



# Fire Risk Assessment

**4**

**Worsley Investment Properties Limited**

Undertaken at

**Dorchester Court- Block A**

**283 London Road**

**Camberely**

**GU15 3JJ**

On behalf of

**Property Partners Management Limited**



**Report Compiled By**

**Eva Lelkesova**

**4site Consulting Limited**

**Report reference No: FRA48697/0213/150524/1**

**Site Visit Date: 15/05/2024**

**Review Due Date: 14/05/2025**

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# 1.0 Introduction

## 1.1 Fire Risk Assessment

4site Consulting Limited has been instructed to undertake a fire risk assessment of the facilities at Dorchester Court- Block A.

This fire risk assessment report addresses the requirement to carry out a risk assessment.

The risk assessment carried out was a Type 1 common parts only (non-destructive) assessment, and consideration was given to PAS 79-1:2020/PAS 79-2:2020 Fire Risk Assessment Guidance & Methodology, BAFF SP205 Appendix D (Fire Risk Assessment Contents) and relevant British Standards, Building Regulations. The assessment considers the following significant fire risk areas:

- Means for detecting fire and giving warning to occupants
- Means of escape from the premises (including provisions for disabled persons)
- Fire Safety Signs and Notices
- Emergency Escape Lighting
- Means to limit fire spread and development of fire (e.g. Compartmentation)
- Means for fighting fire
- Other relevant firefighting systems and equipment; if provided
- Maintenance of facilities to assist fire-fighters
- Emergency Action Plan
- Staff training and Fire Drills
- Testing and maintenance of Fire Protection Measures
- Record keeping
- Cooperation & coordination with other premises occupiers, neighbouring premises, emergency services and other authorities

An appropriate overall premises Fire Risk Rating has been assessed and recorded, taking into account likelihood and consequence of fires arising. The report includes recommendations for required remedial actions and ongoing monitoring and control measures. The regulations also require the responsible person to devise and implement safety measures as identified in the risk assessment report.

The non-domestic part of the property is the area where the landlord, his employees, representatives & contractors can access without the permission of the occupiers of the dwelling, such as lofts, roof spaces, internal lobbies & stairs, electricity & gas cupboards, lift motor and plant rooms, and external areas including for example paths, cupboards and garden areas. The domestic property is any part of the building which is used as a residence and where the occupiers have sole use.

The assessments, observations and recommendations made are only pertinent to the conditions at the time of the assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained. The report includes overview assessments for relevant legal requirements indicating whether the client is complying with health, safety & fire legislation.

Eva Lelkesova undertook this assessment on 15/05/2024. This report was then checked for quality and verified by George MartinTIFireE, AIFSM, L4FireDip, FDIDip on 26/05/2024 08:03:54. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

## **How to Manage this Report** **This Report is to be Managed by the Responsible Person**

**Determine how many legal Non-compliances and Hazards identified by** referring to Introduction Section 1 which details these and what actions are required with the priority status of each hazard. Property Information is also detailed within this section.

**View a summary of each assessment results by** referring to Section 2 for the Report Summary (for details of the assessment results, compliance categories and hazard categories).

**For specific details of each non-compliance and hazards refer to Section 3**  
Always deal with Non-Compliance and Priority 1 Hazard actions identified immediately.  
Plan to deal with priority 2 and 3 actions as required and determine a time scale for completion.

**Ensure that any contractor used has the correct information by** referring to Section 3 for the page per action sheets which can be copied and sent to the contractor for action.

**When work has been completed**  
the responsible person is to record, signing and dating, all actions taken in the action taken box. Use the legislation and addresses within appendices A Section 4 to assist you with your Health & Safety Management. The integrity of the report must remain intact with all completed sheets kept within the report file.

**Access to electronic copies of reports**  
Using your unique Username and Password, you can log onto the "client login" section on the 4Site Consulting website [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk). Our website enables you to view your risk assessment online, review and update action plans and print off further copies if required.

### **Please Consider the Following When Dealing With Actions in this Report**

To assist the responsible person to manage the actions within this report the following HSE guidance term should be considered when addressing the actions required:

#### ***"So Far As Is Reasonably Practicable" (SFAIRP)***

In a perfect world, all risks are to be eliminated, or as a minimum reduced as far as possible.

However, it is recognised that not all risks can be completely removed. In most instances the law allows the responsible person to take into account any budget or legal constraints.

For example, if it is considered that it would cost an unreasonable amount of money to comply with a recommended action while taking into account the established level of risk, then to comply with the recommendation may not be considered as

#### ***"Reasonably Practicable".***

When an action is recommended for an improvement that may attract a significant cost, the risk advisor will not be aware of any budget constraints that the responsible person may have. The SFAIRP allows the responsible person to weigh up the cost against the risk and then justify why a recommendation is not carried out.

We recommend that whatever the course of action taken the details are noted on the individual Action Plans for any Legal non-compliances and Hazards identified along with any alternative measures that have been put in place.

