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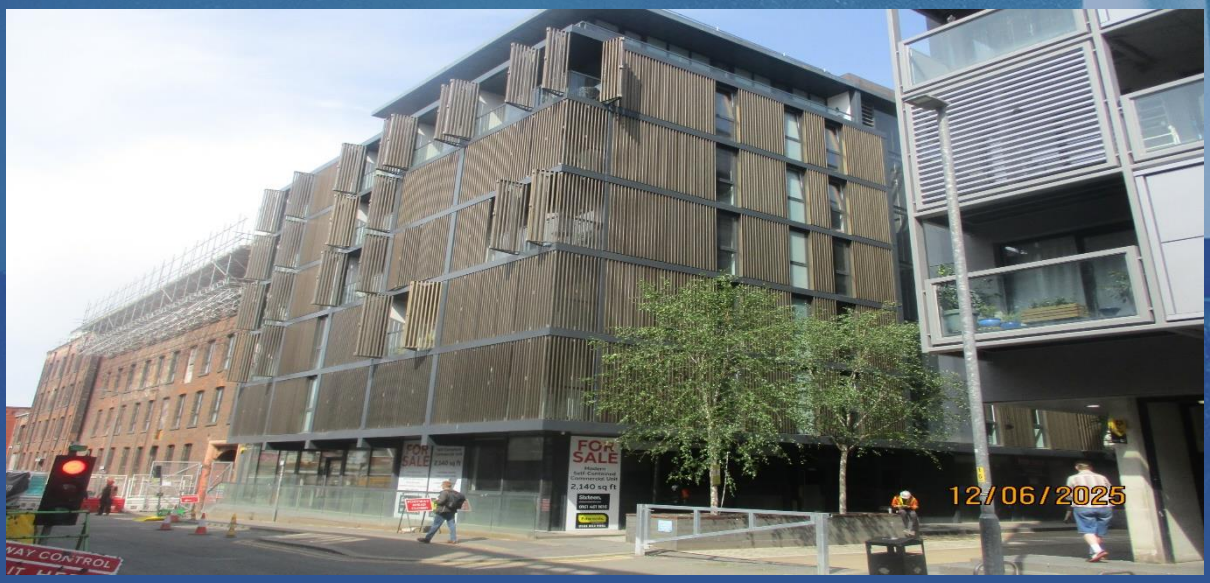
FIRE RISK ASSESSMENT REPORT REVIEW



CLIENT / LOCATION

First Port, Burton Place, Ellesmere Street, Castlefield,
Manchester, Lancashire, M15 4LD.

DATE:

Thursday 12th June 2025.

Assessment Report Completed By:

Matthew Blackburn Cert IOSH AIFireE

Fire Risk Assessor

Lighthouse Risk Services LLP

www.lighthouseriskservices.com

Signature:

Date: Thursday 12th June 2025.

Assessment Report Validated By:

Lighthouse Risk Services LLP

www.lighthouseriskservices.com

Signature:

Date:

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FIRE RISK ASSESSMENT REPORT REVIEW

COMPANY: First Port. **LOCATION:** Burton Place, Ellesmere Street, Castlefield, Manchester, Lancashire, M15 4LD.	**REFERENCE NO:** FFRA2507302
ASSESSED BY: Matthew Blackburn Cert IOSH AIFireE, Senior Health & Safety Consultant, Lighthouse Risk Services LLP.	**DATE OF ORIGINAL ASSESSMENT:** Tuesday 09th July 2024.
REPORT ISSUED TO: Louise Iddon, Health Safety and Fire Administrator (FRA Programme), First Port Group Limited. Calvin Willis, Property Manager, First Port Group Limited.	**ASSESSMENT REVIEW DATE:** Thursday 12th June 2025. The assessment should be reviewed on a regular basis or sooner if there is reason to believe it is no longer valid. This includes following a fire in the building or if significant changes to the building have been made including structural and occupancy changes. **RECOMMENDED DATE OF NEXT REVIEW:** June 2026.

LOCATION(S) & USAGE OF AREAS COVERED BY ASSESSMENT:
Burton Place blocks 3, 9 and 15. Main entrance / exit points, temporary site office area (MOHO), welfare facilities, service risers, electrical and mechanical cupboards, staircases areas, communal corridor areas, communal landing areas, lower ground floor car park areas, lower ground floor plant and service rooms, bin storage areas and external circulation routes.

AREAS NOT ACCESSED:
No access to enclosed lift shaft areas. No access to ceiling void areas throughout the site. No access to residents living areas.

MAIN ACTIVITIES UNDERTAKEN:
Residential living (owned and rented).

PERSON(S) RESPONSIBLE FOR FIRE SAFETY:
First Port building management.

COMPETENT PERSON APPOINTED BY THE RESPONSIBLE PERSON (DUTY HOLDER):
First Port building manager Calvin Willis.

BUILDING INFORMATION AND LAYOUT	
Number of Floors:	Burton Place is a 9-storey building consisting of 2no lower ground level, ground and 6 upper levels. The building is separated into 3 communal parts – 3, 9 and 15 Ellesmere Street. At ground level commercial units can be accessed externally (minimal occupancy at the present time). There is a single entrance into each block at ground level, with each block also having a single staircase servicing basement to the 6th floor level. Entrances open directly into the stairwell where a single passenger lift is accessed within each block. All flats are accessed directly via the stairwell on each upper level with the communal parts of the building being of an open atria design. Service risers are also accessed via the stairwell on upper levels. At basement level car parking is available over 2no storeys. There are multiple directions of escape from the car park as the basement levels are shared with MOHO where major building improvement works are currently taking place. There are also bin stores, bike stores and electrical intake/meter cupboards accessed at basement level.
Approximate Floor Area:	It is estimated that the premises has a rough footprint of around 6000m² gross.
Brief Details of Construction, Compartmentation, and Location etc.:	Information obtained from existing site documentation: The building is primarily made of steel, concrete, and plasterboard construction. The external façade of the building was previously found to be timber clad throughout – the backing materials to which could not be confirmed but reports have subsequently been carried out and remedial actions completed. Aluminium panelling now installed over rockwool insulation (please refer to section 1.24). Internally the building is steel framed with separating floors within the communal areas appearing to be steel rib-deck concrete floors with plasterboard false ceilings. Staircases were made of concrete tiles with steel framing. Internal compartment walls separating accommodation from the communal areas appeared to be of stud and plasterboard construction with a timber panelled finish. Service risers were found to be plasterboard constructed vertical shafts. Basement level car parks/plant rooms were found to be of block and concrete construction with concrete formed basement escape stairwells. In accordance with ADB as the building is approximately 18m in height to the uppermost occupied floor slab, based on an average of 3m per storey, it is assumed that structural elements will provide a minimum of 60 minutes fire resistance.

Details of neighbours / other activities undertaken at the site:	Commercial space on the ground floor level of the premises although the majority are vacant at the present time with just 2no units occupied as office space.
Evacuation Strategy:	No fire-fighting lifts in place at the site, single passenger lifts in place in each of the three blocks. Single staircase in place in each of the three blocks serving all floor levels listed above. At the present time the premises operates a 'Simultaneous evacuation' policy which will remain in place until the final actions listed in the latest fire risk assessment have been addressed and signed off and the alarm system has been reconfigured to suit the 'stay put' policy. Greater Manchester Fire & Rescue Service to be provided with a copy of the latest fire risk assessment and to be made aware that the evacuation policy will be reverting back to the original strategy of 'stay put'.

