



vantify
CONSULTANCY



Fire Risk Assessment



Site: One Fifty
Address: One Fifty, 147-150 Victoria Road,
Swindon, Wiltshire, SN1 3UZ
Client: Graham + Sibbald Property
Management LLP
Visit Date: 06 Jun 2025
Author: Philip Barker
Review Date: 06 Jun 2026



Life Safety Fire Risk Assessment Certificate of Conformity

This certificate is issued by SSAIB in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

Schedule

Part 1a	Vantify Consultancy
Part 1b	WORC071 / Fire Risk Assessment
Part 2	Graham + Sibbald Property Management LLP
Part 3a	One Fifty, 147-150 Victoria Road, Swindon, Wiltshire, SN1 3UZ
Part 3b	Part / parts of the premises covered: Areas covered for the fire certificate is defined within the executive summary.
Part 4	Scope and purpose of the FRA: Scope and purpose for the fire certificate is defined within the executive summary.
Part 5	Date of FRA: 06 Jun 2025
Part 6	Recommended FRA Review date: 06 Jun 2026
Part 7	Unique Ref Number - 190683

We, being currently a 'Certificated Organisation' in respect of the fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessments.

Kevin Thorp, Technical Manager
 Date of issue: 06 Jun 2025.
 Certificate Number: 34124-2

Validated By
 John Yaxley MIFireE MIFSM
 Vantify Consultancy Validator




Third Party Certification Body:



7-9 Earsdon Road, West Monkseaton, Whitley Bay, NE25 9SX

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Section 1 - Executive Summary

1.1 Site Details

Property Description.	<p>One Fifty is located on Victoria Road and is approximately 4.5 miles from junction 15 of the M4.</p> <p>The property is a mixed use split level building. The building was originally offices and part has been converted into residential comprising of 35 flats and a penthouse. Flats are numbered up to 36 but there is no flat 13.</p> <p>The commercial and residential areas are separated but share the main staircase and some exits.</p> <p>The commercial offices part of the building has a Lower Ground floor, Ground floor and Floors 1 and 2.</p> <p>The residential part of the building has a Ground floor and Floors 1, 2 and 3. The Ground floor has an area of ten "STUDIO" flats that are owned by the landlord directly these and the associated communal areas are managed by the landlord only.</p> <p>The fourth floor can only be accessed by authorised persons and contains an office and plant room.</p> <p>The commercial part of the building has external car parking which is accessed via Victoria Road and is demised to the commercial part only. The flats have an upper and lower car parking which to the rear of the building which is accessed via North Road.</p>
Building Type and Expected Occupancy	Mixed use >25 flats.
The Risk Profiling for this building has been assessed, based upon occupancy characteristic and fire growth rate, as;	Ci1 - Occupants who are likely to be asleep; long-term individual occupancy; slow fire growth.
Vacant/Partially Occupied Areas.	Not Applicable, there are no vacant or partially occupied areas located on site.
No. of Blocks.	1.
No. of Floors (Ground & Above).	6. Lower ground, ground and floors 1, 2, 3 and Plant room.
No. of Floors Entirely Below Ground Level.	Not Applicable, no floors were noted, below ground.
Floors On Which Car Parking Is Provided/Integral Car Park.	The residential car parking on split level, with undercroft and the commercial side car park fully demised is at the lower ground level with undercroft.
No. of Residential Floors.	5. Lower ground. ground and floors 1-3.
No. of Flats.	35 Flats.
No. of Protected Staircases.	Single means of escape (residential or mixed site).
No. of Exits.	<p>Lower ground floor exit to car park from commercial areas.</p> <p>Exits to external stair to the car parks from the offices.</p> <p>Exits to the residential external escape stairs.</p> <p>Ground floor residences have French doors to the rear.</p> <p>Entrance at ground floor level for the main staircase.</p>
Height of Building (m). (Measured/Estimated).	>11m to <17.9m Estimated (based on 4-6 storeys including ground and above).

Approximate Dimensions of Premises Length (m) x Breadth (m). (Measured or Estimated).	60 Length (m) x 33 breadth (m) = 1980 Estimated.
Construction (Internal).	<p>Floors: Concrete (horizontal compartmentation). Ceilings: Suspended . Walls: Traditional brick/block and plaster and assumed stud partition separating internal dwellings and offices.</p> <p>Note: A Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation would have approved construction, major building works or major refurbishment. This could not be confirmed, as certificates of approval were not available at the time of the risk assessment.</p>
Construction (External).	Brick and glass
Adjacent Buildings.	Not Applicable.
External Façade Construction Description.	<p>Glass. Brick. Undetermined material cladding. No further information was available at the time of the fire risk assessment.</p>
Type of Cladding (Name/Manufacturer).	Other metal composite material.
% Cladding Coverage.	<25%.
External Façade Construction - Further Information.	No further information was available at the time of the fire risk assessment, or considered required.
Construction (Balconies).	Balcony description: Stacked steel frame with glass guardrail and a metal grid deck with a wooden subfloor.
Special Note Re External Façades.	<p>Mixed use Property</p> <p>Based on the available information, the external cladding system at the property was considered to be sufficiently low risk so as not requiring any further inspection.</p> <p>The building is of masonry construction with a brickwork external leaf, part clad in metal applied direct onto blockwork, which is unlikely to contribute to excessive fire spread.</p> <p>There are balconies with Stacked steel frame with glass guardrail and a metal grid deck with a wooden subfloor. however, there is low risk of fire spread from the balconies across the external walls.</p> <p>No residents have been identified who need significant assistance to evacuate and adequate risk mitigation is in place. The property does not present an unacceptable risk to the life safety of residents, people in the proximity of the building, or firefighters, and can be considered low risk in terms of the external wall construction or full façade inspections.</p> <p>A PAS 9980:2022 external wall appraisal is not deemed required.</p>
Loft/roof void spaces.	Not Applicable, the property had a flat roof and no loft spaces were evident.
Plant Rooms.	<p>Boiler room. Electrical room. Lift motor room. Gas meter cupboards.</p>
Passenger Lift (incl. operation in event of fire alarm activation).	Present. Signage was displayed stating, "In case of fire - Do Not Use This Lift" and the lift covers all floors.
Number of Evacuation Lifts.	No evacuation lifts were installed on site or made aware of to the consultant.
Lifts for use by firefighters.	No lifts for the use of firefighters were provided.

