

Lawes Marsh

COMPLETE SAFETY SOLUTIONS



Fire Risk Assessment **Report**

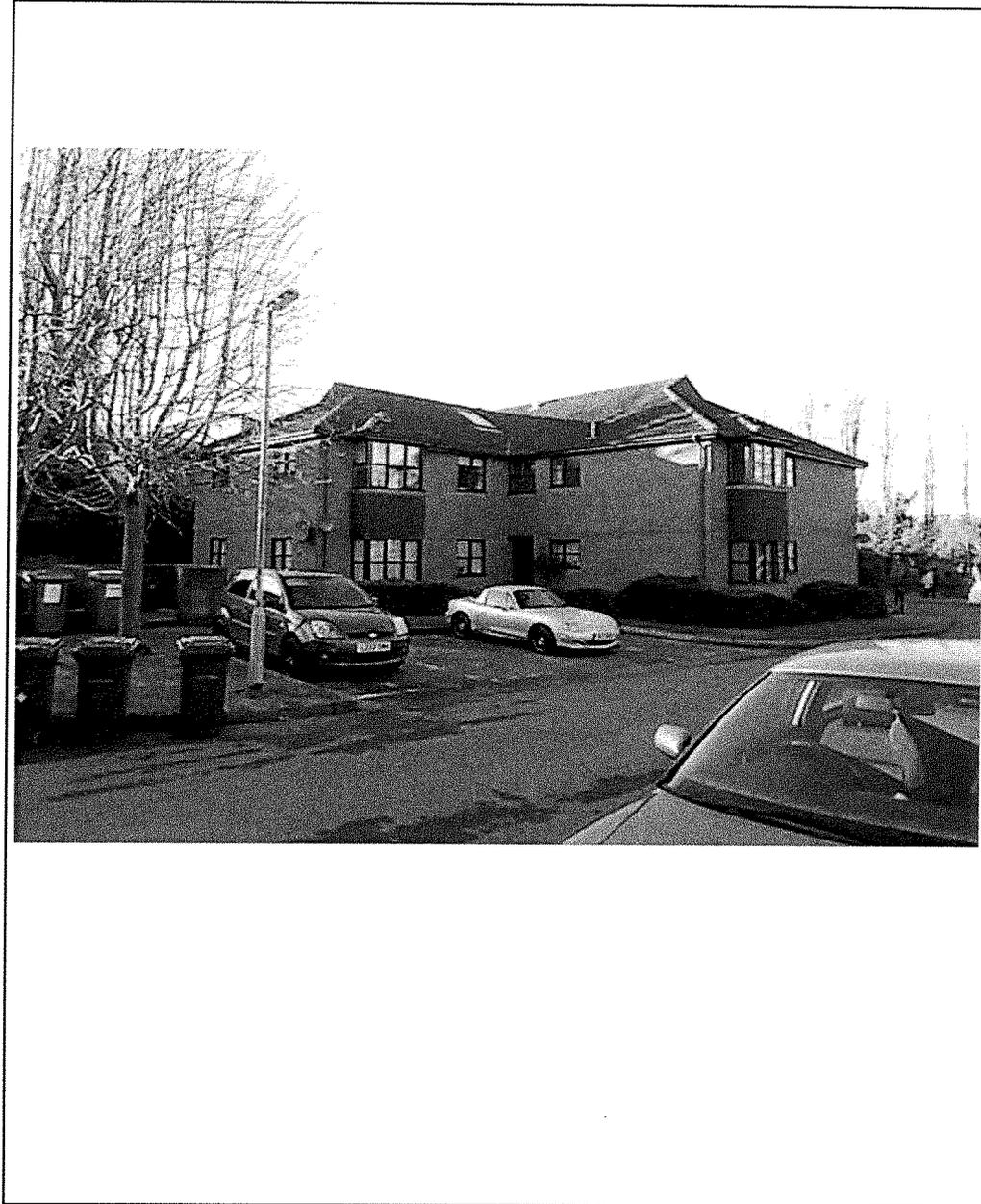
Building Name:

Lawrencedale Court

Date of Assessment:

19 January 2016

Practical | Compliant | Affordable



Client Details

Client: John Mortimer Property Management Ltd 01344 823662

Site Address

Building Name: Lawrencedale Court
Site Address: 67 Worthing Road, Basingstoke, Hampshire, RG21 8FP

Assessors:

Lawes Marsh Limited
02392 876355
www.lawesmarsh.com

Beacon House, Second Floor, Cumberland Business Park, Northumberland Road, Portsmouth, PO5 1DS

1. Premises Compliance Summary

Compliance

To enable a simple overview of risk and compliance the below table has been created to assist the reader in determining which areas require improvement first and providing a suggested priority for action. This assessment was carried out using pre-determined questions to benchmark compliance against legislation and current best practice. A compliance score was produced for each question, based on the three categories below.