INTRODUCTION

This Fire Risk Assessment has been conducted by Lighthouse Risk Services LLP at the request of First Port management to assist in the undertaking of their duties under fire safety legislation, specifically in carrying out a fire safety risk assessment in accordance with their duties under the Regulatory Reform (Fire Safety) Order 2005.

The assessment provides a review of the assessment previously conducted by Frankham RMS, last dated 16th November 2021, William Martin Compliance last dated 27th March 2024 and Lighthouse Risk Services LLP last dated Tuesday 09th July 2024.

Following the additional recommended control measures identified in this risk assessment will enable the risks in the event of a fire to be minimised. It will also aid compliance with the Regulatory Reform (Fire Safety) Order 2005 and further details included may assist in your Risk Assessment requirements under The Management of Health and Safety at Work Regulations 1999 and The Health & Safety at Work etc. Act 1974.

THE 9 STEP PROCESS TO FIRE SAFETY RISK ASSESSMENT

The fire risk assessment has been carried out following the PAS 79 Fire Risk Assessment Standards. The approach behind PAS 79 is a system of evaluation covering many factors which decide fire hazard, ranging from any likelihood of there being a fire to the actual consequences of one occurring.

PAS 79 outlines nine distinct steps for carrying out a thorough fire risk assessment:
Step 1 - Obtaining information and data about the building, including the processes carried out in the structure as well as people either present or likely to be.
Step 2 - Identification of both fire hazards but also means for their control or elimination.
Step 3 - Assessment of the likelihood of any fire.
Step 4 - Determination of any fire protection measures present.
Step 5 - Obtaining related information regarding fire safety management.
Step 6 - An assessment of the most likely repercussions to individuals if a fire happens.
Step 7 - Assessment of overall fire risk.
Step 8 - Formulation and documentation of an action plan.
Step 9 - A defined date by which a fire risk assessment needs to be reviewed.

WHO AND HOW MANY MIGHT BE HARMED

Normal Occupancy:

- **Approximate maximum number**: A maximum of 190no persons at the premises at any one time.
- **Approximate maximum number of employees at any one time**: A maximum of 4no employees at the premises at any one time. Caretaker, concierge, housekeeper and building management.
- **Visitors / Guests / Contractors (People unfamiliar with the layout of the building)**: Potential for visitors, guests and contractors at the premises.
  - **Cleaning Staff**: 1no housekeeper employed at the premises.
  - **Security Staff**: No security cover provided at the premises.
- **Maximum number of members of the public**: Potential for residents to have guests at the premises, commercial units in place on the ground floor level. Public footpaths surrounding the building areas.

Occupants at Increased Risk:

• **Sleeping Occupants:** 93no apartments, based on an average of 2no persons per flat 186no sleeping occupants.
• **People with disabilities (Limited mobility, hearing or visually impaired / sensorial impaired**): Potential for there to be residents with disabilities.
• **Children / Young People**: Potential for children and young persons to be living at our visiting the premises.
• **Occupants in remote areas**: Potential for First Port employees or contractors to be working in the lower-level plant room areas.
• **Other site tenants / neighbours / building occupants (includes members of the public**): Commercial units on the ground floor level, minimal office use at the present time.

FIRE LOSS EXPERIENCE
If verbally confirmed by the Property Manager Calvin Willis that there has been no fire loss at the assessed premises since construction in 2005.

ENFORCEMENT NOTICES

Enforcement notice issued by Greater Manchester Fire & Rescue Service on the 12th October 2021, it was confirmed that the notice has been lifted.
The notice stated: The arrangements that you have implemented are;
Simultaneous evacuation raised by a standalone single point heat detector, that is wireless interlinked throughout the block. The detection is located in all rooms that face onto the façade of the building.
As you are aware, it is your responsibility to give effect to fire safety arrangements as are appropriate for the effective planning, organisation, control and monitoring of the preventive and protective measures which are identified in the fire risk assessment. These arrangements should be reviewed on a regular basis. I am of the opinion that the interim measure have not been effectively implemented and further action is required.
As part of my visit I identified the following deficiency within the current arrangements.
The current fire detection and warning system does not meet the recommended standard detailed in NFCC guidance and does not appear to be subject to a system of testing and maintenance to ensure, so far as reasonably practicable, that it is working and capable of raising the alarm and initiating the evacuation arrangements you have implemented.
Due to the anticipated remediation of Burton Place being a long-term project I strongly advise that you install a common fire alarm system in line with NFCC guidance.
A common fire alarm system will allow for earlier discovery and warning of fire and increase the likelihood of a full and safe evacuation from the premises.
A fire alarm system designed and installed in accordance with BS5839 – Pt 1 category L5 system, will provide a more robust method of raising the alarm in the event of fire and provide resilience and assurances that the alarm will be raised at the earliest opportunity in the event of fire.
“NFCC strongly recommends that where a change to a simultaneous evacuation is deemed appropriate and will be required for medium to long periods of time, that a temporary common fire alarm system is installed. This is because a temporary common alarm when designed, installed and maintained appropriately is a more reliable and cost-effective way to maintain a sufficient level of early detection. An appropriate communal fire alarm and detection system will generally provide more certainty that a fire will be detected and warned at the earliest opportunity rather than rely on using trained staff.”
The current detection and alarm system arrangements do not appear to be subject to a suitable system of testing and maintenance, and therefore Mainstay Group Limited cannot satisfactorily demonstrate that the current arrangements are adequate in controlling the risk to life and to initiate the evacuation arrangements you have implemented (i.e. a simultaneous evacuation).
In order to ensure satisfactory interim measures within 3 Burton Place, I encourage you to review your fire risk assessment and fire safety arrangements in consultation with a competent person, to ensure that in the event of fire, all relevant persons can evacuate the premises, as quickly and safely as possible. **In addition, as part of my visit I identified the following deficiencies within the current arrangements.**

- There are signs of compartmentation breaches between residential apartments and the service riser cupboards, and between the riser cupboards and the common means of escape. This is due to service pipework and cabling passing lines of compartmentation, which may allow smoke and fire to pass one compartment line into another.
- A significant number of service riser cupboard doors were unlocked and, in some instances, did not closer properly. Where service riser doors are not properly secured there is the potential for smoke and fire exiting from these areas and entering into the common means of escape.
- At least one service riser door is missing intumescent seals.

ENFORCEMENT NOTICES Cont.

A further visit was completed at the premises by Megan Millington, Fire Safety Inspector, Higher Risk Team, Prevention and Protection, Greater Manchester Fire & Rescue Service, E-mail sent through on the 02nd April 2025 with the following wording:

As discussed at the time, please could you provide the following information.

- Are the lift shafts fire protected within each block?
- Maintenance records for the fire extinguishers, extraction system within the car park, fire doors, lifts, dry risers
- Records of fixed electrical testing and PAT
- Testing records for the fire alarm system within the basement
- Compartmentation reports

Action to be taken following the inspection

- Review your fire risk assessment to update the action plan to show which actions have been completed or are ongoing, update to reflect the compartmentation and fire stopping works that have been completed and assess if the building can now support a change in evacuation strategy
- If during resident engagement you are made aware of any residents requiring PEEPs, you should record this within your premises information box
- Report and repair strips and seals missing from communal fire doors
- Ensure all dry riser inlets and outlets can be accessed by firefighting crews
- Update the property manager contact details within the premises information box

RISK RATING AND COMMENTS

This is a **Normal** level risk building.

