



Common Areas of;

**145 Drury Lane
Covent Garden
London.
WC2B 5TA**

Fire Risk Assessment

**Date: 15TH November
2016**

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

FIRE RISK ASSESSMENT

Responsible Person (e.g. Employer) or Person having control of the premises: Anthony Milburn (Building Manager)

Address of Premises: 145 Drury Lane, London, WC2B 5TA

Person(s) Consulted: Anthony Milburn

Assessor: Ross Daynes BSc(Hons) GFireE

Date of Fire Risk Assessment: 15th November 2016

Date of Previous Fire Risk Assessment: November 2010

Suggested Date for Review¹: November 2017 or on significant change to the premises.

The purpose of this report is to provide an assessment of the risk to life from fire, 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.

15th November 2016

¹ This fire risk assessment should be reviewed by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid, or if there has been a significant change in the matters to which it relates, or if a fire occurs.

GENERAL INFORMATION

1. THE PREMISES

- 1.1 Number of floors: 7 plus basement
- 1.2 Approximate floor area: 25,000m² Gross

1.3 Brief details of construction:

Originally constructed in 1916, this former tobacco factory was converted into fifty-one self contained flats in 2000. The building is a combination of masonry and steelwork construction with concrete floors. The internal walls are a combination of masonry, plasterboard and studwork construction.

1.4 Occupancy:

Fifty-One Self contained flats.

2. THE OCCUPANTS

- 2.1 Approximate maximum number: Estimated by the Responsible Person at 100-150.
- 2.2 Approximate number of employees at any one time: 1
- 2.3 Maximum number of members of public at any one time: 150

3. OCCUPANTS ESPECIALLY AT RISK FROM FIRE

- 3.1 Sleeping occupants: Residential Flats
- 3.2 Disabled occupants: Not Known
- 3.3 Occupants in remote areas: None
- 3.4 Young persons: Not Known
- 3.5 Others: None

4. FIRE LOSS EXPERIENCE

None reported to the assessor.

5. OTHER RELEVANT INFORMATION

This risk assessment covers the common areas of the building.

The premises consists of seven floors plus basement level. The common areas cover entrance halls at the Drury Lane entrance and Wild Street entrance, landings and corridors at all levels, two protected stairways, external refuge store and underground car park for twenty vehicles.

The Means of escape consist of 60-minute protected corridors, two protected stairways and final exits there from.

Two lifts serve all floors.

The flat entrances have lockable front doors and access to the building is only available to private key holders.

6. RELEVANT FIRE SAFETY LEGISLATION

6.1 The following fire safety legislation applies to these premises:

Regulatory Reform (Fire Safety) Order 2005

6.2 The above legislation is enforced by:

Local Government

6.3 Other legislation that makes significant requirements for fire precautions in these premises (other than the Building Regulations 2000):

The Housing Act

6.4 The legislation to which 6.3 makes reference is enforced by:

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6.5 Comments:

None

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION

7.1 Reasonable measures taken to prevent fires of electrical origin? Yes No

7.2 More specifically:

Fixed installation periodically inspected and tested? N/A Yes No

Portable appliance testing carried out? N/A Yes No

Suitable policy regarding the use of personal electrical appliances? N/A Yes No

Suitable limitation of trailing leads and adapters? N/A Yes No

7.3 Comments and hazards observed:

Fixed wiring electrical certification held.
There are no portable appliances or extension leads within the common areas.

8. SMOKING

8.1 Reasonable measures taken to prevent fires as a result of smoking? Yes No

8.2 More specifically:

Smoking prohibited in the building? Yes No

Smoking prohibited in appropriate areas? N/A Yes No

Suitable arrangements for those who wish to smoke? Yes No

This policy appeared to be observed at time of inspection? Yes No

8.3 Comments and hazards observed:

Smoking is not permitted within the common areas of the building. Smoking is only permitted within private dwellings or external to the premises.

