

Safety Case Report

Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ.



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In consultation with: Horizon Management

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Document Control	
Summary	This is the Safety Case Report document that summarises the safety case and supporting evidence for Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ.

Document Information

Role	Name/Position	Date
Document Author	Luke Morrissey, Building Safety Manager	20/11/2024
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Revision	Date	Amendments	Prepared by	QA by
1	17/07/2024	First Draft	Luke Morrissey, Building Safety Manager	JW
2	20/11/2024	Final Report	Luke Morrissey, Building Safety Manager	JW

ASSOCIATED DOCUMENTS AVAILABLE	
01/07/2022	OFR Consultants Limited - Detailed Fire Strategy Revision: R07 Project Number: LE19011
06/02/2024	Ark Workplace Risk - Type 1 Fire Risk Assessment
11/07/2023	Rider Levett Bucknall Limited – Fire Door Survey Report
16/03/2022	North West Fire Solutions Limited – EWS1 Form
Various Reg. 38	Documentation as listed (Omissions noted within relevant sections)
10/05/2024	Tetra Consultancy Ltd. - Gap Analysis and Action Plan L-400897
04/10/2024	Burgess House - Resident Engagement Strategy - Rev: CRES-2024.10-(1.0)
October 2024	HBM - Stay Put - Resident Fire Info Rev: FIR.SP.2024.24-(1)HBM
June 2024	Horizon Block Management - MOR Policy V.1
October 2024	Leaseholder Information Sheet – Fire Safety
April 2024	Fire Management Plan

1 Introduction

Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ, Safety Case Report (SCR) has been compiled to meet the requirements of the Building Safety Act 2022, associated Regulations, and the Building Safety Regulators guidance. Burgess House is considered a building in scope under the Act, being at least 18 metres in height, or having at least 7 storeys, and containing at least two residential units. The purpose of this Safety Case Report is to summarise the Safety Case for Burgess House, by making a claim for safety, presenting a coherent argument, and supplying the relevant evidence. It will identify the major fire and structural hazards associated with this building and critically review the supporting evidence to demonstrate that the risks arising are being prevented or controlled to an acceptable level. Specifically, the report will focus on demonstrating:

- How Horizon Management are keeping the residents of Burgess House safe,
- How the measures Horizon Management have in place to prevent and limit the consequences of a major accident at Burgess House, are sufficient and effective, and
- Demonstrate robust approach to the ongoing management of Burgess House, to ensure those measures remain effective and consider the building holistically.

The report will be structured under the following headings in accordance with the current BSR guidance:

1. General Information & Building Description
2. Risk Assessment and Control Measures
3. Safety Management Systems
4. Occurrence Reporting and Complaints
5. Residents' Voice
6. All Reasonable Steps

Horizon Management, on behalf of the landlord, are committed to ensuring that all buildings are safe for occupation and that all relevant information is available to ensure the fire safety and structural integrity of their properties and crucially to provide assurance to resident.

The approach to the golden thread of information is to draw on a range of specialist skills sets, both internal and external, to demonstrate compliance across the property disciplines and obtain evidence that the elements of construction have been delivered to the highest standards to ensure the safety of residents.

Horizon Management as the managing agent, will act on behalf of the landlord to ensure that all building risks that may impact the safety of the building are managed to ensure any necessary mitigation is proportionate, relevant and discharges the relevant duty or industry best practice. This document will summarise the critical building risks and how these are managed as far as reasonably practicable (SFARP). It should be noted that there are extensive policies, procedures and other supporting documents that feed into the SCR to provide the operational detail and assurance should more information be required.