Stair Lift.	Not Applicable, as no stairlift was evident onsite.
Means of Heating.	Gas.
Approximate No. of occupants.	Commercial, approximately 100. Flats, approximately 90 based on evidence from the Office of National Statistics (at 2.5 persons per household (Approx))
Relevant Persons At Risk And Relevant Persons Especially At Risk In The Event Of Fire.	Relevant Persons At Risk - residents, visitors, contractors. Relevant Persons Especially At Risk - sleeping occupants, disabled occupants, those working in remote areas, young persons.
Property Contacts.	Murray Walker - Surveyor.
Visit Accompanied/Unaccompanied/ Key people providing information.	The consultant was accompanied by: Murray Walker
Responsible Person (or Duty holder).	Graham + Sibbald Property Management LLP is the 'Responsible Person' as defined by the Regulatory Reform (Fire Safety) Order 2005.
Cooperation and coordination between Responsible Person (or Duty holder)s, other premises occupiers, neighbouring premises, emergency services, and other authorities (where applicable).	Suitable cooperation and coordination was not observed via the relevant Responsible person (or Duty holder)(s).
Competent Person (appointed by Duty Holder).	Murray Walker - Surveyor has been appointed to support the Responsible Person in performing fire safety duties on a day- to -day basis as defined by fire safety law and approved guidance.
Is the building a High Risk Building as defined in the Building Safety Act 2022.	Not Applicable – The property is less than 18m in height and does not fall under the scope of the Building Safety Act 2022.
Client Employees.	There are no employees based at the property.
Main Contractors.	M&E is ad hoc by means of a preferred contractor list. Cleaning is contracted to: J&C Cleaning
Fire Risk Assessment Type.	General Fire Risk Assessment.
Date of Previous FRA & Organisation Completing Previous FRA.	Date: 10th January 2023. Completed by Author Jeff McCarthy on behalf of Metro SRM.
Enforcement History/Significant Incidents.	Fire Safety History. Fire and Rescue Service. No information relating to; Notification of deficiencies, prohibitions or other relevant correspondence was available. No information relating to historic fire loss was available. Significant Incident History. No information relating to significant incidents e.g., history of fires, was available.
Benchmark Guidance.	The following fire safety benchmark guidance has been applied whilst conducting this fire risk assessment: Fire safety risk assessment – offices and shops guide (HM Government). LACoRs - Guidance on fire safety provisions for certain types of existing housing.
Areas Assessed and Not Assessed	Commercial/Residential. Service risers located all floor levels. Cross corridor smoke/fire stop doors located on all floor levels. Staircase, landings and circulation corridors. Entrances. External circulation routes. Electrical cupboards. Gas cupboards. Lift motor room. External bin areas.

	<p>Areas not assessed. Not applicable, all areas under the clients control were accessed.</p>
Lofts Accessed (Within Demised Areas).	Not Applicable - No lofts were located on site, e.g. the property has a flat roof.
Flat Entrance Doors Inspected (Residential Only).	<p>It was not possible to inspect any flat entrance doors as residents were not at home during the FRA site visit.</p> <p>Refer to the Fire Action Plan.</p>
Has the building/part of the building been designed on the basis of fire engineering	Prescriptive Building.
Means of Escape.	<p>Protected staircase serves the residential floors and commercial floors from the third floor to ground floor.</p> <p>There are external stairs from the residential floors that lead to the ground floor.</p>
Structural Fire Protection.	<p>Communal areas: The internal staircase is protected by fire resisting lobby doors at all floor levels, all of which are fitted with intumescent strips, cold smoke seals and overhead closing devices.</p> <p>Plant and risk rooms/service risers were partially surrounded by fire resistant construction, refer to the fire stopping action within this report.</p> <p>Flat entrance doors: Flat doors not inspected.</p> <p>Letter boxes: None installed within flat entrance doors.</p> <p>Fire stopping: All visible fire stopping does not appear to be provided in accordance with British Standard 476. Refer to action plan for further details and locations.</p> <p>Note: No responsibility is accepted by William Martin for issues relating to compartmentation which could not be viewed or identified at the time of the survey.</p> <p>Cross corridor fire doors were provided as follows: These have been located to restrict travel distance to no more than 18m, however there are multiple exits from each floor assessed.</p> <p>Any significant findings relating to "Structural Protection" are detailed in the Fire Action Plan. Construction, major building works, or major refurbishment would have been approved by a Local Authority Building Control Officer or an Approved Building Inspector, confirming the suitability of the fire compartmentation.</p>
Fire Detection and Alarm System.	<p>What was observed at the time of assessment: The fire alarm system comprises a linked electronic fire alarm with automatic fire detection, break glass call points and sounders in all communal areas, with control fire panels by the residents entrance door from car park on floor 2 and the commercial tenant's fire alarm panel located in the ground floor lift lobby.</p> <p>There was evidence of domestic smoke detection in a flat that was being refurbished after a water leak these were not directly linked to the communal</p>

	<p>system. There was no observed Heat detection near the front door (Note: the flat was being refurbished).</p> <p>What is required: Given the lack of a fire strategy documentation to review and that the building is not a purpose built residential block, is a Grade A: LD2 system in the common areas and a heat detector in each flat in the room/lobby opening onto the escape route (interlinked) and a Grade D: LD3 system in each flat (non-interlinked smoke alarm in the room/lobby opening onto the escape route) to protect the sleeping occupants.</p> <p>LACoRs HOUSING – FIRE SAFETY Guidance on fire safety provisions for certain types of existing housing Paragraph 22.1 states;</p> <p>The presence of a suitable, properly installed and maintained automatic fire detection and warning system will alert occupiers to the presence of a fire in its early stages and enable them to evacuate to a place of total safety before the escape routes become blocked by smoke or directly affected by fire. The system should wake people who are sleeping (who may otherwise be asphyxiated by smoke before being able to escape). It should also alert the presence of a developing fire in any hidden areas such as boiler rooms, storerooms, cellars and other potentially unoccupied risk areas before that fire affects the escape route.</p>
Emergency Lighting.	Emergency lighting has been provided within the communal areas of the property (internally and externally as necessary) and appears to comply with the requirements of the applicable Government guidance documents.
Smoke Control System.	Openable Vents (Windows) (OV) were present in the escape route.
Fire Extinguishers.	Fire extinguishers were present on all floors They were wall-mounted in accordance with BS 5306.
Sprinkler System.	A sprinkler system was not present in the property. This was considered to be acceptable.
Fire Suppression.	A suppression system was not present in the property. This was considered to be acceptable.
Dry/Wet Riser.	A dry rising main had been installed within the property and should be maintained.
Fire Hydrants.	Public fire hydrants were accessible.
Security/Arson.	Access to the property was controlled by a security fob/door entry system.
Housekeeping & Waste Disposal.	<p>There was an external bin store a suitable distance away from the property. The communal bins were emptied on a weekly basis.</p> <p>The overall standard of housekeeping was considered adequate. Means of escape routes were free from combustible items and no unauthorised ignition sources were observed.</p>
Evacuation Strategy.	<p>There is generally inadequate compartmentation between individual flats, electrical, plant and riser cupboards, and throughout escape route(s) at this property to provide a minimum of 30/60 minutes' protection from fire and smoke for residents as identified in Part 2 of this report.</p> <p>In view of the foregoing, a "simultaneous evacuation" is recommended for this property until recorded deficiencies are completed or progressed to a level where a "stay put" strategy is deemed to be the appropriate evacuation policy for this property.</p>
Evacuation Arrangements For Older, Mobility Impaired Or Disabled Occupants.	<p>Occupants should have been made aware that it remains their responsibility to effect the safe evacuation of visitors to their demised areas.</p> <p>Disabled occupants should be provided with suitably adapted accommodation and individual PEEPS are prepared as required.</p>
Communication of Evacuation Strategy.	It was not possible to confirm how the evacuation strategy has been communicated to residents or tenants.