- 2 = Compliant,
- 1= Broadly Compliant
- 0 = Non-Compliant.

Overall compliance has been determined as an average of each section score. Compliance has been determined using the following percentages: >95% excellent, 85-95 good, 66- 84 Average, <65 Poor. This subjective scoring system has been developed by Lawes Marsh Limited in order to assist the Responsible Person in determining areas for Priority.

Section	Compliance %	Significant Findings Raised				Controlled Risks
		Total	Intolerable	Substantial	Moderate	Tolerable
General Fire Safety Management	100	0	0	0	0	11
Risk Assessment	100	0	0	0	0	6
Maintenance & Record Keeping	100	0	0	0	0	15
Fire Hazards and Prevention	100	0	0	0	0	7
Fire Detection and Warning	100	0	0	0	0	15
Means of Escape	93	4	0	0	4	25
Access and Facilities for Fire-Fighting	100	0	0	0	0	9
Total		4	0	0	4	88

Overall Compliance Score	99	Excellent
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Risk

Every documented fire risk assessment should contain an expression of the level of fire risk, determined from the information within the assessment. The level of fire risk may normally be expressed subjectively (e.g. trivial, tolerable, moderate, substantial, intolerable). PAS 79 provides a simple methodology for determining building risk, detailed fully in the methodology section of this report.

The consultant assessing this premises considers the building to pose the follow fire risk:

Likelihood		Consequence	
Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:	NORMAL	Taking into account the nature of the premises and occupants, as well as the fire protection and procedural arrangements observed at the time of this assessment, it is considered that the consequences for life safety in the event of fire would be:	MODERATE HARM

Accordingly, it is considered that the **overall risk to life from fire** at these premises is:

MODERATE

It is considered that once remedial action has been carried out, as highlighted in Section 5; Remedial Action Plan, the risk from fire will be reduced, or maintained at , the following level:

TOLERABLE

2. Scope of Report

Purpose

This Fire Risk Assessment has been carried out in order to assist the 'Responsible Person' for the premises in complying with the relevant statutory provisions of the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and safety at Work Regulations 1999, The Housing Act 2004 and all relevant best practice guidance. The report reflects the circumstances found at the time of the survey only and does not absolve the 'Responsible Person(s)' from ensuring effective day-to-day fire safety management within the relevant parts of the premises, as required by law.

This assessment constitutes a common areas assessment only and the fire safety arrangements within individual flats are outside the scope of this report.

This assessment has been carried out following the methodologies set out in PAS79:2012 Fire risk assessment – Guidance and a recommended methodology which is rapidly becoming the benchmark standard for fire risk assessments within the United Kingdom.

Recommendations made within current benchmark standards, such as the LACoRS Housing Fire Safety Guidance documentation (dated August 2008), Fire Safety in Purpose Built Blocks (July 2011), Building Regulations Approved Codes of Practice, DCLG Guidance documents and relevant British Standards have been taken into consideration (where relevant and appropriate), in the compilation of this assessment report. The report may contain some information provided by others with on site responsibility and no liability can be accepted by Lawes Marsh Ltd for the accuracy or otherwise of such information.

In many cases (mainly due to the age of the premises), it should be noted that the original design fire strategy plans may not have been made available and the report is therefore based purely on the findings of the physical building survey, combined with an understanding, by the Assessor, of relevant standards and Regulations. In purpose built blocks (particularly those constructed since the 1991 Building Regulations), the 'as built' strategy will have been accepted by the Assessor as being suitable to comply with current Building Regulations life safety requirements and no significant deviation from that standard will normally be recommended. Instead the survey report will be aimed at ensuring those standards are being maintained, as originally intended. Where any doubt regarding the original strategy is present then the Responsible Person(s) should ensure that the original plans are located and cross referenced with the Fire Risk Assessment report, as necessary.

It is important to recognise the subjective nature of the assessment process and to use it as a guide only. Any assessment enquiries should be made, in the first instance, direct to the nominated 'Responsible Person', as indicated on the following page.

Survey Format

This risk assessment has been conducted using a Non-Destructive Type 1 Risk assessment methodology.

