



# Fire Risk Assessment

4

**RG Reversions 2014 Ltd**

Undertaken at

**Melbourne Mills  
Melbourne Street  
Morley  
Leeds**

**LS27 8BJ**

On behalf of

**Inspired Property Management**



Report Compiled By

**Daniel Komolafe**

**4site Consulting Limited**

**Report reference No: FRA51677/0325/150824/2**

**Site Visit Date: 15/08/2024**

**Review Due Date: 14/08/2026**

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# 1.0 Introduction

## 1.1 Fire Risk Assessment

4site Consulting Limited has been instructed to undertake a fire risk assessment of the facilities at Melbourne Mills.

This fire risk assessment report addresses the requirement to carry out a risk assessment.

The risk assessment carried out was a Type 1 common parts only (non-destructive) assessment, and consideration was given to PAS 79-1:2020/PAS 79-2:2020 Fire Risk Assessment Guidance & Methodology, BAFF SP205 Appendix D (Fire Risk Assessment Contents) and relevant British Standards, Building Regulations. The assessment considers the following significant fire risk areas:

- Means for detecting fire and giving warning to occupants
- Means of escape from the premises (including provisions for disabled persons)
- Fire Safety Signs and Notices
- Emergency Escape Lighting
- Means to limit fire spread and development of fire (e.g. Compartmentation)
- Means for fighting fire
- Other relevant firefighting systems and equipment; if provided
- Maintenance of facilities to assist fire-fighters
- Emergency Action Plan
- Staff training and Fire Drills
- Testing and maintenance of Fire Protection Measures
- Record keeping
- Cooperation & coordination with other premises occupiers, neighbouring premises, emergency services and other authorities

An appropriate overall premises Fire Risk Rating has been assessed and recorded, taking into account likelihood and consequence of fires arising. The report includes recommendations for required remedial actions and ongoing monitoring and control measures. The regulations also require the responsible person to devise and implement safety measures as identified in the risk assessment report.

The non-domestic part of the property is the area where the landlord, his employees, representatives & contractors can access without the permission of the occupiers of the dwelling, such as lofts, roof spaces, internal lobbies & stairs, electricity & gas cupboards, lift motor and plant rooms, and external areas including for example paths, cupboards and garden areas. The domestic property is any part of the building which is used as a residence and where the occupiers have sole use.

The assessments, observations and recommendations made are only pertinent to the conditions at the time of the assessment. Regular inspections and review risk assessments are required to ensure the current standards are maintained. The report includes overview assessments for relevant legal requirements indicating whether the client is complying with health, safety & fire legislation.

Daniel Komolafe undertook this assessment on 15/08/2024. This report was then checked for quality and verified by Gary HendryMIFSM TIFireE TechIOSH L4FireDip FSIDip DipFD on 31/08/2024 14:37:11. The content of this report is based on the information and access provided to the consultants at the time of this assessment. Any recommendations or advice in this report is based upon evidence seen. No guarantee can be given that any subsequent visit by inspectors with statutory powers may result in other breaches of legislation being found. While every care is taken to interpret the current Acts, Regulations and Approved Codes of Practices, these can only be authoritatively interpreted by Courts of Law.

## **How to Manage this Report** **This Report is to be Managed by the Responsible Person**

**Determine how many legal Non-compliances and Hazards identified by** referring to Introduction Section 1 which details these and what actions are required with the priority status of each hazard. Property Information is also detailed within this section.

**View a summary of each assessment results by** referring to Section 2 for the Report Summary (for details of the assessment results, compliance categories and hazard categories).

**For specific details of each non-compliance and hazards refer to Section 3**  
Always deal with Non-Compliance and Priority 1 Hazard actions identified immediately.  
Plan to deal with priority 2 and 3 actions as required and determine a time scale for completion.

**Ensure that any contractor used has the correct information by** referring to Section 3 for the page per action sheets which can be copied and sent to the contractor for action.

**When work has been completed**  
the responsible person is to record, signing and dating, all actions taken in the action taken box. Use the legislation and addresses within appendices A Section 4 to assist you with your Health & Safety Management. The integrity of the report must remain intact with all completed sheets kept within the report file.

**Access to electronic copies of reports**  
Using your unique Username and Password, you can log onto the "client login" section on the 4Site Consulting website [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk). Our website enables you to view your risk assessment online, review and update action plans and print off further copies if required.

### **Please Consider the Following When Dealing With Actions in this Report**

To assist the responsible person to manage the actions within this report the following HSE guidance term should be considered when addressing the actions required:

#### ***"So Far As Is Reasonably Practicable" (SFAIRP)***

In a perfect world, all risks are to be eliminated, or as a minimum reduced as far as possible.

However, it is recognised that not all risks can be completely removed. In most instances the law allows the responsible person to take into account any budget or legal constraints.

For example, if it is considered that it would cost an unreasonable amount of money to comply with a recommended action while taking into account the established level of risk, then to comply with the recommendation may not be considered as

#### ***"Reasonably Practicable".***

When an action is recommended for an improvement that may attract a significant cost, the risk advisor will not be aware of any budget constraints that the responsible person may have. The SFAIRP allows the responsible person to weigh up the cost against the risk and then justify why a recommendation is not carried out.

We recommend that whatever the course of action taken the details are noted on the individual Action Plans for any Legal non-compliances and Hazards identified along with any alternative measures that have been put in place.

**This risk assessment will be reviewed in 12 months,  
24 months or 36 months (as required)**

## 1.2 Property Information

Site Address		Client		
Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ		RG Reversions 2014 Ltd		
		Management		
		Inspired Property Management		
		Type of Business		
		Managing agent		
Responsible Person/Body		Contact		
RG Reversions 2014 Ltd		Inspired PM		
Contact Number (if available)				
Local Authority		Areas Inspected		
Leeds City Council - West Yorkshire FRS		Landlord and common parts		
Type of Property		Areas Excluded		
Residential		Tenant demise		
Tenants & Vacant Areas		Location	Contact / Wardens	Fire Risk Assessment
Tenants & Vacant Areas		N/A	N/A	N/A
Property Summary				
Buildings Drawings		N/A		
Total No. of Stairways		6		
Car Park Facilities		Residential parking within courtyard & undercroft		
Roof Access		N/A		
Total No. of Lifts		3- 2 passenger lifts, 1 platform lift		
Total No. of Floors (including basement)		3, ground to second (Low rise )		
External Areas (if to be included)		Access and egress route, grounds and parking		
Property Usage		Private dwellings		
No. of People on Premises		Approx. 175		
Approximate year of construction		C. 1903/ 2006, converted c. 2006		
Manned Reception		N/A		
Security Measures		Keys, intercom, access codes, CCTV		
Access Restrictions		N/A		
Approx No. of Employees		N/A		
Approx Size (Flats or Units)		77 flats over 4blocks		
Total No. of Exits		6 communal exits		

