

FIRE CONSULTANCY SPECIALISTS LTD

FCS Residential Template

Conducted at:

Sutton House
Sutton House
Market Hill
Scunthorpe
Lincolnshire
DN15 6SL



UPRN: 9700131

09 October 2023

Contents

TERMS AND CONDITIONS OF BUSINESS	3
1.0 Fire Risk Assessment Details	4
2.0 General Premises Details	6
3.0 Overall Risk Rating	8
4.0 Dangerous, Flammable, Combustible Materials & Substances	9
5.0 Interior Furnishings	10
6.0 Heating and Electrical Appliances	11
7.0 Persons at Risk	13
8.0 Means of Escape	14
9.0 The Confinement of Fire	15
10.0 Automatic Fire Detection	17
11.0 Emergency Escape Lighting	18
12.0 Fire Fighting Equipment, Facilities, Systems & Fixed Installations	19
13.0 Fire Safety Signs and Notices	22
14.0 General Fire Safety Procedures	23
15.0 Fire Safety Management	24
16.0 Fire Emergency Plan	25
17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings	26
18.0 Summary of Findings	29
19.0 Recommendations	30
20.0 Commentaries	31
Appendix	32

TERMS AND CONDITIONS OF BUSINESS

Sutton House, Sutton House, Market Hill, Scunthorpe, Lincolnshire, DN15 6SL
Monday, 9 October 2023

Legislation

This document reports the findings of a fire safety risk assessment carried out to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) and should be available for inspection by the relevant enforcing authority. The purpose of this report is to present the findings of the assessment in relation to the risk to life from fire in the building and to make recommendations to the Responsible Person, in accordance with Article 5 of the FSO.

Risk assessments are a subjective process, and no assurances can be guaranteed that subsequent inspections undertaken by the enforcing authority will not result in a different evaluation of the level of fire risk and measures to ensure safety.

This document should remain a 'live' document and its contents read and understood; it is critical that appropriate action should be taken to correct any identified deficiencies to protect relevant persons.

It should be reviewed after any fire or near miss; significant change which occurs to the structure, occupants or processes carried out; or if there is reason to believe it is no longer valid. As a minimum it should be reviewed at least annually.

This report relies upon the accuracy of the information provided during the assessment by the Responsible Person (RP) or their representative, and therefore no liability is accepted for any errors or future failings due to the inaccuracy of any such information provided.

The assessment is based on processes and activities observed during the inspection. The assessment was non-invasive and no machinery, equipment or building materials were tested.

The contents of this report are specific to the premises named on the cover and should not be applied to any other building. The assessment remains valid provided no significant changes have taken place since the date the assessment was carried out.

Risk Assessment Methodology

A risk assessment is an organised and methodical look at:

- The premises.
- The activities carried out there.
- How likely is it that a fire could start and cause harm to anyone.
- Existing hazards from fire and the current control measures.
- Potential hazards from fire to the building and those present and critically, any additional recommended control measures.

The method used to undertake the fire risk assessment follows Publicly Available Specifications 1979 (PAS79). A nine-step structured approach has been used and corresponding documentation for conducting and recording the significant findings of the fire risk assessment of the building, and also parts of buildings to which the FSO applies.

The intention of PAS79 is to enable employers and those acting on their behalf, to carry out the "suitable and sufficient" fire risk assessment required by the FSO, to enable the employer to satisfy associated fire legislation.

The nine steps are as follows:

- Obtain relevant information about the premises.
- Identify the fire hazards.
- Assess the likelihood of a fire.
- Determine the physical fire protection measures present.
- Assess the fire safety management processes present.
- Assess the likely consequences to the occupants in the event of a fire
- Assess the fire risk for the premises.
- Formulate an action plan.
- Recommend a suitable interval for the review of the fire risk assessment

1.0 Fire Risk Assessment Details

The following fire risk assessment has been conducted on behalf of:

Ongo Homes Ltd

Ongo House, High Street, Scunthorpe, DN15 6AT

and relates only to the premises of:

Sutton House, Sutton House, Market Hill, Scunthorpe, Lincolnshire, DN15 6SL

Responsible or Accountable person(s):

Emma Atkinson

Person(s) consulted and landline contact number:

Steve Shelley 0771 7588395

Fire Risk Assessor:

Jason Newbold MIWFM AIIRSM MIFSM TIFireE DipFD

Validated by:

Gary Platts MIFireE MIFSM

Date fire risk assessment was conducted:

Monday, 9 October 2023

Time:

12.00

Date of last FRA or FRA Review (if known)

12 Sep 2022

Suggested date for next review:

October 2024

Fire risk assessment limitations:

This fire risk assessment forms part of the Responsible Person(s) continuous fire risk management process and should be read in conjunction with the last fire risk assessment and action plan (where applicable).

A non-destructive Fire Risk Assessment has been conducted in accordance with the following fire safety guidance - PAAS 79

A Type 1 (Non-Destructive) fire risk assessment was attempted however no physical access was available to flat entrance doors.

All services or penetrations traversing fire resisting compartments were not confirmed as being sufficiently fire stopped with fire resisting material. Any locations that have been identified are highlighted in section 9. Where fire compartments/fire dampers/ceiling voids were considered inaccessible for safety reasons and could not be physically accessed or were outside the visual range of the assessor, technical comment on these areas cannot be provided.

Note

The following assessment has been conducted to assist the responsible person in compliance with the Regulatory Reform (Fire Safety) Order 2005. Although reference is made to relevant British Standards, Codes of Practice and Guides the Assessment will not, nor is it intended to, ensure compliance with any of the documents referred to in the Assessment. However, deviations from generally accepted codes, standards and universally recognised good fire safety practice will be clearly identified in the fire risk assessment.

2.0 General Premises Details

2.1 Number of floors:

19

2.2 Approximate building footprint:

Approx 532

(6688m² in total over 19 floors) Sutton House is a tower block of 19 floors; each floor has 4 independent flats, 2 either side of the stair lobby (of which one has a bin chute) that opens out into a protected corridor that leads to a lobby containing the lift. Access can then be made to the single stairway. On each floor the flats contain bedrooms, kitchen, lounge, and bathroom/WC. There are two lifts in the tower one serving odd numbered floors and the other serving even numbered floors. The ground floor is also populated by ancillary accommodation such as stores, plant rooms and mobility scooters/cycle stores for residents.m²

2.3 Details of Construction and Premises:

Concrete slab

2.4 Occupancy/Purpose Groups

The premises are classed as Purpose Group 1a Residential (Flat) as defined by Building Regulations Approved Document B 2019 (amended 2020 and 2022)

2.5 Approximate maximum and minimum number of persons:

275

2.6 Approximate maximum number of employees at any one time:

5

2.7 Maximum number of members of the public:

25

2.8 Occupants at Special Risk:

<i>Sleeping occupants</i>	
Persons familiar with the premises	Yes
Persons unfamiliar with the premises	No
<i>Occupants with disabilities</i>	
Mobility-impaired	Yes
Hearing-impaired	Yes
Learning difficulties	Yes
Occupants in remote areas	Yes
Others	Yes
Comments	
<p>The premises is owned and managed by Ongo Homes, which are a Registered Provider of general needs social housing. As such, people with diverse needs and abilities may be accommodated in the block including people with mobility problems and those with hearing or sight impairments.</p> <p>The list of persons with potential evacuation assistance requirements are kept in the Premises Information Pack (PIP) for staff and FRS use.</p>	

2.9 Fire Loss Experience

unknown

2.10 Any other relevant building details: i.e. Does the building have any ancillary uses, such as commercial or community activities? If yes provide details

The roof is used by North Lincolnshire Council to site CCTV cameras linked to their control centre at the rear of the concierge office.

3.0 Overall Risk Rating

Based on the findings within the fire risk assessment the overall risk ratings have been quantified as:

Risk to Life: Moderate.

This is a high-rise building with only one staircase, no true firefighting nor evacuation lift.

However, when the significant findings and recommendations identified within this Fire Risk Assessment are addressed the risk to life will be reduced to tolerable.

The risk rating has been determined after considering the fire risk rating matrix in section 17.0. In these premises it is considered that the risk of a fire occurring is unlikely and the likely consequences of harm from fire (should one occur) are moderate harm.

Risk to Property: Tolerable

Minimal due to slab concrete construction.

4.0 Dangerous, Flammable, Combustible Materials & Substances

IDENTIFYING THE FIRE HAZARDS

4.1	Are suitable arrangements in place to manage the elimination or reduction of risks from dangerous substances? (Article 12)	N/A
4.2	Are there suitable additional emergency measures provided to safeguard all relevant persons from emergencies related to dangerous substances in or on the premises? (Article 16)	N/A
4.3	Have combustible or flammable materials used or stored in the premises been identified?	N/A
4.4	Are all combustible or flammable materials stored or stacked safely?	N/A
4.5	Has consideration been given to reduce the quantity held or has the use of non-combustible materials been considered?	N/A
4.6	Where flammable stores are provided, are they adequately ventilated and correctly marked?	Yes
4.7	Is all combustible waste removed on a regular basis?	Yes

4.0 Dangerous, Flammable, Combustible Materials & Substances: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
4.0	<i>There are a number of potential sources of ignition throughout the building including: electrical, lightning, smoking, heating appliances, arson, contractors, maintenance works, boilers and other work processes. All the above if not used, maintained and controlled correctly could be a potential source of ignition leading to a fire in the building.</i>
4.1	<i>Dangerous substances are those which meets the criteria in the approved classification and labelling guide for classification as a substance or preparation which is explosive, oxidising, extremely flammable, highly flammable or flammable, whether or not that substance or preparation is classified under the CHIP Regulations.</i>
4.3	<i>The accumulation of combustible materials in premises should be carefully monitored. Generally, the nature of the work and the daily routine of coming and going will require you to develop adequate systems to manage the accumulation of waste and discarded materials. Accumulation of combustible materials, should be controlled to ensure that the premises are left in a safe condition, e.g. by avoiding temporary or permanent storage in escape routes. If bins, particularly wheeled bins, are used outside they should be secured in a compound to prevent them being moved to a position next to the building and set on fire. Skips should never be placed against a building and should normally be a minimum of 6 metres away from any part of the premises.</i>

5.0 Interior Furnishings

5.1	Are all interior furnishings made from fire resisting materials? (The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993))	N/A
5.2	Where appropriate are they retreated with flame retardant chemicals, or made from inherently flame retardant materials?	N/A
5.3	Are all items located away from ignition sources?	N/A

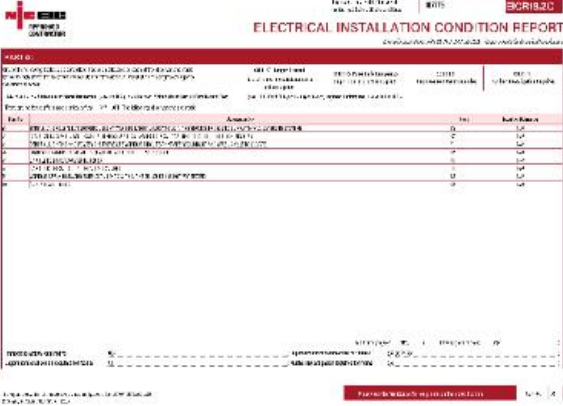

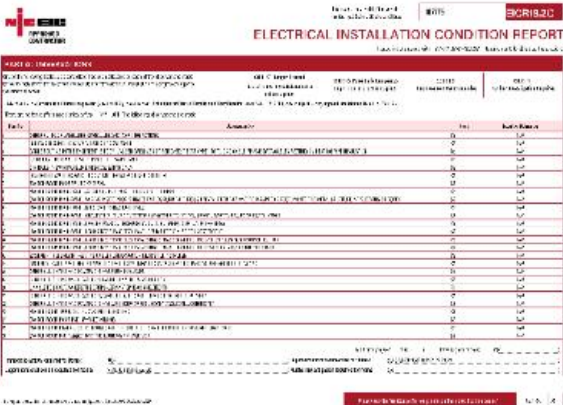
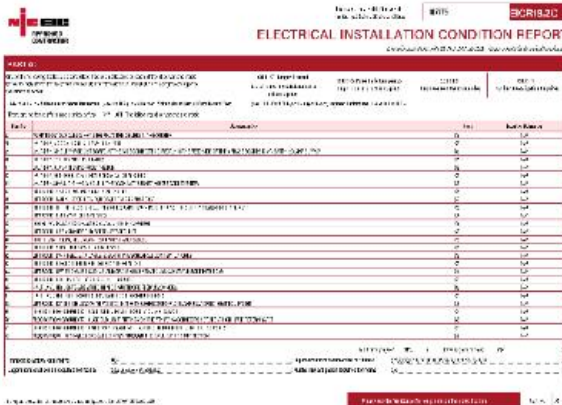
5.0 Interior Furnishings: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
5.1	There are no furnishings in any of the common parts of the premises. It is beyond the scope of this assessment to establish whether furniture and furnishings contained in any of the dwellings comply with The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in 1989 & 1993).

