Workplace Fire Precautions Legislation

FIRE RISK ASSESSMENT

Conforming to, and in accordance with, the following legislation:-

The Regulatory Reform (Fire Safety) Order 2005

Address of Property: Scheme number **231**

Millennium Quay
Llanelli
SA15 2LD

Responsible person having control of the premises: **Abacus Land 1 (HOLDCO 1) Limited c/o Rebecca Eddy (Trinity Estates)**

Assessment Undertaken by: **Alex Brodie (Building Surveyor)**

Date of Fire Risk Assessment: **19th and 20th November 2019**

Date of Report: **22nd November 2019**

Suggested Date for Review[1]: **Autumn 2020**

[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by a competent person by the date indicated above or at such earlier time as there is reason to suspect that it is no longer valid or there have been significant changes.

Introduction

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 submission of this report constitutes neither a warranty of results of future Fire Risk Assessments, nor an assurance against risk. The report represents only the best judgement of the consultant involved in its preparation, and is based in part on information provided by others. No liability is accepted for the accuracy of such information.

The Assessment was undertaken in accordance with the general risk assessment principles set out in Fire Safety Order in order to identify hazards that could contribute to the injury of relevant persons, including those residing in or visiting the building.

Only the communal areas and systems were assessed. Therefore this Fire Risk Assessment applies only to the common parts including but not limited to - stairways, landings, corridors, communal cupboards (refuse, utility, cleaning, store, cycle etc); all communal external areas including landscaped areas, car parking (underground, external, partly covered etc), refuse bin areas, stores and shelters, footpaths, roadways, designated muster points (where applicable); and any fire prevention and fire protection measures necessary to safeguard the relevant persons using or in the vicinity of these areas. The individual residences accessed from these areas are not included as they fall outside the scope of The Regulatory Reform (Fire Safety) Order 2005, with the exception of any doors that impact directly on the protection of the common escape routes.

Overview of the Regulatory Reform (Fire Safety) Order 2005 (the "Fire Safety Order")

The Fire Safety Order 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.

Responsibility for complying with the Fire Safety Order rests with the "Responsible Person". This Fire Risk Assessment has been carried out on your behalf, being the "Responsible Person" as defined in Article 3 of The Regulatory Reform (Fire Safety) Order 2005, being the employer and/or being the person having control, to any extent, of the premises, as occupier or otherwise. It is intended to assist you in compliance with Article 9 of The Regulatory Reform (Fire Safety) Order 2005, which requires a risk assessment to be carried out.

It is important that you study this report and understand its contents. This Assessment has considered fire sources, fire spread, detection, means of escape, and fire extinguishing, and has considered those "relevant persons" at risk. It includes an Action Plan, which sets out the measures considered necessary to satisfy the requirements of the Fire Safety Order and to protect "relevant persons" (as defined in the Order) from fire. Relevant persons are primarily those who are, or may be, lawfully in the building, and certain persons in the vicinity. If any recommendation in the Action Plan is unclear you should request further advice.

The Fire Safety Order requires you to arrange for the effective planning, organisation, control, monitoring and review of the preventative and protective measures that have been identified in the risk assessment as the general fire precautions you need to take to comply with the Fire Safety Order.

You should ensure that there is a record of the fire safety arrangements; adequate to comply with Article 11(2) of the Fire Safety Order, and that it is kept up to date. In carrying out this Assessment, consideration will have been given to the records that have been provided to us. This Assessment is not the record of the fire safety

arrangements to which the Fire Safety Order refers, although much of the information contained in this Assessment will coincide with the information in that record.

The Fire Safety Order requires that you appoint "Competent Persons" to assist you. Where there is a "competent person" in your employment, under Article 18(8) of the Fire Safety Order, you must appoint that person in preference to a "competent person" not in your employment.

This Fire Risk Assessment was undertaken by our Assessor whose experience and expertise gives him the status of "Competent Person" as described in The Health and Safety Management Regulations, and in The Regulatory Reform (Fire Safety) Order 2005, which superseded all previous fire safety legislation.

