

FIRE RISK ASSESSMENT



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

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

VALID BETWEEN	23/02/2023 - 23/02/2024
ASSESSED BY	Brian Smith
ASSESSED ON	23/02/2023
APPROVED ON	09/04/2023
PROPERTY REF.	RB-BU9KXR
ASSESSMENT REF.	RB-KV7C8Y
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-KV7C8Y

PRODUCED FOR THE RESPONSIBLE PERSON
Oakleaf Surveying Ltd

ASSESSED ON, BY
23/02/2023, Brian Smith

SPECIFICATION CONFORMS TO
ISO 9001 Quality Management System

FIRE QC ON, BY
03/04/2023, Andy Whiting

ASSESSMENT SCOPE
Burns Court Block 1 to 8, Offices and Communal Areas.

APPROVED / VALIDATED ON
09/04/2023

ASSESSMENT SCOPE CHANGE
None.

START DATE — RECOMMENDED REVIEW DATE
23/02/2023 — 23/02/2024

SIGNIFICANT FINDINGS
6 Actions / 30 Controls

Assessed Property

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

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

PROPERTY REFERENCE
RB-BU9KXR

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. A number of 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. If all actions are completed this would reduce the overall risk rating further, 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 PROPERTY

Address

PROPERTY NAME	ADDRESS
Burns Court (Block 1-8) Offices and Communal Areas	Block 1 to 8 Burns Court Chapelton Sheffield South Yorkshire S35 1TP
PROPERTY REFERENCE	
RB-BU9KXR	
OCCUPANT TYPES	
Residents, Staff, Visitors	

Premises Summary

Premises Summary

Description

The Offices and communal area is controlled and occupied by Rethink staff and includes an Office, 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 4 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 (staff of Rethink are limited due to the Covid19 restrictions).

Stairways

None.

Final Exits

2.

Evacuation Procedure

'Simultaneous Evacuation' Policy.

Recent Fire History

None.,

Additional Facilities

Car Park at front of premises.

Responsible Person

Rethink Charity.

Competent Person

Nicola Maguire.

Guidance Used

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

4 SIGNIFICANT FINDINGS

This assessment identifies 6 actions and 30 controls. The latest history is shown for 1 previously identified control that was reviewed as part of this assessment.

6 ACTIONS	INCOMPLETE	30 CONTROLS	ONGOING
A	3	ALL	30
B	3		

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**

A

REFERENCE RB-Y14U64
DUE 05/05/2023
CATEGORY Maintenance: Electrical

- Portable appliance equipment observed appeared in good condition and without obvious signs of overheating. Note, only a sample of portable electrical equipment was inspected. This observation does not intend to identify that all equipment is in a safe condition but to inform that measures taken to maintain such equipment appear to be reasonable. Ensure that all portable electrical equipment has been appropriately tested (PAT).
- The mains electrical system has been tested in accordance with BS 7671, last test date 11/2019.





? Does basic security against arson by outsiders appear reasonable? **YES**

A

REFERENCE RB-PNSF4E
DUE 05/05/2023
CATEGORY Building: Security



- To the left of the main entrance to the building, underneath the CCTV signage is a letter box. Any letters/leaflets drop straight onto the floor into the small office. Recommend the letter box is sealed up from both sides and install a metal letter box to the outside of the building to minimise the risk of an arson attack.

WHY To minimise the risk of an arson attack.
LOCATION Letter box to the left of the building underneath the CCTV signage.

- 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.

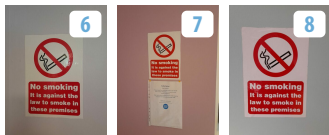
WHY To reduce the likelihood of deliberate ignition inside, or within close proximity to openings in the building.
LOCATION Ground floor.

? 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 stored to the front of the property.

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.



? 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**

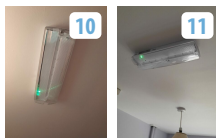
● The flats exit directly into the open, no RRO requirement. Office and communal area have 2 final exits.

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.

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 02/2023 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**

Travel distances were not specifically measured but appear to conform with the recommendations given in the relevant DCLG approved guidance.

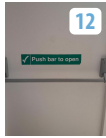
WHY It is important to limit the distance to travel in an emergency, so that occupants are not exposed to the effects of fire and where they are it is for a limited period of time and which would not prevent them from making a safe escape from the premises.

Are all doors on escape routes easily opened?

YES

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

WHY To enable easy and immediate egress.



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

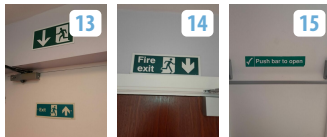
YES

There was no 'Fire Action Notice' (FAN) detailing the evacuation procedure in place in the common areas. Provide a FAN within the lobby area displaying the correct evacuation procedure/assembly point.

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

The provision of 'Fire Exit' signage is sufficient to aid occupants 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.



B

REFERENCE RB-TWRTVK
DUE 05/07/2023
CATEGORY Building: Signage

Are the directional signs correct?

YES

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 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.