## 1.2 Property Information (Cont.)

<b>Persons at Special Risk</b>	Disabled/tenants/employees/contractors/visitors		
<b>Fire Loss Experience</b>	None observed, none recorded		
<b>Property Risk Assessment/Audit</b>	<b>Location</b>	<b>Last Update</b>	<b>Issued By</b>
Asbestos Survey/Re inspection	N/A		N/A
Disabled Access Audit	N/A		N/A
Fire Risk Assessment	Client office	06.09.2023	Cardinus Risk Management Ltd
Health and Safety Risk Assessment	N/A		N/A
Fire Strategy	N/A		
Water Hygiene Risk Assessment	N/A		N/A
<b>General Plant &amp; Equipment</b>	<b>Location</b>	<b>Quantity</b>	<b>Last Service</b>
Air Handling Units	N/A		
Boilers	N/A		
Calorifiers	N/A		
Chillers	N/A		
Circulation Pumps	N/A		
Cold Water Storage Tanks	N/A		
Electrical Distribution	Tenant demise	77	Unknown
Electrical Intake	Ground floor	3	11.05.2023
Gas Intake	N/A		
Generators	N/A		
Lightning Conductors	Block 1-27; 28-64	2	27.10.2023
Passenger/Goods/Fire Lifts	Block 1-27, 28- 64	3	02.2023 Servicing
Plant Control Panels	N/A		
Pressurisation Units	N/A		
Water Booster Pumps	N/A		
<b>Fall Protection Equipment</b>	<b>Location</b>	<b>Quantity</b>	<b>Last Service</b>
Edge Protection	N/A		
Eye Bolt Systems	N/A		
Fixed Ladders	N/A		
Horizontal Life Line	N/A		
Man Anchors	N/A		
Other	N/A		
Vertical Life Line	N/A		
Windows Cleaning Cradle	N/A		

## 1.2 Property Information (Cont.)

Fire Protection Equipment	Type	Last Service / Check
Automatic Fire Doors	N/A	
Dry/Wet Rising Main	N/A	
Emergency Lighting	Non maintained	10.05.2024 Servicing; 12.07.2024 Testing
Fire Alarm System	L4 Conventional system linked to SD, MCPs & AOV	07.24 Servicing; 07.08.2024 Testing
Fire Doors	FD30s	02.2023
Fire Extinguishers	N/A	
Fire Hose Reel Pump Room	N/A	
Fire Hose Reels	N/A	
Fire Shutters	N/A	
Heat Detectors	N/A	
Intumescent Strips/Smoke Seals	30 minutes fire resistance	02.2023
Smoke Dampers	N/A	
Smoke Detectors	Mains powered linked to FA system and AOV	07.24 Servicing; 07.08.2024 Testing
Smoke Ventilation System	Shaft AOV linked to SD and FA system	07.24 Servicing; 07.08.2024 Testing
Sprinkler Room	N/A	
Fire Blankets	N/A	
External Fire Escapes	N/A	
Evacuation Alert System	N/A	
Car Park Smoke / Heat & Exhaust Ventilation system	N/A	
Sprinkler System	N/A	

Fire Loss Experience & The Cause Where Known	
Arson	None observed, none recorded
Electrical Faults	
Smoking	
Portable heaters, etc.	
Cooking	
Lightning	
Hot works	
Housekeeping	
Other significant ignition sources or process hazards	

Additional Information
<p>Building description and construction:                      Melbourne Mills, Melbourne Street, Morley, Leeds is a mixture of purpose built and converted residential low-rise property consisting of three separate blocks (with five cores) housing seventy-seven residential flats on ground to second floor. The converted block include block 1-27 and block 28-64 and the purpose built includes an adjoined block 65-70, block 71-76 and block 77 &amp; 78. The height of the building is approximately 6m (calculated at 3m per floor, measured from the lowest point of the ground floor to the floor slab of the top habitable level as per PAS 9980-2022 section 3.1.22). This measurement is an approximation and not a defined height of the building. The converted blocks were constructed circa 1903 and converted c.2006 with the construction of the purpose-built block. The building was constructed using non-combustible materials such as concrete, brick and breeze block materials and with skimmed plasterboard.</p>

### Additional Information

There is a car parking within the courtyard. The ground floor / undercroft of block 1-27 is used for parking and also has a decommissions WOHR stacked parking system

The main communal entrance of the converted blocks opens into a lobby housing the access to the ground floor corridor housing a water intake cupboard, riser shaft, passenger lifts and a protected concrete stairwell offering access to the flat entry doors on the first and second floor via separate fire lobbies. There is a platform lift by the entrance of block 28-64. The electrical intake cupboard is located on the ground floor with service risers on each floor within protected compartments.

The main communal entrance of the purpose-built block opens into a lobby housing the access to the ground floor corridor housing the entry doors to the flats, and a protected concrete stairwell offering access to the flat entry doors on the first and second floor via separate fire lobbies. The electrical intake cupboard is located on the ground floor within protected compartments. Access on the day of the inspection was gained via the property manager.

#### External Walls:

Based on the non-intrusive observations made by the advisor, the externals of the block appear to be non-combustible and external fire spread is not considered a risk at this time. Should any information in regards the external walls and their subsequent installation and material within come to light, a further assessment may be required.

#### Occupancy Characteristics:

The property is primarily occupied by those who sleep within the property and who have use 24 hours per day, 7 days per week. The residents will be familiar with its layout and relevant access / escape routes.

Visitors – These can be overnight guests of the residents and are unlikely to be familiar with the access / escape routes however they would be expected to be in attendance with those who do.

Contractors – Their knowledge of the property will vary dependent on their specific task and how familiar they are with its layout. Those who are not familiar with the property are expected to liaise with the building/property manager to undertake an induction before commencing any works.

Staff – The site is not staffed.

There may be additional person/s or groups at high risk of fire within the building. No information was available at the time of the visit to determine the demographics of the residents; however, it should be considered that there may be persons within the building with mobility impairments, hearing impairments etc affecting their ability to evacuate the premises or provide alarm in the event of fire.

#### Passive Fire Protection:

Fire doors are located on all stairwells leading into the access lobbies and on all service/riser cupboards. Fire doors leading from the corridors into escape stairwells are rated as 30minute doors. Intumescent strips and smoke seals are installed on all doors (unless identified within the hazards). All doors have suitable fire rated hinges and self-closing devices installed (Where required) with adequate signage informing the building occupants to keep them closed or locked. A fire door inspection of the communal doors has been undertaken by Trusted Fire Inspection Limited on 02.2023 however no evidence of remediation has been observed. A separate fire door inspection of both communal doors and tenants demise doors should be undertaken and should be used in conjunction with this assessment.

Fire stopping batt have been installed in the electrical intake and meter cupboards however a few of these fire stopping materials have been observed to be in state of disrepair (see hazard code FCOMP50)



### Additional Information

The resident's doors appear to be in good condition and fit within their frames. Providing the integrity of the entrance door to each flat is maintained and not compromised in any way, and has a self-closing device attached, a fire within a flat will be contained. The fire doors and walls should resist the spread of fire and smoke (for up to 30 minutes) before it spreads into the common parts of the block.

#### Active Fire Protection:

A level 4 conventional fire alarm system has been installed in the building with panel located by the main entrances which is linked to the smoke detectors, manual call points, sounders and shaft automatic opening ventilation (AOV in converted blocks). The systems are installed to assist in early detection of fire/smoke and to help aid evacuation in the event of an emergency.

This risk assessment was undertaken on the common areas only; the tenant's demises were not assessed during this assessment and do not fall within the scope of this report. Each demised unit should be fitted with a fire-resistant entry door, smoke detection and warning units and carbon monoxide alarms (where required) to help give early warning and aid evacuation in the event of an emergency. It is the responsibility of the landlord / owner of each unit to ensure that the main entry fire doors to each demise and smoke detection / carbon monoxide units are fully functional and meet the required standard of fire / smoke protection.

#### Firefighting access/facilities:

Firefighting appliances can access the block via the front of the property with the roadway clear for access.

#### Escape routes and travel distances:

All flats are housed within fire lobbies which in turn lead into a protected and enclosed escape stairwell at both ends of the converted blocks. The stairwell descends down onto street level to the main communal entrance of the block. All escape routes were clear of stored items and have no combustible linings (except otherwise stated during the inspection). Escape travel distances leading from the tenant's flats to the next point of safety are considered adequate (Within the maximum distance for means of escape). Dead end corridors are below 7.5m in length and are additionally mitigated by the levels of fire compartmentation / partitioning and with the installation of smoke ventilation systems (where applicable).