9. ARSON

9.1 Does basic security against arson by outsiders appear reasonable²? Yes No

9.2 Is there an absence of unnecessary fire load in close proximity to the premises or available for ignition by outsiders? Yes No

9.3 Comments and hazards observed:

Door entry is via occupier's individual keys. This is considered to be acceptable with this type of premises.
CCTV internally & externally acts as a deterrent.

10. PORTABLE HEATERS AND HEATING INSTALLATIONS

10.1 Is the use of portable heaters avoided as far as practicable? Yes No

10.2 If portable heaters are used,
is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? N/A Yes No

are suitable measures taken to minimize the hazard of ignition of combustible materials? N/A Yes No

10.3 Are fixed heating installations subject to regular maintenance? N/A Yes No

10.4 Comments and hazards observed:
No Gas supply to the building

There are no fixed heating installations within the common areas.

² Note: Reasonable only in the context of this fire risk assessment. If specific advice on security (including security against arson) is required, the advice of a security specialist should be obtained.

11. COOKING

11.1 Are reasonable measures taken to prevent fires as a result of cooking? N/A Yes No

11.2 More specifically:

Filters changed and ductwork cleaned regularly? N/A Yes No

Suitable extinguishing appliances available? N/A Yes No

11.3 Comments and hazards observed:

There is no cooking in the common areas.
Individual occupancies have domestic type cooking facilities

12. LIGHTNING

12.1 Does the building have a lightning protection system? Yes No

12.2 Comments and deficiencies observed:

The Responsible Person confirmed annual testing of the buildings lightning protection system is conducted. Certification held.

13. HOUSEKEEPING

13.1 Is the standard of housekeeping adequate? Yes No

13.2 More specifically:

Combustible materials appear to be separated from ignition sources? Yes No

Avoidance of unnecessary accumulation of combustible materials or storage? Yes No

Appropriate storage of hazardous materials? N/A Yes No

Avoidance of inappropriate storage of combustible materials? Yes No

13.3 Comments and hazards observed:

A good standard of housekeeping was observed.

14. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS

- 14.1 Are fire safety conditions imposed on outside contractors? N/K Yes No
- 14.2 Is there satisfactory control over works carried out in the building by outside contractors (including "hot work" permits)? N/K Yes No
- 14.3 If there are in-house maintenance personnel, are suitable precautions taken during "hot work", including use of hot work permits? N/K Yes No

14.4 Comments:

- No information available regarding works carried out in the building by outside contractors.

See action plan

15. DANGEROUS SUBSTANCES

- 15.1 If dangerous substances are, or could be, used, has a risk assessment been carried out, as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002? N/A Yes No

15.2 Comments:

There was no evidence to support the presence of dangerous substances in the common areas.

16. OTHER SIGNIFICANT FIRE HAZARDS THAT WARRANT CONSIDERATION

16.1 Hazards:

None.

16.2 Comments and deficiencies observed:

None.

FIRE PROTECTION MEASURES

17. MEANS OF ESCAPE FROM FIRE

- 17.1 It is considered that the building is provided with reasonable means of escape in case of fire. Yes No
- 17.2 More specifically:
- Adequate design of escape routes? Yes No
 - Adequate provision of exits? Yes No
 - Exits easily and immediately openable where necessary? Yes No
 - Fire exits open in direction of escape where necessary? Yes No
 - Avoidance of sliding or revolving doors as fire exits where necessary? Yes No
 - Satisfactory means for securing exits? Yes No
 - Reasonable distances of travel:
 - Where there is a single direction of travel? Yes No
 - Where there are alternative means of escape? N/A Yes No
 - Suitable protection of escape routes? Yes No
 - Suitable fire precautions for all inner rooms? N/A Yes No
 - Escape routes unobstructed? Yes No
- 17.3 It is considered that the building is provided with reasonable arrangements for means of escape for disabled people. N/A Yes No
- 17.4 Comments and deficiencies observed:
No additional comments

18. MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

18.1 It is considered that there is:

compartmentation of a reasonable standard³.

N/K Yes No

reasonable limitation of linings that may promote fire spread.

