

# FIRE RISK ASSESSMENT

**490A King Street (Ground & part First Floor)**

**ABERDEEN**

**AB24 5SP**

**(HOUSE IN MULTIPLE OCCUPATION)**



## CONTENTS

Introduction	Page 3
Fire Safety Law	Page 4
Fire Risk Assessment - The Process	Page 5
Fire Risk Assessment	Page 6

## INTRODUCTION

This fire risk assessment has been based on current Fire Safety Legislation with particular reference placed on achieving compliance with the '**Practical Fire Safety Guidance for Existing Premises with Sleeping Accommodation**' issued by the Scottish Government, and seeks to provide compliance with the Fire (Scotland) Act 2005 as amended and The Fire Safety (Scotland) Regulations 2006.

A fire risk assessment is the overall process of identifying fire hazards and evaluating the risks to health and safety from them, taking account of existing risk controls (or, in the case of a new activity, the proposed risk controls). Essentially this is an organised and methodical look at the premises, the fire hazards, and the fire risks in and around the premises.

The existing fire safety measures have been evaluated and will be kept under review to establish whether they are adequate or if more requires to be done. For the purpose of this fire safety risk assessment, the following definitions (which are contained in PAS 79 (British Standard)) are adopted as follows: A **Fire Hazard** is a source or situation with potential for injury and/or damage from fire. **Fire Hazard Identification** is the process of recognising that a fire hazard exists and defining its characteristics. A **Fire Risk** has two components: the **likelihood** that a fire may occur; and the potential for a fire to cause death or injury, i.e. **consequence**. Both these components are considered in this fire safety risk assessment.

This report contains the fire risk assessment criteria on which the assessment has been based and details the significant findings of the fire risk assessment and includes an '**Action Plan**' setting out any fire safety issues which need to be addressed and the appropriate time scale for doing so. This may also include the introduction of additional control measures to mitigate risk or to reduce it to as low as reasonably practicable.

This risk assessment will remain current until a review is undertaken and continual monitoring and reviewing of all existing fire safety matters must be undertaken to ensure compliance with this assessment.

The production of this fire risk assessment is a requirement of the Licensing conditions for a House in Multiple Occupation (HMO).

### The objectives of the Fire Risk Assessment are:

- To identify the hazards and reduce the risk of those hazards causing harm to as low as is reasonably practicable;
- To determine what fire safety measures and management processes are necessary to ensure the safety of people in the premises should a fire occur.

## FIRE SAFETY LAW

Part 3 of the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 sets out the fire safety duties in respect of the majority of non-domestic premises in Scotland. The legislation requires the provision of fire safety measures; this includes risk reduction, means of fire warning, fire fighting, escape, staff training and instruction as well as emergency procedures.

The legislation applies in respect of non-residential premises providing sleeping accommodation; it sets out fire safety responsibilities and seeks to ensure the safety of persons (whether they are employees, residents, visitors or others) from harm caused by fire.

The legal duties which are imposed by the legislation can be considered in terms of the following general requirements. The list is a summary of requirements under the legislation and is not intended to be comprehensive.

- Assessing the risk from fire in respect of the premises;
- identifying the fire safety measures necessary as a result of the assessment of risk;
- implementing these fire safety measures, using risk reduction principles;
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures;
- Complying additionally with the specific requirements of the fire safety regulations;
- Keeping the fire safety risk assessment and outcome under review; and
- Record keeping.

The general fire safety provisions in Part 3 of the 2005 Act take precedence over other legislation.

### Who must comply with these duties?

The responsibility for complying with the fire safety duties in non-residential premises sits with the employer and other persons who operate or have control of the premises to any extent, including managers, **landlords**, owners and staff - **and in some cases residents**. Persons with fire safety responsibilities are referred to generally as **'dutyholders'**.

In the case of unstaffed HMOs and other premises with no management or proprietor presence, some fire safety responsibility may sit with residents and this should be considered as part of the tenancy or letting arrangements.

