

FIRE RISK ASSESSMENT



Clydebank Housing Association
Leven View, Radnor Park.
Clydebank
G81 1BL

Produced in response to;
Fire (Scotland) Act 2005

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General Information

The person in control of premises (Manager)	Alison McFarlane (Housing Services Manager)
E-mail address	alison@clydebank-ha.org.uk
Telephone Number	0141 941 1044
Person Responsible for the fabric of the property (Landlord/ Owner)	Clydebank Housing Association
Enforcing Authority	Scottish Fire and Rescue Service

Premises

The number of floors and approx. floor area	15 Story high rise building.
Brief details of construction	The property is owned and managed by Clydebank Housing Association and 15-story high-rise building, housing four flats per floor, with 56 residential flats. There are two internal emergency stairwells within the building exiting to the ground floor at the front and rear of the property. Each residential flat has an alternative means of escape leading to an internal emergency escape stairwell. Two lifts are located in the property and stops on the 14th floor. In the event of a fire, residents are instructed not to use the lift, and the lift will be under the control of the Scottish Fire and Rescue Service upon their arrival. There is a plant room at the top of the building.
Business process	N/A
Any details of fire history	None Known
Other useful information	This Fire Risk Assessment is a Type 1 assessment, non-destructive common parts only.

Fire Alarm System

Type of system	None – Individual smoke detectors fitted in residents flats.
Location of Indicator Panel	N/A
Does the alarm system cover all relevant parts of the premises	N/A
Is there an up to date colour coded zone plan next to the panel	N/A
Is the fire alarm adequate for the risk	N/A

Introduction

The purpose of this report is to present the findings of the assessment concerning the risk to life and property from a fire breaking out within the premises and to make recommendations to the responsible persons to comply with the Fire Safety legislation.

The report does not address the risk of business continuity from fire; however, issues raised may have the following implications:

- Financial implications.
- Impact on business continuity.
- Statutory non-compliances.
- Potential for significant exposure (*public liability/employers' liability*) regarding claims.
- Potential for losses and injuries.

Please note: this report and any recommendations made within are based on the conditions observed and the information supplied to the assessor at the time. It is not intended to be exhaustive or conclusive, covering every hazard or potential risk, or to guarantee compliance with any statute regulation.

ACS Risk Group accepts no responsibility in any way for any injury, loss or claim in connection with the information contained in this report.

Methodology

This Fire Risk Assessment is an organised and methodical look at:

- The premises;
- The activities carried out there, and;
- How likely is it that a fire could start and cause harm or loss

The method used to undertake this risk assessment follows Publicly Available Specifications.

The intention of this Risk Assessment is to enable employers, and those acting on their behalf, to carry out the '*suitable and sufficient*' fire risk assessment and to allow the employer to meet the associated fire legislation.

Fire (Scotland) Act 2005.

It is essential that you study this fire risk assessment and understand its contents. The fire risk assessment includes an Action Plan, which sets out the measures it is considered necessary for you to take to satisfy the requirements of the above legislation and to protect relevant persons from fire. Relevant persons are primarily everyone who is, or maybe, lawfully in the building,

but include certain persons in the vicinity of the building. If any recommendation in the Action Plan is unclear, you should request further advice from the assessor in the first instance.

This fire risk assessment is not the record of the fire safety arrangements to which the legislation refer, although much of the information contained in this fire risk assessment will coincide with the information in that document.

In general, the legislation seeks to ensure the safety, in the event of a fire, of persons (*whether they are employees, residents, visitors or others*) by setting out the rights and responsibilities of persons in respect of fire safety. Anyone who has control to any extent of the premises will have some responsibilities for ensuring that those occupying the premises are safe from harm caused by fire.

Description of Building

The property is owned and managed by Clydebank Housing Association and is a 15-story high-rise building, housing four flats per floor, with 56 residential flats in total. There are two internal emergency stairwells within the building exiting to the ground floor at the front and rear of the property. Each residential flat has an alternative means of escape leading to an internal emergency escape stairwell. Two lifts are located in the property and stops on the 14th floor. In the event of a fire, residents are instructed not to use the lift, and the lift will be under the control of the Scottish Fire and Rescue Service upon their arrival. There is a plant room at the top of the building.

