Fire risk assessment

Marsden Court

Marsden Court, Kettlemere Rise, TQ3 1WX

FICTIONAL EXAMPLE - edited demonstration



Photo 3. Communal stair

Assessment date	2026-09-21
Assessor	Alex Hartley (fictional)
Version	Edited fictional example
Status	Draft
Contact	assessments@hartlow.example (fictional)

Contents

Select a section or use the action index to move between findings and proposed work.

Action index	3
About this assessment and premises	4
Significant findings summary	5
Electrical ignition sources	6
Smoking	7
Arson	7
Portable heaters and heating	8
Cooking	9
Lightning	9
Housekeeping	10
Hazards from contractors	11
Dangerous substances	12
Other hazards	13
Means of escape	14
Measures to limit fire spread and compartmentation	17
Emergency escape lighting	19
Signs and notices	20
Fire detection and warning	21
Extinguishing equipment	22
Relevant automatic systems	22
Fire procedures and arrangements	23
Training and drills	24
Testing and maintenance	25
Records	26
Risk rating	28
Action plan	29

Action index

Select an action to open its details. Priorities and target times below are proposed and require the assessor's confirmation.

A01 Secure and clear the electrical intake cupboard	Medium 30 days
A02 Review smoking controls and safety notices	Low 90 days
A03 Remove discarded smoking materials	Medium 30 days
A04 Clear stored items from the ground-floor escape route	Medium 30 days
A05 Remove the bicycle from the stair handrail	Medium 30 days
A06 Confirm contractor briefing arrangements	Medium 30 days
A07 Relocate scooter storage and charging	High 7 days
A08 Repair and check the flat 2 entrance door	High 7 days
A09 Fire-stop the second-floor service penetration	High 7 days
A10 Assess and remedy the flat 12 entrance door	High 7 days
A11 Obtain emergency-lighting test records	Medium 30 days
A12 Review lighting coverage at the final exit	Medium 30 days
A13 Restore and verify the first-floor smoke vent	High 7 days
A15 Obtain the written fire procedure	Medium 30 days
A16 Confirm arrangements for residents needing assistance	Medium 30 days
A17 Confirm the fire-door inspection programme	Medium 30 days
A18 Make the fire log available	Medium 30 days
A19 Record and track reported faults	Medium 30 days
A20 Obtain the previous fire risk assessment	Medium 30 days
A21 Inspect the inaccessible first-floor riser	Medium 30 days
A22 Inspect the inaccessible ceiling void	Medium 30 days

About this assessment

This document is a fire risk assessment of the named premises. It records what was inspected on the assessment date, what was found, the assessor's view of the risk, and the work proposed. It is a working record, not a certificate that the premises comply with fire-safety law.

The visit was a visual look at the parts listed in the scope. It was not a destructive survey. Parts that could not be reached, and tests that were not carried out, stay unverified.

Scope
Type 1 — non-destructive, common parts only

Limitations
The first-floor riser cupboard was padlocked and could not be opened. The third-floor ceiling hatch was painted shut; the void above was not inspected. Concealed construction and areas inside individual flats were outside this example's inspection scope.

Fictional demonstration with editorial corrections. Not an issued assessment or a record of a real inspection.

Working structure for this assessment type and jurisdiction. Original product wording — not a certified PAS 79-1 or BS 9792 form. Authorised BSI/PAS question text is not included. Review, replace or paste your licensed form before professional issue.

Assessor competence

Name
Alex Hartley (fictional)

Qualifications
Illustrative assessor details

Basis of competence
Assessor details are fictional and demonstrate where competence information appears in the report.

Overall risk level
Substantial

Overall risk rationale
This illustrative rating reflects the first-floor smoke vent failing its recorded test, defects to flat entrance doors and obstructions in a single-staircase block. The example assumes a stay-put strategy. The strategy, interim precautions and final rating require competent assessor review before any real report is issued.

Suitable and sufficient
This is a working draft. Whether the assessment is suitable and sufficient is not asserted until it is signed off.

Responsible person and key dates

Responsible person / duty holder	Hartlow Housing
Person consulted on site	The site caretaker
Date of assessment	2026-09-21
Date of previous assessment	Not available
Recommended review date	2027-09-21

Premises information

Client	Hartlow Housing
Number of floors	4 above ground, no basement
Use	Purpose-built block of flats
Construction	Load-bearing masonry, precast concrete floors, flat felted roof, brick external walls, no external cladding system
Typical occupancy	Residential, mixed ages. Two residents known to management as having limited mobility (flats 4 and 11)
Sleeping risk	Yes
People who may need assistance	Two residents known to management as having limited mobility (flats 4 and 11)
Fire-safety systems	No common-part detection. Grade D1 LD2 within individual flats (landlord-fitted). Dry riser not present. Hydrant on street frontage approx. 30m from entrance
Premises description	c. 1974. 18 flats (6 × 1-bed, 12 × 2-bed). Single staircase, open to a lobby at each level. Escape strategy Stay put.

Significant findings summary

1.4 / 7.2 The electrical intake cupboard was open, contained stored items and had a replacement door requiring assessment.

