

# FIRE RISK ASSESSMENT



## Colchester House 1-12

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

ASSESSED BY	Luke Colwell FSIDip, DipFD MIFSM, Tier 2 CFRAR
ASSESSED ON	27/03/2025
FIRE QC BY	Christopher Cotterill BSc (Hons) MIFSM TechIOSH NAFRAR Tier 3
FIRE QC ON	01/04/2025
PROPERTY REF.	RB-DRBENV
ASSESSMENT REF.	438210
VERSION	1



**Oakleaf Surveying Ltd**

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

01604 979850 • [www.theoakleafgroup.co.uk](http://www.theoakleafgroup.co.uk)

# 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  
438210

PRODUCED FOR  
Arches Housing.

ASSESSED ON, BY  
27/03/2025, Luke Colwell FSIDip, DipFD MIFSM, Tier 2 CFRAR

RESPONSIBLE PERSON  
Arches Housing Ltd.

FIRE QC ON, BY  
01/04/2025, Christopher Cotterill BSc (Hons) MIFSM TechIOSH  
NAFRAR Tier 3

SPECIFICATION CONFORMS TO  
ISO 9001 Quality Management System

RECOMMENDED REVIEW DATE  
27/03/2026

ASSESSMENT SCOPE  
Type 1 Fire Risk Assessment.

FINDINGS  
3 Actions / 36 Controls

### Assessed Property

PROPERTY NAME  
Colchester House 1-12

ADDRESS  
1-12 Colchester House  
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 979850 — [www.theoakleafgroup.co.uk](http://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 a good standard of fire safety systems present that would ensure escape, ignition sources were being adequately controlled and escape routes were clear of obstructions. Areas for improvement were identified during the survey and these have been raised within the report to bring the building to a high standard of fire safety and support the evacuation policy. If all actions are completed this would bring the overall risk rating down, however, should the management of fire safety deteriorate or the preventative and protective measures not be maintained, the overall level of fire risk may significantly increase.

# 3 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 for the flats, with a 'Simultaneous Evacuation' for the 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.

### Client Name

Arches Housing.

### Responsible Person

Arches Housing Ltd.

### Competent Person

Nicola Maguire - Compliance Officer.

### Guidance Used

Fire Safety in Purpose-Built Blocks of Flats

## 4 FINDINGS

4

### 4 negative answers

Out of a total of 31

3

### 3 actions to complete

Identified in this assessment

36

### 36 controls describe existing measures

Identified in this assessment

#### SUMMARY OF ACTIONS

Timescale	
C	1
B	2

## Sources of Ignition

### 7 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 and gas ignition sources, such as fixed wiring & PAT, being adequately maintained and tested?**

YES

The mains electrical system has been tested in accordance with BS 7671, last test date 25/04/2022.

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.

CATEGORY Maintenance: Electrical



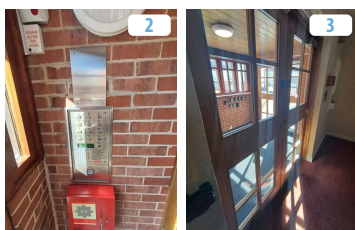
The Gas Safety Certificate is held centrally and available by request.

**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. 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

No smoking is permitted within the building, or within close proximity of the building, as part of the organisations smoking policy.

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

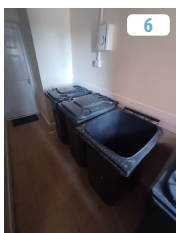
External waste bins are stored to the front of the property.

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



There is also an internal bin store. Bins were not overflowing, there was detection present within the room and there was an openable window that would allow fresh air into the room.



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

1 Negative Answer 1 Action 9 Controls

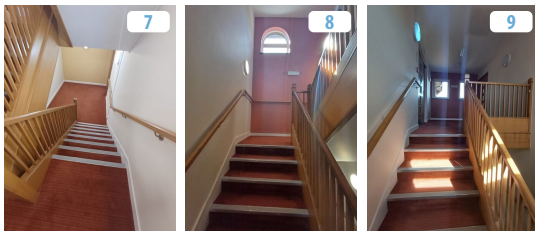
The proper provision of means of escape is an essential part of fire safety measures in any and all premises. We have reviewed whether adequate escape routes are provided, whether they can be easily used and navigated, and whether the provision of emergency lighting, or other means of lighting, are sufficient. 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

The means of escape design is broadly in accordance with design codes in use at the time of construction and is deemed satisfactory for a purpose-built block with a Stay Put policy.

