

# Chesterfield Borough Council

Fire Risk Assessment Reviews  
December 2013

**Prepared For:**



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**CHESTERFIELD BOROUGH COUNCIL  
FIRE RISK ASSESSMENT**



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FIRE RISK ASSESSMENT**

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## **SECTION ONE**

### **1.0 INTRODUCTION**

#### **1.1 Instruction and Terms**

Savills has been appointed to conduct fire risk assessment reviews of properties under the control of Chesterfield Borough Council [CBC]. This work was carried out between Oct 2013 and Dec 2013, and follows on from the initial round of fire risk assessments completed in June 2010. The work comprises a comprehensive fire risk assessment review of each of the residential premises listed in Table 1.3 and in Appendix A1. This work is based upon the requirements of the Regulatory Reform (Fire Safety) Order 2005 [RRO] and its associated guidance.

The purpose of this report (and associated surveys) is to identify and assess the risks that exist in selected existing premises, assess any new work that has been completed and compile appropriate action plans of any outstanding work. Recommendations will then be made on how CBC can best comply with future legislative requirements through effective organisational management and key staff responsibilities.

The RRO requires that a fire risk assessment is carried out to identify fire risks to anyone working on the premises (in the common areas), and anyone else who may be required to use the common areas (i.e. tenants and visitors) – and the significant findings of the fire risk assessment should be recorded where more than 5 people are employed by the responsible party. Fire precautions within the individual dwelling units are not covered under the RRO (however compartmentation between flats and common areas is).

The detailed fire risk assessments represent our understanding for the current building designs and use, the fire strategy and proposed evacuation procedures. It is to provide an assessment of the risk to life from fire and does not address building or property protection or business continuity. The report is not an assurance against risk and is based on the best judgement of the consultant involved. The assessment may rely on information given by others and no liability is accepted for the accuracy of such information.

Should any of the buildings (or their operations) change in any way the risk assessments should be updated accordingly. In addition, it is recommended that this fire risk assessment is reviewed at least annually. Each fire risk assessment identifies areas to which access was not available during the inspection. Where this could have a significant impact on fire safety we have made

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recommendations for further inspection, however as a general guidance we would recommend that as part of an ongoing maintenance programme the 'no access' areas are inspected.

## **1.2 The Regulatory Reform (Fire Safety) Order 2005 [RRO]**

Chesterfield Borough Council is regarded as the 'Responsible Person' (as defined in Article 3 of the RRO), as the employer and party being in control of the premises.

All individual fire risk assessments reviews (and this report) have been carried out to assist CBC comply with Article 9 of the RRO, which requires that premises with fire risk assessments must have these assessments reviewed regularly to keep them up to date. Each fire risk assessment review will contain recommendations to improve fire safety (the Action Plan), and all Action Plans have been collated in Appendix A2 of this report. It is important that CBC understand the Action Plans and undertake the recommendations therein within the timescale set.

Furthermore, Article 11 of the RRO requires CBC keep an up-to-date record of fire safety arrangements. The fire risk assessments themselves are not a record of fire safety, but an assessment of the risk in selected premises.

CBC is obliged to appoint competent persons to assist in the undertaking of general fire precautions. The preference is for that/those person(s) to be in the employment of CBC however external assistance may be sought if in-house skills do not exist.

## **1.3 The Premises**

The properties selected for survey were prioritised on assumed risk level and categorised as follows;

### **1.3.1 'Higher risk' residential premises**

All sheltered housing schemes have been deemed higher risk for several reasons; due to the elderly nature (and hence lessened awareness and mobility) of the occupants, the extent of communal areas in such premises and the 'open/communal' way in which the occupants interact with one another. Generally, in such premises, a scheme manager is onsite 8am to 4pm Monday to Friday [with mobile wardens available on-call during out of hours periods].

### **1.3.2 'Lower risk' residential premises**

Low rise 'General Needs' flatted accommodation is regarded, for the purposes of this survey, as being 'lower risk'. These residential premises typically consisted of 2-4 storeys with common

entrances, stairs and access corridors. Residents are assumed to be typical for general needs flats and therefore it is likely to include both able-bodied and disabled residents. There are no centrally held records of particular disabilities that may occupants affect ability to escape in the event of fire.