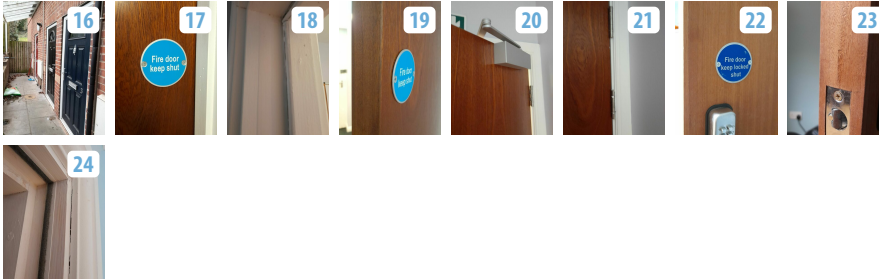
Fire Doors and Compartmentation

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?

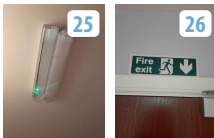
YES

- Flat entrance doors generally are modern composite fire doors. The 4 ground floor flats are accessed via external doors. The 4 1st floor flats are accessed from individual separate internal staircases. The flats do not communicate directly with the communal area. The internal fire doors are fitted throughout the communal area of the property. They are an FD30 type, incorporating intumescent strips and self closing devices. The staff when on duty confirmed that all of the internal fire doors are closed each night as part of the lockdown policy.



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

- Internal walls are of solid brick/block construction and appeared to be in good condition at the time of the survey.



? Are roof voids adequately compartmented? **NO HATCH WITHIN THE COMMON AREAS.**

? 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.

? 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? **NO**

There is only 1 detector noted within the large Office area. A 'Competent Person' should install a mains powered Grade D2 smoke alarm with a 10 year Lithium battery in accordance with BS 5839 pt 6 2019 in the Laundry area, the small Office to the left of the main entrance, the Reflection/Quiet Room at the back of the property and the communal corridor. The smoke alarm/s should be hardwired into the existing smoke alarms so that on activation of any smoke alarm all of the interlinked alarms are sounded. Certification should be provided on completion in accordance with current codes of practice to verify that tests have been carried out and the system left fully operational.

WHY To notify all occupants within the building there is a potential issue and allow them to safely evacuate from the premises, if needed.



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? **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.

WHY Not recommend for use by untrained staff, action plan should be leave premises and attend assembly point, closing the fire doors.

? Is adequate fire brigade access available to the building? **YES**

● Suitable Fire Brigade access is available to the front 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**
 Not required for a building of this height.

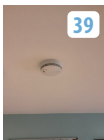
Management and Housekeeping

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 'Simultaneous Evacuation' procedure is in place and this is supported by a fire detection and alarm system throughout.

LOCATION Communal office area
 HISTORY 28/03/22 **First identified in assessment**
 05/04/23 **Reviewed and confirmed as ongoing**



? Are suitable records held relating to maintenance and management? **YES**

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

WHY Rethink and clients database.

? Are staff located at the premises? **YES**

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

LOCATION Office and Communal areas.

? 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.

WHY 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, Nicola Maguire has requested records to be provide to her. Undertake a fire drill to test the evacuation procedure.

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

B

REFERENCE RB-EUR11T
 DUE 05/07/2023
 CATEGORY Procedures: Fire Drills

? Are adequate provisions in place for persons with disabilities? **YES**

● Personal Emergency Evacuation Plans (PEEPs) are in place for each resident. Provided by Rethink.

LOCATION Premises Information Box (PIB) located in the front lobby area.



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

● At the time of inspection there was a microwave in the main Office which had combustible materials on top of it. The radiated heat from the microwave can set the items alight. The microwave is located next to the only door way into the Office, if a fire were to occur, the only escape route from the Office would be compromised. Remind staff not to place combustibles on top of the microwave and never to leave their cooking/heating food unattended.

WHY To minimise the risk of an accidental fire occurring and the means of escape being compromised.

A

REFERENCE RB-T3XH6X
 DUE 05/05/2023
 CATEGORY Procedures: Housekeeping



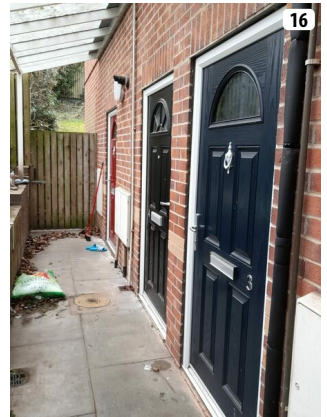
● Cooking is only undertaken by staff in the form of using a microwave within the main Office.

LOCATION Main office.

? 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, this is seen as adequate.
- ? Are there an adequate number of designated and trained Fire Wardens? **NOT APPLICABLE**
 - Due to the number of staff working within the building, Fire Wardens are not necessary.
- ? 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? **NO**
 - 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. These are deemed single private dwellings with Independent Supported Living. Each single flat discharges at ground level into open air with a standard secure by design UPVC flat entrance door.
- ? Were all relevant areas of the building accessed as part of the assessment? **YES**
 - The Risk Assessor accessed all areas of the property.

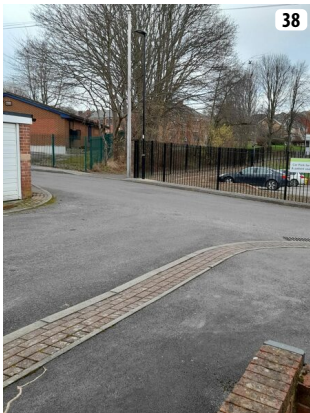
5 PHOTOS



Photos Continued...



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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