Under fire safety law, all duty holders are required to take all reasonable measures regarding the safety of persons. Employers additionally have a specific obligation to ensure the safety of employees in the event of fire, so far as is reasonably practicable. This means that the effort, expense and any other disadvantages associated with the provision of fire safety measures need only be proportionate to the fire risk.

In the case of these premises the legislation is applicable to general fire safety in existing residential premises in which there is sleeping accommodation and to which Part 3 of the 2005 Act applies (known generally as relevant premises). This includes amongst other premises - All types of houses in multiple occupation (HMO).

In general, an HMO may be any house, flat or building which is the only principal residence of three or more people, who belong to three or more families and share a toilet, bathroom or cooking facilities. HMOs require to be licensed under the Housing (Scotland) Act 2006.

## FIRE RISK ASSESSMENT: THE PROCESS

The Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006 places responsibilities on employers and any other person(s) with control of premises (duty holders) to assess the risk of harm from fire and to put in place appropriate fire safety measures.

In order to comply with this legislation it is necessary to undertake a fire risk assessment. Although some fire safety guidance documents and health and safety guidance documents suggest a five step approach to conducting a fire risk assessment, this risk assessment has been conducted using a nine step approach which is consistent with the five step approach, but merely breaks down the process into more detail.

The traditional five step approach is as follows:

- Step 1:** Identify people at risk.
- Step 2:** Identify fire hazards.
- Step 3:** Evaluate the risk and decide if existing fire safety measures are adequate.
- Step 4:** Record fire safety risk assessment information - develop action plan.
- Step 5:** Review of fire safety risk assessment.

The nine step approach adopted for this assessment is as follows:

- Step 1:** Obtain information on the building, the processes carried out in the building and the people present, or likely to be present in the building;
- Step 2:** Identify the hazards and means for their elimination or control;
- Step 3:** Assess the likelihood of fire, at least in subjective terms;
- Step 4:** Determine the fire protection measures in the building;
- Step 5:** Obtain relevant information about fire safety management;
- Step 6:** Make an assessment of the likely consequences to people in the event of fire, at least in subjective terms;
- Step 7:** Make an assessment of the fire risk;
- Step 8:** Formulate and document an action plan, with prioritisation if appropriate;
- Step 9:** Define the date by which the fire risk assessment should be reviewed.

This nine step approach is recommended in the British Standard document PAS 79. The nine steps set out above, while in a logical, structured order, are not necessarily set out in the chronological order in which the steps were carried out on site. However, for simple assessments such as this HMO, the outcome of the assessment is still recorded as a five step written process.

The benchmarks used for risk assessing the suitability of fire safety matters have been based on the sector specific guidance document issued by the Scottish Government: ***‘Practical Fire Safety Guidance for Existing Premises Providing Sleeping Accommodation’***. In addition, the guidance issued by the Scottish Government for the ***‘Evacuation of Disabled Persons from Buildings’*** also forms part of the determinations developed in this risk assessment.

A fire safety risk assessment is a practical exercise aimed at evaluating the risk from fire and how to ensure the safety of persons in the event of fire. It involves an organised and methodical look at the premises, the activity within the premises, the type of occupants, the potential for fire to occur and the harm it could cause to people. The existing fire safety measures are evaluated to establish whether they are adequate or if more requires to be done. In this respect, fire safety measures include not just physical measures, but also standards of management.

**FIRE (SCOTLAND) ACT 2005**  
**FIRE SAFETY (SCOTLAND) REGULATIONS 2006**  
**FIRE RISK ASSESSMENT**

Address of Premises:	490A King Street Aberdeen AB24 5ST
Landlord:	Pantone300 Properties Ltd C/O Winchesters Lettings Ltd 7 Albert Street Aberdeen AB25 1XX
Date of Fire Risk Assessment:	5th September, 2022
Date of Previous Fire Risk Assessment:	Nil
Suggested Date for Review:	September 2025
Assessor:	Gordon Moir, GFireE GWM Fire Safety Services
Responsible person (e.g. employer) or person having control of the premises:	Landlord, Tenants
Person(s) consulted:	Nathan Reynolds (Winchesters)
General description:	The HMO occupies the ground and a small part of the first floor of a traditional three storey detached granite building. Entry to the premises is via the rear door to the building. The property consists of three letting bedrooms with kitchen/sitting room, bathroom and storage space. The premises occupies the ground floor with a stair leading up to the previous upper level where compartmentation/separation is provided, however there is a shower room/toilet on the half landing.

