FIRE RISK ASSESSMENT



Linden Court

1-23 Linden Court, Bridge Street, Swindon, SN1 1BE

ASSESSED BY	Dylan Birch
ASSESSED ON	19/08/2026
APPROVED BY	Liam Cody
APPROVED ON	26/08/2026
ASSESSMENT REF.	RB-5GRLYH
RECOMMENDED REVIEW DATE	19/08/2027
VERSION	2

COBB-UK Limited
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INTRODUCTION

Overview

A **fire risk assessment** is an organised and methodical examination of your premises, the activities carried on there and the likelihood that a fire could start and cause harm.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of premises. The legislation places certain obligations on the 'Responsible Person or Duty Holder' for the premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. The assessment set out in this document is intended to satisfy this requirement.

The 'responsible person or duty holder' is typically the employer and any other person who may have control of any part of the premises, e.g. occupier, owner, or manager.

Legislation

The main fire safety legislations that will apply to this premises:

- The Regulatory Reform (Fire Safety) Order 2005
- Fire Safety (England) Regulations 2022
- Fire Safety Act 2021
- The Housing Act 2004
- The Management of Health and Safety at Work Regulations 1999
- The Defective Premises Act 1972

Guidance

The main fire safety guidance documents that will used in conjunction with this assessment:

- The Building Regulations 2010 - Approved Document B (fire safety) volume 1: Dwellings
- BS 9999:2017 - Code of practice for fire safety in the design, management and use of buildings
- LACORS - Housing - Fire Safety
- HM Government - Fire safety risk assessment: sleeping accommodation
- Home Office - Fire safety in purpose-built blocks of flats
- Home Office - A guide to making your small block of flats safe from fire
- HSE - Maintaining portable electrical equipment - HSG107 (Third edition)

Enforcement

Your local fire and rescue authority enforces this legislation. They have the power to inspect your premises to check that you are complying with your duties under the Order. They will look for evidence that you have carried out a suitable fire risk assessment and acted upon the significant findings of that assessment.

Assessment Review

The fire risk in any building may be subject to change. Under the Order, part of the duties of the 'responsible person' is to review this assessment periodically and in the event of:

- A fire or near miss occurs
- Failure of fire safety systems (e.g. fire detection or emergency lighting)
- Changes to work processes undertaken in the building
- Alterations to the internal layout of the building
- Introduction, change of use or increase in the storage of hazardous substances

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- Significant changes to the type and quantity and / or method of storage of combustible materials
- Significant changes in the number or type of people (e.g. young persons, those with disability)

Managing Fire Safety

Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled quickly, effectively and safely or that if a fire does occur and grow, to ensure that everyone in your premises are able to escape to a place of total safety easily and quickly.

Findings

The Findings section contains actions that should be addressed based on their priority scores. Continue to implement control measures and monitor them for effectiveness.

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Action Timescales and Severities

All remedial actions are given a **timescale**. Ideally, this is the time to resolution, but where work takes longer (for example, because it is a large or more complicated piece of work), it must have at least been initiated within this timescale.

12 MONTHS	9 MONTHS	6 MONTHS	3 MONTHS	1 MONTH	1 WEEK	1 DAY	IMMEDIATE

All remedial actions are also given a **severity** which distinguishes between matters that constitute breaches of legislation and those that do not. Under the relevant fire safety legislation, breach of the requirements of the legislation in respect of fire precautions constitutes a criminal offence only if the breach results in the risk of serious injury or death of one or more persons who are lawfully on the premises, or in the immediate vicinity of the premises, in the event of fire.

BEST PRACTICE	TRIVIAL BREACH	SERIOUS BREACH
Matters that need to be addressed as good practice, but that do not constitute a significant threat to occupants	Matters that breach legislation but are not considered to constitute a serious threat to life safety	Serious breach of legislation, having the potential for serious injury to occupants

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SUMMARY

Fire Risk Assessment

ASSESSMENT AND CERTIFICATE REFERENCE
RB-5GRLYH

ASSESSED ON, BY
19/08/2026, Dylan Birch BEng, MIFireE, MIFSM, TechIOSH, CFRAR

APPROVED / VALIDATED ON, BY
26/08/2026, Liam Cody CMaPS, AIFSM, TechIOSH, AFAAM

RECOMMENDED REVIEW DATE
19/08/2027

FINDINGS
18 actions to complete
12 control measures

PRODUCED FOR
Block Management Ltd

RESPONSIBLE PERSON
Chapter Estates Ltd

SPECIFICATION CONFORMS TO
Our own internal quality system.

