

FIRE RISK ASSESSMENT



Colchester House 1-12

**Colchester House (1-12),
30 Mulehouse Road, Crookes, Sheffield,
South Yorkshire, S10 1TA**

| | |
|-----------------|-------------------------|
| VALID BETWEEN | 21/02/2023 - 21/02/2024 |
| ASSESSED BY | Brian Smith |
| ASSESSED ON | 21/02/2023 |
| APPROVED ON | 02/04/2023 |
| PROPERTY REF. | RB-DRBENV |
| ASSESSMENT REF. | RB-S6B5BN |
| VERSION | 1 |

1 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 compartmentation. |
| 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 construction. |
| 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 compartmentation. |
| 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
RB-S6B5BN

PRODUCED FOR THE RESPONSIBLE PERSON
Oakleaf Surveying Ltd

ASSESSED ON, BY
21/02/2023, Brian Smith

SPECIFICATION CONFORMS TO
ISO 9001 Quality Management System

FIRE QC ON, BY
30/03/2023, Andy Whiting

ASSESSMENT SCOPE
Colchester House 1 to 12.

APPROVED / VALIDATED ON
02/04/2023

ASSESSMENT SCOPE CHANGE
None.

START DATE — RECOMMENDED REVIEW DATE
21/02/2023 — 21/02/2024

SIGNIFICANT FINDINGS
7 Actions / 30 Controls

Assessed Property

PROPERTY NAME
Colchester House 1-12

ADDRESS
Colchester House (1-12)
30 Mulehouse Road, Crookes
Sheffield
South Yorkshire
S10 1TA

PROPERTY REFERENCE
RB-DRBENV

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 643100 — www.theoakleafgroup.co.uk



THIRD PARTY CERTIFICATION BODY

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

Assessor Remarks

The risk is identified as Tolerable on the basis that there are high standards of housekeeping on site. Limited action is required, review the Fire Risk Assessment as recommended and address the actions have been raised.

Arches Housing should be commended for the high standards of house keeping and maintenance within this building.

3 PROPERTY

Address

PROPERTY NAME

Colchester House 1-12

PROPERTY REFERENCE

RB-DRBENV

ADDRESS

Colchester House (1-12)
30 Mulehouse Road, Crookes
Sheffield
South Yorkshire
S10 1TA

Premises Summary

Premises Summary

Description

Colchester House is a former sheltered housing block of 12 flats over 3 floors. It is now used for general needs but still contains many elderly residents. Flats are located on corridors separated from the stairway by 30 minutes fire doors with either two or three flats on each corridor. There is also a ground floor Bin Room and Laundry Room with a further Bin Room on the lower ground floor. There is a Lounge on the first floor which contains approx. six seats and no electrical appliances and as such is rarely used. There is a single stairwell with final exit doors from the ground and lower ground floors. Neighbouring premises do not represent a significant hazard.

Use of Premises

General Needs.

Construction

The building is located in a residential area and is detached, 3 storeys and brick built with a pitched and tiled roof.

Number of Floors

3.

Number of Occupants

24 based on two residents per flat.

People Especially at Risk

None identified.

Stairways

1.

Final Exits

2.

Evacuation Procedure

There is a stay put policy in place in the flats with a full evacuation procedure in communal areas.

Recent Fire History

None reported.

Additional Facilities

There is a car park to the side with an additional small parking area at the front.

Responsible Person

Arches Housing Ltd.

Competent Person

Nichola Maguire.

Guidance Used

Fire Safety in Purpose-Built Blocks of Flats

4 SIGNIFICANT FINDINGS

This assessment identifies 7 actions and 30 controls.

7 ACTIONS

B

INCOMPLETE

7

30 CONTROLS

ALL

ONGOING

30

Sources of Ignition

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?

YES

● There were a number of Electrical distribution boards within the premises and the signage on some were out of date, some were in date.

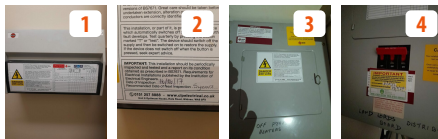
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If the other Electrical distribution boards have been tested, then update the signage on the front to avoid confusion, if they have not been tested, then test and update signage.

