

FIRE RISK ASSESSMENT - Specialised Housing (Independent Living) (v4. August 2017)

Regulatory Reform (Fire Safety) Order 2005: Sleeping Accommodation

The purpose of the fire risk assessment is to evaluate the risk to people from fire, particularly vulnerable residents, taking into account existing fire safety measures, and to determine whether additional measures are necessary. The report does not address the risk to property or business continuity from fire.

The Regulatory Reform (Fire Safety) Order applies to the common areas of the building and the fire safety facilities provided in support of the building.

This fire risk assessment has not involved destructive inspection of the building, such as opening up of construction. However, where practicable, assessors should lift a sample of accessible false ceiling tiles, open a sample of service risers and inspect reasonably accessible roof voids (if present).

It will normally be necessary to gain limited entry to at least a sample of flats to examine the necessary measures (fire-resisting, self-closing entrance door; fire detection; monitoring of fire detection) to ensure that, when a fire occurs in a resident's accommodation, there is no undue risk to other residents.

This fire risk assessment considers the 'general fire precautions' defined in the FSO, the principal precautions for specialized housing are:

- A. Measures to reduce the risk of fire and the risk of the spread of fire
- B. Means of escape from fire and to ensure that escape routes can be safely and effectively used
- C. Measures to ensure automatic detection and early warning of fire
- D. Measures to mitigate the effects of fire (FFE)
- E. An emergency plan, including procedures for residents in the event of fire
- F. Fire Risk Management (inc. training of staff)

RISK ASSESSMENT RATINGS		
Definition of priorities (where applicable):		
Urgent	HIGH	Immediate action required or, if it is not feasibly practical to immediately resolve the issue, it is strongly recommended that a written programme be put in place for resolving and remedial measures put in place to control the risk in the interim period. Considerable resources should be provided to resolve.
Strongly recommended	MEDIUM	It is essential that efforts are made to reduce the risk in the short/medium term. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
Recommended	LOW	Action required in the longer term, some resources allocated and a programme put in place.

The above table relates to the risk to determine which risks should be addressed first and the best allocation of resources.

Regardless of the severity of the rating, easy actions to resolve, (i.e. closing propped open fire doors), should be done as soon as practically possible. More difficult actions to resolve that may result in alteration to building fabric etc. should be programmed in depending on their severity and difficulty to resolve. The amount of resources allocated to an action is dependent on risk.

INITIAL INFORMATION

Scheme Name **Minterne Apartments**

Form ID **FRA-2337**

Does the scheme require a full onsite Fire Risk Assessment: **Yes**

FIRE RISK ASSESSMENT

Specialised Housing - Independent Living

(v2. April 2016)

Regulatory Reform (Fire Safety) Order 2005

Category of Premises against the FSO 2005: Sleeping Accommodation

The purpose of this report is to provide an assessment of the risk to life from fire in the building, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

The Regulatory Reform (Fire Safety) Order applies to the common areas of the building and the fire safety facilities provided in support of the building.

Fire Risk Assessment Type **Type 1 – Common parts only (non-destructive)**

Responsible Person **Housing 21**

Court Address **Fountain Park Way, LONDON**

Court Manager **Habib Habibchowdhury**
(Fire Safety Manager)

Do you wish to change Court Manager? **No**

New Court Manager

Property Service Manager **Pete Phillips**

Do you wish to change the Property Service Manager? **No**

New Property Service Manager

Fire Risk Assessor **Dan Whistler**

Date of Fire Risk Assessment **08/07/2024**

Date of Previous Fire Risk Assessment **14/07/2023**

Suggested date for review

12 months or sooner if:

- Any structural or material change to the premises;
- A change of work practice;
- A near miss or fire incident;
- A significant change in staff levels.

The Building

Is the building purpose built for its intended use? **Yes**

It is assumed that compartmentation was at an adequate standard at the time of construction.

Is it a conversion that is believed to have been converted in accordance with Building Regulations?