#### Measures to help aid evacuation:

Non-maintained emergency lighting and communal fire doors are installed throughout to assist in the event of an evacuation.

#### Future assessments:

A risk assessment re-inspection programme of 2 years has been applied until the hazards and non-compliances identified within this property have been actioned with suitable records kept and continuously maintained.

All information in regards to the site equipment's service records, inspection sheets etc. were requested on while on site and as part of the original email correspondence when confirming the works. Any gaps in information are due to the paperwork not being available at the time of the request.

### 1.3 Fire Policy & Risk Rating

Fire Emergency Policy For Melbourne Mills
In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'

Fire Policy Reasoning	Fire Policy Limitations
<p>In the event of a Fire Emergency the policy for occupants of this property is to 'Stay Put'.</p> <p>The property appears to be constructed to building regulations using fire rated materials for fire doors, floors, walls and ceilings that will inhibit the spread of fire, heat and smoke between compartments. Whilst there is active fire warning and detection system installed that may encourage evacuation and compromise the 'Stay Put' policy, this is linked to the smoke ventilation system and is designed to expel smoke and heat away from the escape routes. However, those tenants who are directly affected by smoke or fire or feel unsafe should evacuate their premises and immediately inform the fire services.</p> <p>Please note that the non-compliances and hazards identified within this report must be addressed to ensure this policy can be adhered to.</p>	<p>The 'Stay Put Policy' is based upon the likelihood that the building meets Building Regulations on the basis of its age and construction, and that there will be no hidden fire separation breaches in compartmentation within the communal and non-communal areas. Should there be any future fire separation breaches in compartmentation anywhere in the property, a change in the 'Stay Put' policy to 'Evacuate' may be required.</p> <p>To ensure the 'Stay Put' policy remains suitable, it is strongly advised that robust communication and cooperation controls are established between all persons in control of any part of the property, and that a Fire Safety Plan be produced and regular Fire Risk Assessments are carried out, ensuring that any actions are completed as required.</p>

Fire Risk Rating
Medium

Fire Risk Rating Reasoning
In order to determine the overall fire risk rating for this property a number of factors were considered, including but not limited to; The age and height of the building and whether it is purpose-built or converted, the likelihood of a fire occurring and it's likely severity, the number of hazards and non-compliances identified, the level of housekeeping, the presence of a fire detection system, the presence of external wall systems, any known history of fire, and whether there are high risk commercial premises below or adjacent to the building.

## 2.0 Report Summary

On 15/08/2024 4site Consulting Limited on behalf of Inspired Property Management carried out a Fire Risk Assessment and have detailed any risks and legal non compliances in Section 3.0 of this report. Recommendations to reduce, remove and resolve any risks and legal non compliances are included.

### Assessment Results

Compliance Issue	Legal Compliance		Hazards		
	Non-Compliant	Compliant	1	2	3
Fire Risk	4	13	0	16	3

### 2.1 Compliance Categories

Compliance Categories	Action Required
<b>Non-Compliances</b>	Non-compliances require immediate action.
<b>Compliances</b>	Items which are currently in compliance with legislative requirements, requiring no action at this time.

### 2.2 Hazard Categories

Hazard Categories	Action Required
<b>Priority One</b>	Immediate action required to reduce imminent risk to health, safety and welfare of employees and/or others or action required to ensure compliance with statutory requirements
<b>Priority Two</b>	Action required within 1 to 3 Months to reduce serious risks which do not present imminent danger
<b>Priority Three</b>	Action required within 3 to 6 Months minimising risks to the health, safety and welfare of employees and/or others.

## **3.0 Action Plan**

The action plan is designed to enable you to prioritise allocation of time and resources when scheduling the remedial actions required. It also highlights areas where legal compliance has been achieved.

The plan is divided into eight sections:

### **3.1 Legal Non-Compliances**

### **3.2 Legal Compliances Achieved**

### **3.3 Hazard Assessment & Observation Process**

### **3.4 Priority 1 – Fire Risks / Hazards**

### **3.5 Priority 2 – Fire Risks / Hazards**

### **3.6 Priority 3 – Fire Risks / Hazards**

### **3.7 Condensed Summary of Non-Compliances**

### **3.8 Condensed Summary of Hazards**

To use the action plan effectively, a competent person should be nominated who will maintain overall responsibility for implementation of each action. The responsible person must date and sign against each action upon completion.

An independent review of this risk assessment should be undertaken regularly (normally annually) to keep it up to date.

Regular reviews will ensure that:

- **The details of the assessment remain valid.**
- **Any material change to the property is accounted for.**
- **The property remains compliant**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Ref No</b>	4.2.40
		<b>Assessor</b>	Daniel Komolafe
		<b>Date</b>	15/08/2024
		<b>Responsible Person/Body</b>	RG Reversions 2014 Ltd

Requirement	Example
Lifting Equipment;  Management of maintenance & inspection.	No picture required

#### Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks

Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974

#### Assessment Observations

Routine servicing and maintenance of lifts has reportedly been carried out but no up to date records were available at the time of the inspection.

#### Action Required/Recommendations

Ensure that the records of routine servicing and maintenance of lifts are made available.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Melbourne Mills	<b>Ref No</b>	4.2.40a
	Melbourne Street	<b>Assessor</b>	Daniel Komolafe
	Morley	<b>Date</b>	15/08/2024
	Leeds LS27 8BJ	<b>Responsible Person/Body</b>	RG Reversions 2014 Ltd

Requirement	Example
Lifting Equipment;  Statutory inspection of lifting equipment.	No picture required

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

Lifting Operations & Lifting Equipment Regulations 1998. Health & Safety at Work Act 1974

**Assessment Observations**

No information or records relating to 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.

**Action Required/Recommendations**

Ensure all statutory engineering inspection of lifts records are made available.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Ref No</b>	4.2.49
		<b>Assessor</b>	Daniel Komolafe
		<b>Date</b>	15/08/2024
		<b>Responsible Person/Body</b>	RG Reversions 2014 Ltd

Requirement	Example
Portable Appliance Testing	No picture required

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.

**Assessment Observations**

Some portable electrical equipment has not been tested.

**Action Required/Recommendations**

Employ a competent person to test and label all portable electrical equipment that has not been tested and update the register.

**Action Carried Out By:**

**Date:**

**Action Taken:**

### 3.1 Action Plan – Fire - Legal Non Compliance

3.1 Legal Non Compliances - Immediate Action Required			
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Ref No</b>	4.2.74
		<b>Assessor</b>	Daniel Komolafe
		<b>Date</b>	15/08/2024
		<b>Responsible Person/Body</b>	RG Reversions 2014 Ltd

Requirement	Example
Fire door inspections	No picture required

**Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks**

The Regulatory Reform (Fire Safety) Order 2005. BS476-22:1987. BS EN 1634-1:2014. BS8214:2014.

**Assessment Observations**

The communal fire doors are not inspected regularly by a competent person.

**Action Required/Recommendations**

Devise and implement a regime of regular inspections of the communal fire doors by a competent person to include; Door operation, Door integrity, Self-closing device, Hinges, Cold smoke seals, Intumescent strips, Glazing, Signage etc.