There is a single staircase providing egress from all floors via 4 exit doors which lead directly to a place of ultimate safety. To ensure safe egress from the building.



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.

It should be noted that the emergency lighting luminosity levels have not been checked to determine if suitable levels of lighting are provided, and this was just a visual check and not a full audit of the emergency lighting system.

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



Are suitable maintenance records available?

YES

Records for the monthly functional testing of the emergency lighting system are kept onsite. Annual testing records are held centrally and were last inspected 13/02/2025.

To comply with BS5266

Are the travel distances reasonable?

YES

Travel distances conform with the recommendations given in the relevant approved guidance. Travel distances were measured from the furthest point in the corridor to the closest point of safety and found to be 7m.

It is important to limit the distance to travel in an emergency; so that occupants are not exposed to the effects of fire and where they are it is for a limited period of time and which would not prevent them from making a safe escape from the premises.

CATEGORY Building: Other

Are all doors on escape routes easily opened?

YES

All final exit doors are provided with a single method of opening, with either push bars, electrical push pads which will default to open in the event of power loss or with a break glass where they do not.

To enable easy and immediate egress.



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

NO

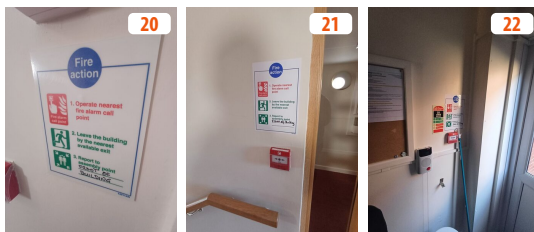
There is a lack of detail on the provided fire action notices. Replace the fire action notices with signage that clearly details the evacuation procedure.

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

REFERENCE RB-44FE35 DUE 01/07/2025

LOCATION Common areas.

CATEGORY Building: Signage



Is smoke ventilation provided?

YES

An openable window is provided along the corridor which will provide natural ventilation.

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

CONTROL CONTINUES...



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 combustible items and obstructions, and is the standard of housekeeping acceptable?

YES

Noticeboards are in use along the means of escape. However, these are limited, and the noticeboards are fitted with suitable covers. Suitable glazing reduces the exposure of combustible paperwork along the means of escape. To prevent the surface spread of fire.



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

1 Negative Answer 1 Action 8 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

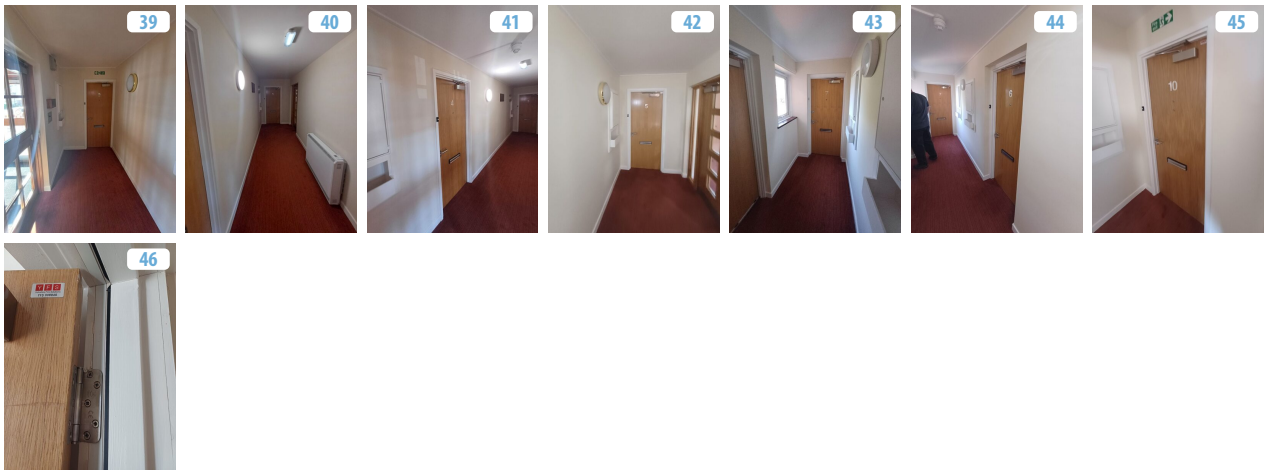
Suitable fire doors appear to be fitted throughout the property. They are an FD30s type, incorporating intumescent strips, cold smoke seals and self closing devices.