2.1 / 2.3 / 14 Smoking controls and safety notices require review. Cigarette ends were present at the entrance.

7.1 / 11.4 Stored items in the ground-floor lobby and a bicycle at the second-floor stair head obstructed escape-route areas.

10.2 A mobility scooter was charging under the communal stair.

11.3 / 11.5 / 12.4 The flat 2 door closer was disconnected. Defects were also recorded to its gaps and seals, and to the replacement flat 12 door.

12.1 / 12.2 An unsealed service penetration was present above the second-floor riser door.

13 / 20.2 Emergency-lighting records were unavailable and final-exit coverage was not verified.

17.2 / 17.3 / 21.3 The first-floor smoke vent failed its recorded test. Smoke-control service records were unavailable.

18.3 No arrangements were recorded for two residents known to need assistance.

8 / 18 / 19 / 20.3 / 21 Contractor briefings, the written fire procedure, fire-door checks, the fire log, previous assessment and fault-tracking records require management follow-up.

12.2 / 12.3 The first-floor riser cupboard and third-floor ceiling void were inaccessible and remain uninspected.

Findings

Electrical ignition sources

SATISFACTORY ON RECORDED EVIDENCE

1.1 Is a current electrical installation condition report available?

Answer: Yes

Finding An EICR was available in the caretaker's folder in the meter room. It was dated 03/2024, issued by Brightside Electrical, and recorded as next due 03/2029.

Commentary The available record was limited to the EICR information and summary page described in the finding.

Conclusion A current EICR was available on the visit, with no C1 or C2 items outstanding on the summary page.

Sources: Site note 1 (caretaker's folder)

NOT APPLICABLE

1.2 Is portable appliance testing carried out?

Answer: Not applicable

No portable appliances were kept in the common parts.

SATISFACTORY ON RECORDED EVIDENCE

1.3 Are trailing leads and adapters used only where necessary and in good condition?

Answer: Yes

Finding No trailing leads or adapters were seen anywhere in the common parts.

Conclusion No trailing leads or adapters were observed in the common parts.

Sources: Site note 1 (common parts)

ACTION REQUIRED

1.4 Are electrical intake and meter cupboards free from stored items?

Answer: No

Finding The electrical intake cupboard at the entrance lobby was unlocked and standing open, with two cardboard boxes and a mop bucket stored inside.

Commentary The cupboard door had no FD marking and appeared to be a plywood replacement.

Conclusion Stored combustible and cleaning items were present in the electrical intake cupboard.

Sources: Site note 1 (entrance lobby — electrical intake cupboard)

See A01: Secure and clear the electrical intake cupboard

Smoking

ACTION REQUIRED

2.1 Is a smoking policy in place for these premises?

Answer: No

Finding No smoking signage was seen at the entrance, and no written smoking policy was seen.

Commentary The caretaker stated that residents smoke in their own homes because the premises are flats.

Conclusion A smoking policy was not evidenced during the visit.

Sources: Site note 1 (entrance)

See A02: Review smoking controls and safety notices

NOT APPLICABLE

2.2 Are smoking areas, if any, kept away from combustible materials?

Answer: Not applicable

No designated smoking area was recorded inside or outside the premises.

ACTION REQUIRED

2.3 Are discarded smoking materials being controlled?

Answer: No

Finding A handful of cigarette ends was present on the front step and in the planter by the entrance door.

Commentary The recorded discarded smoking materials were at the entrance.

Conclusion Discarded smoking materials at the front entrance were not adequately controlled.

Sources: Site note 1 (front entrance)

See A03: Remove discarded smoking materials

Arson

UNVERIFIED

3.1 Are external doors and gates secured against casual entry?

Answer: Not assessed

The recorded evidence is not enough to answer this question.

SATISFACTORY ON RECORDED EVIDENCE

3.2 Is waste stored away from the building so it is harder to set alight?

Answer: Yes

Finding The bin store was an external separate brick structure approximately 4 m from the building and approximately 8 m from the entrance. Its steel or metal doors were kept shut, and the bins were not overflowing.

Commentary The collection notice recorded collections on Monday and Thursday.

Conclusion Waste was recorded as stored in a separate external bin store away from the building.

Sources: Site note 1 (bin store); Site note 2 (bin store)

NOT APPLICABLE

3.3 Are letterboxes and other openings protected where there is a known arson risk?

Answer: Not applicable

Communal letterboxes were mounted inside the entrance lobby, and nothing posted directly through the entrance door.

Portable heaters and heating

NOT APPLICABLE

4.1 Are portable heaters used only where there is no safer alternative?

Answer: Not applicable

No portable heaters were recorded in the common parts.

NOT APPLICABLE

4.2 Are heaters kept clear of combustible materials?

Answer: Not applicable

No portable heaters were recorded in the common parts.

NOT APPLICABLE

4.3 Is the fixed heating system free from obvious defects?

Answer: Not applicable

No communal heating system was recorded.

Cooking

NOT APPLICABLE

5.1 Are cooking facilities in common parts limited and controlled?

Answer: Not applicable

No communal kitchen or cooking facilities were recorded in the common parts.