**Action Carried Out By:**

**Date:**

**Action Taken:**



### 3.2 Action Plan – Fire – Legal Compliance Achieved

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	Type	Legal Compliances
		Date	15/08/2024
		Assessor	Daniel Komolafe
		Responsible Person/Body	RG Reversions 2014 Ltd
Ref No.	Requirement	Legislation	Observation
4.2.10	Safety Communication for Contractors.	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	The managing agent does have in place a policy and procedure which has been reviewed, to ensure that site safety rules and requirements along with relevant risk assessments for Health & Safety, Fire, Asbestos and Legionella are issued to contractors prior to any work being carried out.
4.2.11	Contractor Vetting	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Construction (Design & Management) Regulations 2015.	The managing agent does have in place a policy and procedure which has been reviewed, to ensure that all contractors employed to work on site have been vetted for Health & Safety competency, such as seeing Risk Assessments and Method Statements for any work to be carried out, Third Party Accreditation, Third Party Liability Insurance etc.
4.2.23	Fire Risk Assessment	Regulatory Reform (Fire Safety) Order 2005. Management of Health and Safety at Work Regulations 1999, Regulation 3.	A Fire Risk Assessment has been carried out at this property and a number of hazards and legal non-compliances were identified, which the Responsible Person has a duty to manage and attend to as per Sections 3.1 and 3.5 of the report.  Risk assessments are required to be periodically reviewed.
4.2.27	Fire Alarm Testing & Maintenance	Regulatory Reform (Fire Safety) Order 2005. BS EN 54:- Fire detection and fire alarm systems. BS 5839-1:2017	Fire alarm system is tested, inspected, maintained and all records are retained on site.
4.2.38	Smoke Ventilation System.  Management of testing & servicing.	Regulatory Reform (Fire Safety) Order 2005. BS 7346 Pt 8.	Smoke Ventilation System is tested monthly and serviced 6 monthly with suitable records maintained.
4.2.41	Lift Car Emergency Communication/ Gain Assistance Procedure	Management of Health & Safety at Work Regulations 1998. The Lifting Operations and Lifting Equipment Regulations 1998. Provision and Use of Work Equipment Regulations 1998. BS 7255.	Lift Car emergency passenger communication/gain assistance procedure in place and prominently displayed in the lift.

3.2 Legal Compliance Achieved – No Action Required			
Site Address	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	Type	Legal Compliances
		Date	15/08/2024
		Assessor	Daniel Komolafe
		Responsible Person/Body	RG Reversions 2014 Ltd
Ref No.	Requirement	Legislation	Observation
4.2.48	Fixed Electrical Installation Inspections	Electricity at Work Regulations 1989. R4 IEE Regulations 18th Edition. The Institute of Electrical Engineers, Guidance Note 3 Inspection & Testing.	Current, fixed electrical installation test certificates and records of remedial work are available.
4.2.49	Portable Appliance Testing	The Health & Safety at Work Act 1974, Electricity at Work Regulations 1989, The provision and Use of Work Equipment Regulations 1998, The Management of Health & Safety at Work Regulations 1999.	Portable electrical equipment have been tested, labelled and a register retained.
4.2.50	Lightning Conductors;  Management, maintenance & inspection.	Electricity at Work Regulations 1989. BS 6651:1999. BS 62305-1:2011.	Lightning conductors have been tested and records are available for inspection.
4.2.52	Emergency Lighting;  Management of maintenance & inspection.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005, Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996. BS5266-1:2016	Emergency lighting is tested and maintained as required. Records are up to date and available for inspection.
4.2.57	Waste Management	Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Environmental Protection (Duty of Care) Regulations 1991. Environmental Protection Act 1990.	There are suitable Waste Management systems in place.
4.2.73	Co-ordination, co-operation and communication with residents regarding;  1. Their individual flat entrance doors. 2. Fire safety within non-communal areas. 3. The emergency plan for the property.	Regulatory Reform (Fire Safety) Order 2005. The Fire (Scotland) Act 2005. The Management of Health & Safety at Work Regs 1999. Regs. BS EN 1634-1:2014.	The managing agent does have in place a policy and procedure which has been reviewed, whereby the responsible person or duty holder are written to informing them of the minimum requirements for the fire resistance of the flat entrance doors, minimum requirements regarding fire safety within non-communal areas, and the emergency plan for the property, and representative examples of relevant documentation for a sample of properties have been seen.
4.2.76	Property Inspections	Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Regulatory Reform (Fire Safety) Order 2005. Workplace (Health, Safety & Welfare) Regs 1992.	The property manager does have in place a policy and procedure which has been reviewed, whereby property inspections are carried out on a regular basis.

### 3.3 Hazard Assessment & Observation Process

The objective of risk assessing systematically and numerically is to evaluate the potential of a risk causing harm.

<b>Hazard</b>	Is something which potentially can cause harm.
<b>Risk</b>	Is the <u>likelihood</u> of injury arising from the hazard.
<b>Risk Rating</b>	Is the <u>severity</u> of the harm the hazard can cause multiplied by the likelihood that the hazard will be realised.

The formula therefore is **Risk Rating = Severity x Likelihood**.

(The likelihood may also be referred to as the frequency, i.e. how often are people exposed to the potential hazard)

Each assessment produces a numerical overall risk rating which can then be applied to categorising risks into order of priority for required action.

Severity	
4	Single or multiple death
3	Major injury (as defined by RIDDOR)
2	Minor injury (more than 7 days off work)
1	Trivial injury (less than 7 days off work)

Likelihood / Frequency	
3	Certain harm will occur / high or frequent exposure
2	Near certain harm will occur / medium or regular exposure
1	Harm seldom occur / low or irregular exposure

Risk Rating		
9-12	<b>1</b>	<b>Immediate</b>
4-8	<b>2</b>	<b>2 to 3 Months</b>
1-3	<b>3</b>	<b>3 to 6 Months</b>

### **3.3 Hazard Assessment & Observation Process (Cont.)**

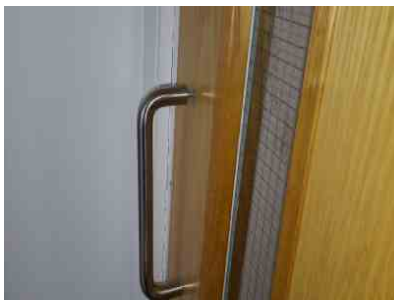
**Please note the following:**

Presently there are no Priority 1 Hazards

### 3.3 Action Plan - Fire - Priority Advisory

3.3 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>BS08</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartment 28-64 2nd floor exit

Hazard Description	
Door handle getting damaged Potential to prevent or hinder evacuation.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
<b>Severity:</b>	<b>Likelihood/Frequency:</b>	<b>Risk Rating:</b>	<b>Priority:</b>
1	0	0	Advisory


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Health & Safety at Work Act 1974. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992.

Action Required and Further Control Measure
Employ a qualified, competent and 3rd party accredited contractor to repair door handle as required.  Monitor the door handles for condition and damage as part of the building maintenance and inspection schedule.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>E14</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Ground floor rear exit water/meter cupboard, block 1-27

Hazard Description	
(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system.  Potential electric shock and fire hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
3	2	6	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Electricity at Work Regulations 1989. HSG 107 & Guidance notes for Maintaining Portable Electrical Equipment, INDG236 Maintaining portable electrical equipment in offices & other low risk environments.

Action Required and Further Control Measure				
Employ a qualified, competent and 3rd party accredited contractor to devise & implement a PAT maintenance program for all PAT equipment being used within the property.  If a portable electrical equipment (PAT) maintenance system is in place then, quarantine the suspect equipment and contact a qualified, competent and 3rd party accredited contractor to carry out PAT maintenance on the suspect equipment. Employees & contractors bringing in PAT equipment into the property & tenants in leased areas are to ensure that their electrical equipment has been tested & that certificates are available for inspection.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>F01</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Ground floor car park

Hazard Description	
Combustible items stored  Potential fire hazard.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

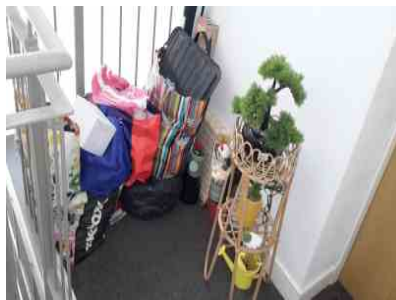
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure
Remove combustible items and either store in a designated storage area or dispose of in the correct manner.  Inform all tenants (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>F01 (1)</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 65- 70, 2nd floor

Hazard Description	
Combustible items stored  Potential fire hazard.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.