ASSESSMENT SCOPE
Type 1 (Non-intrusive)

Assessed Property

PROPERTY NAME
Linden Court

PROPERTY REFERENCE
COBB/BML/LC

ADDRESS
1-23 Linden Court
Bridge Street
Swindon
SN1 1BE

ASSESSING ORGANISATION
COBB-UK Limited
Alexander House Business Centre, 40a Wilbury Way, Hitchin, SG4 0AP
www.cobb-uk.com

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ASSET INFORMATION

Responsibility

Client Name
Block Management Ltd

Responsible Person
Chapter Estates Ltd

Access Arrangements
Keys required

Building

Property Type
Apartment Block

General Information
23 Flats above commercial unit

Number of Flats
23

Number of Floors
4

Floor Details
Ground: car park & commercial unit
First to third: residential

Number of Staircases
2 staircases

Number of Final Exits
3

Evacuation Policy
Stay Put Policy: A 'Stay Put' Policy is an evacuation strategy used in purpose-built blocks of flats. When a 'Stay Put' policy is put into effect, it's to keep people safe when they are not in an area directly affected by the fire. If a fire is not in their flat, they should stay inside with the doors and the windows closed. If a fire should occur in a person's flat or common areas of a building, they would be advised to evacuate and call the fire and rescue services.

Construction
Brick

Building Height
<11m

Electronic Entrance System
Yes

Car Park
Yes

Lift
Yes

Use

Cooking
No

Sleeping
Yes

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Occupancy at Risk

Sleeping Occupants
Yes

Lone Workers
Yes

Contractors
Yes

Fire Equipment

Alarm
Yes

Alarm Description
Fire Alarm System

Alarm Panel Location
Ground Floor - Main Entrance Lobby

Smoke Ventilation System
Yes

Smoke Ventilation Type
Automatic Opening Vents (AOV)

Risers
No Risers

Emergency Lighting
Yes

Emergency Lighting description
Common Areas

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FINDINGS

Summary

This is a live document and includes the current status and latest history of 18 actions and 12 controls; please see the approved report for details at the time of the assessment.

SUMMARY OF ACTIONS

Severity ▸ ▾ Timescale	Best Practice	Trivial Breach	Serious Breach
No Timescale	1	1	0
6 Months	0	1	1
3 Months	0	7	0
1 Month	0	7	0

Prevention

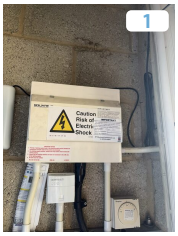
2 Negative Answers 3 Actions 4 Controls

Electrical

- ✓ Fixed installations are periodically inspected and tested
- ✓ Portable appliance testing is carried out
- ✓ There is suitable control over the use of personal electrical appliances
- ✓ All other measures have been taken to prevent fires of electrical origin

The fixed wiring inspection appears to have been in date at the time of assessment.
Fixed electrical wiring should be professionally tested every 5 years in accordance with BS 7671.

CATEGORY Maintenance: Servicing & Maintenance





No portable electrical appliances were on-site at time of assessment.

Housekeeping

- ✓ Combustible materials appear to be separated from ignition sources
- ✗ No unnecessary accumulation or inappropriate storage of combustible materials
- ✓ Gas and electricity intake/meter cupboards are adequately secured and kept clear of combustible materials
- ✓ A responsible person monitors housekeeping standards
- ✓ The overall standard of housekeeping is adequate

Remove combustibles from protected route. Inform tenants not to store items in the common areas.

REFERENCE RB-AFJ2QJ DUE 19/09/2026
LOCATION Common Areas
CATEGORY Management: Housekeeping

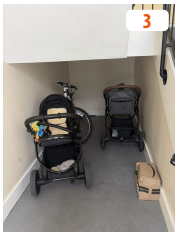
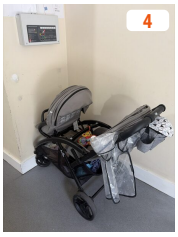
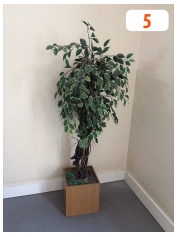
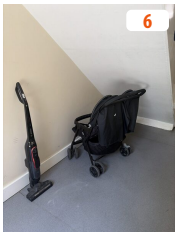
TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

ACTION CONTINUES...