**This risk assessment will be reviewed in 12 months,  
24 months or 36 months (as required)**

## 1.2 Property Information

Site Address		Client	
Dorchester Court- Block A 283 London Road Camberely GU15 3JJ		Worsley Investment Properties Limited	
		Management	
		Property Partners Management Limited	
		Type of Business	
		Managing agent	
Responsible Person/Body		Contact	
Worsley Investment Properties Limited		Nicola Ellis	
Contact Number (if available)		0207 5149189	
Local Authority		Areas Inspected	
Surrey Heath District Council		Landlords areas and common parts	
Type of Property		Areas Excluded	
Purpose built residential property		Tenants demises	
Tenants & Vacant Areas		Location	Contact / Wardens
Tenants & Vacant Areas		N/A	N/A
Property Summary			
Buildings Drawings		None supplied	
Approx No. of Employees		N/A	
Roof Access		Fourth floor	
Access Restrictions		See hazard section	
Car Park Facilities		Shared enclosed car park	
Security Measures		Key, intercom, codes, cctv	
Property Usage		Private dwellings	
Approximate year of construction		2006	
No. of People on Premises		Approx. 33-79	
Approx Size (Flats or Units)		33 flats	
External Areas (if to be included)		Access, egress routes	
Total No. of Lifts		1 passenger lift	
Total No. of Stairways		1 internal communal	
Manned Reception		N/A	
Total No. of Exits		4, 2 private, 2 communal	
Total No. of Floors (including basement)		5, Ground to fourth floor - medium rise	

## 1.2 Property Information (Cont.)

<b>Persons at Special Risk</b>	Disabled/tenants/employees/contractors/visitors		
<b>Fire Loss Experience</b>	None informed, none observed		
<b>Property Risk Assessment/Audit</b>	<b>Location</b>	<b>Last Update</b>	<b>Issued By</b>
Asbestos Survey/Re inspection	N/A		N/A
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Unknown	Unknown	Unknown
Health and Safety Risk Assessment	N/A		N/A
Fire Strategy	N/A		
Water Hygiene Risk Assessment	N/A		N/A
<b>General Plant &amp; Equipment</b>	<b>Location</b>	<b>Quantity</b>	<b>Last Service</b>
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	N/A		
Electrical Distribution	Each demise	33	Unknown
Electrical Intake	Ground floor electrical intake cupboard	1	Unknown
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	N/A		
Passenger/Goods/Fire Lifts	N/A		
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	N/A		
<b>Fall Protection Equipment</b>	<b>Location</b>	<b>Quantity</b>	<b>Last Service</b>
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

## 1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	Dry riser	28/03/2024 Pressure Test / 09/04/2024 Visual inspection
Emergency Lighting	Non-maintained	11/12/2023 Servicing - 09/04/2024 Testing
Fire Alarm System	N/A	
Fire Doors	FD30S	Unknown
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30min heat and smoke resistance	Unknown
Smoke Dampers	N/A	
Smoke Detectors	Mains power optical linked to AOV	19/03/2024 Servicing
Smoke Ventilation System	AOV linked to SD and switches	19/03/2024 Servicing
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Evacuation Alert System	N/A	
Car Park Smoke / Heat & Exhaust Ventilation system	N/A	
Sprinkler System	N/A	

Fire Loss Experience & The Cause Where Known	
Arson	None informed, none observed
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

Additional Information
<p>Building description and construction:                      Dorchester Court- Block A, 283 London Road in Camberley, GU15 3JJ is a purpose built residential property consisting of a single block, adjoined on ground floor level by Dorchester Block B &amp; C via the shared car park, housing thirty-three residential flats (1-30 &amp; 281A,B,C) on ground to fourth floor. The height of the building is approximately 12m (calculated at 3m per floor, measured from the lowest point of the ground floor to the floor slab of the top habitable level as per PAS 9980-2022 section 3.1.22).</p> <p>The measurements were taken from ground level elevation from the front and back of the block and is considered a medium rise block. This measurement is an approximation and not a defined height of the building. The building is constructed in 2006 of concrete, brick and breeze block materials.</p>

### Additional Information

The main communal entrance opens into a lobby giving access to the ground floor flats, the lobby doors to the car park and the protected stairwell containing the passenger lift, the electrical intake cupboard. The stairs rise to the fourth floor to provide access to the remaining flat entry doors and riser cupboards on each floor within protected compartments. Flats 281A & C have additional private exits to their flats.

Roof access is located on the fourth floor but had no access to it. There is a plant room located on ground floor to the side of the property containing cold water tanks.

Access on the day of the inspection was gained via key codes provided by the managing agent.

#### External Walls:

The external envelope of the building was visually inspected only from ground level. This does not constitute an invasive or technical appraisal of the external wall system / envelope of the building. It should not therefore be relied upon to indicate the overall fire resistance of the envelope or any attachments to it.

An EWS1 form was produced by Hydrock on 19/08/2020, and given the blocks a B2 rating under consolidated advice note, and FRAEW would be required, as the block is over 11m tall, and to assure that the block supports the current 'Stay Put' policy in place.

The blocks offers a mixture of exposed brick and render facade with pitched tile roof, and stacked timber decked balconies. The property building fabric appears to be in sound structural condition.

#### Occupancy Characteristics:

The property is primarily occupied by those who sleep within the property and who have use 24 hours per day, 7 days per week. The residents will be familiar with its layout and relevant access / escape routes.

Visitors – These can be overnight guests of the residents and are unlikely to be familiar with the access / escape routes however they would be expected to be in attendance with those who do.