Yes No

18.2 As far as can reasonably be ascertained, fire dampers are provided as necessary to protect critical means of escape against passage of fire, smoke and combustion products in the early stages of a fire? ^{4,5}

N/A Yes No

18.3 Comments and deficiencies observed:

- Walls and floors appear to be of sound, traditional construction.
Flat entrance doors are FD60S.
- Poor compartmentation observed with service risers (see highlighted images).

See action plan

19. EMERGENCY ESCAPE LIGHTING

19.1 Reasonable standard of emergency escape lighting system provided⁶?

N/A Yes No

³ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁴ Based on visual inspection of readily accessible areas, with a degree of sampling where appropriate.

⁵ A full investigation of the design of HVAC systems is outside the scope of this fire risk assessment.

⁶ Based on visual inspection, but no test of illuminance levels or verification of full compliance with relevant British Standards carried out.

19.2 Comments and deficiencies observed:

- Ongoing maintenance program to replace all emergency lighting units is in progress.
 - Faults with some units observed. The Responsible Person confirmed building management are aware of these issues.

See action plan

20. FIRE SAFETY SIGNS AND NOTICES

20.1 Reasonable standard of fire safety signs and notices? N/A Yes No

20.2 Comments and deficiencies observed:

- Signage generally considered suitable and sufficient for the premises.
 - Printed black & white 'FIRE ACTION' however, do not comply with BS 5499.

See action plan.

21. MEANS OF GIVING WARNING IN CASE OF FIRE

21.1 Reasonable manually operated electrical fire alarm system provided⁷? N/K Yes No

21.2 Automatic fire detection provided? Yes Yes No
(throughout building) (part of building only)

21.3 Extent of automatic fire detection generally appropriate for the occupancy and fire risk? N/K Yes No

21.4 Remote transmission of alarm signals? N/A Yes No

21.5 Comments and deficiencies observed?

⁷ Based on visual inspection, but no audibility tests or verification of full compliance with relevant British Standard carried out.

- The A.F.D system appears to be of L2 standard.
The Responsible Person confirmed Part 6 domestic hard-wired alarms with battery back-up have been installed within all flats.
The alarm is interlinked with the adjoined restaurant.
The alarm is linked to a receiving centre who immediately contact the buildings manager in the event of an activation.
 - Fire alarm remote indicators were observed installed within service riser cupboards.

See action plan.

22. MANUAL FIRE EXTINGUISHING APPLIANCES

- 22.1 Reasonable provision of portable fire extinguishers? Yes No
- 22.2 Hose reels provided? Yes No
- 22.3 Are all fire extinguishing appliances readily accessible? N/A Yes No
- 22.4 Comments and deficiencies observed:

No fire extinguishers installed in the common areas.

23. RELEVANT[‡] AUTOMATIC FIRE EXTINGUISHING SYSTEMS

- 23.1 Type of system: Sprinkler system
- 23.2 Comments:
System installed at basement level including coverage of the underground car park.

24. OTHER RELEVANT[‡] FIXED SYSTEMS AND EQUIPMENT

- 24.1 Type of fixed system:
Manually operated smoke ventilators installed.
Dry Risers
- 24.2 Comments:

[‡] Relevant to life safety and this risk assessment (as opposed purely to property protection).

Controls located by the Wild street entrance fire panel

24.3 Suitable provision of fire-fighters switch(es) for high voltage luminous tube signs, etc N/A Yes No

24.4 Comments:

N/A.

MANAGEMENT OF FIRE SAFETY

25. PROCEDURES AND ARRANGEMENTS

25.1 Fire safety is managed by⁸:

Buildings Manager

25.2 Competent person(s) appointed to assist in undertaking the preventive and protective measures (i.e. relevant general fire precautions)? N/A Yes No

Comments:

None.

25.3 Is there a suitable record of the fire safety arrangements? N/A Yes No

Comments:

None.

