

## ACCENT HOUSING - FIRE RISK ASSESSMENT



|                                   |  |
|-----------------------------------|--|
| <b>Region :</b>                   | <b>Yorkshire</b>                           |
| <b>Scheme Name :</b>              | <b>1 - 12 Jeremy Downs House</b>           |
| <b>Scheme Address :</b>           | <b>Senior Way<br/>Bradford<br/>BD5 0AQ</b> |
| <b>Date of Assessment:</b>        | <b>31/03/2022</b>                          |
| <b>Date of Next Assessment:</b>   | <b>31/03/2025</b>                          |
| <b>FRA Frequency:</b>             | <b>3 Year Re-Assessment</b>                |
| <b>Fire &amp; Safety Assessor</b> | <b>Steve Manners</b>                       |

This Fire Risk Assessment has been conducted upon the instruction of Accent Housing.

| <b>Scheme Details</b>   |  | <b>1 - 12 Jeremy Downs House</b> |
|---|--|----------------------------------|
| <b>Region:</b>  | Yorkshire                                    |                                  |
| <b>Scheme Name:</b>   | 1 - 12 Jeremy Downs House                    |                                  |
| <b>Site Address:</b>  | <b>Street:</b>                               | Senior Way                       |
|   | <b>Town:</b>                                 | Bradford                         |
|   | <b>Post Code:</b>                            | BD5 0AQ                          |
| <b>Block &amp; Asset No.</b>  | 33720  |                                  |
| <b>Date of this Assessment</b>  | 31/03/2022                                   |                                  |
| <b>Date of Next Review</b>  | 31/03/2025                                   |                                  |
| <b>Fire Risk Assessment Frequency</b>   | 3 Years                                      |                                  |
| <b>Health &amp; Safety Assessment Frequency</b>                               | 3 Years                                      |                                  |
| <b>Purpose of Fire Risk Assessment</b>  | 3 Year Re-Assessment                         |                                  |
| <b>Fire &amp; Safety Assessor</b>   | Steve Manners                                |                                  |
| <b>Director of Customer Experience</b>  | John Place                                   |                                  |
| <b>Customer Partnership Manager</b>   | Vinny Watkins                                |                                  |
| <b>Contract Manager</b>   | Emma Watkinson                               |                                  |
| <b>Scheme Manager/Customer Partner</b>  | Hannah Emery                                 |                                  |
| <b>Other staff in attendance</b>  | one  |                                  |
| <b>Use of Building</b>  | General Needs                                |                                  |
| <b>Approximate Number of occupants</b>  | 48   |                                  |
| <b>Occupancy Profile</b>  | Families                                     |                                  |
| <b>Familiarity of the occupants</b>   | Fully Familiar                               |                                  |
| <b>Likely state of the Occupants</b>  | Alert  |                                  |
| <b>PEEPs in place where necessary</b>   | Yes  |                                  |
| <b>Number of on-site Accent staff</b>   | None   |                                  |
| <b>Number of other (non-Accent) staff</b>                                     | Contract cleaners in common areas            |                                  |
| <b>Support Agency (Supported Housing)</b>                                     | N/A  |                                  |
| <b>Current Evacuation Strategy.</b>   | Full (Simultaneous) Evacuation               |                                  |
| <b>Evidence that residents have been notified of the evacuation procedure</b> | Advice notices displayed in common areas     |                                  |
| <b>History of fires in the building</b>                                       | None   |                                  |
| <b>Business Continuity Plan in place?</b>                                     | Yes  |                                  |
| <b>Scope of Assessment</b>  | Type 1 (Common Parts Only - Non Destructive) |                                  |
| <b>Applicable Fire Safety Guidance</b>  | Sleeping Accommodation Guide                 |                                  |
|   | LACORS Guide                                 |                                  |
|   |  |                                  |
|   |  |                                  |