Number of floors	11
Number of flats	60
Date Built	31/12/2022
Age of building	2
Scheme type	Extra Care

Scheme type Other

Brief details of construction **Minterne Apartments is one part of a much larger building, Minterne Apartments is referred to as Core G on the fire panel and in drawings provided. There are communal facilities on the ground floor with three lounge / dining rooms, a commercial kitchen, communal laundry and a communal assisted bathroom, three W.C's. In the basement there is a bin store, cycle store and parking facilities. The upper floors are all residential flats, 8 two bedroom and the rest one bedroom of mixed tenures. The building is navigated by two through floor lifts and one internal staircase.**

Do the elements of construction between flats and the common areas i.e. walls, floors, landings, stairwells and ceilings appear from a visual inspection to be in good condition? **No**

Please Specify

From a head and shoulders inspection of an accessible roof void does the roof void compartmentation appear to be adequate and in good condition? **N/A**

Location of loft latches	N/A
--------------------------	------------

Are the loft latches lockable?	N/A
--------------------------------	------------

Approximate quantity of loft latches	0
--------------------------------------	----------

Are there any additional compartmentation requirements? **No**

Please specify

Are the walls or ceiling linings within the premises considered combustible? **No**

Please specify

Is an external wall cladding system present (inclusive of window and infill panels)? **Yes**

Cladding

Cladding Type	If Other Please Specify	Percentage of Cladding Present	Comments
Metal Sheet Panels		40	

Insulation

Insulation type	If Other Please Specify	Comments
{{Insulation.InsulationType}}	{{Insulation.InsulationOther}}	{{Insulation.InsulationComments}}

Are balconies present? **Yes**

Construction Materials **Metal and glass ballistarde and composite decking for flooring.**

Is there any evidence of unsafe disposal of smoking materials and the misuse of barbeques? **No**

Taking into account construction materials and geometry, does the balcony adequately resist the spread of fire over the walls and from one building to another? **Yes**

Timber Framed **No**

Please provide further details

Section 1 Summary / Observations **There are no loft spaces in the scheme. Minterne Apartments only occupies up to the 9th floor of the building, it does not go up to roof level. Minterne Apartments has 11 floors in total. This includes ground floor and basement floor. Inside the riser cupboards there is incomplete compartmentation between floors. Additionally there is no detection in the riser cupboards. This is the responsibility of White City Living. It should be noted that a sprinkler system has been installed in the building, and as long as this is working and serviced on a regular basis the risk can be mitigated.**

Imagery

Means of Giving Warning in Case of Fire

Is there a manually operated fire alarm system provided? **Yes**

Is there automatic fire detection provided? **Yes**

Provide a description of the fire alarm system in place. i.e., An addressable Part 1 system in the communal areas extending a heat detector into the hallway of each flat and a Part 6 system in flats all linked to the Alarm Receiving Centre. L2 & LD1

An addressable Part 1 system in the communal areas each flat has an LD1 Part 6 system that is currently not linked to a Alarm Receiving Centre. Works to remedy this situation are in the process of being carried out so that a link to a alarm receiving centre can occur, calls at the moment go to the care staff's handsets.

Is there automatic and remote fire alarm signal transmission?

Yes

In the event of a communal fire alarm activation does the lift automatically ground to the nearest exit level?

Yes

Does the Court Manager fully understand the fire evacuation strategy for the building?

Yes

Is a zone plan in place?

Yes

Section 2 Summary / Observations

An addressable Part 1 system in the communal areas each flat has an LD1 Part 6 system that is currently not linked to a Alarm Receiving Centre. Remedial works are in the process of being carried out so that a link to an alarm receiving centre can occur, calls at the moment go to the care staff's handsets.