NOT APPLICABLE

5.2 Are extract filters and surfaces free from heavy grease where cooking takes place?

Answer: Not applicable

No communal kitchen or cooking facilities were recorded in the common parts.

NOT APPLICABLE

5.3 Are shut-down arrangements understood for any shared kitchen?

Answer: Not applicable

No communal kitchen or cooking facilities were recorded in the common parts.

Lightning

RECORDED CONDITION

6.1 Is lightning protection provided where the risk justifies it?

Answer: Not present

Finding No lightning protection system was seen on the roof or external areas.

Commentary Whether lightning protection is justified is for the assessor to determine.

Conclusion Lightning protection was not recorded as present.

Sources: Site note 1 (roof / external)

NOT APPLICABLE

6.2 Is any lightning protection maintained?

Answer: Not applicable

No lightning protection system was seen on the roof or external areas.

Housekeeping

ACTION REQUIRED

7.1 Are escape routes free from stored items?

Answer: No

Finding A resident's pushchair and folded cardboard were stacked in the ground-floor lobby opposite flat 2. No storage was recorded on the stair flights.

Commentary The communal stair was recorded as concrete, with a secure handrail on one side.

Conclusion Stored items were present on escape-route areas despite the stair flights themselves being clear.

Sources: Site note 1 (ground floor lobby); Site note 2 (Communal stair); Site note 3 (2nd floor lobby)



Photo 3. Communal stair

See A04: Clear stored items from the ground-floor escape route

See A05: Remove the bicycle from the stair handrail

ACTION REQUIRED

7.2 Are cupboards on escape routes kept locked and free from unnecessary combustibles?

Answer: No

Finding The entrance-lobby electrical intake cupboard was unlocked and standing open, with two cardboard boxes and a mop bucket inside.

Commentary The cupboard door had no visible FD marking and appeared to be a plywood replacement.

Conclusion A cupboard on the escape route was unsecured and contained unnecessary combustible material.

Sources: Site note 1 (entrance lobby — electrical intake cupboard)

See A01: Secure and clear the electrical intake cupboard

SATISFACTORY ON RECORDED EVIDENCE

7.3 Is waste collected frequently enough to avoid a build-up?

Answer: Yes

Finding The external bin store bins were not overflowing, and a notice recorded collections on Mondays and Thursdays.

Commentary The bin store was recorded as a separate brick structure with metal doors kept shut.

Conclusion The recorded waste collection arrangement appeared sufficient to avoid a build-up at the time of inspection.

Sources: Site note 1 (bin store); Site note 2 (bin store)

SATISFACTORY ON RECORDED EVIDENCE

7.4 Are recyclable materials stored away from ignition sources?

Answer: Yes

Finding The bin store was recorded as an external separate structure with doors kept closed. Bins were not overflowing.

Sources: Site note 1 (bin store); Site note 2 (bin store)

Hazards from contractors

UNVERIFIED

8.1 Are contractors given fire-safety information before they start?

Answer: Not assessed

The caretaker said contractors sign in at the office but could not describe their fire-safety briefing. No induction record was produced. The information given to contractors has not been verified.

See A06: Confirm contractor briefing arrangements

UNVERIFIED

8.2 Is hot work controlled by a permit or an equivalent arrangement?

Answer: Not assessed

The recorded evidence is not enough to answer this question.

SATISFACTORY ON RECORDED EVIDENCE

8.3 Are contractor materials and waste removed at the end of the working day?

Answer: Yes

Finding No works were in progress and nothing had been left in the common parts by contractors.

Conclusion No contractor materials or waste were present in the common parts at the time of inspection.

Sources: Site note 1 (common parts)

Dangerous substances

RECORDED CONDITION

9.1 Are dangerous substances present on the premises?

Answer: Not present

Finding No fuel, cylinders or chemical storage were seen anywhere in the common parts.

Commentary This observation relates to the inspected common parts.

Conclusion No dangerous substances were found in the inspected common parts.

Sources: Site note 1 (common parts)

NOT APPLICABLE

9.2 If present, are they stored and used so as to reduce the fire risk?

Answer: Not applicable

No fuel, cylinders or chemical storage were seen anywhere in the common parts.

NOT APPLICABLE

9.3 Are gas installations and cylinders, if any, in a safe condition so far as could be seen?

Answer: Not applicable

The caretaker confirmed that there is no gas supply to the building.

Other hazards

RECORDED CONDITION

10.1 Are other ignition or fuel sources present that are not covered above?

Answer: Not present

Finding Nothing further was seen in the common parts beyond the hazards already recorded.

Commentary This observation is limited to further ignition or fuel sources beyond those already noted.

Conclusion No further ignition or fuel sources were found beyond those already recorded.

Sources: Site note 1 (common parts)

ACTION REQUIRED

10.2 Are battery chargers, mobility scooters or similar stored away from escape routes?

Answer: No

Finding A mobility scooter was charging under the stair in the ground-floor lobby and was plugged into a lobby socket.

Commentary The caretaker stated that the scooter belongs to the resident of flat 4.