1.1 Safety Case Rationale

Horizon Management are responsible for ensuring, as far as is reasonably practicable, that suitable and sufficient arrangements and resources have been put in place to safeguard the Health, Safety and Welfare of employees, residents and others affected by the work of Horizon Management. This includes Fire Safety and specific responsibilities are detailed within the Fire Safety Management Policy. In developing the Safety Case Report the following legislation, standards and guidance will be considered:

- Building Act 1984
- Building Safety Act 2022 (and all associated Regulations)
- Fire Safety Act 2021
- Regulatory Reform (fire safety) Order 2005
- The Housing Act 2004
- Fire Safety (England) Regulations 2022
- Gas Safety (Installation and Use) Regulations 1998 (as amended)
- Electrical Equipment (Safety and Use) Regulations 2016 (as amended)
- Building Regulations. Approved Document Part A Structure
- Building Regulations. Approved Document Part B Fire Safety
- Guidance on fire safety for certain types of existing Housing – LACORS
- Fire Safety in Specialised Housing
- All relevant British Standards
- All relevant HSE and Government Guidance

The following safety case evidence has been reviewed in compiling the SCR. Any significant gaps have been identified and requirements for further work or mitigation planned.

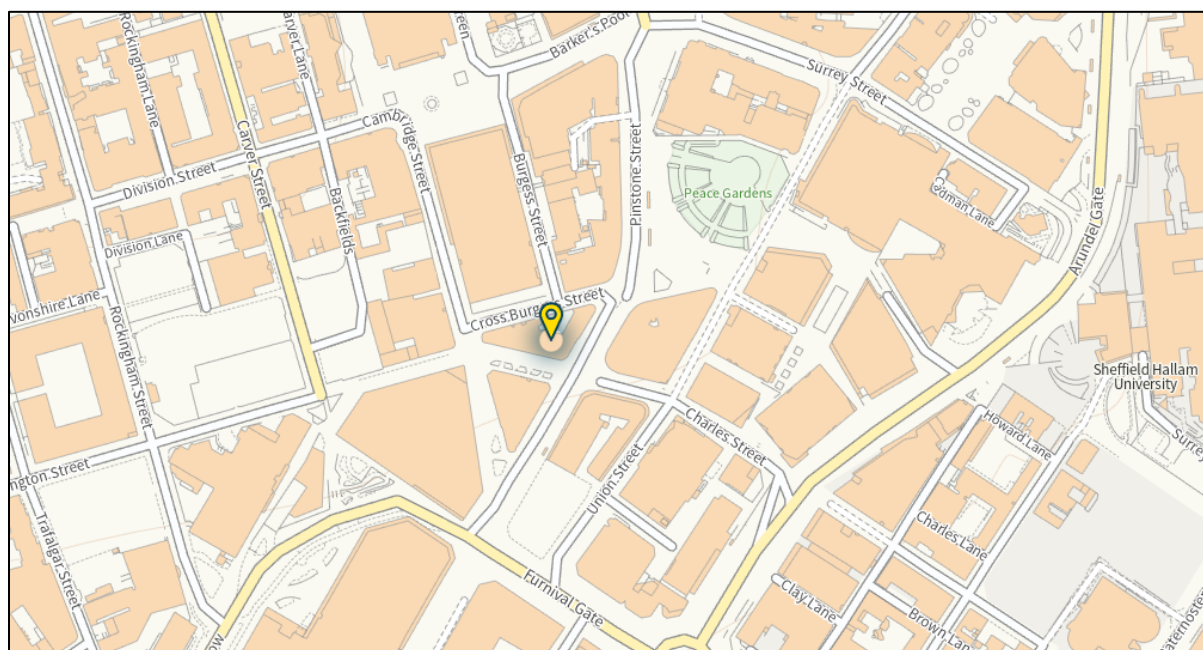
2 Registration and General Building Information

Burgess House , is now registered as a higher-risk building in accordance with the Building Safety Act and under The Building Safety (Registration of Higher-Risk Buildings and Review of Decisions) (England) Regulations 2023 so on the 31st August 2023 registration ref no HRB06592C8R8.

2.1 Building Details

Address: Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ.

Figure 1: Find my address Location



Burgess House is a building that is managed by Horizon Management (the Managing Agent), Sheffield City Council is the legal entity which owns the building.