6.0 Heating and Electrical Appliances

6.1	Are portable or fixed heaters used, sited correctly (away from combustibles) and free from naked flames?	N/A
6.2	Is portable appliance testing carried out?	Yes
6.3	Are fixed installations periodically inspected and tested?	No
6.4	Is there a procedure to prevent the use of unauthorised portable appliances?	Yes
6.5	Is the ventilation of all appliances adequate?	Yes
6.6	Are all appliances turned off when the area is unoccupied?	Yes
6.7	Are all appliances free from visible signs of overheating?	Yes
6.8	Are multi-point adapters and extension leads kept to a minimum and free from damage?	Yes
6.9	Are walkways or escape routes free from trailed cables?	Yes
6.10	Do signs indicate all electrical hazards?	Yes
6.11	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
6.12	Are filters changed and ductwork cleaned regularly?	N/A
6.13	Are legal or other requirements for testing, maintenance & record keeping complied with for equipment such as hoists, escalators, air handling systems, heating boilers, pressure vessels etc.?	Yes
6.14	Do the premises have a lightning protection system? (where required)	Yes
6.15	Have other potential sources of heat not listed above been considered?	N/A

6.0 Heating and Electrical Appliances: Finding(s)

Ref	SIGNIFICANT FINDINGS
	Observation <p>6.3 There is evidence that the electrical fixed wiring test has been completed to BS:7671 IET Wiring regulations but the outcome of the test was unsatisfactory, highlighting several remediations that have to be undertaken.</p>
	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">  </div> <div style="width: 50%;">  </div> <div style="width: 50%;">  </div> <div style="width: 50%;">  </div> </div>
	Recommended Actions <p>6.3 The Responsible Person should arrange for an approved electrical contractor to remediate the actions.</p>
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
6.9	Ongo Have adopted a sterile policy
6.11	There are no cooking facilities in any of the common areas of the premises.

7.0 Persons at Risk

7.1	Does the actual occupancy of the premises/building conform with the occupancy figures contained in the relevant guide for the type of premises/purpose group?	Yes
7.2	Are the management/responsible person(s) aware of the occupancy restrictions for all rooms within the premises? i.e. function rooms, bars, conference facilities	Yes
7.3	Have the requirements of the Equality Act 2010 (permanent or temporary disabilities) for ALL persons been assessed and complied with where reasonable?	Yes
7.4	Have all disabled staff members been consulted and where agreed PEEPs been prepared?	Yes
7.5	Have standard PEEPs been prepared where disabled members of the public or visitors may reasonably be expected to resort to the premises?	N/A
7.6	Are disabled refuges provided?	No
7.7	Are members of staff trained in the evacuation of disabled or mobility impaired persons?	Yes
7.8	Are fire evacuation drills conducted at least annually, taking into account all relevant persons and the results recorded?	Yes
7.9	Is the access of relevant persons controlled at all times? i.e. are public, visitors & contractors required to sign in?	Yes
7.10	Are relevant persons made aware of the fire and health and safety procedures on arrival? (i.e. fire procedure/building plan adjacent to signing in book etc.)	Yes
7.11	Are notices in place to inform of restricted access areas?	Yes
7.12	Are there designated fire marshals where appropriate for all areas to ensure all relevant persons are accounted for following an emergency?	N/A
7.13	Is sleeping accommodation provided for the staff, public, temporary residents etc.? (Hotels, boarding houses, probation hostels etc.).	No

7.0 Persons at Risk: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
	None.

8.0 Means of Escape

8.1	Do travel distances meet the criteria given in the relevant HM Government guide and recognised industry norms and guidelines?	Yes
8.2	Is the smoke ventilation provision suitable for the escape travel distances and protection of escape staircases? OV, AOV, PV or mechanical systems? Are the systems subject to regular servicing and testing?	Yes
8.3	Are there a sufficient number of exits of suitable width from each area/room for the persons present?	Yes
8.4	Can you ordinarily expect the Fire Service to arrive in the event of a fire whilst the fire is in the room of origin?	Yes
8.5	Can you expect the premises to be evacuated within the standard times for the type of construction?	Yes
8.6	Are all escape routes available and accessible at all times?	Yes
8.7	Are all escape routes and stairways free from undesirable items? (E.g. portable heaters, cooking appliances, furniture, coat racks, vending/gaming machines, photocopiers, mirrors.	Yes
8.8	Do any inner rooms exist?	Yes
8.9	Where inner rooms exist are vision panels provided or detection located in the access room?	Yes
8.10	Are all emergency exits doors unlocked and available at all times when the premises are occupied?	Yes
8.11	Are all final exit doors checked (opened) on a regular basis? Are the outcomes recorded?	Yes
8.12	Is the door furniture provided appropriate for the purpose group of the premises i.e. public buildings, licensed premises etc.?	Yes
8.13	Are floor and stairway surfaces in good condition and free from slip and trip hazards?	Yes
8.14	Do all final exits lead to a place of safety?	Yes
8.15	Are external escape paths clear of obstructions?	Yes
Electronic Door Release Devices		
8.16	Are all escape doors free from electro-mechanical door locks devices?	Yes
8.17	Are all escape doors free from electro-magnetic door locks devices?	Yes
8.18	Where electronic/electrical door control devices are fitted do they meet the installation criteria given in BS 7273 Pt. 4 2015	N/A
8.19	Do entry control devices conform to the category of actuation for the purpose group that the particular premises/building currently operates within?	Yes
8.20	Is the emergency operation of the door lock stated by appropriate signage?	Yes
8.21	Have all persons in the assessment area received instructions on how the devices operate in the event of an emergency?	Yes


8.0 Means of Escape: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
8.0	<p>Once a fire has started, been detected and a warning given, everyone in the premises should be able to escape to a place of total safety unaided and without the help of the fire and rescue service, although it is recognised that some occupants require assistance due to impaired mobility. Escape routes should be designed to ensure, as far as possible, that any person confronted by fire anywhere in the building, should be able to turn away from it and escape to a place of reasonable safety, e.g. a protected stairway. From there they will be able to go directly to a place of total safety away from the building. Exit doors on escape routes and final-exit doors should normally open in the direction of travel and be quickly and easily openable without the need for a key or special knowledge.</p> <p>Go To Top</p>

9.0 The Confinement of Fire

9.1	Are all escape routes and compartments protected by fire resistant walls and doors where required?	Yes
9.2	Are all fire doors self-closing, fitted with smoke seals and intumescent strips where required, kept locked shut where appropriate and in good condition?	Yes
9.3	Is there a procedure in place to regularly check the condition of fire resisting doors and doorsets?	Yes
9.4	Do wall & ceiling linings meet the required surface spread of flame?	Yes
9.5	Have any breaches in the fire resistance (walls, floors and doors) been fire stopped with appropriate fire resisting materials?	No
9.6	Have there been any structural alterations within the past 12 months?	No
9.7	Were the requirements of the Building Regulations followed and a completion certificate issued?	N/A
9.8	Are all ducts fitted with effective fire dampers where required?	Yes
9.9	Are all fire exits or glazing underneath and within 1.8m horizontal or 9m vertically of any external escape stair, fire resisting, self-closing, or kept shut where appropriate?	Yes
9.10	Is there a procedure for all premises/areas to be checked at the end of a working period for potential fire hazards?	Yes
9.11	Are there any other premises features or hazards that could affect fire development or spread?	No
9.12	Are the premises secure from any potential fire hazards outside susceptible to arson attack that could affect the building?	Yes
Automatic Hold Open Devices		
9.13	Are any fire doors fitted with automatic door release devices and is smoke detection provided within the area located near to the door release device? (Consider to L3 standard?)	Yes
9.14	Are all non-self-contained devices linked to the fire alarm system and released on actuation?	N/A
9.15	Are any self-contained, acoustically actuated door hold open devices fitted?	Yes
9.16	Are all devices tested regularly and the results recorded?	Yes
9.17	Are all doors released at night or when the area is unoccupied?	No
External Wall Systems		
9.18	Has the risk of external fire spread been considered? Consider external cladding, wall systems, external render and balconies.	Yes
9.19	Has there been any previous examination of the building's external wall system or cladding? If yes provide details.	Yes

9.0 The Confinement of Fire: Finding(s)

Ref	SIGNIFICANT FINDINGS
	Observation
9.5	<p>An ad-hoc survey carried out by both the fire risk assessor and a colleague from the passive fire protection team inspected numerous areas and found that the fire-stopping carried out previously did not appear to comply with industry best practice.</p> 
	Recommended Actions
9.5	Recommend that a complete compartmentation and fire-stopping survey is carried out in these premises.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
	None.

10.0 Automatic Fire Detection

10.1	Is the premises provided with a fire alarm system and is the fire alarm or category suitable for the risk and premises type?	Yes
10.2	Is it possible to define the detection system category? (L1- L5 etc.)	Yes
10.3	Are sufficient fire alarm call points and detectors provided, visible and free from obstruction?	Yes
10.4	Can the alarm be raised without placing anyone at risk?	Yes
10.5	Are all fire alarm sounders of the same type, giving the same alarm signal? The signal should be distinct from all other alarms or signals in the workplace to avoid confusion.	Yes
10.6	Where required does the system have a voice alarm? i.e. large places of assembly	N/A
10.7	Can the alarm be heard throughout all areas of the premises?	Yes
10.8	Has a suitable fire zone plan been provided adjacent to the fire panel where necessary? i.e. complex premises or care homes	Yes
10.9	Is the fire alarm system under a regular maintenance programme by a qualified fire alarm engineer?	Yes
10.10	Are there systems in place to ensure the system is tested weekly from a different call point?	Yes
10.11	Are all fire alarm tests, faults and maintenance schedules recorded?	Yes

10.0 Automatic Fire Detection: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
10.0	The AFD is well-managed and maintained.
10.2	The automatic fire detection and alarm system conforms to an L2 type system BS:5839 part 1 in order to support simultaneous evacuation of the premises.

11.0 Emergency Escape Lighting

11.1	Has the provision of emergency lighting been considered? Working hours, windowless areas, open access areas>60m2, toilets>8m2.	Yes
11.2	Is emergency lighting provided in accordance with guidance relevant to the purpose group for the premises? (BS5266, ADB)	Yes
11.3	Does it illuminate escape routes, exits, corridors, hazards or obstructions, changes in floor level, signs, fire alarm call points and firefighting equipment?	Not Known
11.4	Is the emergency lighting beyond the final exit adequate so that persons can reach a place of safety?	Yes
11.5	Are routine checks carried out in accordance with the appropriate standard to which the system conforms – i.e. daily, monthly, 6 monthly and annual checks?	Yes
11.6	Are records of maintenance kept?	Yes



11.0 Emergency Escape Lighting: Finding(s)


Ref	SIGNIFICANT FINDINGS
	Observation
11.3	It was not possible to include the roof area in this assessment as it was inaccessible. There is CCTV equipment sited on the roof of Sutton House used by North Lincolnshire Council for the monitoring of security in the area. Access to the roof is gained via a fixed ladder on the 19th floor which leads to the roof via an access hatch. The hatch is locked in order to prevent unauthorised access. It was therefore impossible to assess the adequacy of walkways, emergency lighting or other potential hazards present on the roof area.
	Recommended Actions
11.3	The Responsible Person should carry out an inspection of the roof area to ensure that walkways and emergency lighting are both maintained to an adequate standard and that any other potential hazards are identified and managed appropriately.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
11.5	Emergency lighting is to a EL4 BS:5266.part1: 2016

12.0 Fire Fighting Equipment, Facilities, Systems & Fixed Installations

Firefighting Equipment		
12.1	Where appropriate are adequate numbers of fire extinguishers provided? Consider floor area, special risks?	Yes
12.2	Are the correct types of extinguishers provided for the risks and installed and sited in accordance with current guidance?	Yes
12.3	Are appropriate checks carried out on a monthly basis?	Yes
12.4	Are all extinguishers serviced by a qualified engineer every 12 months?	Yes
Firefighting and Firefighter Facilities		
12.5	Are firefighting and firefighter facilities provided, tested and maintained?	Yes
12.6	Are all systems fully operational and under a maintenance programme?	Yes
12.7	Are all security devices functional? (Sprinkler valves, wet & dry rising mains padlocked etc.)	Yes
12.8	Where sprinklers are fitted are all heads clear of obstructions (500mm clear of stock) and functional?	No
12.9	Are firefighting shafts or fire mains provided and are the locations of the inlets/outlets in line with current guidance?	No
Firefighting Lifts		
12.10	Are lifts provided for the use of firefighters or evacuation?	No
12.11	Are all controls functional, tested and maintained?	N/A
12.12	Are any defects to the lift(s) reported to the Fire and Rescue Service?	N/A
Facilities and Systems		
12.13	Is there an Emergency Alert System (EAS) for use by the Fire and Rescue Service?	N/A
12.14	Have up to date floor and building plans been provided to the Fire Service in electronic format, detailing key building information?	Yes
12.15	Where appropriate, has a secure information box (SIB) been provided with up to date info, and access keys?	Yes

12.0 Fire Fighting Equipment, Facilities, Systems & Fixed Installations: Finding(s)


Ref	SIGNIFICANT FINDINGS
	Observation
12.6	There is a build-up of waste material and oil/grease/fat around the sprinkler head within the bin store, additionally there is no physical protection around this individual head and it could potentially be accidentally operated by waste or the movement of the bins.
	Recommended Actions
12.6	Ensure this head is cleaned regularly and consider placing protection around the valve.
	Observation
12.6	 <p>All disused hosereels are still in place, with no signage to state they are not in use. Untrained personnel may attempt to use these to fight fires and delay their evacuation.</p>
	Recommended Actions
12.6	In the short-term place signage stating hose reels are not in use, longer term remove hosereels.
Ref	RECOMMENDATIONS
	Observation
12.7	<p>Incorrect dry riser pipe colour and no pipe dry riser markers</p> 
	Recommended Actions
12.7	Recommend returning dry riser pipe colour to British Standards and apply BS dry riser marker arrows as per BS1710:2014

