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| **NAME OF ALMSHOUSES:****ADDRESS:****NAME OF RESPONSIBLE PERSON(S):****DATE:** |
| **The information in this document is provided for guidance purposes only. Responsible persons need to decide on suitable and sufficient fire safety measures for the specific types of premises they are responsible for. For example, further guidance can be found in the following documents:*** *National Fire Chiefs Council - Fire Safety in Specialised Housing*
* *Fire Safety Guidance www.gov.uk*
* *The Regulatory Reform (Fire Safety) Order 2005*
* *BS 5839-1:2017 Fire detection and fire alarm systems for buildings Part 1: Code of practice for design, installation, commissioning and maintenance of systems in non-domestic premises*
* *BS5839-6:2019 Code of practice for the design, installation, commissioning and maintenance of fire detection and fire alarm systems in domestic properties.*
* *BS 5266-1:2016 Emergency lighting - Code of practice for the emergency lighting of premises*
* *Furniture and Furnishings (Fire) (Safety) Regulations 1988*
* *The Health & Safety Signs and Signals Regulations*
* *The Smoke and Carbon Monoxide Alarm (Amendment) Regulations 2022*
* *The Housing Act*
* *The Health & Safety at Work Act 1974*
* *The Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR)*
* *The Control of Substances Hazardous to Health Regulations 2002 (COSHH)*
* *PAS 79 Fire Risk Assessment. Guidance and a recommended methodology*
* *Various British and European standards*
* *Building Regulations Approved Document B (Fire Safety)*
* *Government, trade association and special interest group guidance documents as applicable or appropriate.*

**Document updated 28.12.2024 by Fire Risk Assessors & Workplace Safety Ltd - Rob Grayson (Fire Safety Officer), BSc (Hons), MIFireE, DipNEBOSH****Mobile: 07951773367 Email:** **fra.grayson@gmail.com** |
|  | **YES** | **NO** | **N/A** | **COMMENTS** |
| **Fire Safety Arrangements** | * Is there a current Fire Safety Policy in place?

***Note:*** *The fire safety arrangements for the premises should be recorded in a fire emergency plan, emergency management plan, fire safety policy or similarly titled document. The record should detail not only the evacuation procedure, but also how fire safety is managed and who are the persons responsible for the planning, organisation, control, monitoring and review of the general fire precautions. This includes testing and maintaining the physical fire precautions and providing information and training for the staff.*  |  |  |  |  |
|  | * Is there a valid Fire Risk Assessment in place and is it up to date?

***Note:*** *For example, it should be reviewed following:* *1) Significant changes to work practice or procedures.* *2) A significant change in the number of people present or the characteristics of the occupants including the presence of people with some form of disability.* *3) Any significant structural or material changes to the premises (including the internal layout) or to the processes or activities conducted at the premises, including the introduction of new equipment.**4) Significant changes to furniture and fixings and/or to displays or quantities of stock.* *5) The introduction or increase in the storage of hazardous substances.* *6) Any change in the fire precautions in the premises.* *7) Any near miss or fire incident, and in any event, at recommended intervals of no more than one year.***Note*:*** *Where the original fire risk was carried out more than two years ago, it may be prudent for a fresh fire risk assessment to be carried out.* |  |  |  |  |
|  | * Has the Fire Risk Assessment Action Plan been adequately reviewed?
* Have any fire safety requirements identified by an Enforcing Authority been reviewed and addressed?
* Is there a current Fire Logbook in use and all entries completed and up to date?
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|  | * Does the charity have a suitable and sufficient Fire Emergency Evacuation Plan?
* Are appropriate procedures in place for calling the Fire & Rescue Service?
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|  | * Do you provide relevant fire safety information to new tenants/residents?
* Is there ongoing engagement with tenants/residents regarding fire prevention?
* Is there ongoing engagement with tenants/residents to remind them of fire procedures (Emergency Evacuation Plan)?
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| **Muti Occupied**  | * Do you maintain good cooperation and coordination on fire safety matters between responsible persons?

*Note: It will be necessary to inform each other of the extent of your responsibilities under the Fire Safety Order and make a record of this information. You should know the extent to which you are responsible for the premises, which may be detailed in a contract, but, if you are unsure, we advise you to contact the building owner or manager to determine the extent of your control.**You should provide any information in writing, and it is advised that you record this in such a way that it can be readily accessed if you need it as evidence of information sharing.* |  |  |  |  |
| **Person-Centred Fire Risk Assessments (PCFRA)** | * Are PCFRA all up to date and appropriate action taken?