Imagery

Details of Fire Loss

Has there been any impact to the building as a result of fire? **Yes**

Details of Fire Loss **There was a fire on the balcony of flat [REDACTED] Minterne Apartments on Sunday 9th June, 2024. Fire Brigade were called. No injuries were reported. Cause of fire: Cigarette ignited some cardboard on the balcony decking. Damage caused by fire: Minor damage recorded. Patio doors double glazing was cracked, smoke damage to metal decking flooring and metal balustrade.**

Summary / Observations

Remedies to be put in place following the fire: • [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] • [REDACTED]
[REDACTED] • [REDACTED]
[REDACTED] • Staff at Minterne Apartment will raise repairs to reglaze patio door, and clean up smoke damage to balcony decking and balustrade. Staff at Minterne Apartments are to arrange a visit from the fire brigade to recommend any actions in the flat. Repairs were raised for cleaning smoke damage to the ballistrade and the decking. A repair has also been raised to replace section of double glazing in the patio door. These repairs have not been completed yet.

Imagery

The Occupant – Information Provided by the Court Manager

Maximum number sleeping within individual flats (approximate) **33**

Maximum number of employees at any one time (approximate) **10**

Maximum number of visitors/others at any one time (assumed) **50**

Are arrangements in place to ensure that where necessary, person-centred fire risk assessments have been carried out for high risk residents? **Yes**

Quantify high-risk residents and detail whether support would be required from the attending fire and rescue service to assist them to a relative place of safety. Ensure details of the specific residents and their requirements can be found in the folder located in the red fire box.

high risk residents and medium risk residents.

Has a Fire Emergency Evacuation Plan been carried out on all residents where required (high risks)? **Yes**

Are there communal rooms present that require an occupancy limit e.g., communal lounges and dining rooms?

Yes

Communal Lounge and Dining Occupancy

If more than 60 people are present, then a minimum of two separate exits are required. For two exits from a room to be considered alternative they should be located at least 45° apart. This prevents having to walk directly towards a fire when there are large numbers of people present or long escape routes.

The calculated occupant capacity should be determined by using 1 M2 per person for areas such as dining, lounge/common rooms.

In the event of a fire then it is always assumed that one exit is unavailable, and this is always the largest exit

Occupancy Figures with 1 Available Exit

Max No. of Persons	Minimum Clear Opening
60	750mm
110	850mm
220	1050mm
More than 220	+5mm per person

Room Type	Room	Occupancy Limit
Lounge	Lounge/dining room area	55

Dining Room	dining room next to commercial kitchen	48
Lounge	Lounge area with TV	49

Summary / Observations

No comments

Imagery

Evacuation Strategy and Training

What is the current Fire Evacuation Strategy? **Stay Put with Early Warning (rezoned)**

Please Specify

Rezoning Strategy

To enable an early warning to potentially affected flats, the fire alarm has been reconfigured to accommodate zoned detection in roof voids (where present) to alert the flats below in the event of a roof void detector activation. The fire alarm is also configured to sound not only in the flat of origin but also in flats within the effected zone as detailed in the Cause and Effect document. This ensures that residents in the affected zone would receive sufficient warning to evacuate to a place of relative safety. Residents in zones that are not sounding Stay Put. The strategy has been agreed by our Primary Authority Cambridge Fire and Rescue

Has the Court Manager/Housing Manager, or designated member of staff, successfully completed the Fire Safety Manager course? **Yes**

Have the nominated fire wardens attended relevant training and are competent to respond to the fire alarm? **No**

On Extra Care court only, have all HC21 care staff completed Fire Warden eLearning **No**

Are all staff familiar with the Fire Evacuation Strategy? **Yes**

Please specify

Does the resident fire box information document reflect customers individual needs, risks and evacuation arrangement? **Yes**

Please specify

Summary / Observations

No fire wardens have been nominated and no fire warden training records available. This will need to be addressed.

Imagery

Fire Hazards - Elimination & Control

Are electrical intakes/meter units within the common areas enclosed in construction likely to afford a nominal period of fire resistance? **Yes**

Please provide further details

Are reasonable measures taken to prevent fires of an electrical origin? **Yes**

Please specify

Fixed & Portable installations periodically inspected and tested? (last inspection date) **28/06/2023**

Communal hardwire testing carried out in the last 5 years? (last inspection date) **20/02/2021**

Evidence of PAT testing for mobility scooter charged in designated communal areas **N/A**

Suitable limitation in the use of trailing leads and adapters? **Yes**

A 'No Smoking' policy is adopted in internal communal areas. Smoking is permitted in individual private flats.