Ref	COMMENTARY
12.5	There is no firefighting lift or firefighting shaft but there is evidence to show that the dry riser and the sprinkler system are maintained adequately.
12.7	<p>Correctly secured dry risers value</p> 

13.0 Fire Safety Signs and Notices

13.1	Do signs indicate all final exits?	Yes
13.2	Are all signs in the correct position, suitably fixed and directional arrows correct? (Can the way out be found just by using signs alone?)	Yes
13.3	In places of public assembly are all escape signs illuminated on maintained luminaires?	Yes
13.4	Are fire action notices displayed prominently, of a similar type and completed fully throughout the premises?	Yes
13.5	Does the content of the fire action notices reflect the actual procedure?	Yes
13.6	Where firefighting equipment or fire alarm call points are not clearly visible is their location highlighted by supporting signage?	No
13.7	Are all fire doors signed appropriate to their use i.e. Fire Door Keep Locked Shut, Fire Exit Keep Clear etc.?	Yes
13.8	Where required, are external fire assembly points signs prominently displayed?	Yes
13.9	Are "No Smoking" signs and procedures in place to ensure there is no smoking in work or public places? (The Smoke Free (Premises and Enforcement) Regulations 2006)	Yes
13.10	Do all signs comply with the EN 7010:2011 where necessary?	Yes
13.11	Has wayfinding signage been provided to clearly indicate floor levels, flat numbers from within the staircase(s) and each floor level?	Yes

13.0 Fire Safety Signs and Notices: Finding(s)

Ref	SIGNIFICANT FINDINGS	
	Observation	
13.6	 <p>No clear and obvious signage is in place for attending FRS on the location of the sprinkler stop valve, the sprinkler top-up feed and the dry riser inlet,</p>	
	Recommended Actions	
13.6	Ensure signage is place that is clear to attending FRS personnel where these firefighting facilities are located.	
Ref	RECOMMENDATIONS	
	None.	
Ref	COMMENTARY	
13.0	<i>Fire safety signs should be installed throughout the premises including fire exit signs, fire action notices, signs indicating fire fighting equipment, fire door signs and all fire safety related signs that would be expected. All signs are required under the Health and Safety (Safety Signs and Signals) Regulations 1996 and must comply with the provisions of these regulations.</i>	

14.0 General Fire Safety Procedures

14.1	Has the premises been free from reports of any fire related incidents within the past 12 months?	Not Known
14.2	Has action been taken to avoid reoccurrence?	Not Known
14.3	Has the premises been free of any fire alarm actuations within the past 12 months?	Not Known
14.4	Where necessary has any action been taken to prevent reoccurrence?	Not Known
14.5	Have there been any incidents of deliberate ignition by employees or arson attacks?	Not Known
14.6	Are procedures in place to inform relevant persons of the need to report any potential fire hazards?	Yes
14.7	Has a person(s) been given the overall responsibility for fire safety related matters and management?	Yes
14.8	Have the fire service inspected the premises within the last 12 months?	No
14.9	Were any recommendations, enforcement or prohibition notices served?	No
14.10	Have all recommendations and notices been complied with?	N/A
14.11	Are all important documents that may affect business continuity stored in fire resisting containers?	Yes
14.12	Is adequate access provided for fire service vehicles in the event of an emergency?	Yes

14.0 General Fire Safety Procedures: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
	None.

15.0 Fire Safety Management

15.1	Are there an adequate number of appointed competent persons and arrangements (under Article 18 of the RRFSSO) in place to assist the responsible person in the management and implementation of the preventative and protective measures? (safety assistance)	Yes
15.2	Have all staff been trained in how to call the Fire Service, use of fire extinguishers, evacuation procedures and basic fire awareness?	Yes
15.3	Do all new employees receive basic fire procedure and induction training on the date of appointment?	Yes
15.4	Are records of fire safety training kept?	Yes
15.5	Are systems and procedures in place to control any new work, alterations or repairs to the premises, so that no fire hazards are introduced?	Yes
15.6	Is a "permit" to work procedure in place for contractors etc.?	Yes
15.7	Where an alterations notice is in force has the enforcing authority been informed prior to any significant changes being made?	N/A
Fire Marshals & Fire Plans		
15.8	Are fire marshals required to take charge of a fire incident and liaise with the Fire Service where required?	Yes
15.9	Is there a list of fire marshals displayed in all locations where required?	No
15.10	Are systems in place to provide identification for fire marshals during an emergency where required?	N/A
15.11	Has a suitable fire assembly point been designated? (i.e. free from traffic hazards, radiated heat and free movement away from the premises)	Yes
15.12	Do the premises require a written fire emergency plan detailing the roles and responsibilities in order to safely evacuate?	Yes
15.13	Where required, is the fire emergency plan displayed on the premises?	Yes
15.14	Are there procedures for calling out key staff during fire related emergencies outside of normal working hours?	Yes

15.0 Fire Safety Management: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
15.3	RP reports the evidence of the fire emergency plan is inserted in the PIB box

16.0 Fire Emergency Plan

16.1	Do the premises have a fire procedure/emergency plan and is it suitable for the numbers of staff and the processes carried on within the premises?	Yes
16.2	If the premises operates a "stay put" policy, is this suitable?	N/A
16.3	In multi-occupied buildings do all the fire /emergency plans complement each other?	N/A

16.0 Fire Emergency Plan: Finding(s)

Ref	SIGNIFICANT FINDINGS
	None.
Ref	RECOMMENDATIONS
	None.
Ref	COMMENTARY
	None.

17.0 Risk Analysis, Priority Ratings and Fire Risk Ratings

Each action required has been given a priority rating of between 1 and 3 based upon the following:

Priority 1 (P1)	A serious breach of the Fire Safety Order which if not actioned would significantly increase the risk of fire or injury. Failure to reduce the risk could result in substantial injury to relevant persons. Actions or omissions of this nature would normally constitute an offence liable to enforcement or prosecution actions by the Fire Authority. The time scales given are normally short.
Examples include:	Blocked or locked fire exits, serious breaches of life safety fire resistance, ineffective fire doors, insufficient or complete failure of fire alarm, emergency lighting or smoke venting systems.
Priority 2 (P2)	A lesser breach of the Fire Safety Order or property risk, which if not resolved may present a risk of fire or injury. Failure to reduce the risk could result in a moderate injury to relevant persons. Compliance may still be required to satisfy enforcing authorities but longer time scales are given.
Examples include:	Breaches in compartmentation. Firefighting equipment missing or defective, minor defects to the fire alarm or emergency lighting systems.
Priority 3 (P3)	Poor practices or features that whilst not presenting a serious risk would detract from the overall impact on the fire safety provisions within the premises. Also includes provision or practices and features that are preferable over and above the minimum standards required under the Fire Safety Order. Time scales are variable. The acts or omissions would normally be tolerable but actions should still be implemented to reduce the risk level to a negligible level - time scales are variable.
Examples include:	Missing or incomplete fire signage, incomplete maintenance logs.

The fire risk assessment process involves an assessment of the likelihood of an event (generally outbreak of fire) combined with an assessment of the severity should the event be realised, the severity being classified as negligible, tolerable, moderate, substantial or intolerable. Each significant finding identified has been given an appropriate risk rating, which is then prioritised accordingly on the action plan.

Once all the significant findings have been identified the premises are given an overall **Life** and **Property** risk rating based on the expert opinion, experience and training of the fire safety consultant conducting the assessment.

Definitions:	
Hazard:	An article, substance, machine, installation or situation with potential to cause harm, loss or both. A fire hazard is a hazard that has the potential to cause a fire or promote fire development and/or spread.
Risk:	A measure of the probability that the potential for harm or loss posed by the hazard will materialise, combined with the potential extent and severity of the harm and/or damage that may result.
Harm:	Physical injury, death, ill health, property and equipment damage and any form of associated loss, which could cause harm.
<p>To determine the risk rating two main areas are considered, the likelihood of an outbreak of fire and the potential for that outbreak to cause harm to persons, property and business continuity.</p> <p>The likelihood of fire outbreak is given a rating of highly unlikely, unlikely and likely, this is then multiplied by the harm potential rating of slight, moderate and serious harm.</p> <p>The level of fire risk is then quantified as negligible, tolerable, moderate, substantial or intolerable. The subjective risk rating is calculated and the risk level determined within the following parameters:</p>	
Negligible Risk	Where the combination of severity of harm and likelihood is very low and there is minimal risk to people's lives. The risk of a fire occurring is rare and the potential for fire spread is negligible, also where the overall fire safety management is of a high standard. No further action is normally required unless circumstances change. A reassessment should take place on the review date.
Tolerable Risk	Where the present systems, facilities or management procedures are reasonably satisfactory at the time of the assessment. Escape should be carried out unaided with effective fire safety management procedures in place. Possible minor actions may be required, with a reassessment being conducted at the review stage.
Moderate Risk	The present systems, facilities or management is unsatisfactory in some areas. Where a fire could occur and the available time needed to evacuate may be reduced by the speed of the development of fire, also where the reaction time of occupants may be slower because of the type of persons present e.g. sleeping, elderly or infirm or where there are large numbers of persons or complex escape routes. Remedial actions will be required with some control measures being implemented. A reassessment should be made once the control measures have been put in place.
Substantial Risk	Where the combination of severity and probability is high and urgent action must be taken to reduce the risk. Where a fire is likely or highly likely to occur and the spread of fire development would be such that the available escape time would be substantially reduced. Premises identified with substantial risk areas will normally require the provision of considerable resources in the form of equipment, training, information and management to mitigate the risks.
Intolerable Risk	Where the combination of severity and probability is such that extreme harm or death will occur and there is a real threat of an outbreak of fire. Action must be taken to immediately reduce the risk, ideally to a tolerable level. If this cannot be achieved, then consideration must be given to prohibiting or limiting the use of all or part of the premises until such risks can be reduced. Reassessment is required following implementation of the immediate or interim control measures.

The Probability of Fire depends on the number and nature of ignition sources, the extent of and any fire prevention measures and the nature and actions of the occupants. The Probability and Extent of Harm should a fire occur depends on the quality of the means of escape, number of storeys, complexity of the premises and mobility of the occupants.

Based upon the significant findings identified above, application of current fire safety codes and practice, experience and knowledge the following risk areas have been quantified.

FIRE RISK RATING MATRIX

LIKELIHOOD OF FIRE OUTBREAK	LIKELY CONSEQUENCES OF FIRE			
	Subjective Fire Risk Rating	Slight Harm	Moderate Harm	Serious Harm
	Highly Unlikely	Negligible Risk	Tolerable Risk	Moderate Risk
	Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
	Likely	Moderate Risk	Substantial Risk	Intolerable Risk

18.0 Summary of Findings

Ref	Hazard or Defect	Action Required	Hazard Priority	Risk Rating	Action By	Review Date	Contractor Completed
6.3	There is evidence that the electrical fixed wiring test has been completed to BS:7671 IET Wiring regulations but the outcome of the test was unsatisfactory, highlighting several remediations that have to be undertaken.	The Responsible Person should arrange for an approved electrical contractor to remediate the actions.	P1 - previously identified	Substantial		10 Oct 2024	
9.5	An ad-hoc survey carried out by both the fire risk assessor and a colleague from the passive fire protection team inspected numerous areas and found that the fire-stopping carried out previously did not appear to comply with industry best practice.	Recommend that a complete compartmentation and fire-stopping survey is carried out in these premises.	P1	Moderate		09 Oct 2024	
11.3	It was not possible to include the roof area in this assessment as it was inaccessible. There is CCTV equipment sited on the roof of Sutton House used by North Lincolnshire Council for the monitoring of security in the area. Access to the roof is gained via a fixed ladder on the 19th floor which leads to the roof via an access hatch. The hatch is locked in order to prevent unauthorised access. It was therefore impossible to assess the adequacy of walkways, emergency lighting or other potential hazards present on the roof area.	The Responsible Person should carry out an inspection of the roof area to ensure that walkways and emergency lighting are both maintained to an adequate standard and that any other potential hazards are identified and managed appropriately.	P2	Moderate		09 Oct 2024	
12.6	There is a build-up of waste material and oil/grease/fat around the sprinkler head within the bin store, additionally there is no physical protection around this individual head and it could potentially be accidentally operated by waste or the movement of the bins.	Ensure this head is cleaned regularly and consider placing protection around the valve.	P1	Moderate		09 Oct 2024	
12.6	All disused hose reels are still in place, with no signage to state they are not in use.	In the short-term place signage stating hose reels are not in use, longer term remove	P1 - previously identified	Substantial		09 Oct 2024	
13.6	No clear and obvious signage is in place for attending FRS on the location of the sprinkler stop valve, the sprinkler top-up feed and the dry riser inlet,	Ensure signage is place that is clear to attending FRS personnel where these firefighting facilities are located.	P2	Moderate		09 Oct 2024	

19.0 Recommendations

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
12.7	Incorrect dry riser pipe colour and no pipe dry riser markers	Recommend returning dry riser pipe colour to British Standards and apply BS dry riser marker arrows as per BS1710:2014	Moderate	