REFERENCE RB-7B8YQ5

DUE 02/07/2023

CATEGORY Maintenance: Electrical



● The mains electrical system has been tested in accordance with BS 7671, last test date 04/22.



? Does basic security against arson by outsiders appear reasonable?

YES

● There is secure access to the premises, available to authorised persons only. During the inspection, there did not appear to be significant fire loads which may be ignited by others and which would pose a significant fire risk to the building occupants

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



? 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.

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

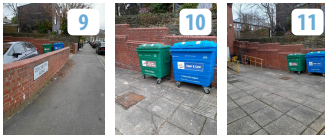
The enforcement is for public health but also mitigates and reduces the risk of accidental ignition and fires within all buildings.



? Are external waste bins stored in a suitable location? YES

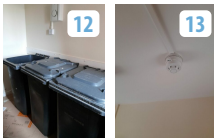
● External waste bins are suitably located away from the building.

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



● There were some bins located within the building in a secure area and there was no housekeeping issues, there is fire detection within this room.

Maintain the high standards of house keeping and keep the room locked at all times when not in use.



? Is lightning protection fitted to the building? NO

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

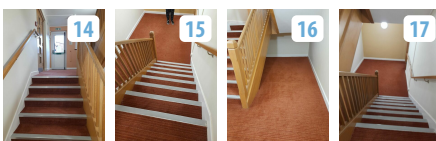
Means of Escape

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

● Single stairway means of escape is acceptable.

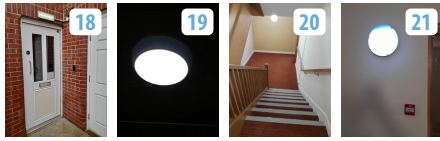
LOCATION Throughout the premises.



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

Emergency lighting is provided throughout the means of escape internally and externally.

WHY To illuminate the escape route if the property loses electrical power.



? Are suitable maintenance records available? **NO**

A visual inspection was undertaken and no test of the illuminance levels or verification of full compliance with the relevant British Standard has been carried out. No evidence was available at the time of the assessment to show that the emergency lighting system is subject to regular maintenance.

Management must ensure that the emergency lighting system is maintained appropriately and records are kept, in accordance with BS 5266.

WHY Records were either not made available, or within the recommended testing frequency and, or, identified faults or remedial actions being required.

B

REFERENCE RB-B8XIKD
DUE 02/07/2023
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.

WHY To ensure occupants can reach a place of safety in the shortest travel time.

LOCATION Throughout the premises.

? Are all doors on escape routes easily opened? **YES**

All final exit doors are provided with a single method of opening via a push button, an emergency break glass call point is also available in the unlikely event the push button fails.

WHY To ensure safe egress.

LOCATION Throughout premise.



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

There were some Fire Action Notices (FAN), detailing the evacuation procedure, missing by each manual call point, along with manual call point signage.

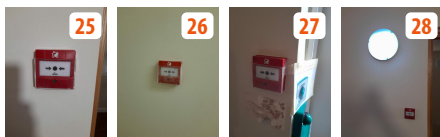
Install additional Fire Action Notices along with manual call point signage near all manual call points.

WHY To provide information to all occupants of what to do in the event of fire within the building and it is a Statutory requirement BS IOS 3864-1.

LOCATION Every manual call point throughout the building.

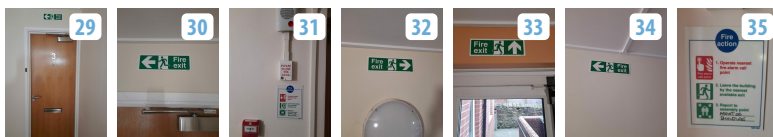
B

REFERENCE RB-9CTSXG
DUE 02/07/2023
CATEGORY Building: Signage



A fire action notice, detailing the evacuation procedure, is in place in the common areas.

WHY To provide information to all occupants of what to do in the event of fire within the building.



? 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.

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

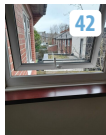


? Is smoke ventilation provided?

YES

An openable window is provided in the stairway which will provide natural ventilation.

WHY The primary objective of ventilation is to protect the staircase and protect the common circulation areas.



? Is the smoke ventilation system being regularly serviced?