Action Required and Further Control Measure				
Remove combustible items and either store in a designated storage area or dispose of in the correct manner.  Inform all tenants (in writing) that communal areas (including plant & service areas) should not be used for storage purposes.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FAL07</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 65- 70, 71-76

Hazard Description	
<p>There is a fire detection and warning system installed in this purpose-built block that operates a `Stay Put fire strategy.</p> <p>Potential to cause confusion in a fire emergency and/or injury caused by tenants evacuating down stairs where fire crews have laid charged hose lines.</p>	
<p><b>People at Risk</b></p> <p>Employees/Contractors/Visitors/Public/Tenants</p>	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
<p>The Regulatory reform (Fire Safety) Order 2005. The Health &amp; Safety at Work Act 1974. The Management of Health &amp; Safety at Work Regulations 1999. BS 5839. BS999:2015.</p>

Action Required and Further Control Measure				
<p>Silence / isolate the fire detection and warning system and re-affirm tenants that there is a stay put fire strategy in place.</p>				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FBS02</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartment 28-64 rear electrical cupboard

Hazard Description	
The partitioning installed between electrical intake cupboard and the staircase enclosure does not appear to be to the minimum ½ hour standard of fire resistance.  Potential for smoke, heat & fire to spread throughout the property.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure
Employ a qualified, competent and 3rd party accredited contractor to carry out a survey of this partitioning & to carry out the required remedial works to upgrade or replace the partitions so that they provide a minimum ½ hour standard of fire resistance.  Maintain partitions in good repair.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	FBS03a	Fire
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Electrical intake cupboard, Apartments 1-27

Hazard Description	
Breach in compartmentation with no fire stopping installed.  Potential for fire, heat and smoke to spread through the property.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to install fire stopping where breaches in compartmentation occur. Ensure contractors reinstate fire compartmentation when any work is carried out.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FBS03g</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Ground floor rear exit water/meter cupboard

Hazard Description	
Fire door frame has not been suitably fire stopped to the structural opening.  Potential for fire, heat and smoke to spread through the property.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

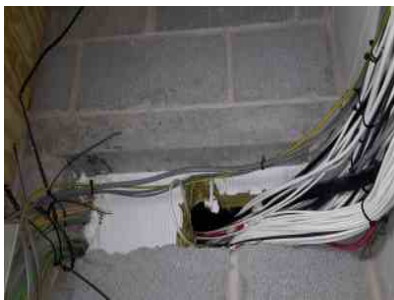
Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005. BS EN 1634-1:2014+A1:2018.

Action Required and Further Control Measure	
Employ a qualified and competent third party accredited contractor to install suitable fire stopping around the door frame. Fire stopping works should be subject to regular inspections (no longer than annual) to monitor condition with suitable records maintained.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FCOMP05</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartment 28-64 rear electrical cupboard

Hazard Description	
Existing fire stopping damaged.  Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005 The Association of Specialist Fire Protection Technical Guidance Document TGD 17

Action Required and Further Control Measure	
Employ a qualified and competent third party accredited contractor to remove / repair existing fire stopping materials.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FD01</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 1-27, 2nd floor

Hazard Description	
Fire doors are being wedged open.  Potential for smoke, heat and fire to spread throughout premises.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure				
Remove wedges. Ensure fire doors are kept closed at all times. Tenants must be informed (in writing) of this requirement. Maintain fire doors operative and in good repair.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				



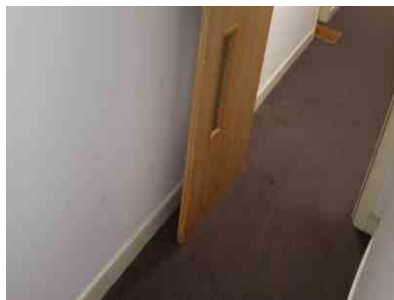
Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FD01 (1)</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartment 28-64 2nd floor

Hazard Description	
Fire doors are being held floor carpet friction  Potential for smoke, heat and fire to spread throughout premises.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure				
Employ a competent person to adjust the height of door to the required threshold. Ensure fire doors are kept closed at all times.  Tenants must be informed (in writing) of this requirement. Maintain fire doors operative and in good repair.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FD06a</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Throughout

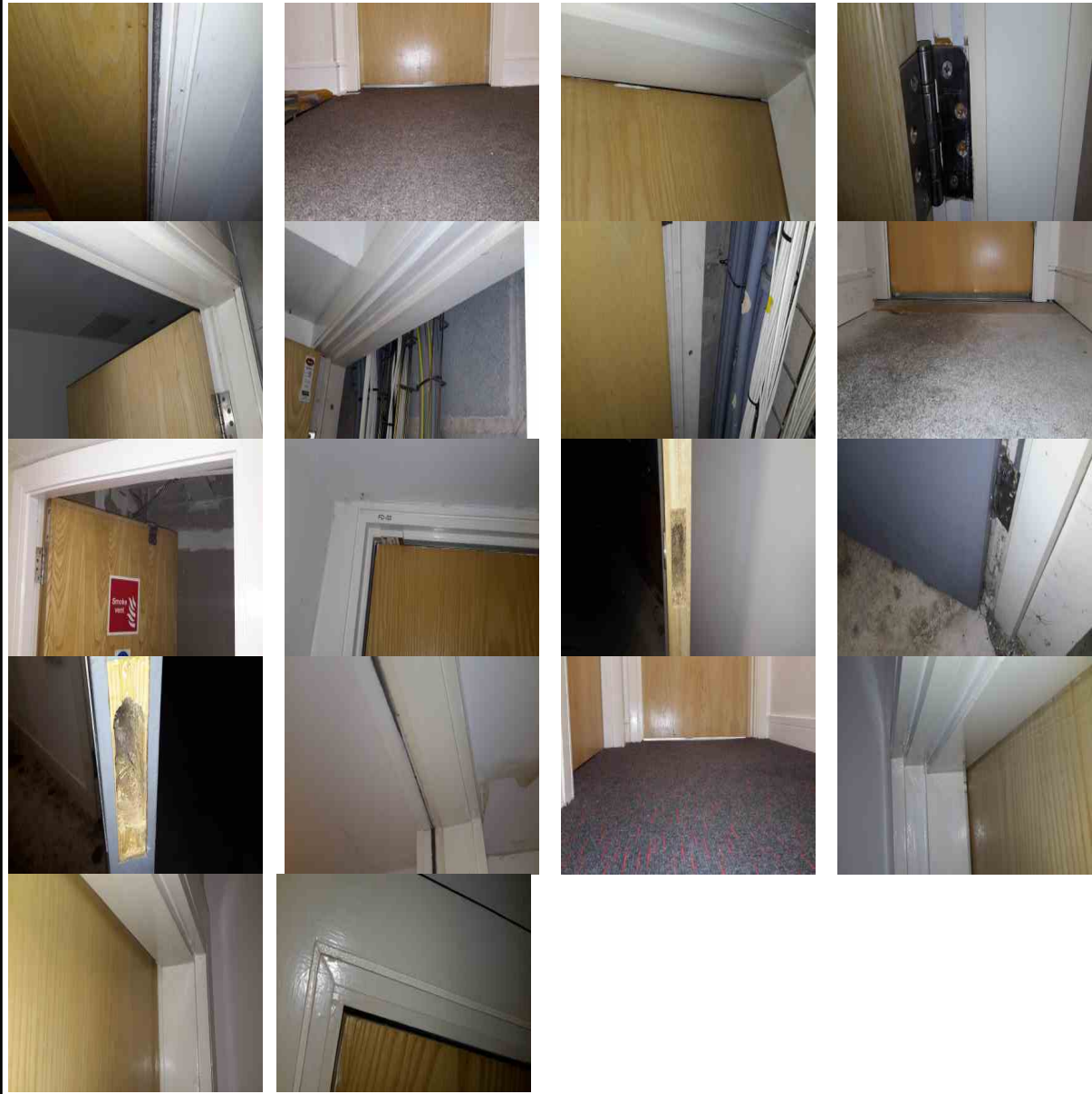
Hazard Description	
There are a number of fire doors that have various faults including but not limited to missing intumescent strips/cold smoke seals, excessive gaps, missing screws on hinges, inability to close into the frame correctly.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	2	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005. The Fire safety (England) Regulations 2022. BS 476, BS EN 1634.