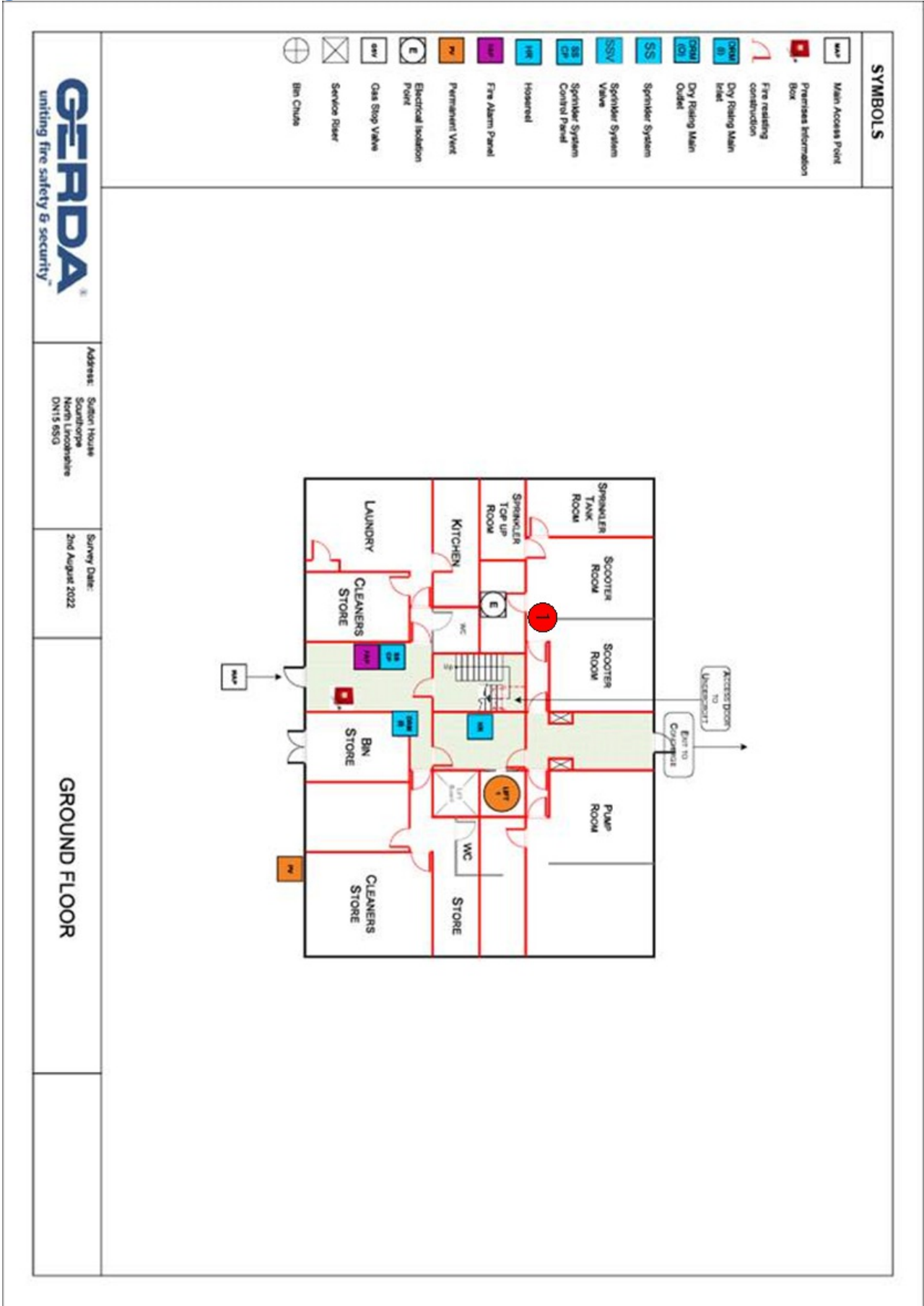
The recommendations above are issues which have been observed by the Fire Consultancy Specialists Ltd Consultant and which in their opinion do not constitute a breach of the Regulatory Reform (Fire Safety) Order 2005 which deals with life safety in relation to all relevant persons. The recommendations are designed to assist the responsible person in identifying areas where the required life safety systems are showing signs of deterioration, fair wear and tear etc. so that the business can budget for future replacements, repairs etc. In addition, there may be areas where the consultant believes the business is vulnerable from fire in terms of property protection or business continuity and therefore has included recommendations for the client to consider or investigate further.

IT IS FOR THE RESPONSIBLE PERSON TO DETERMINE WHETHER THE USE OF THE PREMISES, THE NATURE OF THE OCCUPANTS, THE PROPERTY PROTECTION, DAY TO DAY OPERATIONS AND THE FIRE SAFETY MANAGEMENT WOULD BE ENHANCED BY THE IMPLEMENTATION OF ANY RECOMMENDATIONS. THEY DO NOT CONSTITUTE A SIGNIFICANT FINDING.

20.0 Commentaries

Ref	Observation	Recommended Action	Risk Rating	Contractor Completed
10.0	The AFD is well-managed and maintained.	The AFD is well-managed and maintained.		