| <b>Building Details</b>  | <b>1 - 12 Jeremy Downs House</b>                 |
|--|--|
| <b>Construction Date</b>   | Converted to flats in 2018                       |
| <b>Construction Type</b>   | Joisted or Load Bearing Masonry (Traditional)    |
| <b>Roof Finish</b>   | Flat-Felt  |
| <b>External Wall Finish</b>  | Brick  |
|  |  |
|  |  |
| <b>Are there any areas of external wall cladding</b>                       | No   |
| <b>Are there any balconies</b>   | No   |
| <b>Conversion or purpose-built</b>   |  |
| <b>Number of flats (self-contained)/rooms (HMOS, shared houses)</b>        | 12   |
| <b>Number of storeys above ground</b>                                      | 2  |
| <b>Number of storeys below ground</b>                                      | None   |
| <b>Is there a habitable basement?</b>                                      | No   |
| <b>Number of internal Staircases per Block (protected or unprotected?)</b> | One-Protected                                    |
| <b>Number of External Staircases per Block</b>                             | None   |
| <b>External Balcony part of escape route?</b>                              | No   |
| <b>Unusual features</b>  | None   |
| <b>Building complexity</b>   |  |
| <b>Building Access Conditions for Fire Brigade</b>                         | Vehicular Access to one or more elevations       |
| <b>Surroundings: Residential/Commercial</b>                                | Residential                                      |
| <b>Fire Provision Currently in Place</b>                                   |  |
| <b>Fire Detection and Warning System</b>                                   | Flats and common areas not linked                |
| <b>Grade of fire alarm</b>   | Grade A  |
| <b>Category of fire alarm</b>  | LD2 Additional Protection                        |
| <b>Additional Comments:</b>  |  |
| <b>Evacuation Alert System (EAS)</b>                                       | N/A  |
| <b>Additional Comments:</b>  |  |
| <b>Emergency Lighting Provision</b>  | Non Maintained System - Common Areas             |
| <b>Additional Comments:</b>  |  |
| <b>Portable Fire Extinguishers</b>   | None fitted                                      |
|  |  |
|  |  |
| <b>Additional Comments:</b>  |  |
| <b>Fixed Fire Fighting Installations</b>                                   |  |
| <b>Additional Comments:</b>  | Smoke venting System Fitted within the staircase |

| Significant Findings - Fire |   |            |  |             |                              |                 |
|-----------------------------|---|------------|--|-------------|------------------------------|-----------------|
| 1 - 12 Jeremy Downs House   |   |            |  |             | 31/03/2022                   |                 |
| Action Ref:                 | Potential Area of Fire Risk   | Yes-No-N/A | Observation/Comments/<br>Actions Required  | Risk Rating | Target<br>Completion<br>Date | Referred<br>To: |
| <b>Fire Hazards</b>         |   |            |  |             |                              |                 |
| <b>1</b>                    | <b>Electrical Sources of Ignition:</b>  |            |  |             |                              |                 |
| 1.1                         | Electrical Installation within common areas (Fixed Wiring, sockets, switches, light fittings) in good condition and no obvious damage | Yes        | All common area sockets and fittings in a satisfactory condition at the time of inspection.      | .           |                              |                 |
| 1.2                         | Valid Electrical Installation Condition Reports held on file.(Common Areas)   | Yes        | Valid communal area EIC Reports for all blocks uploaded to property file. Carried out 12/11/2019 | .           |                              |                 |
| 1.3                         | Valid Electrical Installation Condition Reports held on file. (General Needs Flats)   | Yes        | Valid General Needs flats EIC Reports uploaded to property file.                                 | .           |                              |                 |
| 1.4                         | Electrical App/PA Testing - all portable appliances tested within past 12 months  | N/A        |  | .           |                              |                 |
| 1.5                         | Absence of trailing leads and adapters  | Yes        |  | .           |                              |                 |
| 1.6                         | Mobility Scooters - Stored/charged in common areas, purpose built store/resident flat   | Yes        | There were no Mobility scooters in the means of escape at the time of the inspection             | .           |                              |                 |
| <b>2</b>                    | <b>Smoking:</b>   |            |  |             |                              |                 |
| 2.1                         | Are there any risks associated with smoking in the building?  | Yes        | residents smoke in their flats   | .           |                              |                 |
| <b>3</b>                    | <b>Arson:</b>   |            |  |             |                              |                 |
| 3.1                         | Adequate security against arson?  | Yes        | Building secure - Intercom door entry system with trade button access.                           | .           |                              |                 |
| 3.2                         | Is there an absence of unnecessary fire load in close proximity to building?  | Yes        | All external common areas clear at time of inspection  | .           |                              |                 |

