

FIRE RISK ASSESSMENT

214 Dean Road,
South Shields,
NE33 5PZ

David Heron- GIFireE, MIFSM, DipFD

Fire Safety Consultant

17 Northview, Meadowfield,
Durham, DH7 8SQ

07436 624746
Davidheron81@live.co.uk

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Introduction.

The Regulatory Reform (Fire Safety) Order 2005 (RRO) came into force on **October 1st 2006** and replaces almost all existing Fire related Legislation.

Guidance issued by the Government contains the following observation:

Is it expected that each organisation will have a written Fire Policy, which should include;

- Who will hold responsibility at board level for Fire Safety,
- Who will be the '**Responsible person**' for each of the premises (this will be the person who has overall control, usually the manager),
- The arrangement whereby managers will, where necessary, nominate in writing, specific people to carry out particular tasks if there is a fire and,
- The arrangement whereby regional or area managers should monitor and check that individual managers are meeting the requirements of the fire safety law.

The **RRO** states that each organisation should have a **'Responsible Person'** who has control over the building and who should ensure that the Legislation is being complied with. The regulations also state that the **'Responsible Person'** should appoint one or more **'Competent Persons'** to assist him/her in carrying out the duties.

The **'Competent Person'** is described in the Regulations as someone who is 'competent by the way of training or experience to carry out the duties' and this can be either an employee or an external advisor.

In multi-occupied buildings the responsibility for compliance rests with the **'Responsible person'** from each of the tenants and the **'Responsible person'** appointed by the owner to deal with the common areas of the building.

It is therefore essential that every **'Responsible Person'** ensures that they have a detailed and up to date Fire Risk Assessment for their area and that any significant findings are being addressed. It is also vital that where there is an overlap, as in the case of fire procedures and fire alarm testing, that good communication exists between all parties.

Listed below is a summary of additional duties imposed by the Regulations as shown in the guidance. This is in addition to the existence of a current Fire Risk Assessment.

- You must appoint one or more competent persons, depending upon the size and use of your premises, to carry out any of the preventative and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- You must provide your employees with clear information about the risks identified by the Fire Risk Assessment, about the measures taken to prevent fires and how these measures will protect them if a fire breaks out.

- You must consult your employees or their elected representatives about nominating people to carry out particular roles in connection with fire safety and about proposals for improving fire precautions.
- You must, before you employ any child, provide the parent with clear information on the risks to that child identified by the risk assessment, the measures that you have put into place to prevent/protect them from fire and inform any other responsible person of any risks to that child.
- You must inform non-employees such as temporary or contract workers of the relevant risks to them and provide them with information about the nominated competent persons in the building and about the fire safety procedures for the premises.
- You must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- You must provide the employer of any person from an outside organisation who is working in your premises, with clear information on the risks to those employees and the preventative and protective measures taken. You must also provide those employees with appropriate instructions and information about the risks to them.
- If you are not the employer but have any control of premises which contain more than one workplace, you are responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.
- You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- You must establish a suitable means of contacting emergency services and provide them with information about any dangerous substances.
- You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you and from time to time throughout the period they work for you.
- You must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.

Your employees must co-operate with you to ensure that the workplace is safe from fire and its effects and must not do anything that will place themselves or other people at risk.

Important Note.

David Heron- Fire Safety Consultant, have used their professional expertise and judgement in carrying out this assessment and in preparation of the report. The recommendations made, represent our assessment of the standard considered necessary for the safety of persons within the building/ premises.

It should be borne in mind that an assessment is open to interpretation and as such the Fire Authority may have a different view on certain aspects when they visit the building. Information for the completion of the assessment was obtained by physical inspection of the work areas, inspection of records and drawings (where available) and discussions with staff. The assessment is limited to those areas to which access was possible at the time of inspection.

THIS RISK ASSESSMENT IS A LEGAL DOCUMENT AND SHOULD BE AVAILABLE FOR INSPECTION BY THE ENFORCING AUTHORITY.

It is a statutory requirement for the responsible person to ensure that this Fire Risk Assessment is reviewed regularly and kept up to date especially if:

- There is reason to suspect that it is no longer valid
- Significant changes have been made to the premises
- Following a near miss or accident

Under any circumstances, the Fire Risk Assessment to this premises must be reviewed on a minimum basis of- ANNUALLY

For the attention of the Responsible Person.

The following information is provided to assist the Responsible Person to prioritise fire safety works recommended as a result of the following Fire Risk Assessment.

All items contained in the Fire Risk Assessment are considered important and every effort should be made to implement each one of them as soon as possible.

It may not be possible to implement all of the recommendations at once for various reasons such as building disruption or financial constraints and therefore David Heron- Fire Safety Consultant have prioritised each item to assist the "Responsible Person" in fulfilling their duties. It should be understood that all items in the Assessment are considered necessary and should be implemented as soon as is practically possible.

The following pages contain observations and recommendations. In each case they are indicated in colour as either:-
Red- High Risk – Work to be commenced Immediately or As Soon As Possible
Yellow- Medium Risk – Work to be commenced within 3- 6 Months or earlier
Green- Low Risk – Work to be completed within 12 Months or earlier

Where priorities are dependent upon funding that may not be available during the current financial year, they should still be achieved as soon as possible. Other items, such as removing storage, can be achieved for very little cost and in such cases it clearly makes sense to carry out the low cost work quickly.