The assessed risk level for the site at the time of the visit. See Risk Rating table below.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks.

This assessment has highlighted a number of issues considered to warrant attention in order to comply with current requirements and reduce life safety fire risks.

RISK RATING

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS8800:

Potential consequences of fire ▶ Fire Hazard ▼	SLIGHT HARM	MODERATE HARM	EXTREME HARM
LOW	Low Risk	Normal Risk	Medium Risk
MEDIUM	Normal Risk	Medium Risk	High Risk
HIGH	Medium Risk	High Risk	Very High Risk

Taking into account the fire prevention measures observed at the time of this assessment, it is considered that the hazard from fire (probability of ignition) at this building is:

LOW	☒	**MEDIUM**	☐	**HIGH**	☐

Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this assessment, it is considered that the consequences for life safety in the event of fire would be:

SLIGHT HARM	☐	**MODERATE HARM**	☒	**EXTREME HARM**	☐

In this context, a definition of the above terms is as follows:

SLIGHT HARM: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).

MODERATE HARM: Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.

EXTREME HARM: Significant potential for serious injury or death of one or more occupants.

RISK LEVEL	ACTION AND TIMESCALE
Low	There is minimal risk to life and risk of fire occurring is low, or the potential for fire, heat, and smoke spread is negligible. **No further action is required.**
Normal	The spread of fire is likely to remain confined or only spread slowly, allowing people to escape to a place of safety in a timely manner. The number of people present is small, and the layout of the workplace means that that are likely to escape to a place of safety in a timely manner. Where the workplace has an effective automatic warning system, or an effective automatic fire extinguishing / suppression, or containment system, which may reduce the risk classification from High Risk. **No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.**
Medium	Where flammable / dangerous substances are stored / used. Where work activities / practices are of concern to the assessor. Unsatisfactory features have a detrimental effect on the means of escape. Persons are unaware of fire related risks to which they exposed. Conditions are present that may lead to an Enforcement Notice (Improvement Notice) being served by an enforcement authority. **It is essential that efforts are made to reduce the risk. Risk reduction measures would be implemented within a defined time period.** **Where medium risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.**
High	Where highly flammable substances or explosives ae used or stored except in small quantities. Unsatisfactory structural features are present. Permanent or temporary work activities are carried out which may have the potential for fire to start and spread. There is a significant risk to life in case of a fire. Conditions are present that may lead to an Enforcement Notice (Prohibition Notice) being served by an enforcement authority. **Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken**.
Very High	**Building (or relevant area) should not be occupied until the risk is reduced.**

OVERVIEW OF THE FIRE RISK ASSESSMENT

The purpose of this report is to provide an assessment of the risk to life from fire in these buildings, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The fire risk assessment has been undertaken in accordance with general risk assessment principals in order to identify hazards that could contribute to injury of persons working in or resorting to the building and establish effective control measures to eliminate or reduce the associated risks so far as is reasonably practicable. The conclusions of the fire risk assessment have been reached by consideration of the guides - HM Government Fire Safety Guide – For Sleeping accommodation 2006. The standards of the guide have been applied reasonably to provide and maintain satisfactory fire safety standards and fire safety management at the premises.

The risk assessment is designed to provide an informed and structured examination of the potential Fire Hazards that could cause harm to those who work in, visit or try to escape from the above premises. As appropriate, it will help decisions to be made on the status of existing Fire Safety Control Measures to ensure compliance with current Fire Safety Legislation. Note that, although the purpose of this assessment is to place the fire risk in context, the approach to fire risk assessment is subjective and for guidance only.

An action plan with timescales is attached to assist in the prioritisation of any such actions. Where deemed to be of assistance, supporting media is provided toward the end of this document.

The assessment must be kept up to date (annual review as minimum) and will need to be reviewed if it may be no longer valid, after a fire-related incident or loss, any significant change such as introduction of different or additional materials, additional or different type of people using the premises, changes in legislation, issue of an enforcement notice etc.

Findings of the fire risk assessment are recommended to be communicated to relevant staff and made available to relevant third parties.

This report has been prepared exclusively for the use of First Port management for the purposes of risk control and may be relied upon solely by that client and not by any other party. It does not imply that no other hazardous conditions exist, and it should be acknowledged that further situations may have arisen since the time of the inspection. The facts described and opinions expressed are valid at the date of the visit. (*Further details can be found within the Lighthouse Risk Services Terms & Conditions Document*).

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

The Order applies in England and Wales. It covers general fire precautions and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The Order requires fire precautions to be put in place 'where necessary' and to the extent that it is reasonable and practicable in the circumstances of the case.

The local fire and rescue authority (the fire and rescue service) enforce the Order (in most premises). Failure to comply with any duty imposed by the Order or any notice issued by the enforcing authority is an offence.

This legislation covers nearly every type of building, structure and open space, except for private homes and individual flats in a block or house, although communal areas are affected. There are certain special provisions in respect of licensed, etc. Premises.

The Order has amended or repealed other primary legislation concerning fire safety, to take account of the new system, and has provided for minor and other consequential amendments, repeals and revocations.

Fire certificates have been abolished and cease to have legal status and the responsibility for fire safety rests with employers, self-employed with premises, voluntary organisations, those responsible for buildings with public access and any contractor who exercises a degree of control over any premises.

Responsibility for complying with the Order rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. The occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises. (e.g. A multi-occupied complex), all must take all reasonable steps to co-operate and co-ordinate with each other.

These "responsible persons" have a duty to ensure the safety of everyone who uses their premises and those in the immediate vicinity who may be at risk if there is a fire.

FIRE SAFETY ARRANGEMENTS

The Responsible Person must make and give effect to such appropriate fire safety arrangements, having regard to the size, nature of activities for the effective: planning, organisation, control, monitoring & review, and preventative & protective measures in place at the site.

Planning

Adopt a systematic approach which identifies intentions and sets priorities. Wherever possible risks should be eliminated by the careful design and selection of facilities, equipment and processes or minimised by the use of physical control measures.

Organisation

Implement the necessary organisation's structure and allocations of roles and responsibilities with the aim of ensuring that there is a progressive improvement in fire safety performance.

Control

Ensure intentions and objectives for promoting fire safety are being implemented as planned.

Monitoring and Review

Appropriate and proportionate monitoring and review to facilitate progressive improvement in fire safety, achieved through the continuous development of policies, approaches to action and implementation, and risk control measures.

Preventative and Protective Measures

Measures, which have been identified by the Responsible Person in consequence of a risk assessment as the general precautions, to be taken in order to comply with the requirements of the Fire Safety Order.

CAVEATS / LIMITATIONS

This assessment addresses the requirements of the Fire Safety Order and identifies the measures required on order to achieve and maintain compliance. The assessment covers:

- All safely accessible demised areas which are under control of First Port management.
- All safely accessible common areas / systems which are under the control of the First Port site management.
  In this case, the assessment does not constitute an assessment of the tenanted demised areas. Responsibility for the carrying out of such a risk assessment lies with the nominated responsible person on behalf of the tenant.