### 1.3.3 'Lower risk' non-residential premises (Community Centres)

A selection of non-residential community centres have been included in this programme of fire risk assessments. These are generally low rise simple buildings which are used as assembly places for local communities.

**Table 1.3(a) Higher-risk residential [Sheltered Schemes]**

Scheme / premises	FRA Completed	Cat B	No Access
Aston Court 1-29	Yes		
Brocklehurst Court 1-29	Yes		
Catherine Court 29	Yes		
Duewell Court 1-28	Yes		
Glebe Court 1-22	Yes		
Heaton Court	Scheme Closed		
Mallard Court 26	Yes		
Markham Court 1-6	Yes		
Markham Court 7-21	Yes		
Parkside 32	Scheme Closed		

**Table 1.3(b) Lower-risk residential [Low-rise – General Needs]**

Scheme / premises	FRA Completed	Cat B	Duplicated addresses	No Access
360	350	6	4	

Note: Cat B refers to premises where fire risk assessments have been deemed not necessary – see Appendix E. Duplicated addresses are included in the FRA for a separate address.

**Table 1.3(c) Lower-risk non-residential [Community Centres]**

Scheme / premises	FRA Completed	Cat B	Duplicated addresses	No Access	Under Conversion
8	6	0	1		1

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#### 1.4 Legislation and Associated Guidance

The following documents have been used [to varying degrees] in the production of this summary report:

- Regulatory Reform (Fire Safety) Order 2005 [RRO]
- The Housing Act 2004
- Fire Risk Assessment – Sleeping Accommodation [HM Govt publication]
- Approved Document B [ADB] of the Building Regulations
- BS 9991:2011
- BS 9999:2008
- BS 5839:2013 – Parts 1 and 6
- BS 5306 – Parts 1, 2, 3 and 8
- BS 5266 – Parts 1, 7 and 8
- BS 5499 – Parts 1, 4, 5 and 10
- BS 7176:2007
- BS 7273-4:2007
- PAS 79 2012
- LACORS Guide



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## SECTION TWO

### 2.0 RISK ASSESSMENT PROCESS

#### 2.1 Inspection and Assessment

The majority of buildings inspected will have been assessed originally in 2010. This round of assessments is therefore intended to:

- i. identify any previous recommendations that have not yet been completed.
- ii. identify any new recommendations (which have occurred since the previous FRA).
- iii. sample check any new 'fire safety' work that has been completed since the previous FRA.

For the low-risk residential premises we have used the previous FRA template and updated the recommendations accordingly. For the high-risk residential premises (sheltered schemes) and the low-risk non-residential premises (community centres), we have undertaken completely new fire risk assessments.

#### 2.2 Method of Risk Assessment

This fire risk assessment process has been carried out following the principles set out in PAS79:2012. The basic steps in the fire risk assessment process carried out are as follows:

1. Obtain information on the building, the processes and the people.
2. Identify the fire hazards and the means for their elimination or control.
3. Assess the likelihood of a fire.
4. Determine the fire protection measures in the building.
5. Obtain relevant information about fire safety management.
6. Make assessment of the likely consequences to people in the event of fire.
7. Make an assessment of the fire risk.
8. Formulate and document an action plan.
9. Define the date by which the fire risk assessment should be reviewed.

Two template formats have been used for the fire risk assessments (i. sheltered and community centres and ii. general needs). Both are based on the PAS 79 structure (however bespoke for social housing), however the low risk residential blocks are based on the original template (so the review can be an update of the original FRA), and the sheltered and general needs are based on a newer template.

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## 2.3 Prioritisation

There are two differing sets of priorities used during this FRA review process.

The older template used for the lower risk residential properties adopts the following priorities:

- A:** Recommendation to be completed as soon as possible.
- B:** Recommendation to be completed within 12 months.
- C:** Recommendation to be completed within 2 (two) years.
- D:** Recommendation deemed 'good practice'. To be considered in future works programmes.
- M:** Management recommendation, possibly requiring a review of policies and procedures.

