

FIRE RISK ASSESSMENT



**Keybridge
1 Exchange gardens
London
SW8 1BG**

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RISK ASSESSMENT DETAILS

ASSESSMENT TYPE	Fire Risk Assessment
PROPERTY ADDRESS	Keybridge 1 Exchange 80 South Lambeth Rd SW8 1RL
PROPERTY DESCRIPTION	<p>Modern purpose-built block of flats of brick/concrete construction located on a modern development of flats. The property is 37 floors plus an underground car park which is shared with neighbouring buildings. There are 174 flats at the property. The electrical installations, water and bin area for the development are located at basement level in the underground car park. The upper floors are comprised solely of flats. Gym, swimming pool and health suite at basement level. The property has 1 central staircase and 3 lifts, one is a firefighting lift. Note: The scope of the risk assessment has been confined to the communal areas only.</p>
CLIENT	Y&Y Management Ltd 2 Timberwharf Road London, N16 6DB
DETAILS OF EXISTING FIRE DETECTION, WARNING, MITIGATION AND ESCAPE MEASURES	<p>Fire alarm, smoke extraction system, emergency lighting and a firefighting shaft with a wet riser is installed in the communal areas. Fire safety signage is hung up. Apartments are provided with a residual sprinkler system. The common corridor is mechanically ventilated via a 0.6 sqm mechanical smoke shaft with automatic opening air vent.</p>
ASSESSOR	Darren Eastmond
ASSESSMENT DATE	16/12/2020
RECOMMENDED DATE OF REVIEW	<p style="text-align: center;">16/12/2021</p> <p>Or following:</p> <ul style="list-style-type: none"> - Any structural or material change - Any change in Fire Precautions in the premises - Following a near miss or fire incident - A change in legislation which is deemed to affect the validity of this risk assessment

INTRODUCTION

A fire risk assessment was conducted at this site based on the requirements of the relevant statutory legislation, Approved Codes of Practice & Guidance and Industry Standards.

This report is based on information obtained from the areas assessed during the visit and verbal or written information supplied by the client. The report does not reflect any areas, activities or processes that the assessor was not made aware of. It should be noted that random sampling may be used to gain information or make judgements and on occasions specific activity assessments may be required; such additional assessments where required are detailed in this report.

The purpose of this assessment is to carry out a fire risk assessment of the workplace in accordance with Article 9 of the Regulatory Reform (Fire Safety) Order 2005.

Under Article 9 responsible person in control of a worksite (including the common parts of a block of flats) is required to make a suitable and sufficient assessment of the risks to the health and safety of persons arising out of or in connection with the conduct by that person or his undertaking with regard to general fire precautions.

This assessment identifies areas where, in the opinion of the writer, action is required to either prevent a fire which may cause ill health or risk to staff, tenants, contractors or the general public and to raise areas of noncompliance with statutory acts or regulations.

LEGISLATION

The assessment has been carried out and formally documented in accordance with the general requirements laid down by **The Regulatory Reform (Fire Safety) Order 2005**.

The Order is enforced by the local fire and rescue authority (The Fire and Rescue Service,) which has the power to inspect these premises at any reasonable time to check that the duties set out within The Order are being complied with.

This document should be kept in the possession of the person(s) responsible for Health and Safety at the property and made available for inspection, when a request to that effect is made by the appropriate authorised person(s.)

Where appropriate and necessary the assessment has also included the consideration of a range of guidance issued in the following regulations/approved codes of practice, relevant to fire prevention, mitigation and control at this premises, including:

- British Standard 9999: Code of practice for fire safety in the design, management and use of buildings
- British Standard 5839 -1 Fire detection and fire alarm systems for buildings – Code of practice for system design, installation, commissioning and maintenance of fire alarm systems
- British Standard 5266 -1 Code of practice for system design, installation, commissioning and maintenance of emergency lighting
- BS 5306 - Fire extinguishing installations and equipment on premises. Code of practice for commissioning and maintenance of portable fire extinguishers
- The Building Regulations 2000 (Fire Safety): Approved Document B
- The Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- The Health and Safety (Safety Signs and Signals) Regulations 1996

ASSESSMENT RATINGS GUIDE

In order to assign priorities to the risks identified, the assessor must consider both how likely a hazard is to occur and the potential severity of the threat that it poses.