Where funding needs to be provided which may cause a delay in the implementation of the necessary works, then arrangements should be made as a matter of urgency to seek the necessary funds.

Staff and all visitors should be made aware of the current state of fire provisions within the building.

Staff training is always a vital part of any Fire Safety Policy in any building but where delays in completing necessary works are likely, then it is essential that all staff are informed and made aware of the procedures that are to be followed in the event of a fire. After studying the Assessment, all decisions taken with regard to each item listed should be recorded for future reference.

It is strongly recommended that the “Responsible Person” acquires a copy of the Guide issued by The Department for Communities and Local Government relevant to this building. This guide contains additional information which will assist the “Responsible Person” to discharge their duties as required by the new Fire Safety Order.

It is also recommended that a copy of the guide “Means of Escape for Disabled Persons” issued by HM Government is obtained and referred to for more information.

If in doubt about any aspect of this Assessment or if additional guidance is considered necessary, contact David Heron- Fire Safety Consultant using the contact details on the front page of this fire risk assessment.

The risk of fire due to deficiencies has been determined using the following matrix:

Risk Matrix		Potential Consequences of Fire		
		Slight Harm	Moderate Harm	Extreme Harm
Likelihood of a Fire Occurring	Low	Tolerable	Tolerable	Moderate
	Medium	Tolerable	Moderate	Substantial
	High	Moderate	Substantial	Intolerable

1) In order to assess the adequacy of general fire precautions, the risk profile is determined as C2 for bedroom occupants. This indicates how fast a fire may grow (due to the hazards present) and characteristics of persons at risk from fire incident at the premises.

2) The following descriptors from BS 9999[1] are used to determine the risk profile:

Occupancy Characteristic	Fire Growth Rate	Risk Profile
A Occupancy who are awake and familiar with the building	1 Slow 2 Medium 3 Fast 4 Ultra-fast	A1 A2 A3 A4
B Occupancy who are awake and unfamiliar with the building	1 Slow 2 Medium 3 Fast 4 Ultra-fast	B1 B2 B3 B4
C Occupancy who are likely to be asleep*	1 Slow 2 Medium 3 Fast 4 Ultra-fast	C1 C2 C3 C4
C Occupancy receiving medical or nursing care*	1 Slow 2 Medium 3 Fast 4 Ultra-fast	C1 C2 C3 C4

*Sleeping accommodation risk profile C is modified according to site management controls:

Risk Category is sub-divided as follows:	**Site management regime where Occupants are likely to be asleep.**
Ci Long-term individual occupancy	Flats without 24-hour maintenance / management control on site
Cii Long-term managed occupancy	Serviced flats, halls of residence, boarding schools, etc.
Ciii Short-term occupancy	Hotels

3) In assessing the appropriateness of the fire safety provisions, the risk profile is useful as a cross-reference to the guidance found in BS 9999. However, the assessor uses other benchmarks to determine what might be appropriate in the circumstances, including an understanding of generic fire safety protection measures.

[1] BS 9999:2017 - Code of practice for fire safety in the design, management and use of building. (ISBN 978 0 580 97716 9) (i.e. **BS 9999**)

FIRE LOGBOOK.

Article 17 of The Regulatory Reform (Fire Safety) Order 2005 requires that the "Responsible Person" must ensure the premises, facilities, equipment and devices provided to safeguard the safety of the relevant persons are maintained in an efficient and effective working order and in a state of good repair.

As referred to above, the keeping of records of fire related matters is essential and is a requirement of the Regulatory Reform (Fire Safety) Order 2005 as amended. A fire logbook containing records of tests, inspections, faults and remedial actions, etc. must be provided and be kept available on the premises to which it relates. In multi-occupancy buildings it may be necessary for both the landlord and each tenant to provide and maintain a separate fire logbook. Records need to be clear and meaningful and must indicate actions taken to correct any faults shown.

General overview of fire safety provisions within the premises and standard of fire safety management-

The current standard of fire safety management within the premises is TOLERABLE.

Are there any additional comments/information or remarks concerning this assessment? No

Part 1. Assessment Overview.

Section 1. The Responsible Person/Duty Holder

The management of fire safety rests with the 'Responsible Person/Duty Holder' as defined by the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. which states that the 'Responsible Person/Duty Holder' must make and give effect to such arrangements as are appropriate, having regard to the size of their undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventative and protective measures, in order to ensure the premises and relevant persons are safe from fire.

2: The 'Responsible Person/Duty Holder' for these premises is: **Jake Thompson- Project Property**

3: The 'Responsible person/Duty Holder' (above) is: **the person who has control of the premises**

4: Name of the Building Fire Safety Manager is: **the 'Responsible Person/Duty Holder' named above.**

Section 2. Persons at Risk

The persons at risk are the 'Relevant Persons' as described within the Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006 and the associated Fire Safety (Scotland) Regulations 2006. The 'Relevant Persons' are any person who is or may be lawfully on the premises and persons within the immediate vicinity of the premises. Where the word Building/premise is referred to in this report it is that part which is being assessed.

5: Total number of employees who will be in the building at any one time is? **0**

6: Total number of persons, (residents, visitors, contractors) that may be in the building at any one time are? **6 bedrooms- 6 residents and assume approx. 2 visitors at any one time (8 including visitors).**

7: The total number of person employed on the premises under the age of 18? **0**

8: Are there any persons within the building or vicinity which were identified during this assessment, considered to be especially at risk, e.g. contractors? **No**

Property is simple in layout and so any residents, visitors and contractors would easily establish escape routes.