Is there a suitable designated external smoking location? **No**

Is there any evidence of breaches to the smoking policy? **No**

Does the basic security against arson appear reasonable? **Yes**

Are refuse storage arrangements suitable **Yes**

Are there any combustibles near the building that has potential for ignition? **No**

Is the use of portable heaters restricted as far as possible? **Yes**

Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided? **Yes**

Are fixed heating installations subjected to regular maintenance? **Yes**

Are reasonable measures taken to prevent fires as a result of cooking within the communal or commercial kitchen? **No**

Filters changed and ductwork cleaned regularly? **No**

Suitable fire-fighting equipment available? **Yes**

Does the building have a lightning protection system? **N/A**

Are there any other significant ignition sources that require consideration e.g. oxygen/mobility scooters? **No**

Please Provide Further Details:

Is the standard of housekeeping adequate? **Yes**

Are combustible materials separated from ignition sources? **Yes**

Avoidance of unnecessary accumulation/in appropriate storage of combustible materials or waste?
Yes

Appropriate storage of hazardous materials? **Yes**

Are routine in-house inspections of fire safety precautions undertaken? **Yes**

Is there satisfactory control over works carried out in the building by outside contractors (including 'hot work' permits? **Yes**

Are fire safety conditions imposed on outside contractors? **Yes**

Is there a sufficient management procedure in place for cleaning the filters in the communal tumble driers? **No**

Summary / Observations

Designated smoking area in the back garden needs to be moved as it is next to a fire exit door. Commercial kitchen issues: There is no fire blanket in the commercial kitchen. This will need installing. I have seen no evidence that the ductworks and filters are changed on a regular basis. There is no regular cleaning regime that I found in regards to cleaning filters in the communal tumble dryers. It is recommended that lint deposits from the dryer are cleaned out daily and recorded that this has been carried out.

Imagery

Fire Protection Measures

Is it considered that the building is provided with reasonable means of escape / fire exists in case of fire? **Yes**

Number of fire exits **9**

Number of staircases **1**

Are the means of escape suitable and compliant with regulations? **Yes**

Exits easily and immediately openable where necessary? **No**

Are escape routes unobstructed and free from: storage of combustible items or obstructions, flammable liquids or gases and free from tripping or slipping hazards? **Yes**

Reasonable distance of travel where there is a single direction of travel? **Yes**

Reasonable distance of travel where there are alternative means of escape? **Yes**

Fire exits open in the direction of escape where necessary? **Yes**

Avoidance of sliding or revolving doors as fire exits where necessary? **Yes**

Suitable protection to escape routes? **Yes**

Suitable fire protection for all inner rooms? **Yes**

Are mobility scooter being charged or stored on escape routes **No**

Summary / Observations

One fire exit wayfinding signs need to be more prominently showcased. The fire exit sign is opposite the laundry, it is obscured by a door blind. It is recommended that the fire exit sign is fixed from the ceiling so becoming more visible. The fire exit doors are hard to open, this is an issue for the client group due to their vulnerability. It is recommended that a contractor looks at this to see if the door closer can be disengaged or adjusted for easier opening.

Imagery

Measures to Limit Fire Spread and Development

Is fire compartmentation of a reasonable standard? **Yes**

Do flat front doors that lead onto a common escape route appear to be FD30 and fitted with a self-closing device? **Yes**

Are they notional? **No**

Are they certified? **Yes**

Risk assess 25% of entrance doors to residents' accommodation to ensure they are fire resisting and self-closing. Over the next 3 fire risk assessments 100% of doors will need to have been systematically assessed. List the dwelling numbers inspected. If failings are identified please include in observations and action plan.

