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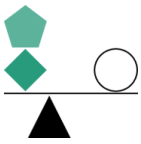
Health, Safety & Fire Risk Assessment Survey

of

Mitre House,



*124 Kings Road,
London,
SW3 4TR*



PROJECT SHEET

Job No: DLM/2021/07/13/APS

Job Title: Health, Safety and Fire Risk Assessment Survey

Requested by: Strangford Management Ltd (on behalf of their client)

Site works carried out by: Darren Minton AIFSM, BSc (Hons), Tech IOSH, CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET

At location: Mitre House, 124 Kings Road, London, SW3 4TR

Site works carried out on: 06 July 2021

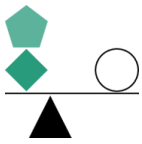
Report prepared by: Darren Minton AIFSM, BSc (Hons), Tech IOSH, CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET

Report submitted on: 27 July 2021

Signature:

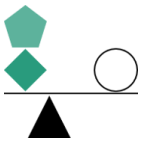
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SUMMARY

A Health, Safety and Fire Risk Assessment Survey of the non-domestic parts of Mitre House, 124 Kings Road, London, SW3 4TR was carried out by Watson Wild & Baker Ltd on 06 July 2021 for Strangford Management Ltd.

Asbestos was present on the property and an asbestos survey had been conducted. Contractors and Maintenance Workers should be provided with access to the asbestos survey for the premises and informed of the types and locations of asbestos containing materials in the premises and the measures to be taken if asbestos containing materials are discovered, damaged or disturbed.

The risk of exposure to legionella in the non-domestic parts of these premises is low.

The main fire risk in these premises is from fire affecting the common means of escape from a fire in the domestic premises.

The likelihood that a fire will occur in the non-domestic parts of these premises is low.

The likely severity of harm to persons in the building from a significant fire originating in the common means of escape is serious and the likelihood of that harm occurring is low.

If a significant fire was to occur in the domestic premises, this may put persons using the common means of escape at risk of injury. The likely severity of harm to persons using the common means of escape on the property, from a significant fire originating in the domestic parts of the property, should fire and fire products breach the dwelling, is serious and the likelihood of that harm occurring is medium.

The highest risk of fire in the non-domestic areas is from contractors carrying-out hot works.

This property is believed to have been designed and constructed to support a “stay put” strategy, meaning, that unless fire occurs within, or affects, their flat, relevant persons are likely to be safe to remain in their flat if fire is elsewhere in the building. However, currently the author believes this is not the case.

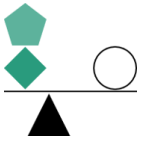
Consequently, we recommend that;

Persons are to be informed that if they are affected by heat or smoke, or are given warning of fire, they are to:

- Immediately leave the premises by walking to the nearest fire exit; or, wait on the external stairway if you cannot walk down the stairs.
- Close their front door behind them if leaving their flat;
- Activate the nearest manual call-point on route if they pass one;
- Call the fire brigade on 999 as soon as it is safe to do so; and
- Remain outside the property until instructed that it is safe to return by the fire brigade.
(See Glossary “[Emergency Fire Information](#)”)

The only activities carried out in the non-domestic parts of these premises with the potential to cause risk to health or safety are general property maintenance and domestic cleaning. Measures should be taken to manage the risk from contractors and implement the significant findings of the risk assessments.

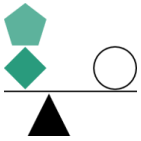
If you need any help in implementing or project managing this action plan, Watson Wild and Baker Ltd can be contacted by phone on 01784 773870 or by email at enquiries@wwbltd.co.uk



ACTION PLAN

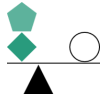
The following actions are required to comply with the law:

Serial	Action required	Individual responsible for taking action	Implementation Date	Remarks
1.1	Implement findings of risk assessments.			
1.2	Keep appropriate records.			
1.3	Review findings of risk assessments after any significant change, if there is reason to believe it is no longer valid, regularly to keep it up to date and immediately after an incident.			
1.4	Refer to the maintenance paragraph to identify what measures should be taken to remedy the defective dwelling door(s) and/or any other defective fire-resistant construction between the domestic premises and the common means of escape; including any relevant private appurtenances identified.			
1.5	Communicate the “Letter to dwelling leaseholders”, included in the appendixes of this report, or a similar letter (See “Letter to Dwelling Leaseholders” Glossary), to <u>all</u> dwelling leaseholders (with a private door located in the common internal areas) on the property, and keep records of this action; or, enforce the terms of the lease as appropriate (refer to the maintenance paragraph).			
1.6	Remove the combustible items from the common escape routes.			
1.7	Adjust the door to the external stairway on the top floor so it does not get stuck on the carpet and ensure doors to the external stairway are not held open.			
1.8	Replace the missing escape route signage near flat 3.			
1.9	Ensure the full length of the external means of escape (via the external metal stairway) is provided with adequate emergency lighting AND normal lighting.			
1.10	Install additional escape route signage on the external means of escape (via the external metal stairway) and replace old/faded signage.			



The following actions are recommended to comply with best practice:

Serial	Action recommended	Individual responsible for taking action	Implementation Date	Remarks
2.1	Communicate the “Fire Emergencies” information and “Fire safety information for occupants of flats/dwellings” to relevant persons, which can be found in the appendixes of this report.			
2.2	Where appropriate, the landlord’s utility services cupboards and rising services cupboards should be secured, locked and labelled with appropriate signage i.e. gas services and electrical services should be indicated with “appropriate signs” (See “Suitable Signage” Glossary).			
2.3	Replace the currently displayed fire emergencies information with the version provided in the appendices of this report.			
2.4	Upgrade the lobby doors to the internal common stairway to notional FD30S self-closing fire doors.			
2.5	Upgrade the door and associated partitions to the under stairs cleaners’ cupboard to provide 30 minutes’ fire resistance.			
2.6	Enclose the electrical services in the common lobbies (near the external stairway doors) in materials providing 30 minutes’ resistance to the spread of fire.			



INTRODUCTION

A Health, Safety and Fire Risk Assessment Survey of the non-domestic parts of Mitre House, 124 Kings Road, London, SW3 4TR was carried out by Watson Wild & Baker Ltd on 06 July 2021 for Strangford Management Ltd.

OBJECTIVES

The objectives of the Health, Safety and Fire Risk Assessment Survey were to assist the freeholder and Strangford Management Ltd to comply with their statutory duties in respect of this property under the:

- i) the Health & Safety at Work etc Act 1974
- ii) the Management of Health & Safety at Work Regulations 1999
- iii) the Regulatory Reform (Fire Safety) Order 2005

Appendix 1 contains a summary of the legal duties imposed on landlords and managing agents.

Appendix 2 contains a summary of the legal duties imposed on the dwelling leaseholders.

GENERAL LIMITATIONS

Whilst we have exercised reasonable skill and care in carrying out this work, the report reflects conditions on the property at the time of the survey. It does not claim to be an exhaustive list of all potential hazards present at the time of the visit.

A non-destructive visual inspection of structural elements, fixture and fittings, and services was carried out. No entry was made to inspect the inside of domestic premises, including front doors to flats. Areas were not inspected unless it was safe to do so.

Asbestos

Whilst all efforts to detect materials suspected of containing asbestos in the non-domestic parts of the premises have been made, no sampling of materials has been undertaken.

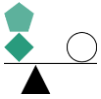
This inspection does not constitute an asbestos materials survey or an asbestos exposure risk assessment as detailed in the latest version of the Health and Safety Executive's (HSE's) The Control of Asbestos Regulations.

The aim of the site inspection is to aid the client in managing the risk from asbestos by undertaking a suitable and sufficient assessment of the accessible parts of the premises under the client's control, to determine if asbestos is or is liable to be present based on the estimated date of construction or date of conversion, so that further information and advice can be sought if necessary.

Legionella

Whilst all efforts to consider hot and cold-water systems in the areas of the property under the client's control have been made, no water sampling or temperature measurements have been undertaken.

The aim of the site inspection is to aid the client in managing the risk from legionella bacteria by undertaking a suitable and sufficient assessment of the accessible parts of the premises under their control, to determine the risk of exposure to legionella bacteria from work activities and water systems along with any precautionary



measures needed. Whilst we carry out a risk assessment, this does not constitute a management plan, the completion of which may need further investigation.

The report and any subsequent recommendations are advisory and are provided to assist the responsible person(s) in complying with their statutory duties. They do not remove the responsible person(s) legal obligations towards their employees and other persons affected by their undertaking.

MANAGEMENT

Under Art 6(2) the Fire Safety Order applies to all premises except those listed in Art 6(1). Art 6(1)(a) states the order does not apply to domestic premises, except when a prohibition notice has been served on the premises. Domestic premises are defined by Art 2. The Courts have determined that domestic premises are those premises in the exclusive possession of the occupier of the dwelling.

The responsible person, in connection with their trade business or undertaking, for residential premises, other than domestic premises, is:

- a. The Employer, if persons are employed at the premises; or
- b. The Person, in control of the property, so far as the requirements relate to matters within his control; or
- c. The Owner, if there is not a person in control of the property.

Where there are employees, the employer must take all reasonably practical preventative and protective measures to ensure the safety of relevant persons from fire.

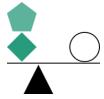
Where there are no employees, the person in control of the premises must take such measures as are reasonable in the circumstances of the case to ensure that the premises are safe.

In these premises there are no employees and the person in control of the parts other than the domestic premises is Strangford Management Ltd (on behalf of their client).

MAINTENANCE

When the premises are visited, managerial checks should be carried out to check for damaged or defective fixtures fitting and services (especially those parts of the domestic premises that can affect the means of escape through the non-domestic parts of the premises e.g. dwelling doors, fixed lights, windows, glazing & compartment spanning cupboards). If anything, relating to the domestic premises is identified as being defective, then the actions below should be followed;

1. If Strangford Management Ltd has a duty to repair or replace fixtures, fittings and services relating to the domestic premises (front doors, fixed lights, windows, glazing & compartment spanning cupboards) then carry out the necessary action to remedy the defect(s). If Strangford Management Ltd does not have a duty, then;
2. If there is a maintenance covenant in place, enforce it. If there is no maintenance covenant in place, then;
3. Write to the owner to inform them what is damaged or defective and requires repairing or replacing (letter, where appropriate, provided in the appendices of this report) and, if the owner does not cooperate;

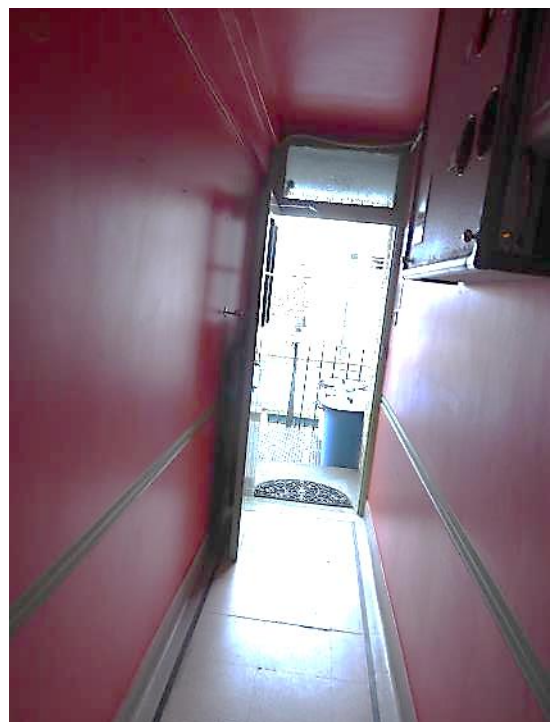


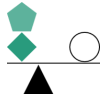
4. Request, through the Local parish council, that the local housing authority inspect the premises to determine whether there is a Class One or Class Two fire hazard at the premises through the defect in the front doors that affects persons outside the dwelling flat of concern.

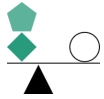
Refer to Appendix 6 for further information.

PROPERTY DESCRIPTION

Mitre House was a mixed-use property comprising a purpose-built block of self-contained flats believed to have been constructed around 1900. The property was in good condition and was believed to be a general needs property. The block contained nine flats in total. The premises had five storeys (basement, ground, and four upper floors). There was a passenger lift on the property. The commercial premises, which were accessed separately, were located on the ground floor of the building. Externally, there was a metal fire escape staircase at the rear of the premises serving every floor; this was accessed via the common lobbies. There were paving stone/concrete slab/asphalt constructed footpaths/steps. Parking was on the public highway.







CONSTRUCTION

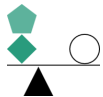
Structurally, the property was believed to comprise a steel or concrete structure with solid brick external walls.

The property had a flat roof. The building had plastic/cast iron rainwater goods and the external wall surfaces were finished with bare brick/render.

Internally, there were painted and plastered solid ceilings, painted and plastered solid walls and ceramic tile covered solid floors. There was an internal solid staircase, with solid balustrades and wooden handrails. The stairs had decorative stone treads. There were landlord's electrical services inside plant rooms under the external metal stairway; rising services cupboards were present within the common areas. A cleaners' cupboard was located under the internal common stairway. The communal lighting was believed to be fed from the landlord's supply. There was a solid wooden communal entrance door. There were metal windows with plain/privacy single glazing.

SECURITY

Access to the block was restricted. There was an intercom system at the communal entrance door. CCTV was present on the property.



ACCESS LIMITATIONS OF SURVEY

The non-domestic parts of the premises covered by this report comprise all accessed areas but do not include areas consisting of the private dwellings (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling) or any commercial premises.

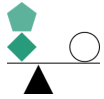
The following areas were inspected:

Communal hallways, stairways, landings and lobbies. Accessible landlord's electrical services cupboards and other ancillary accommodation. Communal footpaths and steps. Refuse stores and grounds. External metal fire escape stairway and associated common means of escape.

The following areas were not accessed:

The roofs/roof voids, any common ventilation system, inaccessible ancillary accommodation, sealed riser ducts and any other areas to which access was unsafe or unavailable.

Whilst the Regulatory Reform (Fire Safety) Order 2005 applies to the non-domestic parts of these premises, it does not apply to private domestic premises unless a prohibition notice has been served in respect of the premises. As a prohibition notice has not been served in respect of these premises, the Regulatory Reform (Fire Safety) Order 2005 does not apply to the domestic parts of these premises (Article 6(1)(a) refers). The flats, from and including the front door, are domestic premises and are excluded from the Regulatory Reform (Fire Safety) Order 2005. Fire risk inside the dwellings is covered by the Housing Act 2004; which is enforced by the Local Housing Authority.'



HEALTH AND SAFETY RISKS

Asbestos

Asbestos was present on the property and an asbestos survey had been conducted. Contractors and Maintenance Workers should be provided with access to the asbestos survey for the premises and informed of the types and locations of asbestos containing materials in the premises and the measures to be taken if asbestos containing materials are discovered, damaged, or disturbed.

Fire

Preliminary

This property is believed to have been designed and constructed to support a “stay put” strategy. However, we are currently of the opinion that the condition of the property may not support this strategy. All required actions stated in this report must be completed to return the property to a standard which is likely to support a “stay put” strategy.

External Fire-Spread:

Structure

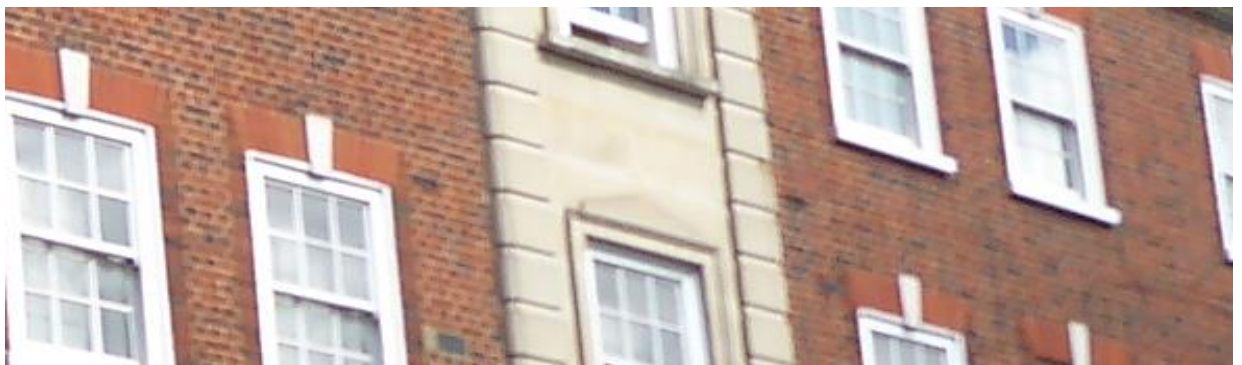
Structurally, the property was believed to comprise a steel or concrete structure with solid brick external walls.

Estimated Height (Tallest Building)

The building was believed to be less than 18m in height.

External Walls (Surface Finish)

The external wall surfaces appeared to comprise bare brick/render.

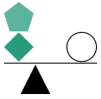


Balconies

There were no vertically stacked balconies on the property.

Wall Insulating Materials

The property’s external walls were unlikely to be fitted with insulating materials.