The Fire Safety Order requires you to inform any employees, temporary or contract workers, or contractors operating on the premises, about the risks to them, and provide them with clear and relevant information about the fire safety procedures for the premises. You should provide your employees with appropriate information, instruction and training.

The Fire Safety Order also requires you to co-operate and co-ordinate with other "responsible persons" in multi-occupied or neighbouring premises.

Other Legislation

In addition to the Fire Safety Order this Fire Risk Assessment has taken into consideration the following legislation and regulations:

Electricity at Work Regulations 1989
Gas Safety (Installation and Use) Regulations 1998
Health and Safety at Work etc. Act 1974
Health and Safety (Signs and Signals) Regulations 1996
Management of Health and Safety at Work Regulations 1999
Workplace (Health, Safety and Welfare) Regulations 1992

The **Housing Act 2004** applies to the whole of the premises, and additional fire safety measures may be required under the Housing Act in areas not within the scope of The Fire Safety Order. This Assessment does not comment upon or assess such requirements.

This Assessment has considered dangerous substances that are used or stored in your premises, but only to the extent necessary to determine the adequacy of the general fire precautions as defined in Article 4 of the Fire Safety Order. This Assessment does not consider the special, technical or organisational measures required to be taken or observed in connection with the use or storage of "dangerous substances" as defined in the Dangerous Substances and Explosive Atmospheres Regulations 2002. If dangerous substances are used or stored in your premises, you should ensure that a separate risk assessment of the relevant work activities has been carried out to enable you to comply with the **Dangerous Substances and Explosive Atmospheres Regulations 2002**.

Other Relevant Information

It is not normal practice to retrospectively apply current guidance on the design and construction of new buildings when assessing existing buildings, except where the original design principles are so far removed from those acceptable today, that an unacceptable risk is present. As such it is appropriate to consider developments in fire

safety technology and practice that could be reasonably applied to an existing building. Therefore, such developments have been considered in the preparation of this Assessment.

The general fire precautions, which are part-existing with recommendations for improvement set out in the Action Plan below, are considered to be reasonably practicable, and will provide an adequate degree of fire safety for the relevant persons.

NB It is recognised that it may not be possible to rectify all deficiencies noted in the times recommended due to financial and other constraints; where this is the case action should be taken to reduce the risk as far as possible pending final rectification. In these circumstances you should request further advice.

Relevant standards and codes of practice:

Emergency Escape Lighting

BS 5266-1: 2005	Code of practice for the emergency lighting of premises.
BS 5266-7: 1999	Lighting applications – emergency lighting.
BS 5266-8: 2004	Emergency escape lighting systems.

Fire Detection and Fire Alarm Systems for Buildings

BS 5839-1: 2002	Code of practice for system design, installation, commissioning and maintenance.
BS 5839-6: 2004	Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings.
BS 5839-8: 2008	Code of practice for the design, installation, commissioning and maintenance of voice alarm systems.
BS 5839-9: 2003	Code of practice for the design, installation and maintenance of emergency voice communication systems.

Fire Extinguishing Installations and Equipment on Premises

BS 5306-1: 2006	Code of practice for hose reels and foam inlets.
BS 5306-2: 1990	Specification for sprinkler systems.
BS 5306-3: 2003	Code of practice for the inspection and maintenance of portable fire extinguishers.
BS 5306-8: 2000	Code of practice for the selection and installation of portable fire extinguishers.
BS 9990: 2006	Code of practice for non-automatic fire-fighting systems in buildings.
BS EN 3	Portable fire extinguishers.
BS EN 1869: 1997	Fire blankets.

Fixed Fire Fighting Systems

BS EN 671-3: 2000	Hose systems.
BS EN 12845: 2004	Automatic sprinkler systems – design, installation and maintenance.

Fire Safety Design and Management

BS 9999: 2008	Code of practice for fire safety in the design, management and use of buildings.