Role	Organisation /Body	
Managing Agent	Horizon Management	
Previous Managing Agent	urbanbubble	
Legal entity which owns the building	Sheffield City Council	Principal Accountable Person (PAP)

Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ is a purpose-built residential building. It consists of 56 apartments over 7 upper floors. The building has been constructed from a is of a concrete frame with concrete infill construction, with brick and metal composite material external wall systems. The development is bordered on 3 sides by Cross Burgess Street (north), Pinstone Street (east) and the Charles Street (south).

The 7-storey residential tower is situated above double height retail units at ground, with a single basement level providing ancillary accommodation. On the same development, is a 3-storey office building above a double height ground floor retail unit, and a 5 storey existing mixed use building. Access to the residential building is via the main entrance on Cross Burgess Street, which opens into the entrance foyer with a lift and stair lobby presenting 2x passenger cars and a single protected stair core serving the residential upper levels. The block is attached to the existing and unaltered Victorian townhouses, namely Laycock House.

Burgess House is situated in the heart of Sheffield's city centre, located on Cross Burgess Street which runs between High Street and Norfolk Street. The building sits within a predominantly commercial area, characterized by retail units, offices, and mixed-use developments. The immediate vicinity includes the Orchard Square Shopping Centre, with major retailers and food establishments nearby. The area experiences high pedestrian footfall during business hours due to its central location and proximity to shopping districts.

The property benefits from excellent transport connectivity, being approximately 0.2 miles from Sheffield Interchange (the city's main bus station) and 0.6 miles from Sheffield Train Station. Multiple bus stops are located within 0.1 miles on both High Street and Church Street. The local fire authority is West Yorkshire Fire and Rescue Service. Sheffield Central Fire Station is situated 0.4 miles to the west on Eyre Street, providing efficient emergency response coverage to the area.

The elevation is approximately 24m at the highest point, with accommodation from 1st floor through to the 7th floor. Balconies and cladding are affixed to the fascia of the building. The residential building is provided with a firefighting shaft including a dry riser, firefighting utility access is provided within 18m of the mains inlet point. The premises has 7 upper storeys of residential accommodation from the 1st floor to 7th floor. The ground floor provides an entrance lobby for the block, with access to the lift cars and protected stair core opposite the Concierge's desk with post room to the rear. On the lower ground level, is the residential bin store, store rooms, the electrical and mechanical riser cupboards, staff room and retail emergency exit points.

Evacuation Policy: Stay put (defend in place).

UPRN: 10095376940

Building Height: 18.9 metres (This is measured from ground level to the top floor, not the roof)

Number of floors: 8 floors

Number of residential units: 56.

Number of Stairwells: The building utilises 2 lift cores and 2 stair cores. The stairs are arranged with 1 serving residential areas ground to 7th floor, and the second serving back of house areas being basement, lower ground to ground floor level.

Number of Lifts: 2 lifts.

Number of floors below ground level: 2.

Connections to other buildings: Yes, Shared wall with no door

Year Built: 2019.

Local fire authority: West Yorkshire Fire and Rescue Service.

Fire loss experience: None advised.

Enforcement history: None disclosed.

Attached Feature: Balconies, Machinery in a room on the roof, Roof lights.

Changes since Completion: N/A

Building Construction: The building has been constructed from a is of a concrete frame with concrete infill construction, with brick and metal composite material external wall systems.

Riser: Dry riser present with outlets in the stair at every level including ground.

Fire Doors: 56 Residential Fire Doors, 64 Communal Fire Doors. Apartments are protected by FD30S fire doors with self-closing devices.