Section 3. History of Fire Incidents

9: Is there a history of fire related incidents in this building? **No**

Section 4. Description of Building and Facilities

10: Is this fire risk assessment specific to communal areas / flats? **Type 3 - Non-destructive assessment of the communal parts and bedrooms of the building.**

A type 3 non-destructive assessment of the communal parts and bedrooms of the building has been carried out and a fire risk assessment completed. Fire doors were checked as part of this assessment however it must be stated that this is not a full and comprehensive fire door inspection survey. The roof space was not accessed during this inspection.
Traditional built, mid- terraced house with pitched, slate roof. There is no cladding to the external that would be of concern.
Property is 6x bedroom, 2/ 3 storey (rooms are over approx. 2 and a half floors).
Ground floor entrance with 2x bedrooms off the corridor, understairs cupboard, and stairs to 1st floor. Door to dining room at the end of the corridor near the understairs cupboard. Dining room and Kitchen are open plan. Kitchen has rear emergency exit and dining room has 'French doors' which could also be used for escape if required.
To the half floor is a bedroom off the stairwell and then the further 3x bedrooms are off the landing of the 1st floor.
Mains electrical distribution board and other mains electrics are within a purpose built cupboard to the front entrance lobby, and the understairs cupboard contains hot water cylinder, gas combi boiler, and associated equipment.

11: The client occupies the whole or part of the building? **Part**

12: The main use of the building is? **Private rent accommodation/ HMO**

13: The building is? **House**

14: Estimated size that the clients occupy? **0--- 150 square meter**

15: The building has? **Multi- Occupancy**

In multi-occupied buildings the Regulatory Reform (Fire Safety) Order 2005, and the Fire (Scotland) Act 2006 requires the 'Responsible Person/ Duty Holder' to co-operate and liaise with other 'Responsible Persons/Duty Holder' within the building whether on a permanent or temporary basis to ensure the safety of all relevant persons.

16: If Multi occupancy, does cooperation exist between all responsible persons? **Yes**

17: The number of floors above and including access level is? **2/ 3 storey.**

18: The number of basement floors is? **0**

19: The type of construction of the building is? **Traditional built.**

20: External walls are constructed of? **Brick.**

21: Are the external walls cladded? **No.**

22: Internal walls are constructed of? **Solid, and timber studding type**.

23: The floors are constructed of? **Unable to verify ground floor. Wood to 1st floor.**

24: The roof is constructed of? **Timber trusses and tile.**

25: Number of protected staircases? **1**

26: Number of external fire escape staircases? **0**

27: Number of emergency exits including main entrance is? **2+ French doors in dining room**

28: The total number of lifts installed? **None**

29: Number of fireman / evacuation lifts? **None**

30: Is a smoke and heat exhaust ventilation system provided? **No**

31: Is a smoke control pressurisation system provided? **No**

32: The building has the following services- **Electricity and natural gas**

33: The building has the following boiler type- **Gas Boiler**

34: Heating of the building is provided by- **Wet radiators/ convectors**

35: Are there any Sources of Ignition that are potential fire hazards? **Yes**

Mains electrics and portable electrical appliances. Electric hob in the kitchen.

36: Are there any additional Oxygen Sources that are potential fire hazards? **No**

Only natural domestic ventilation. Some extraction fans are provided e.g. kitchen and en- suites.

37: Are there any Combustible Fuels that are potential fire hazards? **Yes**

Combustible fuels are those associated with domestic premises including carpets, furniture and furnishings.

38: Are there any additional comments regarding Fire Hazards? **No**

Section 5. Sub-buildings

Sub-buildings (if any) that form part of this assessment are summarised below:

39: Are there any sub buildings included in this report? **No**

Section 6. Protection of Fire Fighters.

Facilities and information for the use and protection of Fire Fighters during incidents.

40: Is access for fire and rescue service vehicles adequate? **Yes**

Reasonable access is available to front and rear of the premises. Emergency water supplies (supplied by water undertaker) could not be verified at the time of inspection.

41: Are the premises, building or site provided with a means for giving attending fire crews information required during fire-fighting? **No**

Information will be given to the Fire Brigade by persons reporting the fire emergency.

42: Is the building fitted with a dry or wet rising main? **No**

Part 2. Significant Findings and Action Plan

This section provides a summary of all fire safety deficiencies that are required to be completed in order to satisfy current fire safety legislation. Items that were found to contravene the regulations are highlighted with a priority status.
This Fire Risk Action Plan provides management with the facility to plan and allocate the recommendations made in this assessment. It also provides inspecting officers from enforcing authorities with information on the current progress of compliance to fire safety legislation. It cannot be guaranteed that a subsequent inspection undertaken by a member of an enforcing authority (with statutory powers) will not result in a different evaluation of the level of risk.