Type 1 – Non-Destructive - A Type 1 fire risk assessment is the basic fire risk assessment required for the purpose of satisfying the Regulatory Reform (Fire Safety) Order 2005. The inspection of the building is non-destructive. as well as considering the arrangements for means of escape and so forth, the fire risk assessment includes examination of at least a sample of flat entrance doors. It also considers, so far as reasonably practicable, the separating construction between the flats and the common parts without any opening up of construction. However, in this Type of fire risk assessment, entry to flats beyond the area of the flat entrance door, is not involved. Unless there is reason to expect serious deficiencies in structural fire protection – such as inadequate compartmentation, or poor fire stopping – a Type 1 inspection will normally be sufficient for most blocks of flats.

2. Scope of Report

Areas assessed

All common areas were assessed as part of this assessment, these included: The Ground floor entrance lobby and first floor landing areas of each building.

Exclusions

None

Responsible Person

Under the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005, Part 3, Fire Safety, The term 'Responsible Person' means:- In relation to a Common Areas - The Landlord/Managing Agent, if the Building is to any extent under his Control. In certain circumstances a Building Owner may retain a level of control over the premises as could a Managing Agent. Where a Contractor is employed to maintain or repair plant or fire safety equipment, then each will retain a level of control to the extent that any Contract determines.

The Responsible Person is:

John Mortimer Property Management Limited – Managing Agents
Freeholders/Directors/Landlords as Appropriate

Person met on site:

Unaccompanied visit to premises - Access achieved through keys provided.

Person Nominated for day to day Fire Safety Management:

John Mortimer Property Management Limited – Managing Agents

This risk assessment constitutes a statutory record and should be retained by the Client. Enforcement Authorities may require that this risk assessment is provided for Audit. This risk assessment must be regularly reviewed and updated in respect of changes in the building's undertakings and the hazards and risks that may exist. And in any case within the timescales specified within the Premises Details Section of this report.

Competent Person

Paragraph 18.1 of the Regulatory Reform Order further specifies that the Responsible Person(s) must appoint one or more 'Competent Persons' to assist them in 'undertaking the preventative and protective measures' necessary to comply with the legislation. A 'Competent Person' is further defined in Section 18 (5) as someone with the appropriate, training, qualifications, experience and other qualities necessary to properly assist in undertaking the preventative and protective measures necessary.

Appointed 'Competent Person(s)' for the Purposes of this Assessment:

Lawes Marsh Limited

3. Premises Details

Description of the Premises

These are two twin Purpose Built blocks of two storeys which appear to have been constructed post 1991 in conjunction with the building regulations of that time. There are a total of 16 flats with 8 residencies within each building, respectively. Both buildings are served by a single protected stairwell which is lobbied on the ground and first floors.

Building Type

Purpose Built

Constructed or converted to a standard in compliance with Building Regulations 1991 or later and which still comply

<u>Number of Units</u>	<u>Number of Blocks</u>	<u>Intended Evacuation Strategy</u>
16	2	Stay Put

Building Details

Approximate Date of Construction:	Post 1991
Number of Floors Above Ground:	2
Number of Basement Levels:	0
Number of Stairs:	2
Number of Lifts:	0
Number of Plant Rooms:	0
Utilities:	Mains water, gas and electric are provided at the premises.

The Occupants

Approximate Maximum Number:	39	
Approximate Number of Residents:	36	(Based on an assumed occupancy of 2 persons per flat.)
Approximate Number of Others:	3	N/A

Occupants Especially at Risk from Fire

Potentially Vulnerable Occupants: Unknown

3. Premises Details

Brief Details of Means of Escape and Fire Protection Measures in Place

Compartmentation and Fire Door Provision	30 minute compartmentation was observed and lobbied fire doors internally within flats. Fire doors were seen to be 30 minute Fire Resisting
Ventilation	Manual Opening Vents (MOV's) were installed in each building
Fire Alarm and Detection Currently Installed	No common parts smoke detection is provided nor required for a property of this type and size, which is considered adequate under current guidance. Domestic detection was observed within those flats observed.
Means of Escape	Two single staircases servicing all levels in each building, respectively
Fire Fighting Provision	None provided nor required for a property of this type and size.
Emergency Lighting	Emergency lighting is provided throughout the common areas, Although the survey was carried out during daylight hours, the emergency lighting units provided appeared adequate for purpose.

Fire Loss History

No reported fire loss history

Enforcement action

No reported enforcement activity was noted at the time of assessment.