Energy Supplies: District or communal heating and mains electrical supply. Solar panels

Commercial Units: Yes

Automatic fire detection and warning System installed: The Grade D Category L1 system provided have smoke detection in all areas of the relevant apartments with the exclusion of toilets, bathrooms or shower rooms. A heat detector is located in the kitchen area. Grade D Category L2 systems have smoke detection in the open plan living area only with the allowance of a heat detector in the kitchen area. Apartments with a protected entrance hall layout have Grade D Category L2 provision. Open plan apartments with a travel distance less than 9m have Grade D Category L2 systems, while apartments with a travel distance greater than 9m have a Grade D Category L1 provision. Residential common corridors are provided with L5 coverage for activation of the ventilation system, and plant rooms, bin stores and Landlord areas are provided with L2 coverage. The control panel for fire and life safety system on site is located in the ground floor entrance lobby where there is also smoke controls for firefighting crews and a PAVA system. It was reported that there is an 'Evacuate' button also fitted to the fire panel if full building evacuation is needed by the Fire and Rescue Service. There are no manual fire alarm call points installed in residential areas.

Security measures: CCTV, Security alarm, Key Access, Fob access and Intercom door entry.

Means of escape as follows: Means of escape for occupants on site is via the communal lobbies/corridor areas leading to the main internal protected staircase core from all floors leading to the ground floor main entrance/final fire exit points. The evacuation strategy for the residential units is reported to be Stay Put / Defend In Place which is considered to be suitable and sufficient. Common / Landlord areas will adopt a separate simultaneous evacuation procedure i.e. all occupants of the affected area evacuate should the fire alarm sound. Activation of an alarm within a retail units of the development will not affect landlord areas.

The main fire legislation applicable to this building includes, The Building Regulations and The Regulatory Reform (Fire Safety) Order 2005.

2.2 Duty Holders and Relevant Persons

Sheffield City Council have appointed Horizon Management to undertake the duties of the PAP but understand that accountability ultimately remains with Sheffield City Council as the PAP. Details of the relevant Duty Holders are shown in Table 1 below:

Table 1: Relevant Duty Holders

Duty Holder Title	Named Duty Holder	Contact details (Address, Email, Phone)
Principal Accountable Person	Sheffield City Council	1 Union Street Howden House Sheffield S1 2SH
Responsible Persons	Horizon Management	Aizlewood's Mill, Nursery Street, Sheffield, S3 8GG

Table 2: Consultants/Partners

Company Name	Aspect of Involvement	Contact details (Address, Email, Phone)
Tetra Consulting Ltd.	Safety Case/ Fire Advice Gap Analysis & Action Plan	8 Bloomsbury Street, London, WC1B 3SR
OFR Consultants Limited	Detailed Fire Strategy	Sevendale House, Lever Street, Manchester, England, M1 1JA
Ark Workplace Risk Ltd.	Fire Risk Assessment	Warnford Court, 29 Throgmorton Street, London, EC2N 2AT
Rider Levett Bucknall Limited	Fire Door Survey Report	One Eleven, Edmund Street, Birmingham, West Midlands, B3 2HJ
North West Fire Solutions	EWS1 Form	C/O Venture Finance Management, Suite 101, Cotton Exchange, Old Hall Street, Liverpool, England, L3 9LQ

2.3 Property Operating and Maintenance Manuals

These have been submitted and reviewed as part of the SCR, as have some O&M manual information for this project. Documents provided have been reviewed, and these are listed below. Additional evidence has been provided from the recent Ark Workplace Risk - Type 1 Fire Risk Assessment dated 06/02/2024

2.4 Façade Description

Claim – There is Low level of risk attached as regards external fire spread.

Argument – The materials used in the external wall build-up are compliant with the guidance in the relevant version of the Approved Document B at the time of construction.

Evidence - Extract from North West Fire Solutions Limited – EWS1 Form dated 16/03/2022.

