

## London Borough of Hammersmith & Fulham



Fire Risk Assessment of:	1-29 Meadow Bank Close London SW6 6PE
Author of Assessment:	Nick Hickman - Fire Safety Surveyor.
Quality Assured by:	Claire Norman, Senior Fire Surveyor, LBH&F
Responsible Person:	Richard Shwe
Risk Assessment Valid From:	15/01/2025
Risk Assessment Valid To:	15/01/2026

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## Building Features

Approximate Square Area of the Building:	300m2
Number of Dwellings:	15
Number of Internal Communal Stairs:	1
Number of External Escape Stairs:	3x external, concrete and brick, stairs: - one for flat 3. - one for flats 9 and 11. - one for flats 15 and 17.
Number of Final Exits:	1
Number of Stair Lifts:	
Number of Storeys	3
Uninhabited Roof Void?	
Basement Present?	
Gas Installed to Building?	
Solar Panels Installed on Building?	no
Number of Occupants:	16.
Current Evacuation Policy:	Stay Put Procedure
Recommended Evacuation Policy:	Stay Put Procedure
Last LFB Inspection:	

## Survey Findings:

Building Construction & Layout:	<p>Meadowbank Close 1-29 is part of the Meadowbank Sheltered Housing Scheme (each other block has its own FRA). All flats are odd numbered. Purpose built, sheltered accommodation. Brick, concrete and breezeblock construction with tiled pitched roofs of varying heights. Each first floor flat has a private inboard balcony. Ground floor flats have small private gardens. UPVC windows. Built circa 1980's. The block consists of six two storey blocks and one 3 storey block, which contains the communal area (all terraced). There is an electrical cupboard accessed external to the side of the entrance to the communal area.</p> <p>Flats 1, 3, 5, 7, 13, 19, 21 and 23 are direct access Flats 9/11 and 15/17 are access via a small open deck accessing via a concrete and brick external staircase. Flats 25, 27 and 29 are accessed from a communal area - single internal staircase serving three floors with flats 25 and 27 on the 1st floor and flat 29 on the 2nd floor. There are openable windows on the half landings. There are no guest flats. Currently all flats bar one are single occupancy.</p> <p>By flats 1, 5 &amp; 13 there is a cupboard located under the external stairs that is shared with the flat above.</p> <p>All flats are fitted with mains detection, in every room (less bathrooms), connected to a mains fire alarm control panel in located in the entrance lobby</p>
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of block 2-56. This system automatically is connected to an alarm receiving centre. There is detection also within the communal stairwell,

The S.I.B. is located adjacent to the fire alarm control panel in block 2-56.

There is emergency lighting within the communal area.

All flat front doors appear to be of the same design (FD30S), apart from one that is of a different construction - this door was not upgraded when the rest of doors were changed.

The communal area is fitted with an intercom that has a fob control and there is a working override drop key. External CCTV installed. There is a small entrance lobby leading directly to the stairs to the flats. On the 1st floor both flats are compartment doors creating small lobbies directly in front of the flat front doors.

There are no guest flats in this block. External CCTV installed. Fire alarm call points are fitted with protected covers to prevent accidental activation.

No communal loft hatch - all roof void areas are accessed via hatches located within the flats.

No cladding or spandrel panels present.

No bin chutes installed. There are recycling bins on the road, located in a purpose build shelter, shared with the other blocks of the sheltered scheme. There is a lockable general waste bin room located on the outside of block 42-56.

Careline is installed in the flats.

The laundry room is located in block 2-56. All flats have their own boilers for heating/hot water. No lighting protection installed - low level building - not required. There is a communal garden at the rear of the property (directly adjacent to the Thames Path) that appears to be part of the scheme. This area is unkept and there are signs of anti-social behaviour. There is a small car parking area that is shared with the other scheme blocks.