This fire risk assessment is a Type 1 assessment – Common parts only (non-destructive) and has been organised by Clydebank Housing Association. Fire safety of the property is managed by Alison Macfarlane, Housing Services Manager, and is named as the competent person for the premises.

Significant Fire Safety Issues

Notwithstanding the above comment, fire safety management of the property it to a reasonable standard and if all the recommendations from this assessment is actioned, the property would be considered a Moderate fire risk.

Risk Scoring Matrix

Consequences of fire → Fire Hazard likelihood ▼	Slight Harm	Moderate Harm	Extreme Harm
LOW	Trivial Risk	Tolerable Risk	Moderate Risk
MEDIUM	Tolerable Risk	Moderate Risk	Substantial Risk

HIGH	Moderate Risk	Substantial Risk	Intolerable Risk
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In this context, a definition of the above terms regarding the likelihood and consequences of fire is as follows:

- **Low:** Outbreak of fire unlikely
- **Medium:** Outbreak of fire possible but not likely
- **High:** Outbreak of fire likely
- **Slight harm:** Fire unlikely to result in serious injury or death of any occupant.
- **Moderate harm:** Injury of one or more occupants, but it is unlikely to involve serious injury or fatalities.
- **Extreme harm:** Significant potential for serious injury or death of one or more occupants.

RISK RATING

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the likelihood of a fire is:

MEDIUM

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences of a fire to persons would be:

MODERATE HARM

The risk to life from a fire within this building is:

MODERATE RISK

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. It is considered that the recommendations contained with the Action Plan should be implemented to reduce the likelihood of fire and subsequent consequences to reduce the Risk Level to Tolerable or trivial.

Risk Level	Actions and Timescales
Trivial	No action is required, and no detailed records need to be kept.









Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	It is essential that efforts be made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Fire Risk Assessment - Findings

Re. Fire (Scotland) Act 2005.







A general duty is owed to ensure, so far as is reasonably practicable, the safety of employees, non-employees, and visitors. We will ensure fire safety measures are reasonable to ensure the safety of persons lawfully on the premises and in the vicinity in respect of harm caused by fire, and a duty to carry out an assessment to identify risks to safety in connection of harm caused by fire.						
ASSESSMENT DATE:		ADDRESS OF PREMISES:		GENERAL OCCUPANCY OF THE BUILDING:		
25 th September 2019		Leven View, Radnor Park. Clydebank G81 1BL		Estimate 102 residents		
REVIEW DATE: (AT LEAST EVERY 24 MONTHS)				ANY LONE WORKERS:		
September 2020				N/A		
USE OF PREMISES:		<input checked="" type="checkbox"/> Common Areas <input type="checkbox"/> HMO <input type="checkbox"/> LEASED PROPERTY <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> Office				
DUTY HOLDER/s:	<input checked="" type="checkbox"/> EMPLOYER <input checked="" type="checkbox"/> LANDLORD <input type="checkbox"/> OTHER			HOW MANY DEPENDENT PEOPLE AND LEVEL	HIGH	
	Name/s of the Responsible Persons	Employer	Clydebank Housing Association		MEDIUM	
		Landlord	Clydebank Housing Association		LOW	Low Dependant

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
FIRE PRECAUTIONS				
1. Does the building have a fire logbook and Emergency Pack?	a) The Fire logbook must be kept on-site, in an accessible but secure location. <i>(E.g. reception area)</i> The emergency evacuation pack must be readily available near the exit doorway.	✗	The building does not have a fire logbook or fire safety inspections carried out. It is recommended that formal documented weekly inspections are conducted and to include the inspection of fire doors and the monthly testing of emergency lighting.	
SOURCES OF IGNITION (Check, inspect and control)				
2. Any portable heaters being used?	a) Replace naked flame and radiant heaters with convector heaters or central heating system. b) Use to manufacturer's recommendations. c) Keep away from sources of combustion. d) Do not leave switched on overnight or in unoccupied areas.	✓ ✓ ✓	Note: portable heaters were seen.	
3. Any electrical equipment <i>(portable and fixed installation)</i> ?	e) Portable electrical equipment should be inspected <i>(refer to EVH Fire Policy for intervals)</i> Check Portable Appliance Tests (PAT) register for the date of the last inspection. f) Ensure fixed installation is inspected every five years <i>(as specified in BS 7671:2008)</i> .	✓ ✓	The last PAT testing inspection certificate was conducted in 2018. However, it was suggested that PAT had been conducted in 2019. An electrical installation condition report was conducted by EIC to BS 7671 in August 2018. Copies of the report are retained electronically and inspected on the day of assessment.	