25.4 Appropriate fire procedures in place? N/A Yes No

More specifically:

Are procedures in the event of fire appropriate and properly documented? N/A Yes No

Are there suitable arrangements for summoning the fire and rescue service? Yes No

Are there suitable arrangements to meet the fire and rescue service on arrival and provide relevant information, including that relating to hazards to fire-fighters? N/A Yes No

Are there suitable arrangements for ensuring that the premises have been evacuated? N/A Yes No

Is there a suitable fire assembly point(s)? N/A Yes No

Are there adequate procedures for evacuation of any disabled people who are likely to be present? N/A Yes No

Comments:

⁸ This is not intended to represent a legal interpretation of responsibility, but merely reflects the managerial arrangement in place at the time of this risk assessment.

Welcome pack given to all residents detailing fire safety arrangements.
Building designed on a "Stay put" policy.

25.5 Persons nominated and trained to use fire extinguishing appliances? N/A Yes No

Comments:

None.

25.6 Persons nominated and trained to assist with evacuation, including evacuation of disabled people? N/A Yes No

Comments:

None.

25.7 Appropriate liaison with fire and rescue service (e.g. by fire and rescue service crews visiting for familiarization visits)? N/A Yes No

Comments:

None.

25.8 Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)? N/A Yes No

Comments:

Daily inspections conducted by buildings manager

26. TRAINING AND DRILLS

26.1 Are all staff given adequate fire safety instruction and training on induction? N/A Yes No

Comments:

None.

26.2 Are all staff given adequate periodic "refresher training" at suitable intervals? N/A Yes No

Comments:

None.

26.3 Does all staff training provide information, instruction or training on the following:

Fire risks in the premises?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The fire safety measures in the building?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action in the event of fire?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Action on hearing the fire alarm signal?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Method of operation of manual call points?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Location and use of fire extinguishers?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Means for summoning the fire and rescue service?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to assist with evacuation?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identity of persons nominated to use fire extinguishing appliances?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments:

None.

26.4	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Comments:

None.

26.5	Are fire drills carried out at appropriate intervals?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Comments:

None.

26.6	When the employees of another employer work in the premises:				
	Is their employer given appropriate information (e.g. on fire risks and general fire precautions)?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Is it ensured that the employees are provided with adequate instructions and information?	N/A	<input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

27. TESTING AND MAINTENANCE

27.1 Adequate maintenance of premises? Yes No

Comments and deficiencies observed:

Comprehensive records held

27.2 Testing and periodic servicing of fire detection and alarm system? N/A Yes No

Comments and deficiencies observed:

Testing & servicing records held by Buildings Manager

27.3 Monthly and annual testing routines for emergency escape lighting? N/A Yes No

Comments and deficiencies observed:

- No current records held.
Faults with system observed.

See action plan

27.4 Annual maintenance of fire extinguishing appliances? N/A Yes No

Comments and deficiencies observed:

None.

27.5 Periodic inspection of external escape staircases and gangways? N/A Yes No

Comments and deficiencies observed:

None.

27.6 Six-monthly inspection and annual testing of rising mains? N/A Yes No

Comments and deficiencies observed:

Servicing records documented.

27.7 Weekly and monthly testing, six monthly inspection and annual testing of fire-fighting lifts? N/A Yes No

Comments and deficiencies observed:

None.

27.8 Weekly testing and periodic inspection of sprinkler installations? N/A Yes No

Comments:

Servicing records documented.

27.9 Routine checks of final exit doors and/or security fastenings? N/A Yes No

Comments:

Final exit doors are used on a daily basis by residents and inspected daily by the buildings manager.

27.10 Annual inspection and test of lightning protection system? N/A Yes No

Comments:

Servicing records documented.

27.11 Other relevant inspections or tests:

None.

Comments:

None.

28. RECORDS

28.1 Appropriate records of:

Fire drills? N/A Yes No

Fire training? N/A Yes No

Fire alarm tests? N/A Yes No

Emergency escape lighting tests? N/A Yes No

Routine checks? N/A Yes No

28.2 Comments:

- No current E/L record seen.

See Action plan.