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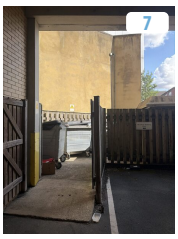
...ACTION CONTINUED

Arson

- ✓ Basic security against arson by outsiders appears reasonable
- ✓ Refuse bins are secured
- ✓ Instances of antisocial behaviour are monitored

Bins were well managed and stored at a suitable distance from the building.



Smoking

- ✓ Smoking is prohibited in appropriate areas
- ✓ There are suitable arrangements for smokers
- ✓ The smoking policy appears to be observed
- ✓ 'No Smoking' signs are displayed in the common areas
- ✓ All other reasonable measures have been taken to prevent fires as a result of smoking

There is at least one 'No Smoking' sign in each of the common parts of the building.

LOCATION Common Areas CATEGORY Management: Signage



Fire Safety Signs & Notices

- ✓ There is a reasonable standard of fire safety signs and notices
- ✗ Is the fire strategy / procedure displayed in common areas or above call points

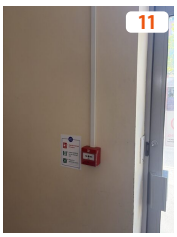
Replace fire action notices conveying 'Simultaneous Evacuation Policy' with 'Stay Put Policy'.

TIMESCALE **1 MONTH**

SEVERITY **TRIVIAL BREACH**

REFERENCE RB-R1BNNH DUE 19/09/2026
LOCATION Common Areas
CATEGORY Management: Signage






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Fix 'Fire action notice' signage, conveying 'Simultaneous Evacuation Policy' above all call points

REFERENCE RB-8W3WKA DUE 19/09/2026
CATEGORY Management: Signage

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH



Protection

9 Negative Answers 8 Actions 5 Controls

Emergency Escape Lighting

✗ A reasonable standard of emergency escape lighting has been provided

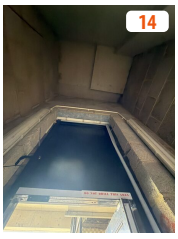
Fix emergency escape lighting in accordance with BS 5266.

The emergency lighting is not adequate.

REFERENCE RB-GIAVUG DUE 19/02/2027
LOCATION Lift Motor Room
CATEGORY Upgrades: Alarms & Lighting

TIMESCALE
6 MONTHS

SEVERITY
SERIOUS BREACH



Means of Escape

✓ Travel escape distances are reasonable
✓ There is an adequate number of exits
✓ The staircase capacity appears adequate
✓ Means of escape is clearly identified
✓ Means of escape is clear of trip hazards
✓ Means of escape is adequate
✗ Steps/edge of steps are clearly discernable and safe
✓ All fire escapes are clear of obstruction
✓ Fire exits open in the direction of travel, where necessary
✗ Fire exits are easily and immediately openable
✓ Exits are satisfactorily secured

Fix 'Turn to open' signage.

To ensure occupants are aware door can be opened manually.

REFERENCE RB-UV19F2 DUE 19/09/2026
LOCATION Final Exits
CATEGORY Management: Signage

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

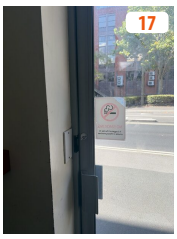
ACTION CONTINUES...

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...ACTION CONTINUED


15


16


17

Re-attach nosing strip on stairwell.

REFERENCE RB-FHUSFG DUE 19/11/2026
LOCATION Ground to First
CATEGORY Maintenance: General Repair

TIMESCALE
3 MONTHS

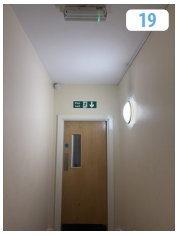
SEVERITY
TRIVIAL BREACH

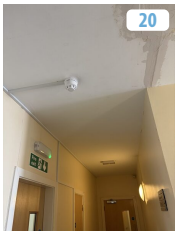

18

Escape routes and fire exits are clearly signposted.

LOCATION Common Areas

CATEGORY Management: Signage


19


20

Giving Warning

- ✗ A reasonable fire detection and fire alarm system is provided in the common areas, where necessary
- ✓ Where appropriate, a fire alarm zone plan has been provided
- ✓ Where appropriate, there are adequate arrangements for silencing and resetting an alarm condition
- ✓ The means of giving warning in case of fire are adequate

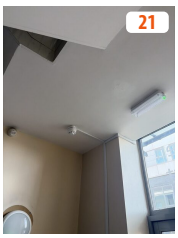
Considering the 'stay put' policy, it's advisable to remove common area audible alarm sounds to avoid potential confusion during activation and inform residents accordingly.