Location	Deficiency	Action	Priority	Complete Y or N	Name
Site	Fire Action Notices	Fire Action Notices should be displayed at strategic positions within the property. It is recommended that Fire Action Notices be displayed to the front lobby and rear Kitchen as a minimum. Ideally each bedroom should have a Fire Action Notice.	MEDIUM		
Communal area/ notice board	Landlord/ Managing Agent contact details	Landlord/ Managing Agent contact details including full name and telephone number should be provided/ displayed within the premises.	MEDIUM		
Site	No fire log book	A log book is not currently retained on site to record all fire safety checks, tests, and services. It is recommended that a fire log book be provided and retained on site and used to record all checks, tests, and services to fire safety	MEDIUM		

		equipment and provisions. This includes checks to fire doors, alarms, emergency lighting, and any false alarms or emergencies. The fire log book should be stored in a safe location and made available for viewing upon the request of any inspecting officer.			
Site	EICR retest date identified incorrectly as 2035	The Client Responsible Person should be aware that an EICR (Electrical Installation Condition Report), in accordance with IET Wiring Regulations, BS 7671 (sometimes called a fixed wiring test), should be carried out every 5 years and therefore Retest should be April 2030.	MEDIUM		
Kitchen	Fire blanket	It is not a requirement to provide fire extinguishers to residents who are not trained in fire safety or fighting small fires. A fire blanket could be provided to the kitchen as good practice.	ADVICE		
Site	Signs to fire doors	Communal fire doors should have appropriate signage fitted however it is considered that this may cause the internal of the property to appear institutional. With that in mind, it is considered acceptable to omit these signs on the premise that residents are made aware of the requirement to keep all fire resisting door shut, and not to 'wedge' any fire resisting door in the open position.	ADVICE		

Part 3. Management of Fire Safety

Section 7. Fire Safety Policy and Emergency Plan

This section details deficiencies in the effective planning, organisation, control, and monitoring of the preventative and protective measures that are required to ensure the premises and relevant persons are safe from fire.

43: Has a suitable Fire Safety Policy been produced and is it being reviewed on a regular basis? **N/A**

44: Has an emergency plan been formulated and reviewed on a regular basis? **N/A**

At the time of inspection, a fire safety policy did not exist as the property is currently vacant having just been renovated. The Landlord will provide a fire safety policy before residents take occupancy. This can be simply Fire Action Notices displayed at strategic positions within the property.

Section 8. Procedures for Serious and Imminent Danger

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires the 'Responsible Person/Duty Holder' to establish and give effect to appropriate safety drills in the event of serious and imminent danger to relevant persons and to nominate sufficient numbers of competent person to implement those procedures.

45: Are fire evacuation and safety drills conducted on a regular basis? **N/A**

Being a domestic premises, fire drills are not a requirement.

46: Are sufficient persons nominated to ensure a safe evacuation of the building? **N/A**

47: Are there procedures in place for safe evacuation of persons with a physical or sensory disability? **N/A**

At the time of this inspection there were no physically or sensory disabled persons in the property.

48: Are safe Assembly points established? **N/A**

49: Are there procedures in place for the safe isolation of machinery during evacuation? **N/A**

50: Are suitable arrangements in place for summoning the emergency services? **Yes**

Persons discovering fire will be responsible for informing the emergency services.

51: Are suitable arrangements in place to provide visitors/ contractors from outside undertakings with clear fire safety information? **Yes**

All contractors will be pre arranged and fire safety information will be given to contractors by the managing agent. Insurance cover, risk assessments, and method statements will be provided by the contractor before works commence.

52: Are regular fire safety checks being carried out and recorded? **Yes**

Landlord/ Managing agent will make note of the fire safety checks and services.

Section 9. Information Responsible Person Should Give to Residents

The Regulatory Reform (Fire Safety) Order 2005, and the Fire Safety (England) Regulations 2022 made it a legal requirement from 23 January 2023 for responsible persons for all multi-occupied residential buildings, with two or more sets of domestic premises (that have common parts), in England, to provide residents with information on the importance of fire doors to a building's fire safety.
The information given to residents should cover the importance of keeping doors closed, that doors and self-closing devices are not tampered with and that any faults or damage to doors should be raised immediately. Residents will receive this information when they move into a multi-occupied residential building and then on an annual basis.

53: **Each occupier should be given specific advice on fire prevention and fire safety in the home. This should be provided at the start of each new tenancy and reviewed periodically in accordance with the Fire Safety (England) Regulations 2022. Suitable advice can be found in annexe one of BS 5588: part 12, Advice to occupiers of domestic residential buildings. Information should include:**
• an explanation of the escape routes, particularly where secondary means of escape is provided;
• how the fire detection and alarm system operates and what to do if it activates;
• how and when to re-set the fire alarm system;
• if extinguishers or fire blankets are provided, training in their application and safe use;
• avoidance of false alarms;
• how and when to call the fire brigade;
• how to report defects;
• the importance of maintaining clear escape routes, free of storage;
• the importance of keeping fire doors closed, not propped or wedged open;
• smoking and cooking safety;
• gas safety advice;
• safe storage and disposal of refuse; and
• the safe use of escape windows where appropriate.

Responsible persons should make sure that these instructions are shared with their residents in a form that residents can reasonably be expected to understand.
Responsible persons should display these instructions clearly in their building's communal areas (such as the building's lobby or any conspicuous part of the building) and share directly with residents when they move into the building. This information will need to be re-provided in both the communal area and to residents when a document is updated. This information must also be re-provided to residents on an annual basis.
Responsible persons should consider how best to provide these instructions in a way that their residents can understand. This consideration could be made alongside any existing or future resident engagement strategy, but the regulations do require responsible persons to provide fire safety instructions to their residents on, at least, an annual basis.
The regulations do not require these instructions to be translated into multiple languages, but a responsible person is welcome to use their own discretion should they wish to do so. Responsible persons should take steps to make sure instructions can be understood by all their residents and make reasonable steps to ensure this happens. Pictorial information could be used and face to face engagement undertaken to assist residents in understanding these instructions.