Action Required and Further Control Measure	
Employ a competent person to carry out an in-depth inspection of all of the fire doors in the property.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FD16</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Throughout

Hazard Description	
Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.	
Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. BS EN1634-1:2014+A1:2018 Fire Safety Act 2021 PAS 79-1:2020/PAS 79-2:2020

Action Required and Further Control Measure				
Front doors to flats should be rated to a minimum of half hour fire resistance. As responsibility for this issue usually rests with each individual tenant, the managing agent should write to all tenants / leaseholders at the property and advise them of the need to ensure their front door is rated to a minimum of half hour fire resistance. Fire authorities are increasingly enforcing compliance on this matter due to the importance of maintaining a safe means of escape. A fully compliant half hour rated fire door is of suitable construction and has a self-closing mechanism installed, with cold smoke seals/intumescent strips around the door/frame. Self-closing mechanisms should be installed as a minimum requirement in the short term.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FMES02</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
2nd floor, Apartments 1-27, 28-64

Hazard Description	
No fire exit signage displayed. Potential in delaying evacuation process.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. BS 5499 Fire Safety Signs. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure	
Display suitable & sufficient signage to identify escape routes & fire exits.  Ensure signage is included in the regular property inspections.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	

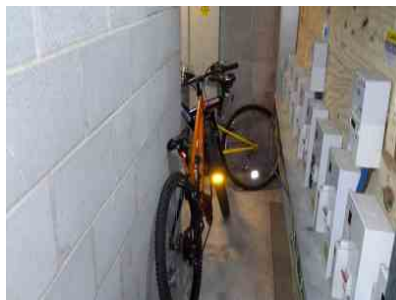
Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FMES04</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartment 28-64 rear cupboard

Hazard Description	
Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Fire and Rescue Services (Northern Ireland) 2006. Management of Health & Safety at Work Regulations 1999.

Action Required and Further Control Measure
Remove stored items and inform all tenants (In writing) that electrical cupboards are not to be used for storage.  Ensure electrical cupboards are locked shut at all times.
<b>Action Carried Out By:</b>
<b>Action Taken:</b>
<b>Date:</b>




Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FSV01</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 1-27 2nd floor

Hazard Description	
Smoke ventilation system mechanism appears to be damaged.  Potential for failure of the system, leading to smoke spreading through the property.	
<b>People at Risk</b> Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	1	4	2

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. BS EN12101-2:2017

Action Required and Further Control Measure	
Employ a qualified, competent and 3rd party accredited contractor to repair the mechanism as necessary.  Ensure that the smoke ventilation system is inspected on a regular basis.	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>
<b>Date:</b>	


Hazard Pictures



### 3.5 Action Plan - Fire - Priority Two

3.5 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>No Access</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 77-78

Hazard Description	
<p>The advisor was unable to gain access to this area. Keys not available with property manager</p> <p>Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.</p>	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
4	2	8	2


Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Health & Safety at Work Act 1974. Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Ensure that a competent person gains access to this area, in order to ascertain if there are any hazards present.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>E12a</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Ground floor rear exit water/meter cupboard

Hazard Description	
Multi-pin electrical adaptors in use.  Potential to overload wall socket, and electric shock/fire hazard.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
The Regulatory Reform (Fire Safety) Order 2005. Electricity at Work Regs 1989. IEE Regs 18th edition.

Action Required and Further Control Measure
Disconnect and remove multi-pin adaptors.  If necessary, employ a qualified, competent and 3rd party accredited contractor to install additional wall sockets.
<b>Action Carried Out By:</b>
<b>Date:</b>
<b>Action Taken:</b>

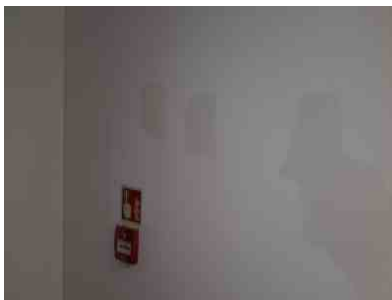
Hazard Pictures



### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FAP01</b>	<b>H&amp;S</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Each floor

Hazard Description	
No fire action notices displayed adjacent to the fire alarm manual call points.  Potential in delaying evacuation process.	
<b>People at Risk</b>	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
2	1	2	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005. Management of Health & Safety at Work Regulations 1999. Workplace (Health, Safety & Welfare) Regulations 1992. Health & Safety (Safety Signs & Signals) Regulations 1996.

Action Required and Further Control Measure				
Employ a competent person to install fire action notices, which are to be displayed adjacent to every manual call point. Where required, they are to be completed with the current and correct information.  Ensure signage is included in the regular property inspections.				
<table border="1" style="width: 100%;"> <tr> <td style="width: 35%;"><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

Hazard Pictures






### 3.6 Action Plan - Fire - Priority Three

3.6 Action Plan - Fire Risk/Hazard				
<b>Site Address</b>	Melbourne Mills Melbourne Street Morley Leeds LS27 8BJ	<b>Risk No/Type</b>	<b>FMES02b</b>	<b>Fire</b>
		<b>Assessor</b>	Daniel Komolafe	
		<b>Date</b>	15/08/2024	
		<b>Responsible Person</b>	RG Reversions 2014 Ltd	

Hazard Location
Apartments 65- 70, 2nd , ground floor

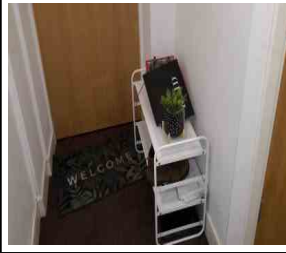
Hazard Description	
Storage on escape route.  Although not a significant hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes.  Potential to hinder evacuation of building in the event of an emergency.	
People at Risk	
Employees/Contractors/Visitors/Public/Tenants	

Hazard Evaluation			
Severity:	Likelihood/Frequency:	Risk Rating:	Priority:
1	1	1	3

Useful Legislation and Guidance - The Regulatory Reform (Fire safety) Order 2005 takes precedence in fire related risks
Regulatory Reform (Fire Safety) Order 2005.