Fire Safety Signs

BS 5499-1: 2002	Specification for geometric shapes, colours and layout.
BS 5499-4: 2000	Code of practice for escape route signing.
BS 5499-5: 2002	Signs with specific safety meanings.
BS 5499-10: 2006	Code of practice for the use of safety signs, including fire safety signs.

Protection Against Lightning

BS EN 62305-1: 2006	General principles.
BS EN 62305-2: 2006	Risk management.
BS EN 62305-3: 2006	Physical damage to structures and life hazard.
BS EN 62305-4: 2006	Electrical and electronic systems within structures.

Miscellaneous

BS 7176: 1995	Specification for resistance to ignition of upholstered furniture for non-domestic seating by testing composites.
BS 7273-4: 2007	Code of practice for the operation of fire protection measures – Actuation of release mechanisms for doors.
BS 7671: 2008	Requirements for electrical installations. IEE Wiring Regulations – 17th edition.

Property Overview

Millennium Quay is a development of 262 leasehold units, situated on the sea front Llanelli, South Wales. The large development incorporates several blocks, with 30 separate staircases in total, varying from four to eight flats per staircase. The blocks are of timber construction and are all low-rise (Maximum of four storeys), situated across the estate amongst the freehold units. There are no lifts or integral car parks, externally residents have access to communal parking areas, and bin stores.

Externally the blocks are clad in fair-faced brick and cementitious render with small sections of timber weatherboarding to some blocks. The top floors of some blocks have cladding panels however since the buildings are below 18m in height when measured to the floor level of the uppermost habitable storeys we have no reason to believe these were not compliant at the time of construction. The balcony decks are timber.

Fire precautions include; Automatic smoke vents, mains smoke alarms and emergency lighting. All ground floor riser cupboards include smoke detectors linked to the alarm.

General information	
1.The Building/s	
Number of blocks	30
Number of floors (including ground)	3 & 4
Approximate floor area	n/a
Brief details of construction	Modern timber frame
2.Building/s users	
Sleeping Occupants	Of leasehold flats
Non ambulant persons	None advised
Sensory impaired persons	None advised
Young persons (unsupervised)	None advised
Persons with psychological / learning difficulties	None advised
Occupants in remote areas	n/a
Others	n/a
Comments and Hazards observed	
Fire loss experience	See below
Other relevant information: **Car fire occurred outside Cwrt Mary Welch on 21st August 2019 but did not spread to the block**	
Fire Hazards and their elimination or control	
3.Electrical sources of ignition	
Reasonable measures taken to prevent fires of electrical origin	Yes
Fixed installation periodically tested and inspected	Yes
Date of last periodic inspection:	November 2017
Portable Appliance Testing carried out	n/a
Date of last inspection:	n/a
Is there a suitable policy restricting use of personal electrical appliances	No
Where applicable are trailing leads/adaptors limited	No
Are there any 'visible' signs of damage or faults to switches, sockets, light fittings and other associated components of the fixed electrical installation.	Yes
Comments and Hazards observed: Periodic testing of the fixed electrical installation is due every 5 years • 16-21 Cwrt Afon Lliedi – failed light in ground floor EIC	

- 1-7 Cwrt Clara Novello – failed light in ground floor EIC
- 33-39 Cwrt Myrddin – unauthorised personal appliance to ground floor stairwell
- 17-24 Cwrt Mary Welch – loose fuse box above light switch
- 11-16 Cwrt Naiad – failed light in ground floor EIC
- 17-23 Cwrt Pandora – missing junction box cover to 3rd floor above AOVs
- 1-7 Cwrt Westfa – telecoms booster plugged into stairwell socket and cable tacked onto wall – investigate as the cable passes into the riser through the metal hatch over the seals which may prevent it operating correctly in the event of a fire

4.Smoking (prohibited by law in workplace)	
Are there reasonable measures to prevent smoking within the building e.g. prohibitive signage	Yes
Is there evidence of breaches of law relating to smoking in the workplace	No
Are there suitable arrangements for those who wish to smoke	n/a
Comments and Hazards observed:	