**Note:** This fire risk assessment should be subject to review when:

- a) Material alterations to the premises take place;
- b) A significant change occurs in the matters taken into account when the fire risk assessment was carried out;
- c) A significant change in fire precautions occurs;
- d) There is any other reason to suspect that the original fire risk assessment might no longer be valid;
- e) A defined period of time, recorded in this document as the review date has elapsed.

The purpose of this report is to provide a written assessment of the risk to life from fire in these premises, 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.

September 2022

## STEP 1 - IDENTIFY ALL PEOPLE AT RISK

This step involves identifying the persons at risk if a fire occurs. It also considers any disabilities of the occupants that need to be given consideration for any additional assistance in the event of the fire.

### 1. PEOPLE LIKELY TO BE IN THE PREMISES

1.1	<b>Sleeping occupants:</b>	<p>There are three letting bedrooms, all of which could be classed as double rooms; however it is likely that the premises will only be let to three tenants.</p> <p>Each tenant has their own bedroom and shares the common areas of the property which consists of the kitchen/sitting room and shower room.</p>
1.2	<b>Disabled occupants:</b>	<p>The current tenants have no known disabilities.</p>
1.3	<b>Young persons:</b>	<p>No young persons will be placed as tenants in the property.</p>
1.4	<b>Others:</b>	<p>Any other persons likely to be in the premises may include friends of the tenants and any maintenance contractors.</p>
1.5	<p><b>Comment:</b> Based on the current planned occupancy all tenants should be physically capable of leaving the premises without any form of assistance under normal circumstances.</p> <p>In a fire situation persons sleeping in the premises will be provided with an early warning through the activation of a hard-wired automatic smoke/heat detection fire alarm system. However occupants should be aware that the consumption of alcohol may impair their ability to remain vigilant and alert and consequently this may have an adverse affect on their ability to react safely in the event of a fire.</p>	

**Note:** The property was currently un-occupied at the time of the inspection therefore this fire risk assessment does not take into consideration any risks created by tenants such as housekeeping etc...

## STEP2 - FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

This step involves identifying potential ignition sources, the materials that might fuel a fire and the oxygen supplies which will help the fire to burn.

### SOURCES OF IGNITION

2. ELECTRICAL SOURCES OF IGNITION		Findings Yes/No
2.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes
2.2	More specifically:	
	Portable appliance testing carried out?	Yes
	Washing machines, Tumble Driers, dishwashers etc are regularly maintained and monitored during use?	Yes
	Suitable limitation of trailing leads and adapters?	Yes
2.3	<b>Comments/Additional hazards observed:</b> Any electrical appliances provided by the tenants must be switched off when the user vacates the premises unless the equipment is specifically designed to be left switched on. This includes charging leads for small equipment such as phone chargers and laptops. All tenants will be provided with this instruction.	
OUTCOME:		Action required

3. SMOKING		Findings Yes/No
3.1	Reasonable measures taken to prevent fires as a result of smoking?	Yes
3.2	More specifically:	
	Is smoking prohibited in the building?	Yes
	Suitable arrangements for those who choose to smoke?	Yes
	Suitable policy regarding smoking?	Yes
3.3	<b>Comments/Additional hazards observed:</b> Smoking is not permitted in the premises.	
OUTCOME:		No remedial action