Conclusion A mobility scooter and charger were stored on an escape route.

Sources: Site note 1 (ground floor lobby)



Photo 7. Mobility scooter on charge, ground-floor lobby

See A07: Relocate scooter storage and charging

Means of escape

SATISFACTORY ON RECORDED EVIDENCE

11.1 Are escape routes of adequate width for the occupancy?

Answer: Yes

Finding The communal stair had approximately 1100 mm clear width between the handrail and wall.

Commentary The lobbies were otherwise recorded as clear apart from the items noted.

Sources: Site note 1 (Communal stair); Site note 2 (communal stair)

SATISFACTORY ON RECORDED EVIDENCE

11.2 Are final exits available and readily openable without a key, code or tool?

Answer: Yes

Finding The main entrance opened by thumbturn from inside without a key, and the rear bin door had a push bar.

Conclusion The recorded final exits were available and openable without a key, code or tool.

Sources: Site note 1 (entrance / bin door)

ACTION REQUIRED

11.3 Are fire doors kept closed and free from wedges?

Answer: No

Finding No wedges were observed. The communal entrance door closed and latched, but the flat 2 door stood open when released because its closer arm was disconnected.

Commentary The door-closing defect is also recorded at 11.5 and 12.4.

Conclusion The flat 2 door did not remain closed when released.

Sources: Site note 1 (Overhead self-closer, communal entrance door); Site note 2 (Ground-floor flat entrance door); Site note 3 (common parts)



Photo 1. Overhead self-closer, communal entrance door



Photo 2. Ground-floor flat entrance door

See A08: Repair and check the flat 2 entrance door

ACTION REQUIRED

11.4 Are stairs and corridors free from trip hazards and obstruction?

Answer: No

Finding A resident's pushchair and folded cardboard were stacked in the ground-floor lobby, and a bicycle chained to the handrail at the second-floor stair head partially obstructed the route.

Commentary No storage was seen on the stair flights themselves.

Conclusion Obstructions were present in the ground-floor lobby and at the second-floor stair head.

Sources: Site note 1 (ground floor lobby); Site note 2 (Communal stair); Site note 3 (2nd floor lobby)

See A04: Clear stored items from the ground-floor escape route

See A05: Remove the bicycle from the stair handrail

ACTION REQUIRED

11.5 Do self-closers on fire doors work where checked?

Answer: No

Finding The communal entrance-door closer closed and latched. Closers were recorded as working to flats 1, 3 and 4 on the ground floor, and as okay on the first and third floors. The flat 2 self-closer was disconnected at the arm and the door stood open when released.

Commentary The caretaker reported that the flat 2 closer had been removed by the resident some time ago and had been reported twice.

Conclusion The self-closer to flat 2 did not work where checked, despite satisfactory recorded operation of other checked closers.

Sources: Site note 1 (Overhead self-closer, communal entrance door); Site note 2 (Ground-floor flat entrance door); Site note 3 (1st floor — flats 5-9); Site note 4 (3rd floor lobby); Site note 5 (caretaker)

See A08: Repair and check the flat 2 entrance door

UNVERIFIED

11.6 Are alternative escape routes available where the occupancy needs them?

Answer: Not assessed

A single staircase was recorded, with no alternative escape route. The recorded layout alone does not establish whether an alternative route is required. The suitability of the escape strategy requires the assessor's review.

Measures to limit fire spread and compartmentation

ACTION REQUIRED

12.1 Are fire-resisting walls and floors visually intact in the areas inspected?

Answer: No

Finding At the second-floor lobby, an approximately 100 mm by 150 mm unsealed hole was observed around a pipe above the riser door.

Commentary The opening was recorded as a service penetration in the lobby wall above the riser door.

Conclusion A visual breach was observed in the wall at the second-floor riser location.

Sources: Site note 1 (2nd floor lobby)



Photo 6. 2nd floor lobby

See A09: Fire-stop the second-floor service penetration

ACTION REQUIRED

12.2 Are service risers and cupboards fire-stopped where seen?

Answer: No

Finding An approximately 100 mm by 150 mm opening around a pipe above the second-floor riser door was unsealed, with daylight visible into the riser. The first-floor riser cupboard was padlocked shut and could not be accessed.

Commentary The second-floor penetration was visible and unsealed. The first-floor riser cupboard interior was not inspected because it was locked.

Conclusion A service penetration at the second-floor riser was not fire-stopped where seen, while the first-floor riser cupboard interior was not inspected.

Sources: Site note 1 (First-floor riser cupboard door); Site note 2 (2nd floor lobby)

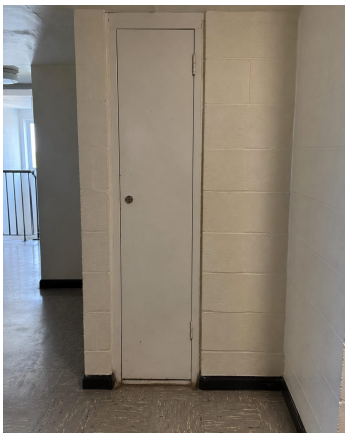


Photo 5. First-floor riser cupboard door

See A09: Fire-stop the second-floor service penetration

See A21: Inspect the inaccessible first-floor riser

NOT INSPECTED

12.3 Are loft hatches and ceiling voids, where accessed, free from obvious breaches?

Answer: Not inspected — no access

The ceiling hatch at the third-floor lobby was painted shut and could not be accessed.