5.Arson	
Does basic security against arson from outsiders appear reasonable	No
Is there any unnecessary fire load in close proximity to the building or available for ignition by outsiders	No

Comments and Hazards observed:

- Main entrance door to 1-7 Cwrt Myrddin catches on draught exclusion brush and not easy to close and secure – adjustment required

6.Portable Heaters and Heating installations	
Is the use of portable heaters avoided as far as is practical	Yes
Are fixed Heating installations subject to regular maintenance	Yes
Date of last service:	November 2017
Comments and Hazards observed: Periodic testing of the fixed electrical installation is due every 5 years	

7.Cooking	
Are reasonable measures taken to prevent fire as a result of cooking	n/a
Filters changed and ductwork cleaned regularly	n/a
Suitable fire extinguishing appliances available	n/a
Comments and Hazards observed:	

8.Lightning Protection Systems (Lightning Conductors)	
Does the building/s have a Lightning Protection System	No
Comments and Hazards observed:	

9.Housekeeping	
Is the standard of housekeeping adequate	No
More specifically:	
Combustible materials separated from ignition sources	No
Is there unnecessary accumulation of combustible materials or waste	Yes
Are there any flammable materials such as oil based paints, petrol/oil/solvents etc stored/kept	Yes

Comments and Hazards observed:

Cwrt Afon Lliedi

- 1-6 – ground floor stairwell – unauthorised storage
- 1-6 – 1st floor stairwell – unauthorised storage of shoes
- 7-15 – ground floor EIC – dumped waste
- 7-15 – 3rd floor stairwell – unauthorised storage of **BBQ and fuel**
- 16-21 – ground floor EIC – unauthorised storage

Cwrt Clara Novello

- 1-7 – ground floor EIC – dumped batteries
- 1-7 – 3rd floor stairwell – unauthorised storage
- 8-15 – ground floor EIC – unauthorised storage and dumped batteries
- 8-15 – 3rd floor stairwell – unauthorised storage of rubbish

Cwrt Mary Welch

- 1-7 – 3rd floor stairwell – unauthorised storage
- 17-24 – ground floor stairwell – unauthorised storage of bin
- 25-31 – 2nd floor stairwell – unauthorised storage of rubbish

Cwrt Myrddin

- 17-24 – 3rd floor stairwell – unauthorised storage
- 33-39 – ground floor EIC and stairwell – unauthorised storage

Cwrt Naiad

- 1-4 – ground floor stairwell – unauthorised storage
- 1-4 – 3rd floor stairwell – unauthorised storage of rubbish
- 5-10 – ground floor stairwell – unauthorised storage
- 11-16 – ground floor stairwell and EIC – unauthorised storage
- 11-16 – 3rd floor stairwell – unauthorised storage

Cwrt Naomi

- 1-7 – ground floor EIC – unauthorised storage
- 1-7 – 3rd floor stairwell – unauthorised storage
- 17-24 – ground floor stairwell – unauthorised storage
- 25-31 – 3rd floor stairwell – unauthorised storage

Cwrt Pandora

- 1-7 – 3rd floor stairwell – dumped waste sign
- 8-16 – ground floor EIC – unauthorised storage

Cwrt Westfa

- 1-7 – ground floor EIC – unauthorised storage of bike

External

- Bike store outside 1-7 Cwrt Naomi – dumped waste
- Pump house 2 – unauthorised storage
- Pump house 3 – unauthorised storage and heavy bollards leaning on pipework

10.Hazards introduced by outside contractors and building workers	
Is there satisfactory control over works carried out in the building by outside contractors including 'hot work' permits	Yes
Are fire safety conditions imposed on outside contractors	Yes
Comments and Hazards observed: *N.B. Trinity Estates Policy is to obtain method statements prior to instructing contractors to carry out any maintenance and/or repair works.*	

Fire Protection Measures

11.Means of Escape from Fire	
Is it considered that the building is provided with reasonable means of escape in the event of fire	Yes
More specifically:	
Adequate provision of Exits	Yes