*(Note: 'M' actions should be attended to immediately as some management recommendations will require action as soon as possible.)*

The newer template used for the higher risk residential premises (sheltered schemes) and the lower risk non-residential premises (community centres) adopts the following priorities:

- H:** (High): Recommendation to be completed within 0-3 months
- M:** (Medium): Recommendation to be completed within 9 months
- L:** (Low): Recommendation to be completed within 18 months
- R:** (Recommended): Deemed 'good practice'. To be considered in future works programmes.

*(Note: 'Management' actions will be given a priority as above, however have been identified specifically as a management action in the collated remedial work programme in Appendix A .)*

It should be noted that priorities to some of the recommendations contained in the original fire risk assessments (completed in 2010) may have changed in this round of FRA reviews. This can be for several reasons however the most likely will be due to guidance following recent fatal fires.

## 2.4 Evacuation Strategy

The evacuation strategy for each premises will have been identified in the original fire risk assessments and is unlikely to have changed during this review process. In all residential premises a 'stay put' policy was in place. Therefore, should a fire occur, occupants should remain in their flat until they feel the need to leave or are advised to leave by the Fire Service or management. However, if at the time of the fire, any occupants are in common parts of the building then they should immediately evacuate by the nearest available fire exit, directly to the outside.

As each block contains occupants from different risk groups, any fire safety advice provided by the landlord should be available in different formats, including different languages, to ensure that information regarding the Fire Strategy and Evacuation Regime is clearly understood by the residents.

In sheltered housing, there is more likelihood that occupants will be less mobile [or even disabled], and in the event of fire, it is assumed that no onsite assistance will be available. There has to be a clearly understood written policy, and workable arrangements, to cope with any disabled residents and assist with their evacuation.

The Community Centres will have a will have a 'total evacuation' policy which means in the event of alarm or fire, the building should be completely evacuated.

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## SECTION THREE

### 3.0 FINDINGS

#### 3.1 Summary

For each of the premises inspected, there is a complete detailed fire risk assessment contained in **Appendix C** [sheltered schemes], **Appendix D** [Low-rise general needs blocks] and **Appendix E** [Community Centres] of this report. Each report is 'premises specific', containing the detailed findings of the site visit. A copy of the fire risk assessment for each premises should be held in a log book on the premises (or in a central location where appropriate).

The recommendations contained in the Action Plans are discussed in Section 4 and fully detailed in **Appendix A** of this report. The table below summaries the overall recommendation count:

No. of 'Remedial' related recommendations	976
No. of 'Management' related recommendations	614
<b>Total number of recommendations made:</b>	<b>1590</b>
<b>Indicative cost of the recommendations:</b>	<b>£232,550</b>

#### 3.2 Higher Risk Residential Premises

Sheltered housing schemes ['Independent Living'] have been treated as normal residential premises, however additional consideration has been given to the fact there is likely to be a higher proportion of disabled [or less able-bodied] residents – and the impact this will have on overall building fire safety.

The table below is a summary of the recommendations from the sheltered scheme FRA reviews:

		Cost	No. of Recommendations
<b>H</b>	0-3 months	£ 2,600	28
<b>M</b>	Within 9 months	£ 3,025	40
<b>L</b>	Within 18 months	£ 575	4
<b>R</b>	Unlimited timeframe	£ 10,050	77
<b>TOTAL</b>		<b>£ 16,250</b>	<b>149</b>

Remedial works have been included in **Appendix A** of this report and in the fire risk assessment for the premises, contained in **Appendix C**.

### 3.3 Lower Risk Residential Premises (General Needs)

The low-risk General Needs premises are regarded as normal for the premises type and have been risk assessed on that basis.

The table below is a summary of the recommendations from the general needs premises FRA reviews:

		Cost	No. of Recommendations
<b>A</b>	ASAP	£ 72,775	396
<b>B</b>	Within 1 year	£ 58,600	302
<b>C</b>	Within 2 years	£ 31,650	170
<b>D</b>	Good practice	£ 49,025	57
<b>M</b>	Management		470
<b>TOTAL</b>		<b>£212,050</b>	<b>1395</b>

Remedial works have been included in **Appendix A** of this report and in the fire risk assessment for the premises, contained in **Appendix D**.