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	g) Ensure that socket-outlets are not overloaded. (<i>Check electrical equipment to ensure the load on the socket outlet does not exceed 13 Amps.</i>) h) Remove multi-plug adapters (<i>adapter blocks that fit directly into the socket-outlet</i>) and use a multi-gang extension socket (<i>multi-extension plugs</i>).	 	The Lightning protection systems were inspected by ETI Scotland on 31 st July 2018. Copies of the report are retained electronically and checked on the day of assessment.	
4. What are the smoking arrangements?	i) Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in the workplace. j) Provide receptacles for cigarette ends and other smoking materials. (<i>Separate from different litter bins/receptacles.</i>)	 	Residents are able to smoke in their homes. No evidence of smoking in common areas.	
5. Grinding where applicable.	k) When using grinding equipment, there must be no presence of combustible materials nearby. l) Have an appropriate fire extinguisher nearby and a fire watch, if required. m) Grinding operations is only to be carried out by trained operators and using the correct equipment for the task.	N/A		
6. Any heat-generating processes such as incineration, cooking, welding, etc.?	n) Ensure equipment is used following the manufacturer's recommendations and adequately maintained. o) Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (<i>Filter cleaning/replacement, etc.</i>) p) Ensure ducts and flues are regularly maintained/cleaned. q) Ensure suitable firefighting equipment available nearby. r) Ensure use of hot work 'permits to work' by contractors.	   	Two fire extinguishers, one CO ² and one water located in the concierge station.	

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Recommended Actions				
COMBUSTIBLE MATERIALS (Remove, reduce and control)				
7. Safe use of flammables such as fly spray, polish, hairspray etc.	s) Flammables must be appropriately stored in appropriate containers, and quantities kept to a minimum. t) Flammables containers must not be stored on windowsills in direct sunlight.	✓		
8. Any build-up of combustible materials. (E.g. paper, cardboard or wood.)	a) Ensure good general housekeeping. b) Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from the main building. c) Prevent unauthorised access to combustible materials. d) Ensure plant rooms (e.g. electrical switch rooms, boiler rooms, etc.) are clear of combustible materials.	✓	In general, the housekeeping within the common areas was good.	
9. Any flammable or highly flammable materials or substances on-site? E.g. some solvents, paints, glue and aerosols. (Risk assessment of dangerous substances is required)	a) Avoid the use of flammable materials and substances, or reduce levels to the minimum necessary for the undertaking. b) Replace substances with less-flammable materials. c) Ensure flammable substances are handled, transported, stored and used correctly. (Has a risk assessment been carried out? Has information/training been provided?) d) Store highly flammable substances in ½ hour fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).	✓ ✓ ✓	No evidence of highly flammable substances found in the common areas of the building.	
10. Is any rubbish stored externally (e.g. waste skips, bins, etc.)	e) Wherever possible: <ul style="list-style-type: none"> Waste skips should be kept locked whenever possible and stored 10 metres from buildings and plant. Metal wheel bins at least 5 metres. 			

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	<ul style="list-style-type: none"> Plastic wheel bins at least 10 metres. <p>f) Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, mainly where there is a risk of arson.</p> <p>g) Do not store loose combustible waste within 5 metres of buildings.</p>			
Recommended Actions				
SOURCES OF OXYGEN (Reduce)				
11. Can steps be taken to reduce the potential sources of oxygen to a fire?	<p>a) Close all windows, doors and other openings not required for ventilation and safe operation of equipment (e.g. gas-fired equipment) particularly out of working hours.</p> <p>b) Do not store oxidising materials near to any heat source or flammable substances. <i>(Check COSHH assessments and product data to identify oxidising materials.)</i></p> <p>Control the use and storage of oxygen cylinders <i>(secure racking/storage, etc.)</i></p>	X	When the tumble driers are operating in the laundry room, they create a negative air pressure. This air pressure 'sucks' the fire door leading to the lobby open. It is advised to increase the size of the air vents in the drying room to equalise the pressure when the driers are operating.	
STRUCTURAL FEATURES (Control fire spread)				
12. Any work that has taken place <i>(or proposed)</i> that may affect the Fire Safety of the Premises.	a) Check for changes to exit routes, doors, exits, etc. Alterations to buildings will typically require the approval of a Fire Officer.	✓	Fire dampers are fitted to the bin chute.	
13. Any combustible materials covering substantial wall/ceiling areas?	b) Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles, and cork notice boards.	✓		