Contractors – Their knowledge of the property will vary dependent on their specific task and how familiar they are with its layout. Those who are not familiar with the property are expected to liaise with the building/property manager to undertake an induction before commencing any works.

Staff – The site is not staffed.

There may be additional person/s or groups at high risk of fire within the building. No information was available at the time of the visit to determine the demographics of the residents; however, it should be considered that there may be persons within the building with mobility impairments, hearing impairments etc affecting their ability to evacuate the premises or provide alarm in the event of fire.

#### Passive Fire Protection:

Fire doors are located on all service/riser cupboards and are rated as 30minute doors. Intumescent strips and smoke seals are installed on all doors. All doors have suitable fire rated hinges and with adequate signage informing the building occupants to keep them closed or locked. A separate fire door inspection of communal doors was undertaken by Jewel Passive Fire Protections at an unknown date (QR code stickers visible on all communal doors), however there were no reports provided. Any remedial actions identified should be carried out. Please refer to hazard code FD06c for further.



**Additional Information**

The resident's doors appear to be in good condition and fit within their frames. Providing the integrity of the entrance door to each flat is maintained and not compromised in any way, and has a self-closing device attached, a fire within a flat will be contained. The fire doors and walls should resist the spread of fire and smoke (for up to 30 minutes) before it spreads into the common parts of the block. A separate fire door inspection of the flat entry doors should be undertaken.

Please note that there were number of breaches in compartmentation within the electrical, riser cupboards and a suitable compartmentation survey should be carried out. Please refer to FBS03d.

No fire strategy document or building fire drawings were made available before or during the assessment with all assumptions on building compartmentation / fire separation taken on the basis of the visual inspection.

The property building fabric appears to be in sound structural condition.

This risk assessment was undertaken on the common areas only; the tenants' demises were not assessed during this assessment and do not fall within the scope of this report.

**Active Fire Protection:**

The block appears to be fitted with an L5 system of mains power optical smoke detection units installed within each access lobby and the head of stairwell that is linked to smoke ventilation riser shafts, fire lobby and head of stairwell windows. Override switches are located in each lobby and top floor of the stairwell. The systems are installed to assist in early detection of fire/smoke and to help aid evacuation in the event of an emergency. Please note that the smoke ventilation system appears to be faulty/inoperative, however remedial works are reportedly underway.

**Firefighting access/facilities:**

A dry rising main is installed to assist in firefighting operations, however please note that dry riser inlet box by the back of the block is damaged and need replacing. Also Phillips Fire Protection Services Ltd. inspected the dry risers on 04/03/2024 and have identified that the top landing valve is seized and requires replacing. No documents were provided on any remedial works completion.

The dry riser inlet is located approximately 10m away from the appliance access point. Firefighting appliances can access the block via the front and back with the roadway clear for access with suitable hardstanding areas available for firefighting appliances.

**Escape routes and travel distances:**

Flats are housed within fire lobbies or directly open to the stairwell. The protected stairwell descends down onto street level to the main communal entrance of the block. Not all escape routes were clear of stored items but had no combustible linings. Escape travel distances leading from the tenant's flats to the next point of safety are considered adequate (Within the maximum distance for means of escape). Dead end corridors are below 7.5m in length and are additionally mitigated by the levels of fire compartmentation / partitioning and with the installation of smoke ventilation systems.

**Measures to help aid evacuation:**

Non-maintained emergency lighting and fire doors are installed throughout to assist in the event of an evacuation.

### Additional Information

**Future assessments:**

A risk assessment re-inspection programme of one year has been applied until the hazards and non-compliances identified within this property have been actioned with suitable records kept and continuously maintained.

This risk assessment was undertaken on the common areas only; the tenant's demises were not assessed during this assessment and do not fall within the scope of this report. Each demised unit should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warning and aid evacuation in the event of an emergency. It is the responsibility of the landlord / owner of each unit to ensure that the main entry fire doors to each demise and smoke detection / carbon monoxide units are fully functional and meet the required standard of fire / smoke protection.

All information in regards to the site equipment's service records, inspection sheets etc. were requested as part of the original email correspondence when confirming the works. Any gaps in information are due to the paperwork not being available at the time of the request.

### 1.3 Fire Policy & Risk Rating

Fire Emergency Policy For Dorchester Court- Block A
In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'

Fire Policy Reasoning	Fire Policy Limitations
<p>The building has been designed to support a 'stay put' policy however, due to the EWS1 carried out by Hydrock, and given a B2 rating which may compromise the fire protection throughout the whole building a FRAEW should be carried in order to ascertain that the external walls do not support the external spread of fire/that there are no hidden breaches of compartmentation within the demised areas. This further investigation may necessitate the need to move to a simultaneous evacuation policy.</p> <p>Those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p>	<p>However, those residents who are directly affected by smoke, fire or feel unsafe should evacuate their premises and immediately inform the emergency services.</p> <p>To ensure the 'Stay Put' policy remains suitable, a FRAEW should be carried out also it is strongly advised that robust communication and cooperation controls are established between all persons in control of any part of the property, and that a Fire Safety Plan be produced and regular Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

Fire Risk Rating
Medium

Fire Risk Rating Reasoning
In order to determine the overall fire risk rating for this property a number of factors were considered, including but not limited to; The age and height of the building and whether it is purpose-built or converted, the likelihood of a fire occurring and it's likely severity, the number of hazards and non-compliances identified, the level of housekeeping, the presence of a fire detection system, the presence of external wall systems, any known history of fire, and whether there are high risk commercial premises below or adjacent to the building.