Any further relevant information that has a bearing on fire risk.	Not Applicable. No further observations or evidence was provided that had a further bearing on risk that is not included within the fire action plan.
Significant Findings of This Fire Risk Assessment.	<p>The following significant issues and actions identified as a result of the Fire Risk Assessment require remedial action:</p> <ol style="list-style-type: none"> 1. Fire Door frames not sealed correctly. 2. Compartmentation issues riser, gas and electrical cupboards. 3. Fire Doors not closing fully. 4. Fire Doors with excessive gaps. 5. Signage needed. 6. Dry Riser Inlet door not secured.

1.2 Actions Requiring Immediate Attention

There are no Actions requiring immediate attention

1.3 Overall Risk Rating Table

	Satisfactory	Priority 1 Actions*	5+ Priority 2 Actions**	1-4 Priority 2 Actions or Priority 3 Actions ***
Scoring Guide: * = Deduct 15, ** = Deduct 10, *** = Deduct 5				
Part 1 - Sources of ignition allowing fire to start (Commercial)				15
Part 2 - Sources of fuel that may assist fire growth (Commercial)	20			
Part 3 - Sources of oxygen (Commercial)	20			
Part 4 - Rapid fire and smoke spread (Commercial)			10	
Part 5 - Fire spread to adjacent properties (Commercial)				15
Part 6 - People in workplace unaware of fire (Commercial)	20			
Part 7 - People cannot safely evacuate in the event of fire (Commercial)				15
Part 8 - Small fire grows rapidly putting untrained people at risk (Commercial)	20			
Part 9 - Emergency plan and arrangements (Commercial)			10	
Sub Total	80	0	20	45
Total	145			
Available Score	180			
Score	81%			

Intolerable	< 65%
Substantial	65-74%
Moderate	75-84%
Tolerable	85-94%
Trivial	95% >

1.4 Calculated Overall Risk Rating

Moderate

Section 2 - Fire Action Plan


2.1 Action Priority Summary


Priority 1	Priority 2	Priority 3	Priority 4
0	18	0	1

The table above includes 7 outstanding action/s from the previous risk assessment visit.

2.2 Fire action plan

Part 1 - Sources of ignition allowing fire to start (Commercial)			
Observation	Recommendation	Priority	Complete By
It was not possible to confirm when the previous periodic testing and inspection of the electrical installation was undertaken.	Confirm when the previous periodic testing and inspection of the electrical installation was undertaken. If this cannot be confirmed, engage a competent electrical contractor to test and inspect the fixed electrical installation in accordance with the 18th IET Wiring Regulations BS 7671:2018. Following the test and inspection, implement any necessary remedial measures within specified timescales. Ensure a copy of the report and any evidence is located in your Compliance Documentation Storage System.	2	05/08/2025

Part 4 - Rapid fire and smoke spread (Commercial)			
Observation	Recommendation	Priority	Complete By
To prevent the unrestricted spread of fire and smoke, fire doors need to be maintained in good condition.	The fire doors in the following locations require adjusting/repairing/replacing to ensure that they do not have excessive gaps: Third floor cross corridor doors.	2	05/08/2025
			

Part 4 - Rapid fire and smoke spread (Commercial)			
Observation	Recommendation	Priority	Complete By
Fire doors were not closing correctly. To prevent the unrestricted spread of fire and smoke, self-closing fire doors need to close fully into their frames and latch fully where appropriate.	Adjust/repair the fire doors located cross corridor doors by flat 17 and cross corridor doors opposite flat 27. Second floor door catching on carpet. which do not close/latch fully.	2	05/08/2025
			



Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
Fire doors were not closing correctly. To prevent the unrestricted spread of fire and smoke, self-closing fire doors need to close fully into their frames and latch fully where appropriate.	Adjust/repair the fire doors located second floor which is catching on carpet.	2	05/08/2025



Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
Third floor old plant room self closer damaged.	Recommend self closer repaired so door closes unaided.	2	05/08/2025



Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
To prevent the unrestricted spread of fire and smoke, fire doors to cupboards, service ducts and risers, plant rooms and other higher risk areas have door frames that have not been sealed correctly.	Recommend doors sealed correctly to prevent smoke and fire effecting the means of escape.	2	05/08/2025



Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
It was not possible to confirm (as insufficient access was achieved/insufficient records were available) whether all the	Recommend records obtained to confirm flat doors are to required standard or instruct competent person to check all flat doors.	2	05/08/2025

individual flat entrance doors are substantial, close properly and have self-closing devices.			
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Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
There were gaps in the building structure caused by penetrating services (cables and pipes) through which smoke or fire could readily pass. Additionally expanding foam was observed as a primary fire stopping solution in the plantrooms and risers, this is not suitable.	Arrange for the gaps located in the risers and plant rooms to be fire stopped by competent contractors. Remove all unsuitable fire stopping materials and have them replaced.	2	05/07/2024

This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.



Ground floor water meter room.



Ground floor electrical cupboard.



Ground floor electric cupboard next to Probation entrance.



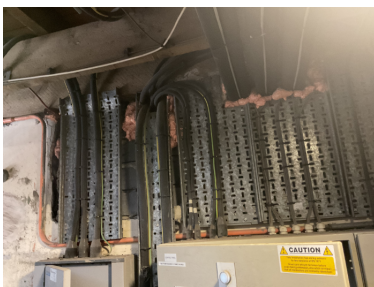
First floor Wet Riser.



Third floor plant room.



Fourth floor plant room.



Fourth floor plant room.

Part 4 - Rapid fire and smoke spread (Commercial)

Observation	Recommendation	Priority	Complete By
The flats had balconies present.	It should be made clear that smoking, the use of barbecues and storage of flammable property on balconies can increase the risk. Advice from Fire and Rescue	2	05/08/2025

	Authorities is clear that barbecues should not be used on balconies. Residents should be informed about the risks arising from the presence of combustible materials on balconies where present.		
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Part 5 - Fire spread to adjacent properties (Commercial)

Observation	Recommendation	Priority	Complete By
The building consists of various purpose groups which must be separated by adequate fire compartmentation to at least one hour.	Confirm that fire compartment separation between each purpose group is to at least one hour fire resistance. This includes Floors, walls, ceiling and any penetrating service cables or ducting.	2	05/08/2025

Part 7 - People cannot safely evacuate in the event of fire (Commercial)


Observation	Recommendation	Priority	Complete By
Fire exit door had an Redland bolt installed which presented a hazard in the event of an escape.	Make sure the above Redland bolt is removed from the door at the front of the building and a suitable alternative door closing mechanism installed.	2	05/08/2025

Part 7 - People cannot safely evacuate in the event of fire (Commercial)

Observation	Recommendation	Priority	Complete By
It was not possible to confirm what arrangements were in place for routinely testing the emergency lighting.	Confirm what arrangements are in place to monthly test the emergency lighting. Ensure a copy of the report and any evidence of remedial works is located in your Compliance Documentation Storage System.	2	05/08/2025

Part 7 - People cannot safely evacuate in the event of fire (Commercial)

Observation	Recommendation	Priority	Complete By
The external means of escape route was not provided with suitable lighting.	Provide external emergency lighting to all the vertical external means of escape routes.	2	05/07/2024
This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.			