For the purposes of this assessment, qualitative judgements have been made in accordance with the criteria established in the tables below:

LIKELIHOOD OF OCCURRENCE	HIGH	WHERE IT IS CERTAIN OR NEAR CERTAIN THAT HARM WILL OCCUR
	MEDIUM	WHERE HARM IS LIKELY TO OCCUR
	LOW	WHERE HARM IS UNLIKELY TO OCCUR

SEVERITY	HIGH	DEATH OR MAJOR INJURY (AS DEFINED IN RIDDOR)
	MEDIUM	INJURIES THAT MAY CAUSE A PERSON TO BE UN ABLE TO WORK
	LOW	ALL OTHER INJURIES

OVERALL RATING	HIGH	AREA OF CONCERN REQUIRING URGENT ACTION
	MEDIUM	AREA OF CONCERN REQUIRING ACTION
	LOW	MAINTAIN EXISTING CONTROLS OR ACTION AS RECOMMENDED

The sub sections within risk rating columns on the table that follows have been abbreviated as set out below:

L = The adjudged **likelihood** of a potential hazard occurring.

S = The most likely outcome, in terms of **severity** of harm suffered, should the potential hazard occur.

O = The **overall** risk rating assigned to the issue, having taken into account both the likelihood and severity ratings that have been assigned.



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
1.	Electrical Sources of Ignition							
1.1	No evidence was made available to suggest the electrical installations have been periodically tested by a competent person within the last 5 years.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	Portable appliance testing (PAT) has been carried out in March 2020. It was communicated to the assessor that PA testing is completed annually.	L	M	M	<p>The current recommendations for fixed electrical installations in communal areas are that they are inspected every 5 years.</p> <p>Obtain a copy of the Electrical Installation Condition Report (EICR), and assurance that any category 1 and 2 actions therein have been completed by a competent person.</p> <p>Records to be retained on-site for inspection.</p>	

NOTES:

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
2.	Smoking							
2.1	Lack of signage.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	None.	L	L	L	Although good practice was observed at the time of the assessment, it is recommended to display 'no smoking' signage at the main entrance and common areas of the building, thereby reminding residents and visitors of the policy.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
3.	Arson							
3.1	None.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	<p>The building has a staffed concierge reception area 24/7.</p> <p>Intercom system in place at the entrance of the building which can be used by visitors to gain access to the building.</p> <p>Access control system in place throughout the building.</p> <p>Portable radios are used by staff.</p> <p>CCTV is provided internally and externally within the building.</p> <p>Waste bins are in a secure area.</p>	L	L	L	None.	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
4.	Portable Heaters and Heating and Ventilation Installations							
4.1	It was communicated to the assessor that the fixed heating, ventilation, and air conditioning (HVAC) system are subject to regular inspections and maintenance, but a copy of the inspection records was not available to view.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	None.	M	M	M	The fixed heating, ventilation, and air conditioning (HVAC) system must be subject to regular inspections and maintenance, with a copy of the inspection records retained on-site for inspection.	
4.2	Portable heater observed in the staff area.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	None.	M	M	M	Policy to be introduced in the use of portable heaters. It is of the assessor's opinion the following should be adhered to; <ul style="list-style-type: none"> • Position the heater at least 3 feet away from combustible materials. • Do not use extension cords or power strips, as these can overheat and start a fire. Instead, plug the device directly into a wall outlet. • Never leave the heater unattended while in operation. At the end of the workday, unplug the space heater. 	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
5.	Cooking							
5.1	None.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	<p>No cooking facilities are present in the common areas.</p> <p>Means of reheating food and making hot drinks are provided in a staff kitchenette behind concierge and residents lounge area.</p> <p>Fire extinguishers are located within proximity.</p>	L	L	L		
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
5. Lightning								
5.1	No evidence was made available to suggest the lightning protection system has been checked by a competent person.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	Lightning protection system has been installed.	M	H	M	<p>The lightning protection system should be tested in accordance with the relevant British Standard (which will be either BS 6651:1999 or BS EN 62305, depending upon when the system was installed) at maximum intervals of twelve months.</p> <p>Obtain a copy of the most recent lightning protection system certificate and retain on-site for inspection.</p>	

NOTES:



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
6.	Housekeeping							
6.1	Items observed to be stored in the riser cupboard on the 36 th floor.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	<p>Professional cleaning services provided 7 days a week.</p> <p>Routine in-house inspections of the building include checks of housekeeping, fire exit routes and safety signage.</p>	M	M	M	Items should not be stored in riser cupboards. Arrangements should be made to remove these items.	

