



**Mitre House  
124 Kings Road  
London  
SW3 4TP**

**REFURBISHMENT  
OF THE COMMON PARTS**

**FOR**

**Mitre House Management (2017) Limited**

**APPENDIX D**

**FIRE SAFETY REPORT**

Date: March 2020

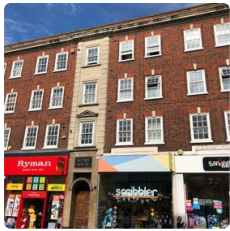
Ref: 2020/614/JMc



# Health & Safety and Fire Risk Assessment

Health & Safety and Fire Risk Assessment

Complete

Inspection score	Failed items	Created actions
<b>40.00%</b>	<b>27</b>	<b>0</b>
Conducted on 📅 28th Aug, 2019 ⌚ 11:00 AM BST		
Property Name <b>Mitre house</b>		
Conducted on behalf of <b>MITRE HOUSE MANAGEMENT COMPANY (2017) LIMITED</b>		
Inspection undertaken & prepared by <b>Guy Gamon</b>		
Location <b>124 King's Road London SW3 4TR</b>		
To be Reviewed on 📅 28th Aug, 2020		
- Photos  Photo 1		

General Health & Safety Risk Assessment Inspection / Security Provisions / CCTV / Intercom Access

Is there a maintenance regime in place for the intercom?	Unknown
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General Health & Safety Risk Assessment Inspection / Apartment Front Door

Do all apartment front doors facing communal areas look to be in good repair, no excessive gaps seen around the door frames and assume all doors are as originally fitted?	No
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– Notes  
Door appear to be in good condition but unlikely to be fire resistant for the 30-minutes required due to glass panels in doors and wicker decorative features.

**Fire Risk Assessment Inspection / Electrical Sources of Ignition**

Reasonable measures taken to prevent fires of electrical origin?	No
Do electrical / service cupboards have necessary signage displayed?	No
<p>– Notes</p> <p>No electrical shock poster displayed nor any electrical matting provided in electrical intake room.</p>	
Are the Fixed Electrical Installations periodically tested (EICR)?	Unknown
Are the electrical meters & intake stored within a fire resisting enclosure?	No
<p>– Notes</p> <p>Due to the age of the property, electric meters are not built within a fire resistant enclosure. Automatic smoke detection is provided through communal areas to provide early detection from fire to compensate for this.</p>	
Are any voids suitably fire stopped?	No
<p>– Notes</p> <p>Within the main service room containing the electrical intake services as well as the lift motor, there are three voids around services which have not been fire stopped. One being at high level, adjacent to the ground floor window. Another larger void has been filled with expanding foam but this cannot be confirmed whether this is fire resistant or not.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="196 1178 424 1402"></div> <div data-bbox="429 1178 657 1402"></div> <div data-bbox="662 1178 890 1402"></div> <div data-bbox="895 1178 1123 1402"></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span data-bbox="196 1406 277 1433">Photo 8</span> <span data-bbox="429 1406 510 1433">Photo 9</span> <span data-bbox="662 1406 756 1433">Photo 10</span> <span data-bbox="895 1406 987 1433">Photo 11</span> </div>	

## Fire Risk Assessment Inspection / Housekeeping

Combustible materials appear to be separated from ignition sources?

No

– Notes

Some pieces of cardboard are being stored within the electrical intake/lift motor room.

– Photos

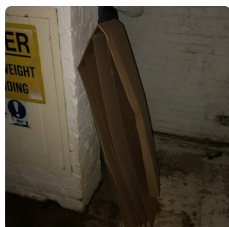


Photo 12

Avoidance of unnecessary accumulation/storage of combustible materials?

No

– Notes

There is a build up of cardboard within the cleaners cupboard on the ground floor.

– Photos



Photo 13

Appropriate storage of hazardous materials?

No

– Notes

Cleaning chemicals were stored an untidily manner in the basement store cupboard in cardboard boxes. Other supplies were stored under external stair escape on 1st floor. Potentially a contractors materials. See Section "Hazards Introduced by others for further details for more information. See document referenced in action plan for correct storage of cleaning chemicals.

– Photos



Photo 14

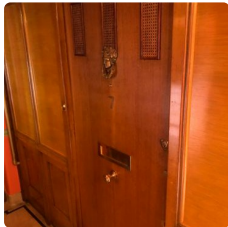
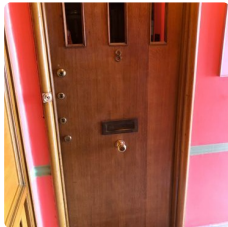


Photo 15


**Fire Risk Assessment Inspection / Hazards Introduced by Others**

Is there satisfactory control over works carried out in the building by outside contractors?	Unknown
Are fire safety conditions imposed on outside contractors?	Unknown
Are only approved contractors instructed to carry out works on site?	Unknown

**Fire Risk Assessment Inspection / Means of Escape**

Suitable protection of escape routes?	No
<p>– Notes</p> <p>Flat front doors and the general structure separating some apartments from communal areas do not appear to be fire resisting.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;">   </div> <p>Photo 16      Photo 17</p>	