Exits immediately and easily openable where necessary	Yes
Avoidance of sliding or revolving doors as fire exits where necessary	Yes
Satisfactory means of securing exits	No
Reasonable distance of travel:	
Where there is a single direction of escape	Yes
Where there are alternate means of escape	Yes
Suitable protection of escape routes	Yes
Suitable fire precautions for all inner rooms	Yes
Escape routes unobstructed and free from other hazards	No
Is it considered that the building is provided with reasonable arrangements for means of escape for disabled persons	Yes *To ground floor only

Comments and hazards observed:

- Main entrance door to 1-7 Cwrt Myrddin catches on draught exclusion brush and not easy to close and secure – adjustment required
- Ensure escape routes are kept clear of obstructions as per list in section 9

12.Measures to limit fire spread and development	
Is it considered that the compartmentation is of a reasonable standard	No
Is it considered that linings would reasonably prevent fire spread	Yes

Comments and hazards observed:

General

- Foam has been used as firestopping to some locations – this is not appropriate and requires replacement with a suitable alternative by a FIRAS registered installer – foam is not to be used for applications listed below
- Risers above the ground floor level to all blocks require firestopping improvements to ensure compartmentation between the risers, flats, roof spaces and escape routes provides at least 60 minutes protection
- Some of the firestopping to the plastic trunking in EICs has sealed the larger openings but not the smaller openings and far end of trunking – this appears to be incomplete or requires more appropriate firestopping within the trunking where cables penetrate the walls and ceilings into other parts of the buildings – it is unlikely that this plastic trunking has any fire resistance rating as it is purely to help keep the cables tidy
- Multiple EICs have inspection holes cut in the rear walls for a pending NHBC investigation, some of which have been repaired with non-approved firestopping – upon completion of investigations ensure all repairs are carried out to a suitable standard to restore the minimum 60-minute fire protection required to the escape routes in the affected blocks
- Most upper level riser access panels were unlocked at the time of inspection – ensure these are kept locked at all times to ensure they operate correctly in case of fire

Cwrt Afon Lliedi

- 1-6 – ground floor EIC – inappropriate foam
- 7-15 – ground floor EIC and water riser – inappropriate foam
- 16-21 – ground floor EIC and water riser – inappropriate foam

Cwrt Cambria

- 1-8 – ground floor EIC – inappropriate foam, firestopping improvements required

Cwrt Clara Novello

- 8-15 – ground floor EIC – firestopping improvements required

Cwrt Mary Welch

- 1-7 – ground floor water riser – hole for new telecoms cables requires firestopping
- 25-31 – ground floor EIC – hole for new earth cable requires firestopping

Cwrt Myrddin

- 25-32 – ground floor EIC – firestopping required to hole by consumer unit

Cwrt Naiad

- 1-4 – ground floor water riser – inappropriate foam, unable to secure as no key supplied and no self-closer installed (recommend self-closer to be consistent with other blocks on estate)
- 1-4 – ground floor EIC – inappropriate foam, unable to secure as no key supplied and no self-closer installed (recommend self-closer to be consistent with other blocks on estate), door edge exposed where trimmed to fit opening
- 5-10 – ground floor EIC and water riser – inappropriate foam
- 11-16 – ground floor EIC and water riser – inappropriate foam
- 17-24 – ground floor EIC – inappropriate foam

Cwrt Pandora

- 1-7 – ground floor EIC – inappropriate foam
- 8-16 – 2nd floor stairwell – excessive gap beneath front door to apartment 12

13.Reasonable standard of escape lighting	Yes
Comments and hazards observed:	

14.Reasonable standard of fire safety signs and notices	Yes
Comments and hazards observed:	

15.Means of warning in case of fire	
Manually operated fire alarm provided	No
Automatic fire detection provided	Yes
Remote transmission of fire alarm signal	No

Comments and hazards observed:

- Fire alarm panel in 25-31 Cwrt Westfa is displaying fire in zone 1 but no evidence of fire – investigate fault and repair as required