NOT APPLICABLE

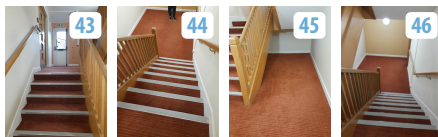
The ventilation window is opened / closed manually. Service / maintenance is not required.

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

YES

The means of escape were free of combustibles items at the time of the assessment.

WHY 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.



Fire Doors and Compartmentation

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

Carry out a door survey to the building and ensure all flat doors have a minimum of FD30S, intumescent strips, cold smoke seals and a self closer device attached to the door.

Ensure all doors comply with BS 476.

WHY To protect residents in the event of a fire within the building and stop smoke and hot fire gases entering a flat and spreading throughout the building.

LOCATION Throughout the premises.

B

REFERENCE RB-IEVXXI

DUE 02/07/2023

CATEGORY Building: Doors

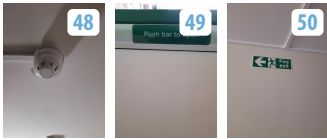
- Notional Fire doors provided are of the same type throughout, fitted with a handle, vision hole and letter box. No access was gained to any flats as this was a Type 1 inspection. Nicola Maguire did confirm, the fire doors are fitted with intumescent strips but no cold smoke seals, as well as a self closing device.



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

- Internal walls are of solid brick/block/plasterboard construction and no major penetrations or breaches were seen that may cause concern.

WHY To ensure the means of escape is protected from the effect of fire and smoke.
 LOCATION Throughout the premises.



? Are roof voids adequately compartmented? **NO ACCESS**

- No access was available due to a non standard lock and no key available at the time of inspection.

Confirmation required that there is suitable compartmentation between the flats and that there is no unauthorised storage within the loft space.

WHY To prevent the fire from spreading throughout the building.

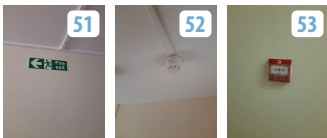
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REFERENCE RB-EDCKSD
 DUE 02/07/2023
 CATEGORY Building:
 Compartmentation

? Are wall and ceiling linings appropriate to limit fire spread? **YES**

- Wall surfaces for the most part appear to be of an appropriate standard and that is to EN 13501.

LOCATION Throughout the premises.



? 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.

WHY To reduce the risk of fire and smoke spread.



Means of Giving Warning

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?

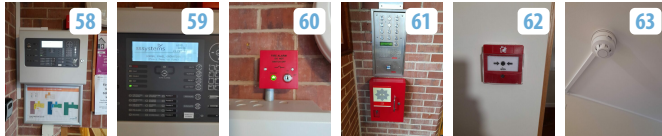
● A review of the fire strategy and evacuation policy of the premises recommended with consideration to decommissioning the alarm sounders in individual flats. Consult residents and detail rational publishing outcomes.

WHY The basic principle of 'Stay Put Policy' within flats and evacuation from occupied communal areas in a fire or emergency, is in direct conflict with communal alarm sounders being activated within flats this will cause confusion.

LOCATION Throughout the premises.

● Fire detection and alarm system provided throughout, comprising smoke detection and alarm call points. There is a fire Gerda box with information for the fire service.

LOCATION Throughout the premises.



YES

B

REFERENCE RB-FPAAB6

DUE 02/07/2023

CATEGORY Maintenance: Fire Alarms

? Are there records for the fire alarm system?

● No records of maintenance of testing were available at the time of the survey. If not suitably maintained, Arches Housing must ensure that the fire alarm installation is suitably maintained and tested as soon as possible by a 3rd party accredited contractor.

WHY To ensure that the installation has not deteriorated and is functional.

NO

B

REFERENCE RB-C9N9AR

DUE 02/07/2023

CATEGORY Maintenance: Fire Alarms

Firefighting Arrangements

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?

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

NOT REQUIRED

? 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.

WHY Not recommend for use by untrained tenants.

? Is adequate fire brigade access available to the building?

YES

● Suitable fire brigade access is available to the front and side of the building.

WHY To ensure that the fire service can locate their fire appliances as close to the building as possible to enable resources required for fighting a fire are readily accessed without delay.



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

NO

● Floor numbering not required on this building due to the simple layout of 3 floors. Directional signage has been installed within the premises.



Management and Housekeeping

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.