**Fire Risk Assessment Inspection / Fire Containment - Measures to Limit Fire Spread & Development**

Compartmentation to a reasonable standard?	No
Intumescent strips & smoke seals fitted to escape route fire doors?	No
Reasonable limitation of linings that may promote the spread of fire?	No
<p>– Notes</p> <p>On the fourth floor there are painting and decorative features which look to be combustible.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;">  </div> <p>Photo 21</p>	
Is there any form of cladding on the exterior of the building?	No

### Fire Risk Assessment Inspection / Emergency Lighting

Is a reasonable standard of escape lighting provided?	No
<p>– Notes</p> <p>Escape route lighting is provided but unsure if this complies with BS 5839-1:2017 as there are change of directions and change of floor levels that are not covered by emergency lighting units. Recommend a certified installer carries out survey on current system.</p>	

### Fire Risk Assessment Inspection / Procedures & Arrangements

Is there a suitable fire assembly point(s)?	No
<p>– Notes</p> <p>The current fire assembly point is labelled as “exterior”. This should be improved to a specific location and made easier to locate with improved signage.</p>	
Has evidence been provided they have co-operated between themselves to consider and meet their responsibilities under the Fire Safety Order 2005?	No
Has evidence been provided, showing that there is a suitable policy in place for the co-operation and co-ordination of persons in control of the Fire integrity and the Fire Safety provisions of non communal areas i.e tenants?	No
Has evidence been provided, that all residents have been written to informing them of the minimum requirements regarding fire safety provisions in non-communal areas?	No
<p>– Notes</p> <p>Action - Provide evidence that shows the property's responsible person has a suitable policy in place and residents have been written to informing them of the minimum requirements for the fire resistance of their doors/closers in line with BS EN 1634-1:2008.</p>	

### Fire Risk Assessment Inspection / Testing & Maintenance

Weekly testing and periodic servicing of fire detection and alarm system?	No records provided
Monthly and annual testing routines for emergency escape lighting?	No records provided
Periodic inspection of external escape staircases and gangways?	No records provided
Routine checks of final exit doors and/or security fastenings?	No records provided

## Important Information - Limitations & Assumptions

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### Communal Areas

The Risk Assessment was carried out to ascertain any Risks to Health and Safety under the Management of Health and Safety at Work Regulations 1999 and the Fire precautions in the premises under the Regulatory Reform (Fire Safety) Order 2005, read in conjunction with Lacors. It is compiled from the information and fact, derived from observations or statements gained at the time of inspection. Athena Fire Consulting Limited cannot therefore be held responsible for any event that alters or affects this risk assessment after the date of the audit nor can Athena Fire Consulting Limited be held accountable for information, which has been given incorrectly to it's inspector and included in this risk assessment in good faith.

### General Risk Assessments of Communal Areas

All Blocks of Flats / Housing Developments / Commercial space must have a Risk Assessment carried out in relation the Health & Safety of any common areas. It is a requirement of the Management of Health and Safety at Work Regulation 1999. Common areas are classed as work areas if any cleaner, gardener, maintenance team, managing agent etc enters them and therefore a risk assessment is required. The Health and Safety Executive also consider common parts of blocks of flats /Housing developments to be included within this regulation. This includes, but not limited to; plant rooms, gardens, grounds, meter cupboards, lift motor rooms and bin stores. This risk assessment should be reviewed at annually.

The duty to comply with the regulations falls on the landlord or person responsible for management which could be an agent, a resident management company or a right to manage company. Health and Safety should never be ignored or dismissed because it requires additional expenditure. The cost failing to comply if there is an accident or injury may be far greater.

### Fire Risk Assessment of Communal Areas

This fire risk assessment has been carried out on your behalf, being the Responsible Person, as defined in Article 3 of the Regulatory Reform (Fire Safety) Order 2005 (e.g. as an employer), and/or being the person having control, to any extent, of the premises (as occupier or otherwise). It is intended to assist you in compliance with Article 9 of the Fire Safety Order, which requires that a risk assessment be carried out.

It is important 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 Fire Safety Order and to protect relevant persons (as defined in the Order) from fire. Relevant persons are primarily everyone who is, or may be, lawfully in the building, but include certain persons in the vicinity of the building. It is particularly important that you study the Action Plan. If any recommendation in the Action Plan is unclear you should request further advice. The Fire Safety Order requires that you give effect to arrangements for the effective planning, organization, control, monitoring and review of the preventive and protective measures. These are the measures that have been identified in the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You must record the above arrangements if:

- (a) You employ five or more employees in your undertaking (regardless of where they are employed);
- (b) A licence or registration under other legislation is in force; or
- (c) An alterations notice is in force requiring a record to be kept.



This fire risk assessment is not the record of the fire safety arrangements to which the Fire Safety Order refers, although much of the information contained in this fire risk assessment will coincide with the information in that record. You should, however, ensure that there is a record of the fire safety arrangements, adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. Consideration will have been given, in carrying out this fire risk assessment, to the records that exist in this respect.

The Fire Safety Order also requires that you appoint one or more competent persons to assist you in undertaking the general fire precautions described above. Where there is a competent person in your employment, you must, under Article 18(8) of the Fire Safety Order, appoint that person in preference to a competent person not in your employment.