To prevent the passage of fire and smoke.

CONTROL CONTINUES...



Flat 2 entrance door was sampled at the time of assessment. The door appeared to be of good FD30 timber construction and was fitted with intumescent strips, cold smoke seals, fire rated hinges and a self closing device. To prevent the passage of fire and smoke.



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

NO

The rear of the milk bottle trays beneath each meter box sound hollow and are unlikely to be fire rated. It is recommended that the milk bottle trays be removed and the resulting holes correctly firestopped.

C

To protect the means of escape from fire and smoke.

REFERENCE RB-XIHDKA DUE 01/10/2025

LOCATION Outside each flat.

CATEGORY Building: Compartmentation



Service penetrations within meter boxes outside each flat have been firestopped. To prevent fire and smoke from within flats compromising the means of escape.

CONTROL CONTINUES...



Internal walls are of solid brick/block/plasterboard construction and no major penetrations or breaches were seen that may cause concern (subject to recommendations made elsewhere).  
To ensure the means of escape is protected from the effect of fire and smoke.

There is adequate compartmentation within electric cupboards.  
To protect the means of escape from fire and smoke.



Are roof voids adequately compartmented?

YES

There are multiple 60 minutes fire rated loft hatches on the first floor that were accessed as part of the assessment. Acceptable compartmentation was noted and firestopping works had been carried out correctly.  
To prevent the passage of fire and smoke between compartments.



Are wall and ceiling linings appropriate to limit fire spread?

YES

Walls and ceilings are bare brick or plastered with painted surfaces in good repair. These surface linings are considered to be to the EN 13501: B-s3,d2 standard and suitable for the use of the building.  
To prevent the surface spread of fire, protect the means of escape for occupants and to limit fire growth within the premises.

CONTROL CONTINUES...



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

1 Negative Answer 1 Action 1 Control

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?

NO

The cause and effect of the current fire alarm system is unclear. Responsible Person to confirm that only the flat of fire origin sounds and only relevant and required communal areas sound. If the fire alarm causes all areas to sound, this may undermine the stay put evacuation policy.

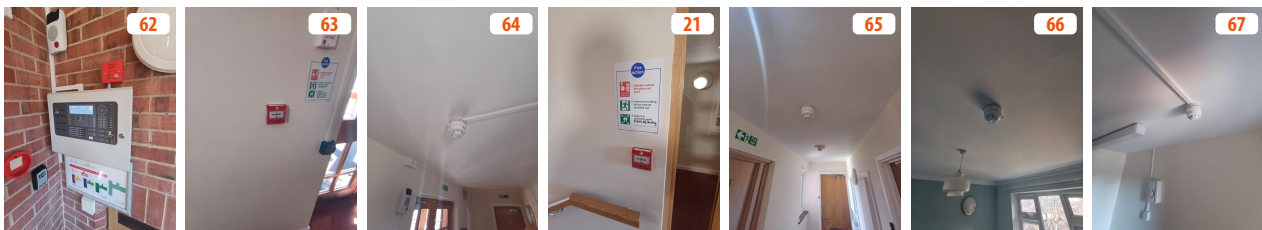
B

To ensure that the correct fire evacuation procedure is in place and that it is supported by the fire alarm system.