| <b>4 Heating Installations (Portable/fixed)<br/>Gas Installations - Common Areas &amp; General Needs Residential flats.</b> |   |     |  |     |        |                     |
|---|---|-----|--|-----|--------|---------------------|
| 4.1   | If portable heaters are used, are there suitable controls?  | N/A |  | .   |        |                     |
| 4.2   | Are fixed heating installations subject to regular maintenance?   | Yes |  | .   |        |                     |
| 4.3   | Valid LGSC held on file for each residential flat that contains gas appliances.   | Yes | Gas Safety Certs uploaded to property file. All individual flat records held on ActiveH and Certs loaded in to Property file | .   |        |                     |
| <b>5 Cooking:</b>   |   |     |  |     |        |                     |
| 5.1   | Are reasonable measures taken to prevent fires as a result of cooking?  | N/A | Cooking only permitted within flats  | .   |        |                     |
| 5.2   | Where there is extraction ventilation in communal kitchens are filters changed/ cleaned and ductwork cleaned regularly?                     | N/A |  | .   |        |                     |
| <b>6 Lightning Protection System:</b>   |   |     |  |     |        |                     |
| 6.1   | Does the building have a lightning protection system, If so, is it adequately maintained?   | N/A | No lightning conductor system fitted   | .   |        |                     |
| <b>7 Housekeeping:</b>  |   |     |  |     |        |                     |
| 7.1   | Is the standard of housekeeping adequate?   | Yes |  | .   |        |                     |
| 7.2   | Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items.             | No  | Ground floor electrical cupboard. Contractors waste left in cupboard. Recommendations - Remove and dispose of.               | Low | 8/4/22 | Fire Safety Manager |
| 7.3   | Are combustible materials separated from ignition sources and stored appropriately?   | Yes | All areas clear at time of inspection  | .   |        |                     |
| 7.4   | Are unnecessary accumulations of combustible materials or waste avoided?  | Yes |  | .   |        |                     |
| 7.5   | Are hazardous materials stored appropriately (i.e. oxygen cylinders, flammable materials, explosive products, oxidising products, aerosols) | N/A | No reports of medical oxygen in use at this scheme at the time of inspection   | .   |        |                     |

|                                 |  |     |  |   |  |
|---------------------------------|--|-----|--|---|--|
| <b>8</b>                        | <b>Furniture/furnishings on escape routes and other communal areas:</b>  |     |  |   |  |
| 8.1                             | Furniture/furnishings in good condition, fire retardant and complies with 1988 Regulations.                          | N/A | Furniture not permitted in communal areas at general needs schemes.  | ' |  |
| <b>9</b>                        | <b>Other Significant Fire Hazards:</b>   |     |  |   |  |
| 9.1                             | Are there other significant fire hazards that are inadequately controlled?   | No  |  | ' |  |
| <b>Fire Protection Measures</b> |  |     |  |   |  |
| <b>10</b>                       | <b>Means of Escape from Fire:</b>  |     |  |   |  |
| 10.1                            | Is it considered that the building is provided with reasonable means of escape in case of fire?                      | Yes |  | ' |  |
| 10.2                            | Escape routes unobstructed and maintained in a sterile condition?  | Yes | Clear corridor policy enforced   | ' |  |
| 10.3                            | Exits easily and immediately openable where necessary, without a key?  | Yes |  | ' |  |
| 10.4                            | Reasonable distances of travel where there is a single/alternative direction of travel?                              | Yes |  | ' |  |
| 10.5                            | Escape routes lead to final exits and open in direction of escape where necessary?                                   | Yes |  | ' |  |
| 10.6                            | Do failsafe's on locked exit doors function correctly?   | Yes |  | ' |  |
| 10.7                            | Is it considered that the building is provided with reasonable arrangements for means of escape for disabled people? | Yes | No disabled access to upper floors<br>This cannot be overcome due to building design. Therefore floor only, there is a lift but not to be used if there is a fire. | ' |  |
| <b>11</b>                       | <b>Measures to Limit Fire Spread and Development:</b>  |     |  |   |  |
| 11.1                            | Is it considered that the compartmentation is of a reasonable standard?  | Yes |  | ' |  |
| 11.2                            | Is there reasonable limitation of surface finishes that might promote fire spread (walls, floors, ceilings)?         | Yes |  | ' |  |