This fire risk assessment has considered dangerous substances that are used or stored in your premises, only to the extent necessary to determine the adequacy of the general fire precautions (as defined in Article 4 of the Fire Safety Order) and to advise you accordingly. If dangerous substances are used or stored in your premises, you should ensure that a risk assessment of the relevant work activities has been carried out to enable you to comply with the Dangerous Substances and Explosive Atmospheres Regulations 2002. This fire risk assessment does not consider special, technical or organizational measures that are required to be taken or observed in connection with the use or storage of any dangerous substance.

More generally, this fire risk assessment forms only a foundation for management of fire safety in your premises and compliance with the Fire Safety Order. It is strongly recommended that you obtain a copy of the Fire Safety Order if you do not already have ready access to a copy. It can be freely downloaded from the Internet at:

[www.opsi.gov.uk/si/si2005/20051541.htm](http://www.opsi.gov.uk/si/si2005/20051541.htm)

The responsible person should ensure that any additional fire safety controls, recommendations and actions set out in this report are actioned to bring the assessed areas up to a standard that will ensure, so far as reasonably practicable, the safety of employees, visitors, residents and any other persons around the premises at risk from a potential fire.

This Fire Risk Assessment should be reviewed by the responsible person regularly so as to keep up to date and ensure the continued management of these risks for the safety of the buildings occupants. The assessment should be reviewed when (a) there is reason to believe that it is no longer valid (b) in accordance with the recommendation provided by the assessor of this visit, or (c) there has been significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions or conversions.

## This Report

Where relevant facts in relation to the premises were not visually apparent on the day of inspection, we have relied on information supplied by the responsible person or person nominated by them.

It has been assumed that all relevant building regulations were complied with in the construction of the premises, including any extension(s), conversion(s), renovation(s) and refurbishment(s).

Unless otherwise stated, it has been assumed that all fire safety equipment, including fire doors and fire resistant partitions and all servicing of any fire safety equipment has been installed or carried out (as the case may be) by persons competent to do so and in accordance with all applicable standards.

No roof spaces or other hidden areas within the premises have been looked at regarding fire risk assessment. If doubt exists as to the integrity of any part of the building, this will be flagged within the report.

It is assumed that information and documentation supplied is current, true, accurate and not misleading.

Site Description

Site Description

13 unit development; consisting of 9 residential flats and 4 commercial units. Situated between two other properties by what appears to be solid fire resisting construction. The block is an early 1900's build constructed out of brick and stonework. It is a single stairwell property with an external fire escape on the rear leading out from each floor.

The following Communal areas were Assessed - Where Applicable

External Areas - Driveways / Pathways / Fences / Walls / Surrounding Grounds - Gardens / Garages / Outbuildings / Sheds / Signage / Grit Bins / External Entrances - Gates

Are there Driveways?

No

Are there Pathways?

No

Are there Electronic Vehicle / Pedestrian Gates installed at this property?

No

Surrounding Grounds / Gardens

Are there external communal / managed areas at the development?

Yes

Are these areas / grounds in good / well kept condition?

Fair

Are there any other areas of concerns?

No

Is there a playground at the development?

No

Are there pest control boxes around the development?

No

Water

Are there are bodies of water within the development? e.g Ponds / Attenuation basins / Swales / Rivers / Streams / Ditches

No


Garages / Outbuildings / Sheds

Are there any garages / outbuildings / Sheds at the development?

Yes

What type is present?

External storage shed

Are they in good condition?	Yes
<p>– Notes</p> <p>Kept locked shut</p> <p>– Photos</p>  <p>Photo 2</p>	


### Property Signage

Is the property name displayed with management company contact details?	Yes
<p>– Notes</p> <p>Property name is clearly displayed but there are no managing agent contact details.</p>	

### Grit Bin

Is there a grit bin at the development?	N/a
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### Building Inspection - Inc Roof (as seen from ground level)

Does the building look to be in good / satisfactory repair / decoration?	Fair
<p>– Notes</p> <p>Render on the front elevation has started to deteriorate. These areas would benefit from being made good with an appropriate filler and decorated to prevent water penetration.</p> <p>– Photos</p>  <p>Photo 3</p>	

### Main Entrance Doors - Inc Disabled Access / Egress

Are the pathways level with no steps leading to the communal front / rear entrance door?	No
Are there known persons with mobility difficulties within the property?	No

### Security Provisions / CCTV / Intercom Access

1 Failed

Is there an intercom system in place?	Yes
Is there a maintenance regime in place for the intercom?	Unknown
Action - Place a maintenance contract with a competent contractor for the intercom / entry system to ensure equipment is suitably maintained. Keep all test certificates on file and make available on request.	
Is there CCTV installed at the premises?	No
Where are the letterboxes located? (If applicable)	Main Communal Door
Is there a letter cage fitted to the door?	Yes

### Communal Hallways

Are the communal hallways in good repair and good decorative condition?	Good
Are the communal areas clear of personal items?	Yes
Are there any other hazards within the communal hallways?	No

### Internal Lighting

Was all the internal lighting seen working on the day of inspection?	Yes
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### Staircases / Carpets / Risers


Are all the staircases in good repair - e.g loose carpets / coverings / edgings / spindles	Yes
Are there any immediate slip, trip or fall hazards present evident?	No
Action - All staircases to be visually inspected on every site visit. Any defects should be reported and repaired as soon as possible to help prevent falling / trip / slip hazards.	