Primary Fire Safety Legislation

Regulatory Reform (Fire Safety) Order 2005

(Other legislation may be applicable, see References section for a full list of relevant legislation)

The above legislation is enforced by:

Hampshire Fire and Rescue Service

4. Survey Findings Overview

In this step of the fire risk assessment, consideration is given to those management and physical measures incorporated within the premises that are intended to mitigate the consequences of fire (and, hence, limit fire risk) in terms of harm to occupants of the premises in the event of fire. This section provides a summary of the Significant Findings of the premises survey:

General Fire Safety Management	Assessors Comments
<p>Requirement</p> <p>Extract from Regulatory Reform (Fire Safety) Order 2005:</p> <p><i>Duty to take general fire precautions</i> 8.— take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and (b) in relation to relevant persons who are not his employees, to ensure that the premises are safe.</p> <p><i>Fire safety arrangements</i> 11.—Make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.</p> <p><i>Procedures for serious and imminent danger and for danger areas</i> 15.—Establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger</p> <p><i>Provision of information to employees</i> 19.— Provide his employees with comprehensible and relevant information on the risks to them.</p> <p><i>Provision of information to employers and the self-employed from outside undertakings</i> 20.—Ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with comprehensible and relevant information the preventive and protective measures taken by the responsible person.</p> <p><i>Training</i> 21.—Ensure that his employees are provided with adequate safety training</p> <p><i>Co-operation and co-ordination</i> 22.— Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must co-operate with the other responsible person concerned so far as is necessary.</p>	<p>It is understood that the management of Fire Safety is adequately considered and actioned as part of a wider client policy. The observed safety controls and overall condition of these blocks indicated appropriate management of Fire Safety has been implemented and continually managed by responsible parties.</p>
<p align="center">General Fire Safety Management Overall Compliance Score 100</p>	

4. Survey Findings Overview

Risk Assessment	Assessors Comments		
<p>Requirement</p> <p>Extract from Regulatory Reform (Fire Safety) Order 2005:</p> <p><i>Risk assessment</i> 9.—(1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.</p> <p><i>Principles of prevention to be applied</i> 10. Where the responsible person implements any preventive and protective measures he must do so on the basis of the principles specified in Part 3 of Schedule 1.</p> <p><i>Safety assistance</i> 18.—(1) The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures. (2) Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them.</p>	<p>Legislative controls were seen to be of an acceptable standard however, it should be ensured that risks continue to be appropriately managed, including those highlighted within this report.</p>		
<table border="1" style="width: 100%; text-align: right;"> <tr> <td style="width: 80%;">Risk Assessment Overall Compliance Score</td> <td>100</td> </tr> </table>		Risk Assessment Overall Compliance Score	100
Risk Assessment Overall Compliance Score	100		

Maintenance & Record Keeping	Assessors Comments		
<p>Requirement</p> <p>Extract from Regulatory Reform (Fire Safety) Order 2005:</p> <p><i>Maintenance</i> 17.—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.</p> <p><i>Fire safety arrangements</i> 11.—(1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. (2) The responsible person must record the arrangements referred to in paragraph (1) where— (a) he employs five or more employees; (b) a licence under an enactment is in force in relation to the premises; or (c) an alterations notice requiring a record to be made of those arrangements is in force in relation to the premises.</p>	<p>Records were provided by the client prior to the assessment date in the form of Fixed electrical inspections and Absestos surveys. These indicated no significant concerns and appeared to have been conducted in conjunction with associated guidance / legislation.</p>		
<table border="1" style="width: 100%; text-align: right;"> <tr> <td style="width: 80%;">Maintenance & Record Keeping Overall Compliance Score</td> <td>100</td> </tr> </table>		Maintenance & Record Keeping Overall Compliance Score	100
Maintenance & Record Keeping Overall Compliance Score	100		

4. Survey Findings Overview

Fire Hazards and Prevention

Assessors Comments

Requirement

Extract from Regulatory Reform (Fire Safety) Order 2005:

8.— *take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and (b) in relation to relevant persons who are not his employees, to ensure that the premises are safe.*

Fire safety arrangements

Elimination or reduction of risks from dangerous substances

12.—(1) *Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.*

Additional emergency measures in respect of dangerous substances

16.—(1) *Subject to paragraph (4), in order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that— (a) information on emergency arrangements is available*

Fire hazards within the common areas appeared well managed at the time of survey. Common areas were free of combustible storage and no significant concerns were noted, other than those raised elsewhere in this report.