As of the 23 January 2023: The Fire Safety (England) Regulations 2022 will become a legal requirement in all multi-occupied residential buildings in England. The regulations will require Responsible Persons to provide residents of all multi-occupied residential buildings with two or more sets of domestic premises (that have common parts) information on the importance of fire doors to a building's fire safety. Regulation 10 of The Fire Safety (England) Regulations 2022 requires that residents are given information that:

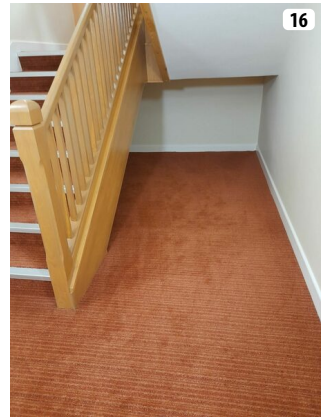
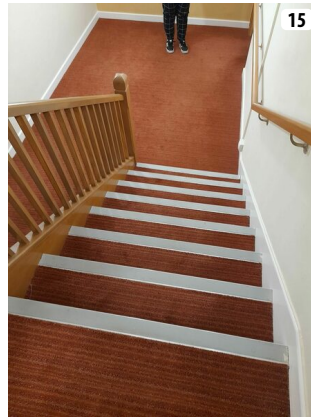
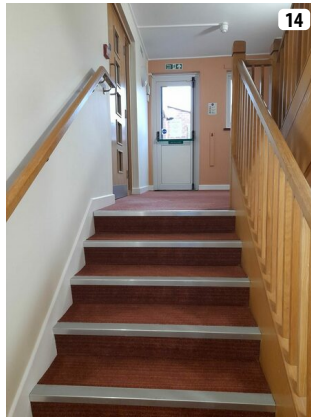
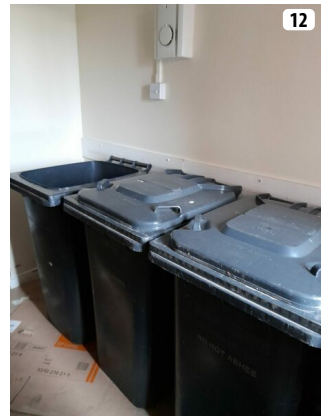
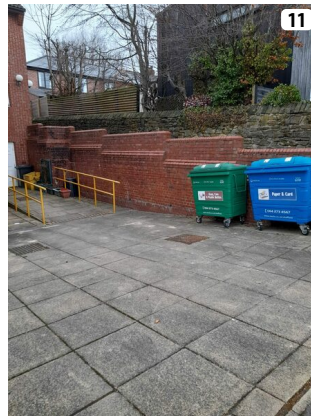
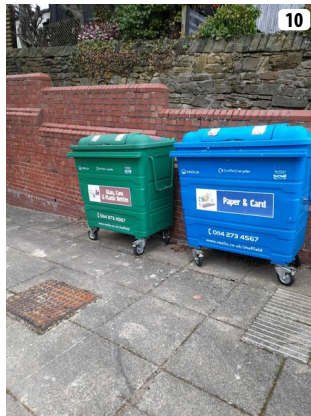
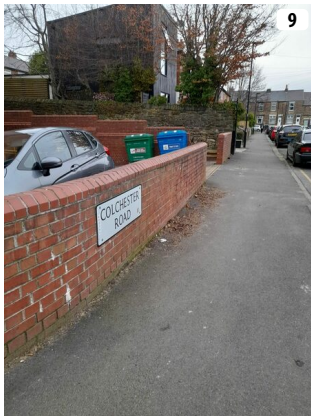
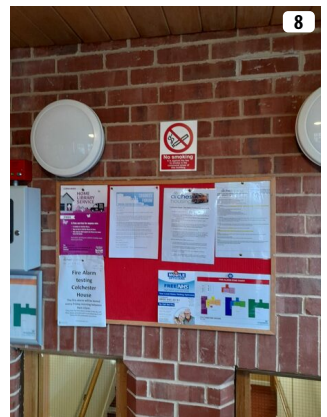
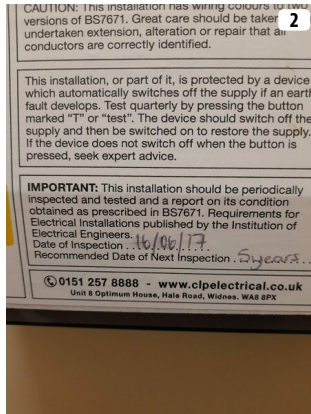
- Fire doors should be kept shut when not in use.
- Residents or their guests should not tamper with self-closing devices.
- Residents should report any fault or damage immediately to the Responsible Person.