## 2.0 Report Summary

On 15/05/2024 4site Consulting Limited on behalf of Property Partners Management Limited carried out a Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

### Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Fire Risk	<b>5</b>	<b>9</b>	<b>0</b>	<b>10</b>	<b>5</b>

### 2.1 Compliance Categories

Compliance Categories	Action Required
<b>Non-Compliances</b>	Non-compliances require immediate action.
<b>Compliances</b>	Items which are currently in compliance with legislative requirements, requiring no action at this time.

### 2.2 Hazard Categories

Hazard Categories	Action Required
<b>Priority One</b>	Immediate action required to reduce imminent risk to health, safety and welfare of employees and/or others or action required to ensure compliance with statutory requirements
<b>Priority Two</b>	Action required within 1 to 3 Months to reduce serious risks which do not present imminent danger
<b>Priority Three</b>	Action required within 3 to 6 Months minimising risks to the health, safety and welfare of employees and/or others.

## 3.0 Action Plan

The action plan is designed to enable you to prioritise allocation of time and resources when scheduling the remedial actions required. It also highlights areas where legal compliance has been achieved.

The plan is divided into eight sections:

### 3.1 Legal Non-Compliances

### 3.2 Legal Compliances Achieved

### 3.3 Hazard Assessment & Observation Process

### 3.4 Priority 1 – Fire Risks / Hazards

### 3.5 Priority 2 – Fire Risks / Hazards

### 3.6 Priority 3 – Fire Risks / Hazards

### 3.7 Condensed Summary of Non-Compliances

### 3.8 Condensed Summary of Hazards

To use the action plan effectively, a competent person should be nominated who will maintain overall responsibility for implementation of each action. The responsible person must date and sign against each action upon completion.

An independent review of this risk assessment should be undertaken regularly (normally annually) to keep it up to date.

Regular reviews will ensure that:

- **The details of the assessment remain valid.**
- **Any material change to the property is accounted for.**
- **The property remains compliant**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Ref No</b>	4.2.38
		<b>Assessor</b>	Eva Lelkesova
		<b>Date</b>	15/05/2024
		<b>Responsible Person/Body</b>	Worsley Investment Properties Limited

Requirement	Example
Smoke Ventilation System.  Management of testing & servicing.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Regulatory Reform (Fire Safety) Order 2005.  
BS 7346 Pt 8.

#### Assessment Observations

The smoke ventilation system records indicate that remedial works are required to be carried out. Repairs/upgrade of the current system are ongoing.

#### Action Required/Recommendations

Ensure that records of testing and servicing of smoke ventilation systems are carried out / made available after the remedial works have been completed.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Ref No</b>	4.2.48
		<b>Assessor</b>	Eva Lelkesova
		<b>Date</b>	15/05/2024
		<b>Responsible Person/Body</b>	Worsley Investment Properties Limited

Requirement	Example
Fixed Electrical Installation Inspections	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Electricity at Work Regulations 1989. R4  
IEE Regulations 18th Edition.  
The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.

#### Assessment Observations

No information or records in regards fixed electrical installation inspections have been made available prior to or at the time of the inspection

#### Action Required/Recommendations

Ensure records of testing are made available and are up to date.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Ref No</b>	4.2.74a
		<b>Assessor</b>	Eva Lelkesova
		<b>Date</b>	15/05/2024
		<b>Responsible Person/Body</b>	Worsley Investment Properties Limited

Requirement	Example
Annual fire door inspections of flat entrance doors.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022

#### Assessment Observations

The flat entrance doors are not subject to annual inspections.

#### Action Required/Recommendations

Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.

**Action Carried Out By:**

**Date:**

**Action Taken:**



### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Ref No</b>	4.2.74b
		<b>Assessor</b>	Eva Lelkesova
		<b>Date</b>	15/05/2024
		<b>Responsible Person/Body</b>	Worsley Investment Properties Limited

Requirement	Example
Quarterly inspections of communal fire doors.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

The Regulatory Reform (Fire Safety) Order 2005.  
The Fire Safety (England) Regulations 2022.

#### Assessment Observations

The communal fire doors are not subject to quarterly inspections.

#### Action Required/Recommendations

Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Ref No</b>	4.2.81
		<b>Assessor</b>	Eva Lelkesova
		<b>Date</b>	15/05/2024
		<b>Responsible Person/Body</b>	Worsley Investment Properties Limited

Requirement	Example
External Cladding  Testing of fire performance	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

BS8414 Fire performance of external cladding systems. BS9999 Fire safety in the design, management & use of buildings. Building Regs Approved Document B.  
The Fire Safety Act 2021.  
PAS 9980

#### Assessment Observations

Documented evidence of the EWS1 form has been provided with the B2 rating currently in place.