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14. Is there clear access to electrical equipment?	c) Ensure plant rooms are free of obstructions, allowing unrestricted access to equipment (<i>fuse boxes, switchgear</i>) for maintenance and emergencies. d) Storage of materials near to electrical switchgear (<i>fuse boxes, switchgear, etc.</i>) must be avoided.	 		
15. Does the building contain suspended ceilings?	e) Areas with suspended ceilings must be separated from escape routes (<i>corridors, stairways</i>) with fire-resisting partitions. Fire-resisting partitions must continue to the main structure of the building (<i>i.e. no gap in the ceiling void through which fire could spread</i>). f) If services (<i>e.g. electric cables</i>) are present in the void, fire detection equipment will usually be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.			
16. Do structure and installations help prevent fire spread?	g) Has work taken place, which may have made holes in walls or damaged any fire-resistant wall/ceiling linings? E.g. new doors, glazed screens, IT cables.		The servicing voids have been fire stopped at all floor levels.	
17. Ventilation	h) Ensure that local exhaust ventilation is switched off when not in use and isolated in the event of an emergency.		The Landlord recognised that the ventilation system did not originally have fire dampers fitted. Fire safety dampers have recently been fitted to the vent in all bathrooms to BS EN 1365 -2: 1999. Offering 30 Minute fire rating.	
18. Gas heating systems	i) Ensure that gas-powered systems are on a service and maintenance system.	N/A	No gas fitted to the property.	
19. Is there a risk of arson?	j) Do security systems minimise the risk of unauthorised access (<i>reducing potential for arson</i>)?		Closed Circuit Television covers the public areas and reception area.	

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Recommended Actions				
FIRE DETECTION AND WARNING (Alerting building occupants)				
20. Any smoke/heat detectors?	a) Consider installation in 'high risk' areas and unoccupied areas, e.g. basements, boiler houses. b) Ensure a competent engineer carries out back-up power supply checks at least every three months. Check for record in fire logbook. c) Ensure competent engineer services detectors at least annually. Check for record in fire logbook.	?	There is no automatic fire detection system fitted in common areas of the building. It is recommended that automatic fire detection is fitted in the lobby, laundry room, electrical consumer room and in the plant room to BS 5266 Part 1: 2011 standard.	
21. Fire call points (<i>break glass</i>)?	d) Occupier to ensure operation of a different call point (<i>or detector</i>) weekly (<i>different zone each week</i>). Ensure record of the test made in fire logbook. e) Ensure a competent engineer services call points at least annually. Check for record in fire logbook.	N/A		
22. Are bells/sounders used to give warning of fire?	f) Consider the use of an automatic fire warning system where other methods of raising the alarm are used. g) In noisy areas (<i>where audible signals may not be heard</i>) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems. h) It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people.	N/A	See Comment (20) above.	

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	i) Test the fire warning system weekly at a set time. Ensure it is audible under normal working conditions? Check for record of the test in fire logbook. j) Ensure a competent engineer services alarm system at least annually. Check for record of service in fire logbook.			
23. Are the fire detection systems maintained?	k) Ensure that fire detection systems are maintained by competent engineers	N/A		
24. Can fires be readily detected and staff warned promptly?	l) Check issues raised from the questions given above. m) Have fire drills revealed any relevant issues? <i>(E.g. lack of staff awareness, unable to hear the alarm in certain areas.)</i>	✓	Staff only on duty during working hours.	
Recommended Actions				
MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)				
25. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	a) Escape routes should be short enough to enable people in the building to get to a place of safety, outside the building, in about two to three minutes. b) If there is, only one means of escape (<i>e.g. one staircase</i>) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.	✓ N/A	There are two emergency escape routes from the building; both were visually inspected on the day of the assessment.	
26. Are doorways wide enough? <i>(Assume that the largest exit door is unavailable. Therefore, the remaining doorways should be capable of</i>	c) Doorways should be at least 750 mm wide when up to 40 people per minute expected to use exit route. No less than 1 metre wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people.	✓		