### 3.4 Lower Risk Non-Residential Premises (Community Centres)

The low-risk non-residential premises are regarded as normal for the premises type and have been risk assessed on that basis.

The table below is a summary of the recommendations from the community centre fire risk assessments:

		Cost	No. of Recommendations
<b>H</b>	0-3 months	£ 75	11
<b>M</b>	Within 9 months	£ 2,500	6
<b>L</b>	Within 18 months	£ 775	6
<b>R</b>	Unlimited timeframe	£ 900	23
<b>TOTAL</b>		<b>£ 4,250</b>	<b>46</b>

Remedial works have been included in **Appendix A** of this report and in the fire risk assessment for the premises, contained in **Appendix E**.

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## SECTION FOUR

### 4.0 GENERAL GUIDANCE

#### 4.1 Overview

Since the first round of fire risk assessments in 2010, a huge amount of remedial work has been completed. This is clearly noticeable onsite and CBC blocks are now regarded as much 'safer' than before. In terms of comparison against other similar organisations for whom we complete fire risk assessments, the current condition of CBC stock could be regarded as being in the top 25%.

This section contains comments and recommendations relating to general fire safety and should be read in conjunction with the recommendations in the individual fire risk assessments. and may not be specifically included in the individual fire risk assessments.

#### 4.2 Management / Procedural Issues

##### 4.2.1 Organisational Structure [Fire Safety Management]

CBC appears to have a good fire safety management structure in place. Alison Craig (Business Planning and Strategy Manager) is understood to be tasked with the responsibility of ensuring ongoing compliance with the RRO and reporting to Board. Alison is assisted in this role by Roger Farrand (Design and Capital Investment Manager). Paul Stepto (Asset Management Co-ordinator) assists Alison and Roger in this regard and is the internal 'competent' person. Paul is a chartered building surveyor, and Associate of the Institution of Fire Engineers and has completed a week long examinable course in fire risk assessment.

In addition to the above, Savills has been appointed as the external consultant undertaking fire risk assessments and fire risk assessment reviews as required. All Savills fire risk assessors demonstrate competency through regular peer review via the IFE Register of Fire Risk Assessors.

##### 4.2.2 Policies and Procedures

CBC currently has limited fire safety policies and procedures in place. Written policies and procedures [relating to fire safety] are essential and should be readily available to staff. Most of these will be generic to CBC as an organisation; however some may be specific to individual premises.

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A fire safety policy should outline how CBC will manage fire risk so to comply with the Regulatory Reform (Fire Safety) Order 2005 and then written procedures should develop the key tasks in workable detail. A fire safety policy should include the following:

- CBC fire safety policy statement,
- applicable legislation,
- details of organisation and management,
- managerial roles and responsibilities (including external agency management)
- the nominated 'fire team' and lines of reporting,
- evacuation plans (included assistance for disabled),
- general fire safety including house-keeping, equipment maintenance and testing,
- provision of training,
- recording of fire safety information (log book),
- arson prevention (and refuse management),
- communication (staff, residents, visitors and fire service),
- provision, maintenance and testing of fire safety equipment.

#### 4.2.3 Training

The competency levels of CBC staff encountered during the FRA appeared appropriate. We would however recommend more formalised regular basic 'fire safety awareness' training for all staff, particularly those who in contact with customers (and including sheltered scheme managers). All staff should receive induction and [at least annual] refresher fire safety training on this subject which should include:

- CBC policies and procedures
- what to do on discovering a fire,
- how to raise the alarm and what to do on hearing the fire alarm,
- evacuation procedures,
- the location and, when appropriate, the use of firefighting equipment;
- general fire safety issues (good-housekeeping and the importance of keeping fire doors, closed to prevent the spread of fire heat and smoke),
- the evacuation procedures for everyone to reach an assembly point.
- premises management and record keeping
- the arrangements for calling the fire and rescue service and meeting them on arrival;
- evacuation of disabled persons and the procedures for alerting guests, residents and visitors. and, where appropriate, directing them to exits,

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- routine fire safety inspections,

Records of all fire safety training should be maintained. All new staff should be shown the means of escape and should receive written instructions regarding the emergency plan. If staff are employed who do not use English as their first language, the training should be given in a manner which they understand.