This building does not require communal fire alarm.

REFERENCE RB-RHQWQ1 DUE No Due Date
LOCATION Common Areas
CATEGORY Upgrades: Alarms & Lighting

TIMESCALE
NO TIMESCALE

SEVERITY
BEST PRACTICE


21

Fire zone plan fixed adjacent to alarm panel.

CATEGORY Management: Signage

CONTROL CONTINUES...

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Spread of Fire

- ✗ There are adequate levels of compartmentation between floors and between walls and the common escape routes
- ✓ There is reasonable limitation of internal linings that may promote fire spread
- ✓ There are adequate fire-protected service risers, cupboards and/or ducts in common areas, that will restrict the spread of fire and smoke
- ✓ Compartmentation is of a reasonable standard

Undertake fire-stopping works to all service penetrations to ensure adequate fire resistance.

Ensure the specified intumescent mastic/sealant is used around service penetrations. Install in line with the manufacturers installation specifications.

TIMESCALE **6 MONTHS**

SEVERITY **TRIVIAL BREACH**

REFERENCE RB-EQ7LTR DUE 19/02/2027
LOCATION Car Park
CATEGORY Upgrades: Compartmentation

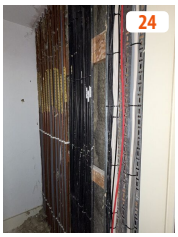


Undertake remedial works to reinstate the missing wall lining and maintain the required fire resistance of the compartment wall.

TIMESCALE **3 MONTHS**

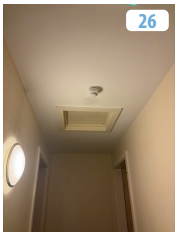
SEVERITY **TRIVIAL BREACH**

REFERENCE RB-U9Q5JH DUE 19/11/2026
LOCATION Second Floor
CATEGORY Upgrades: Compartmentation





No access into roof space on day of assessment.



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External Walls

- ✓ No external wall systems identified
- ✓ The building is below 18m

Fire Fighting & Smoke Control

- ✓ There is a reasonable smoke control system installed

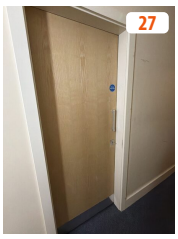
Fix 'Smoke vent' signage to door.

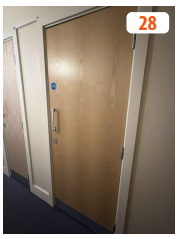
To make the Fire & Rescue Service aware of its location.

REFERENCE RB-PTCF39 DUE 19/11/2026
LOCATION First & Second Floor
CATEGORY Management: Signage

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH



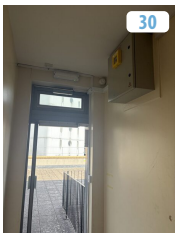


Automatic opening vent/door is installed in the communal hallway to first floor, controlled by smoke detector heads and manual control for use of the Fire & Rescue Service.

LOCATION First Floor - Flat Roof

CATEGORY Upgrades: Fire Fighting Equipment





In line with current guidance for a building of this type, no portable fire fighting equipment has been installed in communal areas.

CATEGORY Upgrades: Fire Fighting Equipment

Fire Doors

- ✓ Fire doors are adequately specified (nominal or FD30S/FD60S) with self-closers (where required)
- ✗ Do fire doors close into rebate effectively
- ✗ Gaps around the frame are within tolerance (and/or manufacturers guidelines)
- ✓ Minimum of three single axis hinges of BS EN 1935 Grade 11 or above are fitted with all screws present & intumescent pads (where required)
- ✓ There is an appropriate signage fixed to fire doors
- ✓ Fire doors are locked, where applicable
- ✓ Fire doors are kept closed, where applicable
- ✗ Fire doors are fitted with intumescent strips / smoke seals, where applicable
- ✓ All fire doors are kept clear of obstructions
- ✗ The fire door leaf, frame, self-closer, hinges and any other components are free from damages or defects

There are several issues with fire doors in this building. Please refer to Fire Door Inspection for further information.