### Windows

Are all windows in good working order with no obvious signs of damage?	Yes
Do windows have restrictor hinges fitted?	N/a

### Lift / Emergency Phone / Alarm

Is there a lift at the premises?	Yes
<p>– Notes</p> <p>There was not a CO2 extinguisher provided in the lift motor room.</p>	
Was the lift in working order at the time of inspection?	Yes

Is there a working lift line / alarm?	Yes
<p>– Notes</p> <p>There is an alarm fitted but this does not connect to a phone line. There is a sign containing the lift maintenance companies details but this is not clearly displayed. It is recommended that it is placed next to the other signage.</p> <p>– Photos</p>  <p>Photo 4</p>	
Are there "Do not use in the event of fire" signs displayed at each floor?	Yes


### Apartment Front Door

1 Failed

Do all apartment front doors facing communal areas look to be in good repair, no excessive gaps seen around the door frames and assume all doors are as originally fitted?	No
<p>– Notes</p> <p>Door appear to be in good condition but unlikely to be fire resistant for the 30-minutes required due to glass panels in doors and wicker decorative features.</p> <p>Action - Write to relevant owners informing them of the minimum legal requirements for the fire resistance of their doors sets in line with BS EN 1634-1:2008 and regularly inspect all apartment front doors to ensure they are well fitted within the frames and have not been modified in any way.</p>	
Do any of the front doors have letterboxes fitted in them?	Yes
<p>Action - it is recommended that any letterboxes in apartment front doors are the intumescent type that will meet the 30 minute fire rating.</p>	

### Communal Storage Cupboard

Are there any communal storage cupboards within the communal areas?	Yes
Are there any flammable substances stored within these areas?	No
How is access gained to the cupboards?	FB1

Are there items stored externally?	Yes
<p>– Notes</p> <p>Storage was contained within a locked unit.</p> <p>– Photos</p>  <p>Photo 5</p>	
<p>Action - Occupants to be reminded any items stored externally are to be kept to a minimum and preferably locked away. No flammable substances or sources of ignition are to be stored outside of their demise.</p>	

### Accident & First Aid Provisions

Are there any provisions to deal with accidents or administration of first aid on site?	No
<p>Action - Ensure appointed contractors are made aware that there are no first aid provisions on site. Contractors should make themselves aware of the nearest A+E before the commencement of any work is undertaken, carry out a risk assessment and carry their own first aid provisions. Any accidents that occur whilst on site must be reported to the managing agent and recorded.</p>	

### Asbestos

Is it likely asbestos containing materials were used in the construction of this property?	Yes
Is there an asbestos survey held on file?	Yes
Were any ACM's (Asbestos Containing Materials) identified within the survey?	Yes
<p>Action - Ensure all recommendations within the report are appropriately actioned and documentation kept on file.</p>	

### Other Areas

Are there any plant rooms on the development?	Yes
Are they kept secure with signage displayed?	Yes

### Legionella

Are there any communal water storage tanks on the premises?

No

– Notes

There were no water storage tanks found on site and therefore there is no major legionella risk posed. However, there is a sink with hose unit connected in the ground floor cleaners cabinet. It is recommended this unit is flushed weekly to avoid the build up of contaminants and potentially dangerous bacteria within the system for best practice.

– Photos



Photo 6



Photo 7

## The Premises

Type of Property Mix-use development built circa 1920's.
Number of Floors 4
Number of Units 14
Construction details The property is of brick and block construction with brick and stone fascia making up the external fabric of the property. The floors are of concrete solid construction as are the stairs. The main stairwell has an original style lift running through its core. The stairwell is compartmented by a timber and glass partition.

## Occupancy

Residents / Guests Flat owners / occupants
Visitors Tradesmen, family, friends

## Occupants at Risk

Sleeping Occupants 36
Disabled / Vulnerable Occupants None advised
Occupants in Remote areas None
Others None

## Fire Loss Experience

Any previous incidents None reported
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## Other Relevant Information

Details, if any None
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## Fire Safety Legislation





Regulatory Reform (Fire Safety) Order 2005
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**Electrical Sources of Ignition**

5 Failed

Reasonable measures taken to prevent fires of electrical origin?	No
Are electrical / service cupboards kept locked shut?	Yes
Action - Continually check these as part of site inspections.	
Are electrical cupboards kept clear of personal items?	Yes
Action - Continually check these are as part of site inspections.	
Do electrical / service cupboards have necessary signage displayed?	No
<p>– Notes</p> <p>No electrical shock poster displayed nor any electrical matting provided in electrical intake room.</p> <p>Action - Purchase and clearly display required signage to comply with Health &amp; Safety (Safety Signs &amp; Signals) Regulations 1996 by affixing "Fire door keep locked shut" and electrical hazard signage on the door.</p>	
Are the Fixed Electrical Installations periodically tested (EICR)?	Unknown
Action - Employ a NICEIC or alternatively suitably qualified contractor to test all electrical circuits if system is over 10 years old or there is no current test certificate is held on file. Complete any recommendations made within the report.	
Note - Electrical inspection / testing should be undertaken initially 10 years from when the development was commissioned then every 5 years thereafter (unless specified otherwise) as recommended by the Electrical Safety Council in BS 7671.	
Are the electrical meters & intake stored within a fire resisting enclosure?	No
<p>– Notes</p> <p>Due to the age of the property, electric meters are not built within a fire resistant enclosure. Automatic smoke detection is provided through communal areas to provide early detection from fire to compensate for this.</p> <p>Action - It is recommended a 30-minute fire resisting enclosure is constructed out of suitably fire resisting materials, around the electrical equipment to reduce the spread of fire and assist anyone attempting to evacuate the premises.</p>	

