

# FIRE RISK ASSESSMENT



## Colchester House 1-12

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

VALID BETWEEN	10/04/2024 - 10/04/2025
ASSESSED BY	Billy Khatib
ASSESSED ON	10/04/2024
PROPERTY REF.	RB-DRBENV
ASSESSMENT REF.	391831
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  
391831

ASSESSED ON, BY  
10/04/2024, Billy Khatib

FIRE QC ON, BY  
12/05/2024, Jeff Smith

START DATE RECOMMENDED REVIEW DATE  
10/04/2024 — 10/04/2025

FINDINGS  
2 Actions / 32 Controls

PRODUCED FOR THE RESPONSIBLE PERSON  
Oakleaf Surveying Ltd

SPECIFICATION CONFORMS TO  
ISO 9001 Quality Management System

ASSESSMENT SCOPE  
Assessment applies only to the building specified.

### Assessed Property

PROPERTY NAME  
Colchester House 1-12

PROPERTY REFERENCE  
RB-DRBENV

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

#### 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 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.

# 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.

<b>Number of Floors</b>	<b>Number of Occupants</b>
3.	24 based on two residents per flat.

<b>People Especially at Risk</b>	<b>Stairways</b>
None identified.	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.

<b>Responsible Person</b>	<b>Competent Person</b>
Arches Housing Ltd.	Compliance Officer.

**Guidance Used**  
Fire Safety in Purpose-Built Blocks of Flats

# 4 FINDINGS

This assessment identifies 2 actions and 32 controls.

## 2 ACTIONS

## INCOMPLETE

B	1
C	1

## 32 CONTROLS

## ONGOING

ALL	32
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## 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**

- Labels on the main fuse box indicated that the latest inspection was carried out on the 25/4/22, however, the Electrical Installations Condition Report (EICR) was not available to view.

Obtain a copy of the EICR and ensure that it has been marked as "Satisfactory". If it is not marked as "Satisfactory" ensure that the recommended remedial works are completed by a competent person at the earliest opportunity.

WHY To ensure the electrical system is fit for purpose and safe to use.  
LOCATION Riser cupboards.

	B
REFERENCE	RB-BMFGJ6
DUE	13/08/2024
CATEGORY	Maintenance: Electrical

? 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**

- No smoking is permitted in the common areas.

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**

- Waste bins are stored in a secured internal bin store fitted with AFD.



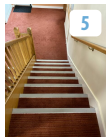
- ? Is lightning protection fitted to the building? **NO**
- No lightning protection is required for a building of this height.

## 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**

- 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 of flats with a Stay Put policy. There is a single staircase providing egress from all floors via 4 exit doors at ground floor level which lead directly to a place of ultimate safety.



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

- Emergency lighting is provided throughout the means of escape internally.

WHY 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: 22/2/24 and deemed satisfactory with no remedial works reported.

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

- ? Are the travel distances reasonable? **YES**

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

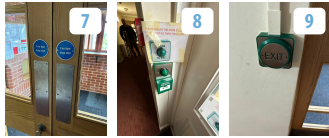
WHY To ensure occupants can reach a place of safety in the shortest travel time.

- ? 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.





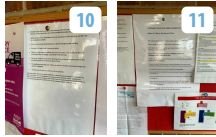
? Is adequate fire exit and other fire safety related signage provided?

YES

- 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

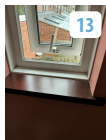
- The provision of fire exit signage is sufficient to aid personnel to a place of relative safety leading to ultimate safety and fresh air.



? Is smoke ventilation provided?

YES

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



? Is the smoke ventilation system being regularly serviced?

NOT APPLICABLE

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

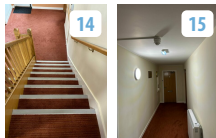
? Are the means of escape clear of combustible items and obstructions, and is the standard of housekeeping acceptable?