Fire Hazards and Prevention Overall Compliance Score

100

Fire Detection and Warning

Assessors Comments

Requirement

Extract from Regulatory Reform (Fire Safety) Order 2005:

Fire-fighting and fire detection

13.—(1) *Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that - (a) the premises are, to the extent that it is appropriate, equipped with appropriate firefighting equipment and with fire detectors and alarms; and (b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.*

Automatic smoke detection for life safety purposes is not considered necessary within the common areas of these premises, due to the inherent fire safety measures present.

Other than Flat 9. it is unknown what (if any) arrangements may be present for automatically detecting fire within the residents demise, although this is outside the scope of this report. Residents should be advised regarding the installation and testing of domestic smoke detectors within their demise, in line with current guidance. This may now form a legal requirement for Landlords under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 if the demised area is rented.

Fire Detection and Warning Overall Compliance Score

100

4. Survey Findings Overview

Means of Escape	Assessors Comments
<p>Requirement</p> <p>Extract from Regulatory Reform (Fire Safety) Order 2005:</p> <p><i>Emergency routes and exits</i> 14.—(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.</p>	<p>Both buildings were observed to be in good condition at time of assessment with all means of escape clear from obstruction. The protected escape route is adequately separated by self closing Fire Lobby doors with full intumescent strips and cold smoke seals installed, all of which closed positively into their respective frames.</p>
<p>Means of Escape Overall Compliance Score 93</p>	

Access and Facilities for Fire-Fighting	Assessors Comments
<p>Requirement</p> <p>Extract from Regulatory Reform (Fire Safety) Order 2005:</p> <p><i>Fire-fighting and fire detection</i> 13.— (2) For the purposes of paragraph (1) what is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time. (3) The responsible person must, where necessary— (a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned; (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and (c) arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care. (4) A person is to be regarded as competent for the purposes of paragraph (3)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.</p>	<p>Fire fighting equipment is not provided nor required for a property of this type and size. Access to both buildings for emergency services are considered adequate with a Fire Hydrant in close proximity.</p>
<p>Access and Facilities for Fire-Fighting Overall Compliance Score 100</p>	

5. Remedial Action Plan

The table on the following pages examines each of the 'Significant Findings' from the premises survey and management audit and recommends necessary remedial action, together with suggested priority ratings, based on risk. The aim should be to reduce the overall premises risk to a tolerable level as soon as is reasonably practicable, by implementing the suggested 'Controls', taking into account the seriousness of the hazards and other constraints such as timescales, budgetary restrictions etc. The action plan should be completed as each area is addressed, so giving an accurate picture of progress to date and any outstanding items that may remain.

The guidance below should be referred to (as necessary) when consulting the 'Action Plan'

Item	The item number is the unique reference number provided to each compliance statement within the assessment process. Item numbers are taken from a separate survey 'Question Bank' and therefore may not necessarily be in sequential order, within the Action Plan.
Section	The assessment process is divided into seven separate sections covering specific topics, as stated on the Premises Compliance Summary page.
Compliance Standard Required	The 'Compliance Standard Required' indicates the standard(s) that should be in place to satisfy the legislation and current Best Practice for that particular area of Fire Safety
Further Control(s) Required to Meet Compliance Standard (Remedial Action)	This section highlights where additional controls are deemed necessary, in order to meet with the 'Compliance Statement' standard. These are considered 'Significant Findings'.
Priority	A priority is assigned to each 'Further Control' as a numerical value, based on the risk methodology: Tolerable (2), Moderate (3), Substantial (4), Intolerable (5). Refer to Section 8 Methodology for a full description of each priority rating.
Comp	A compliance score is assigned against each item which assists in determining overall compliance. 2 = Fully Compliant, 1 = Partially Compliant, 0 = Non-Compliant. NOTE: Where the appropriate audit trails are not available at the time of assessment a compliance score of 1 will be given if the consultant is of the opinion that the equipment appears serviceable but records were not viewed to support this.
At Risk Code	An At Risk code is assigned detailing those potentially at risk from that particular 'Significant Finding': R = Residents, O = Others, P = Property - Items indicated R or O must be complied with in a reasonable timescale to satisfy the legislation.
Risk Type	Finally, a Risk Type is assigned to assist in differentiating management items from physical risks. M = Management Risk, P = Physical Risk
Date Complete/ Signature	The date complete and signature box should be used to track progress and the date appended and signed once each item is complete. This will help in maintaining an audit trail of progress and compliance