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<p>Executive Summary</p>	<p>The Fire Risk Assessment noted a good standard of housekeeping and management of the building and there were no concerns regarding obstructed escape routes. The main entrance door was able to be secured appropriately, and standard lighting was working well. It is LBHF policy not to install fire extinguishers. At the time of the assessment four flats were void.</p> <p>There is a scheme office on site located in an adjacent block - this is occupied normally on Mondays, Wednesdays and Fridays 9-5. The office is not occupied in the evenings or the weekends.</p> <p>This sheltered block is part of a current fire alarm upgrade through both the communal and residential areas of the property. This programme will include the accessing of loft areas to undertake compartmentation surveys, the replacement of non-compliant loft hatches and the upgrade / new installation of fire detection and fire alarm panels. This work included the inspection of the loft hatches, how they are secured and any upgrades required.</p> <p>Staff complete weekly site inspections, and all fire safety related issues are recorded on a spreadsheet. Weekly tests of the fire alarm system are carried out, using a different fire call point each time, and are recorded on a spreadsheet.</p> <p>It is understood staff are due to receive PCFRA/PEEP training on 22/01/24</p> <p>E.I.C.R. service date - 12/10/23  Emergency lighting - lux bright report - 17/01/25  Fire alarm service date - Quarterly inspection 10/11/24 - regulation check - 02/12/24.</p> <p>A number of areas for improvement were identified during the survey, to support the 'Stay Put' Policy, and these have been raised in this report:</p> <p>Removal of personal items from the communal area, population the communal notice board with fire safety information, repair/replacement of closers on flat and compartment doors, fitting of a final exit sign, securing of communal garden to prevent anti-social behaviour and completion of staff fire safety training.</p>
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## Guidance

### Copyright:

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### Scope of Assessment:

This FRA has been carried out on behalf of the 'Responsible Person' in accordance with Article 9 of the requirements of the Regulatory Reform (Fire Safety) Order 2005 (FSO). The purpose of this report is to provide an assessment of the risk to life from fire in this premise and where appropriate, to identify significant findings to ensure compliance with fire safety legislation as obliged observing current best practice, providing a minimum fire safety standard.

This report reflects the fire safety standards identified during inspection and does not address the risk fire may pose to property or business continuity.

In order to carry out this fire risk assessment the assessor has used their professional expertise, judgement and guidance contained in the British Standards Institute's publicly available specification (PAS 79: 2012), the Department for Communities & Local Government guidance, 'Fire Safety Risk Assessment - Sleeping Accommodation', Local Authorities Coordinators of Regulatory Services (LACORS) 'Housing Fire Safety' guidance and NFCC guidance 'Fire Safety in Specialised Housing'.

Which provides best practice guidance on fire safety provisions in England for certain types of existing housing; as well as the Local Government Association (LGA) Guidance 'Fire safety in purpose-built blocks of flats'.

The aim of the fire risk assessment process is not necessarily to bring an existing building up to the standard expected for a new building, constructed under current legislation. Rather, the intention is to identify measures which are practicable to implement in order to provide a reasonable level of safety for people in and around the premises. Information for the completion of this assessment was obtained by a physical type 1 survey, in compliance with LBHF policy and for the purpose of satisfying the FSO. The inspection of the building is non-destructive. The fire risk assessment will consider the arrangements for means of escape and so forth that will include examination of at least a sample of flat entrance doors. It also considers, so far as reasonably practicable, the separating construction between the flats and the common parts without any opening up of construction; however, in this type of survey, entry to flats beyond the area of the flat entrance door, is not involved as there is normally no automatic right of access for freeholders.

If your premises have been designed and built in line with modern building regulations (and are being used in line with those regulations), your structural fire precautions should be acceptable. While every effort is made to inspect fire compartmentation & fire separating elements of buildings, dependant on accessibility, including roof spaces, voids and service risers, to assess the integrity, comments reflect reasonable assumption. Unless there is reason to expect serious deficiencies in structural fire protection – such as inadequate compartmentation, or poor fire stopping – a type 1 inspection will normally be sufficient. Where doubt exists in relation to these matters, the action plan may recommend that one of the other types of fire risk assessment be carried out or that further investigation be carried out by specialists. (Any such recommendation would be based on identification of issues that justify reason for doubt.)

The FRA includes an Action Plan that sets out measures to enable the Responsible Person to achieve this benchmark risk mitigation level, satisfy the requirements of the FSO and to protect Relevant Persons (as defined in Article 2 of the FSO), from the risks of fire.