NOTES:

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
7	Hazards Introduced by Outside Contractors and Building Works							
7.1	None.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	<p>Contractors are vetted before being deemed competent for maintenance and refurbishment works.</p> <p>Contractors submit risk assessments and method statements for review prior to works being authorised to commence.</p> <p>Hot works permits are raised where hot working is undertaken.</p>	L	L	L	None.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
8	Dangerous Substances							
8.1	No highly flammable materials were seen being stored in the communal areas of the property. However, it was not possible to ascertain whether any residents are storing significant quantities of flammable materials.	<p>RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS</p> <p>Flammable materials not being stored correctly could exasperate a potential fire.</p>	None.	L	L	L	<p>The responsible person should ensure that if any residents are storing flammable materials then they should be stored correctly.</p> <p>Additionally, the responsible person should consider any activities that residents may be carrying out within their flats that may affect the fire safety of the building. Consideration should be given to arranging annual inspections of the flats.</p>	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
9. Means of Escape								
9.1	None.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	<p>At the time of the assessment the escape routes were unobstructed.</p> <p>Smoke detection installed in the common areas.</p> <p>Automatic Opening Vent (AOV) installed.</p> <p>Emergency lighting installed.</p> <p>Stair nosing installed.</p> <p>Handrails installed.</p> <p>Absorbent matting at entrance of the building.</p> <p>Safety signage in place.</p>	L	L	L	None.	

NOTES: Not all exit doors from the building open in the direction of travel but considering the layout and occupancy of the building this is not a concern.



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
10.	Measures to Limit Fire Spread and Development							
10.1	Intumescent strips and smoke seals to the riser doors observed to be damaged on floor 35 and damaged on floor 23.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	None.	M	M	M	Arrange for a competent person to install the appropriate intumescent strips and smokes seals.	
10.2	Screw observed to be missing to the riser door on floor 31.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS		M	M	M	Arrange for a competent person to install the appropriate screw to the riser fire door.	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
10.	Measures to Limit Fire Spread and Development							
10.3	Cracked vision panel to the fire door on floor 34 observed at the time of the visit.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	Fire doors within the common areas of the building are FD30s and FD60s, fitted with intumescent strips and smoke seals.	M	H	H	Arrange for a competent person to replace the glazed vision panel on the fire door.	
10.4	Masking tape observed to riser fire door hinges on floors 1, 18, 19, 21, 22, 25, 27, 29, 30, 31 and 32.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS		M	M	M	Arrange for a competent person to check all the fire doors within the building and remove any masking tape from door hinges.	

NOTES:

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
11.	Emergency Escape Lighting							
11.1	Wright maintenance complete the emergency light testing for the building, but copies of the monthly and annual test was not made available to view at the time of the visit.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS Risk of emergency lighting not working in an emergency.	Emergency lighting installed.	M	H	M	Obtain copies of the monthly flick tests and annual three-hour duration test and retain onsite for inspection. A test for the full rated duration of the emergency lights (e.g., 3 hours) must be carried out annually. The emergency lights must still be working at the end of this test. The result must be recorded and, if failures are detected, these must be remedied as soon as possible. All emergency lighting must be tested monthly. The test is a short 'Flick test' in accordance with BS EN 50172:2004/ BS 5266-8:2004, with records of the test logged in the fire logbook.	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
12.	Fire Safety Signs and Notices							
12.1	Numbers of floor level signage in the staircase observed to be missing.	RESIDENTS, STAFF, VISITORS, MEMBERS OF THE PUBLIC, CONTRACTORS	None.	L	L	L	Ensure the appropriate floor level signage is displayed at the appropriate levels in the staircase.	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
13.	Means of Giving Warning in Case of Fire							
13.1	It was communicated to the assessor that Wright Maintenance complete the service and testing of the fire alarm. But no evidence was made available at the time of the visit.	RESIDENTS, VISITORS, CONTRACTORS.	None.	M	M	M	<p>The fire alarm must be subject to a periodic inspection by a competent person with specialist knowledge of fire detection and alarm systems at an interval of no more than six months, with a copy of the certificate and serving records retained on-site for inspection.</p> <p>The fire alarm must be subject to a weekly test to ensure the control panel and alarm sounders operate satisfactorily. Each week, a different manual call point should be tested, with a log of the test recorded in the fire logbook.</p>	
13.2	No zone map is displayed by the fire alarm control panel.	RESIDENTS, VISITORS, CONTRACTORS.	None.	L	L	L	A suitable zone map should be placed adjacent to the fire alarm panel, denoting the general layout of the building and the different zones.	
NOTES:								



REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
14.	Manual Fire Extinguishing Appliances							
14.1	None.	RESIDENTS, VISITORS, CONTRACTORS	<p>Manual fire appliances consisting of AFFF Foam and CO2 fire extinguishers have been provided.</p> <p>Annual service of the fire extinguishing appliances was carried out in June 2020 by Essential Safety Products.</p> <p>Fire extinguishers are on a stand and have the appropriate ID signage provided.</p>	L	L	L	None.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
15.	Relevant Automatic Fire Extinguishing Systems							
15.1	No evidence was made available to suggest the sprinkler system has been subject to regular service and maintenance by a competent person.	RESIDENTS, VISITORS, CONTRACTORS	Sprinkler system installed in resident flats.	M	H	M	British Standard BS9251:2014 (fire sprinklers) recommends that the system is serviced by a competent person on a regular basis. This should be done no less than once every 12 months.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
16. Other Relevant Fixed Systems and Equipment								
16.1	The Automatic Opening Vent system (AOV) was last serviced and maintained by SE Controls.	RESIDENTS, VISITORS, CONTRACTORS	None.	M	M	M	The Automatic Opening Vent system (AOV) service and inspection records to be held on-site for inspection.	
16.2	The wet risers are serviced UK Sprinklers Ltd, but a copy of the certificate was not made available to view at the time of the visit.	RESIDENTS, VISITORS, CONTRACTORS	None.	M	M	M	Wet risers are required to be tested under pressure annually with a visual inspection every six months in accordance with BS9999:2015, with a copy of the service certificate held onsite for inspection.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
18.	Training and drills							
18.1	It was communicated to the assessor staff are trained fire wardens, but due to COVID-19 refresher training has yet to be completed.	RESIDENTS, STAFF, VISITORS, CONTRACTORS	An induction includes a basic walk-through of the building and an explanation of the fire safety procedures.	M	M	M	Arrange fire warden training at the earliest opportunity. All training to be logged and certificates to be retained on-site.	
18.2	It was not known when the last recorded fire drill took place.	RESIDENTS, STAFF, VISITORS, CONTRACTORS	None.	M	M	M	Fire drills should take place every six months; it is encouraged to keep a fire drill record. This can include date, relevant staff at the time of the drill, and a summary of the event.	
NOTES:								

REF	HAZARD DESCRIPTION	PERSONS AFFECTED & HOW	CURRENT CONTROL MEASURES	RISK RATING			RECOMMENDED ADDITIONAL CONTROL MEASURES	ACTION TAKEN & DATE
				L	S	O		
17.	Procedures and Arrangements							
17.1	The Regulatory Reform (Fire Safety) Order 2005 requires the development of a fire emergency plan.	RESIDENTS, VISITORS, CONTRACTORS	None.	L	L	L	In a building of this type, this requirement is likely to be satisfied if a simple plan setting out what action the residents need to take in the event of fire is sent to each resident.	
NOTES:								

APPENDICES

Appendix A: Fire Action Notices

Fire action notices provide basic information on what to do in the event of a fire and what to do if you discover a fire.

Notices are normally blue and red in colour and typically contain information such as:

- What action to take in the event of finding a fire
- What action to take in the event of hearing the fire alarm
- Where the nearest assembly point is

They may also give details of the emergency number to call in the event of a fire and who the fire wardens are. The notices may have pictograms and colour coding to meet the mandatory and prohibited actions as set out in The Health and Safety (Safety Signs & Signals) Regulations 1996.