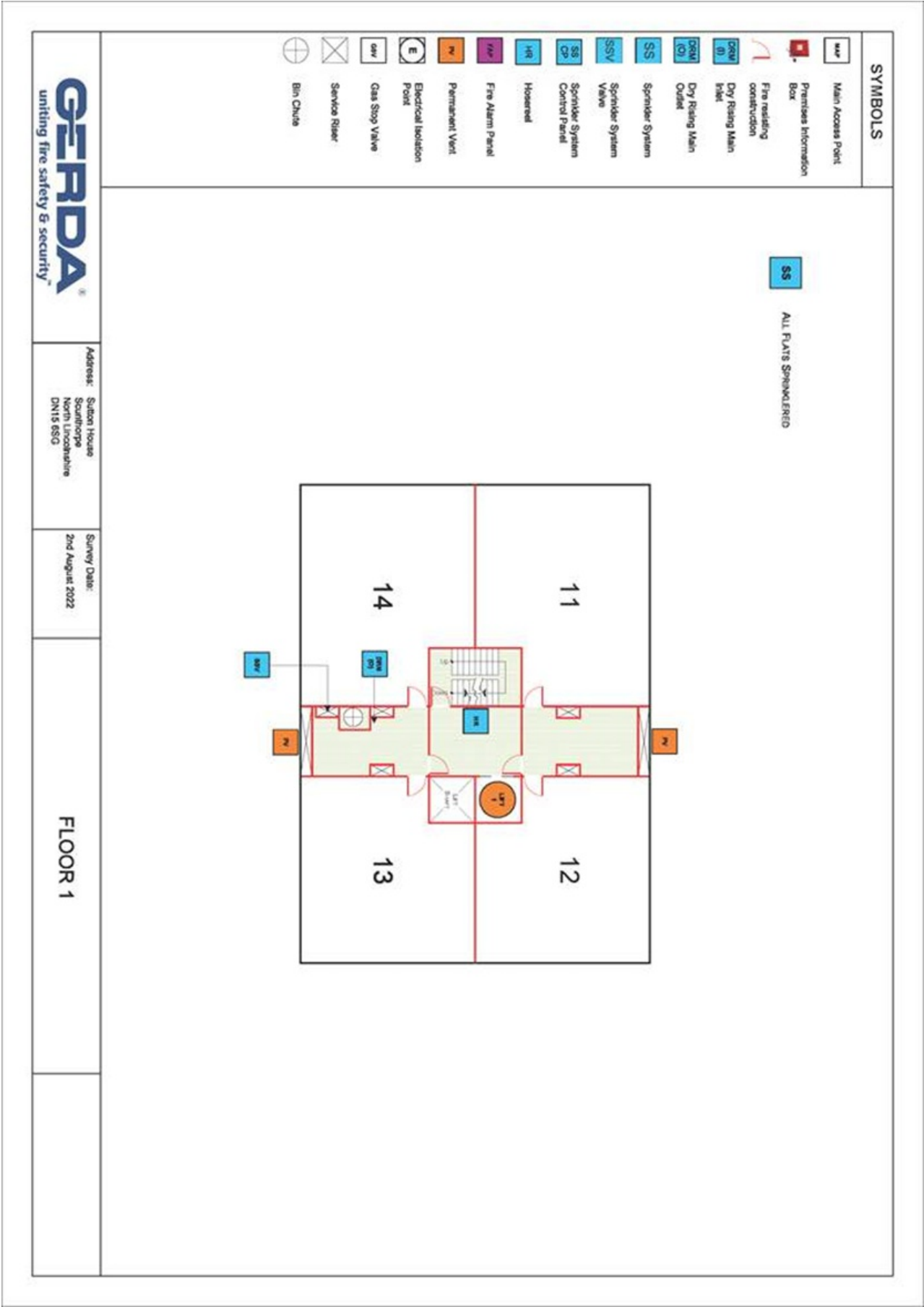
Appendix
ground floor

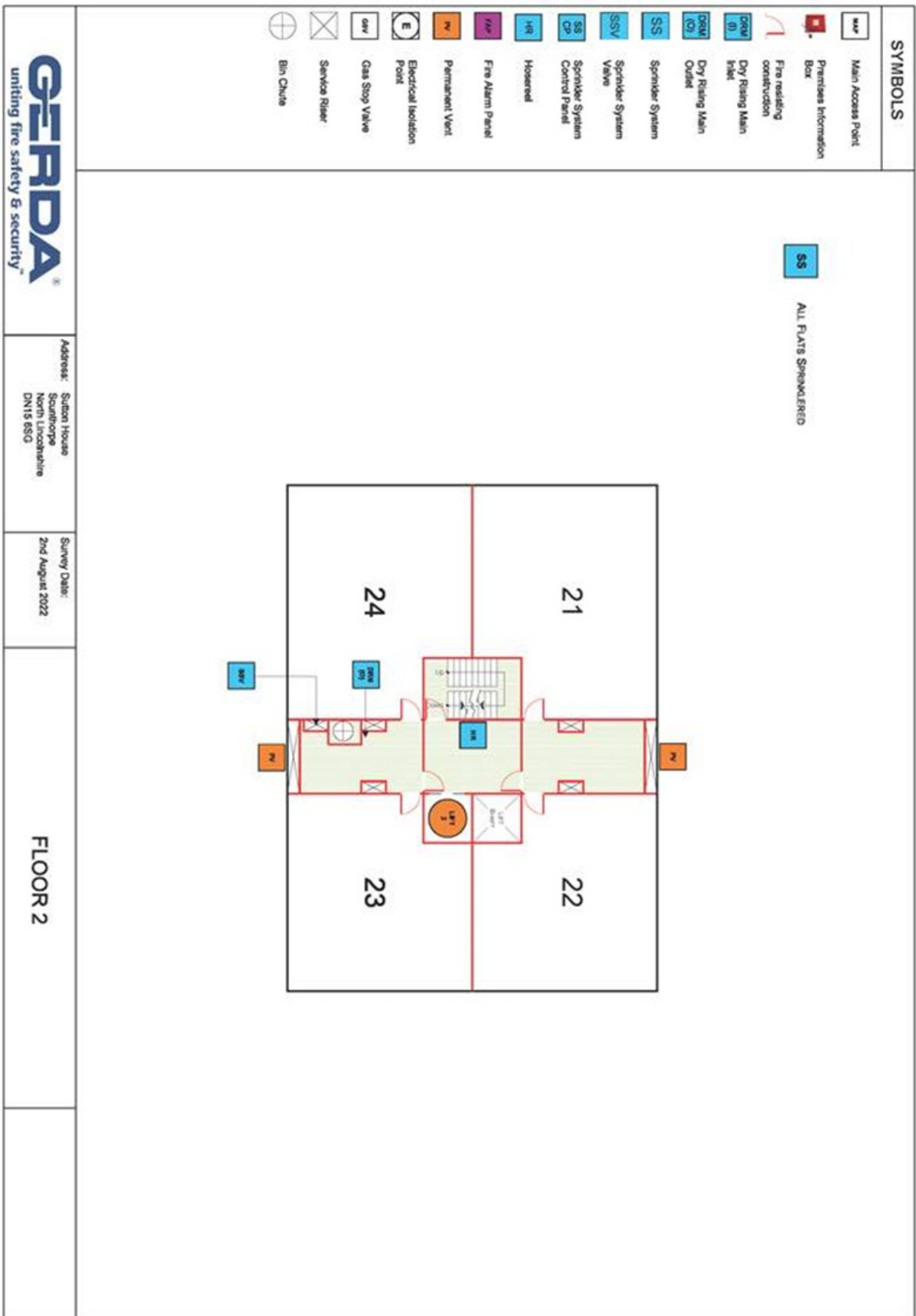


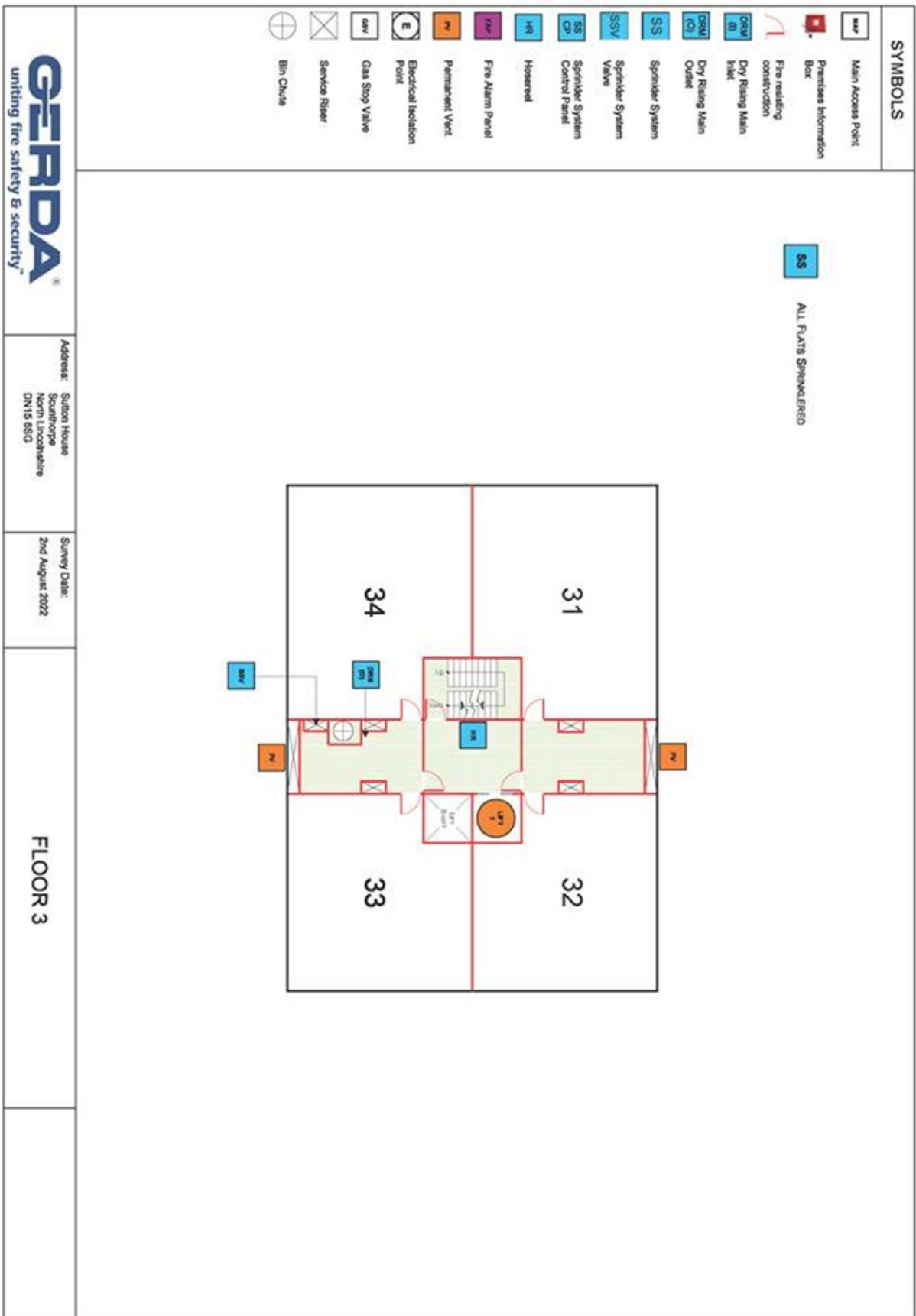
1 The Confinement of Fire - 9.5

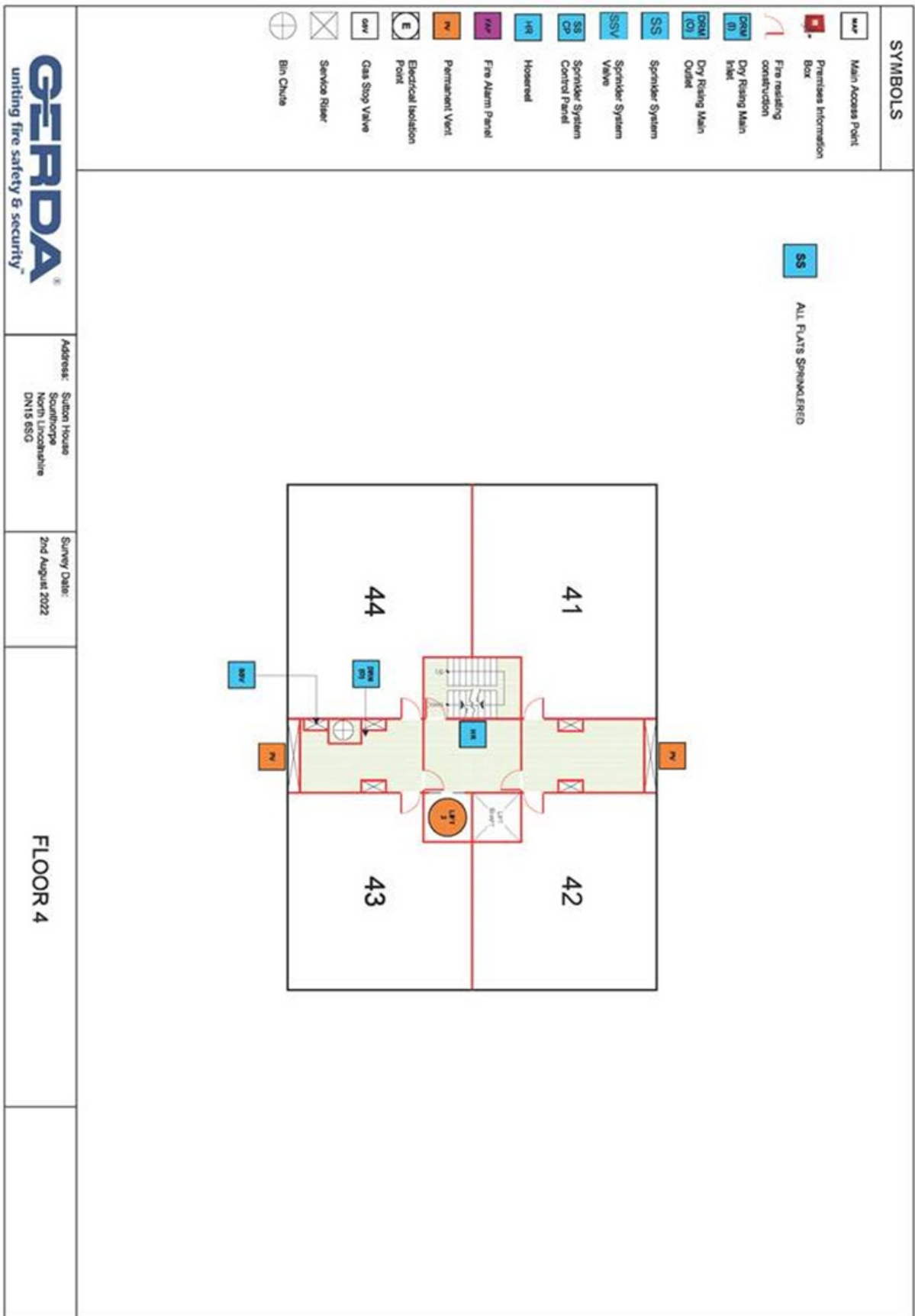
No Image

1st floor



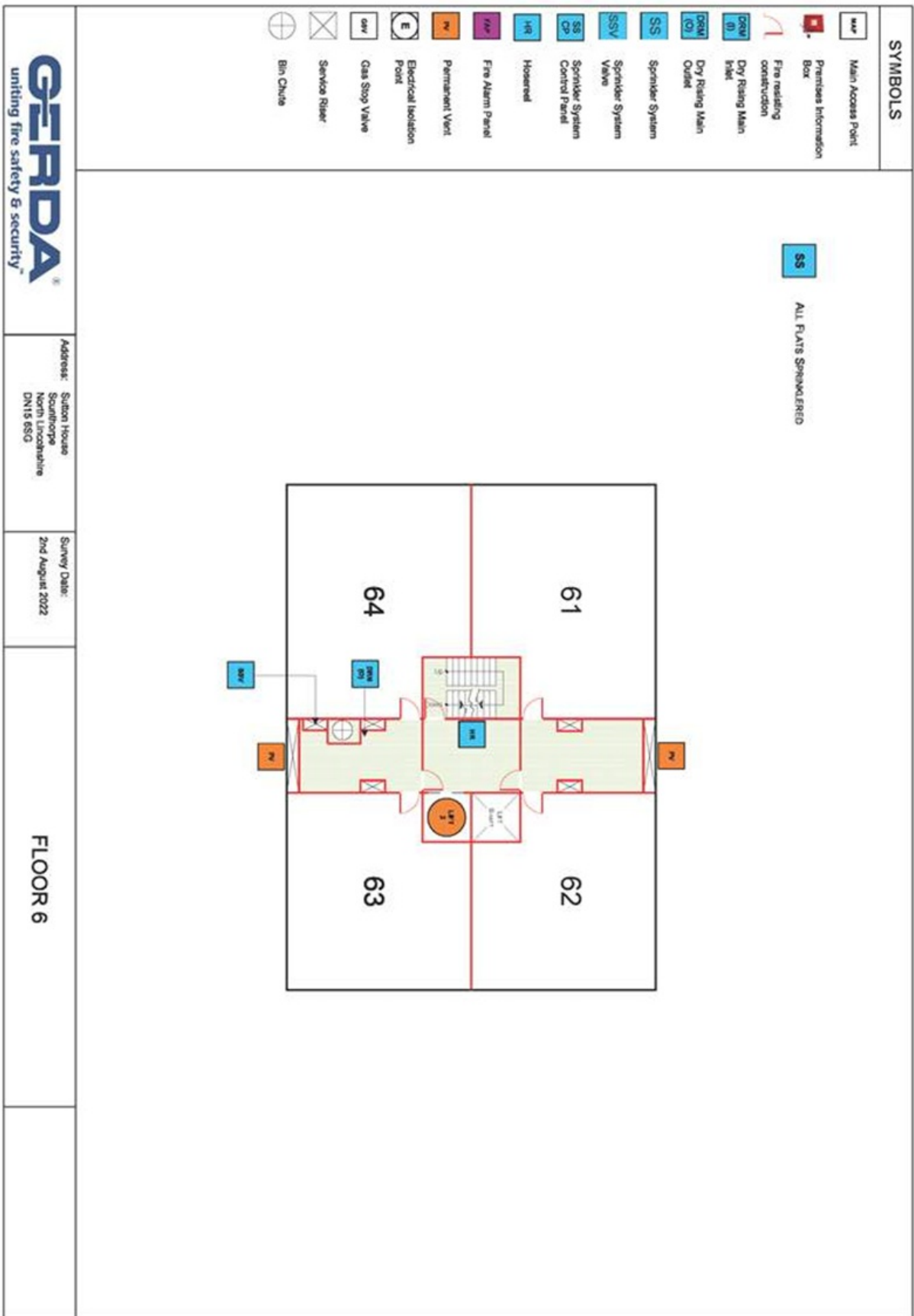


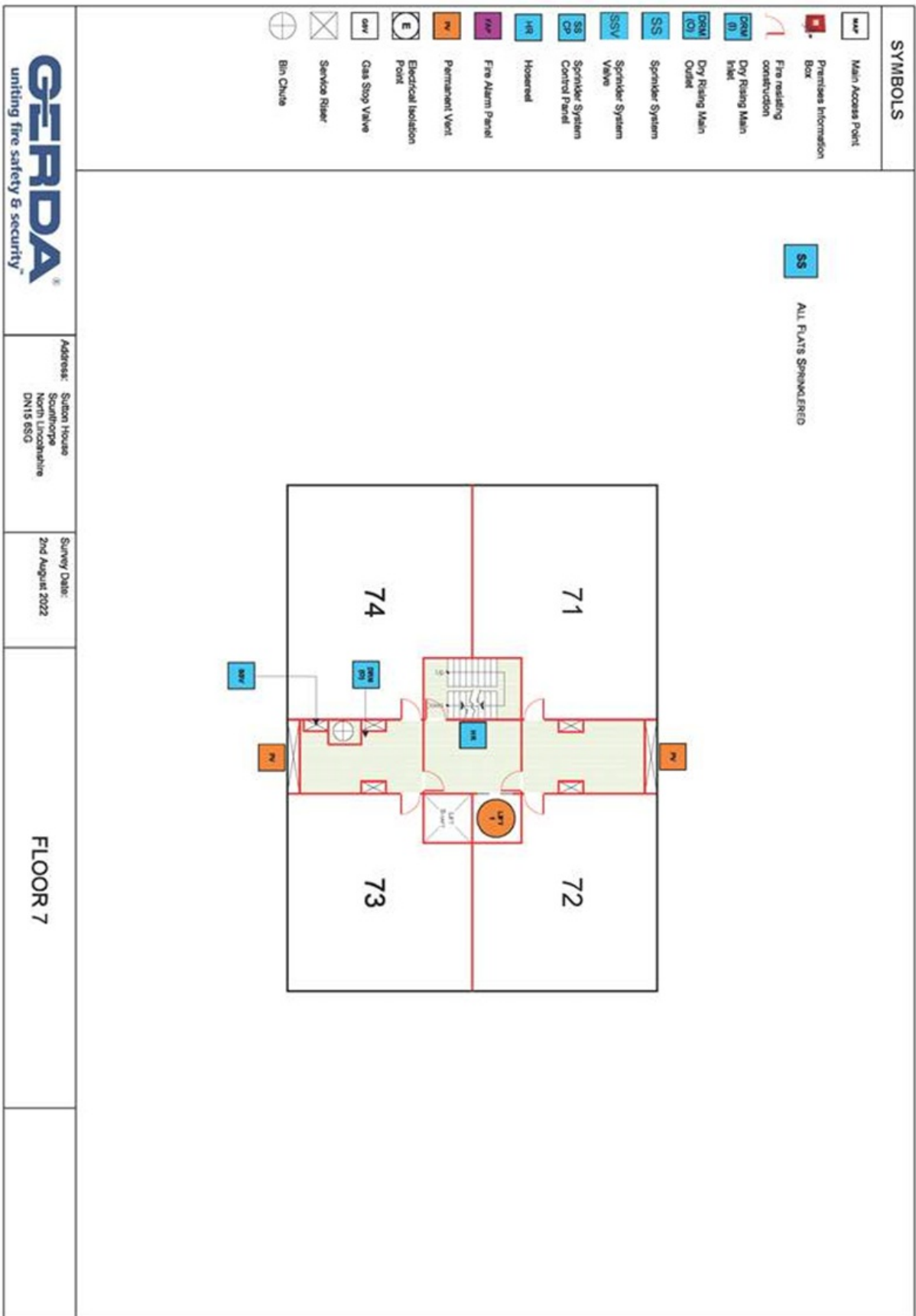