Part 8 - Small fire grows rapidly putting untrained people at risk (Commercial)			
Observation	Recommendation	Priority	Complete By
Dry Riser Inlet box front of premise was not secured and had no signage.	Recommend Dry Riser Inlet box lock repaired so can be kept secured and Dry Riser Inlet signage provided.	4	03/12/2025
		Dry Riser Inlet.	

Part 9 - Emergency plan and arrangements (Commercial)			
Observation	Recommendation	Priority	Complete By
The emergency plan needs to be reviewed. This site has residential and commercial elements and the flats are converted offices.	Review your emergency plan and make sure it includes the following: how people will be warned if there is a fire; what staff should do if they discover a fire; what tenants/visitors should do if they discover a fire; how the evacuation of the premises should be carried out; where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated; identification of key escape routes, how people can gain access to them and escape from them to a place of total safety; arrangements for fighting fire; the duties and identity of staff who have specific responsibilities if there is a fire; arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, children, and lone workers; any machines/appliances/power supplies that need to be stopped or isolated if there is a fire; specific arrangements, if necessary, for high fire risk areas; contingency plans (e.g. restrictions on the use of the building) for when life safety systems, such as fire detection and warning systems, are out of order;	2	05/07/2024

	<p>how the fire and rescue service and any other necessary services will be called and who will be responsible for doing this; procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and liaison between building owners, employers, managing agents, other occupiers and the fire and rescue service.</p>		
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Part 9 - Emergency plan and arrangements (Commercial)			
Observation	Recommendation	Priority	Complete By
<p>The fire safety arrangements were not coordinated with other responsible people in the building.</p>	<p>Coordinate the site-specific evacuation procedure with tenants within the building so that procedures for safe evacuation, including disabled persons, and the appropriate assembly points are fully understood.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Part 9 - Emergency plan and arrangements (Commercial)			
Observation	Recommendation	Priority	Complete By
<p>There was no adequate means of making property specific health and safety information available to the Fire Service.</p>	<p>Make sure there is an adequate means of providing property specific health and safety information to the Fire Service, e.g. the asbestos register.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Part 9 - Emergency plan and arrangements (Commercial)			
Observation	Recommendation	Priority	Complete By
<p>No routine checks were currently taking place to ensure tenants had implemented adequate fire safety management arrangements within their demised areas.</p>	<p>Introduce annual tenant fire safety monitoring checks to ensure they have implemented adequate fire safety management arrangements within their demised areas.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			

Part 9 - Emergency plan and arrangements (Commercial)





Observation	Recommendation	Priority	Complete By
<p>There was nothing to indicate that there is adequate cooperation and coordination between the Responsible Person (or Duty holder) and other Responsible Persons (or Duty holders) for each part(s) of a premises or aspects of a work activity.</p>	<p>The significant findings within each Responsible Person's (or Duty holder's) FRA should be shared to assist all parties to develop an emergency plan; coordinate measures with other 'Responsible persons (or Duty holders)' in the building; inform and train staff (where applicable) and inform other relevant persons.</p>	<p>2</p>	<p>05/07/2024</p>
<p>This action remains outstanding from the previous risk assessment visit raised on 07/05/2024.</p>			




Section 3 - Fire Risk Assessments and Audits


3.1 Fire Risk Assessments and Audit Index

No.	Hazard Topic
3.2.1	Part 1 - Sources of ignition allowing fire to start (Commercial)
3.2.2	Part 2 - Sources of fuel that may assist fire growth (Commercial)
3.2.3	Part 3 - Sources of oxygen (Commercial)
3.2.4	Part 4 - Rapid fire and smoke spread (Commercial)
3.2.5	Part 5 - Fire spread to adjacent properties (Commercial)
3.2.6	Part 6 - People in workplace unaware of fire (Commercial)
3.2.7	Part 7 - People cannot safely evacuate in the event of fire (Commercial)
3.2.8	Part 8 - Small fire grows rapidly putting untrained people at risk (Commercial)
3.2.9	Part 9 - Emergency plan and arrangements (Commercial)


3.2 Fire Risk Assessments and Audits


3.2.1 Part 1 - Sources of ignition allowing fire to start (Commercial)			
Hazard		Part 1 - Sources of ignition allowing fire to start (Commercial)	
People Exposed To Hazard		Employees, tenants, visitors, contractors	
Area Where Hazard Present		All communal areas	
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			
3.2.1.1	Compliance with Standard		
The communal fixed electrical installation is subject to periodic inspection and testing every five years by a competent person.	It was not possible to confirm when the previous periodic testing and inspection of the electrical installation was undertaken.		
3.2.1.2	Compliance with Standard		N/A
Portable electrical appliances (or Electrical Equipment Testing (EET)) are being used correctly and are regularly examined and tested by a competent person, in line with the Clients policy.	There were no portable electrical appliances in the communal areas.		
3.2.1.3	Compliance with Standard		
Electrical equipment is free from damage, and is being used and maintained in accordance with current codes of practice/manufacture's instructions.	No electrical equipment was found to be damaged/defective.		
3.2.1.4	Compliance with Standard		
Appropriate no smoking signage is displayed and there are no signs of smoking in unauthorised areas.	No smoking signs were prominently displayed and there was no evidence of smoking in unauthorised areas.		
3.2.1.5	Compliance with Standard		
Gas/oil fired heating is maintained on at least an annual basis by a Gas Safe Registered Engineer.	Gas/oil fire heating systems were being maintained on an annual basis by a competent person.		

3.2.1.6	Compliance with Standard	
Appropriate controls are in place to reduce the risk of arson attacks e.g. adequate security.	Satisfactory security controls were in place to reduce the risk of arson.	
3.2.1.7	Compliance with Standard	
The lightning protection system is subject to regular inspection and testing (BS EN 62305-3).	The lightning protection system was being satisfactorily maintained.	
 <p>Lightening Protection.</p>		
3.2.1.8	Compliance with Standard	N/A
Cooking equipment and ducting is in good condition and is regularly maintained.	The client was not responsible for cooking equipment at this property.	
3.2.1.9	Compliance with Standard	N/A
Adequate contractor hot works controls are in place.	<p>There is no information available at the time of assessment to prove or disprove that contractors are being managed adequately. As contractor information is not available, William Martin considers that the client is responsible for auditing contractor management and is following current regulations and guidance. The client must ensure that relevant documentation is available to regulatory authorities to prove that they have complied with regulations. Refer to the accompanying health and safety assessment.</p>	
3.2.1.10	Compliance with Standard	N/A
Naked flame and radiant heaters have been replaced with fixed convector heaters or a central heating system.	There were no naked flame/radiant heaters located within the property.	
3.2.1.11	Compliance with Standard	N/A
Is the use of portable and fixed heaters managed, restricted and controlled as is appropriate for the premises?	No portable heaters were evident or made aware of, to the consultant, upon the day of inspection.	