Whilst the consultant(s) conducting the Fire Risk Assessment will make every reasonable effort to access the areas of the premises for which the client is responsible, there may be some areas that are locked, concealed, inaccessible or are difficult to access due to the fabric of the building, and to do so would cause unnecessary damage, and/or pose a health and safety risk to the assessor and/or occupants of the building.
(It is the client's responsibility to provide safe means of access to the property and areas included within the scope of the assessment.)
Further to the specific areas not accessed at the time of the assessment (*detailed at Page 1*), please note the following limitations and considerations:

- The fire alarm system was not activated during the assessment therefore the following were not able to be evaluated:
  - Audibility levels of sounders.
- Owing to the time of the day which the assessment was conducted it was not possible to fully assess the lighting levels provided at the site.
- Inspection of areas requiring specialist access equipment, other than use of a stepladder, fall outside the scope of this survey and will be therefore detailed as not accessed within the report where relevant.
- Checks for integrity of fire compartmentation within floor and ceiling voids falls outside the scope of this assessment. Compartmentation will be visually evaluated, as far as is reasonably practicable, in all other accessible areas within the scope of the assessment.
- The electrical and mechanical worthiness of all plant and equipment falls outside the scope of this report, although the servicing and maintenance of such items may be commented upon as well as the design and coverage of installed systems.
- The assessment includes only a representative selection of fire doors, located in accessible areas as defined within the scope of the assessment.

This Fire Risk Assessment is based on a combination of observations made by the consultant(s) at the time of the survey as well as information, including structure and layout of the property, provided by representatives of the client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views. The consultant(s) cannot be held responsible for omissions resulting from such provisions.

FIRE RISK ASSESSMENT: Hazards, Elimination & Control

<table>
<tr><th>SECTION 1: MEANS OF ESCAPE</th><th>YES</th><th>NO</th><th>N/A</th><th>COMMENTS / EXISTING CONTROL MEASURES IN PLACE
(italics identifies those <u>not</u> adequately controlled – See action plan at the rear of the report)</th></tr>
<tr><td>1.1 Are there a sufficient number of exits of suitable width for the people likely to be present?</td><td>X</td><td></td><td></td><td>There appeared to be a sufficient number of exits, of suitable widths and traveling distances, at the time of visit. A total of 3no means of exit were observed at the site during the assessment from the blocks (1no exit per block) plus numerous exits from the lower ground car park areas:

The width of escape routes and exits depends on the number of persons needing to use them. They should not be less than the dimensions given in the following table:

<table>
<tr><th>Maximum Number of Persons</th><th>Minimum Width (mm)</th></tr>
<tr><td>60</td><td>750</td></tr>
<tr><td>110</td><td>850</td></tr>
<tr><td>220</td><td>1050</td></tr>
<tr><td>More than 220</td><td>5mm per person</td></tr>
</table>
</td></tr>
<tr><td>1.2 When the premises are occupied can all final exit doors be easily and immediately opened (using one hand), without use of a key?</td><td>X</td><td></td><td></td><td>Main entrance / exit doors fob accessed and opened internally on electrical push button opening.</td></tr>
<tr><td>1.3 Where lockable doors are found on the escape route, are these fitted with ‘thumb-turn’ style mechanisms on the internal aspects to prevent people from becoming locked in?</td><td></td><td>X</td><td></td><td>Locking mechanisms on resident’s doors confirmed as thumb-turn. Confirmation also provided that thumb turn mechanisms are in place on the basement area plant rooms and service room areas.</td></tr>
</table>

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.4 Do the doors on escape routes open in the direction of travel (i.e. Towards the escape route)?		**X**		The emergency routes and fire exits were well lit and indicated by appropriate signs. Doors on escape routes did not open in the direction of escape, however given the occupant levels being less than 60no, this is not a requirement or concern.
1.5 Are fire door features (intumescent strips, cold smoke seals, glazing panels, hinges etc.) In good condition and free from excessive gaps >4mm across the head and down both jambs	**X**			Fire door and fire door features (intumescent strips, cold smoke seals, glazing panels, hinges etc) appeared to be in good visual order and free from gaps >4mm. Fire doors to be subjected to routine inspections to ensure they remain in good working order, all fire doors at the premises are QR coded for ease of completing checks and recording findings.
1.6 Do all self-closing fire doors close fully on to the rebate of the door frame?	**X**			Self-closing fire doors appeared to close fully into the rebate of the door frame. No communal area fire doors in place above the ground floor levels of the blocks.
1.7 Are all self-closing devices in good working order?	**X**			Self-closing devises that were checked on doors below the ground floor level of the blocks were found to be in good working order, regular in-house checks being carried out and recorded.
1.8 Are all self-closing fire doors closed and not wedged in the open position?	**X**			All fire doors were in the closed position at the time of the fire risk assessment being carried out, no wedges were noted in any areas.
1.9 Where possible, is the use of sliding or revolving doors as fire exits avoided?	**X**			There is no use of sliding or revolving doors as part of the assessed buildings fire exit routes.
1.10 Do the exits lead to a place of safety / designated assembly point?	**X**			Final exits lead to a place of ultimate safety (Adjacent public footpath areas) this is in the open air, where unrestricted dispersal away from the building can be achieved.
1.11 Are distances of travel between fire doors / final exits reasonable?	**X**			The distances of travel between fire doors / final exits noted to be reasonable and not excessive.

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.12 Are internal escape routes suitably protected?	**X**			Compartmentation issues that the building management were aware of within the service risers have now been addressed as covered in photographic evidence at the rear of the report. ***Additional confirmation recommended on the surface finishes of the timber boarding provided throughout all the communal area wall sections. Additional controls may be for additional flame-retardant treatment or replacement with suitable Class 0 fire rated material.*** ***Fire rating of internal gazing panels to be confirmed, if required First Part to arrange for the internal glazing within the communal area to be upgraded to meet the half hour fire resisting standard.***
1.13 Is a good housekeeping regime in place which ensures all passageways and corridors are free from obstruction and in a state of good repair?	**X**			No significant issues were noted at the time of the fire risk assessment being carried out. It was verbally confirmed by the property manager Calvin Willis that daily site walkarounds are being carried out by the housekeeper and caretaker and any waste is immediately removed from communal areas.
1.14 Are external escape routes suitable (access to designated assembly point, access for emergency vehicles, gritting provisions for surface treatment in inclement weather etc.)?	**X**			It was verbally confirmed that the initial decking installations have been removed and replaced with more suitable compliant designed structures. Building caretaker to ensure that gritting provisions are made available for use during icy conditions. Clear access points noted as being in place for the emergency services.
1.15 Are in-house checks conducted for fire doors, fire exits, and escape routes (internal & external) and findings formally recorded?	**X**			It was noted that routine in house checks are completed by First Port and recorded on the data station system. All multi-occupied residential buildings with storeys over 11 metres in height require:- • quarterly checks of all fire doors (including self-closing devices) throughout the common parts, most recent check dated noted as the 04th June 2025. • (on a 'best endeavour' basis) – annual checks of all flat entrance doors (including self-closing devices) that lead onto a building's common parts, most recent check dated noted as the 03rd June 2025.