5. Remedial Action Plan

Item	Section	Compliance Standard Required	Further Control(s) Required to meet compliance standard (Remedial Action)	Priority	Comp	At risk code	Risk Type	Date Complete	Signature
42	Fire Detection and Warning	A fire alarm system of the appropriate type and suitable for the environment is provided for the residents demise?	Residents should be advised regarding the installation and testing of domestic smoke detectors within their demise, in line with current guidance. This may now form a legal requirement for Landlords under The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 if the demised area is rented. Flat 9 was inspected which had a domestic detector installed.	2	2	R/O/P	P		
55	Means of Escape	The evacuation strategy is appropriate for the building's design and use.	Although current guidance recommends a 'Stay Put' strategy and no concerns were noted to warrant any deviation, the Fire Action notice displayed at each entrance denoted a 'Simultaneous Evacuation' strategy. These notices should be replaced with an appropriate 'Fire Action' notice denoting a 'Stay Put' strategy.	3	1	R/O/P	P		

5. Remedial Action Plan

Item	Section	Compliance Standard Required	Further Control(s) Required to meet compliance standard (Remedial Action)	Priority	Comp	At risk code	Risk Type	Date Complete	Signature
58	Means of Escape	Suitable artificial, emergency lighting is provided (internally and externally) in the premises to enable the safe movement of persons along escape routes to a place of relative or ultimate safety.	A number of defects were noted to the artificial lighting units within the common areas, specifically within building 1-8. The defects to the artificial lighting within the common areas should be inspected by a competent electrical engineer and necessary remedial works carried out.	3	1	R/O/P	P		
77	Means of Escape	Flat front doors are of the appropriate fire resistance and positively self closing.	Access was attempted to a number of flat front doors to check their relevant fire protection properties, although it was not possible at the time of the survey to adequately confirm the fire resistance and integrity of all the flat entrance doors. Flat 9 was inspected which appeared to be of fire resisting construction, although did not have a functioning self closing device. It should be confirmed that all flat entrance doors (including any transoms over) provide 30 minutes fire resistance, are effectively self closing from any position of opening. Where this is not the case doors should be upgraded or replaced accordingly.	3	1	R/O/P	P		

5. Remedial Action Plan

Item	Section	Compliance Standard Required	Further Control(s) Required to meet compliance standard (Remedial Action)	Priority	Comp	At risk code	Risk Type	Date Complete	Signature
78	Means of Escape	Flat front doors are fitted with appropriate intumescent heat seals and cold smoke seals.	<p>Access was attempted to a number of flat front doors to check their relevant fire protection properties, although It was not possible at the time of the survey to adequately confirm the fire resistance and integrity of all the flat entrance doors. Flat 9 was inspected and did not have intumescent strips or cold smoke seals installed, although 10mm grooves were centrally routed in the frame.</p> <p>It should be confirmed that all flat entrance doors are fitted with intumescent strips and cold smoke seals. Where this is not the case doors should be upgraded or replaced accordingly.</p>	3	1	R/O/P	P		
88	Access and Facilities for Fire-Fighting	All portable fire extinguishers and fire blankets are suitably located and available for immediate use (not obstructed or hidden) with suitable signage provided.	It is unknown what facilities may be provided for tackling fire within individual flats, although this is outside the scope of this report. Residents should be advised to provide a fire blanket within the kitchen of their demise, in line with current guidance. This is advisory only and does not form part of any legal requirement on the Landlord/Managing Agents for the common parts.	2	2	R/O/P	P		

6. Photographs

Item Number 49



Inaccurate 'Fire Action' notice

Item Number NA



Example flat front door

Item Number NA



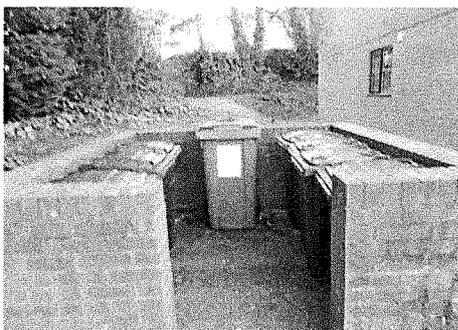
Example protected stairwell

Item Number NA



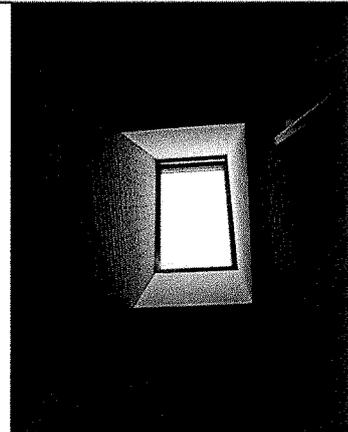
Direction escape signage

Item Number NA



Refuse arrangements

Item Number NA



Skylight ventilation

7. Review Guidance

Legal Requirement

In relation to general risk assessment, the Management of Health and Safety at Work Regulations 1999 (MHSWR) details the legal requirements. Specifically, section 3 (3) specifies when the assessment should be reviewed.