Landlord/ Managing Agent contact details including full name and telephone number should be provided/ displayed to the communal area of the premises.
****This is a MEDIUM priority issue that should be addressed before the property is occupied.**

Section 10. Maintenance of Equipment and Records

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires the 'Responsible Person/Duty Holder' to ensure that the premises and any facilities, equipment and devices provided to safe guard the safety of relevant persons are subject to a suitable system of routine maintenance and are maintained in an efficient state, in working order and in good repair.

55: Is all fire related equipment subject to a system of routine maintenance/ testing and recorded in the Fire Safety Log Book? **N/A**

A log book is not currently retained on site to record all fire safety checks, tests, and services. It is recommended that a fire log book be provided and retained on site and used to record all checks, tests, and services to fire safety equipment and provisions. This includes checks to fire doors, alarms, emergency lighting, and any false alarms or emergencies. The fire log book should be stored in a safe location and made available for viewing upon the request of any inspecting officer.

56: Are records being maintained of all fire safety training? **N/A**

57: Are records being maintained of fire evacuation drills? **N/A**

Part 4. Fire Hazards and Dangerous Substances

Section 11. Fire Hazards

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire safety (Scotland) Regulations 2006. requires the 'Responsible Person/Duty Holder' to make general fire precautions to reduce the risk of fire and the risk of fire spread on the premises. There are 3 elements required for a fire to occur Oxygen, fuel and a source of ignition. This section highlights probable ignition sources and available fuels discovered during the assessment that must be eliminated or reduced.

Electrical

58: Has the main electrical system been tested by a competent person? **Yes**

Mains electrics have been adapted and are certified as appropriate. Label is displayed to distribution board also identifying: Test date- April 2025, Retest date- April 2035.

The Client Responsible Person should be aware that an EICR (Electrical Installation Condition Report), in accordance with IET Wiring Regulations, BS 7671 (sometimes called a fixed wiring test), should be carried out every 5 years and therefore Retest should be April 2030.

59: Is the building installed with a photovoltaic system (solar panels)? **No**

60: Is portable electrical equipment subject to a system of routine testing (PAT Testing)? **N/A**

There were no portable electrical appliances identified to the property at the time of inspection, which are provided by the landlord, for use by residents.

PAT testing of portable electrical appliances is not a requirement however it is considered to be good practice. As a minimum:
• letting agents and landlords should check all electrical appliances at the start of each new tenancy for defects (for example frayed wiring or badly fitted plugs) and remove any unsafe items;
• it is good practice to have the equipment checked at regular intervals thereafter, but there is no legal requirement to do so unless appliances are used by employees;
• records should be kept of the checks carried out;
• instruction booklets should be available at the property for all appliances and any necessary safety warnings should be given to tenants; and
• second-hand electrical appliances should not be supplied, but if they are then they should be checked by a competent electrical engineer

61: Are the means of escape free of electrical appliances and equipment? **Yes.**

The mains electrical distribution board is installed within a purpose provided cupboard to the front entrance lobby. The cupboard could not be verified to be a minimum of 30 minutes fire resisting however this is acceptable due to the provision of local alarm and secondary escape route and final exit.

62: Are all electrical fittings in a good state of repair and free from any obvious signs of damage? **Yes**

63: Are electrical cables and sockets (one plug one socket rule) in a good condition without signs of visible defects? **Yes**

64: Are suitable arrangements in place to prevent the ignition of flammable liquids, gases, or dusts from electrostatic discharge? **N/A**

65: Are there any other electrical deficiencies or issues that require identifying? **No.**

Kitchen Equipment.

66: **2x Electric cooker/ oven and 2x hob, microwave, television and 2x fridges at the time of inspection.**

Hot Work Processes

68: **At the time of this inspection, hot work processes were not being carried out on site.**

Naked Flame

70: **There were no naked flames at the time of inspection.**

Mechanical Machinery

72: **At the time of this inspection, there was no mechanical machinery on site.**

Housekeeping

74: Is housekeeping well managed including high risk areas? **Yes**

Housekeeping is of a high standard throughout the communal areas.

Waste Management

75: Is there a satisfactory system of waste management? **Yes**

Small amounts of waste will be stored internally until such time that transfer to external bins is required for collection.

Arson / Wilful fire-raising

76: Are suitable arrangements in place to minimise the risk of arson/wilful fire raising? **Yes**

As far as is reasonably practical for this property type. External bins are retained in the rear yard and the rear yard has a closed gate and high surrounding wall to prevent unauthorised access. Basic passive security is provided for access into the property.

Smoking Activities

77: Is a Smoking Policy in force? **Yes**

Smoking is allowed/ permitted within the property (communal areas) in accordance with UK law. Depending on the tenancy type, it may be possible that residents can smoke within their own demise however it is expected that this will not be the case in this property.

78: Is there evidence of illicit smoking? **No**

No evidence of transgressions at the time of inspection.