Are any voids suitably fire stopped?	No
<p>– Notes</p> <p>Within the main service room containing the electrical intake services as well as the lift motor, there are three voids around services which have not been fire stopped. One being at high level, adjacent to the ground floor window. Another larger void has been filled with expanding foam but this cannot be confirmed whether this is fire resistant or not.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Photo 8</p> </div> <div style="text-align: center;">  <p>Photo 9</p> </div> <div style="text-align: center;">  <p>Photo 10</p> </div> <div style="text-align: center;">  <p>Photo 11</p> </div> </div> <p>Action - Employ a competent contractor to fill any voids with a 30-minute fire rated material such as, fire retardant foam, collars or fire pillows. Check all service cupboards and rectify: where plasterboard joints and abutments, including those to backs of doorframes, have not been fire sealed; and where services exiting have not been fire-stopped.</p>	

**Smoking**

Have reasonable measures been taken to prevent fires from smoking?	Yes
Is smoking prohibited in the building?	Yes
Are no smoking signs displayed?	Yes

**Arson**

Does basic security against arson by outsiders appear reasonable?	Yes
Is there an absence of unnecessary fire load in close proximity to the premises?	Yes
<p>Comments / hazards observed</p> <p>None</p>	

**Portable Heaters & Heating Installations**

Is the use of portable heaters avoided as far as practicable?	Yes
If portable heaters are used, is the use of the more hazardous type (e.g.radiant bar) avoided?	N/a
If portable heaters are used, are suitable measures taken to minimise the hazard of ignition of combustible materials?	N/a
Are there fixed heating and ventilation units installed?	No

Comments / Hazards observed

None

### Lightning

Does the building have a lightning protection system?

No

Comments / Hazards observed

Unanswered

### Housekeeping

3 Failed

Is the standard of housekeeping adequate?

Yes

More specifically:

Combustible materials appear to be separated from ignition sources?

No

– Notes

Some pieces of cardboard are being stored within the electrical intake/lift motor room.

– Photos

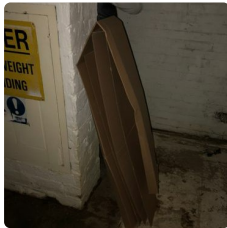


Photo 12

Action - Remove any combustible items from any electrical service cupboards. Ensure they are kept locked with relevant signage to prevent unauthorized access. Check this as part of regular site inspections.

Avoidance of unnecessary accumulation/storage of combustible materials?

No

– Notes



There is a build up of cardboard within the cleaners cupboard on the ground floor.

– Photos



Photo 13

Action - Remove any combustible items from site and remind occupants that any personal items are to be kept out of communal areas and stored within their demise or designate storage areas. Any combustible items are only to be kept within their demise and nowhere else.

Appropriate storage of hazardous materials?	No
<p>– Notes</p> <p>Cleaning chemicals were stored an untidily manner in the basement store cupboard in cardboard boxes. Other supplies were stored under external stair escape on 1st floor. Potentially a contractors materials. See Section "Hazards Introduced by others for further details for more information. See document referenced in action plan for correct storage of cleaning chemicals.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Photo 14</p> </div> <div style="text-align: center;">  <p>Photo 15</p> </div> </div>	
<p>Action - Remove any hazardous substances from site or alternatively, store locked away in a secure cabinet with signage in accordance with COSHH (Control of Substances Hazardous to Health) Regulations 2002 if required for usage on site.</p>	
<p>Comments / hazards observed</p> <p>None</p>	

### Hazards Introduced by Others

3 Failed

Is there satisfactory control over works carried out in the building by outside contractors?	Unknown
<p>Action - Prior to any works being carried out, ensure a competent person reviews the contractors RAMS (Risk Assessments &amp; Method Statements) for the works due to be carried out. For any more in-depth works, consider the use of a "permit to work" system to have greater control over the tasks being undertaken on site.</p>	
Are fire safety conditions imposed on outside contractors?	Unknown
<p>Action - Ensure contractors are provided with fundamental fire safety information and any site specific information they need to be aware of prior to them attending site. Produce specific document or include within work conditions on purchase order. For example; do not block fire exits, do not leave large amounts of combustible materials on site, cover smoke detectors during dust creating works etc...</p>	
Are only approved contractors instructed to carry out works on site?	Unknown
<p>Action - Ensure a strict due diligence process is devised and implemented to ensure contractors working on site are appropriately skilled, trained and insured to minimize risk.</p>	

### Dangerous Substances

Are the general fire precautions adequate to address the hazards associated with dangerous substances used or stored within the premises?	Yes
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If dangerous substances are present, has a specific risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?	N/a
Comments / hazards observed None	