***Note:*** *A PCFRA relates to the safety of residents who are at high risk from fire in their own accommodation; as such, this risk assessment and measures identified by it are outside the scope of the Fire Safety Order, but are strongly recommended as good practice. A person-centred fire risk assessment should consider the propensity of the resident to contribute to the likelihood of fire or fire development, the mental capacity of the resident to recognise and respond appropriately to fire alarm signals or signs of fire, and the ability of the resident to escape in the event of fire.**A person-centred fire risk assessment for an individual resident of specialised housing should consider the person(s) at risk, potential ignition sources, potential for development of fire and the existing fire precautions.**The outcome of the person-centred fire risk assessment should comprise a person-centred approach for the most vulnerable residents.**Additional measures may comprise measures to prevent fire, measures to protect residents if fire occurs and enhanced engagement with residents, with input from the fire and rescue service. In the case of the most serious risk, there should be referral of the resident to Adult Social Care.**The appropriate person to carry out a person-centred fire risk assessment will depend on the circumstances of the housing and support provision. It may be carried out by sheltered housing scheme managers, care providers or any other party who regularly engages with the resident.**Further information is available in the guide - National Fire Chiefs Council - Fire Safety in Specialised Housing. This can be downloaded from the internet; free of charge. Within the document there is an example in Appendix 14: Case study – Person-centred risk assessment.*  |  |  |  |  |
| **PEEPS (Personal Emergency Evacuation Plans)** | * Are there adequate procedures for evacuation of dependent persons i.e. physical/mental disability, vision, hearing or sensory impairment?
* Are PEEPS completed for each relevant resident?

***Note:*** *While detailed PEEPs need not be prepared for every resident, information should be collated in respect of any resident with particular cognitive, mobility or other issues affecting their ability to respond to fire alarm signals or attempts to make contact with them by fire-fighters, or to escape.**This information should be made available to the fire and rescue service on arrival at the premises by keeping it in a ‘premises information box’ (PIB), which can only be unlocked by the fire and rescue service, or unlocked remotely by a Telecare ARC (alarm receiving centre), at the main entrance. Details of any residents using oxygen or other medical gases are also usually kept with this information. (It is important that operational fire-fighters are aware of arrangements for provision of information). Consideration can also be given to the provision of a plan adjacent to the fire alarm control panel, showing the locations of residents who would need instruction or assistance to evacuate their own flat (e.g. by means of a red stick-on dot). It is essential that such information is kept up to date to avoid the provision of incorrect information to fire and rescue service crews.* |  |  |  |  |
| **Premises Information Box (PIB)** | * Do you need a PIB?

*In large, more complex specialised housing premises, it can be of great assistance to the fire and rescue service to keep plans on the premises detailing information on the layout of the building and its services. This can be helpful at the time of an incident in dealing with the emergency. Use of a ‘Premises Information Box’ at the main entrance is one way to achieve this.**Person-centred fire risk assessments should be undertaken for highly vulnerable residents, with action taken on the findings. Information on all vulnerable residents should be maintained in a premises information box, be kept up to date and be made available to the fire and rescue service.* |  |  |  |  |
| **Means of Escape** | * Are the fire plans for the charity displayed adjacent to the fire panel(s)?
* Are internal and external fire escapes routes, corridors, lobbies, stairways and chute rooms free from obstructions, combustible waste and storage?
* Can all fire exits be easily and immediately opened from within?
* Do all emergency fastening devices to fire exits (push bars and pads) etc. work correctly?
* Are reasonable measures taken to provide escape for disabled persons?
* Are all escape routes, especially stairs, steps and external routes, non-slip and free of trip hazards?
* Are external escape routes adequately protected from fire and weather and regularly maintained?
* Where external routes, particularly involving metal escape stairways, are part of the means of escape, they should be subject to periodic inspection and maintenance. Survey by a specialist, at least once every three years, should also be included to ensure that the stairway still has suitable structural integrity. Fire safety inspections should include visual checks to look for:
1. evidence of damage or corrosion;
2. build-up of moss or other slip hazards;
3. trip hazards or obstructions on the stairway.
* Do all electronic release mechanisms on escape doors work correctly? Do they ‘fail safe’ in the open position?
* Do all automatic opening doors on escape routes ‘fail safe’ in the open position?
* Are processes in place to ensure seasonal and religious decorations do not compromise safety?
* Are any notice boards overflowing with outdated messages and posters?
* Are doors to residents’ store rooms, electrical cupboards, plant rooms, bin stores and other ancillary rooms being left or held open?
* Have any vents required for smoke control been tampered with, forced open and damaged (e.g. by residents seeking to air stuffy atmospheres or to remove the smell from illicit smoking) or blocked up to prevent draughts?
* Are there any other infringements of the policy on the use of the common parts taking place?
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| **Dwelling Exit Doors** | * Are the exit security devices on dwelling exit doors suitable for the occupiers?