Furniture & Furnishings

79: **Commensurate with domestic living. No issue raised at the time of inspection.**

Section 12. Dangerous Substances

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires the 'Responsible Person/Duty Holder to safeguard the safety of relevant persons arising from an incident relating to dangerous substances in or on the premises. The items detailed below provide assistance in meeting these requirements. Note: A Dangerous Substance is any substance or preparation which meets the criteria in the Approved Classification and Labelling Guide (CHIP) or any substance that is explosive, oxidising, extremely flammable, highly flammable or flammable, (combustible dusts are also included). The safe handling and storage of dangerous substances must be in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).

Highly Flammable Liquids

81: **At the time of this inspection, highly flammable liquids were not used on site.**

Gas Systems and Appliances

83: **Domestic gas services by way of meter, pipework, and combi boiler. These have been installed and certified by a Gas Safe registered service provider and will be subject to checks and service by a Gas Safe registered service provider at appropriate intervals moving forward. Location of gas meter was not verified at the time of inspection.**

Highly Flammable Gases

85: **At the time of this inspection, highly flammable gases were not used or stored on site (eg: LPG, Acetylene).**

Combustible Dust

87: Is there a combustible dust hazard (i.e. sawdust, shavings)? **No**

88: Are appropriate controls and collection in place for combustible dusts? **N/A**

89: Are there any additional comment regarding Dangerous Substances? **No**

Part 5. General Fire Precautions

Section 13. Firefighting Equipment

Fire Extinguishers

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires that appropriate fire fighting equipment is provided, is easily accessible, simple to use and indicated by appropriate signs.

90: Are the correct types and numbers of extinguisher/Fire Blankets in place to deal with the most likely source of ignition, including equipment that deals with multi fuel fires (that may involve electrical equipment)? **Yes**

It is not a requirement to provide fire extinguishers to residents who are not trained in fire safety or fighting small fires. A fire blanket could be provided to the kitchen as good practice.

91: Are there any Fire extinguishers which are undefined (Non-compliant) or not warranted to be removed? **No**

92: Are all extinguishers fixed to the wall or on appropriate extinguisher stands and are correctly sited? **N/A.**

93: Are extinguishers accessible and free from obstruction? **N/A**

94: Are all extinguishers provided with the appropriate safety signage? **N/A**

95: Are there any additional comments regarding Fire Fighting Equipment? **No**

Fire Suppression

96: **At the time of this inspection, a fire suppression system did not apply to this report.**

Sprinkler System

98: **Sprinkler system is not installed to the property and did not apply to this report.**

Section 14. Fire Detection and Warning

Detection and Warning Systems

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires that the premises are equipped with appropriate fire detectors and alarms in order to safeguard the safety of relevant persons within the premises.

100: Is there a fire alarm system installed into the building? **Yes**

101: Does the installed fire alarm appear to meet BS 5839? **Yes**

BS 5839- 6 for domestic fire detection is met for the use of the property.

102: Is automatic fire detection installed into the building and is it sufficient for the design and use to which the building is being put? **Yes**

Type of system appears to be grade D1 to BS 5839- 6. Level of detection appears to be of LD2. Interlinked, 240V hard wired, with lifetime battery back up smoke alarms installed to escape routes, bedrooms, and circulation spaces. Kitchen has automatic heat alarm.

103: Are automatic hold open devices (where fitted) functioning correctly? **N/A**

104: Has the level of audibility of the fire warning system been checked by a competent person throughout the premises and is this documented (e.g. in the log book or fire alarm test certification)? **N/A**

Each alarm is audible/ has its own sounder. This should provide ample audibility to rouse sleeping occupants.

105: If amplified music/sound is played in the licensed premises is there a device installed to mute the music when the fire alarm is activated? **N/A**

106: Are manual call points easily accessible? **N/A**

107: Are the fire alarm call points correctly positioned? **N/A**

108: Are additional call points required to ensure all persons within the premises are within 30 meters of a fire alarm call point? **N/A**

109: Are strobe lights required but not installed? **N/A**

110: If electromagnetic door locks are installed are they connected to the fire alarm system and open on its activation or power outage to the building? **N/A**

111: Is the fire alarm panel free from visual and audible fault warning indicators? **N/A**

112: Is there a fire alarm zone plan near the fire alarm panel or is the fire alarm panel fitted with a zone display? **N/A**

113: Are there any additional comments regarding Fire Detection and Warning? **No**

Section 15. Emergency Routes and Exits

Exit and Travel Distances

The Regulatory Reform (Fire Safety) Order 2005 and the Fire (Scotland) Act 2005 and the associated Fire Safety (Scotland) Regulations 2006. requires that suitable and adequate emergency routes and exits are provided, kept clear, maintained, indicated by signs and provided with adequate emergency lighting to ensure relevant persons can evacuate the premises as quickly and safely as possible.

114: Do all emergency routes and exits lead to a place of safety? **Yes**

Front entrance/ exit leads to the main front street via a small front yard. Rear exit and French doors open to the rear yard where egress through a gate leads to the rear lane.

115: Are the distances for occupants to travel to a place of safety in an emergency for high, normal, and low risk areas in line with the prescribed distances? **Yes**

In line with building regulations. No excessive distances or complicated routes.
Travel distance from 1st floor and half floor is single direction to the ground floor and appears to be within the guidelines of 18m.
The ground floor has 2 directions of travel and easily satisfies the recommended travel distance of 35m. Both of these distances are recommended in HM Government Fire Safety Risk Assessment Sleeping Accommodation Guide and are based upon 'Normal' risk.