**Other Significant Fire Hazards that Warrant Consideration**

Comments / Hazards, if any None
------------------------------------

**Means of Escape**

1 Failed


Is it considered that the premises are provided with reasonable means of escape in the event of a fire?	Yes
Adequate design of escape routes?	Yes
Reasonable distance of travel?	Yes
Suitable protection of escape routes?	No
<p>– Notes</p> <p>Flat front doors and the general structure separating some apartments from communal areas do not appear to be fire resisting.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="194 1178 422 1406">  <p>Photo 16</p> </div> <div data-bbox="427 1178 655 1406">  <p>Photo 17</p> </div> </div>	
<p>Action - All designate fire exits should be protected from fire and smoke for a minimum of 30-minutes (dependent on the number of occupants and fire policy) by the use of fire doors and fire resisting construction to allow occupants safe egress from the property should they need to evacuate.</p>	
Adequate provision of Exits?	Yes
Fire exits easily and immediately openable where necessary?	Yes

Escape routes unobstructed?	Yes
<p>– Notes</p> <p>There were a few plant pots and doormats stored within escape routes, but generally they were clear of obstructions.</p> <p>– Photos</p>	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Photo 18</p> </div> <div style="text-align: center;">  <p>Photo 19</p> </div> <div style="text-align: center;">  <p>Photo 20</p> </div> </div>	
<p>Action - Although all escape routes were clear on day of inspection - Occupants should be reminded regularly that all communal areas are to be kept clear at all times as to not hinder safe egress from, or access into the building. Also, any personal items stored within the communal areas may help promote the spread of fire and therefore they should always be stored within their private demise.</p>	
Is it considered that the premises are provided with additional arrangements for means of escape for disabled people?	N/a

**Fire Containment - Measures to Limit Fire Spread & Development**

4 Failed

Is it considered that there is?	
Compartmentation to a reasonable standard?	No
<p>Action - Employ a competent contractor to fill any voids with a 30-minute fire rated material such as, fire retardant foam, collars or fire pillows. Check all service cupboards and rectify: where plasterboard joints and abutments, including those to backs of door frames, have not been fire sealed; and where services exiting have not been fire-stopped.</p>	
Securely closing communal fire doors?	Yes
<p>– Notes</p> <p>The fire doors compartmenting the hallways from escape routes do not appear to meet current building regulations, however they do shut securely, have self closers fitted and appear to be of solid construction.</p>	
Self closers on fire doors?	Yes
Intumescent strips & smoke seals fitted to escape route fire doors?	No
<p>Action - Employ a competent contractor to fit suitable intumescent seals to all fire doors in-line with the door certification i.e FD30. Those doors leading to a protected area should have intumescent smoke seals fitted to prevent smoke and heat travelling into the area.</p>	
Appropriate signage on fire doors?	Yes


Reasonable limitation of linings that may promote the spread of fire?	No
<p>– Notes</p> <p>On the fourth floor there are painting and decorative features which look to be combustible.</p> <p>– Photos</p>  <p>Photo 21</p>	
<p>Action - All materials in communal areas where possible, should be fire resistant, especially those in an escape route. This includes, carpets, paints, decorations and furniture.</p>	
Is there any form of cladding on the exterior of the building?	No
<p>Other comments / hazards</p> <p>None</p>	

### Emergency Lighting

1 Failed

Is a reasonable standard of escape lighting provided?	No
<p>– Notes</p> <p>Escape route lighting is provided but unsure if this complies with BS 5839-1:2017 as there are change of directions and change of floor levels that are not covered by emergency lighting units. Recommend a certified installer carries out survey on current system.</p>	
<p>Action - Employ a competent person to design and install an emergency back-up system complying with BS 5839-1:2017.</p>	



### Fire Safety Signs & Notices

Is there a reasonable standard of fire safety signs displayed?	Yes
<p>– Notes</p> <p>Directional sign on the fourth floor had come unfixed from the wall. Signage on lower ground floor was unclear as to directions and should be revisited to ensure it is clear and precise.</p> <p>– Photos</p>  <p>Photo 22</p>	
Is there a reasonable standard of fire safety notices displayed?	Yes

Comments / hazards

None

### Means of Giving Warning - Fire Detection & Alarm System

Is there a fire alarm system provided?	Yes
<p>– Notes</p> <p>Zonal fire alarm system fitted, however there is no Zone map displayed next to the panel.</p> <p>The panel is powered via a fuse spur, it is recommended this is replaced with a double pole isolator switch.</p> <p>– Photos</p> <div style="display: flex; justify-content: space-around;"></div> <p>Photo 23      Photo 24</p>	
Is automatic smoke detection provided?	Yes
What type?	Hard wired smoke detectors
Is the current system fit for purpose?	Yes

### Manual Fire Extinguishing Appliances

Are there portable fire extinguishers?	No
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### Relevant Automatic Fire Extinguishing Systems

Is there a sprinkler system installed?	No
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### Other Relevant Fixed Systems & Equipment

Is there a hose reel?	No
Are there dry risers?	No
Is there a smoke vent / AOV system?	No
Is there a basement extraction system installed?	No
Other systems, please specify	
None	