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<b>Compartmentation and Building Features</b>
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From a Type 1 inspection perspective, are there breaches identified effecting compartmentation along the escape route?	No
From a Type 1 inspection perspective, are there ineffective or inappropriate materials used to create compartmentation?	N/A
Does the building have a roof void?	Yes
Are roof voids access hatches within the communal areas?	No
Are all roof void access hatches filled with securing devices?	N/A
Are all hatches providing suitable fire and smoke resistance?	N/A
Was a survey of the roof void carried out as part of this inspection?	No
Are there other concerns identified with roof void?	Unable to Confirm
Are lifts installed?	No
Is there a lift motor room?	No
Are there any other concerns with Lifts or Lift Motor Room?	N/A
Are there utility cupboards within the communal area?	No
Is external cladding fitted to the building?	No
Are the internal escape route walls and ceilings to Class 0 standard?	Yes
Are there other concerns identified with flammable materials?	No

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### Means of Escape

Are fire action notices displayed at the entrances, fire exits and each level as required?	Yes
Are travel distances appropriate for the building design?	Yes
Are the internal escape route corridors free of trip hazards?	Yes
Are stairs free of all trip hazards?	Yes
Are there personal items exceeding the managed policy for communal areas, adversely affecting the escape routes?	Yes
Do final exits open in the direction of flow where required?	Yes
Are cable and wire fixings to external walls/ceilings to current standards to limit the likelihood of wire entanglement?	Yes
Are there suitable door opening devices such as thumb turns, push pad/bar?	Yes
Is directional and exit signage necessary in this building?	No
Where lifts are installed, are suitable fire safety signs displayed at each level?	N/A
Does the building have an external escape route?	Yes
Is the condition and features of the external escape route to an acceptable standard?	Yes
Are there other concerns identified with the evacuation of the building?	No
Is emergency lighting installed?	Yes
Does the installed emergency lighting provide suitable coverage?	Yes
Are there recorded or observable defects with the emergency lighting system?	No
Is there evidence of a current and up-to-date emergency lighting service contract and maintenance programme?	Yes
Is there a need to increase the emergency lighting provision?	No
Are there other concerns identified with the emergency lighting?	No
Does the building have suitable means to naturally ventilate the escape routes?	Yes
Is there a smoke ventilation system installed?	No
Are there any concerns identified with ventilation of the internal escape route?	No

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### Doors

Is the main entrance door suitable as part of the evacuation strategy for the building?	Yes
Is security to the property suitable to restrict access to the property by uninvited persons during 'out of hour' times?	Yes
Are there a sufficient number of fire exits?	Yes
Are there any defects (glazing, furniture, frames, door) requiring repair or maintenance works?	No
Do any fire exits lead to areas that could put persons at further risk?	No
Do all fire exits have suitable signage?	No
Are there other concerns identified with the main entrance and fire exit doors?	No
Are there any compartment fire doors installed in this building?	Yes
Is every compartment fire door and frame installed to the correct fire rating standard?	Yes
Does every compartment door freely self close into the frame?	No
Are there any defective compartment fire doors (glazing, furniture, frames, door) requiring repair or maintenance works?	No
Are there locations where compartment fire doors should be installed?	No
Are there other concerns identified with the compartment fire doors?	No
Are there any flat entrance doors not conforming to FD30s standard?	No
Where FD30s doors have been installed, do any inspected doors not have a certification marking or certificate onsite ?	Yes
Are positive action self-closers fitted and to the front face of the doors?	No
From the sample inspection taken, do the flat entrance doors freely self close into the frame?	No
Are there any defective flat entrance doors (glazing, furniture, frames, door) requiring repair or maintenance works?	No
Are there other concerns identified with the flat entrance doors?	No