116: Is the building free of any inner room situation that require recommendations? **Yes**

117: Is the building free of any 'Dead End' situations that compromises the escape route? **Yes**

118: Are there sufficient emergency exits from the building? **Yes**

119: Are emergency fire exit doors available at all material times? **Yes**

120: Do all emergency exit doors open in the direction of escape? **No**

Acceptable Due to the low numbers of persons involved and the circumstances.

121: Is the building free of revolving or sliding emergency exit doors? **Yes**

122: Are all fire exit doors in a good state of repair? **Yes**

123: Are all steps/platform areas around emergency exit doors in a good state of repair? **Yes**

124: Do all emergency doors have approved emergency fastenings? **Yes.**

Final exit doors (including French doors) have thumb turn locks to the internal side for ease of use in a fire emergency.

125: Are there any other deficiencies with regard to emergency routes and exits? **No**

Obstructions on Emergency Routes

126: Are all EXTERNAL emergency routes and exits free from obstruction? **Yes**

127: Are all INTERNAL emergency routes and exits free from obstruction? **Yes**

Fire Signs and Notices

128: Are emergency routes adequately indicated by directional exit signs? **N/A**

As a domestic property, tenants and visitors will be familiar with the simple layout and therefore relaxation is given to the need for emergency exit directional signage.

129: Are emergency exits adequately indicated by appropriate signs? **N/A**

Signage is relaxed due to residents being familiar with the simple layout of the premises.

130: Are emergency exits adequately indicated on the external side with Fire Exit Keep Clear signs? **N/A**

131: Are all fire resisting doors clearly indicated with appropriate signs? **No**

Bedroom fire doors do not need signage as it is likely that these doors will remain closed (especially during the evening) for security reasons.
Communal fire doors should have appropriate signage fitted however it is considered that this may cause the internal of the property to appear institutional. With that in mind, it is considered acceptable to omit these signs on the premise that residents are made aware of the requirement to keep all fire resisting door shut, and not to 'wedge' any fire resisting door in the open position.

132: Are Fire Action Notices clearly displayed at appropriate positions? **No**

Fire Action Notices should be displayed at strategic positions within the property. It is recommended that Fire Action Notices be displayed to the front escape corridor or lobby and rear Kitchen as a minimum. Ideally, each bedroom should have a Fire Action Notice displayed within the bedroom
****This is a MEDIUM priority issue that should be addressed before residents take up occupancy**

133: Are Lift Fire Action Notices clearly displayed adjacent to lifts on all floors? **N/A**

134: Are all emergency exit operating mechanisms clearly indicated by appropriate signs such as (Push Bar to Open)? **N/A**

Emergency Lighting

135: Is there a reasonable standard of internal emergency lighting provided and is it suitable for the occupancy of the building? **Yes**

Emergency lighting is provided to the property and appears to satisfy BS 5266. There is also a reasonable standard of purpose provided (conventional) lighting.

136: Is there a reasonable standard of external emergency lighting or is borrowed lighting available and suitable? **Yes**

Street lighting is provided to the external and appears to be sufficient.

137: Do all installed emergency lighting units appear functional and free from damage and defects? **Yes**

138: Are there any additional comments regarding emergency lighting? **No**

Fire Resisting Doors

139: Is the installation of fire resisting doors required? **Yes**

140: From a visual inspection, are the existing fire doors undamaged, of the correct fire resistance, close fitting into the rebate and with gaps to the top and sides approximately 3mm or less? **Yes**

Fire doors are provided as required. At the time of inspection, all fire doors were checked for correct operation and damage. Some fire doors were found to have slightly excessive gaps between door and frame. The Responsible Person has actioned the repair to all fire doors based upon the debrief after initial site visit. Fire doors are now remediated with gaps between door and frame of no greater than 4mm.

141: Are the correct number and types of hinges fitted to all Fire Resisting Doors and are all the screws present in fire rated hinges if installed? **Yes.**

142: Where double fire doors are installed, is there a cold smoke seal between the doors? **N/A**

143: Does it touch each door leaf and is the gap less than 3mm when the doors are closed? **N/A**

144: Are intumescent strips and cold smoke seals installed to all fire resisting doors? **Yes.**

145: Are all fire doors effectively self-closing fully into the rebate? **Yes**

Containment and Separation

146: Are additional self closers required? **No**

The current fire doors have chain type, concealed door closers and no issue was raised with this at the time of inspection. The Responsible Person is responsible for ensuring that the correct size and power of closer has been installed, in accordance with manufacturer's instructions.
All doors were closing on their own axis at the time of inspection.

147: Are Fire Resisting Doors free from air transfer grills? **Yes**

148: If letter boxes are fitted into fire doors do they meet the required fire resistance of the door into which they are installed? **N/A**

149: Is any glazing installed into fire resisting doors of the required fire resistance of the door into which it is installed? **N/A**

150: Were any fire resisting doors held in the open position by items or devices that would not allow the door to close in a fire situation e.g. wedge, chair, hook and eye, floor covering etc? **N/A**

151: Are there any additional comments regarding Fire Resisting Doors? **No**

152: From a visual inspection is the passive fire protection including walls, glazing and ceilings forming escape corridors, staircases and protected routes of the correct fire resistance? **Yes.**

No issue raised within the limits of this non- intrusive fire risk assessment.

153: Are areas identified as high risk, separated from the rest of the building by suitable fire resisting construction? **Yes**

Understairs cupboard has been lined with FR plasterboard as added protection.