(3) Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by the employer or self-employed person who made it if—

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates; and where as a result of any such review changes to an assessment are required, the employer or self employed person concerned shall make them.

Part 2 of the Regulatory Reform (Fire Safety) Order 2005 (RRO) (specifically section 9.3) requires that fire risk assessments be reviewed on a regular basis. It also reiterates the general principles of review from the MHSWR 1999, where it states in 9.3.(a) and (b) that in addition to the normal regular review, that specifically they should be reviewed when there might be a reason to suspect the assessment is 'no longer valid' (for example following a fire related incident, or near miss) and it is also to be reviewed following any significant changes (e.g. building works, notification of changes in occupancy - significant increase in numbers, disabled etc).

General Guidance and Best Practice

It is also important to consider the difference between a 'review' and a 'full' assessment. It is possible that a simple 'review' can be conducted by persons with less specific knowledge of the standards required, as in practice this will generally involve checking on the progress of previously identified action points and to ensure that no 'Significant' changes have occurred that would warrant a further 'full' review being completed by a 'Competent Person'. It is simply not acceptable to not conduct 'reviews' or 'full' assessments just because it is felt that there have been no obvious other physical changes to the premises. The review process focuses attention back on remaining risks and there may also have been some changes, such as occupancy related issues that have affected safety (vulnerable persons for example). Existing precautions can also deteriorate over time.

Competent Person

In relation to the 'full assessment' and 'review' process it is also appropriate for the 'Responsible Person(s)' to consider how they may demonstrate 'Due Diligence', (should the need arise), if a significant fire and/or general safety related incident were to occur within a building for which they were legally responsible and which ultimately resulted in enforcement action and potential criminal proceedings being taken against them. A formalised and structured review process utilising 'Competent Person(s)', in line with generally accepted principles, could perhaps be considered to form the basis of a reasonable defence.

Frequency

The following table of guidance is given in relation to the recommended 'Full' assessment and 'Interim Review' and should be referred to, in order to determine appropriate timescales for this important aspect of the assessment cycle. This review methodology utilises the assumed (or known) constructional standards of the building, together with the overall 'Risk Profile' to help determine a reasonable review period to support current best practice.

Deviation from this guidance is acceptable (and may be desirable in some cases), particularly where there are multiple properties requiring a more structured and centralised risk management strategy approach. Ultimately it will be the responsibility of the 'DutyHolder/Responsible Person' to ensure assessments are subject to the appropriate degree of review and management. Further guidance and support is available from Lawes Marsh Limited, as required.

	TOLERABLE	MODERATE	SUBSTANTIAL	INTOLERABLE
Properties Constructed or Converted to a standard NOT in compliance with the Building Regulations 1991 or later or converted buildings built prior to 1991	3 Yearly 'Full' Assessment and Annual 'Interim Review'	2 Yearly 'Full' Assessment and Annual 'Interim Review'	Annual 'Full' Assessment	Review determined by Assessment not exceeding 6 months
Properties Constructed or Converted to a standard in compliance with the Building Regulations 1991 or later and which still comply	4 Yearly 'Full' Assessment and 2 Yearly 'Interim Review'	3 Yearly 'Full' Assessment and Annual 'Interim Review'	Annual 'Full' Assessment'	Review determined by Assessment not exceeding 6 months

8. Methodology

The Fire Risk Assessment is a systematic and structured assessment of the fire risk in the premises for the purpose of expressing the current level of fire risk, determining the adequacy of existing fire precautions and determining the need for, and nature of, any additional fire precautions. Any such additional fire precautions required are set out in the Remedial Action Plan. The objective of the action plan is to set out measures that will ensure that the fire risk is reduced to, or maintained at, a tolerable level. The determination of the likelihood of fire, the consequences of fire, and hence the fire risk, is subjective in nature. Although some numeric values have been added to this assessment they are only intended for the purpose of providing a simple overview of current risk and enable the reader to more easily see risk across different areas of this assessment.