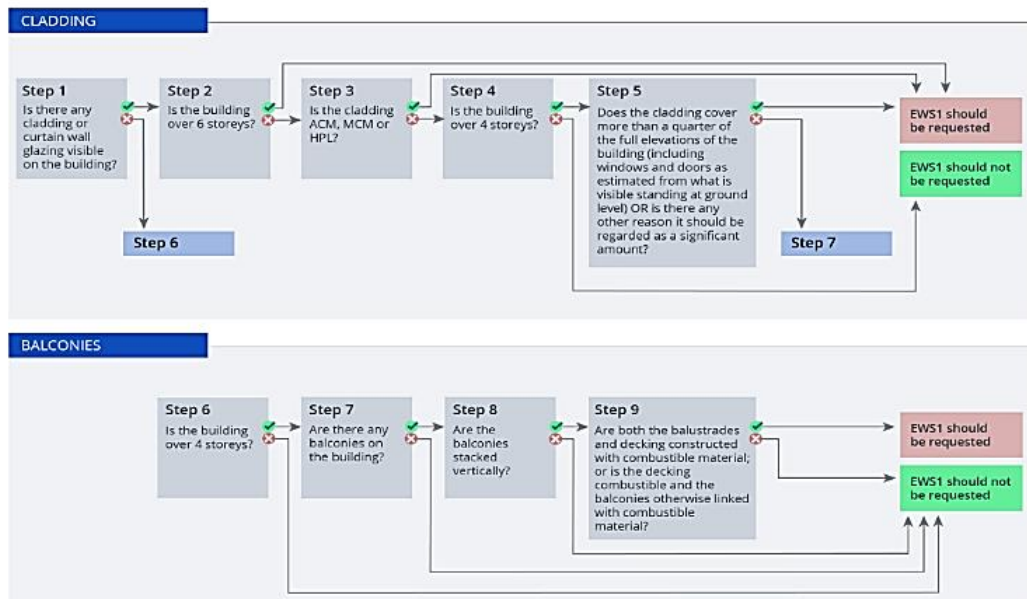
EWS1 (External Wall Fire Review Form) and/or Invasive Survey

An invasive survey and/or EWS1 Form have not been completed (to the current author's knowledge). **This is not required.**

The recommendations given by The Royal Institute of Chartered Surveyors;

From RICS Guidance Note 1st of March 2021 "VALUATION OF PROPERTIES IN MULTISTOREY, MULTIOCCUPANCY RESIDENTIAL BUILDINGS WITH CLADDING"

Appendix B: EWS1 form decision tree



VALUATION OF PROPERTIES IN MULTI-STOREY, MULTI-OCCUPANCY RESIDENTIAL BUILDINGS WITH CLADDING

Risk to Safety from Fire

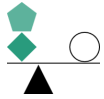
Any significant fire involving the external walls could affect the common means of egress. However, this was considered very unlikely. Further, even if this was to occur, risk mitigatory measures included; short means of escape to external fire escape stairway and communal automatic fire detection and warning system.

The likely severity of injury from any significant fire involving the external walls and associated construction materials on this property was minor and the likelihood of that harm occurring was low.

Recommendations and Conclusions;

No further actions are deemed necessary by the current author to reduce the risk of injury as a consequence of fire spread via the external walls (and associated construction) on this property.

These conclusions are based upon the presumption that Watson Wild and Baker's recommended "[fire emergencies](#)" information will be conveyed to occupants and adopted.



The responsible person is advised that the current report is concerned with risk to life, and has no regard for risk to property; this is in contrast to RICS. Any inappropriately constructed external walls may impact the building's insurance policy and have serious implications for sellers, buyers, and lenders, even if risk to life is judged to be insignificant. Please see "External Walls (EWS1 Form)" in the glossary for further information.

Sources of Ignition and Fire Loading (non-domestic areas)

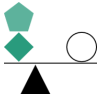
Significant flammable/combustible materials were being stored in the common means of escape.



There were no signs of damage or overloading of the fixed electrical wiring system and these services are unlikely to cause a fire on the premises. The landlord's electrical services cupboards were seen to be unsecured, unlocked and unlabelled (external basement plant rooms). [See glossary for signage recommendations.](#)

Electrical services were located in the communal lobbies on every floor. They were enclosed in decorative enclosures to reduce the risk of mechanical damage. These enclosures provides no fire resistance. Upgrading them to provide fire resistance is not required but could be considered as an improvement during the coming refurbishment works.





Refuse was seen to be stored in suitable locations. No excessive combustible waste was present onsite. The transient refuse on the external stairway was not considered to present a significant risk to safety from fire as any fire involving this area could be avoided by escaping via the internal common stairway and the refuse bins were not blocking the external stairway to any significant extent.

The location of the premises is not believed to significantly elevate the risk of arson and no signs of attempted arson were observed.

There was no evidence of arson or known history of arson at these premises.

The risk of arson on this property was believed to be low.

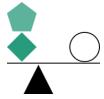
Fire Separation:

Ancillary accommodation (electrical services cupboards, rising services cupboards, plant rooms and storage rooms etc.), given the circumstances of the case, appeared to be adequately separated from the common means of escape by fire-resistant materials. However, during the refurbishment works, upgrading the door and associated partitions to the under stairs cleaners' cupboard to provide 30 minutes' fire resistance is recommended (including partitions between cupboard and lift shaft). See "[Fire-Door \(Signage\)](#)" glossary for signage recommendations.



The domestic premises did not appear to be adequately separated from the common means of escape by fire-resistant construction. The assessment of the entrance door to each residential dwelling was limited to a visual inspection of the external surface whilst the door was in a 'closed' position (other than where exceptions are noted). Having regard to the condition of the observable section of the doors (surrounding frames, glazing, door stops, any gaps etc.), we consider that the following flats appeared to have a defective entrance door assembly (all flats appeared to be fitted with doors and glazing that would not meet the "[minimum standard](#)"). Further, glazing surrounding multiple dwelling doors appeared to be non-fire resistant.

The "[minimum standard](#)" of fire-resistant dwelling doors and other fire-resistant construction, required on this property, to satisfy the findings of the current fire risk assessment, is outlined in the "[letter to dwelling leaseholders](#)" located in the appendixes of this report. The current doors to flats (evidence from flat 9) appeared to be good quality non-self-closing doors which were 44mm thick with 12mm rebates and unsuitable glazing. Upgrading of the fire separation between the flats and the common means of escape should be a priority during



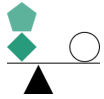
the forthcoming refurbishment works; this should include doors, glazing and wooden partitions (where necessary).



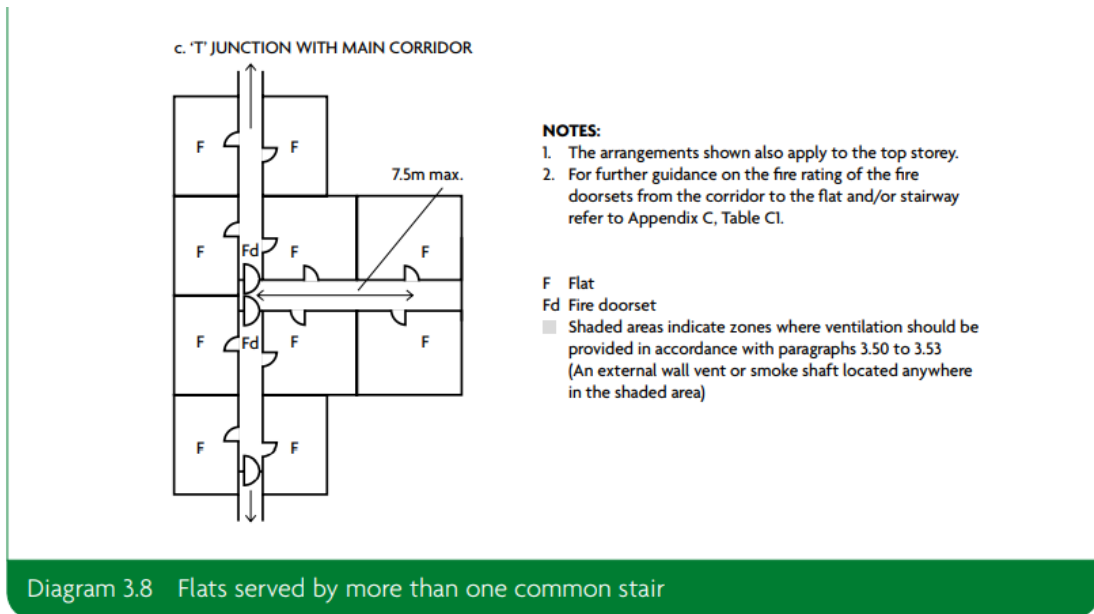
The nature and condition of any common ventilation system was unknown (See "[Ventilation Systems \(Common\)](#)" Glossary).

Nature and Condition of the Common Means of Escape:

The ceilings and walls in the common escape routes were not covered in materials that would support the surface spread of flames. Routes of escape were not obstructed. The travel distance from the furthest flat to the nearest storey exit (external stairway) was around 8m; this was roughly in line with current building standards. The travel distance from the furthest flat to a final exit (via the accommodation staircase) was around 50m. The common means of escape lead directly to a final exit. The door to the final exit was fitted with a suitable mechanism that could be opened one-handed without the use of a key or tool.



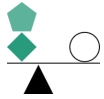
From Approved Document B, Volume 1 (2019);



Please note, the above example is comparable to the current circumstances because the external means of egress (external stairway) at this property was very reliable (as is the bisecting bidirectional escape corridor in the example above) and the dead end travel distance of 7.5m (without automatic smoke ventilation) was acceptable as a result (in your current author's opinion).

Bi-directional escape was available from every floor via the external metal stairway. As this stairway did not diverge too greatly from the [benchmark fire-safety standard](#), the stairway was considered to provide a sufficiently reliable secondary means of escape, and, as such, the internal common doors to the stairs were not considered to be essential in terms of serving a fire safety function.





There were no fire doors subdividing the common internal means of escape on the property, and these are not required; this excludes any fire-resistant ancillary accommodation doors. However, doors to the external metal stairway were suitable fire resistant self-closing doors and these should not be held open.



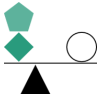
Doors to the common stairway from the communal lobbies on every floor were not thought to be fire-resistant doors at the time of the survey; other than to some extent providing some smoke control. It is recommended that these are upgraded to full FD30S notional self-closing fire doors (including the associated glazed surrounds) as part of the planned refurbishment works; however, this is not considered mandatory given the presence of the external stairway. The communal entrance lobby doors are not fire doors as they have little or no fire safety function; they can be removed if this is desired.



Assembly Points

It is not appropriate or necessary under most circumstances in general needs blocks of flats to designate and sign Assembly Points, as it is not feasible for landlord's or their agents to maintain records of those on the premises or to control who enters; therefore, congregation at an Assembly Point for a register to be taken is likely without merit.

The Purpose-Built Blocks Guidance Document (Local Government Group) states;



“79.2 Where fire action notices are displayed, they must be relevant. Standard fire action notices often refer to using fire extinguishers, raising the alarm by breaking a fire alarm call point and, once outside of the building, gathering at an assembly point. Most blocks of flats have neither a fire alarm system nor fire extinguishers, and, given the ‘stay put’ policy that should be adopted in most blocks of flats, assembly at a designated place serves little purpose.”

However, the creation and identification of Assembly Points may be beneficial;

1. For employees and employee areas.
2. Where the responsible person has employees onsite and can accurately record whom is on the property at any given time.

PEEPS (Personal Emergency Evacuation Plans)

In accordance with Article 8 of The Regulatory Reform Fire Safety Order (2005), Strangford Management Ltd are responsible for ensuring the “premises are safe” in relation to relevant persons whom they do not employ. Thus, as clearly stated in The Purpose Built Blocks Guidance Document (Local Government Group);

“79.9 In ‘general needs’ blocks of flats, it can equally be expected that a resident’s physical and mental ability will vary. It is usually unrealistic to expect landlords and other responsible persons to plan for this or to have in place special arrangements, such as ‘personal emergency evacuation plans’. Such plans rely on the presence of staff or others available to assist the person to escape in a fire.”

Fire Warning System:

There was a suitable and sufficient (in the “circumstances of the case”) interlinked automatic fire detection and warning system in the non-domestic parts of the property which included call-points. It was not thought that this system also covered the flats; this was not required (**See “(AFD) Coverage of Dwellings” Glossary**).

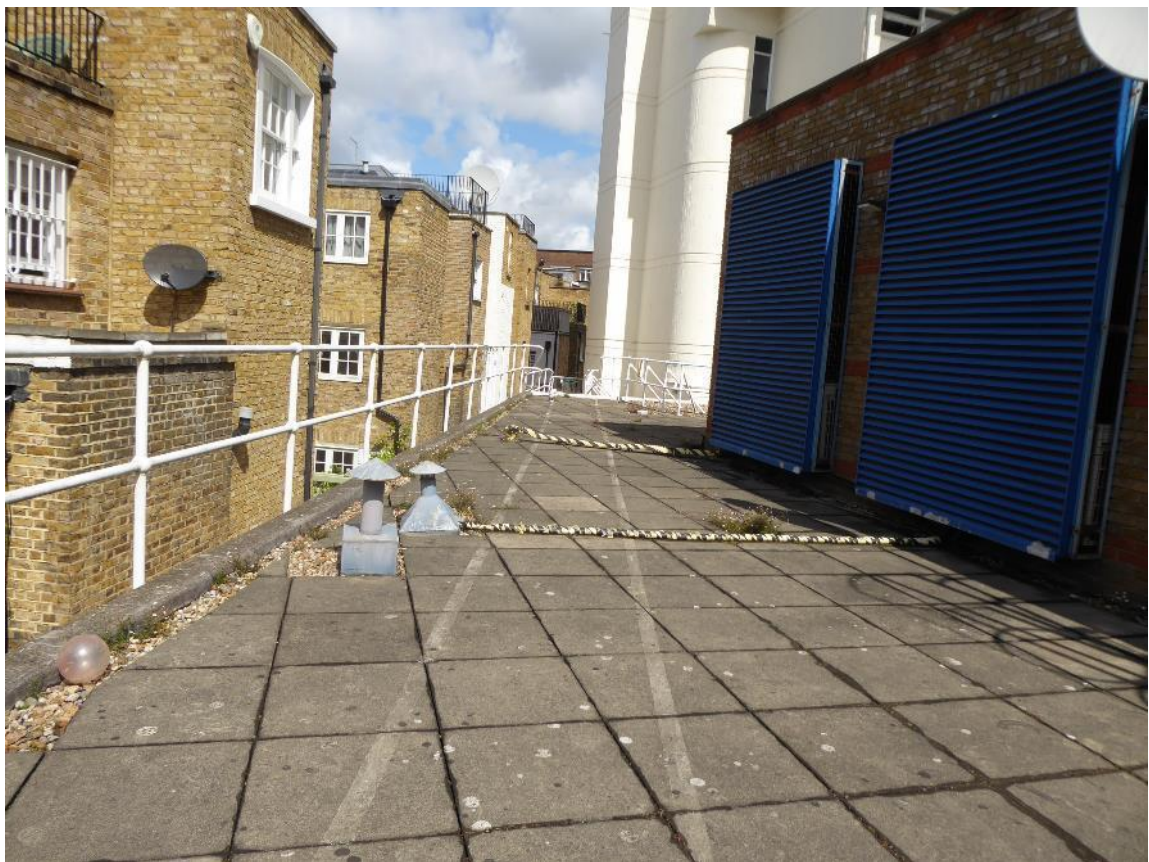
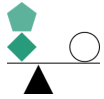
A zone chart was not displayed near the CIE (Control and Indicating Equipment) panel. This is recommended.

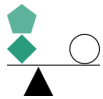
Smoke Ventilation, Extraction and Pressurisation:

There were windows and doors in the common means of escape ([See “Smoke Vent” Glossary](#)).

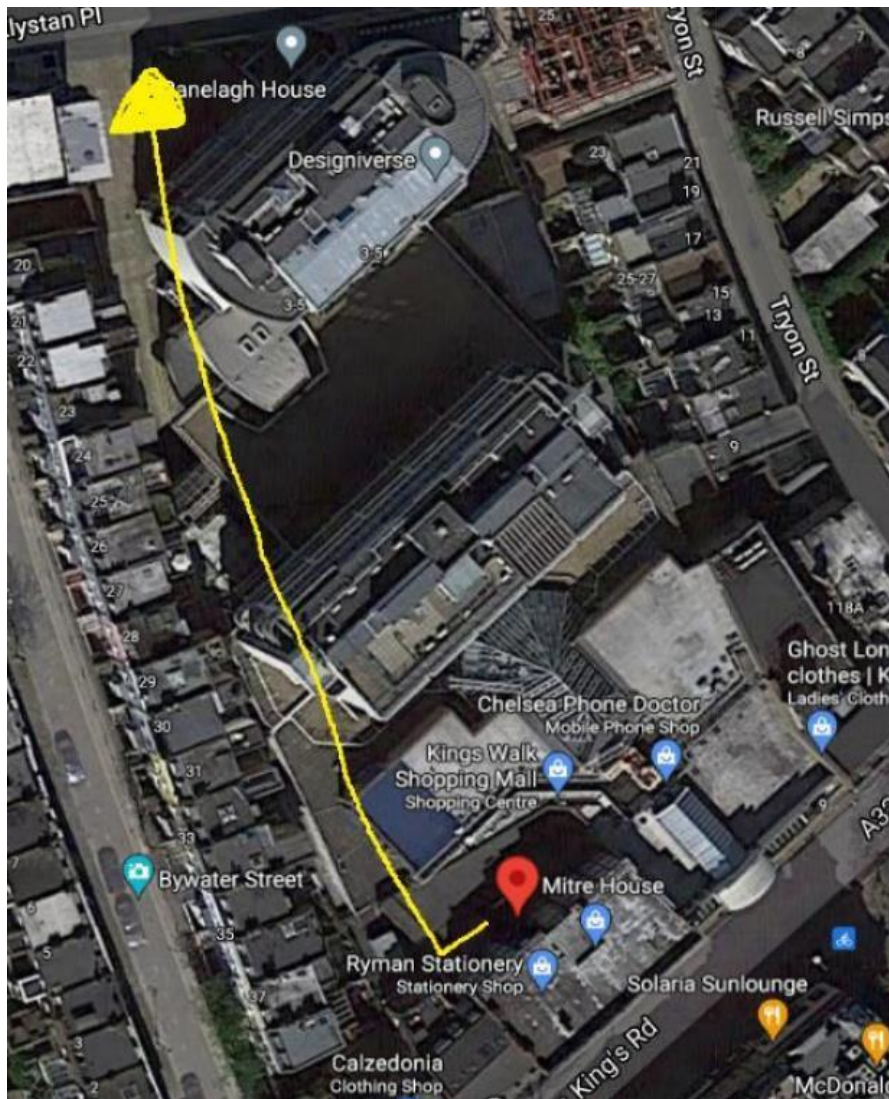
Escape Route Illumination and Escape Route Signage:

There was emergency lighting in the common escape routes. However, it was not clear that sufficient emergency lighting AND normal lighting was provided on the long and convoluted escape route leading from the rear metal fire escape stairway. This should be checked and provided if absent.