REFERENCE RB-RTJ9I2 DUE No Due Date
CATEGORY Maintenance: Fire Door Repair

TIMESCALE
NO TIMESCALE

SEVERITY
TRIVIAL BREACH

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Management

10 Negative Answers 7 Actions 3 Controls

What is the evacuation strategy? STAY PUT

A 'Stay Put' Policy is an evacuation strategy used in purpose-built blocks of flats. When a 'Stay Put' policy is put into effect, it's to keep people safe when they are not in an area directly affected by the fire. If a fire is not in their flat, they should stay inside with the doors and the windows closed. If a fire should occur in a person's flat or common areas of a building, they would be advised to evacuate and call the fire and rescue services.

CATEGORY Management: Policy, Procedure, Drills

Residential Management

- ✓ Appropriate fire safety arrangements are in place
- ✗ There a suitable record of the fire safety arrangements
- ✗ Passenger no lift on-site

Confirm records of fire safety arrangements.

Records should be in place confirming a clear fire safety policy, the provision and maintenance of fire safety equipment, fire safety training for all relevant employees, and regular inspection of life safety systems. There should also be a designated Responsible Person appointed to oversee compliance with all fire safety requirements.

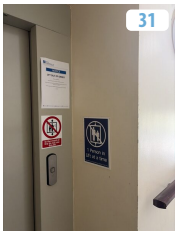
TIMESCALE 1 MONTH

SEVERITY TRIVIAL BREACH

REFERENCE RB-RVEZDG DUE 19/09/2026
CATEGORY Management: Testing, Records, Log Books

Suitable warning signed fixed to lift.

CATEGORY Management: Signage



Management have confirm passenger lift grounds to floor upon activation of fire alarm.

CATEGORY Management: Policy, Procedure, Drills

Resident Engagement

- ✗ Information on fire procedures has been disseminated to residents
- ✗ Fire safety information is disseminated to new residents

Provide fire door information to all residents, relating to the importance of fire doors in fire safety.

TIMESCALE 3 MONTHS

SEVERITY TRIVIAL BREACH

REFERENCE RB-GRHU96 DUE 19/11/2026
CATEGORY Management: Policy, Procedure, Drills

Provide fire safety instructions to all residents which includes instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building. It should also include information regarding heat and smoke detectors in their flats.

TIMESCALE 3 MONTHS

SEVERITY TRIVIAL BREACH

REFERENCE RB-BWVALM DUE 19/11/2026
CATEGORY Management: Policy, Procedure, Drills

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Maintenance & Testing

- ✗ Periodic testing & servicing of the fire detection and fire alarm systems are undertaken
- ✗ Periodic testing routines are in place for the emergency escape lighting
- ✗ Periodic testing routines are in place for the smoke ventilation system

Confirm monthly and annual testing routines for the emergency escape lighting.

Testing to be done in-line with BS 5266-1. Monthly 'flick' tests by a nominated person. Annual 3-hour drain test by a competent person.

REFERENCE RB-LL8FW7 DUE 19/09/2026
CATEGORY Maintenance: Servicing & Maintenance

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

Confirm testing and maintenance of smoke ventilation system (AOVs).

Testing to be done in-line with BS 7346-8. AOVs need to be serviced by a competent person at least once a year. Testing should be done on a weekly, monthly and 6-monthly basis. The weekly and monthly checks can be done by a person who is familiar with the system (such as the Responsible Person), but the 6-monthly tests need to be carried out by a third-party certified smoke control specialist to ensure compliance.

REFERENCE RB-I1UFLW DUE 19/09/2026
CATEGORY Maintenance: Servicing & Maintenance

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

Ensure periodic testing and servicing of the fire alarm system in line with BS 5839-1.

Manual call points should be tested weekly. Servicing should be undertaken at least once every 6-months.

REFERENCE RB-442LEQ DUE 19/11/2026
CATEGORY Maintenance: Servicing & Maintenance

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

Records

- ✗ Fire alarm tests
- ✗ Emergency escape lighting tests
- ✗ Maintenance and testing of other fire protection systems and equipment

Ensure maintenance & testing records are kept & made available at all times.

REFERENCE RB-DXGMU3 DUE 19/11/2026
CATEGORY Management: Testing, Records, Log Books

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

Information Boxes

- ✓ There is no requirement for a Premises Information Box (PIB) for the fire and rescue service

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ACTION PLAN

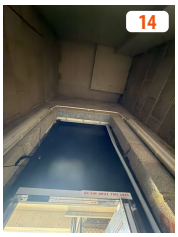
Fix emergency escape lighting in accordance with BS 5266.