#### Action Required/Recommendations

Ensure that the external cladding is subjected to a Fire Risk Appraisal of the External Wall (FRAEW) and actioned accordingly, and records retained.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.2 Action Plan – Fire – Legal Compliance Achieved

3.2 Legal Compliance Achieved – No Action Required				
Site Address	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ		Type	Legal Compliances
			Date	15/05/2024
			Assessor	Eva Lelkesova
			Responsible Person/Body	Worsley Investment Properties Limited
Ref No.	Requirement	Legislation	Observation	
4.2.10	Safety Communication for Contractors.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	The managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.	
4.2.11	Contractor Vetting	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	The managing agent does have in place a policy and procedure which has been reviewed, to ensure that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.	
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. Management of Health and Safety at Work Regulations 1999, Regulation 3.	A Fire Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per Sections 3.1 and 3.5 of the report.  Risk assessments are required to be periodically reviewed.	
4.2.35	Dry Riser.  Management of inspection and testing.	Regulatory Reform (Fire Safety) Order 2005. BS 9990-2015	Dry riser is visually inspected every six months and pressure tested annually with suitable records maintained.	
4.2.52	Emergency Lighting;  Management of maintenance & inspection.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996. BS5266-1:2016	Emergency lighting is tested and maintained as required. Records are up to date and available for inspection.	
4.2.57	Waste Management	Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.	There are suitable Waste Management systems in place.	

3.2 Legal Compliance Achieved – No Action Required				
Site Address	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ		Type	Legal Compliances
			Date	15/05/2024
			Assessor	Eva Lelkesova
			Responsible Person/Body	Worsley Investment Properties Limited
Ref No.	Requirement	Legislation	Observation	
4.2.63	Accident book/Accident Reporting Procedure including RIDDOR.	Health & Safety at Work Act 1974. The Management of Health & Safety at Work Regulations 1999. RIDDOR, The Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2013.	The managing agent does have in place an accident book/accident reporting procedure which has been reviewed.	
4.2.73	Co-ordination, co-operation and communication with residents regarding;  1. Their individual flat entrance doors. 2. Fire safety within non-communal areas. 3. The emergency plan for the property.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. The Management of Health & Safety at Work Regs 1999. Regs. BS EN 1634-1:2014.	The managing agent does have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat entrance doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.	
4.2.76	Property Inspections	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.	The property manager does have in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis.	

### 3.3 Hazard Assessment & Observation Process

The objective of risk assessing systematically and numerically is to evaluate the potential of a risk causing harm.

<b>Hazard</b>	Is something which potentially can cause harm.
<b>Risk</b>	Is the <u>likelihood</u> of injury arising from the hazard.
<b>Risk Rating</b>	Is the <u>severity</u> of the harm the hazard can cause multiplied by the likelihood that the hazard will be realised.

The formula therefore is **Risk Rating = Severity x Likelihood**.

(The likelihood may also be referred to as the frequency, i.e. how often are people exposed to the potential hazard)

Each assessment produces a numerical overall risk rating which can then be applied to categorising risks into order of priority for required action.

Severity	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 7 days off work)
1	Trivial injury (less than 7 days off work)

Likelihood / Frequency	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom occur / low or irregular exposure

Risk Rating		
9-12	<b>1</b>	<b>Immediate</b>
4-8	<b>2</b>	<b>2 to 3 Months</b>
1-3	<b>3</b>	<b>3 to 6 Months</b>

### **3.3 Hazard Assessment & Observation Process (Cont.)**


**Please note the following:**

Presently there are no Priority 1 Hazards

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>CLA01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout balconies

Hazard Description	
Unable to determine if the timber panelling installed on the balconies meets the current standards of fire performance and installation.  Potential fire and surface spread of flame hazard.	
<b>People at Risk</b>	
Disabled/visitors/contractors/tenants on site	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Building Regulations Approved Document B4. BS8414-1 Fire performance of external cladding systems. Regulatory Reform (Fire Safety) Order 2005. BR135 Fire performance of external insulation for walls of multi-storey buildings. The Fire Safety Act 2021. PAS 9980.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to carry out a Fire Risk Appraisal of the external wall (FRAEW) to confirm that the cladding meets the current standards of fire performance and installation.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>F01</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
2nd floor riser cupboard

Hazard Description	
Combustible items stored. The pictures does not reflect combustible items, however there were carton boxes stored in the room thereafter returning keys to the key safe box.  Potential fire hazard.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure
Remove combustible items and either store in a designated storage area or dispose of in the correct manner.  Inform all tenants (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>




Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	FAL02	H&S
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
3rd floor lobby

Hazard Description	
Smoke vent switch displays a flashing yellow light. The property manager was informed about the fault on the day.	
Potential to hinder aiding the evacuation from the building in the event of an emergency.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Employ a competent engineer to immediately attend this property and investigate the fault/cause of the smoke ventilation not working (managing agent is aware and they are currently in a process upgrading the system).				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FBS03a</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout electrical and riser cupboards

Hazard Description	
Breach in compartmentation with no, or insufficient (pink foam) fire stopping installed.  Potential for fire, heat and smoke to spread through the property.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Employ a qualified, competent and 3rd party accredited contractor to install fire stopping where breaches in compartmentation occur. Ensure contractors reinstate fire compartmentation when any work is carried out.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FBS03g</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout electrical and riser cupboards

Hazard Description	
Fire door frame has not been suitably fire stopped to the structural opening.  Potential for fire, heat and smoke to spread through the property.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2014+A1:2018.