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.16 Have measures been taken to ensure that smoke and flames cannot spread from one compartment within the building to another?	X			First Port management aware of compartmentation issues to ensure that smoke and flames cannot spread from one compartment within the building to another at the time of the previous fire risk assessment being carried out, works now completed.
1.17 Is there a lack of breaks/holes in walls, floors or ceilings which could help speed the spread of fire?	X			A number of compartmentation breaches were noted within following areas at the time of the July 2024 fire risk assessment: Service risers including areas that are directly connected through to residents living areas. Compartmentation survey completed for the premises in 2020, copy of the report provided to the assessor.
1.18 Are any smoke extraction/or ventilation systems installed, tested and maintained at the prescribed intervals?		X		Smoke extraction & ventilation systems not installed at the assessed site. Natural vent extraction systems are in place on each building landing area that are kept in an open position at all times. It was verbally confirmed that this design poses additional problems with colder conditions throughout the building during the winter period.
1.19 Are evacuation aids provided for people who may require assistance in the event of an emergency?		X		Evacuation aids have not been provided on site. Continual assessments regarding the requirement for emergency evacuation aids via use of Personal Emergency Evacuation Plans (PEEP) should be made therefore.
1.20 Are any disabled refuges provided?		X		No such systems in place at the assessed premises.
1.21 Is a means of communication provided at the refuge point?			X	No such systems in place at the assessed premises.
1.22 Where lifts are installed, are the shafts fire protected?			X	No access to the lift shafts and therefore no assessment could be made on its condition. Lift shaft is therefore excluded from the scope of this report.
1.23 Where installed, do lifts default to ground floor upon fire alarm activation?		X		No fire-fighting lifts in place at the premises. Fire alarm system only installed in the lower ground floor areas of the building that on activation would not trigger the passenger lifts to return to ground floor level.

SECTION 1: MEANS OF ESCAPE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
1.24 Is their sufficient information available regarding the buildings external wall construction (including an balconies and/or attachments) to form an opinion of the fire risks presented?	**X**			It was verbally confirmed that major external façade removal works have been carried out and new façade installations completed in October 2023. EWS1 report completed by Wintech Ltd. On the 09th October 2023, the report states that - There are no attachments whose construction includes significant quantities of combustible materials (i.e. materials that are not of limited combustibility. Assessment of the fire risks of external walls and any cladding are excluded from the scope of this current fire risk assessment, as this is outside our expertise.

SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
System documentation, including any purchase specification, tender document, design proposal, submission to enforcing authorities or insurers for approval and the certificate issued by the designers, installers or commissioners, should clearly identify the system Category as well as, where appropriate, the areas to be protected and any specific proposals for the type(s) of detector to be used. **Category M** requires manual call points on all exits as well as corridors where persons are not expected to walk more than 45m to operate one. **Category L5** is designed for buildings that have a particular risk identified which warrants some special attention. For example if there is an area of high risk which is considered worthy of having some automatic detection, but a manual system is also needed, then it will be termed as L5/M. **Category L4** provides detection within the escape routes only; All escape stairways, all corridors and any other areas that form part of the common escape routes. NOTE - main access and egress stairways normally form part of escape routes and should be treated as escape stairways. **Category L3** covers the same areas as an L4 category and in addition all rooms leading onto the escape route. The reasoning behind this is to alert people of the danger prior to full smoke logging of the corridor so they can escape safely. **Category L2** is a further enhancement of protection with all the areas covered by an L3 category as well as all high-risk areas such as boiler rooms etc. **Category L1** provides the highest possible enhancement of life safety. In an L1 system automatic fire detectors protect all areas of the building. An L1 system might be appropriate where there is a significant number of occupants at risk in the event of fire (e.g. Hospitals and certain residential care premises) or in which throughout the building structural fire precautions are not of as high a standard as normally required for that type of building. *For greater detail in the type, exact location and positioning of detectors as part of these systems reference must be made to BS 5839-1.*				

SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
2.1 Is there an effective means of automatic fire detection provided?	X			The property complies with current guidance, particularly in relation to adequate stand ards of compartmentation. Therefore, an automatic fire detection and alarm system is not fitted or required in the communal areas. There is an automatic system fitted in the basement car park levels. The flats are documented as having interlinked automatic detection to support the simultaneous evacuation policy which was required due to timber cladding on the building prior to the external works being addressed.
2.2 Is there an effective means of giving warning provided (sounders / flashing beacons etc.)?		X		A temporary Simultaneous Evacuation strategy was implemented due to known issues regarding the external façade of the building. Although the external remedial works have been completed the Simultaneous Evacuation strategy remains in place until the actions listed in the latest fire risk assessment have been addressed and signed off.
2.3 Can the means of warning be clearly heard and understood by everyone throughout the whole building when initiated from a single point?		X		Checked as part of the weekly in-house testing regime and information to also be covered on any external engineers reports that are carried out. For domestic premises we have where possible reviewed whether domestic smoke alarms have been provided in the individual flats (information provided by site management). First Port site team test the smoke & heat alarms when we can gain access to an apartment, this isn't frequent but it's not just a visible inspection.
2.4 Are break glass call points clearly visible and unobstructed?	X			Manual actuation points in place at the assessed premises just within the car park areas, locations now covered on the maintenance operatives check sheet, points are individually numbered, and finger activation signage has been put into place where all MCP's are located.
2.5 Is the fire alarm system connected to a monitoring centre which calls the fire brigade?		X		The Car Park Fire Alarm is monitored by Barlow's.
2.6 Is the fire panel (and any repeater panel) clearly visible and free from faults and/or disablements?	X			The fire alarm control panel is situated in the lower ground floor plant room area, this was checked and found to be in full working order, free from any faults or disablements. Panel only serving the lower ground floor level car park and surrounding areas.

SECTION 2: DETECTION AND WARNING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
2.7 Is the fire alarm system subject to service and inspection on a 6-monthly basis by a competent contractor (in accordance with BS 5839-1: 2017)?		**X**		6 monthly maintenance in accordance with BS5389-1 carried out. The Car Park Fire Alarm is serviced by Barlow's on a 6 monthly basis. Most recent system testing noted as being completed on the 01st April 2025. Supporting documentation now uploaded onto the data station system.
2.8 Are in-house checks for the fire alarm conducted on a weekly basis (using alternate call points) and findings formally recorded? (Audible and visual alarms should be tested on a weekly basis.)	**X**			It is to be ensured that the fire alarm system is being subject to weekly fire alarm testing using alternate call points. Checks confirmed as being carried out by the site caretaker.
2.9 Are false alarms recorded and investigated?	**X**			Barlow's attend and false alarm activations and check for the faults and perform remedials if required.