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<b>Fire Hazards</b>
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Are "No Smoking" signs displayed at each entrance?	Yes
Is a no smoking policy being observed in the communal areas	Yes
Is there a designated smoking area within the grounds of the property?	No
Any there other concerns identified with smoking?	No
Are there suitable locations provided for storage of refuse?	Yes
Is the refuse area appropriately clear and well managed?	Yes
Are there other concerns identified with refuse?	No
Has fixed electrical wiring been subject to a safety inspection within the past five years	Yes
Is there a current portable electrical appliances (PAT) annual test record	N/A
Are the electrical sockets and extension plugs suitable and loaded to the correct amperage?	N/A
Are there wheelchair or stair lifts in the property	No
Are there electrical or charged items in the communal area (fridges, tumble dryers, mobility scooters etc)?	No
Any there other concerns identified with ignition sources?	Yes

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### Fire Detection

From the sample flats accessed, is early warning fire detection appropriate	Yes
Is the Type of communal fire alarm system installed to the correct LBHF standard?	Yes
Are detector heads sited appropriately to provide the required coverage for the system Type?	Yes
Are there sufficient inbuilt or standalone sounders to alert all occupants in the building to the required decibel levels?	Yes
Is a fire panel installed?	Yes
Is the fire panel suitable?	Yes
Is the fire panel in good working order with no faults?	Yes
Is an out of hours contact number given and persons/organisations appointed to attend and reset the fire panel?	Yes
Are manual call points installed?	Yes
Are manual call points installed in all required areas?	Yes
Is a Red Care type system installed?	Yes
Is the red care system suitable and in good working order?	Yes
Is there a service contract and maintenance programme in place?	Yes
Are repeater panels installed?	No
Any other concerns identified with the early warning detection system?	No

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<b>Fire Safety Management</b>
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Are there hydrants within the grounds of the property estate?	Yes
Are there notable restrictions for the positioning of fire appliances within 20 meters of the building?	No
Is a Premises Information Box installed?	No
Does the Premises Information Box contain appropriate resources to aid attending fire crews in an emergency?	Yes
Is there a working Drop Key mechanism to access the building?	Yes
Is there a suitable zone map provided near the fire panel?	N/A
Are there other concerns identified for fire service operations?	No
Did you encounter any potential or actual hoarding risks?	No
LBHF have a medical register of O2 users, did you encounter a resident declaring they were using O2 but not registered?	No
Is there a suppression system installed within any part of the building?	No
Is fire extinguishing media positioned in the relevant areas?	N/A
Is there a valid test date on all portable extinguishing media	N/A
Did you encounter any potential hazards due to negligent contractor work at the property and its grounds?	N/A
Are there other concerns identified to do with fire safety management?	Yes
Does the building consist of residential dwellings and commercial outlets?	No
Any other concerns identified with control of shared means of escape?	N/A

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<b>Safety Management</b>
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Are there staff or site managers based at and working in the building?	No
Have you identified any issues relating to staff carrying out their fire safety duties?	No
Is there a suitable induction for new staff on fire safety?	No
Are staff deemed competent of carrying out the emergency evacuation procedure?	Yes
Any there other concerns identified with on-site staff and their training?	Yes
Are fire safety records accessible in a suitable physical or digital format for fire inspection audits?	Yes
Are staff able to be contacted in the event of an emergency while off site?	Yes
Are emergency contingency plans in place?	Yes
Are all personal emergency evacuation plans (PEEPs) valid and to an acceptable standard?	No
Are Person Centred Assessments valid and to an acceptable standard?	No
Are staff aware of utility isolation points and have these been identified on site plans in the PIB or zone chart?	Yes
Any there other concerns identified with the management of information?	No
Are in-house checks of the Fire Detection system being carried out and recorded?	Yes
Are in-house checks of the Emergency Lighting being carried out and recorded?	Yes
Are in-house checks of the Extinguishing Media being carried out and recorded?	N/A
Are in-house checks of Fire exits and Escape routes being carried out and recorded?	No

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### Actions Arising from the Survey:

	Slight Harm	Moderate Harm	Extreme Harm
Low	Trivial Risk	Tolerable Risk	Moderate Risk
Medium	Tolerable Risk	Moderate Risk	Substantial Risk
High	Moderate Risk	Substantial Risk	Intolerable Risk

Risk Scores:	
Risk Score at the time of the Assessment	Moderate Risk
Risk Score if all actions are implemented:	Tolerable Risk