See A22: Inspect the inaccessible ceiling void

ACTION REQUIRED

12.4 Are flat entrance doors, where inspected from the common parts, in an acceptable condition?

Answer: No

Finding At ground floor, flat 2 had a disconnected closer arm and stood open when released. It also had an approximately 6–8 mm head gap and no intumescent strip along the top edge. Flat 12 had a replacement domestic-style panel door with no visible FD marking, no intumescent strips and a brush seal only, although a closer was fitted. Ground-floor flats 1, 3 and 4 had working closers. The communal entrance door closed and latched, had no recorded damage and displayed an FD30S marking.

Conclusion Flat entrance doors at flats 2 and 12 were not in an acceptable condition on the recorded observations.

Sources: Site note 1 (Overhead self-closer, communal entrance door); Site note 2 (Ground-floor flat entrance door); Site note 3 (flat 2 door); Site note 4 (1st floor — flats 5-9); Site note 5 (2nd floor — flat 12); Site note 6 (3rd floor lobby)

See A08: Repair and check the flat 2 entrance door

See A10: Assess and remedy the flat 12 entrance door

Emergency escape lighting

UNVERIFIED

13.1 Is emergency escape lighting provided where needed?

Answer: Not assessed

Three emergency-lighting fittings on the stair showed green charge LEDs. No coverage assessment or functional test results were available in the notes. Test-record availability is considered at 13.3. Adequacy of emergency escape lighting provision has not been verified.

See A11: Obtain emergency-lighting test records

UNVERIFIED

13.2 Do units appear undamaged and correctly positioned?

Answer: Not assessed

The visible emergency-lighting fittings appeared undamaged. The notes record one per landing and no fitting directly above the final exit. The absence of a fitting directly above the door does not, by itself, establish whether illumination there is adequate. Coverage at the final exit requires review.

See A12: Review lighting coverage at the final exit

ACTION REQUIRED

13.3 Are test records available for the emergency lighting?

Answer: No

Finding Emergency-lighting test records were not available during the visit.

Commentary The visible charge LEDs do not establish the test history.

Conclusion Obtain the test records for review.

Sources: Site note 1 (stair)

See A11: Obtain emergency-lighting test records

Signs and notices

ACTION REQUIRED

14.1 Are fire exit signs provided and visible along escape routes?

Answer: No

Finding No running-man exit signage was observed anywhere in the common parts.

Commentary The obviousness of the single-stair route does not change the recorded absence of exit signage.

Conclusion Fire exit signs were not observed along the common escape route.

Sources: Site note 1 (common parts)

See A02: Review smoking controls and safety notices

ACTION REQUIRED

14.2 Are fire-action notices displayed at suitable points?

Answer: No

Finding A fire-action notice was displayed at the main entrance only. No fire-action notices were observed on the upper landings; the entrance notice was faded but remained legible.

Commentary The recorded notice provision was limited to the main entrance.

Conclusion Fire-action notices were not displayed on the upper landings.

Sources: Site note 1 (signage)

See A02: Review smoking controls and safety notices

ACTION REQUIRED

14.3 Are fire doors signed where they need to be kept shut?

Answer: No

Finding No 'fire door keep shut' signage was observed on any communal door.

Commentary The evidence records an absence of this signage on the communal doors.

Conclusion No communal fire doors were observed to display 'fire door keep shut' signage.

Sources: Site note 1 (signage)

See A02: Review smoking controls and safety notices

Fire detection and warning

RECORDED CONDITION

15.1 Is a fire detection and warning system provided?

Answer: Not present

Finding No common-part fire detection and warning system was recorded: there was no panel, no call points and no detectors in the common areas.

Commentary No common-part detection system is recorded, so there is none to assess within this scope. Whether one is required is for the assessor.

Conclusion A fire detection and warning system was not present in the inspected common parts.

Sources: Site note 1 (common parts)

NOT APPLICABLE

15.2 Was the panel showing a healthy condition on this visit?

Answer: Not applicable

Not applicable. No common-part detection system is recorded, so there is none to assess within this Type 1 common-parts scope. Whether one is required is for the assessor.

NOT APPLICABLE

15.3 Are detectors and call points free from obvious damage or covering?

Answer: Not applicable

Not applicable. No common-part detection system is recorded, so there is none to assess within this Type 1 common-parts scope. Whether one is required is for the assessor.

NOT APPLICABLE

15.4 Can the alarm be heard in the common parts?

Answer: Not applicable

Not applicable. No common-part detection system is recorded, so there is none to assess within this Type 1 common-parts scope. Whether one is required is for the assessor.

Extinguishing equipment

SATISFACTORY ON RECORDED EVIDENCE

16.1 Are extinguishers provided where the risk requires them?

Answer: Yes

Finding No extinguishers were observed in the common parts. The finding records this position as correct for the stay-put strategy and records no action.