|           |  |     |   |   |  |  |
|-----------|--|-----|---|---|--|--|
| 11.3      | Are fire dampers/shutters provided in ducts/refuse chutes to protect means of escape against fire, smoke and combustion products?  | N/A |   | . |  |  |
| 11.4      | Compartmentation within roof spaces of a satisfactory standard?  | N/A | This building has a flat roof with no roof space in common area   | . |  |  |
| 11.5      | Loft hatches fire resisting?   | N/A | Non Fitted within common area   | . |  |  |
| 11.6      | Fire stopping above cross-corridor fire doors within suspended ceiling void of a satisfactory standard   | N/A |   | . |  |  |
| 11.7      | Smoke Control Systems (AOV's)<br>Are records of annual testing available?  | Yes | This is a smoke venting system, tested on 21/10/2021  | . |  |  |
| 11.8      | Roller shutter doors (fire resisting)  | N/A |   | . |  |  |
| 11.9      | Do the external walls, windows, balconies etc pose a risk of significant fire spread?  | N/A |   | . |  |  |
| <b>12</b> | <b>Communal Area Fire Doors (Inspection to include - construction, hinges, closure devices, intumescent/smoke seal condition, glazing systems and maximum gaps between door and frame.</b> |     |   |   |  |  |
| 12.1      | Communal fire doors to FD30s standard and in a serviceable condition,  | Yes | All communal fire doors are of the same type/design. Solid timber or fitted with wired glass vision panels. Complete with Intumescent/smoke seals, 1.5 pairs of fire rated hinges and overhead self-closure devices. These doors have no visible identification and are believed to be the original FD30 doors that were the bench mark standard of the day. All doors are in a serviceable condition | . |  |  |
| 12.2      | "Fire door keep shut/locked" signage displayed on both sides of all applicable doors.  | Yes |   | . |  |  |
| 12.3      | Hold open devices operate at the sounding of the alarm and are in a serviceable condition  | N/A |   | . |  |  |

|           |  |     |  |   |  |
|-----------|--|-----|--|---|--|
| <b>13</b> | <b>Flat entrance doors (Internal Common Areas)</b>   |     |  |   |  |
| 13.1      | Do flat entrance doors open onto internal escape routes?   | Yes | If yes, see "Residents Front Doors Sheet"  | . |  |
| <b>14</b> | <b>Flats with a single direction of escape to a single escape stairway. (External Balcony)</b>   |     |  |   |  |
| 14.1      | Do the flat entrance doors that open onto an external balcony have to be passed during an escape?  | N/A | If yes, see "Residents Front Doors Sheet"  | . |  |
| 14.2      | Are the separating walls between the flats and the balcony floor that have to be passed during an escape, fire-resisting up to a height of 1.1m? | N/A |  | . |  |
| <b>15</b> | <b>Emergency Escape Lighting:</b>  |     |  |   |  |
| 15.1      | Is the emergency lighting correctly specified and installed as per BS 5266-1:2016  | Yes |  | . |  |
| 15.2      | Are all emergency lighting units in good condition and securely fixed to walls/ceilings  | Yes |  | . |  |
| 15.9      | Are records of monthly testing available?  | Yes | All tests are carried out by Tunstall, the last test was completed on 11/03/2022 | . |  |
| 15.10     | Are records of annual testing available?   | Yes | All tests are carried out by Tunstall, the last test was completed on 21/10/2021 | . |  |
| <b>16</b> | <b>Fire Safety Signs and Notices:</b>  |     |  |   |  |
| 16.1      | Are the correct Fire Action/Advice notices displayed in prominent locations within the common areas?   | Yes |  | . |  |
| 16.3      | Directional fire escape signage in place and adequate?   | Yes |  | . |  |
| 16.4      | Is there a suitable LIFT sign i.e. do not use in case of fire.   | Yes |  | . |  |
| <b>17</b> | <b>Means of giving Warning in case of Fire:</b>  |     |  |   |  |
| 17.1      | Is the fire detection and warning system appropriate for the occupancy and fire risk?  | Yes |  | . |  |