REFERENCE RB-8E2QKJ DUE 01/05/2025

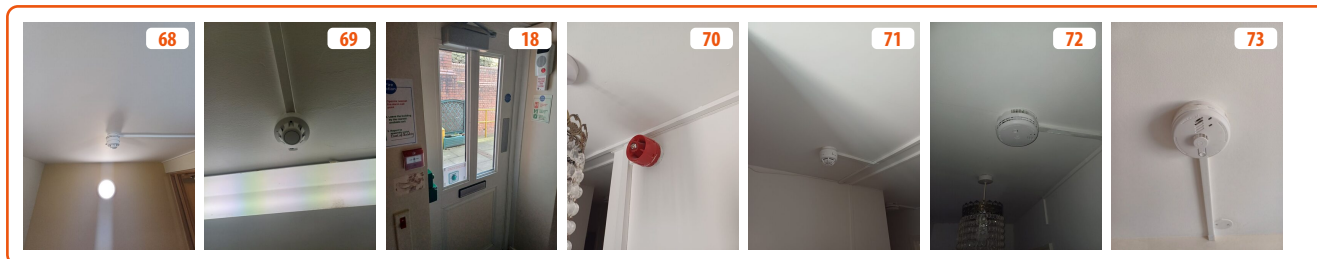
LOCATION Whole site.

CATEGORY Maintenance: Fire Alarms



ACTION CONTINUES...

...ACTION CONTINUED



Service records were provided, and dated 13/02/2025.

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

## Firefighting Arrangements

### 5 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.

Currently, Approved Document B (ADB) only requires sprinkler systems for domestic buildings above 11m.

Is a firefighting shaft provided?

NOT REQUIRED

A firefighting shaft is not currently required for a building under 18 metres in height.

In the United Kingdom, firefighting shafts are only required by fire regulations in buildings that are more than 18 metres in height or have a basement deeper than 10 metres. Specifically, for buildings with a storey more than 18 metres above the fire and rescue service vehicle access level, one or more firefighting shafts containing firefighting lifts are necessary. These regulations aim to enhance safety and ensure that firefighters can effectively access buildings during emergencies.

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.

Fire Extinguishers are not provided in the common areas of flats as residents are unlikely to be trained in their use and it could result in a potentially unsafe situation, where a resident exits the flat to retrieve a fire extinguisher and then re-enters the flat of fire origin putting themselves at increased risk.

Is adequate fire brigade access available to the building?

YES

Suitable Fire Brigade access is available to the front of the property, from the street.

To support the Fire Service when attending the property to position fire appliances as close to the building as reasonably practical.



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

N/A

This property is under 18m and therefore, is not required to be fitted with wayfinding signage.

## Management and Housekeeping

1 Negative Answer 6 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?

NO

Unsure if the evacuation procedure is suitable and supported by the provisions on site - please see the action raised under 'means of giving warning'.

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?

NO

No staff are based on the site.

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' is Nicola Maguire.

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

NO

No persons were identified at the time of the assessment, however, due to the nature and use of the building block, it is foreseeable that vulnerable groups including the elderly, young children and persons with a disability may occupy or visit the building.

To ensure any individuals who require further assistance are addressed as required.

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

YES

The Risk Assessor accessed all relevant areas of the property at the time of this type 1 Fire Risk Assessment.

# 5 ACTION PLAN

The cause and effect of the current fire alarm system is unclear. Responsible Person to confirm that only the flat of fire origin sounds and only relevant and required communal areas sound. If the fire alarm causes all areas to sound, this may undermine the stay put evacuation policy.