Commentary The evidence records the absence of common-part extinguishers and the assessor's recorded position on that absence.

Conclusion No deficiency relating to common-part extinguishers was recorded.

Sources: Site note 1 (extinguishers)

NOT APPLICABLE

16.2 Are they unobstructed, mounted and in date?

Answer: Not applicable

No extinguishers were present in the common parts.

NOT APPLICABLE

16.3 Are they of a type suitable for the hazards present?

Answer: Not applicable

No extinguishers were present in the common parts.

Relevant automatic systems

RECORDED CONDITION

17.1 Are sprinklers, smoke control or other automatic systems present?

Answer: Present

Finding Automatic opening vents (AOVs) were recorded to the stair at first- and third-floor level. No sprinklers or other automatic systems were recorded.

Commentary The AOVs are automatic smoke-control systems.

Conclusion Automatic smoke-control systems are present.

Sources: Site note 1 (building)

ACTION REQUIRED

17.2 If present, do they appear in working order so far as could be seen?

Answer: No

Finding The first-floor AOV did not move or produce an audible motor response when its manual override panel was tested, although the green power light was on. The third-floor AOV opened fully and reset correctly when tested.

Commentary The recorded observations show differing outcomes for the two AOVs tested.

Conclusion The first-floor AOV did not appear to operate on the recorded test.

Sources: Site note 1 (Smoke control override panel, first-floor lobby); Site note 2 (3rd floor)



Photo 4. Smoke control override panel, first-floor lobby

See A13: Restore and verify the first-floor smoke vent

UNVERIFIED

17.3 Are those systems included in the maintenance programme?

Answer: Not assessed

The caretaker said an alarm contractor services the AOVs but could not name the contractor or give a service date. No service records were produced. The maintenance arrangements have not been verified.

Fire procedures and arrangements

UNVERIFIED

18.1 Is there a written fire procedure for these premises?

Answer: Not assessed

No written fire procedure was available during the visit. The caretaker thought head office would hold a document, but this was not verified. Obtain the procedure from management for review.

See A15: Obtain the written fire procedure

NOT APPLICABLE

18.2 Is the assembly point known and suitable?

Answer: Not applicable

No assembly point was signed or designated.

ACTION REQUIRED

18.3 Are arrangements in place for people who may need assistance to escape?

Answer: No

Finding Management was aware of residents with limited mobility in flats 4 and 11, but no PEEPs or other recorded arrangements were in place.

Commentary The premises information also records two residents known to management as having limited mobility.

Conclusion Arrangements for residents in flats 4 and 11 who may need assistance to escape have not been recorded.

Sources: Site note 1 (management)

See A16: Confirm arrangements for residents needing assistance

UNVERIFIED

18.4 Is a person identified as responsible for fire safety day to day?

Answer: Not assessed

The recorded evidence is not enough to answer this question.

Training and drills

UNVERIFIED

19.1 Have staff or residents who need it received fire-safety instruction?

Answer: Not assessed

A dated stay-put leaflet was displayed on the entrance noticeboard. A displayed leaflet does not establish who received instruction. Receipt of fire-safety instruction has not been verified.

NOT APPLICABLE

19.2 Are fire drills carried out and recorded where they apply?

Answer: Not applicable

No fire drills were carried out; the building is recorded as a stay-put block and residents are not drilled.

UNVERIFIED

19.3 Do new staff or contractors receive fire information on arrival?

Answer: Not assessed

The caretaker could confirm only that contractors sign in at the office. No record of the fire information supplied on arrival was available. Contractor briefing arrangements require confirmation from management.

See A06: Confirm contractor briefing arrangements

Testing and maintenance

NOT APPLICABLE

20.1 Are fire alarm tests recorded at the expected intervals?

Answer: Not applicable

No common fire alarm was recorded, and no weekly common fire-alarm test was undertaken.

ACTION REQUIRED

20.2 Are emergency lighting tests recorded?

Answer: No

Finding Emergency-lighting test records were not available during the visit.

Commentary Three charge LEDs were visible on the stair fittings; no test history was established.

Conclusion Obtain the test records for review.

Sources: Site note 1 (stair)

See A11: Obtain emergency-lighting test records

UNVERIFIED

20.3 Are fire doors included in a regular check?

Answer: Not assessed

No fire-door inspection records were available, and the caretaker was not aware of an inspection regime. This does not establish whether checks are arranged elsewhere. Confirm the inspection arrangements with management and obtain the records.

See A17: Confirm the fire-door inspection programme

NOT APPLICABLE

20.4 Are extinguishers serviced at least annually?

Answer: Not applicable

No extinguishers were provided in the common parts, and no extinguisher service regime was recorded.

Records

ACTION REQUIRED

21.1 Is a fire log or equivalent record kept on site or readily available?

Answer: No

Finding No fire log book was available on site.

Commentary The recorded evidence identifies no equivalent on-site fire log.

Conclusion A fire log or equivalent record was not available on site.