Fire action notices should be displayed in prominent places around the workplace - in a number of cases you will find them near entrance/exits and near doors on a means of escape.

There is no hard and fast rule on how many notices there should be in the workplace. There should be sufficient signs posted such that a person can see at least one from the time they enter the building until they get to their work area.

Appendix B: Summary of Recommended Testing and Maintenance Schedules

ROUTINE INSPECTION AND TESTING

SERVICE DESCRIPTION	RELEVANT LEGISLATION/STANDARD	FREQUENCY
Routine Fire Safety Inspections	The Regulatory Reform (Fire Safety) Order 2005 Management of Health and Safety at work Regulations 1999 – Regulation 5	Annually
Emergency Lighting Test	BS 5266 Part 1	Monthly
Emergency Lighting Maintenance	BS 5266 Part 1	Annually
Fire Alarm Test	BS 5839 Part 1	Weekly
Fire Alarm Maintenance	BS 5839 Part 1 (2002)	Six Monthly
Fire Extinguishers & Hose Reel Maintenance	BS 5306	Annually

Appendix C:

Hot Work Permits

Introduction

Hot work includes processes such as roof repairs, plumbing, welding, use of blow lamps, soldering and grinding. It is essential that such work is strictly controlled. Hot works can cause fires in a number of ways:

1. Ignition of nearby combustible materials
2. Smouldering fires not noticed when the work is being carried out
3. Ignition of tar boilers which are heated by LPG cylinders. This can ignite rubber or plastic tubes connected to cylinder valves. In rare cases this has caused the explosion of the cylinders themselves

Considerations When Proposing to Carry Out 'Hot Work'

1. Is hot work really necessary?
2. Are safer alternatives possible or available?
3. Can the work be carried out off site?

Ensure that the hot work does not create additional hazards to employees, residents and others, for example through:

- Inadequate ventilation for smoke or fumes
- Lack of protection for welding glare

Check if smoke or heat detectors could be affected by the hot work. If so, it might be necessary to isolate the detector by either; covering the relevant detector head(s), or arranging for part of the alarm to be isolated. Do not forget to make sure that the covers are removed, or to re-activate the alarm, when the work has been completed.

Check whether the hot work will cause obstructions, or prevent exit routes or fire doors, from being used. Do not forget that means of escape routes and fire doors are vital for the life safety of anyone using the premises. You might be breaking the law if you prevent any of them from being used.

Precautions to be taken when carrying out 'Hot Work:'

Generally:

1. Smoke detectors in the vicinity of the work area, which are likely to be activated by fumes and smoke, should be covered or isolated
2. Reserve gas cylinders are to be stored away from the work area
3. A second person (watcher,) should be present during welding or flame cutting operations
4. Spent welding rods should be placed in a metal container
5. Suitable fire extinguishers must be readily available
6. Where heat is likely to be transferred to an adjacent room/ area, a second person should provide a fire watch during the period of hot work and for at least an hour after completion
7. A charged mobile phone, or land line phone, should be readily available throughout the process

Within 10 Meters of the Work Area:

1. Combustible materials should be removed or protected, with a non-flammable cover
2. All flammable liquids should be removed
3. Floors should be swept clean
4. Combustible floors and coverings should be covered with overlapping sheets of non-combustible material, or wetted, or liberally covered with sand
5. Openings and holes in walls, floors and ceilings through which sparks could pass should be protected
6. Check adjacent rooms and areas for fire spread by conduction
7. Confined spaces are much more dangerous during hot work. These spaces should be emptied and checked or be known to be free from flammable vapour concentrations or dust. A separate 'Confined Space Permit to Work' may be required

Fire Watch

After the hot work has been completed there is a risk that a smouldering fire could go unnoticed. The area should be inspected one hour after the hot work has been

completed. When this has been carried out the 'fire watch' section of the permit should be signed off.

Hot Work Permit

A written 'Hot Work' permit should be completed and used for all those carrying out the work, whether they are your own employees or outside contractors.