4. HEATING INSTALLATIONS AND OPEN FLAMES		Findings Yes/No
4.1	Is the use of portable heaters avoided as far as practicable?	Yes
4.2	If portable heaters are used:	
	Is the use of the more hazardous type (e.g. radiant bar fires or LPG appliances) avoided?	N/A
	Are suitable measures taken to minimise the hazard of ignition of combustible materials?	N/A
4.3	Are fixed heating installations subject to regular maintenance?	Yes
4.4	If the use of candles is permitted:	
	Are the candles kept clear of combustible materials i.e. curtains etc?	See comment
	Are tenants instructed to extinguish candles prior to leaving the premises?	See comment
	Are tenants instructed to extinguish candles last thing at night?	See comment
4.5	<b>Comments/Additional hazards observed:</b> Heating is provided by electric storage heaters. <b>The use of electrical portable heaters and LPG appliances must be avoided as far as practicable. All tenants will be made aware of this instruction. The use of candles must also be strictly controlled in line with the above instruction.</b>	
OUTCOME:		Action required

5. COOKING		Findings Yes/No
5.1	Are reasonable measures taken to prevent fires as a result of cooking?	Yes
5.2	More specifically:	
	Are deep fat fryers electrical with thermostats?	N/A
	Is cooking allowed in bedrooms?	No
5.3	<b>Comments/Additional hazards observed:</b> Cooking appliances consist of an electric hob with electric oven and other electric 'white goods'.	
OUTCOME:		No remedial action

6. LAUNDRY		Findings Yes/No
6.1	Are reasonable measures taken to prevent fires as a result of laundry?	Yes
6.2	More specifically:	
	Are laundry appliances correctly sited?	Yes
6.3	<b>Comments/Additional hazards observed:</b> Nil	
OUTCOME:		No remedial action

7. WILFUL FIRE RAISING		Findings Yes/No
7.1	Does basic security against wilful fire raising in external areas appear reasonable?	Yes
7.2	Comments/Additional hazards observed: N/A	
OUTCOME:		No remedial action

## SOURCES OF FUEL

8. FURNITURE, TEXTILES AND FABRIC		Findings Yes/No
8.1	Are items of furniture, textiles and fabric in a reasonable condition?	Yes
8.2	More specifically:	
	Separated from heat sources?	Yes
	Compliant with appropriate safety regulations? Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended in 1989, 1993 and 2010)?	Yes
8.3	Comments/Additional hazards observed: Any additional furniture introduced must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended).	
OUTCOME:		Action required

9. REFUSE DISPOSAL ARRANGEMENTS		Findings Yes/No
9.1	Are there suitable external areas for refuse storage outside?	Yes
9.2	Are there safe refuse arrangements internally?	Yes
9.3	Comments/Additional hazards observed: N/A	
OUTCOME:		No remedial action

## SOURCES OF OXYGEN

10. VENTILATION, GAS CYLINDERS		Findings Yes/No
10.1	Is ventilation created by natural sources?	Yes
10.2	Are there any gas cylinders in the premises?	No
10.3	Comments/Additional hazards observed: Normal airflow is through windows and doors. There is no forced ventilation system. No LPG cylinders are permitted in the premises.  All tenants must be instructed that by keeping all room doors closed this will restrict the flow of oxygen in a fire situation therefore slowing down combustion and limiting the likely spread of fire from one area to another. This will also reduce the spread of smoke and products of combustion.	
OUTCOME:		Action required

### STEP 3 - EVALUATE THE RISK AND ADEQUACY OF EXISTING FIRE SAFETY MEASURES

This step involves conducting an assessment of the hazards and analysis of whether the fire safety measures implemented/in place reduce the risks posed by the hazards to an acceptable level.