SECTION 3: EMERGENCY LIGHTING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
3.1 Are the premises occupied during the hours of darkness?	**X**			Premises occupied on a 24/7 basis.
3.2 Are the premises provided with an emergency lighting system to provide illumination of escape routes (internal and external) in the event of a failure of the general lighting system?	**X**			The site is provided with an emergency lighting system to provide illumination of escape routes (internal and external) in the event of a failure of the general lighting system.
3.3 Is the emergency lighting serviced and inspected (including full discharge / drain-down) on an annual basis by a competent contractor (in accordance with BS 5266-1: 2016)?	**X**			It is important that emergency lights are given a full rated duration test every year. That means if the emergency lights back up should provide 3 hours of illumination. This test should be undertaken by a competent contractor in line with BS5266-1. Records should be retained. Most recent 3-hour drain completed on the 03rd December 2024 by Open View Security Solutions Ltd. Any remedial works identified confirmed as being addressed.
3.4 Are in-house checks and 'flick' tests conducted on a monthly basis for emergency lighting and the findings formally recorded?	**X**			In-house checks are being carried out including a daily visual check of any central controls along with, a monthly function (flick') test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates. Checks verbally confirmed as being completed by the site caretaker, supporting documentation to be uploaded onto the data station system, checks documented as being completed in the fire logbooks that are held in the PIB's.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.1 Is appropriate and sufficient fire fighting equipment provided suitable to the likely cause and nature of fire?	X			List of provisions & locations: 2KG CO2 extinguisher - Floor B2 electrical meter cupboard adjacent to lift Burton place. 2KG CO2 extinguisher - Electrical meter room 2 adjacent to lift area Burton place. 2KG CO2 extinguisher - Electrical meter room 3 adjacent to lift area Burton place.
4.2 Are they wall or stand mounted?	X			All fire extinguishers noted to be wall or stand mounted with required signage displayed.
4.3 Are they freely available, visible and unobstructed?	X			All extinguishers note to be freely available, visible and unobstructed.
4.4 Are fire extinguishers subject to service and testing on an annual basis by a competent contractor (in accordance with BS 5306-3: 2017)?	X			Fire fighting equipment requires annual servicing by a competent contractor in accordance with BS5306-3. Fire fighting equipment was noted to have been subjected to annual servicing on the 01st April 2025 by Barlow's Fire and Security.
4.5 Are in-house check conducted for fire extinguishers on a monthly basis and findings formally logged? (Checks to include: position/location of extinguisher, accessibility/obstructions, evidence of discharged/damaged/lost pressure (if fitted with a pressure indicator) and that operating instructions are clean, legible and face outwards.)	X			Routine visual checks to be carried out to ensure that equipment has not been tampered with, site caretaker to record these formally on a weekly basis.
4.6 Are fire hoses, sprinklers or gas suppression systems installed?		X		No such systems in place at the assessed premises.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.7 Are dry/wet risers installed, tested and maintained at the prescribed intervals?	**X**			Dry riser system in place at the premises. Dry risers were noted to have been subjected to 6-monthly visual inspection and annual pressure testing on the 30th May 2025 by ASAP Fire Systems Ltd. in accordance with BS9990. The engineers report states - Arrived at site to complete the major dry riser service. Walked the landings, exercising the valves and checking the instantaneous washers for any damage. System was then tested to 12 bar of water pressure and held for 15 mins without any leaks. The signature on this paperwork covered 9 Burton place and 15 Burton place as well. Left site clean and tidy. Remedial works completed for 15 Burton Place, at the time of the testing the engineer stated - Unable to test system due to the thread on the drain valve wheel being rounded. Contractor has tried to get the drain valve open but keeps spinning on the thread. Therefore, inlet valve needs replacing. Please refer to photographic evidence at the rear of the report.
4.8 Are any sprinkler and/or gas suppressions installed - tested and maintained at the prescribed intervals?			**X**	No such systems in place at the assessed premises.
4.9 If sprinklers are fitted, is there adequate clearance between the sprinkler heads and materials (such as racking etc.)?			**X**	No such systems in place at the assessed premises.
4.10 Does a fire hydrant exist within the demised area and is the location known?	**X**			Fire hydrant points located on adjoining roadway areas.

SECTION 4: FIRE FIGHTING EQUIPMENT	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
4.11 Is a Premises Information Box required?	**X**			Residential properties only. Boxes provided in the ground floor lobby area of each of the three blocks. This is a requirement where the premises is 18 metres in height, or of at least 7 storeys. The box must be secure from vandalism/unauthorised access, and will need to contain the following key information: • The UK contact details of the building's responsible person. • The UK contact details of any other person who has the facilities to and is permitted to access the building as the responsible person considers appropriate. • Hard copies of the building's floor plans – which also identify specified key fire-fighting equipment. • A single page block plan – which identifies specified key fire-fighting equipment.

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.1 Are fire exit signs displayed at strategical points throughout the premises?	**X**			Generally good levels of signage noted to be displayed throughout the assessed premises.
5.2 Does signage include use of pictograms i.e. 'running man' symbol to support text?	**X**			All signage that is displayed at the assessed premises includes the use of pictograms i.e. 'running man' symbol to support text.
5.3 Is signage of an adequate size and appropriate material and sufficiently illuminated?	**X**			Signage that is currently in place noted to be of an adequate size and appropriate material and sufficiently illuminated.
5.4 Is a clear zonal plan displayed alongside the fire alarm control panel?		**X**		No such requirements, fire alarm panel located in the lower-level car park area only serving that area.

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.5 Are all internal fire doors signed 'Fire Door – Keep Shut', on both sides of the door?			X	At the time of the fire risk assessment being carried out access was only permitted to communal areas of the building where 'fire door keep shut' signage was noted as being in place, no signage in place on the external face of any doors that were viewed and not generally viewed as being required.
5.6 Is 'Automatic Fire Door – Keep Clear' signage displayed on fire doors fitted with automatic closing devices?	X			No such signage requirements.
5.7 Are final exit points labelled 'Fire Door – Keep Clear' on the external aspect?		X		No such signage requirements.
5.8 Are 'Push Bar to Open' signs or similar affixed to doors with emergency fastenings?			X	No such signage requirements.
5.9 Are 'Fire Action' notices displayed and details completed where required?	X			Fire action notices and information notices displayed on the communal area notice boards and also where some call points are located.
5.10 Is appropriate signage displayed for all items of firefighting equipment?	X			Required signage noted as being in place where fire extinguishers are located at the premises.
5.11 Are 'Do Not Use Lift In Event of Fire' signs or similar displayed at each lift call point?	X			Required signage noted as being in place on each floor level where passenger lift entrances are located.
5.12 Is COSHH signage displayed at relevant storage areas?	X			COSHH information signage to be displayed on the inside door face where any chemicals or substances are stored, COSHH store to also be put into place on the external face of the door. It was verbally confirmed that the required COSHH assessments and material safety data sheets are in place for all products that are provided, hard copies to also be put into place where chemicals are stored.

SECTION 5: FIRE SAFETY SIGNAGE	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
5.13 Is any further fire safety signage, not mentioned above, deemed necessary?		**X**		There is a new requirement to install suitable wayfinding signage to high-rise buildings (defined as 18 metres in height, or of at least 7 storeys). The includes clear markings identifying both floors and individual flat numbers. The signage is visible both in normal conditions and in low lighting or smoky conditions. Signage displayed on each floor level as covered in photographic evidence at the rear of the report - The signs are located on every landing of a protected stairway and every protected corridor / lobby into which a firefighting lift opens. The text is in sans serif typeface with a letter height of at least 50mm. The height of the numeral that designates the floor number is at least 75mm. The text is on a contrasting background, easily legible and readable in low level lighting conditions or when illuminated with a torch. Way Finding Signage is installed to specification on every landing outside every lift which is also at the top of the stairs.