YES

- The means of escape were free of combustible 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**

- Fire doors provided are of the same type throughout, fitted with a letterbox. Access was gained to flat 4 and 5, and it was confirmed the fire door is fitted with intumescent strips and cold smoke seals, as well as a self closing device.



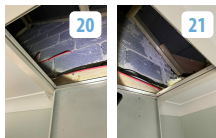
? Is the compartmentation of the common areas and means of escape adequate? **YES**

- 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.



? Are roof voids adequately compartmented? **YES**

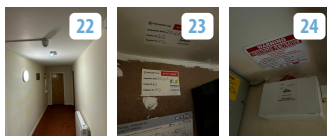
- The roof void was accessed; blockwork continues to the underside of the roof with no fire stopping breaches noted.



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

- Wall and ceiling surfaces appear to be of an appropriate standard; that is B-s3, d2 (European classification) [example plasterboard] in the escape routes, C-s3,d2 (or better) in other areas and D-s3,d2 in small rooms (less than 30m2).

WHY To prevent the surface spread of fire, protect the means of escape for occupants and to limit fire growth within 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.

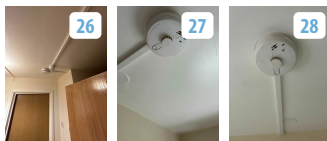


## Means of Giving Warning

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? **YES**

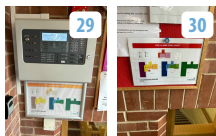
- It was confirmed that domestic smoke detection is provided within the flats; sample check made in flats 4 and 5.



? Are there records for the fire alarm system? **YES**

- Service records were provided, and dated 22/2/24. Weekly testing is recorded in the logbook, last test undertaken on 8/2/24.

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



## 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? **N/A**

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

? Is a firefighting shaft provided? **NOT REQUIRED**

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

? 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, from the street.

? 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

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**

- 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.
- ⊛ 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

● The designated 'safety assistant' for the premises is Nicola Maguire and they were consulted and present at time of fire risk assessment.
- ⊛ 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.
- ⊛ Were all relevant areas of the building accessed as part of the assessment? YES

● The risk assessor accessed all areas of the property.

## Other Actions and Controls

Findings in this section have not been linked to a section or question.

- Ensure the relevant information is provided to tenants as per the duties of the responsible person under the Fire Safety (England) Regulations 2022.

WHY No evidence has been provided to suggest that as per the duties of the responsible person under the Fire Safety (England) Regulations 2022 the following information has been provided to residents. You must display fire safety instructions in a conspicuous part of the building. The instructions must be in a comprehensible form that residents can reasonably be expected to understand.

The instructions must cover the following matters:

  - The evacuation strategy for the building (e.g. 'Stay Put' or 'Simultaneous Evacuation').
  - Instructions on how to report a fire (e.g. use of 999 or 112, the correct address to give to the Fire and Rescue Service, etc).
  - Any other instruction that tells residents what they must do when a fire has occurred.

These instructions must also be provided directly to new residents as soon as reasonably practicable after they move into their accommodation, it should also be the case if there are any material changes to the instructions (e.g. as a result of alterations to the building). In addition, these instructions should be reissued to all existing residents at periods not exceeding 12 months. You must also provide relevant information about fire doors, particularly residents flat entrance doors, as these play an important part in containing any fire within the flat in which it starts.

In particular, you must provide information to all residents to the effect that:

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

Again, the information about fire doors must be provided to residents as soon as reasonably practicable after they move into their flat and at periods not exceeding 12 months thereafter.

LOCATION Throughout premises.

C	
REFERENCE	RB-N4GGEE
DUE	13/11/2024
CATEGORY	Procedures: Housekeeping

## 5 ACTION PLAN

Labels on the main fuse box indicated that the latest inspection was carried out on the 25/4/22, however, the Electrical Installations Condition Report (EICR) was not available to view.