#### 11. MEANS OF ESCAPE

11.1	<p>All doors opening on to the apartment internal corridor (<i>protected escape route enclosure</i>) will provide a nominal degree of 30 minutes fire resistance and are well fitted with self closing devices, and smoke seals around the edge of the doors.</p> <p>The escape route from the apartment is via a '<i>protected escape stair enclosure</i>' leading from the half landing to the final exit door at ground floor level.</p> <p><i>A 'protected escape stair enclosure' is classed as a place of relative safety which leads direct to open air, where the walls of the enclosure have a minimum fire resistance of 1 hour and all room doors (with the exception of toilets) opening onto the corridor and stair provide a minimum nominal fire resistance of 30 minutes and are fitted with self closing devices to ensure the doors remain shut at all times therefore preventing the passage of smoke and fire entering the escape route from a room.</i></p>
OUTCOME: No remedial action	

#### 12. ESCAPE ROUTE LIGHTING

12.1	Hard wired battery back-up emergency lighting units are provided throughout the escape route from the half landing to open air and will operate in the event of a local or mains power failure.
OUTCOME: No remedial action	

#### 13. MEANS FOR DETECTING FIRE AND GIVING WARNING

13.1	There is a suitable hard wired interlinked fire detection system (through a battery back-up control panel) within the premises which consists of a heat detector in the kitchen and smoke detectors in all other rooms and a 'Break Glass' call point at the exit door. <b>An additional smoke detector is required to be sited in the stair enclosure at an upper level.</b>
OUTCOME: Action required	

#### 14. FIRE SAFETY INFORMATION

		Findings Yes/No
14.1	Are suitable fire action notices provided in each bedroom?	No
14.2	Are fire drills carried out?	N/A
14.3	Comments and deficiencies observed: <b>An Emergency Fire Action Plan will be provided to all tenants together with a copy of this fire risk assessment.</b>	
OUTCOME:		Action required

#### 15. MAINTENANCE OF FIRE SAFETY MEASURES

- 15.1 The maintenance of the fire detection and warning system is the responsibility of the Landlord and will be tested annually by a competent engineer. **The weekly test of the fire alarm detection system is the responsibility of the tenants. The tenants will be instructed to notify the Landlord of any faults.**

OUTCOME: Action required

#### 16. HOUSEKEEPING AND STORAGE

Findings  
Yes/No

- 16.1 Is a reasonable standard of housekeeping evident? Yes
- 16.2 Is the storage of combustible materials in the escape routes avoided? Yes
- 16.3 Are escape routes kept clear and unobstructed? Yes
- 16.4 **Comments/Additional hazards observed:** the premises were un-occupied at the time of the inspection.

OUTCOME: No remedial action

#### 17. FIRE FIGHTING EQUIPMENT

- 17.1 There is a '13A' rated fire extinguisher and a fire blanket is provided in the kitchen. The instruction given to tenants is to evacuate the premises in the event of fire.

OUTCOME: No remedial action

#### 18. LIKELIHOOD OF FIRE STARTING

- 18.1 The likelihood of fire occurring in this premises is '**normal**' based on the type of occupancy, the fuel load, and the ignition sources.

OUTCOME: No remedial action

#### 19. CONSEQUENCES TO PEOPLE FROM A FIRE STARTING IN THE PREMISES

- 19.1 Under normal circumstances, and following an early warning of fire, tenants and others within the premises should be able to escape via the escape route, provided that good housekeeping is maintained and that doors to rooms which open on to the escape routes are maintained in the closed position.

OUTCOME: No remedial action

## ASSESSMENT OF FIRE RISK AS AN OUTCOME OF THE FIRE RISK ASSESSMENT

The following risk matrix is used to determine an assessment rating for the premises based on the evidence gathered during the assessment.

Likelihood of fire	Potential Consequences of Fire		
	Slight Harm	Moderate Harm	Extreme Harm
Low Risk	Trivial Risk	Tolerable Risk	Moderate Risk
Medium Risk	Tolerable Risk	Moderate Risk	Substantial Risk
High Risk	Moderate Risk	Substantial Risk	Intolerable Risk

### RISK MATRIX - DEFINITIONS

#### Likelihood of Fire

- Low:** Unusually low likelihood of fire as a result of negligible potential sources of ignition.
- Medium:** Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls, (other than minor shortcomings).
- High:** Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

#### Potential Consequences of Fire

- Slight Harm:** Outbreak of fire unlikely to result in serious injury or death of any occupant.
- Moderate Harm:** Outbreak of fire could foreseeably result in injury (including serious injury and/or death) of one or more occupants, but it is unlikely to involve multiple fatalities.
- Extreme Harm:** Significant potential for serious injury or death of one or more occupants.