Escape route signage was present in the common means of escape. However, signage near flat 3 was missing and signage along the convoluted means of egress leading from the external metal fire escape should be replaced/augmented where it is faded or insufficient.



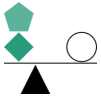
Fire Extinguishing Equipment:

There were no fire extinguishers in the common escape routes at these premises. However, these are not required as they are not necessary to safely evacuate the premises and may put untrained persons at unnecessary risk. Contractors are expected to provide their own fire extinguishers when conducting relevant works onsite (See "[Fire Extinguishers \(Portable\)](#)" Glossary).

Fire Emergency Information:

Appropriate fire emergencies information was displayed on the property. However, a more nuanced and up to date version of this information is provided in the appendices of this report. Your current author recommends the currently displayed information is replaced with this new version.

There was no fire safety information (for use by the fire and rescue service) in a prominent accessible location on the property. This is not required. See "[Fire Safety Information \(Fire and Rescue Service\)](#)" Glossary.



Summary:

The main fire risk in these premises is from fire affecting the common means of escape from a fire in the domestic premises.

The likelihood that a fire will occur in the non-domestic parts of these premises is low.

The likely severity of harm to persons in the building from a significant fire originating in the common means of escape is serious and the likelihood of that harm occurring is low.

If a significant fire was to occur in the domestic premises, this may put persons using the common means of escape at risk of injury. The likely severity of harm to persons using the common means of escape on the property, from a significant fire originating in the domestic parts of the property, should fire and fire products breach the dwelling, is serious and the likelihood of that harm occurring is medium.

The highest risk of fire in the non-domestic areas is from contractors carrying-out hot works.

This property is believed to have been designed and constructed to support a “stay put” strategy, meaning, that unless fire occurs within, or affects, their flat, relevant persons are likely to be safe to remain in their flat if fire is elsewhere in the building. However, currently the author believes this is not the case.

Consequently, we recommend that;

Persons are to be informed that if they are affected by heat or smoke, or are given warning of fire, they are to:

- Immediately leave the premises by walking to the nearest fire exit; or, wait on the external stairway if you cannot walk down the stairs.
- Close their front door behind them if leaving their flat;
- Activate the nearest manual call-point on route if they pass one;
- Call the fire brigade on 999 as soon as it is safe to do so; and
- Remain outside the property until instructed that it is safe to return by the fire brigade.

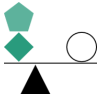
(See Glossary “[Emergency Fire Information](#)”)

Legionella

Communal water services were not seen in the non-domestic parts of the premises. Any communal hot and cold-water systems should be annually inspected, cleaned and/or disinfected as appropriate and in accordance with the risk assessment at appendix 3. The risk of exposure to legionella in the non-domestic parts of these premises is low.

Lifts

There was believed to be a service contract in place for the lift. The lift was signed ‘in the event of fire do not use this lift’ on every floor using pictographic signs compliant with The Health and Safety (Safety, Signs and Signals) Regulations 1996. The lift plant room was appropriately signed. An alarm system (See “**Alarm (Lift)**” **Glossary**) was fitted in the lift (not voice communication) and maximum load limits were clearly displayed. It is recommended that “danger of trapped hands/fingers” signs are displayed in the lift cars of “cage” type lifts. See “**Suitable Signage**” & “**Suitable Signage (Lifts)**” **Glossary**.



Slips, Trips and Falls

The surfaces of the footpaths & steps to the property were even, in satisfactory condition and were believed to be adequately illuminated by incidental and/or provided means. Where necessary, handrails were present.

Internal floor surfaces and the treads and risers of steps and stairs were adequately illuminated and in a satisfactory condition. Where necessary, handrails were present.

Access to the roof/roof void was via standard loft hatches. Entry to the roof/roof void via the common areas could not be gained without the use of non-supplied access equipment.

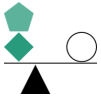
Other Risks

The property did not appear to be fitted with lightning conductors (See "[Lightning Conductors](#)" Glossary).

"No Smoking Signs" were displayed in the non-domestic areas of the property; (See "[Health Act 2006](#)" Glossary).

The only activities carried out in the non-domestic parts of this property with the potential to cause risk to health or safety are general property maintenance and domestic cleaning

The significant findings of the risk assessments are detailed in Appendix 3.



Appendix 1 – Legal responsibilities of Managing Agents and Landlords

Health and Safety at Work etc Act 1974. (c. 37)

Legal responsibilities of landlords and managing agents result from the Health and Safety at Work etc Act 1974. (c. 37). The main sections of the act affecting landlords and managing agents are sections 3 and 4.

Section 3 of the act imposes a duty on every landlord and 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 by his undertaking are not thereby exposed to risks to their health or safety.

Section 4 of the act imposes a duty on each landlord and managing agent who has, to any extent, control of non-domestic parts of a 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 reasonably practicable, that the property, all means of access thereto or egress from, and any plant or substance in the property is safe and without risks to health.

The duties under the Health and Safety at Work etc Act 1974 cannot be delegated or passed to contractors. It was held by the courts in *R v Associated Octel Co Ltd* that if an employer engaged an independent contractor to carry out work forming part of his undertaking, he was required to stipulate whatever conditions were reasonably practicable, to avoid employees of the independent contractor being exposed to a risk to their health and safety. The key issue of whether or not the activity in question could be described as part of the employer's undertaking was a question of fact to be decided in each case. On-site repairs and maintenance are generally held to be part of the employer's undertaking.

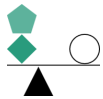
Section 37 states that where a health and safety offence is proved to have been committed with the consent, connivance, or is attributable to any neglect on the part of, any director, manager, or a person who was purporting to act in any such capacity, he as well as the body corporate shall be liable to be proceeded against and punished if found guilty.

The main regulations affecting landlords and managing agents are:

The Management of Health and Safety at Work Regulations 1999 (No. 3242)

The Regulatory Reform (Fire Safety) Order 2005 (No. 1541)

The Control of Asbestos Regulations 2012 (No. 632)



The Management of Health and Safety at Work Regulations 1999 (No. 3242)

The Management of Health and Safety at Work Regulations 1999 applies to all work activities. It requires that:

- (a) Landlords and managing agents must appoint an adequate number of competent persons to assist them to comply with their obligations under health and safety legislation.
- (b) Landlords and managing agents must assess the risks to the health and safety of persons arising out of or in connection with the conduct by him of his undertaking. The significant findings of the risk assessments must be recorded where the managing agent or landlord employs 5 or more persons.
- (c) Landlords and managing agents must take the preventive and protective measures, and the measures to comply with the law, identified by the risk assessments.
- (d) Landlords and managing agents must make appropriate arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures. Where the managing agent or landlord employs five or more employees, he shall record these arrangements.
- (e) Landlords and managing agents must provide their employees and employers, and employees working in property under their control, with specified health and safety information.

The Regulatory Reform (Fire Safety) Order 2005 (No. 1541)

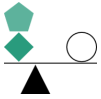
The Regulatory Reform (Fire Safety) Order 2005 (Fire Safety Order) requires responsible persons to undertake a fire risk assessment to identify the general fire precautions they need to take to ensure, as far as is reasonably practicable, the safety of relevant persons from fire. Responsible persons having control over only parts of a property should make any necessary arrangements under Article 17 to ensure the premises are maintained “in an efficient state, in efficient working order and in good repair”; this, for instance, may involve cooperating and coordinating with leaseholders and other persons responsible for commercial premises.

Having identified the general fire precautions necessary, the responsible person must implement them. Where the responsible person employs five or more persons, or any form of licence applies to the use of the premises, or there is an alterations notice in force requiring a written risk assessment, the significant findings of the fire risk assessment must be recorded.

The responsible person is identified as the employer, the occupier or the owner as far as their control extends. In premises which are not workplaces, the landlord or managing agent is likely to be the responsible person. Occupants must cooperate with the responsible person.

Whilst the domestic premises are outside the remit of the order, the responsible person must take such measures as are reasonable in the circumstances to ensure that the premises are safe for non-employees. This duty extends to ensuring that any maintenance or repair covenant is enforced so that existing front doors are not replaced with doors that do not meet the required standards for fire doors, and that front doors to flats are maintained in an efficient state, effective condition and in good repair. This duty does not extend to doing works on behalf of other persons who have duties under the order, but is likely to extend to informing them that they need to carry out repair or maintenance works to safeguard the common means of escape from the property.

In most cases the local fire and rescue authority are charged with a duty to enforce the Fire Safety Order and have a range of enforcement options, from education and advice, through agreed action plans to formal enforcement notices and prohibition notices. Failure to comply with the Fire Safety Order may constitute a criminal offence.



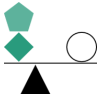
In general, the Fire Safety Order applies to all areas of premises except those areas occupied as private domestic dwellings. Where there are areas used in common by the occupants of more than one such dwelling, the Fire Safety Order applies.

The Control of Asbestos Regulations 2012 (No. 632)

Landlords and managing agents with repair and maintenance responsibilities for the property must ensure that asbestos-containing materials within the property are properly managed, and that information about the location and condition of the materials is passed on to those likely to disturb them. Any information as to the types and locations of asbestos containing materials, including asbestos surveys must be passed to persons working on site.

Landlords and managing agents must prepare procedures, provide information and establish warning systems to deal with the accident, incident or emergency, related to the unplanned release of asbestos.

Landlords and managing agents must ensure that reasonable checks, such as inspections, are carried out prior to any construction works; including repair, maintenance and decoration works being started. Any inspection or survey should be commensurate with the degree and complexity of the works, such that redecoration works may require an inspection for artex, asbestos insulation board or asbestos cement whilst major or intrusive works such as a lift replacement or removal of internal walls would require a renovation survey of that area.



Appendix 2 – Legal responsibilities of dwelling leaseholders

The legal responsibilities of dwelling leaseholders arise from Article 17 of the Regulatory Reform Fire Safety Order 2005. Article 17 states:

“Maintenance

17.—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

(2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.

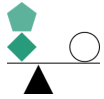
(3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.

(4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).

(5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.

(6) Paragraph (1) only applies to facilities, equipment and devices provided under other enactments where they are provided in connection with general fire precautions.”

Thus, despite the Regulatory Reform Fire Safety Order 2005 not applying to dwellings (subject to Article 6(1)(a)), dwelling leaseholders are required to co-operate with Strangford Management Ltd for the purpose of ensuring that the premises and any facilities, equipment and devices provided in respect of the premises are subject to a “suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair”. This is most pertinent to dwelling doors and the maintenance/installation of automatic fire detection and warning systems on the property that cover the dwellings.

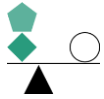


Appendix 3 – Risk Assessments

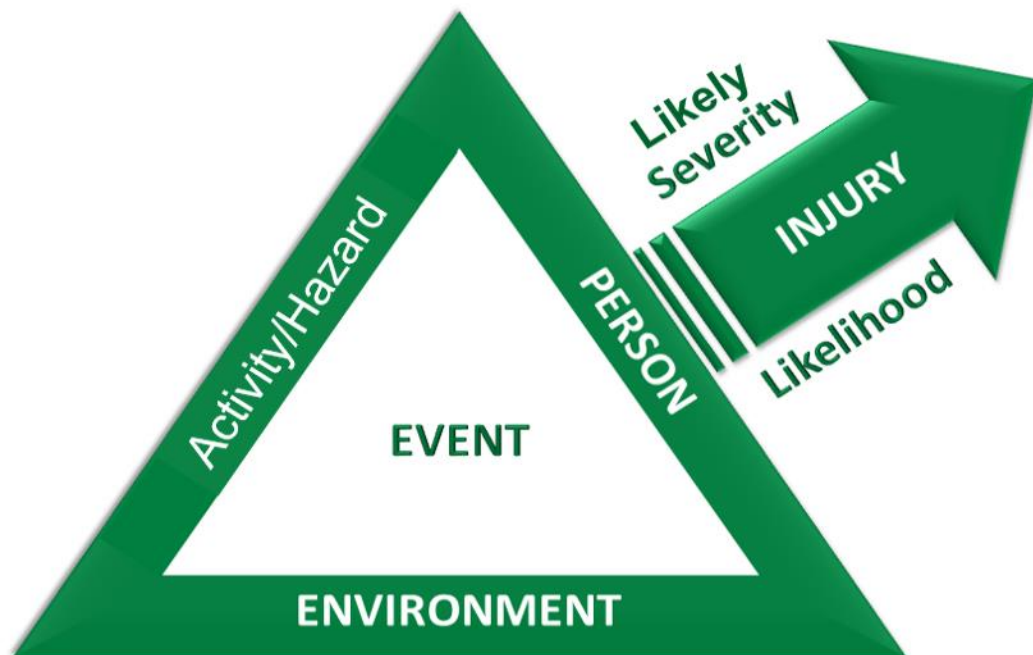
1. Risk assessment is an important and integral part of the risk management process. The following Plan, Do, Check, Act management model (the Deming Model) is used by HSE and recommended by BS ISO 14001 for the management of risks to Health and Safety:



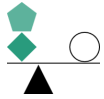
2. The first stage of the management process is to identify what preventative and protective measures the duty holder must take to comply with the relevant statutory provisions. This is determined by identifying realistic, conceivable events with the potential to cause injury, evaluating the severity of injury risk given the circumstances of the case and considering the likelihood of that injury occurring. Subsequently, it will be necessary to determine what measures are required to comply with the law. In carrying out risk assessments, regard must be had to the wording of the law and their interpretation by the courts. The courts have determined that:
 - Safety law deals with the real risks and not hypothetical or fanciful risks (R v Porter (James Godfrey) [2008] EWCA Crim 1271);
 - Risk is the possibility of danger (R v Board of Trustees of the Science Museum [1993] ICR 876);
 - In assessing risk, regard must be had to the severity of injury and the likelihood of the injury in fact occurring (Paris v Stepney Borough Council [1951] AC 367, HL);
 - The purpose of a risk assessment is to identify what preventative and protective measures must be taken to comply with the law (Kennedy v Cordia (Services) LLP (Scotland) [2016] UKSC 6; and
 - Non-domestic premises are any premises which are not in the exclusive occupation of the occupants of a private dwelling. Westminster City Council v Select Management Ltd. [1984] WLR 1058.



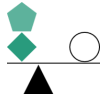
3. In assessing the risks to the health and safety of persons, regard must be had to (1) the activities being undertaken and/or the hazards present; (2) the persons exposed to the risk of injury; and (3) the physical and social environment, to identify events with the potential to cause harm. When these events have been identified, the outcome, in terms of the likely severity of injury and likelihood of injury in fact occurring, from each of these events, needs to be evaluated.



4. After the evaluation of the risks to the health and safety of persons, it is necessary to identify the measures necessary to comply with the relevant statutory provisions. In principle, these are—
- Avoid risks;
 - Evaluate the likely severity of injury and the likelihood of injury in fact occurring from risks which cannot be avoided;
 - Combat the risks at source;
 - Adapt to technical progress;
 - Replace the dangerous by the non-dangerous or less dangerous;
 - Develop a coherent overall prevention policy which covers technology, organisation of work and the influence of factors relating to the working environment;
 - Give collective protective measures priority over individual protective measures; and

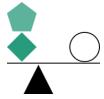


- (h) Provide appropriate instructions to employees.
5. Details of specific measures may be found in relevant “benchmark standards”. Benchmark standards in order of priority are:
- Defined by law; e.g. Building Regulations 1991 (Schedule 1 – Part B)
 - Established by law; e.g. Approved Document B to the Building Regulations, Approved Codes of Practice.
 - Recognised standards of good practice; e.g. British Standards, Codes of Practice.
6. After the measures necessary to comply with the relevant statutory provisions have been identified, those measures should be compared against the measures already in place to determine whether there is a “risk gap”; i.e. a difference between the benchmark standards and the measures in place or being taken. If there is a “risk gap”, then any necessary steps must to be taken to either close the “risk-gap” or to prove that the relevant statutory provision has been met.
7. After the assessment has been completed, the law requires that in specified circumstances, the significant findings of risk assessments must be recorded in writing, and the findings of risk assessments must be implemented.
8. Once all of the necessary measures have been implemented, the measures must be evaluated to ensure that they are effective. If the measures are found to be effective, it is only necessary to record this fact and to review the risk assessment at regular intervals to keep up to date with technical progress, unless an incident or any material changes occur; in which case the risk assessment should be immediately reviewed. However, if the measures are found to be ineffective then the complete “plan, do, check, act” process must be repeated in an iterative manner until effective measures are being taken to manage the risk to an acceptable level.
9. Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that the offence caused any actual harm. The Harm Category is used by the Courts to determine the severity of harm risked and the likelihood of that harm occurring for sentencing. Category 1 is the highest category and Category 4 the lowest category (refer to Sentencing Guideline in appendices).
10. The significant findings for the health, safety and fire risks, identified at these premises are as follows:



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Hazard	Asbestos	
Persons at risk	Maintenance contractors	
Risks	The likely severity of harm from <u>regularly</u> inhaling asbestos is extreme and the likelihood of that harm occurring is low.	
Relevant Statutory Provisions	Control of Asbestos Regulations 2012	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.		
Serial	Details	
1.1	Inform contractors of the presence of asbestos and the existence of an asbestos survey.	
1.2	Ensure contractors are informed of the contents of the asbestos survey and that any works identified are carried out.	
1.3	Instruct contractors to inform persons working on site of the presence of asbestos and the procedures to be followed: <ul style="list-style-type: none"> a. For safe working with asbestos; b. If asbestos containing materials are discovered, damaged or disturbed. 	
1.4	Carry out checks to ensure that contractors are complying with these instructions.	
1.5	Take appropriate action if there is evidence that safe systems of working are not being followed, or if there are repeated breaches of these instructions or of health and safety law.	
1.6	Inspect asbestos containing materials for damage whenever the premises are visited.	
1.7	Carry out a refurbishment/demolition survey before works which may disturb asbestos containing materials are conducted.	
1.8	Provide employees with information, instruction and training on the health risks of asbestos, and the preventative and protective measures needed to comply with the relevant statutory provisions.	
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET		Date: July 2021

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.