#### **4.2.4 Testing and Maintenance**

The following have ongoing maintenance requirements:

- The common area fire alarm systems and emergency lighting in all premises should be subject to regular testing and maintenance and the details of this should be recorded in the fire log book.
- Fixed electrical installations (this information should be recorded in the fire safety log book).
- Door entry systems to blocks. These systems should be regularly inspected, serviced and repaired as necessary.
- Similarly, fixed heating systems should be subject to regular maintenance checks.
- Fire extinguishers - where this has not been done is highlighted in the fire risk assessments.
- Fire Doors: check adequacy of self-closing devices, suggest annually linked to gas servicing visits (and consider properties which do not have gas supply). This should cover both flat entrance doors and common area doors.
- Domestic smoke alarms: check adequacy of self-contained hard-wired smoke alarms, again suggest annually linked to gas servicing visits (and consider properties which do not have gas supply).

The following fire precautions (where provided) should be monitored on a daily basis. Any faults should be reported and rectified as soon as possible.

- Exit signs are unobstructed and clearly visible
- All other fire signs are visible and unobstructed,
- Fastenings on doors on escape routes are opening freely,
- Self closing devices on fire doors are operating effectively, (and care should be taken in schemes where doors are on 'hold-open' devices, that when closed, doors are unable to be opened by frail or elderly occupants)
- Fire doors are fit for purpose and not propped or wedged open,
- There are no signs of unauthorised smoking,



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- All electric equipment is switched off when not in use,
  - Waste material is regularly removed from the premises.

Testing and maintenance should be carried out in accordance with the relevant British Standard recommendations and records maintained.

#### **4.2.5 Recording of Information**

A fire file should be kept on the premises (or in a central location for residential premises) which includes;

- the documented fire risk assessment,
- documented reviews or amendments of the fire risk assessment,
- the evacuation plan,
- fire precautions records (including regular checking of all fire precaution measures, the fire alarm system tests, the emergency lighting system tests, fixed systems (heating and electrical) and fire extinguishers service records),
- fire safety training records and fire drills,
- miscellaneous correspondence relevant to fire precautions policies and measures.

It is recommended that any persons using the community centres and offices are fully briefed on the conditions of use and the fire safety aspects of each centre as necessary. An occupier's handbook should be developed and provided detailing occupants roles and responsibilities in relation to fire safety measures within the building. Within the handbook the proposed 'total evacuation' plan should be included.

#### **4.2.6 Special Assistance (Disabled Evacuation)**

Addressing the needs of disabled people is important, particularly with the view of 'lifetime homes'. In residential premises it is difficult to be aware of peoples disabilities. To address that CBC should continue to ask residents (through the web-site, news leaflets, home starter packs etc) to contact them if they need special assistance to develop a PEEP. A more proactive role should be taken in sheltered schemes.

In some cases, depending on the needs of the individual, it may be good practice to assess ability to escape from within the flat (which is beyond the scope of this report and the RRO). For example, if it is known that an individual has a particular disability that will extend the time required to escape from

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their flat, early warning (through enhanced domestic automatic detection) or additional protection (through provision of internal fire doors) should be considered.

In the community centres, it is recommended that a formal written evacuation plan including generic procedures for disabled evacuation is produced. The evacuation plan should be communicated to all persons who may occupy the building.

#### **4.2.7 Communication**

Adequate and proper communication should continue to take place with staff, with residents and with visitors on relevant aspects of premises fire safety – particularly highlighting the evacuation strategy and the fire safety features in the premises.

Liaison with the local fire and rescue service is understood to be good, and this should be recorded.

It is vital that residents and visitors alike are informed on fire safety, the evacuation policy for their particular building, the fire safety features including the available means of escape, what actions to take in the event of a fire and so on. Communication should inform of the DOs and DON'Ts, such as wedging of doors, waste in common areas, storage of inappropriate materials.

#### **4.2.8 Future Management**

The housing stock has been categorised according to risk fire risk and fire risk assessments have been planned for the next 3-5 years based on this categorisation.