OPTION A (Note 1) – Where external wall materials are unlikely to support combustion

I confirm that:

- I meet the professional body membership and competence criteria as described in Note 2.
- In relation to the construction of the external walls, to the best of my knowledge the primary materials used meet the criteria of limited combustibility (Note 5) or better, and cavity barriers are installed to an appropriate standard in relevant locations (Note 6).
- In relation to attachments to the external wall (tick one of the following):
 - ☐ A1 – There are no attachments whose construction includes significant quantities of combustible materials (i.e. materials that are not of limited combustibility (Note 5) or better).
 - ☒ A2 – There is an appropriate risk assessment of the attachments confirming that no remedial works are required.
 - ☐ A3 – Where neither of the above two options apply, there may be potential costs of remedial works to attachments (Notes 7 and 8).

2.5 Resident Profile

There is 56 apartments over 7 upper floors these are occupied and contain sleeping occupants typical of a general needs housing block. There will be persons of various ages and physical and mental health abilities.

The property has a risk profile, as defined within BS9999:2017 as being Residential Risk profile Ci (Long term individual occupancy with a medium fire growth rate). The minimum requirements as defined within the BS9999:2017 requires that the system employed within the building, based on this risk profile, is detection in individual units. The detection provided within the property therefore exceeds these requirements with Grade D Category L1 and L2 detection in residential units

2.6 Floor Plans

There is no Building Information Model (BIM) for Burgess House and there are currently no plans to produce one. Floor plans, fire strategy and fire safety management plans have been developed and provide sufficient information for risk management purposes and there is limited perceived benefit from BIM at this stage. These have been reviewed as part of the emergency arrangements in this report and in compliance with the requirements of the Fire Safety (England) Regulations 2022.

HSE GUIDANCE Building Description

- When it was built and the relevant standards, such as building regulations, in force at the time.
- Its height and the number of storeys.
- Details of its design and construction, including external wall systems and services and utilities relevant to building safety.
- Information about any building work, such as refurbishment, relevant to building safety that has taken place since it was built.
- The number and type of flats.
- The resident profile – for example, the approximate number of residents, and whether any residents need extra assistance to evacuate in an emergency.
- Floor plans to show the interior layout, both as built, and as now.

3 Risk Assessment and Control Measures

Burgess House, has received a number of risk assessments and surveys post occupancy to provide assurance on the fire and structural risks associated with the building with a focus on life safety outcomes.

Type 3 fire risk assessments will be carried out on an annual basis, or sooner should there be any significant changes to legislation, guidance or an incident that would prompt an earlier assessment. An annual frequency is deemed suitable given the risk profile and standard of management in this building. Any change in recommended frequency would be raised in the FRA.

3.1 Property Fire Risk Assessment

The most recent Fire Risk Assessment (FRA) was carried out by Ark Workplace Risk - Type 1 Fire Risk Assessment dated 06/02/2024.

Claim – A suitable and sufficient fire risk assessment has been completed for Burgess House , in accordance with current legislation and best practice.

Argument –Fire Risk Assessment (FRA) was carried out by Ark Workplace Risk - Type 1 Fire Risk Assessment dated 06/02/2024, which has been reviewed against current best practice.

Evidence – The Consultant has noted a total of 26 uncontrolled risks which were considered to be Moderate in nature, and these have been fully detailed within the main body of this report along with recommendations that our Fire Risk Assessor deems necessary to reduce or maintain the risks from fire at a Tolerable level. *The client has since actioned or put additional measures in place to address the highlighted risk actions*

The Moderate level risks are as follows:

1. Provide a documented fire emergency plan.
2. Ensure that a Premises Information Box is provided at the entrance to the residential property. ***Client states Action Complete***
3. Ensure that appropriate wayfinding signage for fire and rescue personnel is provided at each floor level within the staircases.
4. Undertake daily inspections on the maintained emergency lighting units. ***Client states Emergency lights are inspected by the onsite staff 4 days per week.***
5. Provide and communicate emergency evacuation procedure to occupants of the building. ***Client has since provided.***
6. Ensure details on fire action notices are correct and up to date. ***Client states Action Complete***
7. Provide fire safety awareness training for staff.
8. The responsible person must make and give effect to appropriate arrangements for the effective planning, organisation, control, monitoring and review of preventative and protective measures.
9. Undertake daily/regular Fire Patrols within the property to ensure that all fire safety routes, gangways and fire safety equipment are in place and available. ***Client states Inspected and completed by onsite staff 4 days per week.***
10. Devise and implement a resident engagement strategy for this property. ***Client has since provided.***
11. Ensure extension lead are regularly checked and tested (PAT).
12. Ensure fixed electrical wiring circuits/systems are inspected at routine intervals.
13. Maintain dry / wet riser. ***Client states Servicing completed October 2024.***
14. Maintain fire detection and alarm system. ***Client states Servicing completed October 2024.***
15. Maintain firefighting equipment. ***Client states Servicing completed October 2024.***
16. Maintain the firefighting lift. ***Client states Servicing completed October 2024.***
17. Maintain sprinkler system. ***Client states Servicing completed October 2024.***
18. Establish emergency lighting maintenance, inspection, and test records. ***Client states Servicing completed October 2024.***
19. Establish Automatic Opening Ventilation (AOV) systems maintenance, inspection, and test records. ***Client states Servicing completed October 2024.***
20. Ensure that fire safety signage is appropriately sited and provides clear information.
21. Provide internal fire doors conforming to the relevant standard.
22. Ensure that the door sets between the residential units and the common areas provide the required levels of fire resistance.
23. Provide fire stopping to ducts and service risers.
24. Provide a means of communication within the refuge area to allow a disabled user to alert those responsible for the evacuation of their presence.
25. Fire stopping is not provided within protected shafts.
26. Ensure that remediation and/or additional investigations of the external wall system is undertaken in accordance with the FRAA which indicates that the risk of fire in respect of the external wall systems cannot be considered to be low and/or remediation is recommended.

Please refer to FRA for full breakdown of Highlighted action and recommendations.

3.2 Bowtie Risk Assessment Summary of Burgess House

In addition to the annual fire risk assessment, structural survey and other evidence provided for Burgess House, a high level, holistic risk appraisal has been conducted as part of this SCR. The risk assessment is represented in a bowtie risk assessment diagram with accompanying risk table shown in figure 2 below and in table 2 in appendix 1 to this report.

The assessment establishes that all the potential causes of an uncontrolled fire and or structural collapse have been identified and that suitable prevention and control barriers have been implemented along with suitable defence and recovery barriers should an event happen.

Claim – all relevant fire safety and structural safety risks have been identified and recommendations made to either prevent them or where this is not possible adequately control those risks to an acceptable level.

Argument – Competent contractors and consultants have been selected using current best practice, to conduct relevant surveys and risks assessments at appropriate frequencies, making recommendations which have either been actioned or are part of planned works.

Evidence – This report refers to a number of surveys and risk assessments including OFR Consultants Limited - Detailed Fire Strategy Revision: R07 Project Number: LE19011 dated 01/07/2022, Ark Workplace Risk - Type 1 Fire Risk Assessment dated 06/02/2024, Rider Levett Bucknall Limited – Fire Door Survey Report dated 11/07/2023, and North West Fire Solutions Limited – EWS1 Form dated 16/03/2022.



Figure 2: Bowtie Risk Assessment Overview for Burgess House

3.3 Additional Risk Assessments from other Duty Holders

The building is currently used for commercial and residential use with Horizon Management being the Responsible Person, and Sheffield City Council, the Principal Accountable person for the block. As such there are additional FRAs or surveys that need to be considered at this stage. Should any part of the building come under the control of a contractor or commercial tenant then the relevant FRA would be taken into account accordingly.

If your building has more than one accountable person (AP), your report should describe the findings of each AP's risk assessment, and the approaches taken.

3.4 Fire Compartmentation

The fire compartmentation has been reviewed in accordance with Building Regulations and current fire safety legislation and standards.

Claim – The standard of fire compartmentation in Burgess House, is deemed unsuitable and insufficient in certain areas, several issues exist as regards both fire stopping and fire compartmentation, Although, deemed suitable and sufficient to support the established 'stay put' strategy for the building.