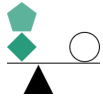


The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

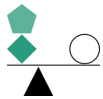
Actions taken to manage risk in property		
Date	Action	Initials

This risk assessment was reviewed on the date stated by the named person for the reason indicated. Any actions taken should be recorded.

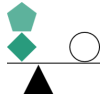
Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Hazard	Fire	
Persons at risk	Occupants and visitors	
Risks	<ol style="list-style-type: none"> 1. The likely severity of harm to persons in the building from a <u>significant</u> fire originating in the <u>common means of escape</u> is serious and the likelihood of that harm occurring is low. 2. If a <u>significant</u> fire was to occur in the <u>domestic premises</u>, this may put persons using the common means of escape at risk of injury. The likely severity of harm to persons <u>using the common means of escape on the property</u>, from a <u>significant</u> fire originating in the <u>domestic parts of the property</u>, should fire and fire products breach the dwelling, is serious and the likelihood of that harm occurring is medium. 	
Relevant Statutory Provisions	Regulatory Reform (Fire Safety) Order 2005 Management of Health and Safety at Work Regulations 1999	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.		
Serial	Details	
1.0	Measures to prevent the risk of fire and reduce the spread of fire in the premises.	
1.1	All electrical distribution systems are to be tested every 5 years.	
1.2	Any gas system provided by a landlord is to be annually inspected and tested.	
1.3	All "hot works" are to be controlled by an authorisation process. <ol style="list-style-type: none"> a. Contractors are required to notify intention to carry out "hot works"; b. All persons carrying out "hot works" are to have a functioning fire extinguisher present and also for a minimum of 1 hour after the work has been completed. 	
1.4	Ensure that combustible materials are not stored in any services cupboards or in the escape routes, refuse on the property is appropriately managed and escape routes are not obstructed; storage cupboards in the common means of escape should be kept free from highly combustible/explosive materials.	
1.5	Inspect fire stopping in the communal parts of the premises annually and soon after contractors have completed works which may have undermined it.	
1.6	Refer to the maintenance paragraph to identify what measures should be taken to remedy the defective dwelling door(s) and/or any other defective fire-resistant construction between the domestic premises and the common means of escape; including any relevant private appurtenances identified.	
1.7	Communicate the "Letter to dwelling leaseholders", included in the appendixes of this report, or a similar letter (See "Letter to Dwelling Leaseholders" Glossary), to <u>all</u> dwelling leaseholders (with a private door located in the common internal areas) on the property, and keep records of this action; or, enforce the terms of the lease as appropriate (refer to the maintenance paragraph).	

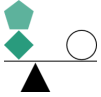


Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.	
Serial	Details
1.8	Adjust the door to the external stairway on the top floor so it does not get stuck on the carpet and ensure doors to the external stairway are not held open.
2.0	Measures to detect fire and give warning in case of fire.
2.1	A suitable and sufficient (in the “circumstances of the case”) interlinked automatic fire detection and warning system is present in the non-domestic parts of these premises; this system is not believed to cover the domestic flats. No additional measures are required to detect and give warning of fire in the non-domestic parts of these premises.
3.0	Measures to provide a safe means of escape from the property.
3.1	Short escape distance to external stairway, fire-doors, emergency escape lighting and fire route signage present.
3.2	Ensure the full length of the external means of escape (via the external metal stairway) is provided with adequate emergency lighting AND normal lighting.
3.3	Install additional escape route signage on the external means of escape (via the external metal stairway) and replace old/faded signage.
3.4	Replace the missing escape route signage near flat 3.
4.0	Measures to ensure that the means of escape can be safely and effectively used when required.
4.1	Contractors and Occupants are to be informed that corridors and stairwells are to be kept free of combustible materials, goods and possessions.
4.2	Check the following items regularly or whenever the premises are visited: <ul style="list-style-type: none"> a. Any contractors carrying out hot works are working safely in accordance with their method statement and plans of work. b. The communal entrance doors are locked and in working order. c. Front doors to flats have been maintained in good repair and are closely fitting. d. Any fire doors are fit for purpose, functioning effectively & are kept closed when not in use. e. Fire route signage is present and in good condition. f. Fire detection and/or warning systems appear undamaged and no faults are displayed. g. Emergency escape lighting functions correctly. h. The external fire escape staircase is in good condition and unobstructed. i. Fire stopping in the communal areas is present and in good condition. j. Escape routes are free from stored goods and materials. k. Escape routes & fire exits from the property are unlocked, unobstructed and available for use. l. There is access to the premises for firefighting equipment.



Measures needed to prevent or reduce risk and comply with the relevant statutory provisions.	
Serial	Details
4.3	Service the following at least annually: <ol style="list-style-type: none"> a. Emergency escape lighting. b. Fire detection and/or warning systems. c. Fire doors.
5.0	Measures to be taken in the event of fire on the premises.
5.1	<p>This property is believed to have been designed and constructed to support a “stay put” strategy, meaning, that unless fire occurs within, or affects, their flat, relevant persons are likely to be safe to remain in their flat if fire is elsewhere in the building. However, currently the author believes this is not the case.</p> <p>Consequently, we recommend that;</p> <p>Persons are to be informed that if they are affected by heat or smoke, or are given warning of fire, they are to:</p> <ul style="list-style-type: none"> • Immediately leave the premises by walking to the nearest fire exit; or, wait on the external stairway if you cannot walk down the stairs. • Close their front door behind them if leaving their flat; • Activate the nearest manual call-point on route <u>if they pass one</u>; • Call the fire brigade on 999 as soon as it is safe to do so; and • Remain outside the property until instructed that it is safe to return by the fire brigade.
5.2	<p>Contractors are to be informed that:</p> <ol style="list-style-type: none"> a. In the event of fire during hot works they are to attempt to put out the fire using their fire extinguisher; b. In the event of fire when they do not have an extinguisher, they are to leave the premises and call the fire service on 999.
6.0	Measures to be taken to fight fires on the premises.
6.1	No provisions are present in the common means of escape.
6.2	No additional measures are to be taken to fight fires in the non-domestic parts of the premises.
7.0	Other measures required to comply with the law.
7.1	Records of the actions required by this risk assessment shall be kept.
7.2	Train persons managing the premises how to carry out relevant checks when visiting the premises.
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, CFPA(EU)Dip, Date: July 2021 FSI Dip, NEBOSH (NGC), AET	

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.

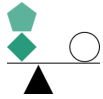


The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

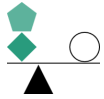
This risk assessment was reviewed on the date stated by the named person for the reason indicated. Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Activity	General Property Maintenance	
Persons at risk	All maintenance contractors & users of the property	
Risks	<ul style="list-style-type: none"> • The likely severity of harm from falling from height is extreme and the likelihood of that harm is low. • The likely severity of harm from falling objects is extreme and the likelihood of that harm occurring is low. 	
Relevant Statutory Provisions	Management of health and safety at work regulations 1999.	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	Instruct contractor to: <ol style="list-style-type: none"> a. Take all practical measures to avoid working at height; b. Institute and follow safe methods of working to minimise risks to health and safety of workers and other persons; c. Provide workers with information, instruction and training on how to work safely to safeguard themselves and other people; d. Provide worker with method statements for high risk (e.g. Hot works, electrical works, working at height); e. Provide and use the least hazardous substance suitable for the task; f. Provide workers with suitable working equipment that is safe to use, including, where relevant, a suitable fire extinguisher; g. Allow sufficient time for safe working; h. Instruct workers not to bring children or unauthorised persons to site; i. Instruct workers to: <ul style="list-style-type: none"> • Maintain high standards of housekeeping and cleanliness on site; • Reinstate fire stopping; • Report injuries, incidents or property damage. j. Carry out appropriate supervisory checks to ensure workers are working safely, maintaining high standards of housekeeping and cleanliness and are repairing/replacing damaged fire stopping; k. Keep appropriate records for inspection; l. Report injuries, incidents or damage in your property. 	
1.2	Carry out checks to ensure that contractors are complying with these instructions.	
1.3	Take appropriate action if there is evidence that safe systems of working are not being followed, or if there are repeated breaches of these instructions or of health and safety law.	
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, Date: July 2021 CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET		

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.

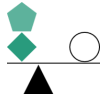


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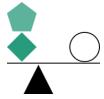
This risk assessment was reviewed on the date stated by the named person for the reason indicated. Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Hazard	Legionella	
Persons at risk	Users of property.	
Risks	The likely severity of harm from inhaling legionella is extreme and likelihood of that harm occurring is low.	
Relevant Statutory Provision	Control of Substances Hazardous to Health Regulations 2002.	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	Inspect cold-water tanks at least annually for cleanliness.	
1.2	Clean tanks if required. Disinfect the water only if there are signs of mould or slime on the inside of the tanks or if the water smells offensively.	
1.3	Ensure cold-water storage tanks are sealed in accordance with the 'Water Supply (Water Fittings) Regulations 1999' if they are poorly covered.	
1.4	Keep cold-water storage tanks below 20 C; set any common calorifiers and hot water heaters to maintain and supply hot water at or above 50 C. Annually check any common calorifier settings and adjust if necessary. Point of use & instantaneous hot water heaters should be maintained in accordance with the manufacturer's instructions.	
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, Date: July 2021 CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET		

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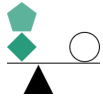


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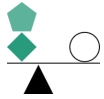
This risk assessment was reviewed on the date stated by the named person for the reason indicated. Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Activity	Lift Maintenance	
Persons at risk	All lift maintenance contractors & users of the premises	
Risks	<ul style="list-style-type: none"> • The likely severity of harm from falling from height is extreme and the likelihood of that harm occurring is low. • The likely severity of harm from electrocution is extreme and the likelihood of that harm occurring is low. • The likely severity of harm from being trapped in lift plant is extreme and the likelihood of that harm occurring is low. 	
Relevant Statutory Provisions	Management of health and safety at work regulations 1999. Working at height regulations 2005. Lifting operations and lifting equipment regulations 1998. Control of substances hazardous to health regulations 2002.	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	Ensure passenger lifts are thoroughly tested and examined in accordance with LOLER 1998.	
1.2	Carry out any repairs identified by the thorough test and examination.	
1.3	Instruct lift maintenance contractor to: <ol style="list-style-type: none"> a. Take all practical measures to avoid working at height; b. Institute and follow safe methods of working to minimise risks to health and safety of workers and other persons; c. Provide workers with information, instruction and training on how to work safely to safeguard themselves and other people; d. Provide worker with method statements for high risk (e.g. Hot works, electrical works, working at height); e. Provide and use the least hazardous substance suitable for the task; f. Provide workers with suitable working equipment that is safe to use; g. Allow sufficient time for safe working; h. Instruct workers to: <ul style="list-style-type: none"> • Maintain high standards of house-keeping and cleanliness on site; • Reinstate fire stopping; • Report injuries, incidents or property damage. i. Carry out appropriate supervisory checks to ensure workers are working safely, maintaining high standards of housekeeping and cleanliness, and repairing/replacing damaged fire stopping; j. Keep appropriate records for inspection; k. Report injuries, incidents or damage in your property. 	
1.4	Carry out checks to ensure that contractors are complying with these instructions.	
1.5	Take appropriate action if there is evidence that safe systems of working are not being followed, or if there are repeated breaches of these instructions or of health and safety law.	
1.6	Ensure up to date maintenance records are kept and that the maximum operating weight of each lift car is clearly displayed therein.	
1.7	Lifts that are not evacuation lifts should be signed "in the event of fire do not use this lift" on every floor.	
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, CFPA(EU)Dip, Date: July 2021 FSI Dip, NEBOSH (NGC), AET		

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.

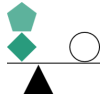


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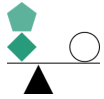
This risk assessment was reviewed on the date stated by the named person for the reason indicated. Any actions taken should be recorded.

Review Log		
Date of review	Reason for review & actions taken	Reviewer



Risk Assessment		Harm Category 3
Item	Details	
Property	Mitre House, 124 Kings Road, London, SW3 4TR	
Hazard(s)	Slips, trips and falls	
Persons at risk	Contractors and other users of the property.	
Risks	<ol style="list-style-type: none"> 1. The likely severity of harm from slips, trips and falls <u>on the level</u> is minor and the likelihood of that harm occurring is low. 2. The likely severity of harm from falls <u>from height</u> is extreme and the likelihood of that harm occurring is low. 	
Relevant Statutory Provision	Occupiers Liability Acts 1957 & 1984	
Measures needed to prevent or reduce risk and comply with the relevant statutory provisions		
Serial	Details	
1.1	All surfaces to be maintained in good condition, and, where necessary, suitable handrails should be provided;	
1.2	Users of the property are to be requested to immediately notify Strangford Management Ltd of any defective or damaged surfaces or of damage to any other protective measures;	
1.3	All surfaces and any access steps/ladders (especially those constructed from wood) are to be inspected whenever the premises are visited;	
1.4	Damaged surfaces and damaged protective measures are to be repaired;	
1.5	Edge protection should be maintained in good condition and/or provided in all high-risk areas; especially those freely accessible by children or unauthorised persons.	
1.6	All protective measures that can be safely accessed, are to be inspected whenever the premises are visited;	
1.7	Any fall-arrest systems should be annually maintained.	
Risk assessor: Darren Minton AIFSM, BSc (Hons), Tech IOSH, Date: July 2021 CFPA(EU)Dip, FSI Dip, NEBOSH (NGC), AET		

Review findings of this risk assessment after any change, at regular intervals and immediately after any incident. All reviews are to be recorded.

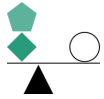


The following actions have been taken to prevent or reduce risk and comply with the relevant statutory provisions on the stated date:

Actions taken to manage risk in property		
Date	Action	Initials

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Review Log		
Date of review	Reason for review & actions taken	Reviewer



Appendix 4

Fire Emergencies

What to do if Fire Occurs in your Building

Fire – safety information

1. Most fires in blocks of flats start in one of the flats. It is unlikely that fire will spread to the fire escape routes or adjacent flats if the entrance door to the flat involved is kept closed – **under no circumstances should the self-closer of the flat entrance doors be disabled or the doors propped open. You must immediately inform us if there is damage to the front door to your flat.**
2. You must keep the communal areas clear of any obstructions and materials, so you can quickly leave the premises and there will be no fuel if there is a fire.

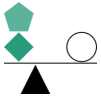
Action to be taken in event of fire

If you are affected by smoke, heat or fire or are given warning of fire, whether you are in your flat or not;

- Immediately evacuate the premises.
- Do not stop, except to close the front door to your flat behind you.
- Walk down the stairs to the nearest exit.
- Wait on the external stairway if you cannot walk down the stairs.
- Close all fire doors behind you.
- Activate a manual call-point if you pass one.
- Call the fire brigade on 999 when you are outside the building.
- Stay outside until you are told it is safe to return.

Remember the simple maxim "**If in doubt, get out!**"

Address: Mitre House, 124 Kings Road, London, SW3 4TR



Appendix 5

Dear Leaseholder,

We have carried out a fire risk-assessment of the non-domestic areas of Mitre House, 124 Kings Road, London, SW3 4TR and have determined that fire is most likely to occur within the domestic premises on this property. The door to your home is an important part of fire-safety on these premises, as it would serve to protect persons evacuating the property via the common areas in the event a fire occurred within your demise. The legal responsibilities of dwelling leaseholders on this property, in relation to their doors and other fire-resistant construction, arise from Articles 5(4) and 17 of the Regulatory Reform Fire Safety Order 2005.

Article 5(4) states:

“(4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to—

- (a) the maintenance or repair of any premises, including anything in or on premises; or
- (b) the safety of any premises,

that person is to be treated, for the purposes of paragraph (3), as being a person who has control of the premises to the extent that his obligation so extends.”

Article 17 of the Regulatory Reform Fire Safety Order 2005 states:

“Maintenance

17.—(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

(2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.

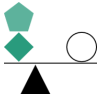
(3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.

(4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).

(5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.

(6) Paragraph (1) only applies to facilities, equipment and devices provided under other enactments where they are provided in connection with general fire precautions.”

Thus, despite the Regulatory Reform Fire Safety Order 2005 not applying to dwellings (subject to Articles 6(1)(a) and 31(10)), dwelling leaseholders are required to co-operate with the freeholder/the managing agent for the purpose of ensuring that the premises and any facilities,



equipment and devices provided in respect of the premises are subject to a “suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair”.

As you, the dwelling leaseholder, are responsible for the door to your home and any associated costs, we require that you cooperate with us to ensure your dwelling door is “maintained in an efficient state, in efficient working order and in good repair”.

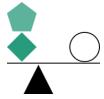
In practice, this means that your door must be a door which is “maintained in an efficient state, in efficient working order and in good repair” to the original standard i.e. to the standard of door present when the property was first constructed or converted, or to the general standard of any later upgrade; **you must never lower the fire-resistance standard of your dwelling’s door as this is contrary to building regulations.** Nevertheless, this “original standard” may not be appropriate to sufficiently mitigate the risk from fire on the property. Whilst conducting a fire risk assessment of the non-domestic areas of this property, we determined that the minimum requirement for “risk relevant” dwelling doors on this property, to sufficiently mitigate the risk from fire, is as follows:

A notional 30-minute fire door (an upgraded robust door of traditional construction which is retrofitted with intumescent strips and/or cold smoke seals as required) fitted with an appropriate positive action self-closing device.