Sources: Site note 1 (site)

See A18: Make the fire log available

ACTION REQUIRED

21.2 Are previous fire risk assessments available for review?

Answer: No

Finding No previous fire risk assessment was available for review.

Commentary No previous assessment record was produced during the visit.

Conclusion Previous fire risk assessments were not available for review.

Sources: Site note 1 (records)

See A20: Obtain the previous fire risk assessment

ACTION REQUIRED

21.3 Are certificates for electrical, gas and fire systems available?

Answer: No

Finding The March 2024 EICR was available. Smoke-control service certificates were not produced.

Commentary No gas supply was recorded. The evidence gap here concerns the AOV records.

Conclusion Obtain the smoke-control service records for review.

Sources: Site note 1 (caretaker's folder); Site note 2 (records)

See A13: Restore and verify the first-floor smoke vent

ACTION REQUIRED

21.4 Are faults and actions recorded until they are closed?

Answer: No

Finding The caretaker said that faults are reported to the office, but no log, reference numbers or records tracking actions to completion could be shown.

Commentary The reported fault history for the flat 2 closer was not supported by records showing tracking or closure.

Conclusion Faults and actions were not evidenced as being recorded until closure.

Sources: Site note 1 (caretaker); Site note 2 (caretaker)

See A19: Record and track reported faults

Risk rating

	Slight harm	Moderate harm	Extreme harm
Low	Trivial	Tolerable	Moderate
Medium	Tolerable	Moderate	Substantial
High	Moderate	Substantial	Intolerable

Overall result: Substantial.

Illustrative draft rating. Proposed priorities and completion dates require the assessor's confirmation.

Rationale

This illustrative rating reflects the first-floor smoke vent failing its recorded test, defects to flat entrance doors and obstructions in a single-staircase block. The example assumes a stay-put strategy. The strategy, interim precautions and final rating require competent assessor review before any real report is issued.

Action plan

Proposed work, priorities and target times require competent assessor review and confirmation. Completion must be checked before an action is treated as closed.

A01 Secure and clear the electrical intake cupboard

Location Entrance lobby

Observation The entrance-lobby electrical intake cupboard was unlocked and standing open, with two cardboard boxes and a mop bucket inside.

Work proposed Remove stored combustible items and secure the cupboard. Arrange a competent assessment of the replacement cupboard door and specify any required repair, upgrade or replacement.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 7.2 1.4

Return to action index

A02 Review smoking controls and safety notices

Location Entrance

Observation No written smoking policy or exit signage was seen. Fire-action notices were absent from upper landings; the entrance notice was faded but legible. No 'fire door keep shut' signs were recorded on communal doors.

Work proposed Confirm and communicate the smoking policy for the common parts. Review escape-route signage, fire-action notices and communal-door signs against the assessed fire strategy, then provide or renew the signs identified as necessary.

Proposed priority	Low
Proposed target	90 days
Responsible	Hartlow Housing
Status	Open

Related findings: 2.1 14.1 14.2 14.3

Return to action index

A03 Remove discarded smoking materials

Location Front entrance

Observation A handful of cigarette ends was present on the front step and in the planter by the entrance door.

Work proposed Clear discarded cigarette ends from the entrance and planter, and put in place controls that prevent a build-up.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 2.3

Return to action index

A04 Clear stored items from the ground-floor escape route

Location Ground floor lobby

Observation A resident's pushchair and folded cardboard were stacked in the ground-floor lobby opposite flat 2.

Work proposed Remove the stored items from the common escape route and keep it clear.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 7.1 11.4

Return to action index

A05 Remove the bicycle from the stair handrail

Location 2nd floor lobby

Observation A bicycle chained to the second-floor stair handrail partially obstructed the escape route.

Work proposed Remove the bicycle from the stair handrail and keep the escape route clear.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 7.1 11.4

Return to action index

A06 Confirm contractor briefing arrangements

Location Caretaker

Observation The caretaker could not describe the fire-safety briefing given to contractors.

Work proposed Ask management to confirm and document the fire-safety information given to contractors.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 8.1 19.3

Return to action index

A07 Relocate scooter storage and charging

Location Ground floor lobby

Observation A mobility scooter was charging under the stair in the ground-floor lobby and was plugged into a lobby socket.

Work proposed Remove the mobility scooter from the escape route and provide a charging arrangement that does not obstruct the means of escape.

Proposed priority	High
Proposed target	7 days
Responsible	Hartlow Housing
Status	Open

Related findings: 10.2

Return to action index



Photo 7. Mobility scooter on charge, ground-floor lobby

A08 Repair and check the flat 2 entrance door

Location Flat 2 door

Observation At ground floor, flat 2 had a disconnected closer arm and stood open when released. It also had an approximately 6–8 mm head gap and no intumescent strip along the top edge.

Work proposed Reinstate the self-closer and confirm the door closes and latches unaided. Refit intumescent strips and adjust the door so edge gaps are within tolerance.