### Procedures & Arrangements

4 Failed



<p>The competent person(s) appointed under Article 18 of the Fire Safety Order to assist the Responsible Person in undertaking the preventive and protective measures (i.e. relevant general fire precautions) is:</p> <p><b>MITRE HOUSE MANAGEMENT COMPANY (2017) LIMITED</b></p>	
<p>Fire safety at the premises is managed by:</p> <p><b>Strangford Residences</b></p>	
Are there appropriate fire / emergency procedures in place?	Yes
Are occupants made aware of the procedure?	Yes
Is there a suitable fire assembly point(s)?	No
<p>– Notes</p> <p>The current fire assembly point is labelled as “exterior”. This should be improved to a specific location and made easier to locate with improved signage.</p>	
<p>Action - Find a suitable point of safety away from the perimeter of the building which occupants should congregate at should there be an evacuation and clearly inform occupants of this location in writing as well as by signage at all entry / exit points and other key locations within the property.</p>	
Is there more than one person having control or duties in relation to the building?	Yes
Has evidence been provided they have co-operated between themselves to consider and meet their responsibilities under the Fire Safety Order 2005?	No
<p>Action - It is recommended that the landlord/agent liaise with the tenants/persons having control and that they co-operate and co-ordinate with each other, to enable them to comply with the requirements &amp; prohibitions imposed on them by or under the RRO.</p>	
Has evidence been provided, showing that there is a suitable policy in place for the co-operation and co-ordination of persons in control of the Fire integrity and the Fire Safety provisions of non communal areas i.e tenants?	No
<p>Action - Ensure that all occupants who are in control of all non communal areas of the property are written to regarding the need to communicate on any issue of Fire Safety that may affect the fire integrity of the whole building and that there is a suitable policy in place. See document in action plan for reference.</p>	
Has evidence been provided, that all residents have been written to informing them of the minimum requirements regarding fire safety provisions in non-communal areas?	No
<p>– Notes</p> <p>Action - Provide evidence that shows the property's responsible person has a suitable policy in place and residents have been written to informing them of the minimum requirements for the fire resistance of their doors/closers in line with BS EN 1634-1:2008.</p>	
<p>Comments / hazards</p> <p>None</p>	

**Testing & Maitenance**

4 Failed

Weekly testing and periodic servicing of fire detection and alarm system?	No records provided
Monthly and annual testing routines for emergency escape lighting?	No records provided
Annual servicing of the smoke ventilation system?	N/a
Annual maintenance of fire extinguishing appliances?	N/a
Periodic inspection of external escape staircases and gangways?	No records provided
Six-monthly inspection and annual testing of rising mains?	N/a
Weekly testing and periodic inspection of sprinkler installations?	N/a
Routine checks of final exit doors and/or security fastenings?	No records provided
Annual inspection and testing of lightning protection system?	N/a
Annual testing / servicing of water pumps?	N/a
Annual testing / servicing of electronic gates?	N/a
Other relevant inspections or tests: None	

## Disclaimer

### Disclaimer

<p>It should be noted that The Regulatory Reform (Fire Safety) Order 2005 provides for a minimum fire safety standard and this assessment seeks to advice on compliance with this statutory requirement.</p>
<p>The observations and recommendations are only pertinent to the conditions at the time of the assessment. Regular inspections and review risk assessments are required to ensure standards are maintained.</p>
<p>Athena Fire Consultancy Limited were instructed to carry out this assessment of the premises stated within the report and only relates to those areas visited at the time of the site inspection.</p>
<p>Legal notice: This report was prepared Athena Fire Consultancy Limited under instruction and therefore none of their directors, officers, employees, agents, or other person acting on their behalf:</p>
<p>A) Makes any warranty, express, or implied;</p>
<p>B) Assumes any liability;</p>
<p>With respect to the use of the information or methods contained in this report to any other person or party. The report and the information or methods contained therein may only be used for purposes in connection with this project.</p>
<p>This assessment has been carried out to satisfy the requirement of The Regulatory Reform (Fire Safety) Order 2005 in respect of the common areas only of the above mentioned premises.</p>
<p>In order to carry out this fire risk assessment the assessors have used their professional expertise and judgement and guidance contained publicly available specifications (PAS 79: 2012) and fire safety risk assessment guides issued by H.M Government. The recommendations made present our assessment of the minimum fire safety standards considered necessary for the common areas to ensure the safety of both the residents and visitors of the premises. It should be borne in mind however that an assessment is open to individual interpretation and as such as officer of the local fire authority may express a different view on certain aspects.</p>
<p>Information for the completion of this assessment was obtained by a physical non intrusive inspection of the common parts of the premises, which included only the visual inspection of flat entrance doors from the common area. No inspection within individual flats was carried out and as such, the degree of fire resistance between flats and between flats and the common areas has not been included within this assessment.</p>
<p>The legal responsibilities of landlords and managing agents result from the Health and Safety at Work Act 1974. The main sections of the act affecting landlords and managing agents are Sections 3 &amp; 4.</p>
<p>Section 3 of the act imposes a duty of every managing agent to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons who may be affected are not thereby exposed to risks to their Health &amp; Safety.</p>
<p>Section 4 of the act imposes a duty on each managing agent who has, to any extent, control of non-domestic property used as a place of work to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonable practicable that the property, all means of access thereto or egress, and any plant or substance in the property is safe and without risk to health.</p>