A permit to work is always appropriate in situations of high hazard/ risk and where there is a need to:

1. Ensure that there is a formal check confirming that a safe system of work is being followed
2. Co-ordinate with other people or activities
3. Provide time limits when it is safe to carry out the work
4. Provide appropriate personal protective equipment or means of communication

The aim of the permit to work is to:

1. Specify precisely the work area (including plant and equipment) to which it applies
2. Describe in detail the work to be carried out
3. Specify the safety precautions which must be put in place and adhered to throughout the entire time of the work
4. Identify who is to do the work
5. Clearly state the period of time over which the permit is valid, (should not usually exceed a period of one day)

Appendix D: Hot Work Permit Sample

VALID ONLY ON DAY OF ISSUE

Part A (to be completed by person carrying out the hot work)

Building:

Exact location of proposed work:

.....

Nature of the Hot Work to be carried out:

.....

*The above location has been examined and the precautions listed on the attached sheet have been complied with as indicated.

Signed: Name (*block capitals*):

Date: Position:

Contractor (if

applicable):

Part B (to be completed by the manager/supervisor authorising work to be undertaken)

This hot work permit is issued subject to the following conditions:

Time of issue: Time of expiry of permit:

Final check to be made no earlier than:

Additional conditions required:

.....

.....

.....

Signed: Name (*block capitals*):

Position: Date:

Part C (to be completed by person who carried out the work)

The immediate work area and all adjacent areas, to which heat and sources of ignition may have spread, have been inspected and found to be free of fire following completion of work.

Time inspection completed:

Signed: Name (*block capitals*):

Position: Date:

**COMPLETED FORM TO BE RETURNED TO PERSON
AUTHORISING IN
PART B**

Hot Work Permit Check Sheet

	ITEM	YES	NO	N/A
1	Are workers engaged with the Hot Work familiar with the fire routines within the premises?			
2	Have smoke detectors in the vicinity been isolated?			
3	Is there adequate ventilation to extract fumes?			
4	Have combustibles been removed from the immediate area?			
5	Where heat may transfer, have adjacent areas been cleared of combustible materials?			
6	Have any holes and openings in walls, floors and ceilings in the vicinity been protected?			
7	Have all flammable liquids been removed?			
8	Have remaining combustibles been protected?			
9	Have combustible floors and coverings been protected?			
10	Is the appropriate fire fighting equipment available?			
11	Are workers competent with the use of extinguishers?			
12	Will fire exit routes in the area be available?			
13	Is a second person available to fire watch?			
14	Is Hot Work equipment in good working order?			
15	Will gas cylinders be secured in an upright position?			
16	If using gas welding equipment, is a flash back arrester fitted?			
17	Is a metal container provided for spent welding rods?			
18	Are reserve gas cylinders stored away from the work area?			
<p>Is a mobile phone (battery fully charged) or land-line phone immediately available to call the Fire & Rescue Service if the need arises? YES / NO</p> <p>Any Additional Comments:</p>				
<p>Where the answer is NO to any of the above questions, this MUST be brought to the attention of the person responsible for the issue of the Hot Work Permit.</p>				

Appendix E:

Emergency Plan and Fire Routine

Dear Resident

RE: FIRE SAFETY IN YOUR RESIDENCE – YOUR RESPONSIBILITIES

At <Property Management Company> we take fire safety very seriously and strive to continuously improve our practices and procedures. A recent review has highlighted a need to communicate more effectively with our residents on fire safety. This is particularly the case within your residence as any breaches in fire safety could, in the event of a fire, have a negative impact on the whole building with potential loss of life.

As part of our on-going commitment to ensure compliance with the law regarding fire safety within the communal areas, we would like to take this opportunity to advise you on your responsibilities for fire safety within your residence and what you should consider.

Under current legislation <Property Management Company> are responsible for fire safety within the communal areas of the building, however you are responsible for managing fire safety within your residence. This means that in line with the Regulatory Reform (Fire Safety) Order 2005, we collectively have a duty to ensure the fire safety of the building and therefore we must cooperate and communicate with each other accordingly.