### **4.3 Remedial Works**

Recommended remedial works are contained in **Appendix A2** of this report (Individual FRA's contained in **Appendix C**).

## **SECTION FIVE**

### **5.0 CONCLUSION**

A huge amount of remedial work has been completed since the first round of fire risk assessments in 2010. This is clearly noticeable onsite and CBC blocks are now regarded as much 'safer' than before. The standard of work which has been completed appears to be good, with very few, if any, recommendations to revisit and improve this work.

In terms of comparison against other similar organisations for whom we complete fire risk assessments, the current condition of CBC stock could be regarded as being in the top 25%.

Prioritising fire safety is an ongoing requirement and this good work should continue to improve the housing stock and the management thereof. This round of fire risk assessments reviews have recommended a further 1,590 actions at an estimated cost to complete of £232,550. Quite a few of these recommendations relate to work that was previously recommended however had not yet been completed. In addition, it should be noted that priorities to some of the recommendations contained in the original fire risk assessments may have changed in this round of FRA reviews. This can be for several reasons however the most likely will be due to guidance following recent fatal fires.

A full list of recommended remedial work has been identified and detailed in this report.

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# APPENDIX A1

## PROPERTY LISTS

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# APPENDIX A2

## COLLATED REMEDIAL WORK

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The remedial work listed in this Appendix should be read in association with Section 4 [Recommendations] of this report. The tables below identify 'premises-specific' issues that should be addressed in conjunction with the general organisational issues in Section 4. It is important that when undertaking the recommendations outlined in this Section that all work is carried out by approved contractors and in accordance with the relevant British Standards.

***All costs associated with the recommendations in this report are indicative only and should not be relied on for final costing purposes.***

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**'HIGHER RISK' RESIDENTIAL PREMISES**  
**[SHELTERED HOUSING SCHEMES]**

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**'LOWER RISK' RESIDENTIAL PREMISES**  
**[LOW-RISE BLOCKS GN]**





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**'LOWER RISK' NON RESIDENTIAL PREMISES**  
**[COMMUNITY CENTRES]**

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# APPENDIX B

## MAINTENANCE AND HAZARD CONTROL

**Table B.1: Maintenance requirements**

Appliance /system	Maintenance requirements <sup>[1]</sup> <sup>[2]</sup>
Fire Detection and Alarm System <sup>[3]</sup>	<p><u>By Staff</u></p> <p>Weekly</p> <p>Check indicator panel. Test one manual call point during working hours. Allow alarm to sound for a maximum of 1 minute. Record the test. Each week, a different manual call point should be tested.</p> <p>Monthly</p> <p>Testing of any automatically started generator used for the fire detection and fire alarm system. Inspection of any vented batteries used as a standby power supply for the fire detection and fire alarm system.</p> <p><u>By Specialist Contractor:</u></p> <p>Quarterly</p> <p>Vented batteries should be examined by a person with relevant competence and should be topped up if necessary.</p> <p>Six-monthly</p> <p>Visually check all manual call points and detectors. Test one call point and one detector on each circuit. Further checks as recommended by the manufacturer. Record the details.</p> <p>Annually</p> <p>Test all manual call points. Test all detectors. Further checks as recommended by the manufacturer. Record the details.</p> <p>NOTE: FALSE ALARMS. Every actuation of the fire alarm should be recorded in the logbook, including false alarms. The cause of the alarm should be recorded together with any action taken to avoid a repeat occurrence.</p>
Emergency Lighting	<p><u>By Staff</u></p> <p>Daily</p> <p>Ensure every lamp in a maintained system is working.</p> <p>Monthly</p> <p>Test the system by interrupting the power supply (or by using the test switch if there is one) for a maximum period amounting to 25% of the rated time.</p> <p><u>By Specialist Contractor:</u></p> <p>Six-monthly</p> <p>Test the system by interrupting the power supply for one hour (on a 3 hour rated system).</p>