154: Are any fire resisting walls, ceilings or floors compromised by pipes, cables or other services? **No.**

155: From a visual inspection are the surfaces of walls and ceilings forming means of escape lined with suitable materials to prevent rapid fire spread? **Yes**

There were no heavy flock wall papers or alike that would appear to offer significant contribution to the spread of fire or smoke. A small area to the 1st floor landing has wooden panelling, and the stairwell has wooden panels (assumed to be MDF) to the lower portion of the walls. There are limited/ no sources of ignition in this area however.

156: Are all cavity barriers/voids in place and in a good state of repair? **N/A**

157: If lift shafts and hoists are installed are they constructed to the appropriate standard of fire resistance? **N/A**

158: As far as can reasonably be ascertained from a visual inspection, are fire dampers provided as necessary to protect critical means of escape against passage of fire, smoke and other combustion products in the early stages of a fire and are they fully functional? **N/A**

159: Are refuges/ temporary waiting space for persons with a mobility impairment provided? **N/A**

160: Do all items in this section (Emergency Routes and Exits) provide satisfactory information for this part of the assessment? **No**

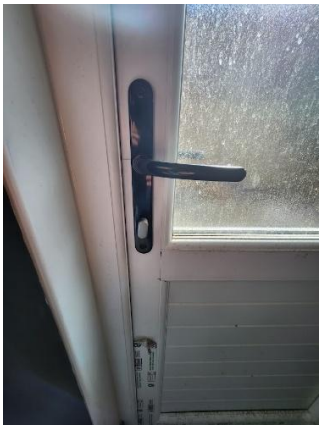
Name of Fire Risk Assessor- David Heron.

Signed- 

Date of Assessment- 5th June 2025

Date for Review- June 2026

Photographs.

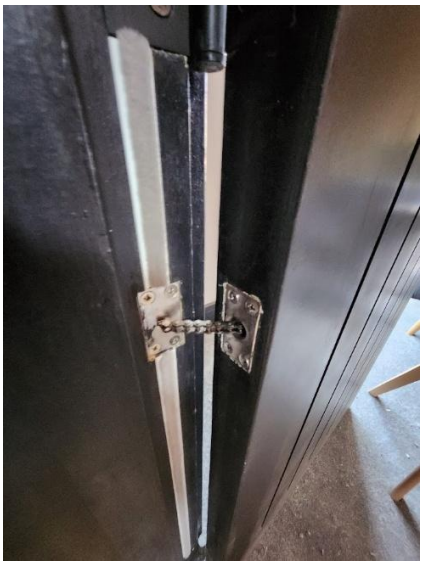




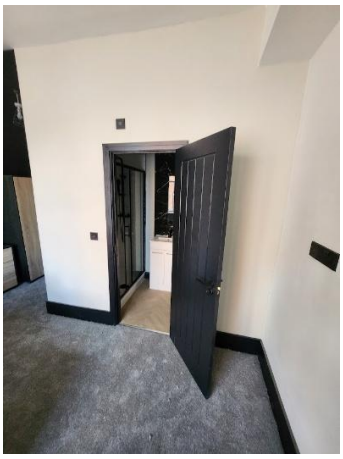
Final exits have thumb turn locks to the internal for ease of use in an emergency.



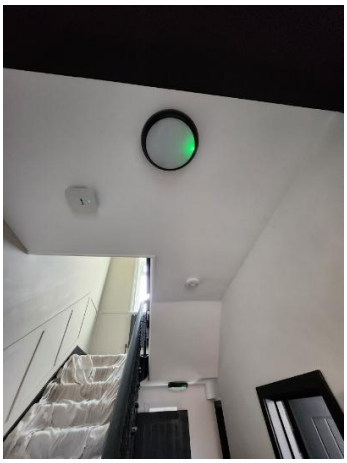
Label on mains distribution board shows retest in 2035. This is incorrect and should be 2030.



Fire doors have concealed, chain type closers and doors were closing on their own axis.

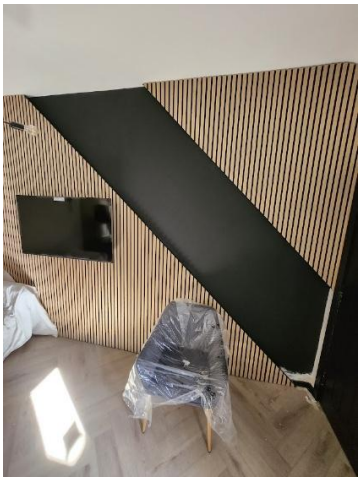


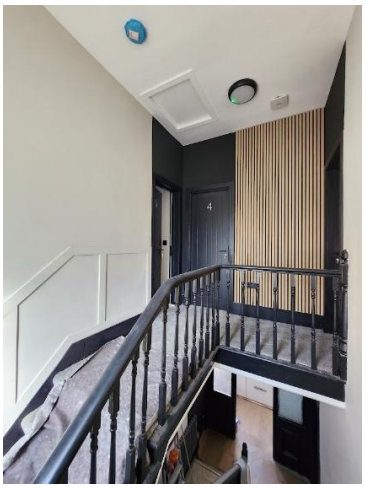
Bedrooms have en- suite shower and toilet facilities.





Emergency lighting is provided as appropriate.





Some wooden panelling is fitted to the landing and lower portion of the stairwell however there are limited/ no sources of ignition within his area.