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<i>providing a satisfactory exit for those present.)</i>	d) Where doors are likely to be used by wheelchair users, the doorway should be at least 800mm wide.	N/A		
27. Are corridors wide enough?	e) Corridors should generally be a minimum of 1 metre wide. Areas used by wheelchair users require a minimum width of 1.2 metres. In large buildings, corridor width may need to be greater.	✓		
28. What is the condition of escape routes?	f) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. <i>lines on the floor</i>) where routes are blocked/obstructed. g) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 5810 should be provided. h) Are carpets and nosings on stairs in good condition?	✓ ✓ ✓		
Escape routes - continued.	i) Changes in the level that are not obvious should be marked to make them conspicuous. j) Escape routes must be free of; portable heaters of any type, cooking appliances, upholstered furniture, coat racks, temporarily stored items, waste bins, electrical equipment (<i>other than security and emergency systems</i>).	✓ ✓		
29. Is there any use of refuges?	k) Refuges must be used within the context that they are not areas where people should be left alone indefinitely until rescued, or the fire is extinguished. l) Are provisions in place for wheelchair users for safe evacuation?	N/A		

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30. Are stairways wide enough?	m) Stairways should generally be a minimum of 1 metre wide. They may need to be wider dependant on the number of people who are likely to use it.	✓	Communal stairways are suitable for the current risk.	
31. How often are fire drills held?	n) Ensure that at least two fire drills are held annually. Check for record in fire logbook. o) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.	N/A	Fire drills would not typically conducted in high rise buildings.	
32. What is the condition of fire doors?	p) Fire doors on escape routes should be fitted with self-closing devices and labelled 'Fire Door – Keep Shut.' (<i>blue 'mandatory' safety sign</i>). q) Automatic fire doors must be labelled 'Automatic Fire Door – Keep Clear' (<i>blue 'mandatory' safety sign</i>). r) Fire doors on escape routes should open in the direction of travel. s) Fire escape doors should close fully on to the rebate and be in a good state of repair (<i>self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass</i>). t) Other fire doors (<i>e.g. to electrical cupboards, service ducts, boiler rooms</i>) need not be self-closing where they are kept locked and labelled with 'Fire Door – Keep locked shut' (<i>blue 'mandatory' safety sign</i>). u) Automatic doors should be connected into a manually operated alarm system incorporating smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually, and they should automatically close in the event of a power failure.		See Note below.	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
	v) Automatic doors should be closed at night.			
33. What is the condition of final fire exit doors?	w) Final fire exit doors should open in the direction of travel. x) Final fire exit doors are free from obstructions (<i>inside and outside</i>). Where there is a risk of obstruction final exit doors should be labelled 'Fire door – keep clear.' y) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.' z) Check that fire exit doors can be opened easily and immediately without the use of a key.		See Note below.	
	aa) Check that no 'unauthorised' security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc. bb) Where a fire exit door needs to be fastened by a security device, it should be the only fastening on the door, and all staff should know how to use it. Such devices are generally not suitable for use by members of the public or venerable persons.	N/A		
Recommended Actions				
<p>Urgent: The final emergency exit door leading from the east side emergency stairwell would not open (jammed closed possible swelling in the wet weather). This required repaired as a matter of urgency.</p> <p>Urgent: The final exit doors in the common cage areas on the ground floor had padlocks fitted to the doors. These require being removed and push pads or push bars fitted to the doors.</p> <p>The resident's flat front doors were in a reasonable condition for the age of the building. However, the doors had Georgian wire glass installed, open style letterboxes and mortice locks fitted where smoke/fire could pass through into the common landing in the event of a fire. Although these doors met the standard of the day there is no guarantee they will perform adequately in the event of a fire.</p> <p>The doors leading onto the emergency escape routes and common landings were in good condition, and most of them closed on the self-closing device. Although these doors will offer some fire resistance it would be advisable to upgrade the doors and fit intumescent strips and dry smoke seals.</p>				