Action Required and Further Control Measure				
Employ a competent person to remove the items stored on the escape route.  Inform all tenants (in writing) that it is a legal requirement to maintain all fire exits/ escape routes free from obstruction.  Include escape routes and exits in regular property inspections.				
<table border="1"> <tr> <td><b>Action Carried Out By:</b></td> <td><b>Action Taken:</b></td> </tr> <tr> <td><b>Date:</b></td> <td></td> </tr> </table>	<b>Action Carried Out By:</b>	<b>Action Taken:</b>	<b>Date:</b>	
<b>Action Carried Out By:</b>	<b>Action Taken:</b>			
<b>Date:</b>				

Hazard Pictures



### 3.7 Condensed Summary of Non-Compliances

The table below contains abridged information from each of the Non-Compliances highlighted in section 3.1. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

<b>Legal Non-Compliances – Action Required</b> (Please tick end column to indicate completion of each action)			
<b>Ref No.</b>	<b>Observations</b>	<b>Action Required</b>	<b>✓</b>
4.2.40	Routine servicing and maintenance of lifts has reportedly been carried out but no up to date records were available at the time of the inspection.	Ensure that the records of routine servicing and maintenance of lifts are made available.	
4.2.40a	No information or records relating to 6 monthly statutory engineering inspection of lifting equipment for lifting persons has been made available for review prior to or at the time of the assessment.	Ensure all statutory engineering inspection of lifts records are made available.	
4.2.49	Some portable electrical equipment has not been tested.	Employ a competent person to test and label all portable electrical equipment that has not been tested and update the register.	
4.2.74	The communal fire doors are not inspected regularly by a competent person.	Devise and implement a regime of regular inspections of the communal fire doors by a competent person to include; Door operation, Door integrity, Self-closing device, Hinges, Cold smoke seals, Intumescent strips, Glazing, Signage etc.	

### 3.8 Condensed Summary of Hazards

The table below contains abridged information from each of the Hazards highlighted in sections 3.4, 3.5 and 3.6. This section is provided with the intent to be utilised as an onsite check sheet, to be extracted from this report where required and taken to the property as part of a routine visit.

Hazard Summary				
(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)				
Ref No.	Location	Hazard	Priority	a
E14	Ground floor rear exit water/meter cupboard, block 1-27	(PAT) Individual items of portable electric equipment appear not to have been subject to the PAT maintenance system.  Potential electric shock and fire hazard.	2	
F01	Ground floor car park	Combustible items stored  Potential fire hazard.	2	
F01	Apartments 65- 70, 2nd floor	Combustible items stored  Potential fire hazard.	2	
FAL07	Apartments 65- 70, 71- 76	There is a fire detection and warning system installed in this purpose-built block that operates a `Stay Put fire strategy.  Potential to cause confusion in a fire emergency and/or injury caused by tenants evacuating down stairs where fire crews have laid charged hose lines.	2	
FBS02	Apartment 28-64 rear electrical cupboard	The partitioning installed between electrical intake cupboard and the staircase enclosure does not appear to be to the minimum ½ hour standard of fire resistance.  Potential for smoke, heat & fire to spread throughout the property.	2	
FBS03a	Electrical intake cupboard, Apartments 1-27	Breach in compartmentation with no fire stopping installed.  Potential for fire, heat and smoke to spread through the property.	2	
FBS03g	Ground floor rear exit water/meter cupboard	Fire door frame has not been suitably fire stopped to the structural opening.  Potential for fire, heat and smoke to spread through the property.	2	
FCOMP05	Apartment 28-64 rear electrical cupboard	Existing fire stopping damaged.  Potential for heat, smoke and/or fire to spread from the point of origin to further parts of the property.	2	
FD01	Apartments 1-27, 2nd floor	Fire doors are being wedged open.  Potential for smoke, heat and fire to spread throughout premises.	2	
FD01	Apartment 28-64 2nd floor	Fire doors are being held floor carpet friction  Potential for smoke, heat and fire to spread throughout premises.	2	

### Hazard Summary

(Please tick end column to indicate completion of each action, these can be found in section 3 of this report)

Ref No.	Location	Hazard	Priority	a
FD06a	Throughout	There are a number of fire doors that have various faults including but not limited to missing intumescent strips/cold smoke seals, excessive gaps, missing screws on hinges, inability to close into the frame correctly.	2	
FD16	Throughout	Residential tenants demise main entry doors not seen / inspected. Unable to determine if the entry door to the tenants demise meets the minimum half hour standard of fire resistance.  Potential for fire, heat and smoke to spread into the communal area and compromise the escape route.	2	
FMES02	2nd floor, Apartments 1-27, 28-64	No fire exit signage displayed. Potential in delaying evacuation process.	2	
FMES04	Apartment 28-64 rear cupboard	Storage in electrical cupboard: evidence of unauthorised access to a high risk area and potential for build up of combustible items adjacent to electrical equipment.	2	
FSV01	Apartments 1-27 2nd floor	Smoke ventilation system mechanism appears to be damaged.  Potential for failure of the system, leading to smoke spreading through the property.	2	
No Access	Apartments 77-78	The advisor was unable to gain access to this area. Keys not available with property manager  Potential for hazards to exist undetected, remain unmanaged and subsequently, cause injury and/or present a fire hazard.	2	
E12a	Ground floor rear exit water/meter cupboard	Multi-pin electrical adaptors in use.  Potential to overload wall socket, and electric shock/fire hazard.	3	
FAP01	Each floor	No fire action notices displayed adjacent to the fire alarm manual call points.  Potential in delaying evacuation process.	3	
FMES02 b	Apartments 65- 70, 2nd , ground floor	Storage on escape route.  Although not a significant hazard at the time, if storage is allowed to accumulate, it could result in blocked escape routes.  Potential to hinder evacuation of building in the event of an emergency.	3	
BS08	Apartment 28-64 2nd floor exit	Door handle getting damaged Potential to prevent or hinder evacuation.	0	

## 4.0 Appendices

### 4.1 Legislation

The following list is included to assist in identifying relevant regulations. It is not exhaustive and should serve as a reference only.

Housing Act 2004

Health and Safety at Work etc. Act 1974

Management of Health and Safety at Work Regulations 1999

The Regulatory Reform (Fire Safety) Order 2005 / The Fire (Scotland) Act 2005 / Fire & Rescue Services (Northern Ireland) Order 2006

Construction (Design and Management) Regulations 1994

Control of Substances Hazardous to Health Regulations 2002

Control of Noise at Work Regulations 2005

Control of Asbestos at Work Regulations 2002

Control of Asbestos Regulations 2012

Electricity at Work Regulations 1989

Employers Liability (Compulsory Insurance) Act 1998

Gas Safety (Installation and Use) Regulations 1998

Health and Safety (Consultation with Employees) Regulations 1996

Health and Safety (Display Screen Equipment) Regulations 1992\*

Health and Safety (First Aid) Regulations 1981\*

Health and Safety (Information for Employees) Regulations 1989

Health and Safety (Signs and Signals) Regulations 1996

Health and Safety (Young Persons) Regulations 1997

Lifting Operations and Lifting Equipment Regulations 1998\*

Manual Handling Operations Regulations 1992\*

Personal Protective Equipment Regulations 1992\*

Provision and Use of Work Equipment Regulations 1998\*

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Workplace ( Health, Safety and Welfare) Regulations 1992\*

Work at Height Regulations 2005

\* As amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

## 4.2 Fire Related Issues Considered During The Assessment

In compiling this report, consideration was given to the following fire related issues;