B

Obtain a copy of the EICR and ensure that it has been marked as "Satisfactory". If it is not marked as "Satisfactory" ensure that the recommended remedial works are completed by a competent person at the earliest opportunity.

To ensure the electrical system is fit for purpose and safe to use.

REFERENCE RB-BMFGJ6 DUE 13/08/2024

LOCATION Riser cupboards.

CATEGORY Maintenance: Electrical

COMPLETED ON / BY

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C

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REFERENCE RB-N4GGEE DUE 13/11/2024

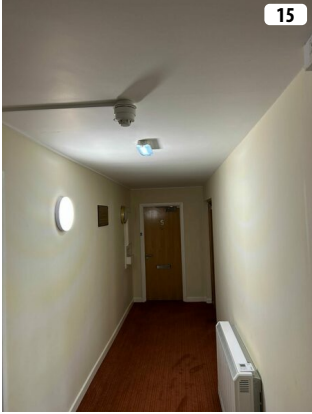
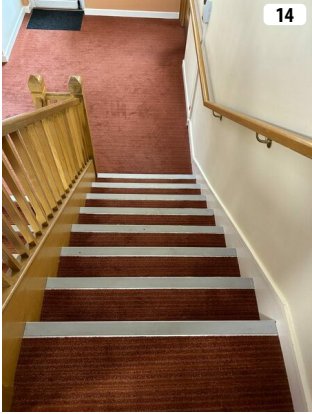
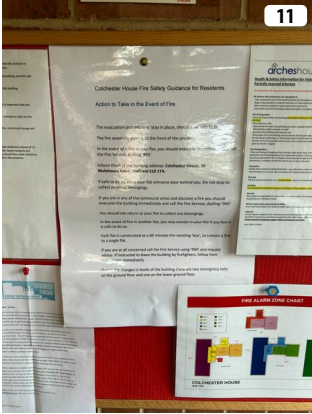
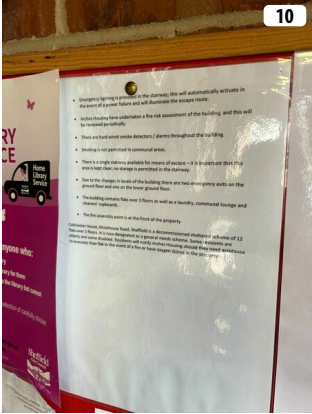
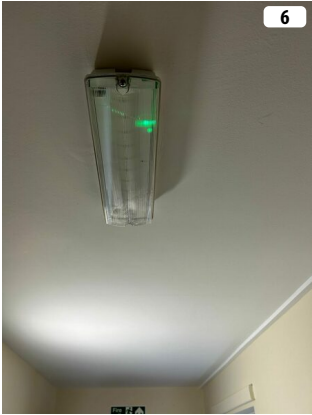
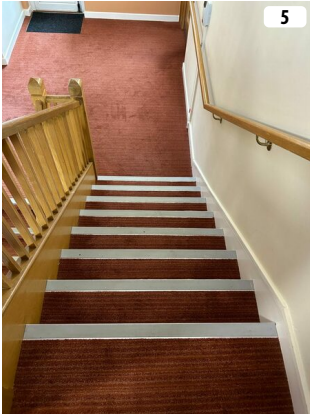
LOCATION Throughout premises.

CATEGORY Procedures: Housekeeping

COMPLETED ON / BY

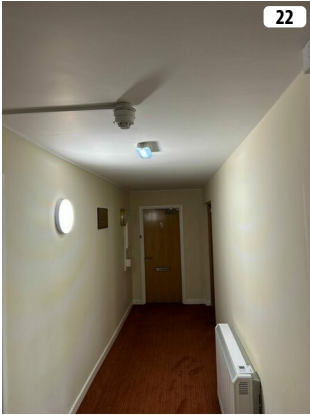


# 6 PHOTOS





Photos Continued...





Rely on us on for clear and practical advice. Small enough to respond and care, big enough to deliver consistency and quality every time.

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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