

**FAO**

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3 November 2021

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01743

FSE00458

Dear Madam

**The Regulatory Reform (Fire Safety) Order 2005**

**Premises:** Charlton Arms Apartments, Church Street, Wellington, Telford, Shropshire, TF1 1DG

An audit of the above premises was carried out on 26 October 2021 to determine your compliance with the above legislation. Following the audit the Fire Authority is of the opinion that you are not fully complying with the requirements placed upon you by the legislation.

The areas of non-compliance are set out below. A follow up audit will be carried out on **8 December 2021 at 10:30 hours** to confirm that all matters are satisfactory.

**Areas of Non-Compliance****Deficiency from Article 9 - Fire Risk Assessment****Action Required**

The fire risk assessment was not suitable and sufficient and as such should be reviewed and re-addressed with specific consideration given to the areas detailed below.

The fire risk assessment did not clearly address the evacuation strategy. It wasn't clear whether a staff member was expected to enter a flat on fire to assist vulnerable persons to evacuate, or not.

The level of fire alarm coverage in flats was not identified as being insufficient for sleeping staff members.

As discussed, a new fire risk assessment must be completed by a competent person, addressing all issues highlighted, as a minimum.

## **Deficiency from Article 10 - Principles of Prevention**

### **Action Required**

A long-term workable and effective strategy should be implemented to reduce the risk of a fire starting. You should consider:

- electrical safety.

Evidence of fixed wiring serving/certification must be provided

## **Deficiency from Article 19 - Provision of Information to Employees**

### **Action Required**

You should provide your employees with comprehensible and relevant information on:

- the risks to them identified by the risk assessment;
- the preventive and protective measures;
- appropriate procedures and safety drills to be followed in the event of serious and imminent danger;
- the persons nominated for fire fighting and those nominated to effect safety drills in the event of serious and imminent danger;
- the risks notified to them by other occupiers within the same building.

## **Deficiency from Article 22 - Co-operation and Co-ordination**

### **Action Required**

Where two or more Responsible Persons share, or have duties, in respect of premises each person must:

- co-operate with the other Responsible Persons to enable them to comply with the Fire Safety Order;
- co-ordinate the measures taken, with the measures other Responsible Persons are taking in order to comply;
- inform the other Responsible Persons concerned of the risks to people arising from their undertaking.

The need for staff to stay overnight in resident's flats due to personal emergency evacuation plan (PEEP) requirements, should have demanded greater fire alarm coverage within flats. The co-ordination of PEEP findings with the landlord premises fire risk assessment was lacking in this area, as this need for extra provision should have been relayed to landlord, Halo Housing.

## **Deficiency from Article 21 - Training**

### **Action Required**

You should ensure that your employees are provided with adequate fire safety training, with particular consideration given to the following:

- instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard themselves and other persons on the premises;
- repeated periodically where appropriate;
- adapted to take account of any new or changed risks to the safety of the employees concerned;
- provided in a manner appropriate to the risks identified by the risk assessment; and
- take place during working hours.

More extinguisher training is required, especially if staff are required to use extinguishers whilst staying in flats with vulnerable residents.

## **Deficiency from Article 18 - Safety Assistance**

### **Action Required**

You should appoint sufficient competent persons to assist you in implementing the 'General Fire Precautions' and must make arrangements for ensuring:

- A competent fire risk assessor is employed to carry out a new fire risk assessment.

## **Deficiency from Article 14 - Emergency Routes and Exits**

### **Action Required**

A review of the means of escape arrangements should be undertaken to ensure everyone in your premises is able to escape to a place of total safety unaided, without the help of the fire and rescue service. You should give specific consideration to the following areas:

- it must be possible for persons to evacuate the premises as quickly and safely as possible;
- self-closing devices on all fire doors, especially flat entrance doors, require adjusting to ensure complete closure of doors into frames.

## **Deficiency from Article 13 - Fire Detection and Warning**

### **Action Required**

You should ensure there is an appropriate means of detecting and giving warning in the event of fire. Your risk assessment should identify the most appropriate method to be used for your premises.

The fire alarm coverage within flats should be increased to include all rooms a minimum, subject to findings of the new fire risk assessment.

## **Deficiency from Article 13 - Fire Fighting Equipment**

### **Action Required**

You should ensure there is adequate provision of firefighting equipment appropriate to the risk within your premises. In addition you should nominate sufficient numbers of trained, competent persons to implement the fire fighting measures.

Staff required to stay in flats, should be equipped with appropriate extinguishers and trained in their use.

## **Deficiency from Article 15 - Procedures for Serious and Imminent Danger and for Danger Areas**

### **Action Required**

A review of your emergency procedures should be undertaken to ensure they are suitable for the premises and occupancy to ensure, in the event of the fire, there is a safe evacuation. Specific consideration should be given to the following areas:

- No evidence of 3 monthly drills, since March 2021.
- Clarity is needed over evacuation roles. If residents are known to refuse evacuation as in this fire incident, procedures should be adjusted to reflect this e.g. staff stay in flats with accessible fire extinguishers and extended fire alarm coverage.

For technical details and guidance you are advised to purchase The Specialised Housing Guide which is also available free at [https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/NFCC\\_Specialised\\_Housing\\_Guidance\\_-\\_Copy.pdf](https://www.nationalfirechiefs.org.uk/write/MediaUploads/NFCC%20Guidance%20publications/NFCC_Specialised_Housing_Guidance_-_Copy.pdf)

When purchasing or installing equipment, compliance with the relevant British or European Standard is normally taken as being adequate.

If you are in any doubt as to your responsibilities under the legislation, please contact the officer named above.

Yours faithfully

for **Chief Fire Officer**

**cc**

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