Additionally, the above information must be provided by the Responsible Person to any new resident as soon as reasonably practicable after the resident moves into their flat. The Responsible Person must also remind all residents about this information at periods not exceeding 12 months starting from when the regulations come into force.

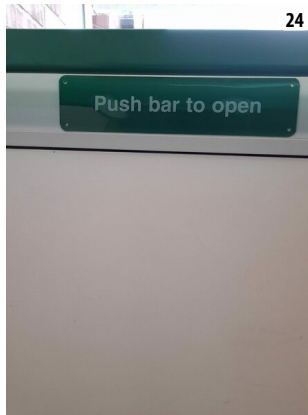
Where a resident wants to alter or change their front door, this should be done with the knowledge and agreement of the Responsible Person to ensure that it does not negatively impact upon the overarching fire risk assessment for the premises.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <p>❓ Is the evacuation procedure suitable, and supported by the provisions on site?</p> <p>● A mixed policy is in place of simultaneous evacuation upon hearing the alarm within the common areas and this is supported by automatic fire detection and alarm system throughout. The flats have a stay-put policy supported by adequate compartmentation, unless affected by fire or smoke. See separate action raised under the heading "Is a suitable fire detection and alarm system in place" and action accordingly.</p> <p>LOCATION Throughout premises.</p> | YES |
| <p>❓ Are suitable records held relating to maintenance and management?</p> <p>● Testing and maintenance records are held centrally, and are available for inspection.</p> <p>LOCATION Client's database ActiveH and Pentana.</p> | YES |
| <p>❓ Are staff located at the premises?</p> <p>● No staff are based on the site.</p> | NO |
| <p>❓ Is there a designated responsible person and safety assistant for fire safety management in the premises?</p> <p>● The designated 'safety assistant' for the premises is Nicola Maguire and they were consulted and present at time of fire risk assessment. The 'Responsible Person' is Arches Housing.</p> | YES |
| <p>❓ Have any occupants been identified that may be deemed to be especially at risk?</p> <p>● The assessor was not aware of any occupants that may be especially at risk at the time of the assessment.</p> | NO |
| <p>❓ Were all relevant areas of the building accessed as part of the assessment?</p> <p>● The following areas were not accessed during the survey: Loft access as no keys available. A separate action has already been raised within this report about checking compartmentation and storage arrangements to ensure there is no undue fire-loading has occurred and sufficient cavity barriers have been installed.</p> | NO |

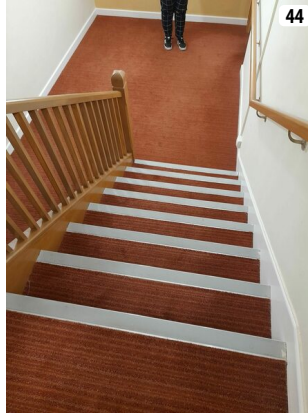
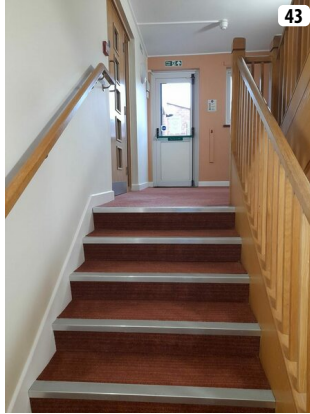
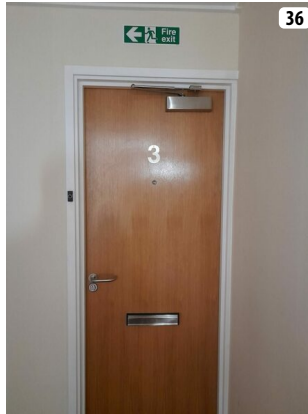
5 PHOTOS



Photos Continued...



Photos Continued...



Photos Continued...



Photos Continued...





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