3.2.1.12	Compliance with Standard	N/A
Lighting equipment, e.g. halogen lamps or display lighting, is located away from combustible products.	There were no halogen lamps or display lighting located at the property.	
3.2.1.13	Compliance with Standard	N/A
Equipment ventilation ducts are not obstructed.	There was no equipment with vents needing to remain unobstructed at this property.	
3.2.1.14	Compliance with Standard	N/A
Are electric vehicle charging points located correctly and adequately tested and maintained?	<p>No electric vehicle charging points were located at this property.</p> <p>No electric vehicle charging points were located at this property (therefore there was no visual inspection requirement).</p> <p>No electric vehicle charging points were located at this property (therefore there was no signage requirement).</p>	
3.2.1.15	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.2 Part 2 - Sources of fuel that may assist fire growth (Commercial)			
Hazard		Part 2 - Sources of fuel that may assist fire growth (Commercial)	
People Exposed To Hazard		Employees, tenants, visitors, contractors	
Area Where Hazard Present		All communal areas	
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			



3.2.2.1	Compliance with Standard	
Combustible items are stored correctly, with volumes kept at acceptable levels, and remote from ignition sources, particularly in plant rooms and riser/service rooms/cupboards.	Combustible materials were being stored correctly, e.g. within cupboards and away from sources of ignition.	

3.2.2.2	Compliance with Standard	
Appropriate procedures are in place for the removal of rubbish to appropriate bin stores and controls are in place to prevent waste bins being located too close to the property.	Satisfactory rubbish storage and removal arrangements were in place.	


3.2.2.3	Compliance with Standard	N/A
Curtains and blinds are not permitted in the communal areas unless it can be proved they are fire retardant.	There were no curtains and blinds located within the communal areas.	

3.2.2.4	Compliance with Standard	
Fire retardant/low flammability wall and ceiling linings are used to limit fire spread.	Fire retardant/low flammability wall and ceiling linings were present in the internal communal areas.	

3.2.2.5	Compliance with Standard	N/A
All communal area furniture and furnishings meets the Furniture and Furnishings (Fire Safety) Regulations 1988.	There was no furniture located within the communal areas.	


3.2.2.6	Compliance with Standard	N/A
Quantities of flammable materials, liquids and gases (including LPG) are kept to a minimum and are stored in dedicated, well ventilated and secure storerooms.	There were no flammable materials, liquids and gases stored at the property.	
3.2.2.7	Compliance with Standard	
Carpets are in good condition.	Communal area carpets were in good condition.	
3.2.2.8	Compliance with Standard	N/A
Suitable fire safety controls are in place with regard to the hazards from any dangerous substances stored or used on the premises.	No flammable liquids (including diesel) were being stored onsite.	
3.2.2.9	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.3 Part 3 - Sources of oxygen (Commercial)			
Hazard		Part 3 - Sources of oxygen (Commercial)	
People Exposed To Hazard		Employees, tenants, visitors, contractors	
Area Where Hazard Present		All communal areas	
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			


3.2.3.1	Compliance with Standard	
All doors, windows and other openings remain closed if not required.	Satisfactory controls were in place to keep communal area windows closed where possible.	


3.2.3.2	Compliance with Standard	N/A
Oxidising materials are stored correctly.	There were no oxidising materials stored at this property.	


3.2.3.3	Compliance with Standard	N/A
AC systems are easily isolated in the event of fire.	There are no observed ventilations in the communal areas.	


3.2.3.4	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	




3.2.4 Part 4 - Rapid fire and smoke spread (Commercial)			
Hazard		Part 4 - Rapid fire and smoke spread (Commercial)	
People Exposed To Hazard		Employees, tenants, visitors, contractors	
Area Where Hazard Present		All communal areas	
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			



3.2.4.1	Compliance with Standard	
Any internal windows which open onto protected areas (lobbies, corridors, staircases) or any other glazing is fire resistant in frames fixed shut.	Internal windows and glazing was fire resistant where necessary.	

3.2.4.2	Compliance with Standard	
Fire doors within communal areas are correctly located and meet the appropriate fire resisting standard.	<p>To prevent the unrestricted spread of fire and smoke, fire doors need to be maintained in good condition.</p> <p>Fire doors were not closing correctly. To prevent the unrestricted spread of fire and smoke, self-closing fire doors need to close fully into their frames and latch fully where appropriate.</p> <p>Third floor old plant room self closer damaged.</p> <p>To prevent the unrestricted spread of fire and smoke, fire doors to cupboards, service ducts and risers, plant rooms and other higher risk areas have door frames that have not been sealed correctly.</p> <p>It was not possible to confirm (as insufficient access was achieved/insufficient records were available) whether all the individual flat entrance doors are substantial, close properly and have self-closing devices.</p>	

3.2.4.3	Compliance with Standard	
There is adequate fire separation in access corridors and fire escape routes.	Adequate standards of fire separation were observed in the communal areas, i.e. separating the means of escape from occupied areas.	


3.2.4.4	Compliance with Standard	
External escape routes are protected from fire inside the building by adequate fire resisting construction.	External fire escape routes were satisfactorily protected.	


3.2.4.5	Compliance with Standard	N/A
Composite panels are in good condition and the inner and outer skins are adhering tightly to the core.	There were no composite panels located within the communal areas.	
3.2.4.6	Compliance with Standard	
Any holes or gaps in walls, ceilings and floors are properly sealed, e.g. where services such as ventilation ducts and electrical cables pass through them.	There were gaps in the building structure caused by penetrating services (cables and pipes) through which smoke or fire could readily pass. Additionally expanding foam was observed as a primary fire stopping solution in the plantrooms and risers, this is not suitable.	
3.2.4.7	Compliance with Standard	N/A
Where there is a staircase which links the basement to the upper floors, the basement is adequately separated from the ground floor level.	There was no basement located at this property.	
3.2.4.8	Compliance with Standard	
Storage cupboards, electrical meter/fuse cupboards, and risers which open onto communal escape routes, are of a 30 minute fire resisting construction and kept secured except for access.	Storage/meter cupboards/risers met the appropriate fire resisting standard and were kept secure (except for access). Refer to the fire stopping action for the plantrooms and riser cupboards.	
3.2.4.9	Compliance with Standard	N/A
Was the periodic testing and servicing of the smoke and fire dampers (where required) complete and up to date at the time of the site visit?	There were no observed vents into the communal areas at this property.	
3.2.4.10	Compliance with Standard	
The external wall system (including the construction materials used, the presence of balconies and other attachments), has been assessed against current government guidance and a determination has been made that it meets the functional requirements of the building regulations and has therefore been assessed as presenting a sufficiently low risk in terms of exacerbating the spread of fire.	The flats had balconies present.	


3.2.4.11	Compliance with Standard	
Structural compartmentation is not being compromised, e.g. doors not being wedged open.	There was no evidence of fire doors being wedged/propped open.	
3.2.4.12	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.5 Part 5 - Fire spread to adjacent properties (Commercial)

Hazard	Part 5 - Fire spread to adjacent properties (Commercial)		
People Exposed To Hazard	Employees, tenants, visitors, contractors		
Area Where Hazard Present	All communal areas		
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			


3.2.5.1	Compliance with Standard	
There is adequate fire resisting separation between different purpose groups and/or adjacent buildings.	The building consists of various purpose groups which must be separated by adequate fire compartmentation to at least one hour.	

3.2.5.2	Compliance with Standard	
There are adequate controls in place to prevent waste building up externally.	Rubbish was being stored correctly.	