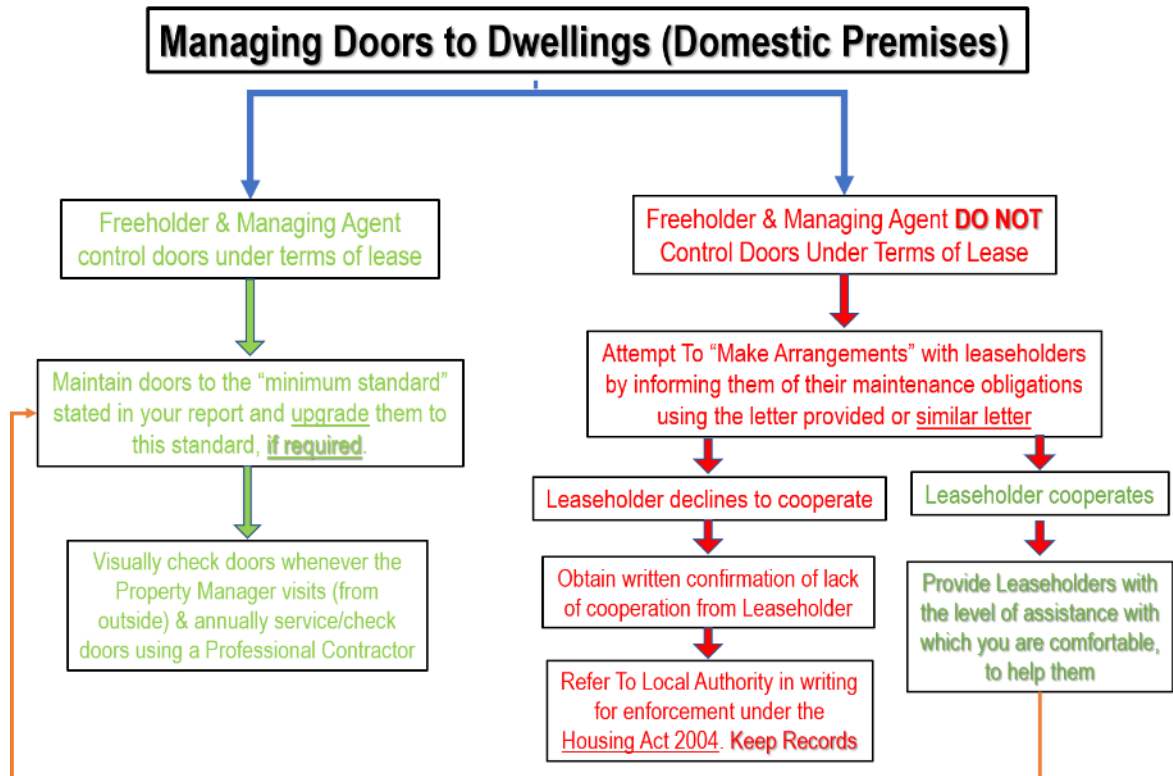
Any risk relevant cat flaps, letter flaps, door paraphernalia, vents, windows, **glazing** or partitions between your dwelling and the common escape routes should also be fire-resistant to an appropriate standard (usually at least to a “notional” 30 minutes). Where present, risk relevant private cupboards (e.g. meter cupboards, parcel hatches and storage cupboards) that span the dwelling/common means of escape compartments, must be as fire-resistant as your dwelling door and, where necessary, suitable self-closing devices should be present and functional. Any high-risk private appurtenances which are separate from the dwelling itself (such as a private laundry or boiler room), should be separated from the non-domestic areas by at least a notional 30 minutes. If any fire doors are installed within your home, which are intended to afford the requisite fire protection to the common means of escape from any fire originating in your home, you as the dwelling leaseholder, are also responsible for maintaining these doors in “an efficient state, in efficient working order and in good repair”; **it may be necessary for you to seek competent advice if you are unsure your home’s door and any of the items outlined above meet, and are maintained, to the appropriate fire-resistance standard.**

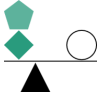
Please note, that if you decline to cooperate with us in order to ensure your home’s door and any associated fire-resistant construction is maintained in an “efficient state, in efficient working order and in good repair”, and is upgraded (if required) to the minimum standard outlined above to protect the safety of persons from fire, the Fire Service may choose to take enforcement action against you, the dwelling leaseholder, under the Regulatory Reform Fire Safety Order 2005, or, to forward your case to the Local Authority, whom may decide to take enforcement action against you, the dwelling leaseholder, under The Housing Act 2004. In light of the findings of our fire risk assessment, we would have no option but to support any such enforcement action.

Yours Faithfully



Appendix 6





Appendix 7

FIRE SAFETY INFORMATION FOR OCCUPANTS OF DWELLINGS

We have carried out a fire risk assessment of the common non-domestic parts of the property. The greatest risk of injury from fire in this property is from a fire occurring inside your home.

If you are affected by heat or smoke, or are given warning of fire, you must immediately leave the premises or, wait on the external stairway if you cannot walk down the stairs.

To ensure that persons throughout the property remain safe in event of fire, we require that you do not:

- Change or modify any door to your home (e.g. by installing a cat flap or letter box), without informing us, as this may allow fire and smoke to spread throughout the building.
- Block access roads to the building.
- Wedge open fire-doors .
- Obstruct corridors and fire-exits.
- Store anything that will burn easily in the hall or corridor, under the stairs, or next to where your gas and electricity meters are fitted.

It is important to remember that if a fire starts in your home, it is up to you to make sure that you can get out of it. We advise that you take the following measures to safeguard yourself and your family.

At all times

- **Ensure that you have a smoke alarm, it works properly, and that the battery is regularly changed.**
- Use the fixed heating system fitted in your home.
- Do not use any form of radiant heater, especially one with either a flame (gas or paraffin) or a radiant element (electric bar fire).

Generic Emergency Evacuation Plan (GEEP)

This property is believed to have been designed and constructed to support a “stay put” strategy, meaning, that unless fire occurs within, or affects, your flat, you are likely to be safe to remain in your flat if fire is elsewhere in the building. However, currently the author believes this is not the case.

If you are unable to leave your flat in the event of an emergency, **you** are responsible for your own safety. If you decide to remain in your flat, or, have no other option but to do so, we recommend that;

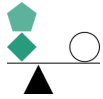
1. You immediately call the fire brigade on 999 and inform them of your location.
2. If you are able, open the windows inside your home and signal your location/presence.

Calling the Fire Brigade

When you are in a safe place, immediately call the fire-brigade to a fire, even if it only seems like a small fire.

The way to call the fire brigade is by telephone as follows:

- 1) Dial 999.
- 2) When the operator answers, give the telephone number you are ringing from and ask for FIRE.
- 3) When the fire-brigade reply, tell them clearly the address where the fire is.
- 4) Do not end the call until the fire-brigade has repeated the address to you and you are sure they have got it right. The fire brigade cannot help if they do not have the full address.



Appendix 8

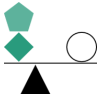
Sentencing Guideline 2016

Harm

Health and safety offences are concerned with failures to manage risks to health and safety and do not require proof that the offence caused any actual harm. **The offence is in creating a risk of harm.**

- 1) Use the table below to identify an initial harm category based on the **risk of harm created by the offence**. The assessment of harm requires a consideration of **both**:
 - the seriousness of the harm risked (A, B or C) by the offender's breach; and
 - the likelihood of that harm arising (high, medium or low).

Seriousness of harm risked			
	Level A • Death • Physical or mental impairment resulting in lifelong dependency on third party care for basic needs • Significantly reduced life expectancy	Level B • Physical or mental impairment, not amounting to Level A, which has a substantial and long-term effect on the sufferer's ability to carry out normal day-to-day activities or on their ability to return to work • A progressive, permanent or irreversible condition	Level C • All other cases not falling within Level A or Level B
High likelihood of harm	Harm category 1	Harm category 2	Harm category 3
Medium likelihood of harm	Harm category 2	Harm category 3	Harm category 4
Low likelihood of harm	Harm category 3	Harm category 4	Harm category 4 (start towards bottom of range)



Appendix 9

Glossary of Terms and Generic Guidance:

AFD: Automatic fire detection.

Automatic Fire Detection and Warning System (Grade and Category): terminology in this area is drawn from BS5839 PARTS 1 & 6. Part 6 does not apply to the common areas of blocks of flats; thus, the terminology “LD” should not be used to connote a system which also covers the common areas. Part 1 does not apply to dwellings, thus, conversely, the terminology “L” should not be used to connote a system which covers the dwellings and the common areas. The “L or LD” terminology in these standards refers to the physical level of coverage of the system (i.e. where fire detection devices will be located). The “Grade” terminology from these standards refers to the technical specification of the system e.g. the duration of battery back-up, type of wiring and the presence or lack thereof of central control and indicating equipment etc. Please note that the LACORS guidance document does not use this terminology correctly. Also, the LACORS guidance document recommends that blocks of flats of over 2 stories should be fitted with a “Grade A” system in the common areas not a “Grade D” system.

(AFD) Watson Wild and Baker’s View: in blocks of flats determined on the basis of risk to safety from fire to require communal automatic fire detection and warning in the common areas, Watson Wild and Baker are of the opinion that a Grade A (larger higher risk properties) or Grade D1 (smaller lower risk properties) system is the desirable “Grade”. We recommend that this is installed on an L4 basis (see below). Such a system could include heat detectors within each dwelling to give even earlier warning to occupants of other dwellings in the building of the presence of a fire (see (AFD) Coverage of Dwellings). A separate stand-alone system could be installed within each flat which is intended to protect the occupants of a flat on fire, or, being affected by fire; this could be installed on an “LD3” basis and is generally “Grade D”. Should coverage of the dwellings be required, then, this may favour the installation of a Grade A system, as, a central control panel may be necessary to indicate the location of a fire, and, Grade D systems escalate in price rapidly with a greater number of devices. Manual call-points for any “Grade” of system should be included, and, should be installed at least near every communal final exit.

(AFD) Coverage of Dwellings: If a communal automatic fire detection and warning system is installed in the common means of escape, it may be advisable to consider coverage of the dwellings too; this is highly recommended in any HMO and may be mandated under the terms of your licence (Housing Act 2004). This is commonly done via the installation of heat detectors in the circulation spaces behind the dwelling doors to avoid false alarms; however, these are not intended to protect the occupants of the dwelling on fire as there can be a substantial delay between a fire starting in the dwelling and the activation of the communal automatic fire detection and warning system via a heat detector. Further, the responsible person should consider the potential difficulties arising from the need to maintain the fire alarm system in areas not under his control (i.e. the domestic premises). Common reasons for considering installation of a communal AFD system that also covers dwellings include:

1. The need to achieve a suitable warning sound level at the bedheads within flats.
2. The need to provide even earlier warning of fire (for occupants of other flats not on fire in the building); this is usually due to the acceptance of lower fire compartment standards on the property and the compensating for this via earlier warning of fire.
3. Due to the property being a House in Multiple Occupation; in which case the property is likely have a risk profile that presents a higher risk of injury from fire, and, there may be a requirement under the terms of an applicable HMO licence for coverage of the dwellings.

Nevertheless, if coverage of the dwellings is considered necessary and/or desirable, it is essential that residents are warned of the shortcomings outlined above (if present subsequent to installation of the system), and, the full written consent of all leaseholders is obtained **before** the works are conducted; The Regulatory Reform Fire Safety Order 2005 does not apply to domestic premises unless a prohibition notice is in force



(articles 6(1)(a) and 31(10) refer). If the property is a block of flats, not a House In Multiple Occupation, should there be no unanimous consent from leaseholders to install an AFD which also covers their flats, then, Watson Wild and Baker Ltd recommend that the installed system should be a common areas coverage system only.

(AFD) Category L2: systems installed only in defined parts of the building. A Category L2 system ought to include the coverage necessary to satisfy the recommendations of this standard (**BS5839-1 2017**) for a Category L3 system; the objective of a Category L2 system is identical to that of a Category L3 system, with the additional objective of affording early warning of fire in specified areas of high fire hazard level and/or high fire risk.

(AFD) Category L3: systems designed to give a warning of fire at an early enough stage to enable all occupants, other than possibly those in the room of fire origin, to escape safely, before the escape routes are impassable owing to the presence of fire, smoke or toxic gases. To achieve the above objective, it is normally necessary to install detectors in rooms which open onto an escape route (**BS5839-1 2017**).

(AFD) Category L4: systems installed within those parts of the escape routes comprising circulation areas and circulation spaces, such as corridors and stairways. The objective of a Category L4 system is to enhance the safety of occupants by providing warning of smoke within escape routes. The installation of detectors in additional areas is not precluded, and the system could then still be regarded as a Category L4 system (**BS5839-1 2017**). For instance, "additional areas" may include laundries, boilers and storage rooms opening onto the common means of escape (i.e. higher fire-risk rooms).

(AFD) Category LD3: a system incorporating detectors in all circulation spaces that form part of the escape routes from the premises; **inside dwellings in the context of a block of flats (BS5839-6 2019)**.

(AFD) Grade A (BS5839-6 2019): A fire detection and fire alarm system, which incorporates CIE (Control and Indicating Equipment) conforming to BS EN 54-2 and power supply equipment conforming to BS EN 54-4, and which is designed and installed in accordance with all the recommendations of BS 5839-1:2017, Section 1 to Section 4 inclusive, except those in the following clauses, for which the corresponding clauses of this part of BS 5839 (i.e. BS5839-6 2019) need to be substituted.

Clause/subclause of BS 5839-1:2017

16 (*Audible alarm signals*)

18 (*Fire alarm warnings for people who are Deaf and hard of hearing*)

20 (*Manual call points*)

25.4e (*Capacity of standby batteries*)

27 (*Radio-linked systems*)

Corresponding clause/subclause of BS 5839-6

13 (*Audible fire alarm devices and audibility*)

14 (*Fire alarm warnings for people who are Deaf and hard of hearing*)

18 (*Manual call points*)

15.2c (*Capacity of standby batteries*)

21 (*Radio-linked systems*)

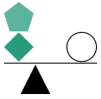
(AFD) Grade D1 (BS5839-6 2019): A system of one or more mains-powered detectors, each with a tamper-proof standby supply consisting of a battery or batteries.

(AFD) Grade F (BS5839-6 2019):

F1: A system of one or more battery-powered detectors powered by a tamper-proof primary battery or batteries.

F2: A system of one or more battery-powered detectors powered by a user-replaceable primary battery or batteries.

Watson Wild and Baker are of the opinion that "Grade F" smoke alarms are only acceptable in the common areas of blocks of flats in the very lowest risk properties with escape distances <16m (approximately), that also have no landlord's electricity supply. To be acceptable at all as a risk mitigatory measure, Watson Wild



and Baker hold that these devices must comprise non-removable long-life batteries (F1), be interlinked, and include a call-point located near every common emergency exit.

Acoustic Pads: soft stopping material placed upon the door-stops of self-closing doors in an attempt to quieten the closing of said doors; if these are fitted to fire-doors they can prevent a proper smoke seal from forming (particularly where the doors are not fitted with cold-smoke seals).

Alarm (Fire): a device containing, within one housing, all the components required, except possibly the energy source, necessary for detecting fire and for giving an audible alarm.

Alarm (Lift): This is the means of raising the alarm from within a passenger lift by pressing an alarm button (in the event the lift car fails). Commonly, this activates a sounder within the circulation spaces of the wider building. In older passenger lifts, there may be no means to communicate with the outside world (usually via a 24/7 monitoring company). Where this is the case, Watson Wild and Baker recommend that when funds become available, or, during modernisation works, a voice communication system is installed in the passenger lift cars. Should there be a risk-based reason for these works to be expedited (in the surveyor's opinion), this will be noted above.

Ancillary Accommodation: rooms and cupboards located within the non-domestic areas which are supplementary to the main use/everyday use areas e.g. storage cupboards, refuge chute rooms and boiler rooms.

Appropriate Signage: Signage that is compliant with The Health and Safety (Safety, Signs and Signals) Regulations 1996.

Artefact of previous times: A safety measure which was intended to reduce risk to safety in a manner which is no-longer pertinent to the circumstances of the case.

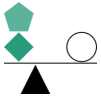
Assembly Points: From the "Fire Safety in Purpose Built Blocks of Flats (Local Government Group)" guidance document:

"Where fire action notices are displayed, they must be relevant. Standard fire action notices often refer to using fire extinguishers, raising the alarm by breaking a fire alarm call point and, once outside of the building, gathering at an assembly point. Most blocks of flats have neither a fire alarm system nor fire extinguishers, and, given the 'stay put' policy that should be adopted in most blocks of flats, assembly at a designated place serves little purpose."

Watson Wild and Baker Ltd are of the opinion that in most residential buildings there is little need to identify an assembly point, as, an assembly point serves no purpose. However, in commercial premises, or, in specialised residential buildings where there are full time employees, the identification of a suitable assembly point is recommended which is a safe distance from the building and is not in a location that may interfere with firefighting activities and access to the property for the fire brigade. This should take the form of an additional notice (in addition to any provided in the above report), and, an appropriate sign placed in the chosen assembly point location.



AOV: automatic opening vent.



Automatic Release Mechanism (Fire-Door Hold Open Device): A device which will allow a door held open by it to close automatically in the event of fire (usually operates in conjunction with a fire alarm system).



*DORGARD
(Battery Powered & Wireless)*



*MAGNETIC
(Hardwired & Mains Powered)*

Benchmark Standard (Fire Safety): Approved Document (Part B Vol 2) to The Building Regulations 1991.

Boundary Walls/Fences (Injurious Toppings):

Duties pertaining to property boundary defence stem from:

Section 164, clause (1) of the Highways Act 1980 which states the following:

“Power to require removal of barbed wire

Where on land adjoining a highway there is a fence made with barbed wire, or having barbed wire in or on it, and the wire is a nuisance to the highway, a competent authority may by notice served on the occupier of the land require him to abate the nuisance within such time, not being less than one month nor more than 6 months from the date of service of the notice, as may be specified in it.”

It should also be noted that the term ‘barbed wire’ has been interpreted to mean anything with spikes or jagged projections, and this would include any made aggressive topping or addition to a wall or fence including carpet gripper, broken glass, nails and preparatory products such as plastic and metal spikes.

And from:

The Occupiers’ Liability Acts 1957 and 1984:

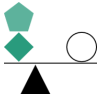
Occupiers’ Liability Act 1957

The 1957 Act deals with lawful visitors and places a duty of care on you to ensure the safety of those visitors whilst on your premises. You cannot be charged with any offences under this Act, but it can be used to sue you through the civil courts.

Occupiers’ Liability Act 1984

The 1984 Act deals with trespassers on your land, but only applies to personal injury (unlike the 1957 Act that also includes damage and loss to the visitor’s property). A ‘trespasser’ has a wide meaning and can be a thief about to burgle a property, but could also be a child attempting to retrieve his ball.