Action Required and Further Control Measure
Employ a qualified and competent third party accredited contractor to install suitable fire stopping around the door frame. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FD06c</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout

Hazard Description	
Its possible that the fire door survey (undertaken by Jewel Passive Fire Protection) may have highlighted a number of faults which will allow smoke to pass through the door, however, without seeing the report, the level of remedial works identified is unknown. Potential for smoke to spread throughout the communal areas.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

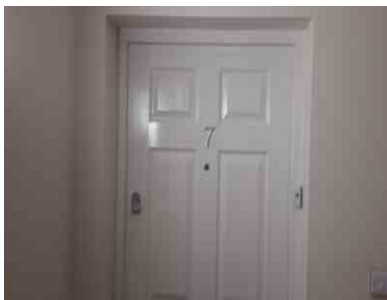
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005. The Fire safety (England) Regulations 2022. BS 476, BS EN 1634.

Action Required and Further Control Measure				
Employ a qualified, competent and 3rd party accredited contractor to undertake the remedial works to the doors as highlighted within the fire door survey with additional surveys implemented on a quarterly basis (refer to non-compliance code 4.2.74b)				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FD16</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout

Hazard Description	
Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.	
Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN1634-1:2014+A1:2018 Fire Safety Act 2021 PAS 79-1:2020/PAS 79-2:2020


Action Required and Further Control Measure				
Front doors to flats should be rated to a minimum of half hour fire resistance. As responsibility for this issue usually rests with each individual tenant, the managing agent should write to all tenants / leaseholders at the property and advise them of the need to ensure their front door is rated to a minimum of half hour fire resistance. Fire authorities are increasingly enforcing compliance on this matter due to the importance of maintaining a safe means of escape. A fully compliant half hour rated fire door is of suitable construction and has a self-closing mechanism installed, with cold smoke seals/intumescent strips around the door/frame. Self-closing mechanisms should be installed as a minimum requirement in the short term.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FMES04</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Ground floor & 4th floor electrical intake cupboard

Hazard Description	
Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Fire and Rescue Services (Northern Ireland) 2006. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure
Remove stored items and inform all tenants (In writing) that electrical cupboards are not to be used for storage.  Ensure electrical cupboards are locked shut at all times.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>No Access</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Dry risers throughout

Hazard Description	
The advisor was unable to gain access to this area as no keys were provided.	
Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Health & Safety at Work Act 1974. Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>No Access (1)</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
4th floor roof areas

Hazard Description	
The advisor was unable to gain access to this area as not trained and no lanyards.	
Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Health & Safety at Work Act 1974. Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FAP01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Throughout

Hazard Description	
No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance.  Potential in delaying evacuation process.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure
Employ a competent person to install fire action notices, which are to be displayed adjacent to every manual call point/inside communal entrance. Where required, they are to be completed with the current and correct information.  Ensure signage is included in the regular property inspections.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>

### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FBS04</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
1st floor electrical & riser cupboard

Hazard Description	
Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasnt been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.  Potential for fire and smoke to spread through the property	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	1	3	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure			
Fire retardant foams will only offer fire stopping properties when used in narrow voids or gaps. Where fire retardant foams are used, it is important to check what independent tests have been carried out to show its suitability.  To ensure that suitable fire resistance is afforded, it is recommended that you employ a qualified, competent 3rd party contractor to remove / replace PU foam with fire batting treated with intumescent mastic / coating. Alternatively, gaps in brick / block work can be replaced with like-for-like material or a suitable fire stopping compound.			
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td rowspan="2"><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>
<b>Action Carried Out By:</b>	<b>Action Taken:</b>		
<b>Date:</b>			


Hazard Pictures



### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FLS01</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Ground floor

Hazard Description	
No notices displayed stating "Do Not Use Lift in Event of Fire".  Potential for persons to become trapped in the lift car if the power failed, or potential for the lift car to take persons to the floor affected by fire.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Health and Safety (Safety Signs and Signals) Regulations 1996.


Action Required and Further Control Measure
Purchase and display suitable "Do Not Use Lift in Event of Fire" signage adjacent to each lift entrance on each floor.  Ensure signage remains visible and legible at all times.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>



### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FMCP02</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
3rd floor Lobby by flat 18, 21, 4th floor stairwell & by flat 28

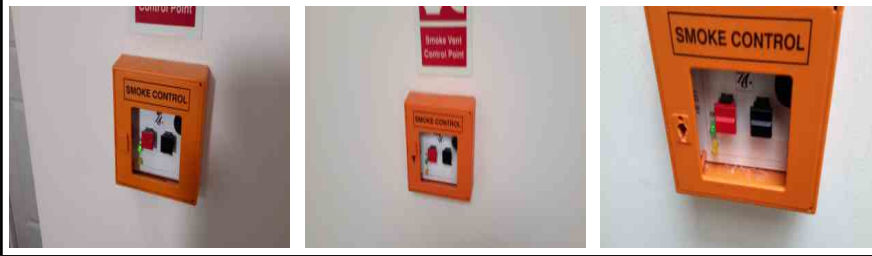
Hazard Description	
Smoke vent switch cover missing.  Potential for accidental actuation of the smoke ventilation system.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure	
Employ a competent person to fit covers on smoke vent switches.  Ensure switches are regularly inspected and missing covers reported immediately.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	