The emergency lighting is not adequate.

REFERENCE RB-GIAVUG DUE 19/02/2027
LOCATION Lift Motor Room
CATEGORY Upgrades: Alarms & Lighting

TIMESCALE
6 MONTHS

SEVERITY
SERIOUS BREACH



COMPLETED ON / BY
Action complete

There are several issues with fire doors in this building. Please refer to Fire Door Inspection for further information.

REFERENCE RB-RTJ9I2 DUE No Due Date
CATEGORY Maintenance: Fire Door Repair

TIMESCALE
NO TIMESCALE

SEVERITY
TRIVIAL BREACH

COMPLETED ON / BY
Contractor instructed to action

Undertake fire-stopping works to all service penetrations to ensure adequate fire resistance.

Ensure the specified intumescent mastic/sealant is used around service penetrations. Install in line with the manufacturers installation specifications.

REFERENCE RB-EQ7LTR DUE 19/02/2027
LOCATION Car Park
CATEGORY Upgrades: Compartmentation

TIMESCALE
6 MONTHS

SEVERITY
TRIVIAL BREACH



COMPLETED ON / BY
Contractor instructed to action

Undertake remedial works to reinstate the missing wall lining and maintain the required fire resistance of the compartment wall.

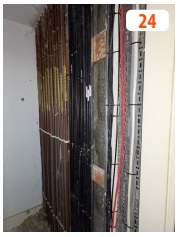
REFERENCE RB-U9Q5JH DUE 19/11/2026
LOCATION Second Floor
CATEGORY Upgrades: Compartmentation

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

ACTION CONTINUES...

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COMPLETED ON / BY

Contractor instructed to action

Re-attach nosing strip on stairwell.

REFERENCE RB-FHUSFG DUE 19/11/2026
LOCATION Ground to First
CATEGORY Maintenance: General Repair

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH



COMPLETED ON / BY

Contractor instructed to action

Provide fire safety instructions to all residents which includes instructions on how to report a fire and any other instruction which sets out what a resident must do once a fire has occurred, based on the evacuation strategy for the building. It should also include information regarding heat and smoke detectors in their flats.

REFERENCE RB-BWVALM DUE 19/11/2026
CATEGORY Management: Policy, Procedure, Drills

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

COMPLETED ON / BY

Action complete, via email, website and notice board

Provide fire door information to all residents, relating to the importance of fire doors in fire safety.

REFERENCE RB-GRHU96 DUE 19/11/2026
CATEGORY Management: Policy, Procedure, Drills

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

COMPLETED ON / BY

Action complete, via email, website and notice board

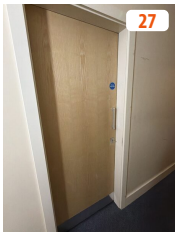
Fix 'Smoke vent' signage to door.

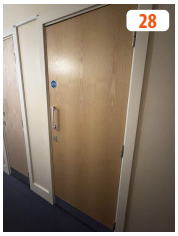
To make the Fire & Rescue Service aware of its location.

REFERENCE RB-PTCF39 DUE 19/11/2026
LOCATION First & Second Floor
CATEGORY Management: Signage

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH





ACTION CONTINUES...

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...ACTION CONTINUED

COMPLETED ON / BY

Action Complete

Ensure periodic testing and servicing of the fire alarm system in line with BS 5839-1.

Manual call points should be tested weekly. Servicing should be undertaken at least once every 6-months.

REFERENCE RB-442LEQ DUE 19/11/2026
CATEGORY Maintenance: Servicing & Maintenance

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

COMPLETED ON / BY

Currently undertaken by competent contractor

Ensure maintenance & testing records are kept & made available at all times.

REFERENCE RB-DXGMU3 DUE 19/11/2026
CATEGORY Management: Testing, Records, Log Books

TIMESCALE
3 MONTHS

SEVERITY
TRIVIAL BREACH

COMPLETED ON / BY

Currently maintained by Duty Holder

Replace fire action notices conveying 'Simultaneous Evacuation Policy' with 'Stay Put Policy'.

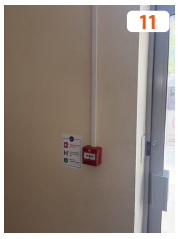
REFERENCE RB-R1BNNH DUE 19/09/2026
LOCATION Common Areas
CATEGORY Management: Signage

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH









COMPLETED ON / BY

Action Complete, removed on completion of RB-RHQWQ1

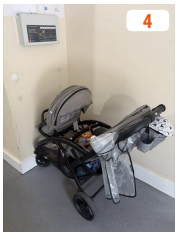
Remove combustibles from protected route. Inform tenants not to store items in the common areas.