Appliance /system	Maintenance requirements <sup>[1]</sup> <sup>[2]</sup>
	<p>Annually</p> <p>Test the system for the full working duration.</p>
Portable Fire Extinguishing Appliances	<p><u>By Staff:</u></p> <p>Weekly</p> <p>Check that they are in their appropriate position, they are unobstructed and have not been discharged, lost pressure (in the case of extinguishers fitted with a pressure indicator) or suffered obvious damage and that any pins or clips are in place. The inspection should be recorded in this register.</p> <p><u>By Specialist Contractor:</u></p> <p>Annually</p> <p>Inspection, service and maintenance of portable extinguishers. Satisfactory annual tests should be recorded on a label on each extinguisher.</p>
Means of Escape Doors	<p><u>By Staff:</u></p> <p>Daily</p> <p>Check final exit doors and means of escape doors in common areas to ensure doors are not locked and are in workable condition.</p>

Notes for Table B.1:

- [1] Basic requirements. More detail may be obtained by reference to the appropriate British Standard or Code of Practice.
- [2] In addition to planned maintenance, reactive maintenance will be required to deal with malfunction or damage.
- [3] In some cases automatic detection is used to activate smoke ventilation systems. These systems should be maintained in conjunction with the fire alarm and detection system.
- [4] Recent court cases have highlighted the need to keep adequate records of all fire risk management activities and maintenance checks of fire safety systems, both active and passive.

**Table B.2: Fire Hazard Control Measures**

Fire Hazard	Measures for control	Recommendation
Electrical Faults	Periodic testing of fixed electrical installation Portable appliance testing [PAT] Control over employees electrical appliances. Limitation on use of trailing leads and adaptors	Test min. of every 5 years Test every 1 year
Arson	Ensure bins are kept clear of building and secured to prevent malicious ignition Keep common areas clear of fire load	
Cooking Facilities	Availability of suitable fire extinguishing appliances to deal with small fires.	
Work by Contractors and Maintenance Staff	External contractors should have suitable fire safety conditions placed in contracts. Controls over external contractors required whilst onsite. Hazardous activities such as 'hot work' involving cutting, welding, use of blowlamps etc should be controlled	
Housekeeping	General guidance: Separation of combustible materials from ignition sources. Avoidance of unnecessary accumulation or inappropriate storage of combustible materials or waste. Appropriate storage of hazardous materials. Proper maintenance Routine safety inspections required Avoidance of use of portable heaters	

**Table B.3: Types of fire extinguisher noted on the premises**

Water:	<b>Types of fire:</b> <b>Class A:</b> SOLIDS such as paper, wood, plastic etc <b>Class B:</b> FLAMMABLE LIQUIDS such as paraffin, petrol, oil etc <b>Class C:</b> FLAMMABLE GASES such as propane, butane, methane etc <b>Class D:</b> METALS such as aluminium, magnesium, titanium etc <b>Class E:</b> Fires involving ELECTRICAL APPARATUS <b>Class F:</b> Cooking OIL & FAT etc
The cheapest and most widely used fire extinguisher. Used for Class A fires. Not suitable for Class B fires, or where electricity is involved.	
Dry Powder:	
Often termed the 'multi-purpose' extinguisher, as it can be used on classes A, B & C fires. Best for running liquid fires (Class B). Will efficiently extinguish Class C gas fires, BUT BEWARE, IT CAN BE DANGEROUS TO EXTINGUISH A GAS FIRE WITHOUT FIRST ISOLATING THE GAS SUPPLY.	
CO2:	
Carbon Dioxide is ideal for fires involving class E, and will also extinguish class B, but has NO POST FIRE SECURITY and the fire could re-ignite.	

**APPENDIX C**

**FIRE RISK ASSESSMENT SURVEY SHEETS**

**‘HIGHER RISK’ RESIDENTIAL PREMISES**

**SHELTERED HOUSING SCHEMES**

**APPENDIX D**

**FIRE RISK ASSESSMENT SURVEY SHEETS**

**‘LOWER RISK’ RESIDENTIAL PREMISES**  
**LOW-RISE BLOCKS - GENERAL NEEDS**



**APPENDIX E**

**FIRE RISK ASSESSMENT SURVEY SHEETS**

**‘LOWER RISK’ NON-RESIDENTIAL PREMISES**

**COMMUNITY CENTRES**

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**APPENDIX F**

**PHOTOGRAPHS**

**‘LIMITED COMMON AREA’ PREMISES**