As part of this duty we would like to draw your attention to the following:

- If you are aware of any previous alterations within your residence or if you have planned any that may affect fire containment please inform us immediately
- If any doors within your residence have been or are to be replaced at any time, including your main entrance doors, please ensure only 30 minute fire rated doors with closers are installed
- Please consider and plan for the evacuation needs of vulnerable groups within your residence, such as children, pregnant women, disabled people, elderly people etc.
- Please ensure the you install and regularly test smoke detectors and ensure all internal fire doors are kept closed as required and not propped open



- Please ensure you are familiar with any fire action notices/evacuation instructions/signage located within the communal areas of the building

For further advice of how to prevent fire in your residence please contact your local fire authority for the leaflet "Fire Safety in The Home"

EMERGENCY PROCEDURES

IF A FIRE BREAKS OUT

Inform others present and if possible close doors and windows to contain the fire and exit the apartment

MEANS OF RAISING THE ALARM

If manually operated, operate the fire alarm system and/or smoke vent system

Shout FIRE FIRE FIRE!!

Bang on flat doors, push doorbells or entryphone buttons to rouse the occupants

DO NOT attempt to try to tackle the fire

Residents should make their way in an orderly fashion, via the nearest emergency escape route to a place of safety

Any vulnerable persons may need help to escape

DO NOT COLLECT ANY BELONGINGS

DO NOT USE ANY LIFTS

DO NOT use a balcony, unless it is a designated escape route from the building

Residents should then carry out a form of "roll call" to ensure that everybody is accounted for

Dial 999 and ask for the Fire Service

Give the operator the telephone number you are calling from and state clearly the full address where the fire exists

DO NOT hang up until the address has been repeated back to you by the operator

Once safely out **DO NOT** re-enter the building until you are told you can by the Emergency Services

IF YOU ARE CUT OFF BY FIRE

Try to remain calm

Close the door nearest to the fire and use towels, sheets, or other suitable materials to block any gaps around the door. This will help stop smoke from entering the room

If possible go to a window and shout for help

If the room becomes smoke filled, go down to floor level as it will be easier to breathe as the smoke will rise upwards

If you are in immediate danger from fire and are not higher than the first floor of a building it may be possible to drop to the ground without injury provided you can get out the window feet first and lower yourself to the full extent of your arms before droppings

Appendix F:

Arson Prevention

Recent studies show that the majority of property fires in the UK are often found to have been started deliberately. All premises can be targeted either deliberately or just because they offer easy access.

Many businesses never recover from an arson attack.

There are a number of strategies that can be adopted to try and minimise the risk to arson of your premises.

You should be aware of any other deliberately set fires in your area which may act as an indicator of increased risk to your premises. You should also be aware of any small 'accidental' fires on your own premises and investigate them fully. They should be reported to your local authority Fire and Rescue Service for investigation and if necessary, you might consider bringing in a specialist fire investigator. Fires started deliberately can be particularly dangerous, because they generally develop much faster and may be intentionally started in escape routes. Of all the risk reduction measures, the most benefit may come from efforts to reduce the threat from arson.

Measures to Reduce Arson

1. Ensure that the outside of the premises is well lit and, if practical, secure the perimeter of the premises
2. Thoroughly secure all entry points to the premises, including windows and the roof, ensuring that the 'means of escape' is not compromised, in particular making sure that any people working alone still have adequate means of escape
3. Make sure that combustible rubbish is cleared regularly
4. Do not place rubbish skips adjacent to the building. Large waste bins should be in a secure compound separated from the building
5. Encourage staff to challenge people acting suspiciously
6. Remove automatic entry rights from staff who have been dismissed
7. Ensure that any security/ fire alarm is monitored and acted upon

8. Secure flammable materials and substances so that intruders cannot use them
9. Fit secure metal letterboxes on the inside of the mail flaps to contain any burning materials that may be pushed through
1. Deter any unauthorised entry on site and also control entry of all other persons coming on site
2. Take positive steps to reduce opportunities for arson attempts
3. Reduce the scope for potential fire damage
4. Reduce the subsequent losses and disruption resulting from fire by preparing a recovery/ disaster plan
5. Maintain security of the main access door in the event of a fire
6. Recognise and resolve security/means of escape issues and conflicts
7. Small rubbish bins used within the building should be made of metal

Disclaimer

Safety Reports Ltd has conducted and completed this fire risk assessment report and can confirm that in preparing the report we have exercised all reasonable skill and care. The content of this report is based on the information and access provided at the time to the consultants. Any recommendations or advice in this report is based upon evidence observed.

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