Door examined	Does the door need an assessment?	Fire Resistance adequate	Adequately Self Closing	Fitted with suitably sized door stops or intumescent strips and cold smoke seals
MINTERNEAPARTMENTS_D010	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D031	Yes	Yes	Yes	No
MINTERNEAPARTMENTS_D042	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D043	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D044	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D017	Yes	Yes	No	No
MINTERNEAPARTMENTS_D024	Yes	Yes	No	Yes
MINTERNEAPARTMENTS_D037	Yes	Yes	Yes	No
MINTERNEAPARTMENTS_D045	Yes	Yes	Yes	Yes

MINTERNEAPARTMENTS_D052	Yes	Yes	No	Yes
MINTERNEAPARTMENTS_D046	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D047	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D048	Yes	Yes	Yes	Yes
MINTERNEAPARTMENTS_D049	Yes	Yes	Yes	No
MINTERNEAPARTMENTS_D051	Yes	Yes	No	Yes

Is there a reasonable limitation of linings that may prevent fire spread? (Class 0 linings)? **Yes**

Is suitable means of ventilating the common areas provided? **Yes**

On review of the last 12 months of repairs history and SIP works, have any works taken place which have impacted on the communal compartmentation? **No**

Section 8 Summary / Observations

Fire door remedial works to flats 17,24,31,37,49,51 & 52

Imagery

Escape Lighting

Do common areas have a reasonable standard of emergency lighting? **Yes**

Section 9 Summary / Observations

no comments

Imagery

Fire Safety and Notices

Are Safety Signs and Notices provided to a reasonable standard and displayed on escape routes?

Yes

Section 10 Summary / Observations

The assembly point for the scheme is located at the front of the building by the communal gardens. To get to this location, people would need to cross the road, this is not suitable and will need to be reviewed. It is recommended (if the fire exit doors are easier to open) that the back garden is used as the assembly point.

Imagery

Fire Fighting Equipment

Is the provision of portable FFE in accordance with the organisation's policy **Yes**

Are hose reels provided in the premises? **No**

If 'yes' can they be removed?

And

Are they clearly marked 'this equipment is out of use and operation'?

Section 11 Summary / Observations

Does not have information sign above the FFE in the majority of cases. This will need addressing.

Imagery

Automatic Fire Systems i.e. suppression system

Is there an automatic fire system present? **Yes**

What type of system is provided? **A building wide sprinkler system that covers the communal areas. Also an automatic smoke extraction system operates in the corridors.**

Section 12 Summary / Observations

One of the sprinkler heads in the mobility scotter area is covered up. This will need addressing.

Imagery

Other Relevant Fixed Systems

Type of system(s) provided

Automatic/Manual/Mechanical or Natural Smoke Ventilation Systems? **Yes**

Last Service Date **30/01/2024**

Dry or wet risers? **Wet**

Last Service Date **15/11/2023**

Fire-fighting lifts? **No**

Last Service Date **No date provided**

Other **Yes**

Please Specify **Sprinkler system, for the whole building. This is in communal areas and individual flats.**

Last Service Date **02/10/2023**

Section 13 Summary / Observations

the smoke ventilation system and the wet risers as well as the fire alarm are building wide systems and the maintenance of these systems sits with St James, the building management.

Imagery

Access by Emergency Services

Is adequate access available for Fire Service vehicles? **Yes**

Is the assembly point positioned in a suitable location? **No**

Section 14 Summary / Observations

Currently residents are being told to congregate in the gardens in front of the neighbouring building, at the front elevation. This is not ideal as you need to cross the road, additionally, its quite a far distance for residents to go. Lastly, Housing 21 are not allowed by the freeholders St James to install signs externally on the building at the front elevation to indicate the assembly point. It would be preferable to have the assembly point at the back elevation, as it would be less distance to travel and a sign for assembly point could be erected. Having the assembly point at the back elevation is on proviso that the fire exit doors are easier to open. (as mentioned previously)

Imagery

Management of Fire Safety

The court manager/Fire Safety Manager shall maintain the existing emergency fire evacuation plan and procedures.