***Note:*** *with key operated locks, in an emergency some residents may struggle to find keys and this may impede evacuation. Dwelling exit doors should be easily openable from the inside without the use of a key or code. A simple action turn handle or lever that can be easily operated by older or frail residents is preferred. Locks operated by thumb turns are unlikely to be suitable, as they can be difficult for frail residents, who may lack manual dexterity, to operate them.* * Is there a risk that occupiers may accidentally lock themselves out of their dwelling?

***Note:*** *Where dwelling entrance doors have self-closing and self-locking security devices fitted, the doors could accidently lock residents outside of their own dwelling.* *As well as being a general nuisance for residents who may leave their keys inside the dwelling, there is also a risk during a fire if a resident leaves their dwelling and a dependent family member remains inside the dwelling.**Ideally dwelling entrance doors should be fitted with a suitable lock that can only be locked on the outside by the use of a key operated deadlock, but that can still be opened from the inside by a handle or lever, ideally without the use of a key. A simple action turn handle or lever that can be easily operated by residents is preferred.*  |  |  |  |  |
| **Fire Alarm Systems** | * Are fire detectors, call points and sounders are still in place and free from damaged, not covered over or interfered with in anyway?
* Are fire alarm zone plan(s) clear, up to date and next to the fire alarm panel(s)?
* Has the communal fire alarm been serviced in the past 6 months?
* Is the communal fire alarm tested weekly using a different call point?
* Is the Mains Healthy lamp illuminated on the fire alarm panel?
* Is there a notice on the fire alarm’s power supply – ‘FIRE ALARM– DO NOT SWITCH OFF’?
* Where the fire strategy for the building relies on remote transmission of signals from detection within residents’ accommodation to an alarm receiving centre (ARC), at the time of the weekly fire alarm test, transmission from the accommodation of at least one resident should be tested to ensure that the signal is received correctly at the ARC. This test should be carried out from the accommodation of a different resident in each successive week, so that, over a period of time, transmission from all residents’ accommodation is tested?
* Do the residents check there dwelling fire alarms and Carbon Monoxide detectors at least monthly?
* Standalone fire alarm systems within residential dwellings may have a life span – typically 10 years. Are the dwelling fire alarm systems all in date?
* Carbon Monoxide detectors typically have a life span between 5 - 10 years. Are they all in date throughout the site?
* Do the fire warning system(s) take account of people who are deaf or hard of hearing?
* Do all visual alarms and/or vibrating alarms and pagers (as applicable) work?