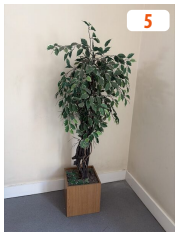
REFERENCE RB-AFJ2QJ DUE 19/09/2026
LOCATION Common Areas
CATEGORY Management: Housekeeping

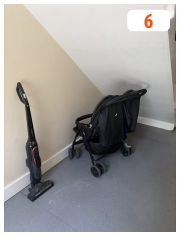
TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH









COMPLETED ON / BY

Ongoing action, residents are reminded to keep sterile area via notice board and ticketed items

Fix 'Turn to open' signage.

To ensure occupants are aware door can be opened manually.

REFERENCE RB-UV19F2 DUE 19/09/2026
LOCATION Final Exits
CATEGORY Management: Signage

TIMESCALE
1 MONTH

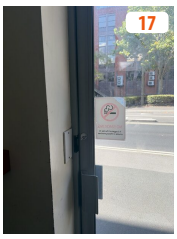
SEVERITY
TRIVIAL BREACH

ACTION CONTINUES...

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COMPLETED ON / BY

Action complete

Fix 'Fire action notice' signage, conveying 'Simultaneous Evacuation Policy' above all call points

REFERENCE RB-8W3WKA DUE 19/09/2026
CATEGORY Management: Signage

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH



COMPLETED ON / BY

Action complete, not required on completion of RB-RHQWQ1

Confirm testing and maintenance of smoke ventilation system (AOVs).

Testing to be done in-line with BS 7346-8. AOVs need to be serviced by a competent person at least once a year. Testing should be done on a weekly, monthly and 6-monthly basis. The weekly and monthly checks can be done by a person who is familiar with the system (such as the Responsible Person), but the 6-monthly tests need to be carried out by a third-party certified smoke control specialist to ensure compliance.

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

REFERENCE RB-I1UFLW DUE 19/09/2026
CATEGORY Maintenance: Servicing & Maintenance

COMPLETED ON / BY

Undertaken by competent contractor

Confirm records of fire safety arrangements.

Records should be in place confirming a clear fire safety policy, the provision and maintenance of fire safety equipment, fire safety training for all relevant employees, and regular inspection of life safety systems. There should also be a designated Responsible Person appointed to oversee compliance with all fire safety requirements.

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

REFERENCE RB-RVEZDG DUE 19/09/2026
CATEGORY Management: Testing, Records, Log Books

COMPLETED ON / BY

Duty Holder undertakes this action

Confirm monthly and annual testing routines for the emergency escape lighting.

Testing to be done in-line with BS 5266-1. Monthly 'flick' tests by a nominated person. Annual 3-hour drain test by a competent person.

TIMESCALE
1 MONTH

SEVERITY
TRIVIAL BREACH

REFERENCE RB-LL8FW7 DUE 19/09/2026
CATEGORY Maintenance: Servicing & Maintenance

COMPLETED ON / BY

Undertaken by competent contractor

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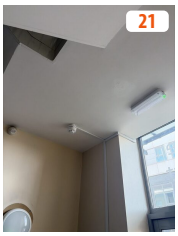
Considering the 'stay put' policy, it's advisable to remove common area audible alarm sounds to avoid potential confusion during activation and inform residents accordingly.

This building does not require communal fire alarm.

TIMESCALE
NO TIMESCALE

SEVERITY
BEST PRACTICE

REFERENCE RB-RHQWQ1 DUE No Due Date
LOCATION Common Areas
CATEGORY Upgrades: Alarms & Lighting