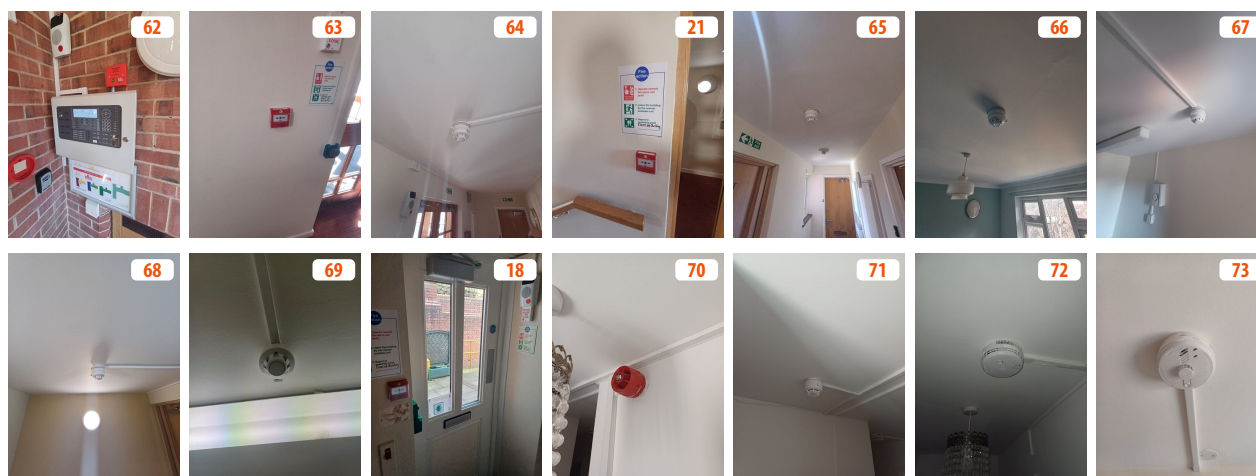
B

To ensure that the correct fire evacuation procedure is in place and that it is supported by the fire alarm system.

REFERENCE RB-8E2QKJ DUE 01/05/2025

LOCATION Whole site.

CATEGORY Maintenance: Fire Alarms



COMPLETED ON / BY

There is a lack of detail on the provided fire action notices. Replace the fire action notices with signage that clearly details the evacuation procedure.

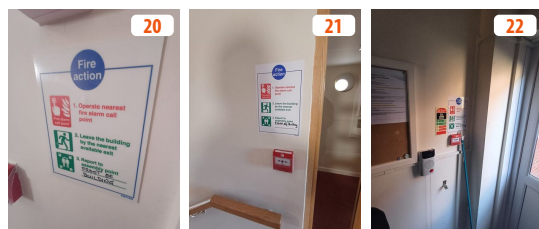
B

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

REFERENCE RB-44FE35 DUE 01/07/2025

LOCATION Common areas.

CATEGORY Building: Signage



COMPLETED ON / BY

The rear of the milk bottle trays beneath each meter box sound hollow and are unlikely to be fire rated. It is recommended that the milk bottle trays be removed and the resulting holes correctly firestopped.

C

To protect the means of escape from fire and smoke.

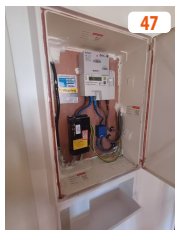
ACTION CONTINUES...

...ACTION CONTINUED

REFERENCE RB-XIHDKA DUE 01/10/2025

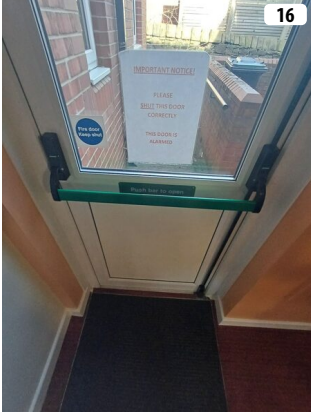
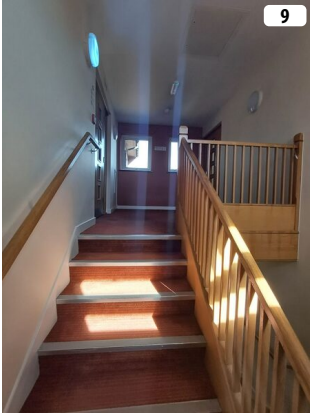
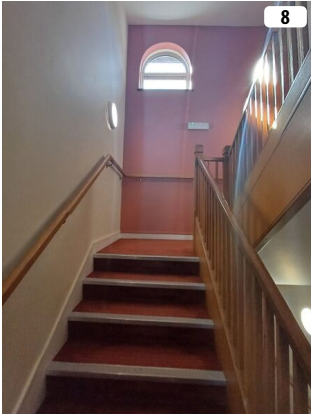
LOCATION Outside each flat.

CATEGORY Building: Compartmentation



COMPLETED ON / BY

# 6 PHOTOS



Photos Continued...



Photos Continued...



Photos Continued...



Photos Continued...