SECTION 6: ELECTRICAL & GAS SAFETY	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
6.1 Has the mains electrical systems been inspected to IET Wiring Standards?	X			***It was confirmed that the mains electrical system at the assessed premises was last inspected by Calbarrie Compliance Services on the 08th May 2024, the report states the system testing was classed as 'unsatisfactory' with 1no C2, 2no C3 and 1no FI requiring addressing. First Port management to confirm if the required works have been addressed, no information on Data Station.*** Electrical faults may result in injury or death and are a major cause of fires. It is therefore essential that you maintain all parts of the electrical installation so that they are in a safe condition. All electrical installations are required to comply with the Electricity at Work Regulations 1989. In addition, all wiring is to conform to British Standard BS 7671:2008 (2011) Requirements for Electrical Installations (Institution of Engineering and Technology - IET Wiring Regulations).
6.2 Are electrical distribution boards adequately enclosed?	X			Mains electrical boards viewed at the time of the assessment noted to be adequately enclosed and clearly labelled.
6.3 Is portable electrical appliance testing carried out on a regular basis?				A suitable scheme for checking portable electrical equipment is in place. All portable apparatus, including extension leads, are identified by a serial number and recorded in a register. The register indicates how often each item should be recalled for routine inspection and maintenance. The equipment should be marked so that it is clear to the user when its inspection and maintenance are due. Documentation on Data Station shows that the most recent testing was carried out by Barlow's on the 11th November 2024, breakdown of items tested are covered on the engineers report.
6.4 Are all cables and plugs in good condition (i.e. Not damaged or worn) and plug sockets / extension leads not overloaded?	X			All cables and plugs viewed at the time of the assessment noted to be in good condition and sockets not overloaded.
6.5 Is a suitable policy in place regarding the use of personal electrical items?	X			First point management policy in place for their own employees.
6.6 Is all gas fired plant subjected to regular servicing by a Gas Safe registered organisation?			X	No gas systems in place at the assessed premises.

SECTION 6: ELECTRICAL & GAS SAFETY	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
6.7 Where oil-fired installations are provided are these subject to service and inspection by a competent contractor?		**X**		Building management confirmed that there are no oil-fired installations at the assessed premises.

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.1 Is the area free from rubbish and combustible waste materials?	**X**			The assessed buildings were noted to be generally free from and rubbish or combustible materials at the time of the fire risk assessment being carried out. ***At the time of the previous fire risk assessment, it was verbally confirmed that residents were leaving larger amounts of waste, furniture, electrical equipment etc. this an on-going problem that is having to be dealt with by the First Port site management although it was verbally confirmed that standards have improved. Any contractor waste including timber pallets to be removed from the lower ground floor car park area, contractor space reduced since the July 2024 fire risk assessment was carried out.*** Three times a week waste collection being carried out by the local council. ***Caretakers' storeroom to be cleared to allow for unrestricted access.*** ***Large vacuum cleaner to be removed from the electrical meter room 3.***
7.2 Is the upholstery of furniture in good condition and fire retardant (current standards / regulations (BS 7176 or the Furniture and Furnishings (Fire) (Safety) Regulations 1988.)?	**X**			Upholstery provided for the temporary site office / reception area. No issues noted with furniture that is provided for the area.
7.3 Are the locations of mains shut off points for power supplies, gas, oil and water etc., known and clearly identified?	**X**			Mains isolation points located in the lower ground floor sites plant room areas; additional isolation points also located within the buildings service riser areas.

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.4 Has consideration been given to all cost-effective measures that could be taken to prevent the occurrence of arson (such as security provisions, proximity of fire loading to building etc.)?	X			Fire alarm, dry riser systems in place for the premises as covered above. Confirmation also provided for the further measures that are in place at the premises i.e. recorded CCTV system and external key-holding.
7.5 Where there are processes which could cause a high risk of fire breaking out (such as welding or cooking etc.) Are these adequately controlled?			X	Cooking activities within individual living areas (fire blankets recommended to be provided although this would be down to the individual residents). Any contractor works to be controlled by the First Port building management.
7.6 Are procedures needed for shutting down machines, supplies or processes etc.?		X		Building management confirmed that there are no specific requirements for shutting down machines, supplies or processes. Mains isolation points in place in the building basement area with additional isolation points within the service riser areas, information on the isolation points to be listed within the service riser areas where required.
7.7 Are all combustible materials and flammable liquids and gases stored safely and isolated from ignition sources?	X			No combustible materials, flammable liquids or gases were viewed in any of the accessible building areas. Designated areas for storage viewed at the time of the fire risk assessment being carried out.
7.8 Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept at the site?	X			Controls down to individual residents, as covered above general storage areas were viewed at the time of the fire risk assessment being carried out.
7.9 Are hazardous materials stored appropriately (i.e. Fire-retardant cabinet, non-compatible items stored separately)?	X			Designated storage areas provided at the assessed premises with lockable storage cabinets to also be put into place for any centrally site located cleaning products.

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.10 Are gas cylinders stored in an appropriate caged area (ideally externally, full separate from empty, protected from accidental damage and heat sources etc.)?			**X**	No requirements for any gas cylinder storage at the assessed premises.
7.11 Are radiant heaters (incl. Portable heaters) fitted with suitable guards and positioned away from combustible materials?			**X**	No portable heaters were viewed in the common areas of the assessed premises. Residents to provide portable electrical heaters within their own living areas.
7.12 Where air conditioning / air handling units are installed are these subject to regular maintenance by a competent person?		**X**		Building management to confirm if the premises benefits from any form of air conditioning systems.
7.13 Are filters ducting and extraction subject to inspection thorough cleaning by a competent person in accordance with expected level of use?	**X**			***Extraction systems in place at the assessed premises including the car park area to be checked and tested on a six-monthly basis although no records were available to show when the last checks were completed, site management to confirm. Standard extraction systems believed to be in place within the residents living areas.***
7.14 Where tumble dryers / air dryers are used is there a formal schedule for 'lint' removal?			**X**	No laundry rooms viewed at the time of the assessment being carried out and equipment likely to be provided for individual dwellings.
7.15 Does the building have a lightning protection and is this serviced and maintained by a competent person?	**X**			***First Port management to confirm when lightning protection system testing was carried out, no information in place on the data station system.***
7.16 Is there a designated external smoking area provided with adequate extinguishing facilities which are emptied on a regular basis?	**X**			External smoking areas provided at the assessed premises.

SECTION 7: HAZARDS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
7.17 Is smoking prohibited in the building and 'no smoking' signage displayed at all entrances?	**X**			'No smoking' signage noted as being displayed at the buildings entrance and exit points.

SECTION 8: PROCEDURES & ARRANGEMENTS	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
8.1 Have recommendations given by other bodies (such as insurance companies and the fire service) been implemented?	**X**			Building management First Port confirmed that there have been recommendations given by the local fire service as covered on page 6 of the fire risk assessment report.
8.2 Has an emergency plan been drawn up in case of a major fire or emergency and is it displayed?		**X**		***It is recommended that an emergency plan is put into place for the premises, no evidence seen at the time of the fire risk assessment being carried out. All employees to read and sign confirmation of the plan, copy of the plan to also be held in the PIB to aid the emergency services.*** Concise floor plans in place in each of the PIB's.
8.3 Has a fire policy been developed and communicated?	**X**			First Port confirmed that a fire policy is in place for the premises and site employees.
8.4 Are visitors entering the premises made aware of emergency procedures?	**X**			Specific procedures were noted to be in place at the time of the assessment being carried out.
8.5 Are peeps conducted where required (incl. Offer to visitors / contractors on arrival to site)?			**X**	Residential living accommodation with no PEEP's required to be carried out.
8.6 If you are a multi-occupancy building, have you informed other occupants and the landlord of the significant findings you have identified, likewise have you had information from other tenants and the landlord given to you?			**X**	First Port management to be made aware of the requirements of the fire risk assessment report.
8.7 Are contractors controlled if they are carrying out repairs, alterations or maintenance (such as PTW for Hot Works / Permit to Breach fire etc.)?	**X**			Any contractors working at the site required to sign-in with the site management based in the MOHO reception and complete any required safety documentation.