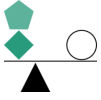
Watson Wild and Baker note that in practice, this usually means that injurious toppings should not be applied to boundary fences and walls that are lower than 6ft in height, that it is unwise to use “makeshift” toppings and that appropriate warning signs should be displayed (see examples below). Nevertheless, it is ultimately the third-party contractor’s responsibility to assess the situation and install a suitable product.



CCTV: If your business uses CCTV, you must tell people they may be recorded. This is usually done by displaying signs, which must be clearly visible and readable. You must also notify the Information Commissioner's Office (ICO) why you're using the CCTV. You should control who can see the recordings, and make sure the system is only used for the purpose it was intended for. Anyone can ask to see images that you've recorded of them. You must provide these within 40 days, and can charge up to £10. Data protection rules do not apply if you install a camera on your own home to protect it from burglary (taken from: <https://www.gov.uk/data-protection-your-business/using-cctv>). The [CCTV signs](#) should be clearly visible and legible, and give the identity of the person or organisation responsible for the scheme, contact details (telephone number) and the purpose of the scheme.



Circumstances of the case: the ["risk profile"](#) of the property, subsequent to any identified required actions being implemented, and the fire emergency information provided being communicated and adopted.



Cold-Smoke-Seals: These are brushes or seals that are fitted to a fire-door or its frame to inhibit the passage of “cold smoke” through imperfections in the door assembly in the early stages of a fire’s development; i.e. before intumescent seals are activated.

Compartment spanning cupboards: storage cupboards, parcel hatches/cupboards, utility services cupboards or any other ancillary accommodation which spans the common escape route/accommodation fire compartments; most notably the dwelling/common means of escape compartments.

Condition of Property: This statement refers to the overall condition to which the present property has been maintained. This statement may not reflect the overall safety, or risk profile of a property.

Cross-Bolt: a bolt type locking mechanism that is often fitted to doors to increase their security, but which may delay escape from a building.



Daisy-Chain: The practice of increasing the number of available electricity sockets by joining extension cables together; this can lead to overloading (>13amps).

Design specification: the manner in which a defined item was designed to operate.

Detector (Fire): part of a fire detection and fire alarm system that contains at least one sensor, which constantly, or at frequent intervals, monitors at least one physical and/or chemical phenomenon associated with fire, and that provides at least one corresponding signal to the Control and Indicating Equipment (CIE).

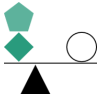
Domestic Premise(s) and dwelling(s): means premises occupied as a private dwelling (including any garden, yard, garage, outhouse, or other appurtenance of such premises which is not used in common by the occupants of more than one such dwelling);

Dry Riser: A dry riser is a normally empty pipe that can be externally connected to a pressurized water source by firefighters. It is a vertical pipe intended to distribute water to multiple levels of a building or structure as a component of the fire suppression systems. Watson Wild and Baker Ltd recommend that the dry riser main is indicated with a suitable sign at access level, and, on every floor with an access point in the building; access points on the upper levels of a building must be indicated with suitable signs if their locations are not immediately apparent.



DSE: Display Screen Equipment (e.g. computer screens).

Edge (Fall) Protection: Watson Wild and Baker Ltd recommend that edge protection be increased to 1100mm where it does not meet this standard. It is further recommended that edge protection should not



comprise gaps of greater than 100mm. Where the current surveyor considers this standard mandatory on the basis of risk of injury, it should be noted in the above report (if the area was surveyed).

Electrical Services (Common Means of Escape): Watson Wild and Baker Ltd recommend that any electrical services located in the common means of escape should be enclosed in materials that can resist the spread of fire for at least 30 minutes. It is particularly important for electrical services located in an area where they may be accidentally damaged for the services to be enclosed. Should the current author conclude that based upon risk to safety the electrical services must be enclosed, this will be stated in the action plan section of this report.

Emergency Fire Information: Watson Wild and Baker Ltd's "Emergency Fire Information" should not be misunderstood as recommending a "full-evacuation policy" or "stay-put policy"; we recommend neither. Our approach is that persons should always evacuate a property, or take the identified actions if:

1. They are given warning of fire.
2. They are affected by fire.

In relation to point 1, we advise upon the level of automatic fire detection and warning required on a property, in the common areas (if any), given the nature of the premises (i.e. the level of fire compartment standards and the nature of the means of escape). Thus, by definition, the absence of an automatic fire detection and warning system in the common areas will result in no simultaneous evacuation in the event of fire. In relation to point 2, by definition, if persons are being affected by fire, then fire-compartmentalisation has failed, and evacuation is absolutely necessary. We do not recommend either a "full evacuation" policy or "stay-put" policy; the latter being criticised subsequent to the Grenfell Tower tragedy.

In relation to relevant persons with disabilities who may have difficulty acting in accordance with the recommended emergency actions, and who are not employees, Watson Wild and Baker note that the RRO 2005 states:

"Duty to take general fire precautions

8.—(1) The responsible person must—

(a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and

(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe."

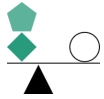
This is because the responsible person may not have any control over relevant persons on the property who are not under his control. If this is the case, and, a relevant person is unable to act in accordance with the recommended emergency actions, it is the individual's responsibility to act accordingly. This does not preclude the responsible person making any reasonable adjustments (in the circumstance of the case) to accommodate persons with disabilities.

Emergency (escape) lighting: Lighting that provides illumination for the safety of people leaving the building when the normal lighting fails;

Centralised System: an emergency lighting system that consists of a central back-up power unit that starts in the event of a power failure. Parts of the normal (current everyday) lighting or, specially intended emergency lighting, are connected to the power unit; this type of system often removes the need for additional lighting units to be installed in the means of escape;

Decentralised: In a decentralised emergency lighting system, the back-up power is directly placed at the points of use, therefore, each emergency lighting unit is provided with its own emergency lighting electronics and a rechargeable battery; this requires additional light fittings in the means of escape.

Maintained: emergency lighting that serves both everyday lighting purposes and emergency purposes.



Non-maintained: emergency lighting that does not illuminate unless power is lost to the normal lighting circuit.

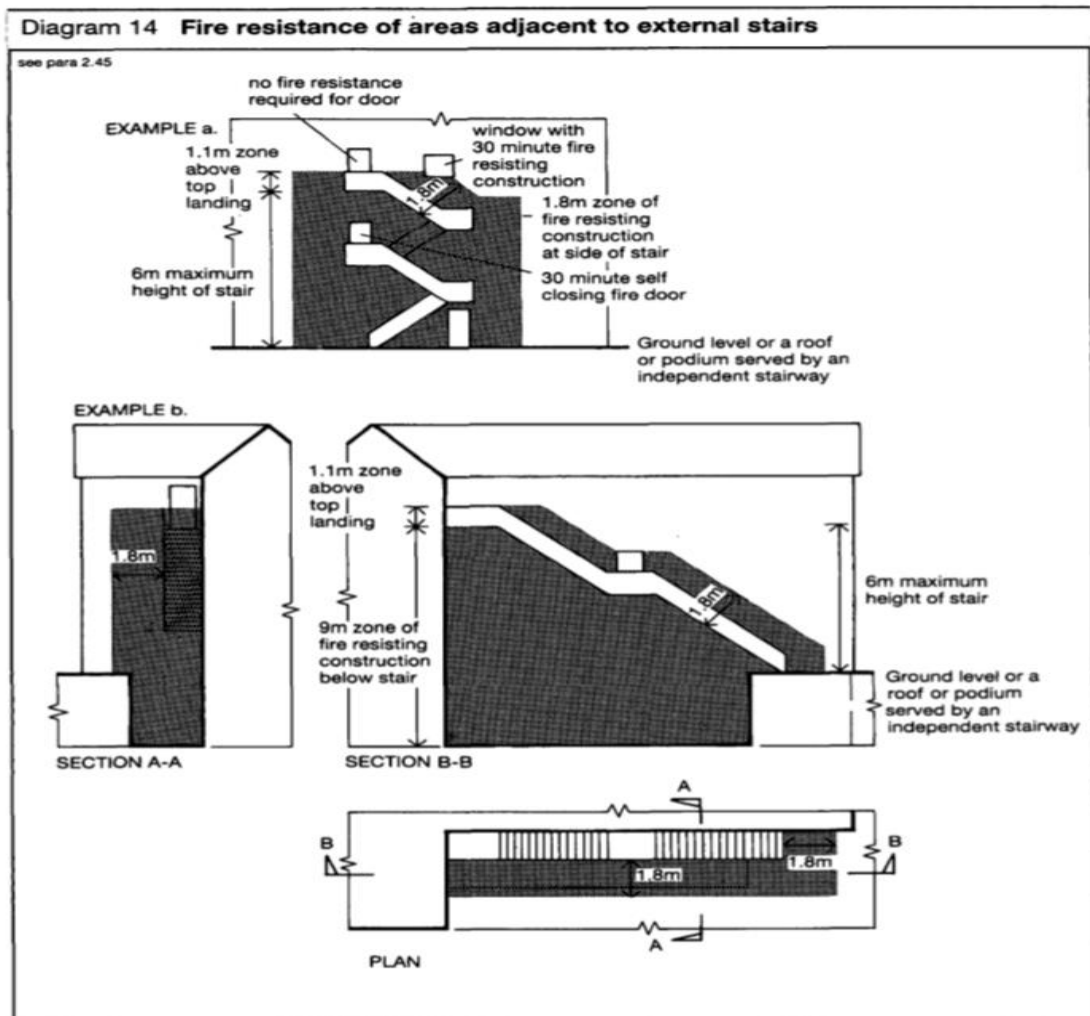
Employee Areas: Areas primarily used by, and intended for use by, employees on the property.

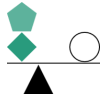
Emergency Exit (Suitable): Emergency doors “must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency” (Regulatory Reform Fire Safety Order 2005). In practice, Watson Wild and Baker’s view is that suitable emergency exits must not be fitted with a convoluted locking/latching mechanism that may unduly delay evacuation from a property. Emergency exit door mechanisms must also be suitable in the “circumstances of the case” (see above) and be openable with one hand. Rarely used exits should be indicated with suitable signs (see below).

Emergency Voice Communication System (EVC): As recommended by BS 9999 for disabled refuges and to be installed in accordance with BS 5839-9.

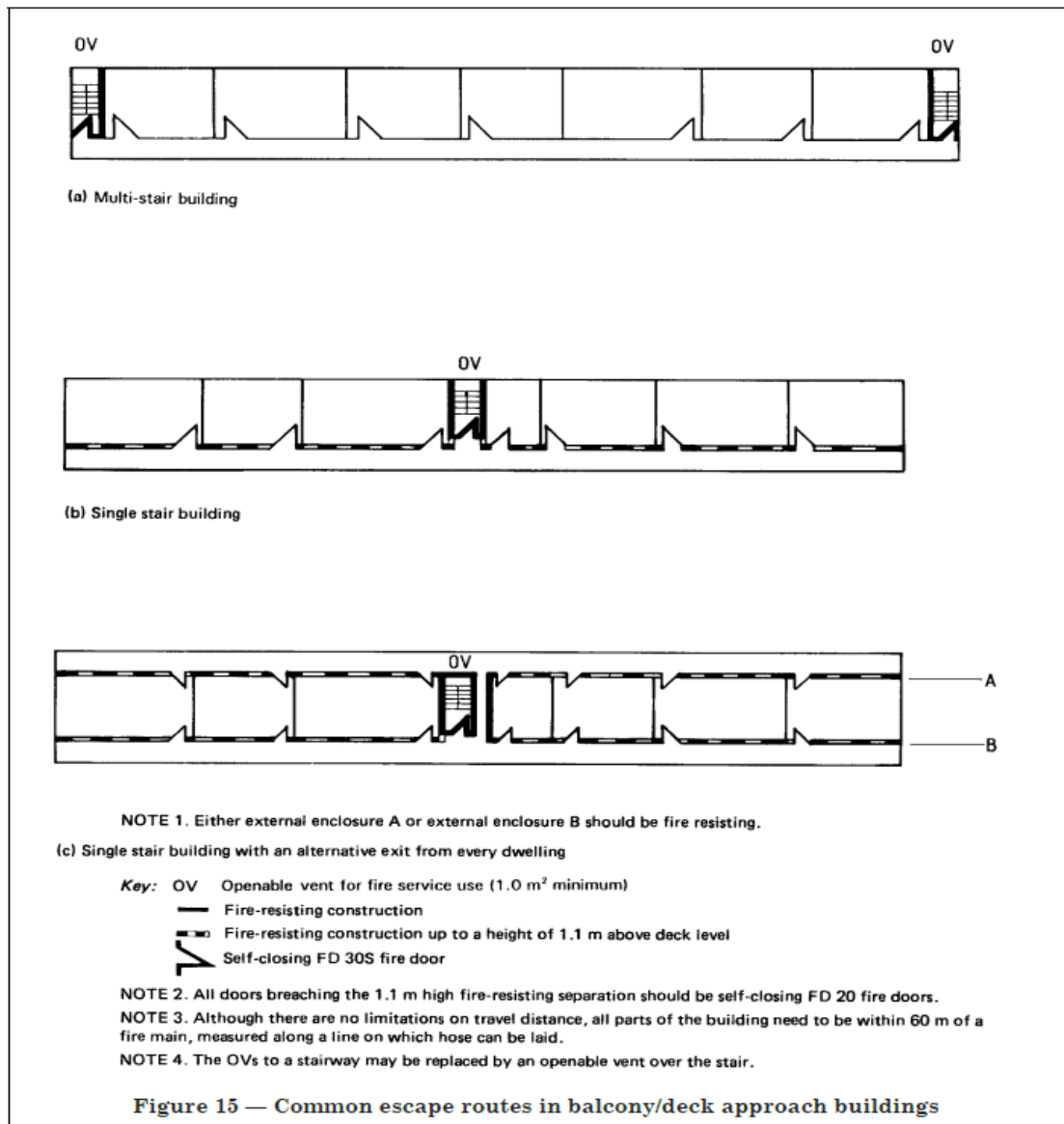
External Escape Stairways and Balcony/Deck Access: The below is the standard for external escape stairways and where dwellings are accessed via external balconies or decks. All “risk relevant” (see below) windows, doors and walls, must be fire-resistant to a suitable standard and, where necessary, be fitted with appropriate positive action self-closing devices (see below), or sealed shut. It is likely dwelling leaseholders will need to seek competent advice on the suitability of their doors and windows if the above fire risk assessment identifies a probably significant deviation from the below standard.

From Approved Document B, Volume 2, 1991 (Benchmark Fire Safety Standard):





The below recommendations apply where flats have common balcony or deck access and is taken from BS-5588-1, 1990 (Referred to in The Benchmark Fire Safety Standard); this is reproduced (with few changes) in BS9991-2015:



From Approved Document B, Volume 2 (2019):

External escape routes

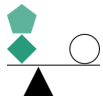
2.30 Where an external escape route is beside an external wall of the building, the external wall should be of fire resisting construction in both of the following zones.

- a. Within 1800mm of the escape route.
- b. Up to 1100mm above the surface of the escape route.

This does not apply to external escape stairs (see paragraph 3.32).

External Escape Stairways (Removal):

Watson Wild and Baker Ltd are often asked by their clients if they can remove defunct or damaged external escape stairways from properties under their management. Subject to a suitable and sufficient (in the “circumstances of the case”) fire risk assessment, this may be possible, however, any removal of an external escape stairway would likely only be permissible subject to building approval, as removal may constitute a



material alteration under the current building regulations (2010). Before any removal, building approval should be obtained. Please note, however, that it is likely approval would be subject to conditions; a probable condition is the upgrading of all doors to flats to FD30S self-closing fire doors (where the current standard is lower than this). Further, it will be necessary to consider the impact of removal on both communal means of escape and escape from within dwellings; this will be considered by building control before granting (or otherwise) permission for removal.

External Walls (EWS1 Form):

Building Regulations Guidance (Approved Document Part B, Volume 2 [2007; Amendments to 2010]) pre-Grenfell Tower required the following (pages 93-94):

External wall construction

12.5 The external envelope of a building should not provide a medium for fire spread if it is likely to be a risk to health or safety. The use of combustible materials in the cladding system and extensive cavities may present such a risk in tall buildings.

External walls should either meet the guidance given in paragraphs 12.6 to 12.9 or meet the performance criteria given in the BRE Report *Fire performance of external thermal insulation for walls of multi storey buildings* (BR 135) for cladding systems using full scale test data from BS 8414-1:2002 or BS 8414-2:2005.

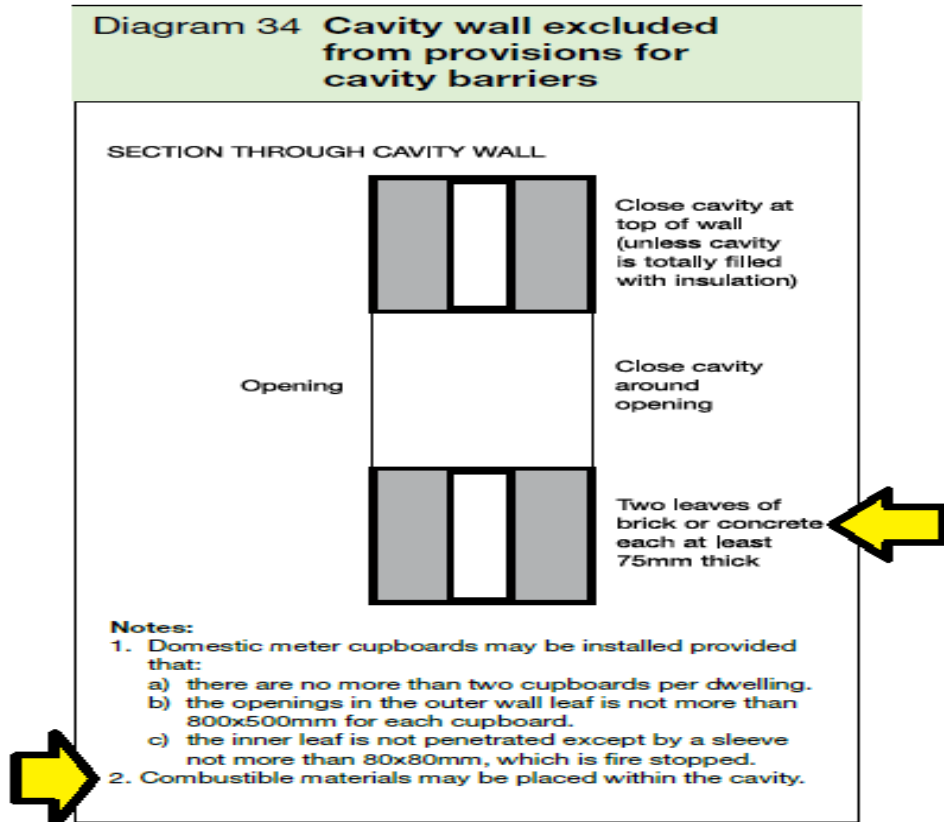
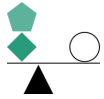
The total amount of combustible material may also be limited in practice by the provisions for space separation in Section 13 (see paragraph 13.7 onwards).