Hazard Pictures



### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Dorchester Court- Block A 283 London Road Camberely GU15 3JJ	<b>Risk No/Type</b>	<b>FMES02b</b>	<b>Fire</b>
		<b>Assessor</b>	Eva Lelkesova	
		<b>Date</b>	15/05/2024	
		<b>Responsible Person</b>	Worsley Investment Properties Limited	

Hazard Location
Ground floor by the lift

Hazard Description	
Storage on escape route.  Although not a significant hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes.  Potential to hinder evacuation of building in the event of an emergency.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure
Employ a competent person to remove the items stored on the escape route.  Inform all tenants (in writing) that it is a legal requirement to maintain all fire exits/ escape routes free from obstruction.  Include escape routes and exits in regular property inspections.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>

### 3.7 Condensed Summary of Non-Compliances

The table below contains abridged information from each of the Non-Compliances highlighted in section 3.1. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

<b>Legal Non-Compliances – Action Required</b> (Please tick end column to indicate completion of each action)			
<b>Ref No.</b>	<b>Observations</b>	<b>Action Required</b>	<b>✓</b>
4.2.38	The smoke ventilation system records indicate that remedial works are required to be carried out. Repairs/upgrade of the current system are ongoing.	Ensure that records of testing and servicing of smoke ventilation systems are carried out / made available after the remedial works have been completed.	
4.2.48	No information or records in regards fixed electrical installation inspections have been made available prior to or at the time of the inspection	Ensure records of testing are made available and are up to date.	
4.2.74a	The flat entrance doors are not subject to annual inspections.	Devise and implement a regime of annual inspections of the flat entrance doors and maintain records.	
4.2.74b	The communal fire doors are not subject to quarterly inspections.	Devise and implement a regime of quarterly inspections of the communal fire doors and maintain records.	
4.2.81	Documented evidence of the EWS1 form has been provided with the B2 rating currently in place.	Ensure that the external cladding is subjected to a Fire Risk Appraisal of the External Wall (FRAEW) and actioned accordingly, and records retained.	

### 3.8 Condensed Summary of Hazards

The table below contains abridged information from each of the Hazards highlighted in sections 3.4, 3.5 and 3.6. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
CLA01	Throughout balconies	Unable to determine if the timber panelling installed on the balconies meets the current standards of fire performance and installation.  Potential fire and surface spread of flame hazard.	2	
F01	2nd floor riser cupboard	Combustible items stored. The pictures does not reflect combustible items, however there were carton boxes stored in the room thereafter returning keys to the key safe box.  Potential fire hazard.	2	
FAL02	3rd floor lobby	Smoke vent switch displays a flashing yellow light. The property manager was informed about the fault on the day.  Potential to hinder aiding the evacuation from the building in the event of an emergency.	2	
FBS03a	Throughout electrical and riser cupboards	Breach in compartmentation with no, or insufficient (pink foam) fire stopping installed.  Potential for fire, heat and smoke to spread through the property.	2	
FBS03g	Throughout electrical and riser cupboards	Fire door frame has not been suitably fire stopped to the structural opening.  Potential for fire, heat and smoke to spread through the property.	2	
FD06c	Throughout	Its possible that the fire door survey (undertaken by Jewel Passive Fire Protection) may have highlighted a number of faults which will allow smoke to pass through the door, however, without seeing the report, the level of remedial works identified is unknown. Potential for smoke to spread throughout the communal areas.	2	
FD16	Throughout	Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.  Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	2	
FMES04	Ground floor & 4th floor electrical intake cupboard	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	

### Hazard Summary

(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)

Ref No.	Location	Hazard	Priority	a
No Access	Dry risers throughout	The advisor was unable to gain access to this area as no keys were provided.  Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
No Access	4th floor roof areas	The advisor was unable to gain access to this area as not trained and no lanyards.  Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
FAP01	Throughout	No fire action notices displayed adjacent to the fire alarm manual call points/inside communal entrance.  Potential in delaying evacuation process.	3	
FBS04	1st floor electrical & riser cupboard	Excessive amount of intumescent foam has been used to fire stop gaps. Foam has been allowed to expand and hasnt been cut back so the size of the gap can't be determined. Foam should only be used for gaps stipulated in the manufacturer data sheet.  Potential for fire and smoke to spread through the property	3	
FLS01	Ground floor	No notices displayed stating "Do Not Use Lift in Event of Fire".  Potential for persons to become trapped in the lift car if the power failed, or potential for the lift car to take persons to the floor affected by fire.	3	
FMCP02	3rd floor Lobby by flat 18, 21, 4th floor stairwell & by flat 28	Smoke vent switch cover missing.  Potential for accidental actuation of the smoke ventilation system.	3	
FMES02 b	Ground floor by the lift	Storage on escape route.  Although not a significant hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes.  Potential to hinder evacuation of building in the event of an emergency.	3	

## 4.0 Appendices

### 4.1 Legislation

The following list is included to assist in identifying relevant regulations. It is not exhaustive and should serve as a reference only.