SECTION 9: TRAINING	YES	NO	N/A	COMMENTS / EXISTING CONTROL MEASURES IN PLACE (*italics* identifies those **not** adequately controlled – See action plan at the rear of the report)
9.1 Are all employees given instruction on the action to take in the event of fire (incl. Inductions and basic fire safety awareness training)?	**X**			For all multi-occupied residential buildings with two or more sets of domestic premises, the responsible persons will need to provide residents with fire safety instructions and make sure that these are shared in a form that residents can reasonably be expected to understand. The key instructions residents will need are: • how to report a fire. • a reminder of what the evacuation strategy is for that building, and; • any other instruction that tells residents what they must do once a fire has occurred, based on the building's evacuation strategy.
9.2 Are Fire Wardens appointed and trained?		X		Residential property and as such it is unlikely that there will be any requirements for fire wardens to be provided.
9.3 Is 'refresher training' provided at suitable intervals?		**X**		No requirements for any refresher training to be carried out.
9.4 Is additional training provided for safe use and selection of firefighting equipment?		**X**		No requirements for any such training to be carried out.
9.5 Is additional training provided for safe use of evacuation aids?			X	No requirements for any such training to be carried out.
9.6 Is a full planned evacuation fire drill carried out at least once a year?			**X**	Residential property and as such there are no requirements for a full building evacuation to be carried out. The premises operates a 'Simultaneous evacuation' policy which will remain in place until the required fire stopping / compartmentation works have been carried out and the enforcement notice has been lifted by the local fire service.

FIRE RISK ASSESSMENT ACTION PLAN

This appendix is intended to provide a quick reference checklist to assist with the management of the fire safety issues raised in the report. The action plan should not be completed without reference to the relevant section of the fire risk assessment report.

Matters identified as requiring remedial action have been categorised as:

- **1 – HIGH**: Contravention of statutory requirement, which could lead to prosecution or a Prohibition Notice by the Enforcing Authority, or a fire safety risk which has a high probability of occurrence. These matters should receive immediate action to either achieve compliance with statutory requirements or to reduce the fire safety risk. **ACTION IMMEDIATELY**

- **2 – MEDIUM**: Contravention of statutory requirements, which could lead to an Improvement Notice being issued by the Enforcing Authority due to non-compliance with statutory regulations or approved codes of practice (ACoP), or a fire safety risk which is deemed likely to occur and could result in injury or loss. **ACTION WITHIN 3 MONTHS**

- **3 – LOW**: Fire safety action point which is considered to be important in regard to good fire safety practice, but is not necessarily subject to statutory legislation, or it may be a fire safety risk which is deemed unlikely but may involve negligible injury. **ACTION WITHIN 6 MONTHS**

Notes:

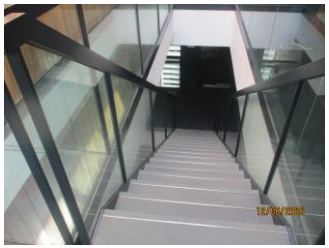
It is essential that all hazards and deficiencies identified in this report should be addressed by implementing all the recommendations made in the following section. Failing to complete the information will leave the company vulnerable to prosecution by the enforcing authorities and may invalidate some building insurance policies.

Hazard Total(s) =	6	HIGH	1	MEDIUM	4	LOW	1

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
1	Internal escape routes potentially unprotected.	Additional confirmation recommended on the surface finishes of the timber boarding provided throughout all the communal area wall sections. Additional controls may be for additional flame-retardant treatment or replacement with suitable Class 0 fire rated material. Fire rating of internal gazing panels to be confirmed, if required First Part to arrange for the internal glazing within the communal area to be upgraded to meet the half hour fire resisting standard.	1.12			
2	Mains electrical remedial actions to be addressed.	It was confirmed that the mains electrical system at the assessed premises was last inspected by Calbarrie Compliance Services on the 08th May 2024, the report states the system testing was classed as 'unsatisfactory' with 1no C2, 2no C3 and 1no FI requiring addressing.	6.1			
2	Issues with housekeeping standards.	At the time of the previous fire risk assessment, it was verbally confirmed that residents were leaving larger amounts of waste, furniture, electrical equipment etc. this an on-going problem that is having to be dealt with by the First Port site management although it was verbally confirmed that standards have improved. Any contractor waste including timber pallets to be removed from the lower ground floor car park area, contractor space reduced since the July 2024 fire risk assessment was carried out. Three times a week waste collection being carried out by the local council. Caretakers' storeroom to be cleared to allow for unrestricted access. Large vacuum cleaner to be removed from the electrical meter room 3.	7.1			

	HAZARD	ACTION REQUIRED	ITEM	TARGET DATE	ACTION TAKEN BY	DATE COMPLETED
2	Extraction system testing dates to be confirmed.	Extraction systems in place at the assessed premises including the car park area to be checked and tested on a six-monthly basis although no records were available to show when the last checks were completed, site management to confirm. Standard extraction systems believed to be in place within the residents living areas.	7.13			
2	Lightning protection system testing dates to be confirmed.	First Port management to confirm when lightning protection system testing was carried out, no information in place on the data station system.	7.15			
3	Emergency plan recommended to be put into place.	It is recommended that an emergency plan is put into place for the premises, no evidence seen at the time of the fire risk assessment being carried out. All employees to read and sign confirmation of the plan, copy of the plan to also be held in the PIB to aid the emergency services.	8.2			

SUPPORTING MEDIA

		
Information displayed in the ground floor levels covering apartment locations.	Windows on the stairwell areas in a permanent open position.	Steps, staircases and handrails noted to be in good condition, clear and accessible.

		
Low-level door mats permitted to be in place outside resident's entrance doors.	Example of compartmentation and fire stopping levels within service riser areas.	Example of compartmentation and fire stopping levels within service riser areas.

		
Open shaft areas within the service risers, horizontal compartmentation in place.	Required signage displayed on fire doors, all doors QR coded for ease of checking.	Dry riser outlet points in place on each floor level of the assessed blocks.
		
Additional information requested for the internal wood panelling	Open shaft areas within the service risers, horizontal compartmentation in place.	Example of the signage that is displayed on each floor level of the buildings.
		
Additional information requested on the fire rating levels of stairwell glazing.	New dry riser head installed following fault raised by the service provider.	Premises information boxes provided in the ground floor area of each block.

		
Example of compartmentation and fire stopping levels within service riser areas.	Example of compartmentation and fire stopping levels within service riser areas.	Example of compartmentation and fire stopping levels within service riser areas.

		
Bins being held in the lower-level car park area, collections completed 3 times a week.	Contractors still based in the lower-level car park area.	Mains service areas visually checked at the time of the assessment.

		
Single CO2 fire extinguisher provided for the assessed site in the plant room.	Extraction system in place in the car park area, test dates to be confirmed.	Fire panel located in the car park service room, test dates covered in the report.

FLOOR PLANS