The assessment of fire risk also enables the fire risk in one premises to be compared with the fire risk in other premises (e.g. within the single estate of one organisation), so identifying those premises in greatest need of attention. Even applied to single premises in isolation, the assessment of fire risk can provide a useful descriptor that imparts a sense of the magnitude of fire risk.

The category of fire risk for any premises is determined by combination of the **likelihood** of fire and the likely **consequences** of fire, using a matrix. The advantage of this approach is that it tends to result in relatively consistent assessments of risk (and, hence, fire risk) by different risk assessors.

Likelihood	
LOW	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
NORMAL	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
HIGH	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Potential Severity	
SLIGHT HARM	Outbreak 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).
MODERATE HARM	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but is unlikely to involve multiple fatalities.
EXTREME HARM	Significant potential for serious injury or death of one or more occupants.

8. Methodology

In the process of every fire risk assessment, an assessment should be made of the fire risk in the premises. It is usual and acceptable for the fire risk to be expressed in terms of one of a number of predetermined categories of risk (e.g. "trivial", "tolerable", "moderate", "substantial" or "intolerable") In this context, a definition of the above terms is as follows:

Outcome	
Trivial (1)	No action is required and no detailed records need be kept.
Tolerable (2)	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Moderate (3)	Consideration should be given as to whether the risks can be lowered, where applicable, to a tolerable level, and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
Substantial (4)	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk control measures, until this has been completed. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
Intolerable (5)	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the activity should remain prohibited.

The categories for classification of fire risk are derived from those used to determine the likelihood and likely consequences of fire. The likelihood of fire, or likely consequences of fire, is classified into one of five predetermined categories, as shown in the table below:

Likelihood of Fire	Potential Consequences of Fire		
	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Trivial (1)	Tolerable (2)	Intolerable (5)
NORMAL	Tolerable (2)	Moderate (3)	Substantial (4)
HIGH	Moderate (3)	Substantial (4)	Intolerable (5)

9. References

The following is a list of the reference documentation that may be considered as 'Benchmark Standards' and which have, where relevant, been referred to within this assessments audit. The list should not be taken as exhaustive, as there are many more statutory provisions and guidance documents which have a relevance to the management of fire safety:

The Principal Fire Safety Legislation applying to this premises is:

Regulatory Reform (Fire Safety) Order 2005

Other Legislation Applicable:

Housing Act 2004

Health and Safety at Work etc Act 1974

Management of Health and Safety at Work Regulations 1999

Electricity at Work Regulations 1989

The Smoke-Free (Premises and Enforcement) Regulations 2006

Fire and Rescue Services Act 2004

The Equality Act 2010

The Building Act 1984

The Smoke and Carbon Monoxide Alarm (England) Regulations 2015

General Regulations and Standards:

LACoRS – Housing Fire Safety (August 2008)

Fire Safety in Purpose-Built Blocks of Flats (dated 2011)

The Building Regulations 2010 and The Building (Approved Inspectors etc.) Regulations 2010

Approved Document B (Fire safety) – Volume 2 - Buildings other than dwellinghouses (2006 edition incorporating 2010 and 2013 amendments)

BS 9999: 2008: Code of Practice for Fire Safety Design, Management and use of Buildings

BS 5588-12:2004 Fire Precautions in the Design, Construction and use of Buildings —Part 12: Managing Fire Safety

BS 8300:2009+A1:2010 Design of Buildings and their Approaches to meet the needs of Disabled People. Code of Practice

BS 5839: Fire Detection and Alarm Systems for Buildings: Part 1 & Part 6: 2013: Code of Practice for System Design, Installation and Servicing

CIBSE Guide E Fire Safety Engineering Third Edition May 2010

BS5306-8:2012 Part 8: Selection and Installation of Portable Fire Extinguishers - Code of Practice

BS 5266-1:2011 Emergency Lighting. Code of Practice for the Emergency Escape Lighting of Premises

BS EN ISO 7010:2012+A5:2015 Graphical Symbols. Safety Colours and Safety Signs. Registered Safety Signs

BS 8214:2008 Code of Practice for Fire Door Assemblies

The Health and Safety (Safety Signs and Signals) Regulations 1996

The Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)

BS EN 62305-1:2011 Protection against Lightning. General Principles

BS 7671:2008 (the IET Wiring Regulations) Incorporating Amendment 3:2015

Department for Communities and Local Government (DCLG) guides:

Department for Communities and Local Government, Fire Safety Risk Assessment: Means of Escape for Disabled People

Department for Communities and Local Government, Fire Safety Risk Assessment: Sleeping Accommodation

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