The Court Fire Plan should be provided and located in the Fire Box. The plan should contain a building layout plan indicating the locations of the main Gas Shut off valve for the building/main Electrical Isolation Switch/location of the Lift Motor Room and Service User Criteria document (including location of any gas Cylinders (oxygen) on the premises used by residents).

Is the Fire Risk Management folder in place and maintained? **Yes**

- Fire Safety Training Records **No**
- Fire Alarm System tests **Yes**
- Emergency Lighting tests **Yes**
- Portable fire equipment **No**
- Fires and False Alarm Records **No**

If yes number recorded in past 12 months

Is there a current Court Fire Plan in place? **Yes**

Have all staff been provided with a basic level of fire safety training and instruction on induction?
Yes

Are all staff given periodic fire safety 'refresher training' at regular intervals? **No**

Is there a suitable record of agreement amongst duty holders as to responsibilities for all relevant aspects of fire safety management? (Fire Safety Responsibilities Matrix) **No**

Are third-party staff (i.e. carers/contractors) provided with appropriate instruction and training regarding fire safety management and evacuation arrangements? **No**

Are the fire evacuation procedures clear to visitors etc? **Yes**

Is appropriate liaison maintained with the local Fire Brigade? **Yes**

Has information been provided to residents regarding buildings evacuation strategy?
Yes

Section 15 Summary / Observations

The following information is required: Fire training records, portable fire equipment test dates, fires and false alarm records, fire safety refresher training for staff, fire safety responsibility matrix. Additional issues: Third party workers (carers and contractor for example) have not been given appropriate instruction and training regarding fire safety management and evacuation arrangements. I have seen no evidence of the fire safety responsibility matrix for Minterne Apartments.

Imagery

Testing and Maintenance

Is a testing and maintenance regime in place for components located in the communal areas?

Yes

Are the following maintained and tested by the service contractors in accordance with the relevant standard:

Fire Alarm **Yes**
Last date Fire Alarm tested **30/01/2024**

Emergency Lighting **Yes**
Last date Emergency Lighting tested **27/03/2024**

Fire Fighting Equipment **Yes**

Rising Main **N/A**

Sprinkler / automatic suppression system installation **Yes**

Are routine checks of final fire exit doors and/or security fastenings undertaken? **Yes**

Is the lightning protection system inspected annually and tested? **Yes**

Is the smoke extraction system maintained and tested? **Yes**

Other relevant inspections or tests: **No**

Comments

Section 16 Summary / Observations

White City Living manage the whole building and as a consequence; the sprinkler system, fire alarms, wet riser, lightning protection and smoke extraction are all maintained and tested by their compliance team and contractors. Housing 21 compliance team needs to make sure certification for these said tests and remedial works recommendations (as a result of these tests) are carried out to a satisfactory degree.

Imagery

Resident Engagement

Has the resident's engagement session taken place? **Yes**

When did the resident's engagement session take place? **08/07/2024**

Section 17 Summary / Observations

Resident engagement session and a presentation was hosted and performed by I the building surveyor Dan Whistler. 12 residents attended and two representatives from the Housing 21 housing management team.

Imagery

RISK LEVEL

NB: Although the purpose of this section is to place the fire risk in context, the approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the Action Plan.

PROBABILITY/ fire or hazard to life	Almost certain	5	10	15	20	25
	More likely than not	4	8	12	16	20
	Possible	3	6	9	12	15
	Less likely to happen	2	4	6	8	10
	Remote	1	2	3	4	5
SEVERITY/Potential consequences of fire	Minor injury or insignificant damage to property.	Injury, or slight damage to property	Serious injury, or limited damage to property	Serious injury or fatality. Critical damage to property	Multiple fatalities, catastrophic loss of business	

Taking into account the fire safety measures, the nature of the building - it's use and occupants, fire safety protection and procedural arrangements observed at the time of this Fire Risk Assessment, it is considered that the risk level is:

Slight harm: Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs)