3.2.5.3	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	


3.2.6 Part 6 - People in workplace unaware of fire (Commercial)


Hazard	Part 6 - People in workplace unaware of fire (Commercial)		
People Exposed To Hazard	Employees, tenants, visitors, contractors		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			



3.2.6.1	Compliance with Standard	
A suitable means of automatically detecting fire and raising an alarm are available where necessary.	<p>An appropriate automatic fire detection and alarm system has been installed at this property.</p> <p>Arrangements were in place to ensure all occupiers were aware of the means of raising the alarm.</p>	

3.2.6.2	Compliance with Standard	N/A
Public Address Voice Alarm system (where installed) is tested and maintained.	No PAVA system was installed at this property.	

3.2.6.3	Compliance with Standard	
Automatic smoke detectors/call points are not obstructed.	None of the automatic smoke detectors/call points were obstructed.	


3.2.6.4	Compliance with Standard	
Where a fire alarm system has been installed, accurate records of maintenance are being recorded.	Accurate fire alarm maintenance records were being held by the client.	


3.2.6.5	Compliance with Standard	
Where a fire alarm system has been installed, accurate records of testing are being recorded.	Accurate fire alarm testing records were being held by the client.	


3.2.6.6	Compliance with Standard	N/A
A cause and effects document is available to describe which building services and systems are interfaced with the fire alarm and detection system and what effects the activation of the alarm has upon those systems.	Due to the simple property layout, a detailed cause and effects document was not considered necessary.	
3.2.6.7	Compliance with Standard	
Where a fire alarm system has been installed, a suitable and sufficient zone plan showing geographical subdivision of the protected premises is displayed adjacent to the panel and adjacent to repeater panels.	A suitable and sufficient zone plan, showing geographical subdivision of the protected premises, is displayed adjacent to the panel, and (where required) adjacent to repeater panels.	
3.2.6.8	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

3.2.7 Part 7 - People cannot safely evacuate in the event of fire (Commercial)


Hazard	Part 7 - People cannot safely evacuate in the event of fire (Commercial)		
People Exposed To Hazard	Employees, tenants, visitors, contractors		
Area Where Hazard Present	All communal areas		
Current Risk	Moderate	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			






3.2.7.1	Compliance with Standard	
The size and number of the escape routes (incl. external staircases) are satisfactory, can cope with the number of people in the workplace, and remain unobstructed.	The escape routes in this property were satisfactory.	


3.2.7.2	Compliance with Standard	
Doors on escape routes open in the direction of travel, are fitted with vision panels, and meet the appropriate fire standards.	Doors on escape routes were satisfactory.	

3.2.7.3	Compliance with Standard	
Final exit doors are not obstructed, are easy to open, are adequately marked, and open in the direction of travel.	Fire exit door had an Redland bolt installed which presented a hazard in the event of an escape.	

3.2.7.4	Compliance with Standard	N/A
External escape stairways are protected from the effects of fire and maintained in good condition (free from trip hazards).	There were external escape staircases at this property but were constructed of concrete.	


3.2.7.5	Compliance with Standard	
Where required, conspicuous fire safety signage, including directional fire exit signs and fire action notices, are provided.	Directional fire escape signs, fire action notices/fire emergency procedures have been displayed within the communal areas.	

3.2.7.6	Compliance with Standard	
Lifts that do not ground upon actuation of the fire alarm have signs indicating that they are not to be used during an evacuation displayed at the entrance to each lift car at each floor level.	Appropriate lift signage was displayed on all levels.	
3.2.7.7	Compliance with Standard	
Escape routes are capable of being illuminated on electrical supply failure in accordance with BS 5266 Part 1.	<p>Escape routes had been provided with emergency lighting which was being tested at the required frequency.</p> <p>It was not possible to confirm what arrangements were in place for routinely testing the emergency lighting.</p> <p>Full duration tests of every emergency lighting luminaire were being completed.</p>	
3.2.7.8	Compliance with Standard	
Suitable artificial lighting is provided on external escape routes and is checked regularly.	The external means of escape route was not provided with suitable lighting.	
3.2.7.9	Compliance with Standard	
Corridors more than 30m long are subdivided near the centre with 30 minute fire doors.	Fire escape corridors were adequately subdivided with 30 minute fire doors.	
3.2.7.10	Compliance with Standard	N/A
Arrangements/equipment for maintaining stairways and corridors free from smoke have been provided (e.g. openable windows and vents/depressurisation/pressurisation system).	<p>Not applicable, there are no openable vents and/or automatic opening vents required.</p> <p>There were no pressurisation systems at this property.</p> <p>There were no extraction systems installed at this property.</p>	
3.2.7.11	Compliance with Standard	N/A
Where an inner room cannot be avoided, adequate fire safety controls are in place.	There were no inner rooms identified at this property.	
3.2.7.12	Compliance with Standard	
External escape routes and stairs are adequate and are free from slip, trip & fall hazards.	External escape routes/stairs were free from slip and trip hazards.	

3.2.7.13	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	


3.2.8 Part 8 - Small fire grows rapidly putting untrained people at risk (Commercial)

Hazard	Part 8 - Small fire grows rapidly putting untrained people at risk (Commercial)		
People Exposed To Hazard	Employees, tenants, visitors, contractors		
Area Where Hazard Present	All communal areas		
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			


3.2.8.1	Compliance with Standard	
Where required, there are sufficient numbers of fire extinguishers of the correct type located within the communal areas.	<p>Appropriate fire extinguishers have been provided in circulation spaces and within plant rooms.</p> <p>Fire extinguishers were correctly positioned and not obstructed.</p> <p>Fire extinguishers were being maintained on an annual basis with records available.</p>	

3.2.8.2	Compliance with Standard	N/A
Where fire hose reels are provided they are subject to periodic inspection, maintenance and testing.	There were no fire hose reels installed at this property. This was deemed to be acceptable.	


3.2.8.3	Compliance with Standard	N/A
The sprinkler system is operational and is subject to appropriate testing and maintenance by a competent contractor.	<p>There were no sprinkler system installed at this property. This was deemed to be acceptable.</p> <p>There were no sprinkler system installed at this property and testing is therefore not required.</p> <p>There were no sprinkler system installed at this property and testing and maintenance is therefore not required.</p>	







3.2.8.4	Compliance with Standard	
Dry/wet risers are visually inspected on a six monthly basis by a competent contractor.	The dry/wet riser was being visually tested on a six monthly basis with records available.	




3.2.8.5	Compliance with Standard	
Dry/wet risers are pressure tested on an annual basis by a competent contractor.	The dry/wet riser was being pressure tested on an annual basis with records available.	

3.2.8.6	Compliance with Standard	N/A
Where required, fire suppression systems are in place (kitchens/computer suites) and are maintained at the appropriate intervals.	There was no fire suppression system present at the property. This was deemed to be acceptable.	
3.2.8.7	Compliance with Standard	N/A
Fire blankets are provided where required, and are wall mounted and free from obstruction.	There were no fire blankets present at the property. This was deemed to be acceptable.	
3.2.8.8	Compliance with Standard	N/A
Fire shutters are tested weekly, and inspected and maintained annually.	There were no fire shutters located at this property. This was deemed to be acceptable.	
3.2.8.9	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	Dry Riser Inlet box front of premise was not secured and had no signage.	