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005 / The Fire (Scotland) Act 2005 / Fire & Rescue Services (Northern Ireland) Order 2006

Construction (Design and Management) Regulations 1994

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos at Work Regulations 2002

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992\*

Health and Safety (First Aid) Regulations 1981\*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998\*

Manual Handling Operations Regulations 1992\*

Personal Protective Equipment Regulations 1992\*

Provision and Use of Work Equipment Regulations 1998\*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Workplace ( Health, Safety and Welfare) Regulations 1992\*

Work at Height Regulations 2005

\* As amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

## 4.2 Fire Related Issues Considered During The Assessment

In compiling this report, consideration was given to the following fire related issues;

1. Identifying all hazards including ignition sources, fuel sources and potential sources of oxygen.
2. Occupancy levels, including Identifying those people who are at risk from fire and why.
3. The construction of the property including the fire resistance of walls, floors and ceilings, and the adequacy of the fire compartmentation.
4. Active fire detection and warning systems, including smoke detectors, fire alarm sounders and smoke vent systems.
5. Firefighting equipment such as fire extinguishers, hose reels and fire blankets, including their type, suitability and location.
6. Equipment that is inter-faced with any fire detection systems such as lifts, fire shutters, automatic fire doors and plant shut-downs.
7. Access for Fire Brigade appliances, and equipment for use by the Fire Brigade such as fire lifts, dry/wet risers.
8. Escape routes, including their location, length, number and availability.
9. Final exit doors.
10. Emergency lighting, and its testing and maintenance.
11. Fire doors and associated signage.
12. Fire exit signage and notices, fire assembly points,
13. Testing and maintenance of equipment including fire detection and warning systems, fire extinguishers and smoke vent systems.
14. Fire emergency procedures and relevant notices.
15. Fire safety training records for employees (Where applicable)



## 4.3 Useful Contact Addresses

### 4site Consulting Limited

Unit 4  
Exchange Court  
London Road  
Feering  
Essex  
CO5 9FB

Tel: 01376 572936  
Fax: 01376 571857  
E Mail: [office@4siteconsulting.co.uk](mailto:office@4siteconsulting.co.uk)  
Web: [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk)

### HSE Books & Publications

PO Box 29  
Norwich  
NR3 1GN

Tel: +44 (0)333 202 5070  
Fax: +44 (0)333 202 5080  
Web: [books.hse.gov.uk](http://books.hse.gov.uk)

### British Standards

BSI - Standards Sales & Customer Services  
389 Chiswick High Road  
London  
W4 4AL

Tel: +44 345 086 9001  
Web: [www.bsigroup.com](http://www.bsigroup.com)

### Health & Safety Executive

Head Office  
Redgrave Court  
Merton Road  
Bootle Merseyside  
L20 7HS

To find your local HSE office, visit:  
[www.hse.gov.uk](http://www.hse.gov.uk)

### The Stationery Office (formerly HMSO) (For copies of Acts & Regulations)

TSO Customer Services  
PO Box 29  
Norwich  
NR3 1GN

Telephone orders: +44 (0)333 200 2425  
Fax orders: +44 (0)333 202 5080  
General enquiries: +44 (0)333 202 5070  
Fax enquiries: +44 (0)333 202 5080  
Web: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

### Fire Protection Association

London Road  
Moreton in Marsh  
Gloucestershire  
GL56 0RH

Tel: +44 (0)1608 812 500  
Web: [www.thefpa.co.uk](http://www.thefpa.co.uk)

### The Institution of Fire Engineers

IFE House  
64-66 Cygnet Court  
Timothy's Bridge Road  
Stratford-upon-Avon  
CV37 9NW

Tel: +44 (0) 1789 261463  
Web: [www.ife.org.uk](http://www.ife.org.uk)

## 4.4 Certificate of Conformity



### **Life Safety Fire Risk Assessment Certificate of Conformity**

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

#### **Schedule**

**Part 1a Name of issuing Certificated Organisation:** 4site Consulting Ltd

**Part 1b BAFE registration number of issuing Certificated Organisation:** ESSX241

**Part 2 Name of client:** Worsley Investment Properties Limited

**Part 3a Address of premises for which the fire risk assessment was carried out:**  
Dorchester Court- Block A - 283 London Road - Camberely - - GU15 3JJ

**Part 3b Part or parts of the premises to which the fire risk assessment applies:** Landlords areas and common parts

**Part 4 Brief description of the scope and purpose of the fire risk assessment:** This risk assessment report is limited to the areas identified in Part 3 of this schedule and aims to identify significant risks to life from fire.

**Part 5 Effective date of the fire risk assessment:** 15/05/2024

**Part 6 Recommended date for review of the fire risk assessment:** 14/05/2025

**Part 7 Unique reference number of this certificate:** FRA48697/0213/150524/1

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment. This certificate and scheme only relate to the elements of this report concerning life safety fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:

**George Martin** TIFireE, AIFSM, L4FireDip, FDIDip

**Date of issue:** 26/05/2024 08:03:54

**Name and address of Third-Party Certification Body:** SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX

*BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH  
www.bafe.org.uk*

**N.B.:** If this report covers more than one building or premises, it has been determined that one certificate is sufficient to cover all buildings/premises involved in the assessment as the risk assessment has been conducted as a single, coherent, documented exercise.