And

Insulation Materials/Products

12.7 In a building with a storey 18m or more above ground level any insulation product, filler material (not including gaskets, sealants and similar) etc. used in the external wall construction should be of limited combustibility (see Appendix A). This restriction does not apply to masonry cavity wall construction which complies with Diagram 34 in Section 9.

And



However, on the 21st of December 2018, The Building (Amendment) Regulations 2018 (S.I. 2018/1230) came into force and effectively banned combustible materials from being used to clad any building; buildings less than 18m in height must be clad in materials of limited combustibility or better and buildings above 18m in height must be clad in materials that are non-combustible. Although there is no mandatory requirement in law to have a completed EWS1 Form for any property, the responsible person must ensure relevant persons are protected from the effects of fire under the Regulatory Reform Fire Safety Order 2005 (overlap also with The Housing Act 2004). Thus, an EWS1 Form and associated investigations is likely to be the best means of managing any identified risk to safety from fire (relating to combustible external wall construction), but, is not required as a matter of course. Recent changes to Building Regulations do not apply retrospectively. Please note, when taking a wholistic approach to fire risk assessment, it is not always necessary to have knowledge of the physical nature of any cladding system that is present on a building, for a competent fire risk assessor to determine that the cladding presents no significant risk to safety from fire.

Although Watson Wild and Baker Ltd have no expertise in either fire engineering or building practices (including building materials), we note that since approximately 1990, the emergence of “modern cavity walls” and the frequent use of combustible insulation materials in their construction (both behind the masonry façade and as part of an externally applied cladding system) has led to a significant increase in the risk of fire spread throughout the building. Although the use of combustible materials in the construction of “modern cavity walls” does not necessarily increase the risk of fire spread on the property, their use does necessitate the diligent use of cavity barriers and fire breaks to reduce the risk of this occurring. This has led to the real possibility, in our opinion, of serious human error and/or poor building practices. For this reason, where relevant, Watson Wild and Baker Ltd will recommend that invasive investigative works (likely as part of the EWS1 Fire Safety Review Form) are conducted by appropriately trained experts to determine the physical nature and composition of the property's external walls and any associated materials. Particular attention will be given to buildings that comprise a structural frame of reinforced concrete, steel, and especially cross laminated timber, that also utilise modern cavity walls in their construction.

Fire Door: Any door that in the assessor's opinion, is likely to perform a fire safety function; regardless of its original design specification.



Fire-Door (Signage): Watson Wild and Baker Ltd are of the opinion that it is best practice to sign fire-doors in the following manner (Taken from the Local Government Group’s “Fire Safety in Purpose-Built Blocks of Flats” Guidance Document page 101):

“In general, ‘Fire Door Keep Locked Shut’ signs should be provided on:

- the external face of doors to storerooms
- electrical equipment cupboards
- any ancillary rooms located within the common parts.

In general, ‘Fire Door Keep Shut’ signs should be provided on both faces of fire-resisting doors forming part of the protection to the common escape routes and on cross-corridor fire doors. However, this does not apply to flat entrance doors. (In the unusual case of fire doors that are held open, but release on operation of smoke detectors, the signs should read ‘Automatic Fire Door Keep Clear’).”



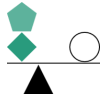
Please note that if a property was constructed or converted post 1985, there may be a requirement under Building Regulations for signage to be provided in accordance with the above. Commercial properties should be signed as above.

Fire Drills (Test Evacuations): BS 9999:2017 “Implementation of procedures should be tested at least once, but preferably twice, in each twelve-month period and there should be a test evacuation of the entire building at least once per year. Staff employed in particular zones of a complex should take part in a test evacuation exercise at least twice per year. Any observed deficiencies in the fire safety management should be remedied, and any improvements found necessary to the management of evacuation should be reflected in formal amendments to the written instructions.”

In commercial premises, Watson Wild and Baker Ltd recommend that the above recommendations are adopted. However, in blocks of flats, Watson Wild and Baker Ltd hold that such recommendations are inappropriate where the responsible person does not have control over persons within their homes. Article 8 of The Regulatory Reform Fire Safety Order 2005 States:

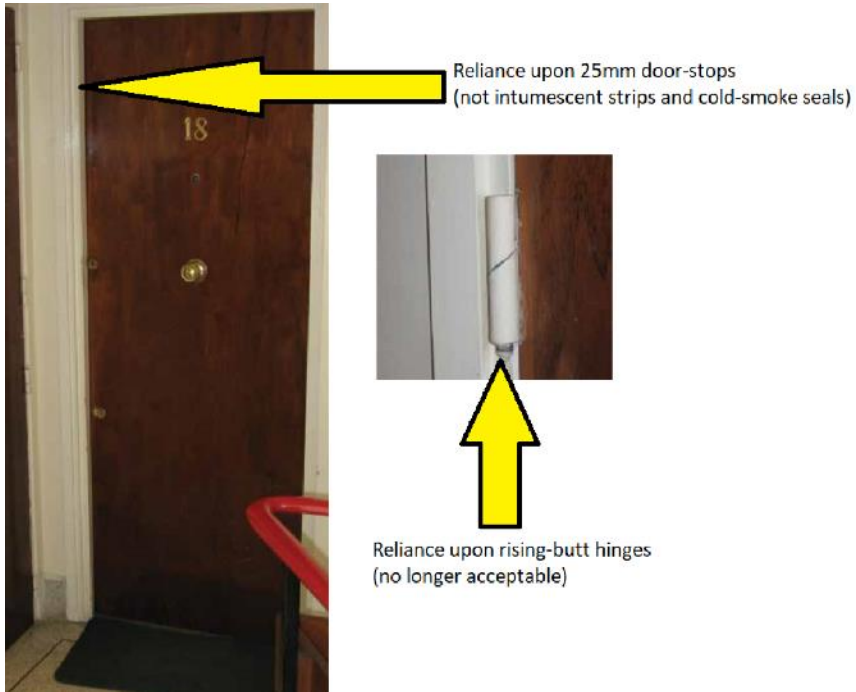
“Duty to take general fire precautions 8.—(1) The responsible person must— (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and **(b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.**”

Further relevant guidance on fire drills (test evacuations) can be found in BS 9999:2017.



Fire-Doors “Typical” (Front Door to Flats):

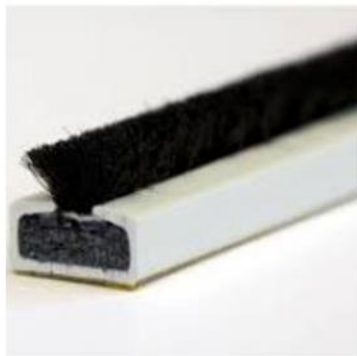
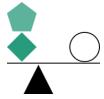
Period Fire-Door (Commonly Found in 1960’s Buildings/Conversions)



Modern Fire-Door or Upgraded (Notional) Fire-Door and Examples of Positive Action Self-Closing Devices



Example Door



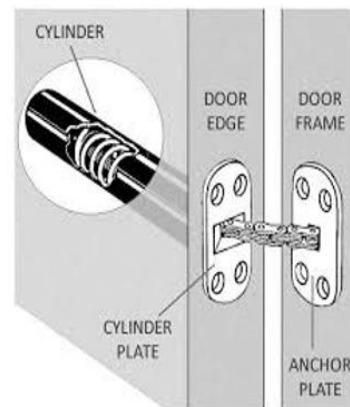
Cold-Smoke Brush & Intumescent Seal



Cold-Smoke Seal & Intumescent Seal



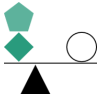
Over-Head Self-Closing Device



Hidden Self-Closing Device



Adjustable Sprung Hinge



Fire Extinguishers (Portable): Watson Wild and Baker Ltd are of the opinion that in workplaces suitable portable fire-extinguishing equipment should be provided, and, that all staff should receive suitable training in the use of these provisions; including any areas in blocks of flats that are solely dedicated to a caretaker etc. Nevertheless, employees should never be expected to tackle fires within flats. In the common means of escape of blocks of flats, Watson Wild and Baker Ltd do not believe that such provisions should be provided as untrained persons may use them, they are unlikely to be needed to safely evacuate the premises and persons may be injured or killed by leaving their homes to acquire equipment from the common areas, only to re-enter a place of danger (a flat) to tackle a fire. Any fire-extinguishers within plant rooms in blocks of flats should be retained and maintained and, should the current property be subject to an HMO licence under The Housing Act 2004, the responsible person should ensure no duty to retain portable fire extinguishers exists under this licence before removal of provisions from the property is considered. Contractors are expected to provide their own fire extinguishers when conducting higher risk activities onsite e.g. hot works. Where desirable/appropriate (e.g. where very little equipment is provided on a property), the responsible person may want to consider replacing current fire-extinguishers for suitable **P50 10-year maintenance-free fire-extinguisher** alternatives; this would negate the need for annual third-party servicing visits, but regular visual checks would still be necessary. Fire blankets are recommended for all communal kitchens; notably, in Houses in Multiple Occupation.

Fire Safety Information (Fire and Rescue Service):

From BS9991:2015 (underlining added for emphasis):

“In large or complex residential buildings, particularly high buildings or those having extensive accommodation below ground level, it is of considerable advantage to the fire and rescue service if appropriate information about the building is made available to them. Where appropriate this should include:

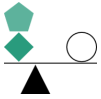
- a) simple floor plan layouts, indicating any relevant fire resistance provisions, internal access provisions, fire-fighting facilities, building services and any specific hazards;
- b) relevant information (including operating instructions) relating to equipment/fixed installations provided for means of escape or firefighting;
- c) information regarding the implications of any fire engineering strategy on the performance of the building during a fire, e.g. reduced fire resistance of elements of structure or areas of the building with additional fire protection measures;
- d) information relevant to preventing environmental damage;
- e) relevant information (including operating instructions) relating to lifts provided for means of escape or firefighting. Where evacuation or fire-fighting lifts are installed, these should be clearly signed at the fire service access level; relevant information should be available detailing the locations of the main switch, rescue controls and machinery spaces.

Depending on the structural complexity of the building, it might also be appropriate to make schematic fire system plans available. An isometric or cut-away view might be appropriate as the best means of illustrating the building. Fire protection facilities shown on any of these plans should be labelled, and where plan symbols are used, a key to the symbols should be provided.

Where a plans box is used to store this information on site, a photo-luminescent identification sign should be provided on the outer face of the box door. This sign should remain prominent so that if the building’s lighting fails, the location of the box is still visible. Where a plans box is not used, the information pack should be clearly identified by an appropriate method.”

For commercial premises, Watson Wild and Baker Ltd are of the opinion that the above information should be provided, and, additional information should be added to this as far as is appropriate in relation to the responsible persons undertaking.

Fire Safety Information Pack: The information required by Regulation 38 of The Building Regulations 2010, which should be handed over by the developer subsequent to the completion of building works.



Fire-sterile (Environment): An environment which is practically devoid of the components required to propagate and/or sustain a significant fire i.e. sources of ignition, combustible items (fire-loading) and/or oxygen (air).

Fire-stopping: A seal provided to close an imperfection of fit or design tolerance between elements or components, to restrict the passage of fire and smoke.

Fire-loading: In simple terms, fire loading is a measurement used by fire-fighters and other fire safety professionals to determine the potential severity of a fire in a given space. It describes the amount of combustible material in a building or confined space and the amount of heat this can generate

Future-proof: the provision of a safety item that is likely to be beneficial, but, that in the opinion of the author of this report, is not currently legally mandated; such a provision could guard the premises against any future change in legislation, or disagreement with an enforcing authority.

General health and safety training (Staff): Onsite training which is tailored to the specific property at which the employee(s) work, and, to the needs of the employee(s) given their role(s); Watson Wild and Baker Ltd can provide this training upon request. Training to include:

1. Health & Safety Standards & Responsibilities
2. Risk Awareness
3. Fire Awareness and emergency information
4. Slips, Trips & Falls
5. Contractor Awareness & Management
6. COSHH (The Basics)
7. The Management of Asbestos Containing Materials (ACM's)
8. Basic Fire Extinguisher Training
9. Legionella Awareness

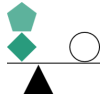
General needs block/property: A block of flats intended for occupation by members of the general public and not those of a specific demographic or vulnerability (Purpose-Built Blocks Guidance Document (Local Government Group)).

Hazard: something with the potential to cause harm.

Health Act 2006: Industry consensus regarding the interpretation of the aforementioned act of parliament seems to be that the Act applies to the non-domestic areas of residential buildings such as blocks of flats. Although Watson Wild and Baker Ltd question this interpretation, should the responsible person wish to apply the “precautionary principle”, displaying “no smoking” signs on the property in the non-domestic areas is recommended. If the current property is a workplace or access areas thereof, then, displaying these signs is required.



HMO (House in Multiple Occupation) Section 257: Houses or buildings converted into self-contained flats where the conversion did not (and does not) meet the building standards under the Building Regulations 1991. Less than two-thirds of the self-contained flats in the building must also be owner-occupied for it to be considered a section 257 HMO under the Housing Act 2004.



HMO Bedsit (House in Multiple Occupation): A building which has been divided into individual nonself-contained lettings, let to unconnected individuals. Each bedsit letting will usually comprise only one room (sometimes more) which may contain cooking/food preparation facilities, washing facilities and living/sleeping space. Usually bathrooms and WCs are shared between a number of bedsits. The actual facilities contained within each bedsit letting will vary from property to property; sometimes there will be a shared kitchen and no cooking facilities within the private rooms.

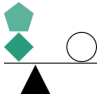
Intumescent Seals (Strips): these are heat activated seals which are fitted to fire doors, or their frames, which expand to seal the door during the later stages of a fire's development.

Letter to Dwelling Leaseholders: Watson Wild and Baker Ltd have provided the letter in the appendixes of this report for the convenience of the responsible person(s). The letter is necessarily complex, as the area of fire safety in residential buildings to which it refers is itself complex. The responsible person may choose to send an alternative letter, or "make arrangements" under Article 17 of the Regulatory Reform Fire Safety Order 2005 in some other way of their choosing. However, the provided letter is the product of Watson Wild and Baker Ltd's considerable expertise in this area, is based upon a thorough knowledge of The Regulatory Reform Fire Safety Order 2005, the Chief Fire Officers Association's Enforcers' Guidance Document 2015 "Collected Perceived Insights Into and Application of The Regulatory Reform (Fire Safety) Order 2005 For the Benefit of Enforcing Authorities", as well as other relevant legislation/guidance. The letter is carefully written to ensure the building is safe, and, that the interests of all parties concerned are served. **Deviation from the provided letter is entirely at the responsible person(s) risk.**

Lightning Conductors: Watson Wild and Baker Ltd have no specialist knowledge pertaining to the protection of structures from lightning strike. Should the responsible person have specific concerns relating to the need or otherwise for the protection of a structure from lightning strike, then, the responsible person will need to seek advice from a competent specialist; such as a member of ATLAS (<https://atlas.org.uk/why-use-an-atlas-member/>). Nevertheless, in the manner of a non-specialist, Watson Wild and Baker Ltd do have regard for the nature of the property (in terms of its likely vulnerability to lightning strike) and, the likely severity of outcome to relevant persons on the property should lightning strike the building(s) (as it pertains to risk to safety from fire). Some variables considered include:

1. Geographical location and topography.
2. The building's height.
3. The building's height relative to other structures in the vicinity.
4. The number of people at risk.
5. The prevalence of lightning in the area; the UK in general is not particularly high risk.
6. The nature and use of the property; are any particularly flammable items or explosive items present.

Further guidance pertaining to the need or otherwise for lightning conductors on premises can be found in the Purpose-Built Blocks Guidance Document (Local Government Group); highlighting added:



“

48. Lightning

48.1 Lightning is a source of ignition in a small proportion of fires. However, the risk depends on factors such as:

- the location of the building
- the building's size and construction
- the proximity of the building to other structures
- the local topography.

A risk assessment tool for determining the need for lightning protection on a block of flats can be found in BS EN 62305-2, but normally needs a specialist to apply it.

48.2 Retrospective installation of lightning protection is rarely likely to be considered essential for compliance with legislation in existing blocks of flats. However, any existing lightning protection systems should be subject to regular inspection and testing. Guidance on this is available in BS EN 62305-3.

”

Material Times: important/relevant times.

Maintenance: “The process of preserving a condition or situation or the state of being preserved” (<https://www.lexico.com/definition/maintenance>). For instance, in relation to the maintenance of doors serving a fire safety function, this implies maintaining the doors in their original, as installed condition; it does not involve retrospectively upgrading the doors (for instance by the addition of intumescent strips and/or cold smoke seals). If the author of the above report is of the opinion that doors serving a fire safety function require upgrading, this will be expressly stated above. Replacement of fire resistant doors, hinges and/or other door paraphernalia simply because no test evidence or fire certification is available, is rarely necessary or justifiable; if, in the opinion of the current author, this is required/justified on the basis of risk to safety from fire, it will be expressly stated above.

Minimum Standard (Dwelling Door): The identified minimum standard of dwelling door on the property which is necessary to support the findings of the current fire risk assessment and protect the safety of relevant persons from fire; this is relative to the “circumstances of the case” (see above).

Modern fire-door: a door in accordance with BS 476-22 or an equivalent standard.