***Note:*** *Landlords should make an informed decision and choose the best alarms for their properties and tenants, with due regard for their residents’ circumstances. For example, specialist smoke alarms and carbon monoxide alarms that alert by vibration or flashing lights (as opposed to by sound alerts) may be required for residents who are deaf or hard of hearing.* |  |  |  |  |
| **Fire Fighting Equipment** | * Have the fire extinguishers been serviced in the past 12 months?
* Ensure fire extinguishing appliances are not missing, discharged or damaged?
* Are they considered suitable for the fire risks?
* Are all fire extinguishers mounted on wall supports or floor stands?
* Are there Dry Powder fire extinguishers in the premises, if so, has a risk assessment been completed to ensure they are safe for the area? (They can affect breathing and visibility)
* Are fire blankets provided in communal kitchens?
* Sprinkler systems and water mist systems, where provided, should be free from damage and obstruction. Are they adequately serviced and maintained?
* On site fire mains, hydrants and risers, where provided, where provided, should be free from damage and obstruction. Are they adequately serviced and maintained?
* Where provided, has the fire hydrant bypass flow valve control been tested by competent person?
* Are all other fixed installations free from damage and obstruction. Are they adequately serviced and maintained?
* Has external access for the fire service been checked for ongoing availability?
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| **Emergency Lighting** | * Are all emergency lights in good working order and maintained?
* Do the installed emergency lighting units illuminate all the fire exits, escape routes, fire panel(s) and hazard signage etc? (Inside & externally)
* If there is any reliance on street lighting ensure it is not turned off in the during part of the night as Councils make cut backs?
* Are the outside emergency lighting units clean from weathering?
* Residents within dwellings should be encouraged to have a torch by their bedside and/or provide for example, an automatic plug-in night light(s) of a type that continues to operate if the mains electricity fails. Some are battery operated and work on motion sensors.
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| **Signage** | * Is appropriate fire safety signage in place and not faded or defaced? i.e. fire exit signage, directional signage, fire exit keep clear signage, door furniture signage i.e. ‘turn to open’, ‘push bar to open’, fire door keep locked/closed, fire action notices.
* Is relevant signage supported by pictograms?
* Are fire assembly point(s) easily identified?
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| **Fire Doors** | It is good practice to inspect the fire resisting door sets as part of a programme of planned preventive maintenance. For example: Check the door and frame are not damaged * Where fitted, check the operation of the self-closer; door closes fully and tightly in to the rebate
* No warping of the door that affects its fit in its frame
* Check intumescent fire and cold smoke seals are intact and serviceable
* The cold smoke seal should bridge the gap between the door and frame
* Door needs to be a good fit within their frames with a maximum 4mm gap between the sides and tops of a door and the door frame
* The gaps at the base of the door should be limited to 6mm.
* Check the door frame and leaf are okay; i.e., free of holes left from replacement handles etc
* Check any fire resisting glazing is intact and secure
* Hinges are serviceable and secure
* Letterboxes are firmly closed and not jammed open. Where a letterbox has been fitted to a door that did not previously have one, the resident will need to confirm that the new letterbox is suitable for use in fire-resisting doors and has been fitted by a specialist contractor
* If there has been any alterations or damage to a door’s glazing apertures or air transfer grille?
* Is there any newly fitted, but inappropriate, door furniture?
* Have any relevant doors been replaced using non-fire-resisting types? Modern fire doors should display a visible suitable fire resistance rating.
* Where needed, relevant fire door signage is in situ?
* Although unusual, where a double door is installed, that requires one leaf to close before the other, a door selector may be fitted to ensure that the doors swing closed in the correct order. Where such a selector is fitted, this should be checked to ensure that it is operating correctly.
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| **Training & Fire Drills** | * Do relevant staff have Fire Marshal training and is it in date?
* Do all new staff receive Fire Safety training on induction and annually thereafter?
* Do Volunteers & Trustees receive Fire Safety training on induction and annually thereafter?
* Are six monthly Staff Fire Evacuation Drills being carried out and recorded?