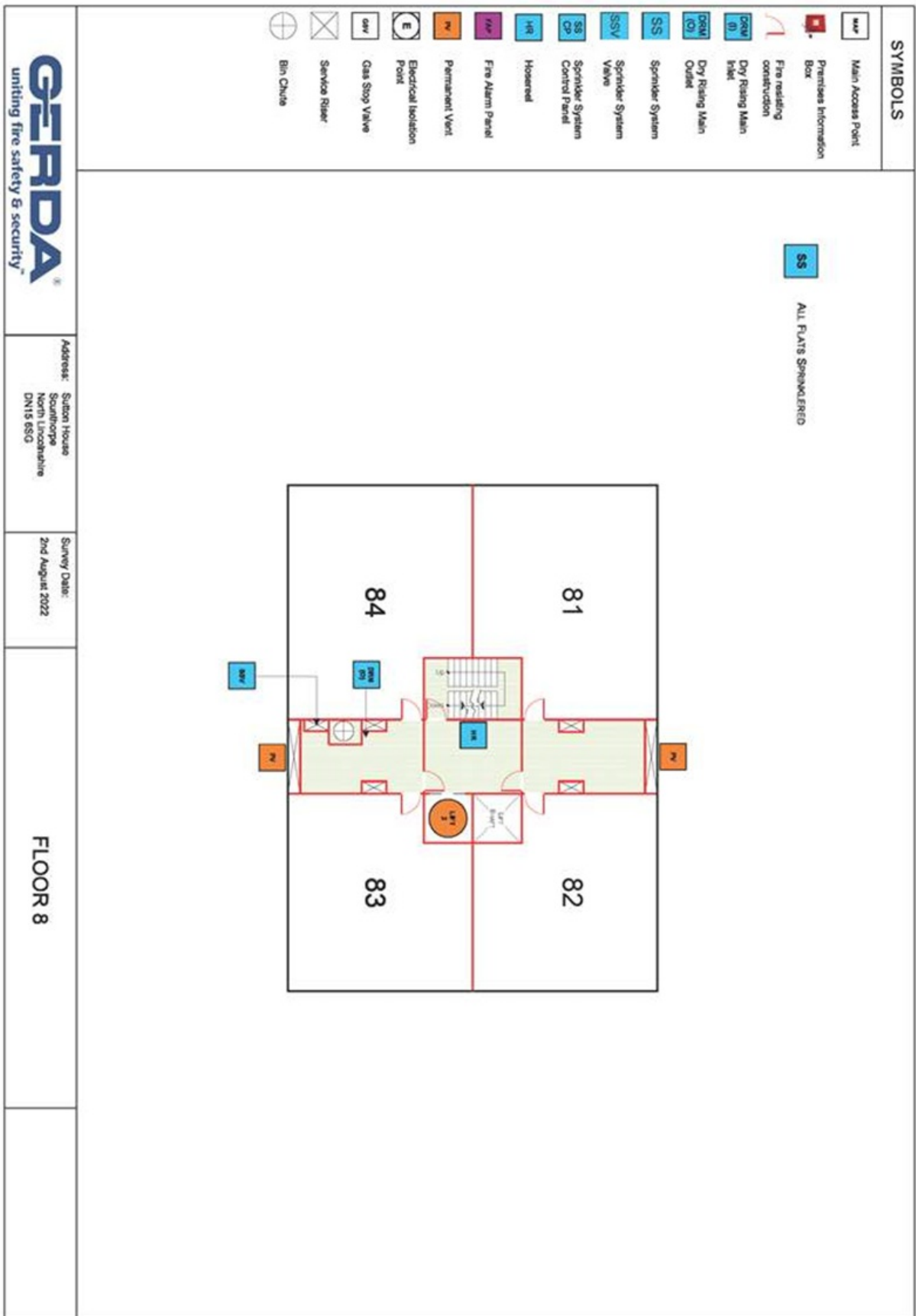


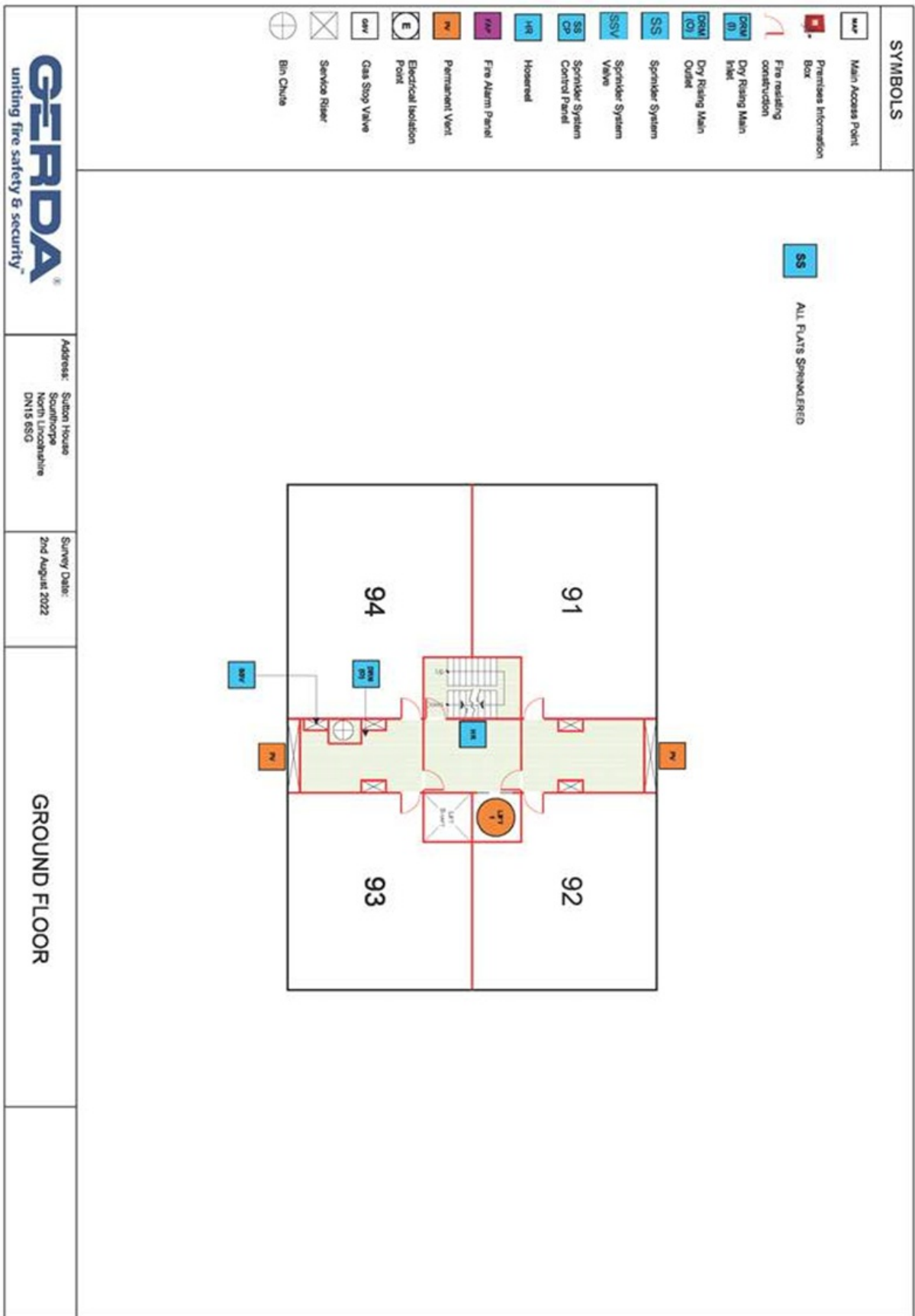
5th floor

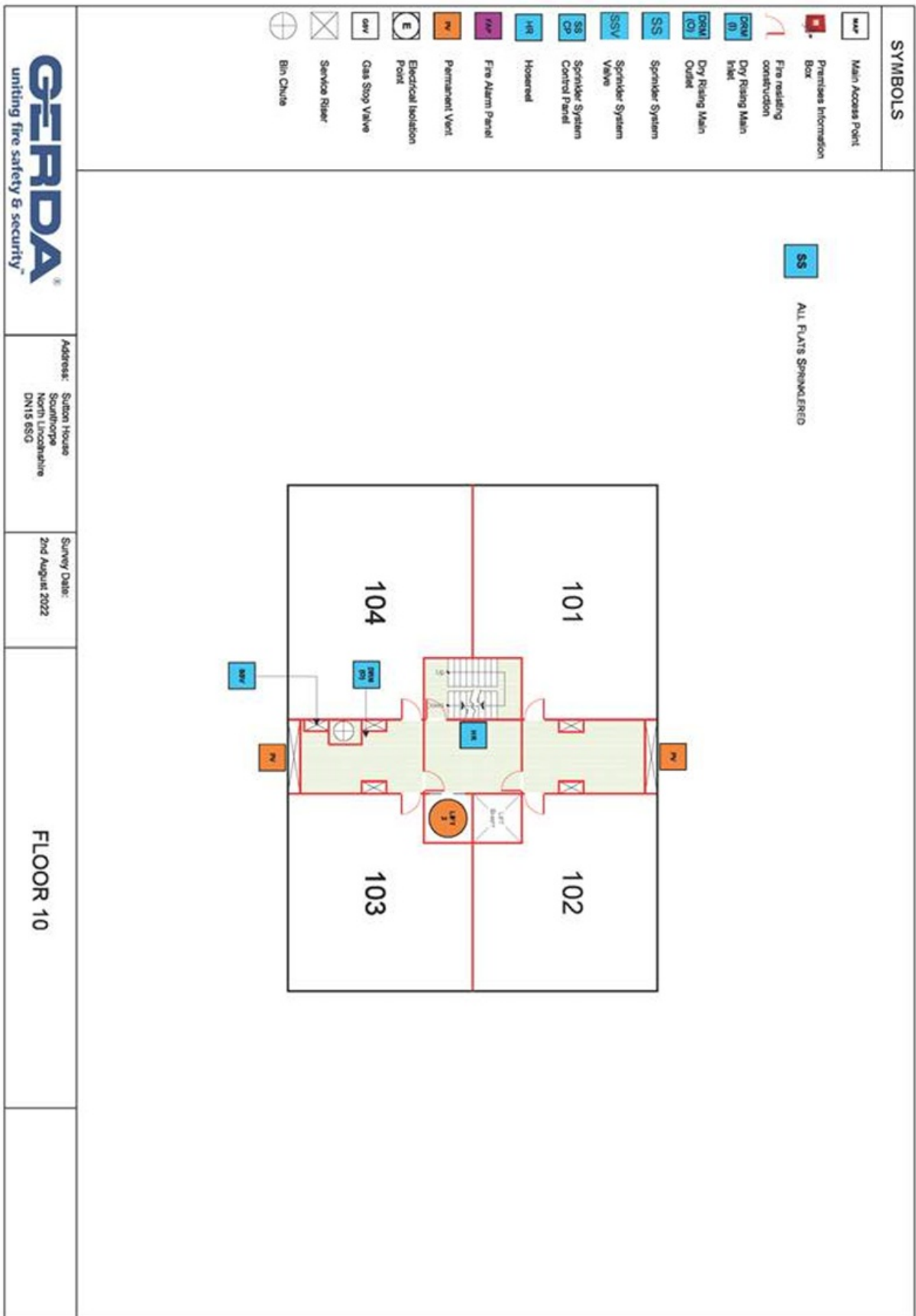






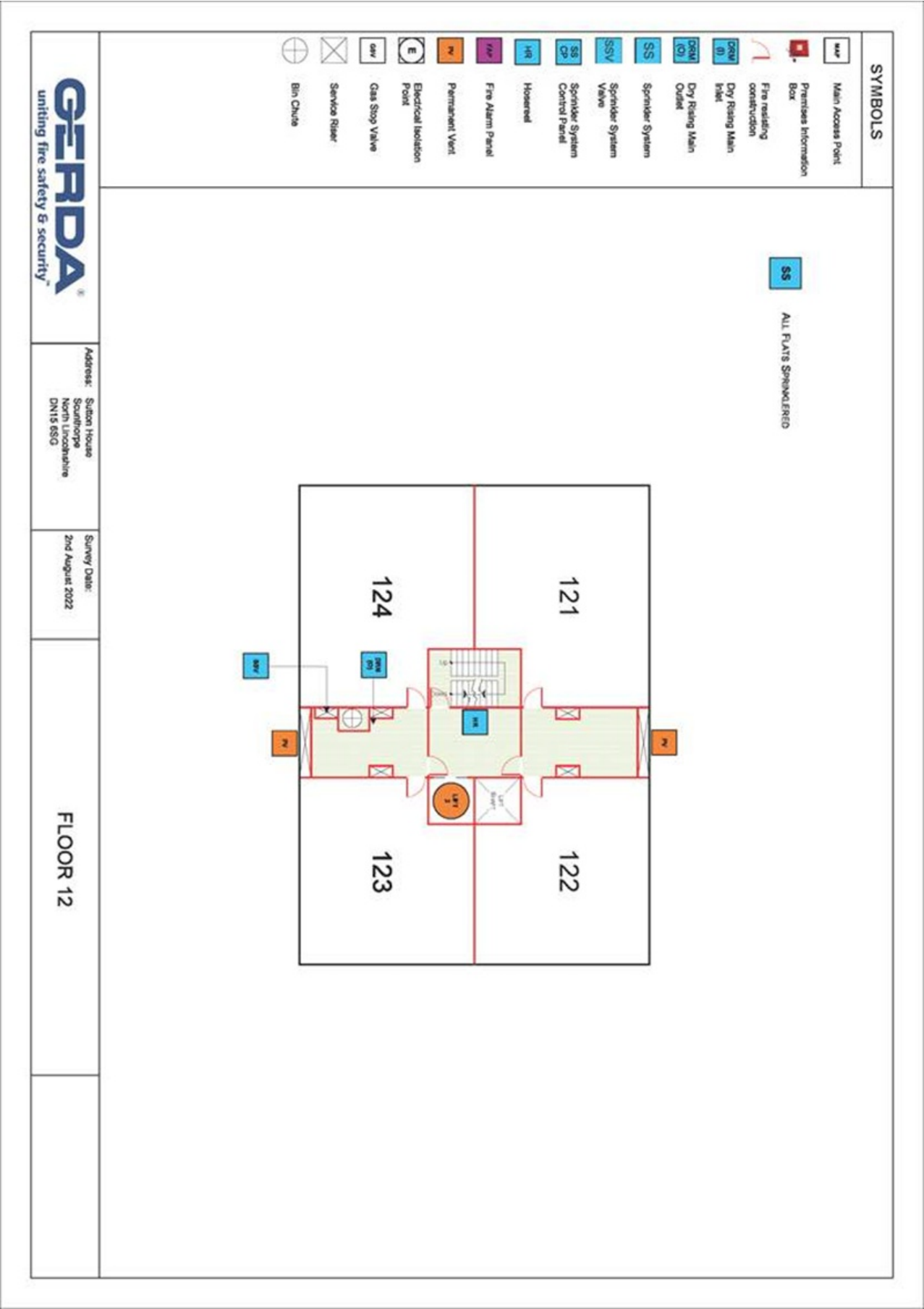








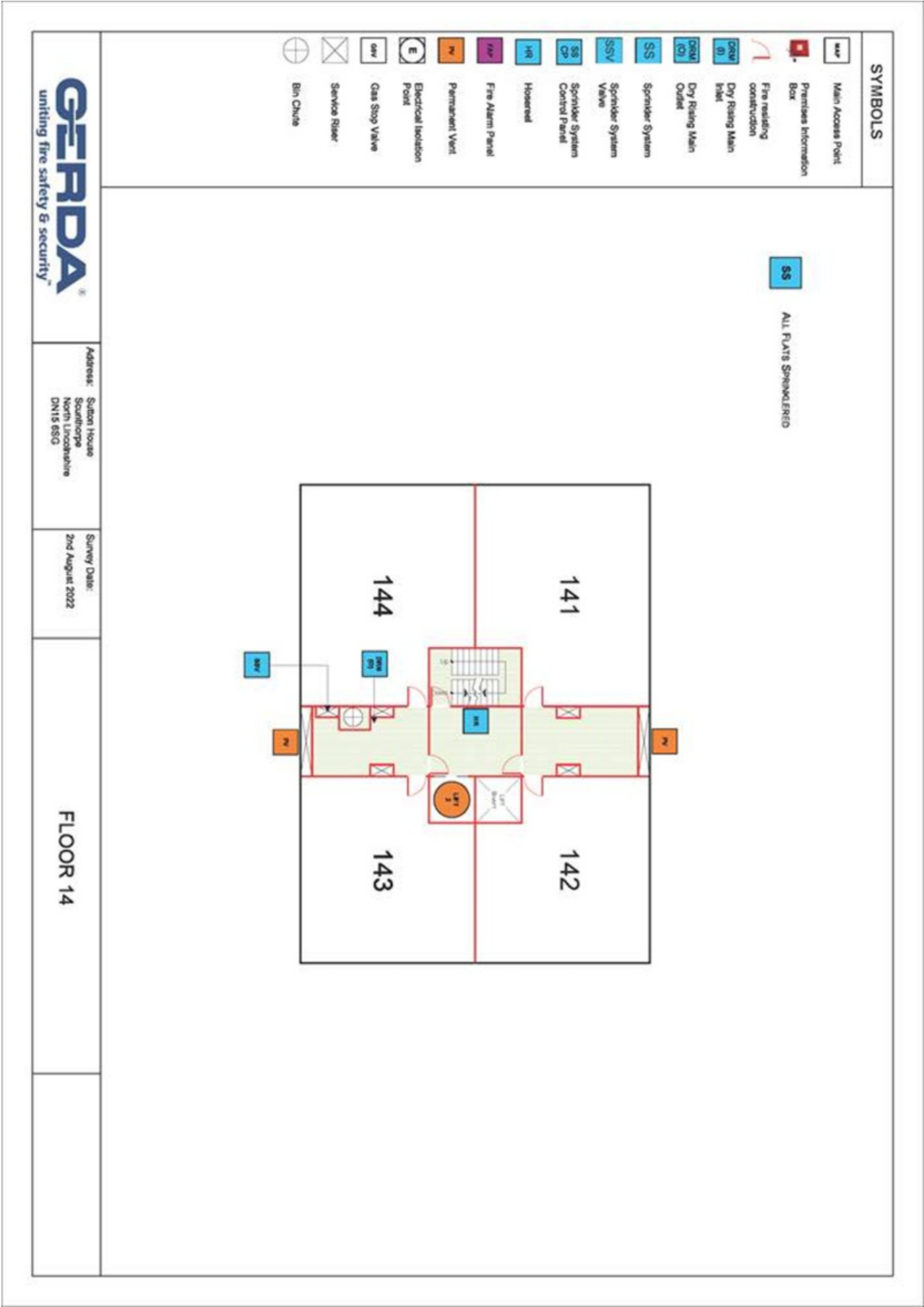
12 floor

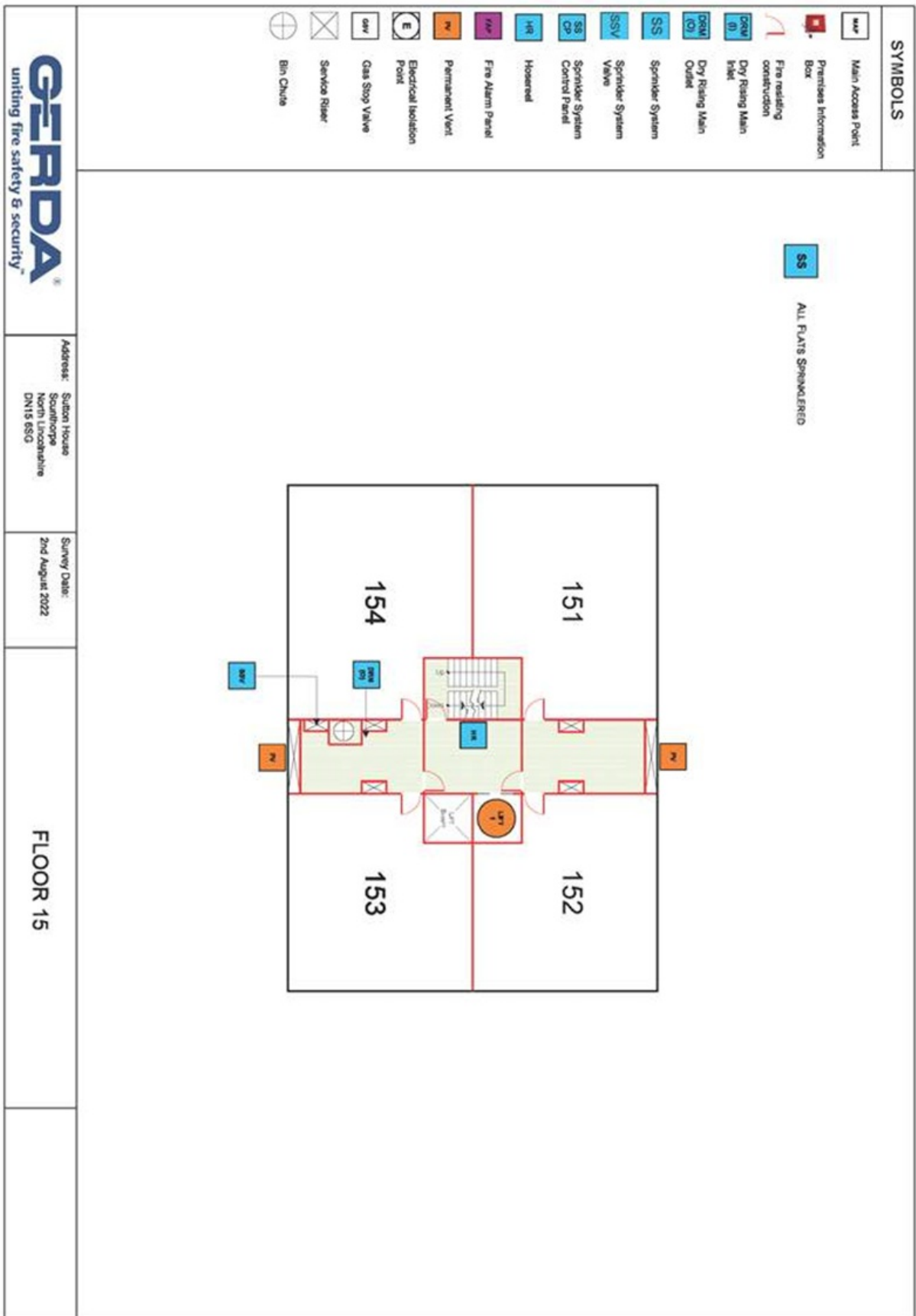


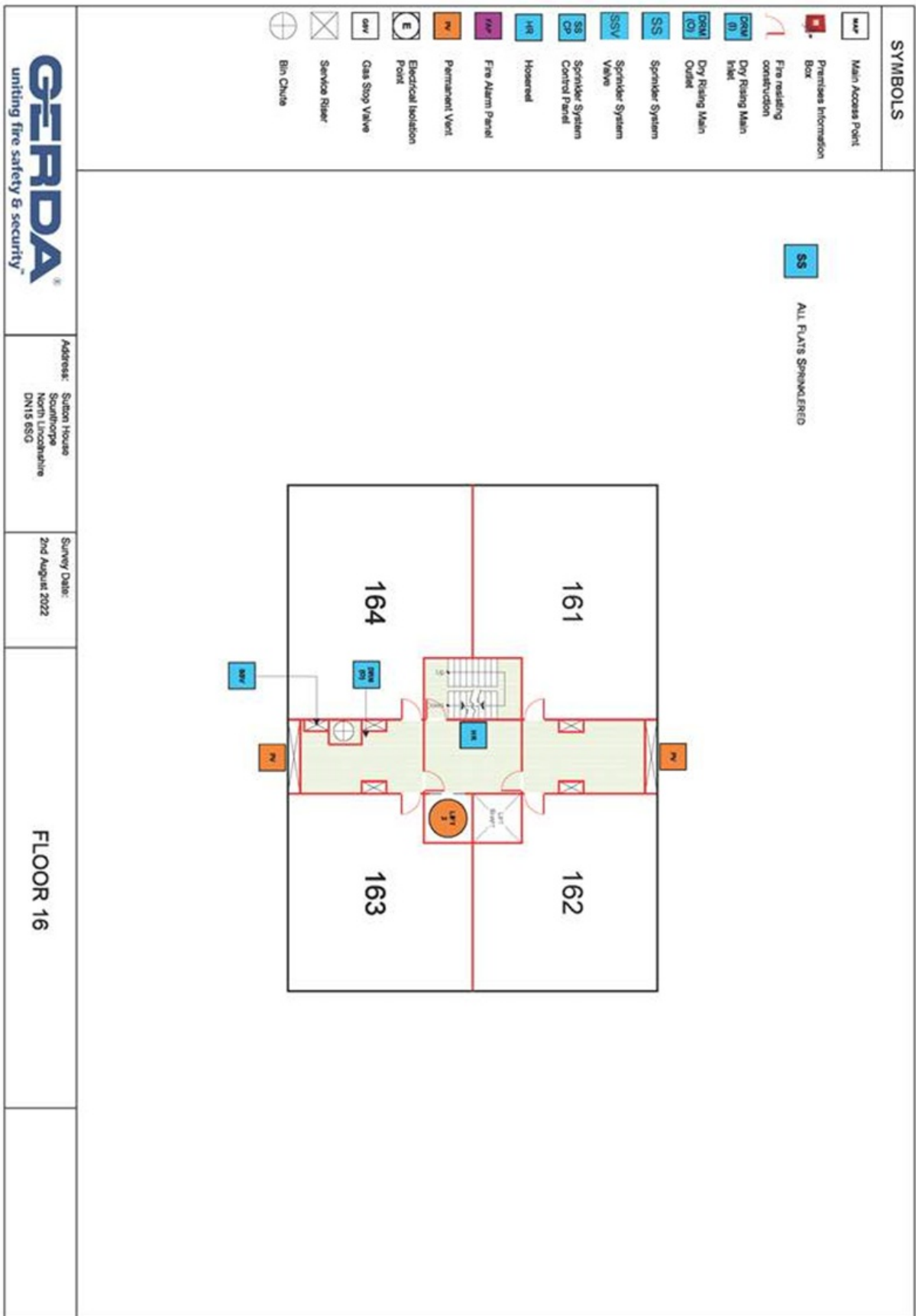
13th floor

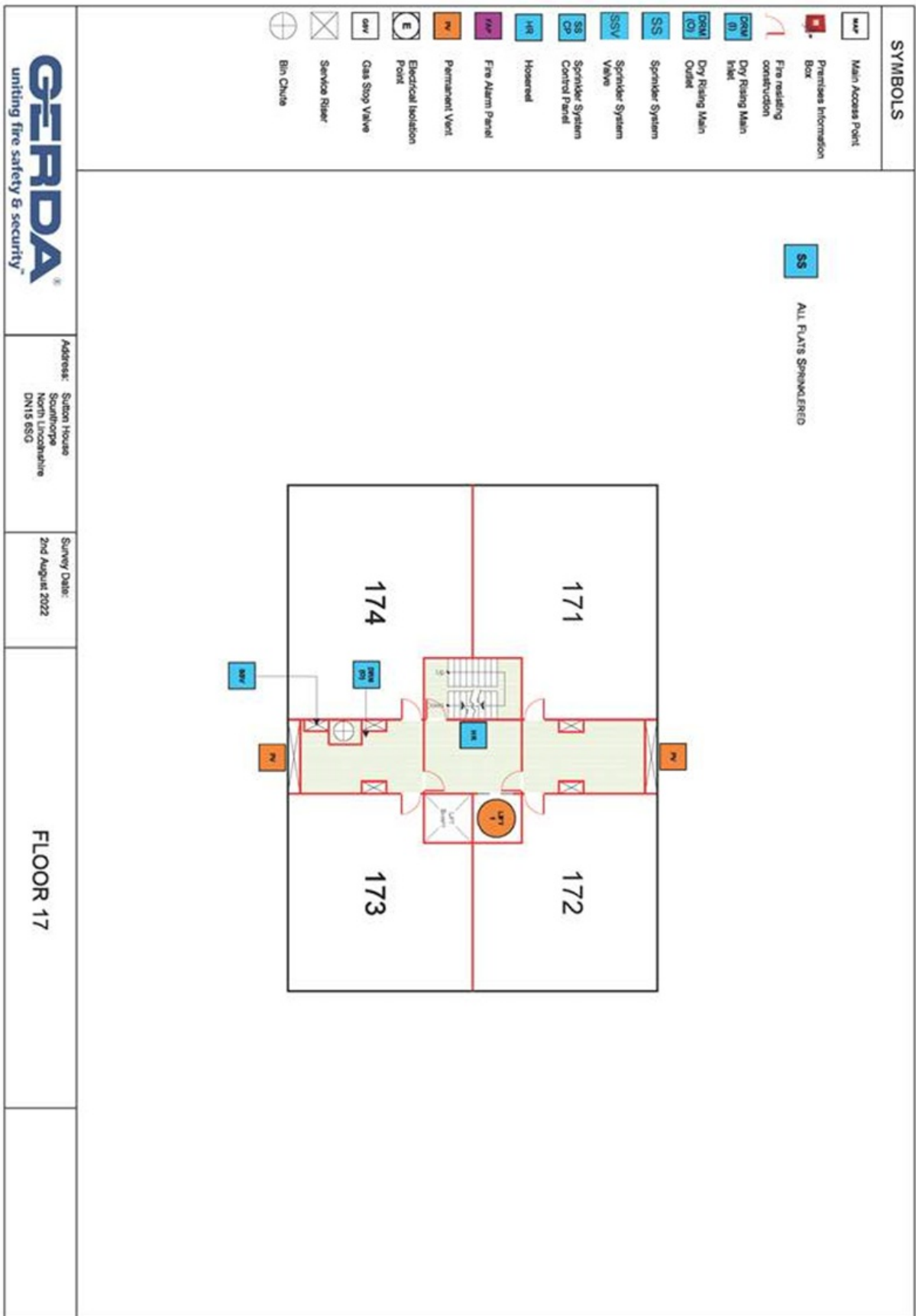