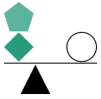
Nature of the Premises: the characteristics of the premises, subsequent to any identified required actions being implemented, whether inherent or retrofitted, that negate the need for the further specified risk mitigation measure(s).

Notional: theoretical or estimated.

Notional fire-door: a fire-door that theoretically will resist the spread of fire for a given duration; this type of fire door is generally an upgraded door of robust traditional construction and/or a period fire-door.

Original Standard (Flat Doors): this is the standard of dwelling doors that was originally installed i.e. when the building as a whole was last subject to building regulations. This may or may not be a sufficient standard (notably in relation to fire safety) to protect the safety of relevant persons given the “risk profile” of the building today.

O&M Manuals: Operation and Maintenance Manuals (O&M Manuals) form part of the usual handover documentation (subsequent to building works) and usually include operation and maintenance instructions along with Manufacturers' literature, As Built Drawings and Signed Test and Commissioning sheets.



Parking Areas (Covered or Subterranean): Watson Wild and Baker Ltd recommend that the following signs are saliently displayed in these areas.



PAT Testing: Portable appliance testing (electrical appliances with a plug). All electrical appliances fitted with a plug should be subject to a suitable PAT testing regime. Watson Wild and Baker Ltd recommend a risk-based approach to this i.e. regularly used/moved appliances should be tested more frequently than items that are rarely moved, as, the former are more prone to damage (e.g. Laptops and kettles).

Passive Fire Safety Survey: This type of survey is intended to formulate a remediation plan, and may involve some level of destruction in order to gain further information and access hidden areas (the current survey was “non-destructive”).

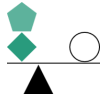
PEEPS (Personal Emergency Evacuation Plan):

PEEPS are not usually appropriate where the property comprises a block or blocks of flats, as the responsible person is unlikely to have any control over whom is, or is not, present on the property, and residents are not employees (RRO 200 Article 8(1)(b)). However, PEEPS are relevant where there are vulnerable persons in need of assistance to evacuate the property and where the responsible person has control over the occupants and his employees.

Period fire-door: a fire-door which pre-dates modern empirical standards; these doors rely upon 25mm doorstops/rebates and may have been installed in accordance with British Code of Practice CP3, Chapter 4, Part 1.

Pond (water feature or body of water): Watson Wild and Baker Ltd generally recommend that a life buoy and appropriate signage is provided/displayed in the near vicinity of any pond, water feature or body of water. These recommendations are of particular pertinence where the water feature, pond or body of water is not readily apparent and/or anyone falling into the water may find it difficult to get out e.g. an unfenced pond or river. Nevertheless, please note, site specific requirements and/or recommendations will be noted above where the water feature/body of water was inspected. Please refer to [Bourne Leisure v Marsden \[2009\] EWCA CIV671](#).





Positive action self-closing device: a self-closing device that is capable of closing a door from any angle and of overcoming any latch, as it exerts an energetic closing action; this type of closing device can be contrasted with rising-butt hinges which can be unreliable.

Poster (Health and Safety Law “What You Need to Know”):

The Health and Safety Executive has produced a range of health and safety law products. Employers are required, by law (Under The Health and Safety Information for Employees Regulations 1989 [amended 2009]) to either display the HSE-approved law poster or to provide each of their workers with the equivalent leaflet (available as a free download): <http://www.hse.gov.uk/pubns/books/lawposter-a3.htm>

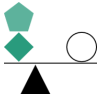


Protected Shaft (Services Duct): A shaft that connects fire compartments and which is separated from those compartments in the manner described in Approved Document B (2019).

Protected stairway: A stairway discharging through a final exit to a place of ultimate safety (including any exit passageway between the foot of the stair and the final exit) that is adequately (in the circumstances of the case) protected from fire elsewhere in the building by fire-resisting construction.

Protected stairway (secondary protection): A stairway that benefits from additional self-closing fire-resistant doors and associated fire-resistant construction between the dwelling doors or other accommodation and the stairway(s).

Recommended Action: An action, that is believed to reflect best practice, in the opinion of the current author. These actions are optional in the opinion of the current author.



Required Action: An action, that is believed to be required, by the current author, to adequately mitigate risk to safety, and to comply with relevant law. These actions should be taken as soon as is practicable.

Responsible Person (Regulatory Reform Fire Safety Order 2005):

“(a) in relation to a workplace, the employer, if the workplace is to any extent under his control;

(b) in relation to any premises not falling within paragraph (a)— (i) the person who has control of the premises (as occupier or otherwise) in connection with the carrying on by him of a trade, business or other undertaking (for profit or not); or (ii) the owner, where the person in control of the premises does not have control in connection with the carrying on by that person of a trade, business or other undertaking.”

In practice, this means both managing agents and landlords/freeholders are “responsible persons”. Further, according to the Chief Fire Officers Association’s Enforcers’ guidance document “Collected Perceived Insights Into and Application of The Regulatory Reform (Fire Safety) Order 2005 For the Benefit of Enforcing Authorities” (and relayed in ARMA’S position paper on flat doors [Revision 4 — 23rd July 2018]), dwelling/flat leaseholders can also be considered “quasi-responsible-persons” under Articles 5(3) & 5(4); Articles 5(3) & 5(4) state “(3) Any duty imposed by articles 8 to 22 or by regulations made under article 24 on the responsible person in respect of premises shall also be imposed on every person, other than the responsible person referred to in paragraphs (1) and (2), who has, to any extent, control of those premises so far as the requirements relate to matters within his control.” and “(4) Where a person has, by virtue of any contract or tenancy, an obligation of any extent in relation to— (a) the maintenance or repair of any premises, including anything in or on premises; or (b) the safety of any premises”.

Riser (Screen or Laptop): An adjustable platform or base upon which a display screen or laptop is placed; the top of the screen should be at approximately eye level when the user is seated.

Rising butt hinges: door hinges that are reliant upon the weight of the door combined with the bevel on the hinged joint to cause the door to close by itself.

Rising Services Covers: Removable or non-removable panels or partitions which occlude rising utility services e.g. cables/pipes.

Rising Services Cupboards: These are cupboards containing rising services (electrical cables etc). These cupboards should be fire-stopped at ceiling and floor level and laterally in a manner which is sufficient in the circumstances of the case to protect the safety of relevant persons from fire.

Rising Services Voids: a services void that contains rising services (electrical cables etc).

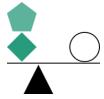
Risk: the confluence of a person coming into contact with a hazard or conducting an activity, within an environment, which creates an event with the potential to cause harm. The level of risk, given the event, is calculated by consideration of the likely severity of harm and the likelihood of that harm actually occurring.

Risk Profile: the overall risk associated with a property and the confluence of factors at the property which combine to express that risk in unique ways.

Risk Relevant: pertaining to an aspect of a property which is relevant to the property’s overall risk profile or hazard specific risk profile.

Robust door of traditional construction: A durable door made from traditional materials (commonly wood), which is likely to resist fire spread for a sufficient duration, given the nature of the premises. These doors generally have rebates of less than 25mm.

Roof Voids (Fire Separation): Access to the roof voids is generally not gained as part of Watson Wild and Baker’s standard fire risk assessments; unless access is freely available (access equipment provided) and it is safe.



Any damage to any existing fire safety provisions in the roof voids should be repaired; this is the case for any fire safety provisions wherever they are located on the property (unless they are upgraded rather than repaired). Nevertheless, any property converted or constructed pre-1985 is very unlikely to have fire separation standards that in any way resemble those under current building regulations. In these circumstances, it is necessary to take a purely risk-based look at the issue to determine whether, under The Regulatory Reform Fire Safety Order 2005, any further measures need to be taken to protect the safety of relevant persons from fire. With that in mind, WWB offer the following general observations and advice:

1. Any loft hatch on a communal escape stairway should be of durable fire-resistant material and should be closely fitting e.g. a solid piece of wood that fits well within its enclosure.
2. It is quite possible that fire could spread to the roof space, and, thus, throughout the roof space. This is by far most likely to occur due to a fire within one of the flats on the upper floor of a given building. The communal stairways are intentionally kept as fire sterile as possible to prevent fire in these locations.
3. It is possible that a fire will originate within a roof void; however, this is far less likely.
4. Any fire within a roof space is likely to be less serious than in other parts of the building, in terms of consequences, as, roof voids are readily ventilated to the open air (meaning heat and smoke will be largely evacuated from the building). Further, due to the location of the roof and the behaviour of fire and fire products (fire products are hot and buoyant), they are unlikely to sink into the common means of escape and prevent persons from safely evacuating the buildings.
5. Lateral separation between the flats and the common means of escape (doors and walls) is far more important than roof space fire separation; because any lateral penetration of fire into a single common stairway (where only one exists) would be very likely to prevent safe egress for those in flats above the flat on fire.
6. If you have adopted and communicated the fire emergencies information we recommend, you do not advocate a “stay-put” policy. See Emergency Fire Information (above).

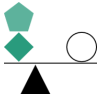
Watson Wild and Baker offer the below by way of example; this is a property WWB actually inspected subsequent to a fire:



As can be seen, this building was constructed in accordance with The Building Regulations 2006, and, nevertheless, fire spread from a flat on the ground floor of the building right through two flats in the associated column and into the roof space (which was destroyed). Nevertheless, due to the behaviour of fire and the high levels of lateral fire separation (given its construction date), relevant persons were able to safely evacuate the building at all times via the single escape stairway.

This is why WWB believe roof void fire separation, in terms of life safety, is far less important than lateral fire separation (between flats and the common means of escape) in most cases.

Safety provision: A measure installed to reduce the risk of harm to persons on the property.



Smoke Vent (Diffusion): Natural ventilation, either direct to open air or via smoke shafts that rise up through the building, involves the provision of vents, doors, or windows, usually of minimum free area of 1.5 metres squared (m²). These can be:

- permanently open vents (PVs), as recommended in some previous design guides
- manually openable vents (OVs)
- automatically opening vents (AOVs).

If there is no means to ventilate the common stairways in a building, then, it is recommended that where “reasonable in the circumstances of the case” (where there are no employees), an appropriate vent is installed at the head of every common stairway, and, where “reasonably practicable” (where there are employees). It is further recommended that where windows, doors or vents are present, they should be readily openable by the fire brigade; especially at the head of the common stairways.

Spandrel: this term is used to indicate the space between the top of the window in one story and the sill of the window in the story above. It is also used to describe the “void” space formed when an arch or curved shape is located within a shape with straight sides; commonly a square or rectangle.

Specialised Housing: accommodation that provides independent living for occupants who are wholly or mainly limited to a specific section of population and who are likely to require additional measures to secure their safety in the event of fire, including but not limited to accommodation provided for the elderly, children and people with a physical or mental impairment (BS9991-2105).

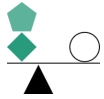
Suitable and sufficient (in the “circumstances of the case”): right or appropriate for a particular purpose, or situation, given the “circumstances of the case” (see above).

Suitable self-closing device: An appropriate positive action self-closing device in accordance with BS1154:1997 or an equivalent standard.

Suitable Signage: Pictographic signage compliant with The Health and Safety (Safety, Signs and Signals) Regulations 1996; it is recommended that infrequently used suitable emergency exits are indicated with suitable signage and “fire exit, keep clear” signs. The following is taken from the Local Government Group’s “Fire Safety in Purpose-Built Blocks of Flats” guidance document page 101:

- “The normal access and egress routes within a block of flats do not usually require fire exit signs to assist residents and visitors to make their way out of the building in the event of fire.
- Flats with a single staircase, regardless of the number of floors, would, for example, not usually require any fire exit signage.
- In other blocks, fire exit signage may be required in circumstances where there are:
alternative exit routes, secondary exits by way of an external stair, across a flat roof, where there is any potential for confusion.”

Please note that if a property was constructed or converted post 1985, there may be a requirement under Building Regulations for signage to be provided in accordance with the above (i.e. relating to emergency exit and escape route signage); commercial properties should be signed as above. Any other safety signage (such as that below), should be installed on the basis of risk/need (which will be identified by the report above), or, should only be viewed as best practice in appropriate circumstances.



Warning
(Take Precautions)



Fire Signs



Prohibition
(Dangerous Behaviour etc.)



Emergency escape (Safe Condition)



Mandatory
(Wear PPE etc.)



Emergency Exit/Mandatory



Emergency Exit Button
(Safe Condition)



Warning
(Take Precautions)



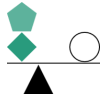
Warning
(Take Precautions)



Multi-Sign
(Plant Rooms)



Prohibition
(Dangerous Behaviour etc.)



*Warning
(Take Precautions)*



*Prohibition
(Dangerous Behaviour etc.)*



*Warning
(Take Precautions)*



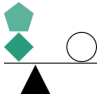
Fire Signs



*Warning
(Take Precautions)*

Suitable Signage (Lifts): Watson, Wild and Baker Ltd recommend that all lift plant rooms are appropriately marked with suitable signage; these rooms should be kept locked to prevent unauthorised access. Lifts that are not evacuation lifts should be signed on every floor "In the event of fire do not use this lift". This requirement could be achieved in the manner indicated below if aesthetics is a concern or the lift opens directly into domestic areas on the upper floors; this involves placing an immediately seen, salient sign within the lift car.





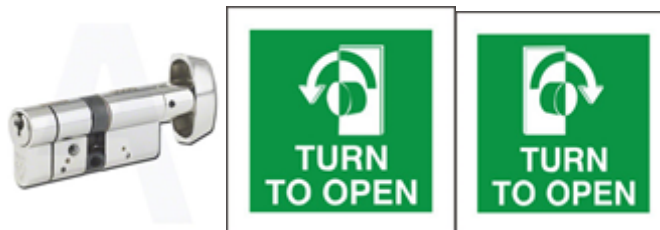
Watson Wild and Baker Ltd recommend that in all “cage” type lifts, signs similar to the one below are clearly displayed in the lift cars.



Storage Cupboards (Risk Relevant): storage cupboards located in the common means of escape, which, if subject to fire, could hinder or prevent safe escape from the property; it is best practice to keep these cupboards securely locked, and, under no circumstances, should highly combustible/explosive items be stored inside them (e.g. petroleum products or LPG Cylinders).

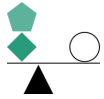
Storey: The floors, or levels of a building. The approximate height of each storey = ceiling height of the rooms plus the thickness of the floors between each pane. Generally, this is around 10 feet (3-3.1m) total; *making a six-storey residential building approximately 18m in height*. The ground floor is considered a “storey”, but, the basement and any sub-basement levels are not.

Thumb-Turn Lock (Cylinder): A thumb-turn lock is useful in an emergency when a quick exit is required - simply twisting the thumb-turn will unlock the door (on the inside).

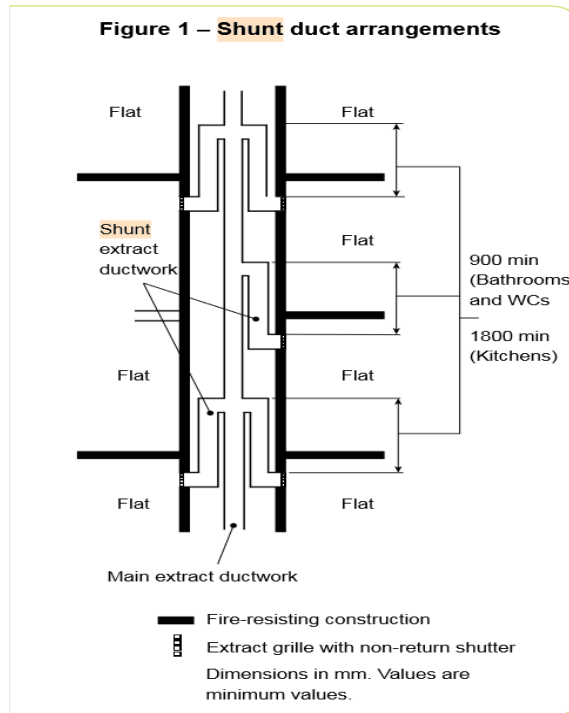


If necessary, a thumb-turn lock should be accompanied by a suitable pictographic sign compliant with The Health and Safety (Safety, Signs and Signals) Regulations 1996.

Ventilation Systems (Common): It is possible that fire may spread throughout a property via a common ventilation system. Historically, common ventilation systems were protected using shunt-ducts, which, reduced the risk of hot/buoyant fire products spreading to other fire compartments via ducting, however, fire products that begin to cool as they travel vertically through the main ventilation ducting, have, under some circumstances, been found to sink back down into shunt-ducts and thus spread to other fire-compartments. Nevertheless, subject to the emergency fire information contained within this report being implemented, and, the presence of working smoke alarms within every flat/dwelling (likely the responsibility of the individual leaseholders), shunt-ducts **may** be sufficient to protect the safety of the occupants of the property. However, any risk relevant ventilation system found to be lacking any measures to prevent fire from spreading to other fire-compartments via the ducting, should be fitted with appropriate measures to these ends; competent advice from an expert is likely to be needed in this regard. Nevertheless, on pages 73-74 of the “Fire Safety in Purpose Built Blocks of Flats (Local Government Group)” guidance document, it is suggested that the risk of fire spread via older ventilation systems that only serve flats could be reduced via the installation of intumescent fire dampers on the ventilation intakes into the ducting; however, this is considered to be suitable only where the ventilation system serves bathrooms within flats (not kitchens). It should also be noted that this would not prevent smoke spread in the early stages of the fire (before the intumescent seals activate); it is possible that cold smoke in the early stages of a fire could be dealt with via the normal functioning of the ventilation system, however, the suitability



of this approach would need to be discussed with a competent advisor. Watson Wild and Baker Ltd have no specialist knowledge in the area of ventilation systems.



Volunteers: Information taken from the Health and Safety Executive;

“Health and safety legislation doesn’t generally apply to someone who is not an employer, self-employed or an employee. The Health and Safety at Work etc Act 1974 (HSW Act) and the regulations made under it apply if any organisation (including a voluntary organisation) has at least one employee. The HSW Act sets out the general duties that employers have towards employees. It also requires employers and the self-employed to protect people other than those at work (e.g. members of the public, volunteers, clients and customers) from risks to their health and safety arising out of, or in connection with, their work activities.”