Risk ID	Risk Level	Risk Owner	Comments	Deadline
Risk ID-4744	Low	Court Manager	Designated smoking area in the back garden needs to be moved as it is next to a fire exit door.	09/01/2026
Risk ID-4749	Medium	Court Manager	Fire door remedial works to flats 17,24,31,37,49,51 & 52	09/07/2025
Risk ID-4750	Low	Court Manager	The assembly point for the scheme is located at the front of the building by the communal gardens. To get to this location, people would need to cross the road, this is not suitable and will need to be reviewed. It is recommended (if the fire exit doors are easier to open) that the back garden is used as the assembly point.	14/01/2025
Risk ID-4751	Observation Only	Court Manager	Does not have information sign above the FFE in the majority of cases. This will need addressing.	
Risk ID-4753	Low	Court Manager	The following information is required: Fire training records, portable fire equipment test dates, fires and false alarm records, fire safety refresher training for staff, fire safety responsibility matrix. Additional issues: Third party workers (carers and contractor for example) have not been given appropriate instruction and training regarding fire safety management and evacuation arrangements. I have seen no evidence of the fire safety responsibility matrix for Minterne Apartments.	09/01/2026
Risk ID-4741	Observation Only	Surveyor	Inside the riser cupboards there is incomplete compartmentation between floors. Additionally there is no detection in the riser	

Risk ID	Risk Level	Risk Owner	Comments	Deadline
			cupboards. This is the responsibility of White City Living. It should be noted that a sprinkler system has been installed in the building, and as long as this is working and serviced on a regular basis the risk can be mitigated.	
Risk ID- 4743	Low	Court Manager	No fire wardens have been nominated and no fire warden training records available. This will need to be addressed.	09/01/2026
Risk ID- 4746	Low	Court Manager	There is no regular cleaning regime that I found in regards to cleaning filters in the communal tumble dryers. It is recommended that lint desposits from the dryer are cleaned out daily and recorded that this has been carried out.	09/01/2026
Risk ID- 4747	Observation Only	Court Manager	One fire exit wayfinding signs need to be more prominently showcased. The fire exit sign is opposite the laundry, it is obscured by a door blind. It is recommended that the fire exit sign is fixed from the ceiling so becoming more visible.	
Risk ID- 4748	Low	Court Manager	The fire exit doors are hard to open, this is an issue for the client group due to their vulnerability. It is recommended that a contractor looks at this to see if the door closer can be disengaged or adjusted for easier opening.	14/01/2025
Risk ID- 4754	Observation Only	Court Manager	White City Living manage the whole building and as a consequence; the sprinkler system, fire alarms, wet riser, lightning protection and smoke extraction are all maintained and	

Risk ID	Risk Level	Risk Owner	Comments	Deadline
			tested by their compliance team and contractors. Housing 21 compliance team needs to make sure certification for these said tests and remedial works recommendations (as a result of these tests) are carried out to a satisfactory degree.	
Risk ID-4745	Low	Court Manager	Commercial kitchen issues: There is no fire blanket in the commercial kitchen. This will need installing. I have seen no evidence that the ductworks and filters are changed on a regular basis.	09/01/2026
Risk ID-4752	Low	Court Manager	One of the sprinkler heads in the mobility scotter area is covered up. This will need addressing.	14/01/2025

*Action Plan Timescales

High Risks	Action should be undertaken immediately or as quickly as practically possible and within three months by the identified lead person/department.
Moderate Risks	Action should be undertaken as quickly as is practically possible, usually within twelve months by the lead person/department. Where moderate risks form part of the planned programme of fire compartmentation upgrade works, these will be completed in line with Housing 21's agreed risk based planned works strategy*.
Low Risks	Low risks will continue to be reviewed and should be actioned when practically possible.
Planned Works Strategy	Housing 21 has a risk-based fire compartmentation strategy: High risk schemes (3 stories and over) will be prioritised over low rise schemes. Category 2 schemes will be prioritised over category 1 schemes. Older schemes will be prioritised over newer schemes. Housing 21 believes this approach is pragmatic, concentrating on the level of risk whilst committing substantial resources to court improvements.

Risk Imagery