|           |  |     |   |   |  |  |
|-----------|--|-----|---|---|--|--|
| 17.2      | Is the fire detection and warning system correctly specified and installed as per BS 5839-1:2017   | Yes |   | . |  |  |
| 17.3      | Is the fire detection and warning system maintained/tested and all certificates saved on file. (BS 5839-1:2017)  | Yes |   | . |  |  |
| 17.4      | Are there heat detectors located in the Kitchen, Boiler, Plant Room and Laundry?   | Yes |   | . |  |  |
| 17.5      | Is the fire alarm panel remotely monitored, and if so are there records of regular testing?  | No  | The fire alarm is tested weekly by Tunstall Last test 25/03/2022. Annual test carried out on 21/10/2021 | . |  |  |
| 17.6      | Are smoke/heat detectors within General Needs flats subject to an annual inspection and the results recorded on an in date Landlord Gas Safety Record (LGSR) | Yes | Tested in conjunction with Gas safety check. All records held in property file and ActiveH              | . |  |  |
| <b>18</b> | <b>Fire Extinguishing Equipment:</b>   |     |   |   |  |  |
| 18.1      | Portable fire extinguishers - appropriate type/number/position?  | N/A |   | . |  |  |
| 18.2      | Correct signage displayed by each fire extinguisher?   | N/A |   | . |  |  |
| 18.3      | Fire blanket in communal kitchen, secured to the wall, complete with signage?  | N/A |   | . |  |  |
| 18.4      | Hose Reels - fitted, maintained?   | N/A |   | . |  |  |
| 18.5      | Dry/wet risers - Full access to all inlet/outlet boxes. All inlet/outlets secured and/or securing straps fitted to outlet valves?                            | N/A |   | . |  |  |
| 18.6      | Records available of fire fighting equipment servicing within past 12 months   | Yes | Smoke extraction unit tested 21/10/2021   | . |  |  |
| <b>19</b> | <b>Management of Fire Safety</b>   |     |   |   |  |  |

|           |   |     |   |   |  |  |
|-----------|---|-----|---|---|--|--|
| 19.1      | Are there suitable arrangements for summoning the fire service?   | Yes | Residents are made aware that it is their responsibility to summon the fire service and not to rely on the alarm. | . |  |  |
| 19.2      | Do relevant staff carry out regular fire safety checks  | Yes | Regular site visits by Customer Partner   | . |  |  |
| 19.3      | Sheltered Schemes & Regional Offices - Are there sufficient number of qualified Fire wardens.                         | N/A |   | . |  |  |
| 19.4      | Offices - Are there suitable arrangements for ensuring the premises are evacuated?                                    | N/A |   | . |  |  |
| 19.5      | Offices - Are there suitable arrangements for evacuating disabled people?   | N/A |   | . |  |  |
| 19.6      | Offices - Are there suitable arrangements for meeting the fire service on arrival and providing relevant information? | N/A |   | . |  |  |
| 19.7      | Offices/IL Schemes - Is there a suitable assembly point?  | N/A |   | . |  |  |
| 19.8      | Offices - Are fire drills carried out at appropriate intervals?   | N/A |   | . |  |  |
| <b>20</b> | <b>Evacuation Policy</b>  |     |   |   |  |  |
| 20.1      | Taking the findings of the FRA into account, is the evacuation policy appropriate for the scheme?                     | Yes |   | . |  |  |

| Residents Front Doors   |               |           |  |             |                 |              |
|---|---------------|-----------|--|-------------|-----------------|--------------|
| 1 - 12 Jeremy Downs House   |               |           |  |             | 31/03/2022      |              |
| Flat entrance doors to FD30s specification (Inspection to include - Door condition, construction, closure devices, intumescent/smoke seal condition, glazing systems, fire rated letterplate, door furniture and maximum gaps between door and frame/threshold. |               |           |  |             |                 |              |
| Flat No.  | Access Gained | Asset No. | Observation/Comments / Actions Required  | Risk Rating | Completion Date | Referred To: |
| 1   | No            |           | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. | -           |                 |              |
| 2   | No            |           | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. | -           |                 |              |
| 3   | No            |           | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. | -           |                 |              |
| 4   | No            |           | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. | -           |                 |              |
| 5   | No            |           | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. | -           |                 |              |