16.Manual Fire extinguishing appliances	
Relevant portable fire extinguishers provided	No
Hose reels provided	No
Other relevant fire extinguishing systems	No
Automatic opening smoke vents fitted	Yes

Comments and hazards observed:

- AOV control box in EIC to 1-7 Cwrt Myrddin has been forced open and no longer secures closed – repair as required
- AOV call point showing fault to ground floor stairwell of 17-24 Cwrt Naomi
- AOV call point showing fault to ground floor stairwell of 25-31 Cwrt Westfa

17.Procedures and Arrangements	
Are appropriate fire procedures communicated effectively to building users e.g. fire instruction notice/s	Yes
Evacuation strategy for building users inside flats, and other areas, with minimum 60 minute-rated fire compartmentation, in the event of fire in common parts, or other flats	Delayed evacuation* (aka “stay put”, “defend in place”)
Evacuation strategy for building users inside flats in the event of fire inside the same flat	Immediate evacuation to place of safety
Evacuation strategy for building users in common parts, in the event of fire in any part of the building	Immediate evacuation to place of safety
Has there been any specific liaison with the fire service in production of this buildings assessment	No
Are there regular fire precautions inspections carried out by in house staff	Yes EVR reports inspection
Date of last inspection:	17/09/2019

Comments and hazards observed:
*Delayed evacuation = stay put in protected space unless that space becomes untenable (e.g. due to heat, smoke, flame or fume ingress) or until instructed to evacuate by the emergency services.

NB As this is a private residence there is no requirement to provide individual evacuation plans, as such the above comments do not constitute anything other than general advice on evacuation procedures.	
18.Training and Drills	
Are all staff given induction training on fire safety / procedures	n/a
Are staff given 'refresher' training at suitable intervals	n/a
Are fire wardens / marshals given additional training	n/a
Are fire drills carried out at appropriate intervals	n/a
Comments and hazards observed:	
19.Testing and Maintenance	
Adequate maintenance of workplace	No
Testing and periodic servicing of fire detection and alarm system	No
Date of last inspection:	*See below
Sufficient testing routines for emergency lighting	No
Date of discharge test:	*See below
Annual maintenance of fire extinguishing systems (including portable extinguishers, sprinklers, suppression systems)	n/a
Date of last service:	n/a
Sufficient servicing/testing of dry risers	n/a
Date of last service:	n/a
Sufficient servicing/testing of automatic smoke vents	No
Date of last service:	*See below
Routine checks of final exit doors and/or security fastenings	Yes
Date of last inspection:	17/09/2019
Sufficient servicing/testing of Lightning Protection System	n/a
Date of last service:	n/a
Comments and hazards observed: *Routine testing is overdue to multiple installations – ensure testing is carried out and all certificates recorded on file	

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800.

Potential consequences of fire→ Fire hazard↓	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 (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 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 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 of one or more occupants.

Accordingly, it is considered that the risk to life from fire at this building is:

Trivial ☐ **Tolerable** ☐ **Moderate** ☒ **Substantial** ☐ **Intolerable** ☐

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

Risk level	Action and timetable
Trivial	No action is required and no detailed records need to be kept.
Tolerable	No major additional controls required. However there may be a need for consideration of improvements that involve minor or limited costs.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the priority for improved control measures
Substantial	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.
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 section. The risk assessment should be reviewed periodically.

ACTION PLAN

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

Trivial ☐ **Tolerable** ☒ x

Definition of priorities (where applicable)
Immediate- Should be implemented immediately
Short term- Should be implemented within two months
Long term- Should be implemented as and when the opportunity arises

Action/recommendation	Priority
Undertake electrical repairs as per section 3	Short term
Remind residents about personal appliances as per section 3	Short term
Improve security as per sections 5 and 11	Short term
Ensure common areas are kept clear of storage and waste as per section 9	Short term
Take steps to remove flammables as per section 9	Immediate
Ensure escape routes are kept clear of obstructions as per section 11	Short term
Undertake firestopping and joinery repairs as per section 12	Short term
Investigate fault to fire alarm panel as per section 15	Short term
Investigate and repair AOVs as per section 16	Short term
Ensure all routine testing is carried out and certificates recorded on file as per section 19	Short term

RECOMMENDED REVIEW

The progress of the work undertaken to rectify the deficiencies noted in the Action Plan above should be monitored by the responsible person to ensure completion by the timescales given.