Photo 1



Photo 2



Photo 3



Photo 4



Photo 5



Photo 6



Photo 7



Photo 8



Photo 9

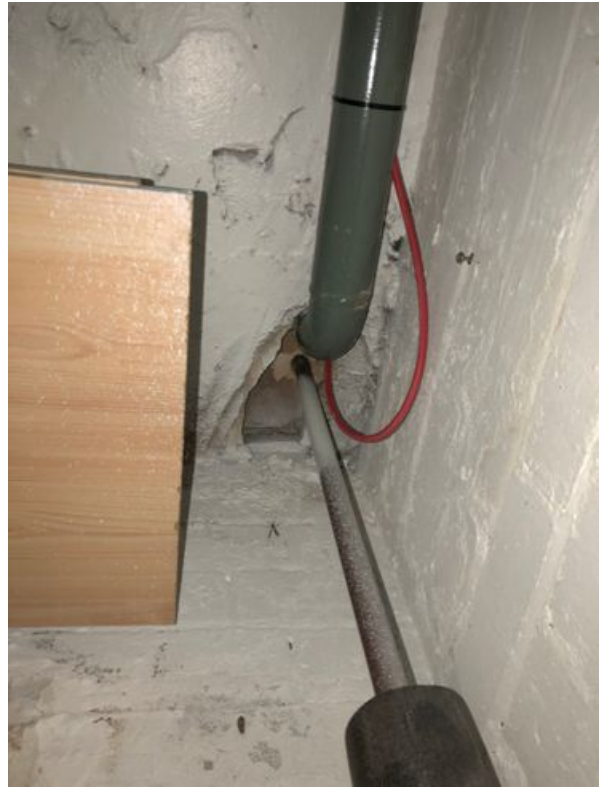


Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 16

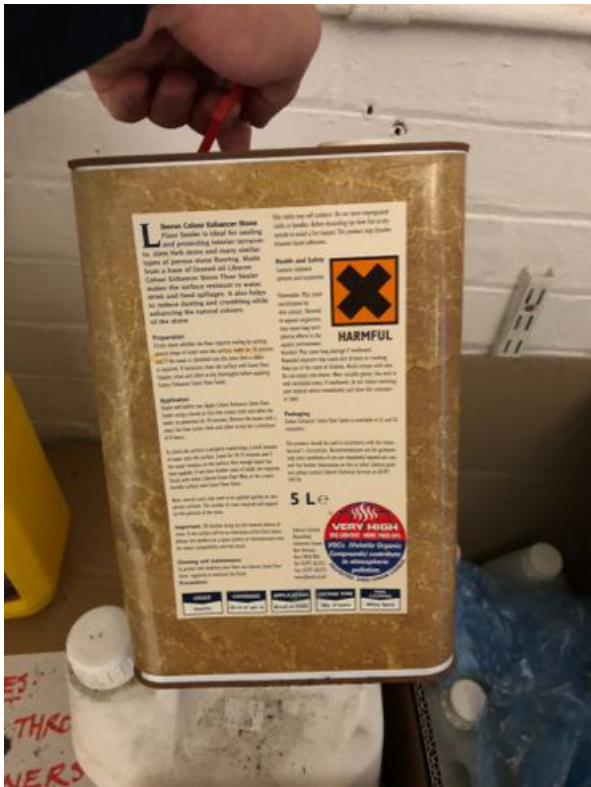


Photo 15



Photo 17



Photo 18

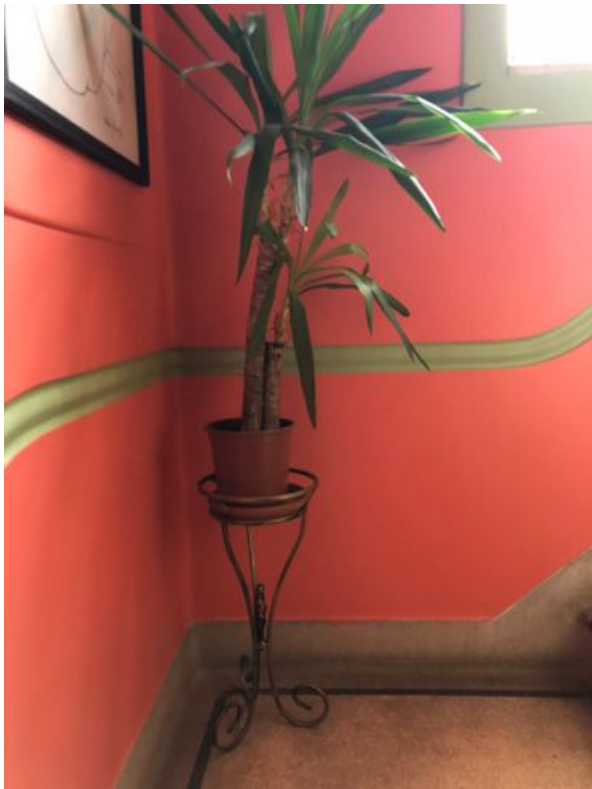


Photo 19



Photo 20





Photo 21



Photo 22



Photo 23



Photo 24