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<p>The doors in the lobby and the laundry room require being either replace with FD 30ds or upgraded to FD 30ds.</p> <p>The alternative emergency escape door leading from the bedroom of the resident's flats require being inspected and documented to ensure they are in good condition and operating effectively.</p> <p>The doors leading back into the East emergency stairwell from each open landing (servicing two flats) were unable to be tested as the handles were on the outside of the door. These doors require being inspected and tested to ensure that resident is able to safely escape from the alternative emergency escape door from their flat.</p> <p>It is strongly advised that a full fire door review is conducted of the property to determine if the doors are up to a reasonable standard of fire protection.</p>				
LIGHTING (Safe egress)				
34. Are all fire escape routes adequately lit?	<p>a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.</p> <p>b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. <i>streetlights or unaffected lighting circuits</i>). If lighting is insufficient, emergency lighting should be provided.</p> <p>c) Emergency lighting should function not only in a complete failure of standard lighting but also on a localised failure that would present a hazard.</p> <p>d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near firefighting equipment, outside each final exit.</p> <p>e) The occupier should check the operation of emergency lighting units at least monthly. Ensure records of the checks are made in the fire log book.</p>	X	<p>Emergency lighting covers common areas of the building; however, some of the lights were not illuminated. The emergency lighting was inspected in 2019, but no monthly testing is being conducted as per BS 5839.</p> <p>The association has a plan to upgrade the emergency lighting system and replace the inverters with EPS-11-1 units.</p>	


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	f) A competent engineer should test emergency lighting system twice a year. Ensure record of the test is made in the fire log book.			
Recommended Actions				
SIGNAGE (Safe egress)				
35. Is adequate signage in place? Bs 5499: Part 2, 2002	a) Ensure that the fire exit doors are clearly marked. b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable. c) Ensure signs stating 'lifts must not be used in the event of a fire' are posted outside all lifts; unless it is a specially designed 'firefighting lift'. d) Are signs in positions where they can be clearly seen? e) Are all fire signs conspicuous (<i>not covered or painted over, etc.</i>)?	✓ ✓ ✗ ✓ ✓	Appropriate pictogram to be displayed for lifts in the event of fire signs that comply to BS 54995. There is no signage on the dry riser on the first floor. It is good practice to number all floor in the emergency stairwells of high rise building for the emergency services to identify each level.	
Recommended Actions				
FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)				
36. Is there at least one extinguisher for every 200 metres of floor space? (<i>Minimum of 2 per floor, unless it is an</i>	a) Ensure extinguishers are appropriate to the local risk. b) Ensure extinguishers are fixed near exit doors and at appropriate heights. (<i>Handle of large extinguishers –</i>	✓	There were appropriate fire extinguishers available on the premises.	

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
upper floor less than 100m ²).	<p><i>approx. One metre from the floor. Handle of small hand-held extinguishers – approx. 1.5 metres from the floor.)</i></p> <p>c) <i>Ensure that fire extinguisher, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and firefighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in a cupboard, extinguishers in an alcove.)</i></p> <p>d) Firefighting equipment safety signs should be posted above the extinguisher.</p> <p>e) Are regular inspections of extinguishers carried out? Record inspections. <i>(Safety clip, the indication of use devices, external corrosion and dents. Check pressure level on steel pressure type.)</i></p> <p>f) Check that fire extinguishers are inspected annually by a competent engineer. Check for record in fire logbook.</p> <p>g) Ensure there are notices and instructions indicating the correct use of extinguishers.</p>		The firefighting equipment was inspected by ASCO in August 2019.	
37. Is there a hose reel in place?	h) Are there any water extinguishers within reel range? Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.	N/A		
i) Are there any dry/wet risers? (Hose attachment points for the fire service.)	<p>j) Check risers are tested annually by the fire service. Check for record in fire logbook.</p> <p>k) Dry and wet risers must be labelled 'dry riser' or 'wet riser' as appropriate (red 'firefighting equipment' safety signs).</p>	✓	The dry risers were visually inspected by GOC Engineering on 26/11/19 and pressure tested on 18/4/19.	
38. Are there fire blankets provided? <i>(Please note that old fire blankets may contain asbestos).</i>	<p>l) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing.</p> <p>m) Tabs on fire blankets should be approximately 1.5 metres from the floor.</p>	N/A		