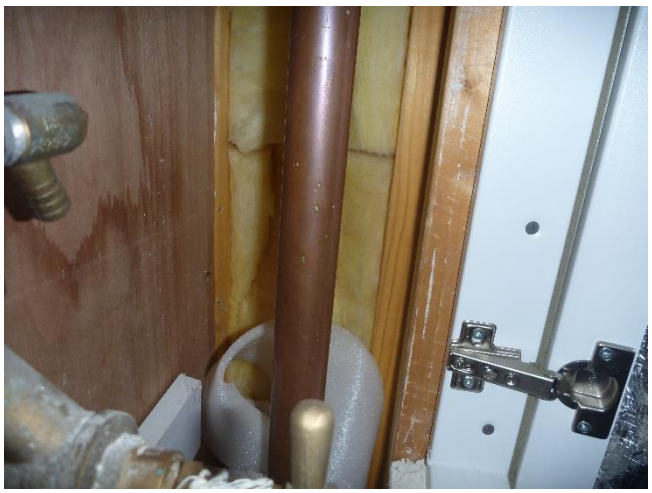
A follow up inspection should be undertaken when all work is complete to ensure it is to the correct standard.

A Fire Risk Assessment review should generally be undertaken annually.

APPENDIX - PHOTOGRAPHS

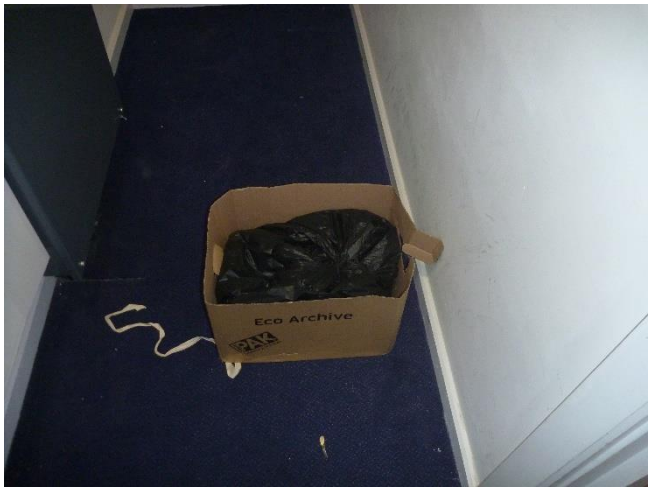
Inappropriate use of foam

Firestopping improvements required

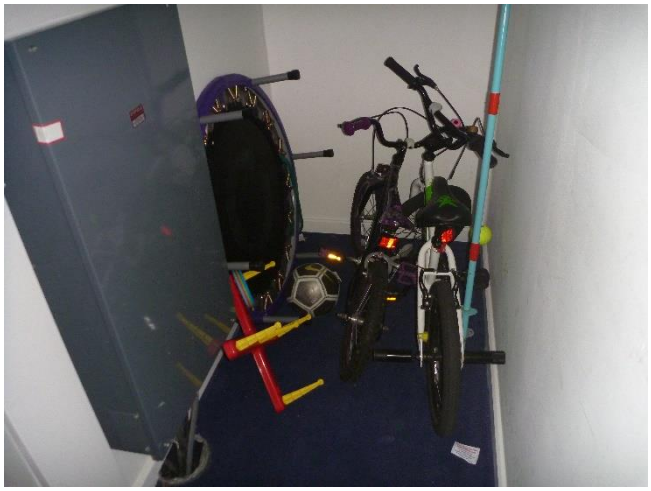


Firestopping improvements required

Ensure long-term repairs provide acceptable fire resistance



Dumped waste



Unauthorised storage

Unauthorised storage of BBQ and fuel

Personal appliance