1. Identifying all hazards including ignition sources, fuel sources and potential sources of oxygen.
2. Occupancy levels, including Identifying those people who are at risk from fire and why.
3. The construction of the property including the fire resistance of walls, floors and ceilings, and the adequacy of the fire compartmentation.
4. Active fire detection and warning systems, including smoke detectors, fire alarm sounders and smoke vent systems.
5. Firefighting equipment such as fire extinguishers, hose reels and fire blankets, including their type, suitability and location.
6. Equipment that is inter-faced with any fire detection systems such as lifts, fire shutters, automatic fire doors and plant shut-downs.
7. Access for Fire Brigade appliances, and equipment for use by the Fire Brigade such as fire lifts, dry/wet risers.
8. Escape routes, including their location, length, number and availability.
9. Final exit doors.
10. Emergency lighting, and its testing and maintenance.
11. Fire doors and associated signage.
12. Fire exit signage and notices, fire assembly points,
13. Testing and maintenance of equipment including fire detection and warning systems, fire extinguishers and smoke vent systems.
14. Fire emergency procedures and relevant notices.
15. Fire safety training records for employees (Where applicable)

## 4.3 Useful Contact Addresses

### 4site Consulting Limited

Unit 4  
Exchange Court  
London Road  
Feering  
Essex  
CO5 9FB

Tel: 01376 572936  
Fax: 01376 571857  
E Mail: [office@4siteconsulting.co.uk](mailto:office@4siteconsulting.co.uk)  
Web: [www.4siteconsulting.co.uk](http://www.4siteconsulting.co.uk)

### HSE Books & Publications

PO Box 29  
Norwich  
NR3 1GN

Tel: +44 (0)333 202 5070  
Fax: +44 (0)333 202 5080  
Web: [books.hse.gov.uk](http://books.hse.gov.uk)

### British Standards

BSI - Standards Sales & Customer Services  
389 Chiswick High Road  
London  
W4 4AL

Tel: +44 345 086 9001  
Web: [www.bsigroup.com](http://www.bsigroup.com)

### Health & Safety Executive

Head Office  
Redgrave Court  
Merton Road  
Bootle Merseyside  
L20 7HS

To find your local HSE office, visit:  
[www.hse.gov.uk](http://www.hse.gov.uk)

### The Stationery Office (formerly HMSO) (For copies of Acts & Regulations)

TSO Customer Services  
PO Box 29  
Norwich  
NR3 1GN

Telephone orders: +44 (0)333 200 2425  
Fax orders: +44 (0)333 202 5080  
General enquiries: +44 (0)333 202 5070  
Fax enquiries: +44 (0)333 202 5080  
Web: [www.tsoshop.co.uk](http://www.tsoshop.co.uk)

### Fire Protection Association

London Road  
Moreton in Marsh  
Gloucestershire  
GL56 0RH

Tel: +44 (0)1608 812 500  
Web: [www.thefpa.co.uk](http://www.thefpa.co.uk)

### The Institution of Fire Engineers

IFE House  
64-66 Cygnet Court  
Timothy's Bridge Road  
Stratford-upon-Avon  
CV37 9NW

Tel: +44 (0) 1789 261463  
Web: [www.ife.org.uk](http://www.ife.org.uk)



## 4.4 Certificate of Conformity



### **Life Safety Fire Risk Assessment Certificate of Conformity**

This certificate is issued by the organisation named in Part 1 of the schedule in respect of the fire risk assessment provided for the person(s) or organisation named in Part 2 of the schedule at the premises and / or part of the premises identified in Part 3 of the schedule.

#### **Schedule**

**Part 1a Name of issuing Certificated Organisation:** 4site Consulting Ltd

**Part 1b BAFE registration number of issuing Certificated Organisation:** ESSX241

**Part 2 Name of client:** RG Reversions 2014 Ltd

**Part 3a Address of premises for which the fire risk assessment was carried out:**  
Melbourne Mills - Melbourne Street - Morley - Leeds - LS27 8BJ

**Part 3b Part or parts of the premises to which the fire risk assessment applies:** Landlord and common parts

**Part 4 Brief description of the scope and purpose of the fire risk assessment:** This risk assessment report is limited to the areas identified in Part 3 of this schedule and aims to identify significant risks to life from fire.

**Part 5 Effective date of the fire risk assessment:** 15/08/2024

**Part 6 Recommended date for review of the fire risk assessment:** 14/08/2026

**Part 7 Unique reference number of this certificate:** FRA51677/0325/150824/2

We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment. This certificate and scheme only relate to the elements of this report concerning life safety fire risk assessment.

Signed for and on behalf of the issuing Certificated Organisation:



**Gary Hendry**MIFSM TIFireE TechIOSH L4FireDip FSIDip DipFD

**Date of issue:** 31/08/2024 14:37:11

**Name and address of Third-Party Certification Body:** SSAIB, 7-11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne & Wear, NE25 9SX

*BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH  
www.bafe.org.uk*

**N.B.:** If this report covers more than one building or premises, it has been determined that one certificate is sufficient to cover all buildings/premises involved in the assessment as the risk assessment has been conducted as a single, coherent, documented exercise.

# EMERGENCY PROCEDURES

## IF FIRE BREAKS OUT IN YOUR APARTMENT

Inform others present, if possible close doors and windows to contain the fire and exit the apartment.

**DO NOT** attempt to try to tackle the fire.

Residents of the apartment where the fire started should make their way in an orderly fashion, via the nearest emergency escape route to a place of safety.  
Any disabled or elderly persons in the apartment may need help to escape.

**DO NOT** use any lifts

**DO NOT** use a balcony, unless it is a designated escape route from the building.

Residents of the apartment should then carry out a form of "roll call" to ensure that everybody is accounted for.

Call Fire Services.

Dial **999** and ask for the Fire Service.

Give the operator the telephone number you are calling from.

State clearly the full address where the fire exists

**DO NOT** replace the receiver until the address has been repeated back to you by the Fire Service

Once safely out **DO NOT** re-enter the property

## IF YOU ARE CUT OFF BY FIRE

Try to remain calm

Close the door nearest to the fire and use towels, sheets, or other suitable materials to block any gaps around the door. This will help stop smoke from entering the room. If possible go to the window, open it and shout for help.

If the room becomes smoke filled, go down to floor level. It will be easier to breathe as the smoke will rise upwards.

If you are in immediate danger from fire and are not higher than the first floor of a building, it may be possible to drop to the ground without injury providing you can get out of the window feet first and lower yourself to the full extent of your arms before dropping. Soft furnishings dropped first from the window may break your fall and limit the danger of injury.

<Name & Address>

<Date>

Dear < Resident >,

**RE: FIRE SAFETY IN YOUR RESIDENCE — YOUR RESPONSIBILITIES**

Under current legislation <Property Management Company> are responsible for fire-safety within the communal areas of the building. As a tenant however, you are responsible for managing fire safety within your residence. This means that in line with the Regulatory Reform (Fire Safety) Order 2005, we collectively have a duty to ensure the fire safety of the building, and we must therefore co-operate and communicate with each other accordingly.

As part of this duty we would like to draw your attention to the following:-

- ❖ If you are aware of any previous alterations within your residence, or if you have planned any that may affect the fire integrity of the building (e.g. compartmentation breached by pipework or electrical trunking) please inform us immediately.
- ❖ Ensure that the main entry door to your residence meets the requirements of BS EN 1634-1:2014/BS 8214:2016, and is half hour fire rated, and is fitted with a self-closing device and intumescent strips & cold smoke seals.
- ❖ Ensure that you are aware of the emergency plan guidance for the property.

For further useful advice of how to prevent fire in your residence please contact your local fire authority for the leaflet 'Fire Safety in The Home'.

It is in everybody's interest to do all we can to reduce the risks to health, possible loss of life and property damage posed by fire. With your continued cooperation and general fire awareness we can keep any potential risk as low as possible.

Your on-going cooperation is appreciated.

Should you require further clarification please contact <Property Management Company> on <tel No.>

**Yours sincerely**  
**Property Manager**

Attached — 'Emergency Procedures — If Fire Breaks Out in Your Flat''