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
	n) Ensure relevant staff received instruction on the correct use of fire blankets.			
39. Dry Risers	o) Dry risers must be appropriately labelled and free from obstruction. p) Dry risers must be visually inspected every 6 months as per BS9990:2015. q) Dry risers must be annually tested to 12 Bar for 15 minutes as per BS9990:2015.	✓	The dry risers were visually inspected by GOC Engineering on 26/11/19 and pressure tested on 18/4/19	
Recommended Actions				
PLANNING FOR AN EMERGENCY (Co-ordinating evacuation)				
40. Emergency location plan	a) Is there a site location plan drawn up showing the location of any: mains gas inlet and shut off, electrical distribution units, gas boilers, gas cylinders, LPG cylinders, flammable substances etc. b) Plan to show the location of fire exits, firefighting equipment, fire activating units, primary exit routes etc. Plan to be kept in fire manual and made available to the fire officer in the event of a fire.		In the event of a fire in the property, the residents are instructed to 'stay-put' unless the fire is within their individual flat or they see fire or smoke. This is in line with current Scottish Fire and Rescue Service guidance.	
41. Is there an emergency plan in place?	c) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations. d) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points. e) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the abilities and needs of disabled people and make proper arrangements for their assistance.			

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
	f) Ensure visitors, tenants and members of the public (<i>if applicable</i>) are considered as part of the plan. g) Fire drills should be formally reviewed to identify problems encountered and any further actions required.			
42. Adjacent buildings	h) Ensure that the controller of abutting buildings is consulted about emergency procedures.	✓		
43. Have personnel received sufficient training and instruction on evacuation arrangements?	i) Agreed evacuation procedures should be confirmed in writing to staff. Systems must be clear and understandable. j) Do new employees receive instruction on the action to take in the event of a fire on their first day of employment? k) Do existing employees receive annual refresher training and instruction on what to do in the event of a fire? E.g. through team meetings.	N/A		
44. Is there a need for specialist training in the event of an emergency?	l) Ensure that an adequate number of personnel are trained to assist in an emergency (<i>including additional numbers to cover sickness, leave, etc.</i>). E.g. fire wardens, aiding people with mobility impairments, etc. m) Are fire wardens in place, and are they adequately trained in their duties and responsibilities? n) Ensure that outside contractors and visitors receive necessary fire safety information (<i>e.g. how to raise the alarm, location of exits, etc.</i>) o) Ensure that an adequate number of personnel are trained to use extinguishers, hose reels and fire blankets.	N/A	It is recommended that the concierge are fire warden trained.	
45. Duty in respect of young persons. (<i>Young person's risk assessment is required</i>)	p) Consideration of young persons concerning harm caused by fire, and to take into consideration lack of experience, awareness and immaturity. q) Consider work equipment and the way it is handled.			

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
	r) Organisation process and activities. s) Fire safety training for young persons.			
46. Control of contractors.	t) Ensure contractors been given information on fire safety and an emergency evacuation of the building. u) Ensure permits to work in place for hot work. v) Give contractors information who the fire safety officer is.	✓ ✓ ✓		
47. Protecting firefighters.	w) Premises, equipment and facilities must be maintained and not compromise to the safety of firefighters. x) Inform the fire and rescue service of any foreseeable dangers within the workplace (<i>where applicable</i>).	✓ ✓		
48. People at risk.	y) Are there any people, especially at risk? z) This assessment must take into consideration wheelchair users. aa) Are their persons that are visually impaired that may require assistance. bb) Are their persons that have a hearing impairment that may require assistance? cc) Are any expectant mothers? dd) Are there any people working alone?	No		

Assessors name (print):	Tony Priest	Assessors signature:		Date assessment completed:
				25 th September 2019

