

SPECIFICATION FOR FIRE RISK ASSESSMENT SERVICES FOR SUTTON HOUSING PARTNERSHIP

Sutton Housing Partnership (SHP) is an Arms Length Management Organisation (ALMO) managing London Borough of Sutton's Housing Stock which includes 6,000 homes (of which 1408 are leaseholder homes), 19 Independent Living Schemes, and the estates in which they are situated. SHP provides a comprehensive tenancy management service for the tenants living within these properties which includes the management of the communal areas.

London Borough of Sutton (LBS) is the freeholder of the properties, but they are managed by SHP; some of the dwellings will be occupied by LBS's tenants (i.e. social housing), whilst others will be 'owned' by leaseholders (i.e. former Right to Buy properties). This commission is being led by SHP on behalf of LBS, as such you are required to provide dual duty of care.

FRA's will be carried out by individuals who have demonstrated that they are competent to a certification body running a UKAS accredited 'Competent Persons' scheme to EN ISO 17024:2012 (Personnel) and who work for a company operating a company based 'Competent Person' scheme certificated against BS EN 17065:2012 by a certification body accredited by UKAS Certification. Other certification may be accepted provided the consultant can demonstrate that this is of at least the same standing and is acceptable to SHP.

Type 4 fire risk assessments (FRA's) are to be carried out to 16 blocks per annum on blocks where there is deemed to be an increased risk (programme to be provided) and this shall include common areas and flats that are void at the time of the assessment of the common parts. A separate price shall be provided for an intrusive FRA of void flats on a reactive basis, once they become empty, see "Access procedure".

SHP Policy regarding Clear Communal Areas

The consultant is to be aware that SHP operate a zero tolerance policy to resident belongings and fittings etc. in communal areas, with the exception of a door mat outside the front door. All other items will be removed by SHP and, as such, should be

reported to SHP with a suitable assessment of risk and action priority (remedial actions).

Fire Risk Assessments - Type 1 Scope

Type 1 FRAs are to be undertaken to the common parts of all blocks and properties in order to satisfy the Regulatory Reform (Fire Safety) Order 2005 (FSO). The following provides specific information regarding elements of the scope but is not exclusive and the requirements of the FSO must be delivered at all times.

SHP are currently running an extensive replacement fire door programme (Front Doors) for all properties that fall within the Fire Safety Regulations, during which a qualified certified contractor is installing new front doors and doorsets designed to meet and exceed these requirements. SHP do not wish to disturb any compliant installations and will provide an asset list where compliant fire doors have been installed as required.

Communal doors, due to the nature of their use and traffic, must be visually inspected for suitability and any changes or deterioration from the original installation. Where works are required this must be reported to SHP with a suitable assessment of risk and recommended action priority (remedial actions).

The consultant shall complete a full fire risk assessment to all SHP managed common parts and work areas in accordance with PAS 79 as set out in the general format of a fire risk assessment detailed in section 5 to include, but not be limited to, communal areas, roof spaces, plant rooms, intake cupboards, vertical and horizontal service risers (where demountable panels exist), bin store locations, garage blocks, storage areas, and lift shafts and pits.

The consultant **MUST** assure themselves that they have appropriate keys and arrangements for access, no access owing to 'locked with no keys' will not be acceptable.

The assessment shall include (but not be limited to):

- External parts and materials of the building;
- Compartmentation between common areas and the flats and technical assurance of 60 minutes fire rating;
- Inspection of service risers on all floors, this will ordinarily be via service cupboards but may require the demounting of readily demountable panels;

- Inspection above readily accessible demountable false ceilings where present (to cover approximately 10% of the ceiling tiles), ensuring tiles are lifted and an inspection of the void above and any services contained within to ensure that they do not breach compartmentation;
- Visual inspection of all communal fire doors, ensuring they are in full working order and have correct gaps/closers, and that doors to service cupboards / risers are lockable with the correct signage in place;
- Intrusive inspection of a 10% sample of all flat front doors (notwithstanding the fire door replacement programme where the integrity of the doors and seals must not be compromised) – this is inclusive of removing the architrave and confirm the compartmentation between the frame and the masonry is acceptable and provide details of materials in construction, ensuring the door and door set is made good and compliant after inspection. Photos and measurements to be included;
- Intrusive inspection of the common parts of the building are to be included and the inspection of areas to be completed by use of a camera and borescope / endoscope as appropriate;