Proposed priority	High
Proposed target	7 days
Responsible	Hartlow Housing
Status	Open

Related findings: 12.4 11.5 11.3

Return to action index



Photo 2. Ground-floor flat entrance door

A09 Fire-stop the second-floor service penetration

Location 2nd floor lobby

Observation An unsealed opening around a pipe was recorded above the second-floor riser door, approximately 100 mm by 150 mm.

Work proposed Arrange suitable fire-stopping of the recorded service penetration and retain evidence of the completed work.

Proposed priority	High
Proposed target	7 days
Responsible	Hartlow Housing
Status	Open

Related findings: 12.1 12.2

Return to action index



Photo 6. 2nd floor lobby

A10 Assess and remedy the flat 12 entrance door

Location 2nd floor

Observation Flat 12 had a replacement domestic-style panel door with no visible FD marking, no intumescent strips and a brush seal only, although a closer was fitted.

Work proposed Arrange a competent fire-door assessment of the flat 12 door assembly, including available evidence of its performance. Specify and complete the necessary repair, upgrade or replacement, and retain the completion record.

Proposed priority	High
Proposed target	7 days
Responsible	Hartlow Housing
Status	Open

Related findings: 12.4

Return to action index

A11 Obtain emergency-lighting test records

Location Stair

Observation Emergency-lighting test records were not available during the visit.

Work proposed Obtain the emergency-lighting test records and make them available for review.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 13.1 20.2 13.3

Return to action index

A12 Review lighting coverage at the final exit

Location Stair

Observation The notes record no emergency-lighting fitting directly above the final exit; coverage there was not verified.

Work proposed Review emergency escape lighting coverage at the final exit and establish whether further provision is required.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 13.2

Return to action index

A13 Restore and verify the first-floor smoke vent

Location Smoke control override panel, first-floor lobby

Observation The first-floor AOV did not move or produce an audible motor response when its manual override panel was tested, although the green power light was on.

Work proposed Investigate and restore the AOV so it opens and resets on test. Obtain current smoke-control service records and confirm failed AOVs are repaired.

Proposed priority	High
Proposed target	7 days
Responsible	Hartlow Housing
Status	Open

Related findings: 17.2 21.3

Return to action index

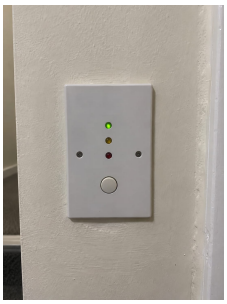


Photo 4. Smoke control override panel, first-floor lobby

A15 Obtain the written fire procedure

Location Caretaker

Observation No written fire procedure was available for inspection during the visit.

Work proposed Ask management to provide the written fire procedure for review.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 18.1

Return to action index

A16 Confirm arrangements for residents needing assistance

Location Management

Observation Management was aware of residents with limited mobility in flats 4 and 11, but no PEEPs or other recorded arrangements were in place.

Work proposed Record personal emergency evacuation plans, or equivalent arrangements, for residents who may need assistance to leave.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 18.3

Return to action index

A17 Confirm the fire-door inspection programme

Location Fire doors

Observation No fire-door inspection records were available, and the caretaker was not aware of an inspection regime.

Work proposed Confirm the fire-door inspection programme and obtain its records. Address any gaps in the arrangements and keep the records available.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 20.3

Return to action index

A18 Make the fire log available

Location Site

Observation No fire log book was available and the caretaker had not seen one.

Work proposed Ask management for the fire log or equivalent record and confirm how it can be accessed.

Proposed priority Medium
Proposed target 30 days
Responsible Hartlow Housing
Status Open

Related findings: 21.1

Return to action index

A19 Record and track reported faults

Location Caretaker

Observation The caretaker said that faults are reported to the office, but no log, reference numbers or records tracking actions to completion could be shown.

Work proposed Keep a log of faults and actions, with reference numbers, until each item is closed.

Proposed priority Medium
Proposed target 30 days
Responsible Hartlow Housing
Status Open

Related findings: 21.4

Return to action index

A20 Obtain the previous fire risk assessment

Location Records

Observation No previous fire risk assessment was made available during the visit.

Work proposed Obtain the previous assessment from management for review.

Proposed priority Medium
Proposed target 30 days
Responsible Hartlow Housing
Status Open

Related findings: 21.2

Return to action index

A21 Inspect the inaccessible first-floor riser

Location First-floor riser cupboard door

Observation The first-floor riser cupboard was padlocked and could not be opened during the visit.

Work proposed Arrange access to the first-floor riser cupboard and inspect its interior.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 12.2

Return to action index

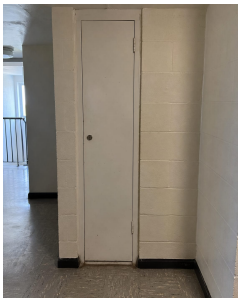


Photo 5. First-floor riser cupboard door

A22 Inspect the inaccessible ceiling void

Location 3rd floor lobby

Observation The third-floor ceiling hatch was painted shut and the void above was not inspected.

Work proposed Arrange access to the third-floor ceiling void and inspect the areas not seen during the visit.

Proposed priority	Medium
Proposed target	30 days
Responsible	Hartlow Housing
Status	Open

Related findings: 12.3

Return to action index