***Note:*** *It is not considered prudent to involve the residents in smaller developments in fire drills.* *It is recommended residents in sheltered housing may benefit from, for example, being invited to discuss a pre-planned scenario that is incorporated into a residents’ meeting (e.g. a coffee morning) and used as an opportunity to check their understanding of the actions to be taken in the event of a fire. For non-attendees 1 to 1 discussions could take place.*  |  |  |  |  |
| **Electrical Sources of Ignition** | * Are all periodic tests for fixed electrical installations in date?
* Portable Appliance Testing carried out in common areas?
* Suitable limitation of trailing leads and adapters?
* The Landlord should make sure an appliance they have provided is safe (i.e. residents white goods). Conduct regular inspections and cleaning to ensure such goods are in a safe working condition.
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| **Smoking** | * Are the ‘no smoking’ rules being followed?
* Are ‘no smoking’ signs prominently displayed in relevant locations?
* Based on smoking habits do any persons need a Person-centred fire risk assessment (PCRA)?
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| **Arson** | * Are arrangements for the collection, storage and disposal of waste suitable and sufficient?
* Are external waste compounds kept sufficiently clear of the buildings?
* Are there adequate security arrangements?
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| **Portable Heaters & Fixed Heating** | * Is the use of portable heating avoided or controlled in common areas?
* Is the equipment been used safely?
* Are fixed heating installations subject to regular maintenance?
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| **Communal Cooking Facilities** | * Are reasonable measures taken to prevent fires as a result of cooking within common areas?
* Filters and ducting clean?
* Appropriate fire extinguishers i.e. wet chemical and fire blanket?
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| **Dangerous Substances used or stored on site** | * Are there any substances that need a Control of Substances Hazardous to Health (COSHH) risk assessment?
* Are there any substances that need a Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) risk assessment?
* Are the dangerous substances needed? can they be removed or substituted for less hazardous ones?
* Are there suitable and sufficient arrangements in place to ensure safety?
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| **Building Contractors and Building Works** | * Are fire safety conditions imposed on outside contractors and internal maintenance staff?
* Are suitable precautions taken during ‘hot work’?
* Are fire safety inspections carried out during contractors’ works to ensure compliance?
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| **General Matters** | * Are all gas appliances suitably tested and maintained, and all Gas Safe Certification in date?
* Adequate provision of Carbon Monoxide detectors?
* As part of good housekeeping, can unnecessary waste/old filing/furniture etc be safely disposed of to reduce unnecessary fire load?
* Is there availability of support for an emergency. If the fire service attend emergencies, ideally there should be arrangements for key holders to attend. For example, assistance may be needed with the fire alarm and premises security. Burst water pipes may need attention. Are residents provided with relevant contact details? i.e. is it in a tenancy agreement, in a PIB, adjacent to the fire panels?
* Are fires and false alarms recorded, are such matters investigated and appropriate remedial action to prevent reoccurrences?
* Is there a ‘Lone Working’ policy in place?
* Do relevant persons know the isolation points for i.e. gas, heating oil, electrics. Is such information in the ‘Premises Information Box’ and/or adjacent to the communal fire alarm panel?
* Where fitted, are waste chutes appropriately serviced and maintained to ensure they are safe?
* Where installed, the maintenance of lightning protection systems is normally annually?
* Are any vehicles blocking fire hydrants or the access to them?
* Where installed are the firefighters’, switches tested?
* As needed, do you liaise with local fire and rescue service crews?
* For a secured gated site, are there pre made arrangements for the fire and rescue service to access the site?
* Holding of relevant records re testing maintenance, training, drills, etc. Are they kept securely and readily available for any enforcing authorities?
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| **Fire dampers** | * Fire dampers, where provided in communal ductwork or rubbish chutes, should be subject to inspection and test periodically to ensure that they will still operate in a fire. Depending on ease of access, this should be undertaken at least once every two years for those operated by fusible links. For those that are spring operated, this should take place every year. Further guidance on testing of fire dampers can be found in BS 9999.
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| **Fire-separating construction** | * Are there signs of damage to fire-resisting walls, doors and glazing between residents’ accommodations and residents’ accommodation and the common parts?
* After any work that might affect compartmentation in roof voids has been carried out, has a check been made to ensure that, for example, new penetrations in compartment walls have been fire stopped?
* Where the fire strategy for the premises relies on compartmentation within roof voids (e.g. in sheltered and extra care housing), the integrity of compartment walls within roof voids should be checked annually, unless it is certain that, in the preceding 12 months, no work that could impair the integrity of the compartment walls (e.g. running of new cables or services) has been carried out. Has an in-date check been made?
* Fire risk assessment reviews also offer opportunities to inspect other areas such as riser cupboards, plant rooms and so forth. Has an in-date check been made?
* Other opportunities, such as when flats become vacant or change tenancy, should be used to inspect the condition of compartmentation within the accommodation and to undertake fire safety improvements. Does this take place?

**Note:** *Routine inspection of fire-resisting walls and floors cannot be so readily achieved. Nevertheless, damage to walls or signs of unauthorised work – including DIY by residents – are likely to be obvious when within any common corridors, lobbies and stairways.* **Note:** Although there should be a check on these compartment walls during fire risk assessments, such checks will normally be carried out only on a sampling basis, so separate, more thorough inspections may need to be carried out.  |  |  |  |  |
| **Smoke ventilation** | Where fitted -* Systems of automatically opening vents (AOV), or vents electrically controlled but manually operated, should be subject to routine testing and periodic servicing. AOVs and electrically operated OVs should be tested once a month for correct operation using the manual controls provided. This is a simple test that can be undertaken readily by non-specialists.
* Testing smoke detectors and controls associated with AOVs should take place at least twice a year, and in accordance with the manufacturer’s instructions.
* Other systems of smoke control – including smoke extract systems and pressurisation systems – should again be tested and serviced periodically in accordance with the manufacturer’s instructions. This will normally be at least annually, but may involve monthly or more frequent functional tests where the systems are intended to protect the means of escape. It is important that those servicing such systems are familiar with the fire engineering performance parameters used in the design of the system.
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| **Manually openable smoke vents** | Windows and other non-electrical means provided for venting smoke should be opened on a regular basis (e.g. at least once a year), to ensure that they open freely and have not become seized. |  |  |  |  |
| **Fire-fighting lifts** | Lifts specifically intended for use by fire-fighters (“fire-fighting lifts”) need to be subject to tests and maintenance on a regular basis. This will involve weekly operation of fire-fighters’ switches, monthly inspections and annual testing and maintenance of the lifts. Further guidance on testing and servicing of fire-fighting lifts can be found in BS 9999. |  |  |  |  |
|  | **Any other site-specific fire safety checklist items can be added here.** |  |  |  |  |
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