3.2.9 Part 9 - Emergency plan and arrangements (Commercial)			
Hazard		Part 9 - Emergency plan and arrangements (Commercial)	
People Exposed To Hazard		Employees, tenants, visitors, contractors	
Area Where Hazard Present		All communal areas	
Current Risk	Tolerable	Residual Risk	Tolerable
Regulatory Reform (Fire Safety) Order 2005			

3.2.9.1	Compliance with Standard	
The emergency plan is adequate and correct for the property type and has been adequately communicated to occupiers/tenants.	<p>The correct emergency evacuation procedure had been established for the property and needs to be adequately communicated to occupants.</p> <p>The emergency plan needs to be reviewed. This site has residential and commercial elements and the flats are converted offices.</p>	
3.2.9.2	Compliance with Standard	N/A
Disabled people can use the existing means of escape, or other suitable arrangements are in place (generic/individual PEEPs).	<p>No disabled refuges onsite or deemed required.</p> <p>No evacuation chairs have been provided at this property.</p> <p>There are no evacuation lifts at this property.</p>	
3.2.9.3	Compliance with Standard	N/A
On manned properties, property staff and contractors are familiar with the evacuation procedures and have been trained in their specific roles in relation to executing the emergency plan.	This was an unmanned property.	
3.2.9.4	Compliance with Standard	N/A
Adequate firefighting equipment has been provided for firefighters.	There were no firefighting facilities at this property.	
3.2.9.5	Compliance with Standard	N/A
A sufficient number of trained fire wardens have been appointed.	No site based staff is employed onsite.	

3.2.9.6	Compliance with Standard	
The fire safety arrangements have been coordinated with other responsible people in the building.	The fire safety arrangements were not coordinated with other responsible people in the building.	
3.2.9.7	Compliance with Standard	
Fire drills are carried out at six monthly intervals.	Fire drills were being completed on a six monthly basis.	
3.2.9.8	Compliance with Standard	
The Fire Service can approach the premises and gain access in the event of an emergency.	The Fire Service were able to satisfactorily approach the premises.	
3.2.9.9	Compliance with Standard	
A means of informing the Fire Service of the health and safety risks within the building is in place.	There was no adequate means of making property specific health and safety information available to the Fire Service.	
3.2.9.10	Compliance with Standard	
Demised areas are checked on an annual basis to ensure tenants have adequate fire safety managements in place (e.g. tenant monitoring checks).	No routine checks were currently taking place to ensure tenants had implemented adequate fire safety management arrangements within their demised areas.	
3.2.9.11	Compliance with Standard	N/A
A standby generator is installed to provide emergency electrical power and is tested every month and checked for effective operation.	There was no standby generator located at this property.	
3.2.9.12	Compliance with Standard	N/A
The location of private fire hydrants are clearly identifiable and are inspected on an annual basis.	There were no private fire hydrants located at this property.	
3.2.9.13	Compliance with Standard	
The location of public hydrants in the vicinity of the property is known.	The location of public hydrants in the vicinity of the property was known.	

3.2.9.14	Compliance with Standard	
All accessible areas have been inspected as part of this risk assessment and where access cannot be gained, alternative action has been taken to gain access.	All known areas for which the client is responsible were accessed during the visit.	
3.2.9.15	Compliance with Standard	
Is there adequate cooperation and coordination between Responsible persons/duty holder and other tenants in the premises to verify that, jointly, they coordinate the measures required to satisfy the current fire safety legislation?	There was nothing to indicate that there is adequate cooperation and coordination between the Responsible Person (or Duty holder) and other Responsible Persons (or Duty holders) for each part(s) of a premises or aspects of a work activity.	
3.2.9.16	Compliance with Standard	N/A
Management action required.	FirstPort Only - Do Not Use the N/A option, Select - NO - & Raise a P1 Action for FP. For other Clients - Answer YES and turn the option to Green.	
3.2.9.17	Compliance with Standard	
There are no other observations or information provided that has a bearing on risk.	No further issues or observations were noted at the time of inspection.	

Section 4 Document Schedule			
Item	Document Date	Verified	Location/Supporting Comment
Gas/Oil/LPG Systems & Boilers - Maintenance	30/05/2025	✓	Held by client.
Lightning Protection - Maintenance	22/05/2025	✓	Held on Vantify Risk Manager but been downloaded in wrong location. (Downloaded in Working at Height. Fall Prevention system)
Fire - External Façade Inspection Report		✗	
Fire - Fire Alarm - Weekly Test	02/06/2025	✓	Held on site.
Fire - Emergency Lighting - Monthly Test		✗	
Fire - Emergency Lighting - Annual Test	05/03/2025	✓	Held on Vantify Risk Manager.
Fire - Fire Extinguishers - Maintenance	17/06/2024	✓	Held by client.
Fire - Wet/Dry Risers - Visual Inspections	10/12/2024	✓	Held by client.
Fire - Wet/Dry Risers - Maintenance	20/06/2024	✓	Held by client.
Fire - Fire Evacuation Plan	06/06/2025	✓	Completed on day of Fire Risk and Health and Safety assessment.
Electrical Fixed Wiring Testing (EICR)		✗	
Fire Alarm - Maintenance	25/11/2024	✓	Held on Vantify Risk Manager.
Fire Evacuation Records	02/04/2025	✓	Held on Vantify Risk Manager.

Section 5 - Supporting Photographs



No Smoking signage.



Fire Exit signage.



Dry Riser Inlet.



Dry Riser Outlet.



Fire Action Notice and Manual Call Point.



Warning signage.



Main Fire Alarm Panel



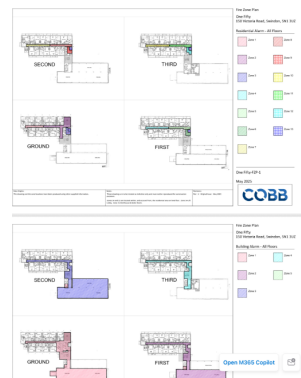
Exit and Emergency door release.



Fire Door Certification label.



Flats Fire Alarm Panel.



Zone plans.

Section 6 - Protocol and Disclaimer / Limit of Advice

6.1 Protocol

Introduction / Process

Vantify Consultancy has been instructed to carry out a fire risk assessment and audit of the of the client's areas of responsibility within the property.

The following methodology details the fire risk assessment process, which comprises nine steps (and is based on PAS 79 Fire Risk Assessment Guidance And A Recommended Methodology).

Step 1 to obtain relevant information about the building, the processes carried out in the building, and the occupants of the building.

Step 2 fire hazard identification and the determination of measures for the elimination or control of the identified fire hazards.

Step 3 to make a (subjective) assessment of the likelihood of fire. This will be based primarily on the findings of Step 2 above. However, the assessment of the likelihood of fire will also take into account any relevant information obtained in Step 1 above.

Step 4 to determine the physical fire protection measures, relevant to the protection of people in the event of fire.

Step 5 to determine relevant information about fire safety management.

Step 6 to make a (subjective) assessment of the likely consequences to the occupants in the event of fire.

Step 7 to make an assessment of the fire risk and to decide if the fire risk is tolerable. The fire risk is assessed by combining the likelihood of fire and the consequences of fire (see below).