|    |     |  |   |   |  |  |
|----|-----|--|---|---|--|--|
| 6  | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |
| 7  | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |
| 8  | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |
| 9  | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |
| 10 | Yes |  | All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type. The door closes in to the rebate and the latch engages | - |  |  |
| 11 | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |
| 12 | No  |  | External inspection only. All flat doors were fitted to the appropriate standard at that time. On inspection the flat door is in very good condition. The self-closer is fitted to the outside of the door. There are no letterplates fitted. The handles and locks are in very good condition and are the appropriate type.                              | - |  |  |

# Photographs - Fire

31/03/2022

1 - 12 Jeremy Downs House



Photo No. 1

Smoke Vent Control Panel



Photo No. 2

Fire Alarm Control Pane

Photographs - Fire

31/03/2022

1 - 12 Jeremy Downs House



Photo No. 3

Smokeventing outlet



Photo No. 4

Ignage and detection in the common area

Photographs - Fire

31/03/2022

1 - 12 Jeremy Downs House



Photo No. 5

Flat Door construction, external letter box

## 6. Risk Calculator - Fire

The following risk estimator is based on the general health and safety risk level estimator contained within BS 8800: 1996. Guide to occupational health and safety management systems.

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

(please insert x below)

LOW       MEDIUM       HIGH

2. Taking into account the nature of the building, the occupants, the fire protection afforded and any procedural arrangements observed at the time of the assessment, it is considered that the consequences for life safety in the event of a fire would be:

(please insert x below)

MINOR       MAJOR       CRITICAL

The definition of the above terms is as follows:

***FKA REVIEW Frequency***

|                 |   |
|-----------------|---|
| <b>MINOR</b>    | Outbreak of fire is unlikely to result in serious injury or death of any occupant (other than the occupant sleeping in a bedroom in which a fire occurs). |
| <b>MAJOR</b>    | An outbreak of fire could result in injury of one or more occupants, but is unlikely to lead to fatalities.   |
| <b>CRITICAL</b> | There is significant potential for serious injury or death of one or more occupants.  |

3. The above estimates are then read into the following matrix table to give the overall risk level for the site:

| Fire Hazard | Minor     | Major       | Critical    |
|-------------|-----------|-------------|-------------|
| Low         | Trivial   | Tolerable   | Moderate    |
| Medium      | Tolerable | Moderate    | Substantial |
| High        | Moderate  | Substantial | Intolerable |

When the level of risk is established, the action level can be read from the table below:

| Risk Level  | Guide to actions and appropriate timescales   |
|-------------|---|
| Trivial     | No action is required   |
| Moderate    | Efforts should be made to reduce the risk level and this should be carried out within the specified time periods.   |
| Substantial | Considerable resources may have to be allocated to reduce the risk level. It may be necessary to limit the occupation of some parts until urgent remedial action is |
| Intolerable | The building (or the relevant area) should not be occupied until the risk is reduced.   |



| Action Plan - Fire  |   |             |                 |                     |             |
|---|---|-------------|-----------------|---------------------|-------------|
| 1 - 12 Jeremy Downs House   |   |             |                 | 31/03/2022          |             |
| Enter Risk Rating and Colour Code Here  |   |             |                 |                     |             |
| Potential area of fire risk   | Observation/Comments / Actions Required   | Risk Rating | Completion Date | Referred To:        | Task ID No. |
| <b>Fire Hazards</b>   |   |             |                 |                     |             |
| <b>Housekeeping:</b>  |   |             |                 |                     |             |
| Are all electrical/intake/service cupboards secure and free from general waste, contractors waste and residents personal items. | Ground floor electrical cupboard. Contractors waste left in cupboard.<br>Recommendations - Remove and dispose of. | Low         | 08/04/22        | Fire Safety Manager | 982690      |