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Potential consequences of fire ⇒ Likelihood of fire ↓	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low
 Medium
 High

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

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to proper controls (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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 fire risk 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 room in which a fire occurs).
- Moderate harm:** Outbreak of fire could foreseeably result in injury (including serious 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.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

The means of escape in this building are dependent upon the protected communal corridor, supported by early warning in case of fire and maintenance of premises and management of the fire protection measures. The Tolerable risk level indicated may be maintained if the recommendations of the fire risk assessment are adopted.

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:

Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there might be a need for improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
Substantial	Considerable resources might 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.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

ACTION PLAN

It is considered that the following recommendations should be implemented in order to maintain fire risk at the following level:

Trivial

Tolerable

	Priority (where applicable)
<p>1. 14. Hazards Introduced by outside Contractors and Building Works</p> <p>When contractors are on site a written procedure should be in place to ensure that they are monitored to check compliance with agreed working practices and that safety of persons in the premises is not being compromised.</p> <p>The following should be provided:</p> <ul style="list-style-type: none"> Information regarding the fire procedures in the building Use of approved contractors Method statements Risk Assessments Hot work permits 	Three Months
<p>2. 18. Measures to limit fire spread and development</p> <p>Holes within compartmentation and around cables/ductwork/pipework would allow for the free travel of fire and smoke into other areas of the building. It is recommended that any holes are fire stopped and sealed to prevent the free travel of fire and smoke into other areas of the building.</p> <p>Any remedial works to the floors or breeches in compartmentation of walls or ceilings to be made good with fire stopping materials and systems that conform to BS 476 and the ASFP colour book guides which provide fire stopping to standard at least matching the surrounding infrastructure this includes any pipe-work penetrations where intumescent collars may also be required.</p> <p>It is recommended any remedial works be carried out by a 3rd party accredited passive fire protection installer.</p>	Three Months

<p>3. 19. Emergency Escape Lighting & 27. Testing and maintenance.</p> <p>Replace or repair (where necessary) faulty units in accordance with BS 5266-1:2016.</p> <p>No current documented evidence of testing/ servicing.</p> <p>The Emergency Escape Lighting should be tested each month and maintained annually by a qualified Electrical Engineer.</p> <p>For best practice, all test results should be duly recorded in a Fire Safety Log Book.</p>	<p>One Month</p>
<p>4. 20. Fire Safety Signs and Notices</p> <p>Replace black & white printed 'FIRE ACTION' notices with signs that comply with BS 5499.</p>	<p>One Month</p>
<p>5. 21. Means of Giving Warning In Case of Fire</p> <p>LED remote indicator units are designed to identify detector activations within cupboards and voids. It is recommended units be re-positioned to an accessible location outside of the service risers.</p>	<p>One Month</p>
<p>6 27. Testing and Maintenance</p> <p>No current documented evidence of testing/ servicing.</p> <p>The Emergency Escape Lighting should be tested each month and maintained annually by a qualified Electrical Engineer.</p> <p>All test results should be duly recorded in the fire records</p>	<p>One Month</p>
<p>7 28. Records</p> <p>Fire records remind management to complete regular training, tests and checks. Failure to carry out the tests etc. could result in increased risk due to failure of the fire precautionary arrangements in an emergency.</p> <p>General Recommendations: Listed below are the recommended timeframes.</p> <ul style="list-style-type: none"> • Fire Exit and Escape route checks - Daily • Fire Alarm Tests - Weekly • Fire Equipment Checks – Weekly • Fire Door Inspection - Weekly • Emergency Lighting Tests – Monthly • Visual checks of electrical equipment and cables - Monthly • Visual check of the condition of all Fire Signage - Monthly • Fire Drills – Bi-Annually <p>These checks should be recorded within the Fire Safety Log Book.</p>	<p>One Month</p>

PHOTOGRAPHS

Photograph 1

Penetrations within Service Riser compartmentation



Photograph 2

Penetrations within Service Riser compartmentation



Photograph 3

Penetrations within Service Riser compartmentation



Photograph 4

FIRE ACTION notices do not comply with BS 5499