Step 8 to formulate a fire action plan to address shortcomings in fire precautions in order to reduce the fire risk.

Step 9 to determine the fire risk assessment periodic review period / date.

The fire risk assessment and audit process includes a review of documentation held by the client followed by a physical inspection of the property by a competent consultant and an assessment of any identified fire risks.

This report has been prepared following the inspection of the property and details any identified deviation from statutory legislation, approved codes of practice, guidance or industry standard practice. It also includes advice considered necessary in order to control risk to an acceptable level in order to prevent fire harming any persons on or in the vicinity of the property.

The process also includes a review of the existing control measures, policies and procedures to ensure that they are being effectively implemented, insofar as this can be checked during the time on site.

This report reflects the situation relating to fire safety issues found at the property at the time of the visit and are based upon the information made available to the consultant.

Wherever possible the consultant will require physical evidence, such as documented records, to demonstrate that a control exists. If evidence is not available, the consultant will raise an action to this effect. The accuracy of the report is therefore dependent on the quality of the information made available to the consultant during the fire risk assessment and audit process.

The scope of the report is limited to the areas specified under the 'Areas Assessed' part of Section 1 above.

Evaluating Risk

As part of the process described above, the consultant will evaluate the risk for each fire hazard topic by determining the severity of harm and likelihood of harm (using the table below).

Severity of Harm		
Rating Classification		
1	Slight harm to a small number of people.	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
2	Slight harm to a wider group of people.	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
3	Moderate harm.	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.
4	Extreme harm (Death[s]).	Multiple or single fatalities resulting from fire.
Likelihood of Harm		
Rating Classification		
1	Unlikely Occurrence	Where harm will seldom occur
2	Likely Occurrence	Where harm will occur at some point
3	Frequent Occurrence	Where harm will occur or occasionally
4	Common Occurrence	Certain or near certain harm will occur

Hazard Risk Rating	Is the combination of the Severity of Injury Rating multiplied by the Likelihood of Harm Rating: Likelihood x Severity = Hazard Risk Rating			
	Severity			
Likelihood	1	2	3	4
1	1 (Trivial)	2 (Tolerable)	3 (Moderate)	4 (Moderate)
2	2 (Tolerable)	4 (Moderate)	6 (Moderate)	8 (Substantial)
3	3 (Moderate)	6 (Moderate)	9 (Substantial)	12 (Substantial)
4	4 (Moderate)	8 (Substantial)	12 (Substantial)	16 (Intolerable)

Hazard Risk Rating Classification

Hazard Risk Rating	Classification
Intolerable	Urgent action should be taken i.e. immediately, which may involve restricting access to an area or prohibiting an activity until additional control measures are introduced.
Substantial	Considerable resources might have to be allocated to reduce the risk. In the short term, interim controls may have to be introduced, which may involve restricting access to an area or prohibiting an activity.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute certain harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Trivial	No action is required and no detailed records need to be kept.

Note: The above Hazard Risk Ratings are assigned to each hazard topic in Section 3 of this report after reviewing the existing controls in place together with any additional controls identified as being necessary i.e. the **Current Hazard Risk Rating**. The consultant will also indicate what the **Residual Hazard Risk Rating** would be once the additional control measures are implemented.

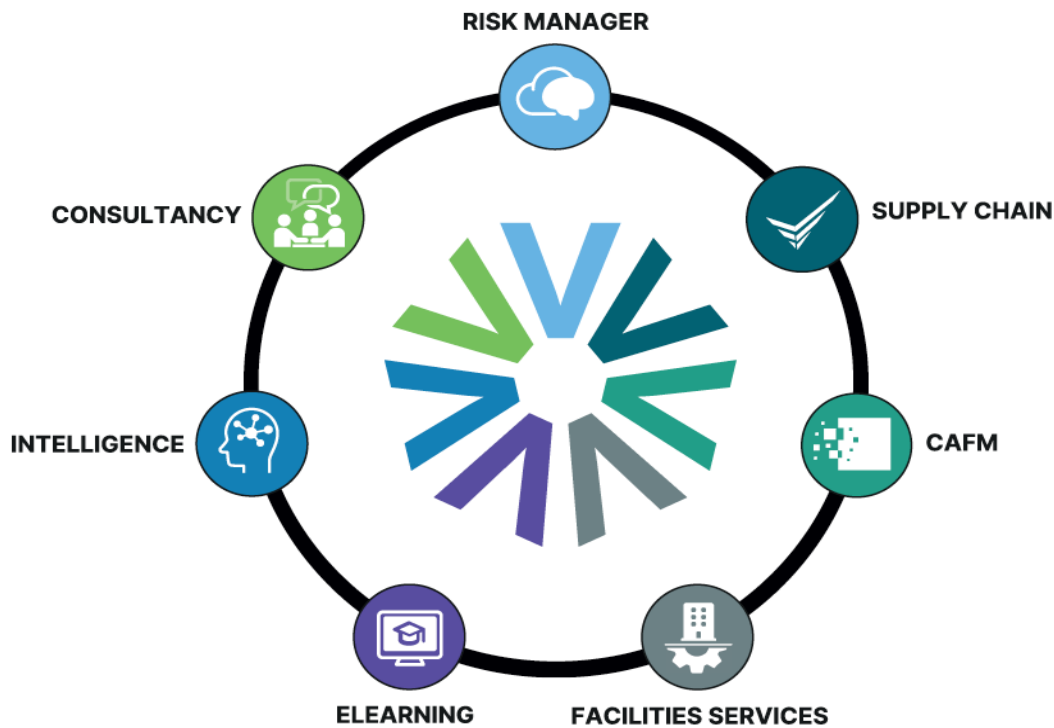
Prioritising Fire Safety Actions

The final step is to prioritise the fire actions detailed in Section 2 Fire Action Plan.

Priority	Complete By	Definition
1	Immediate (But within 30 days).	<p>Requires Immediate Remedial Action (For Intolerable/Substantial Risks)</p> <p>The fire safety issue has been assessed as having a high likelihood of causing harm. The activity / situation must not continue until the risk has been reduced. If it is not possible to reduce the risk then the activity / situation must be prohibited. If any work is in progress it must be stopped and alternative safe means of carrying out the work identified.</p> <p>Likely enforcement action: Prohibition Notice.</p>
2	Within 60 days.	<p>Requires Remedial Action (For Substantial/Moderate Risks)</p> <p>Some additional controls are necessary within the defined timescale. Easily remedied issues should be carried out immediately or in a very short timescale. The introduction of interim control measures needs to be evaluated. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Enforcement Notice.</p>
3	Within 90 days.	<p>Requires Some Additional Controls In Due Course Or Maintain Control Measures And Review If There Are Any Changes (For Moderate Risks)</p> <p>Some additional controls are necessary. Consideration may be given to a more cost effective solution. Regular monitoring of existing controls is essential.</p> <p>Likely enforcement action: Informal Notice possibly leading to an Improvement Notice if enforcement advice not followed.</p>
4	Within 180 days.	<p>Improvements should be carried out as advised (For Tolerable Risks)</p> <p>These may be best practice or industry standard and may require long-term investment.</p>

6.2 Disclaimer / Limit of Advice

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