ASSESSMENT CRITERIA	RECOMMENDED CONTROL MEASURES	TICK IF OK PUT 'X' IF A PROBLEM	COMMENTS or ACTIONS	MANAGER'S COMMENTS/ COMPLETION DATES
<p>The Line Manager must sign below to show that the assessment is a correct and reasonable reflection of the hazards and the control measures and actions required.</p>				
Managers Name <i>(print):</i>	Alison McFarlane (Housing Services Manager)	Managers Signature:		Review Date:
				September 2020

Recommendations and Action Plan

Item No	Deficiency (Room and/or Hazard)	Remedial Action Required	Person/s Responsible (Landlord, Manager)	Date Completed	Signed off (Manager)
1	Fire records	The building does not have a fire logbook and fire safety inspections are not carried out. It is recommended that formal documented weekly inspections are conducted and to include the inspection of fire doors and the monthly testing of emergency lighting.	Landlord		
2	Compartmentation	When the tumble driers are operating in the laundry room, they create a negative air pressure. This air pressure 'sucks' the fire door leading to the lobby open. It is advised to increase the size of the air vents in the drying room to equalise the pressure when the driers are operating.	Landlord		
3	Automatic fire detection	There is no automatic fire detection system fitted in common areas of the building. It is recommended that automatic fire detection is fitted in the lobby, laundry room, electrical consumer room and in the plant room to BS 5266 Part 1: 2011 standard.	Landlord		

4	Emergency Escape	<p>Urgent: The final emergency exit door leading from the east side emergency stairwell would not open (jammed closed possible swelling in the wet weather). This required repaired as a matter of urgency.</p> <p>Urgent: The final exit doors in the common cage areas on the ground floor had padlocks fitted to the doors. These require being removed and push pads or push bars fitted to the doors.</p>	Landlord		
5	Fire Doors	It is advised that a full fire door review is conducted to determine if the doors are up to a reasonable standard of fire protection.	Landlord		
6	Emergency Escape Lighting	Emergency lighting covers common areas of the building; however, some of the lights were not illuminated.	Landlord		
7	Signage	<p>There is no signage on the dry riser on the first floor.</p> <p>It is good practice to number all floor in the emergency stairwells of high rise building for the emergency services to identify each level.</p>	Landlord		
8	Training	It is recommended that the concierge are fire warden trained.	Landlord		

Although the purpose of this section is to place the fire risks in context, the above approach to risk assessment is subjective and for guidance only. All hazards and deficiencies in this report should be addressed by implementing all recommendations contained in the Fire Risk Assessment.

Appendix 1

Fire Management System

Fire Policy and Procedures

Key Features:

Who will do what, how and when?
A Policy to cover all areas of the building.
Allocating, sharing responsibility and setting standards.
Making people accountable at all levels.
Ensuring the policy covers all areas of legal compliance.
Link the Fire policy with the general Health and Safety Policies.

Organising

Key Features:

Obligate and enable a Manager/Competent Person on each floor to implement the fire safety arrangements in the policy.
Ensure that those allocated responsibilities are competent to undertake their role.
Ensure consultation; make fire safety an essential item on the safety committee/employee consultation.

Planning and Implementing

Key Features:

Minimise the risk of a fire starting.
Ensure the action plan following the fire risk assessment is addressed.
Ensure fire protection and prevention measures are in place.
Ensure that the procedures for firefighting are in place.
Identify the persons with specific duties in the event of a fire, train and support them.
Ensure any potential sources of ignition in the building are either eliminated or minimised.
Give written instructions and training for all staff.
Corporate and liaise with others who may be in the building.
Ensure fire drills are undertaken, analysed and recorded.
Ensure everyone has either training or information; employees, contractors, visitors, tenants.
Liaise with the emergency services

Monitoring and Review

Key Features:

Ensure that every area of the policy is kept under review, by actively keeping a check on all areas, including human behaviour.
Use reactive monitoring; ensure people recognise the need to report problems, incidents and near misses.
Ensure any significant change forces are reviewed of the fire risk assessment.
Always check and act, don't wait for the problem, anticipate and prevent.

Audit

Key Features:

Ensure that a fire safety audit is carried out at least yearly.
Check if the policy is working, are you doing what you planned?
Use the process to improve, where required.
Use the process to set new standards.