#### Risk Level

The risk level for the premises is determined using the above matrix chart and the outcome is categorised under one of the following headings:

- Trivial:** No action is required and no records need to be kept of actions.
- Tolerable:** No major additional precautions required. However there might be a need for reasonable practicable improvements that involve minor or limited cost.
- Moderate:** It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period.
- Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
- Substantial:** Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises is occupied, urgent action should be taken.
- Intolerable:** Premises (or relevant area) should not be occupied until the risk is reduced.

### ASSESSMENT OF FIRE RISK AS AN OUTCOME OF THE FIRE RISK ASSESSMENT - Cont...

Consideration has been given to all of the elements assessed during the fire risk assessment which is detailed in pages 6 - 12, this includes the fire protection, managerial and procedural arrangements that are in place. Consequently, using the risk matrix, the following determination has been reached in relation to fire safety subject to all the action points detailed in the Action Plan in Step 4 being completed:-

It is considered that the hazard from fire (likelihood of fire) at these premises is as follows:

**MEDIUM RISK**

It is considered that the consequences to life safety in the event of fire is as follows:

**SLIGHT HARM**

Accordingly it is considered that the risk to life from fire at these premises is a:

**TOLERABLE RISK**

An Action Plan is detailed in step 4 of the assessment and is based on the findings at the time of the assessment.

Note: 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 following action plan. The fire risk assessment should be reviewed regularly.

## STEP 4 - ACTION PLAN

The action plan has been developed based on the findings of the fire risk assessment.

The purpose of the Action Plan is to ensure that, if implemented, it will reduce fire risk to, or maintain fire risk at a tolerable level. Where appropriate, the Action Plan has addressed both physical fire precautions and managerial issues.

It is appropriate to allocate priorities to each item recommended in the Action Plan to reflect the urgency of the measure proportional to the risk as determined in the fire risk assessment. The Action Plan priorities are as follows:

High (H) as soon as possible

Medium (M) 3 months

Low (L) 6 months

STEP 4 - Action Plan			
Item	Priority	Person responsible	Compl. date
1. Provide instruction to all tenants on switching off electrical appliances when the user vacates the premises. <i>(Item 2.3)</i>	H	Landlord	
2. The use of electrical portable heaters and LPG appliances must be avoided as far as practicable. All tenants will be made aware of this instruction. The use of candles must also be strictly controlled in line with the instructions at Item 4.5. <i>(Item 4.5).</i>	H	Landlord	
3. Any additional furniture introduced must comply with the Furniture and Furnishings (Fire Safety) Regulations 1988 (as amended). <i>(Item 8.3).</i>	H	Landlord	
4. All tenants should be made aware of the benefits of keeping all room doors in the closed position, particularly at night time. <i>(Item 10.3).</i>	H	Landlord	
5. An additional smoke detector is required to be sited in the stair enclosure at an upper level. <i>(Item 13.1).</i>	H	Landlord	
5. Emergency Fire Action Plan must be provided to all tenants together with a copy of this fire risk assessment. <i>(Item 14.3).</i>	H	Landlord	
6. Tenants must carry out a weekly test of the fire alarm system and report any defects to the Landlord/Agent. <i>(Item 15.1).</i>	H	Landlord/ Tenants	

### NOTE:

The information contained in this fire risk assessment was accurate at the time of the assessment. Confirmation was provided by the Managing Agent, (Winchesters) that action on the above matters had already been programmed.

## STEP 5 - ASSESSMENT REVIEW

The fire risk assessment should undergo a review on a regular basis, and at least every twelve months. The review criteria are set out on page 6.

### STEP 5 - Assessment review

Review Date:

Reviewed by:

Reason for review:

Outcomes of review:

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