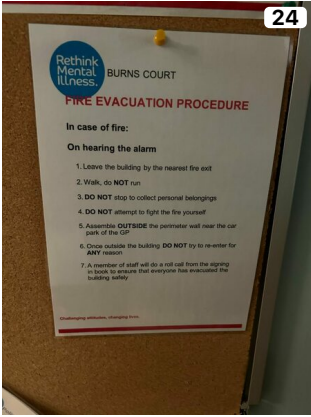
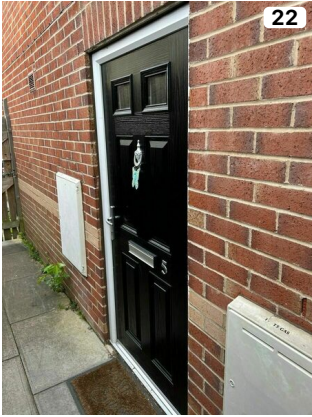


Completed On / By

Photos



Photos Continued...





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We believe strongly in third party approval, that's why our consultants hold professional accreditations from the IFE and IFSM and the business itself is accredited by UKAS and NSI.

RISK ASSESSMENT • STRATEGY • CONSULTANCY • ENGINEERING • COMPARTMENTATION

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