Fire Risk Assessments – Intrusive inspection of domestic void properties

16 void flats are also to be intrusively inspected per annum, this is to be over and above the Type 4 FRA programme. Where possible these shall also be programmed to be inspected at the same time as the communal areas and shall include (but not be limited to):

- Inspection of compartmentation between flats, and technical assurance of 60 minutes fire rating with the use of cameras and borescopes / endoscopes as appropriate;
- Inspection of areas of construction in the flats opened up as necessary, including the removal of the bath panel and pipe boxing, if present, to assess compartmentation;
- Inspection of the fire resistance of doors between rooms – a statement of what fire rating kitchen doors are believed to provide;
- Identify the means of escape from the flats;
- Identify the means of fire detection in the flats;
- Identify any loose cables not restrained by metal clips.

Access procedure for Type 4 inspections

SHP will provide the consultant with contact details for arranging access to the blocks and for coordination with SHP's repairs contractor. The following process applies to the initial FRA work:

- The consultant shall provide three dates for the FRA to allow coordination with SHP's repairs contractor;
- The consultant shall ascertain and confirm how long SHP's repairs contractor will be needed on site;
- The consultant shall direct the contractor on what areas require opening up so this can be completed first;
- The consultant to identify rectification works to the opened up areas for the contractor to rectify while on site;
- The consultant shall undertake the remaining survey work and then return to check the contractors work;
- The contractor make good only after the consultant has checked and recorded the rectification work (including photographic evidence of the work before and after);
- The contractor will leave site after the making good has been completed

The consultant shall be present until the rectification work is complete in order to sign off what has been done. The consultant shall then include this in the report along with an assessment of where similar work is likely to be required.

Where FRA's are required to void properties after the communal area FRA's (and flats void at the time of the communal area FRA's) have been completed the same process outlined above will apply. The dates to respond to these further instructions from SHP will depend on the number of requests and other workload but the following response times are expected from SHP unless in exceptional cases:

- The consultant to provide three dates for the FRA within 2 working days of the request from SHP;
- These dates shall be within 2 weeks of the initial request from SHP for the FRA;
- Complete the report and provide to SHP within 1 week of the FRA inspection on site being completed

IT System

Currently SHP record the results of the FRA's and action planning on Excel. At the time of award SHP will provide the format of any data loader to the consultant that is required to assist in populating this data and running reports from the spreadsheet. This shall be the responsibility of SHP and the only requirement shall be for the

consultant to copy the key data from the FRA report into the required format provided by SHP.

It is possible that SHP may procure a data management system during the lifetime of the contract and which point the consultant will be required to load / upload data in an appropriate method / format.

Photographic records

Photographs shall be taken, and included in the report, for the following:

- Front elevation of the block
- Details of all areas that require work (defects)
- Details of all work completed while on site to rectify the defects
- Where key information needs to be shown and it is simpler than a written description alone

Information to be recorded in addition to the FRA

The consultant shall detail and record the following information:

- the current internal layout of common parts and flats in a line drawing format to include relative locations of any external buildings such as bin sheds, garages, etc;
- the presence and condition of any communal ventilation systems within common parts or serving the flats;
- the presence of any internal risers or ducts, through common parts or serving dwelling flats;
- the presence, specification and condition of fire stopping where services pass through compartment walls, floors or ceilings from the dwelling flats into communal areas;
- the standard of any common parts and in-flat detection systems;
- the provision of and condition of fire breaks within voids, including roof, ceiling and floor voids where present;
- the standard and condition of flat and communal fire doorsets;
- recommend where improvements are required to the existing buildings fire precautions to reduce the risk of fire, to as low as reasonably practicable. This may include recommendations to conduct further assessments of using type 2 or type 4 criteria where deemed necessary;
- audit the contents of the scheme premises information boxes and confirm adequate information is available for us by the emergency services;

- audit SHPs person centric risk assessment process and provide recommendations for how the current assessment process can be enhanced.