14th floor

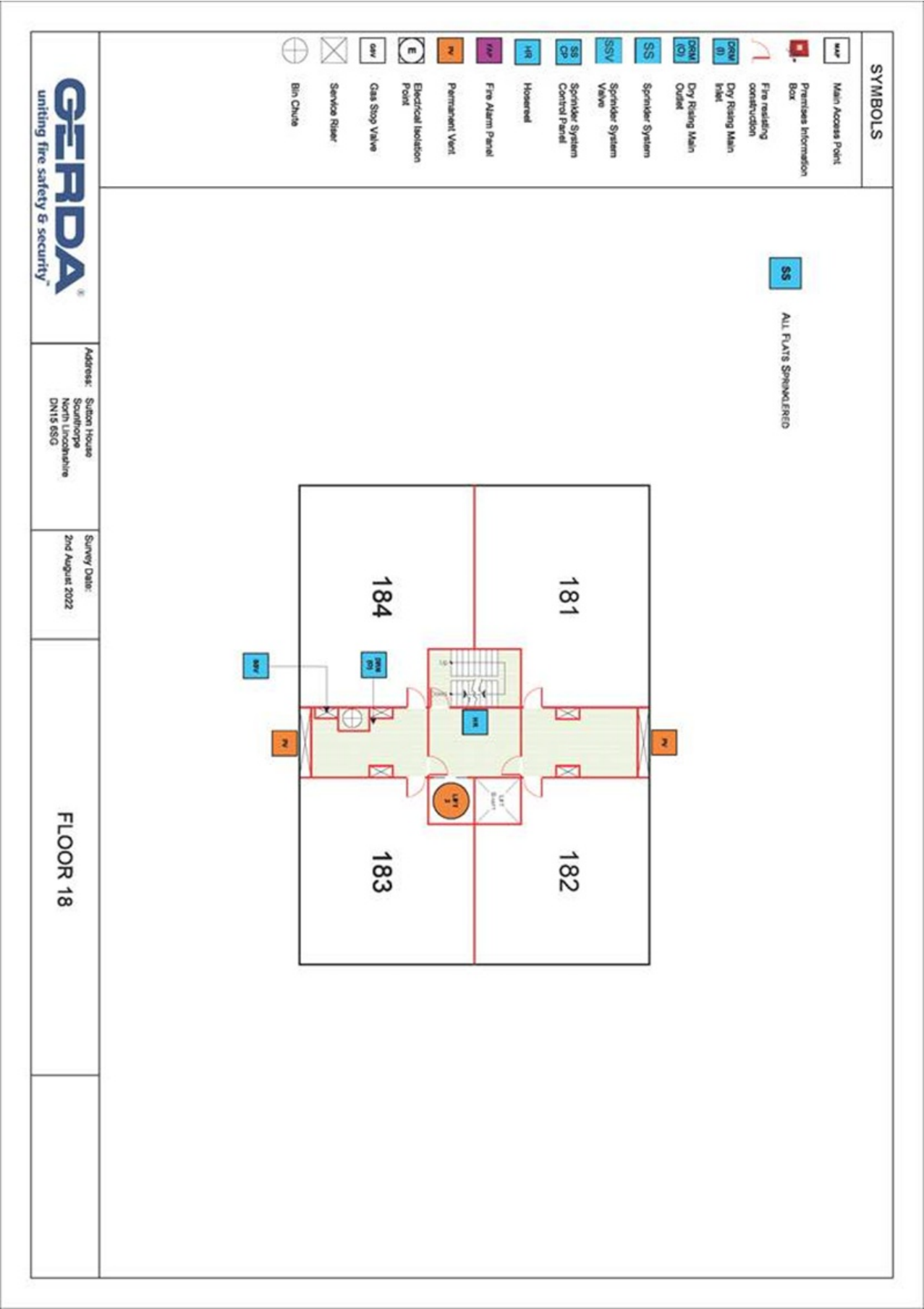




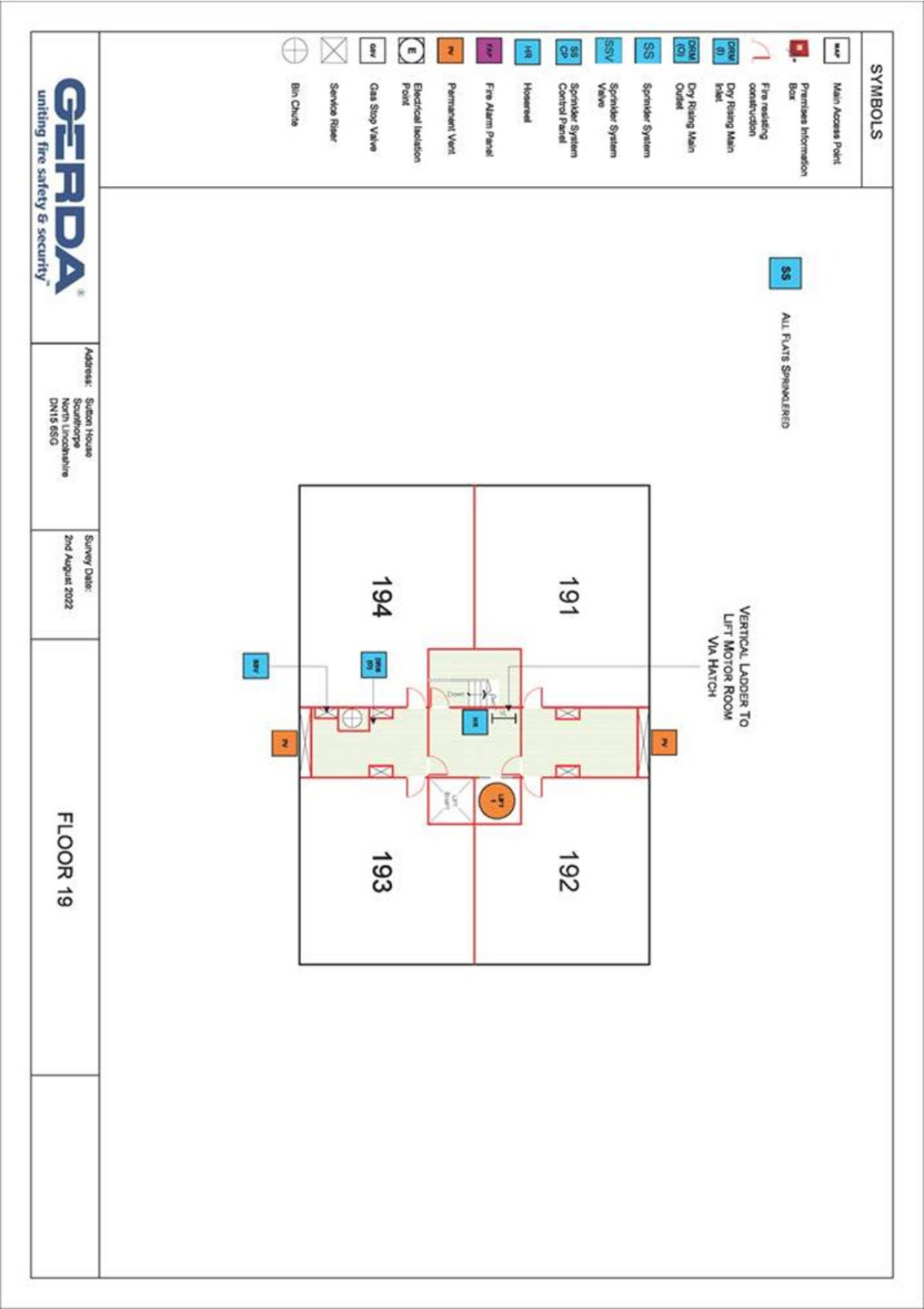



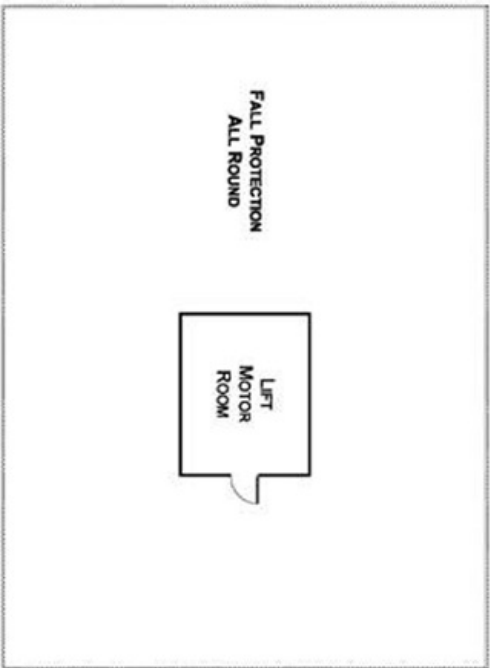

















18th floor



19th floor



SYMBOLS				
	Main Access Point			
	Premises Information Box			
	Fire resisting construction			
	Dry Raising Main label			
	Dry Raising Main Outlet			
	Sprinkler System			
	Sprinkler System Valve			
	Sprinkler System Control Panel			
	Hose reel			
	Fire Alarm Panel			
	Permanent Vent			
	Electrical location Pond			
	Gas Stop Valve			
	Service Riser			
	Bin Chute			
 uniting fire safety & security™			Address: Scotton House Scotton North Lincolnshire DN15 8SG	Survey Date: 2nd August 2022