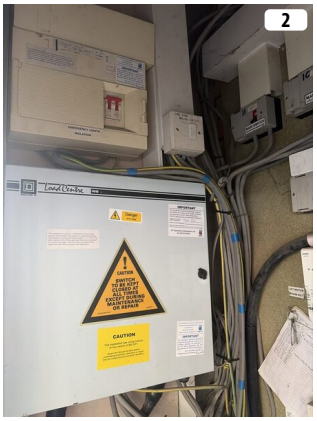


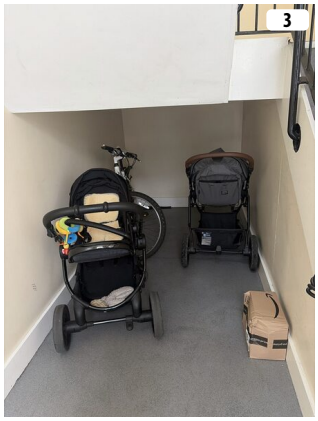
COMPLETED ON / BY
Action complete

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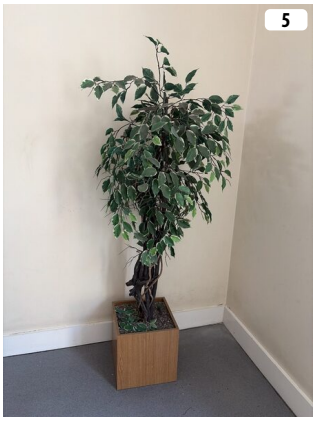
PHOTOS

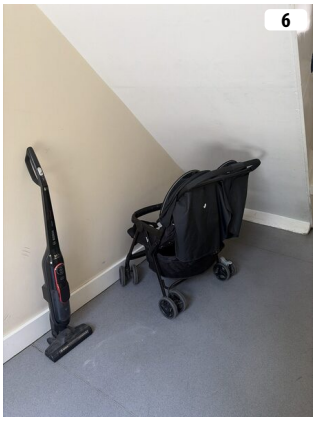


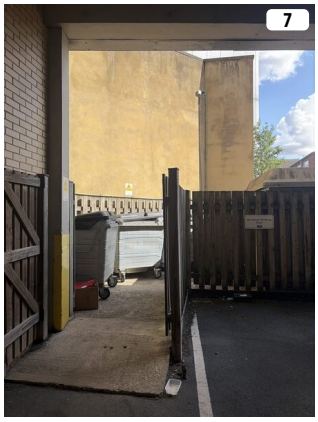






























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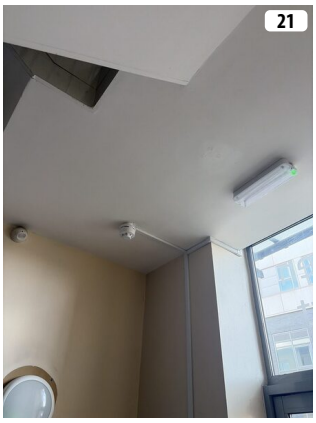
Photos Continued...


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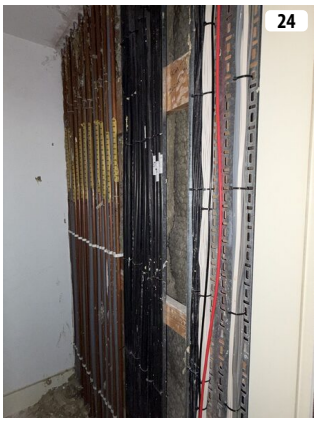

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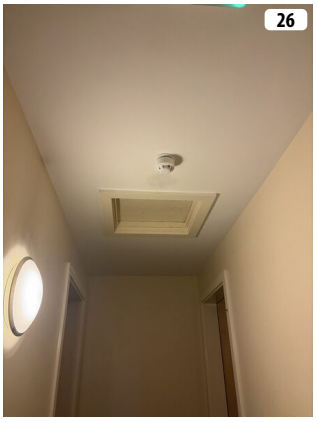

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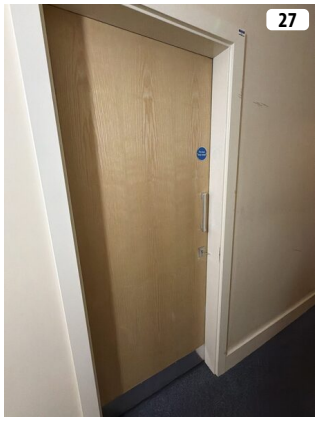

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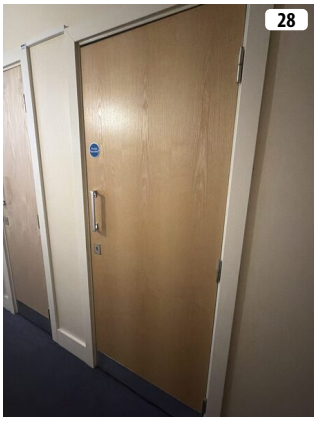

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