Argument – The fire resisting capabilities of the materials used in the ceilings, floors and walls meets the relevant requirements and all fire rated doors have been suitably installed and maintained (except issues as noted). There, are several issues as regards penetrations without suitable fire stopping, which also require addressing, so as to prevent smoke and fire spread.

Evidence – Summary from the recent Ark Workplace Risk - Type 1 Fire Risk Assessment dated 06/02/2024.

Summary from FRA, specific to compartmentation:

The Moderate level risks are as follows:

Provide fire stopping to ducts and service risers. Service riser cupboards have been effectively fire stopped horizontally and vertically at appropriate intervals, with fire batt and intumescent mastic used along any linear penetrations. Documentation regarding the annual drop testing of fusible links within the air handling ducting was not available for review. It is recommended that fire dampers be subject to annual drop testing with records retained as evidence.

Please refer to FRA for the full breakdown of highlighted actions and recommendations.

The building overall measures more than 18m in height when measured from the lowest point. An automatic fire detection and warning (alarm) system is installed in the main landlord responsible common areas of the property consisting automatic heat/smoke detectors. Smoke detection devices in common areas are provided in the staff room, bin store, risers, plant rooms, and in the residential corridors leading to the stairwell. The Grade D Category L1 system provided have smoke detection in all areas of the relevant apartments with the exclusion of toilets, bathrooms, or shower rooms. A heat detector is located in the kitchen area. Grade D Category L2 systems have smoke detection in the open plan living area only with the allowance of a heat detector in the kitchen area.

The compartment floor is 60 minute Fire Rated between the retail units (First Floor) and the flats (Second Floor).

3.5 Property Fire Door Information

It is a requirement that the manufacturers are to have their fire doors assessed by subjecting them to a test procedure as specified in BS EN 1634-1. Tests are made on complete door assemblies: i.e. the fire door and doorframe with all the requisite hardware (e.g. locks, latches, hinges, etc.). The assembly, or door set, as it is also known, is fixed in a wall representing its use in practice.

It is acceptable to provide doors on electromagnetic door hold open devices which release on the operation of the fire alarm and detection system. Any smoke detectors included to assist with providing early closure of these doors will be located suitably close to the doors.

All doors necessary for escape which are provided with access controls will be provided with a suitable override facility that is acceptable to the approving authorities.

Claim – Suitable and sufficient fire doors have been installed to prevent the spread of fire and smoke, protect all escape routes, and support the established ‘stay put’ strategy. A few issues have been noted (mostly fair wear and tear), which may promote the spread of fire and smoke, and potentially comprise all ‘protected escape-routes.’ (*See below ref remedial works and relevant reports*)

Argument – From the Fire Door Survey, the majority of the communal fire doors are compliant as regards current regulations, albeit fire door certifications not present. Once all remedial works has been undertaken, the client is to ensure this is correctly filed as per Regulation 38 requirements.

Evidence – Rider Levett Bucknall Limited – Fire Door Survey Report dated 11/07/2023

In total there are 120no. fire doors present at Burgess House. 104 were accessible and inspected.

64/104 inspected fire doors passed and are deemed compliant with fire safety standards.

40/104 inspected fire doors failed and are deemed non-compliant with fire safety standards.

All communal doors were inspected. Attempts were made to access all apartment doors however 16no. apartment doors were not available to be inspected at the time of survey.

Of the 104no. doors available for inspection:

- Full door replacement is not recommended to any doors.
- Remedial works are required to 40no. door sets.

Recommendation to inspected all flat entrance doors, and undertake similar survey as per communal fire doors for all resident flat entrance doors, so as to verify compliance with self-closer fitment BS EN 1154: 1997 (+) A1;2002/AC:2006, and other standards/regulations – Refer to Government Guidance Fact sheet: Fire door (regulation 10) [Fact sheet: Fire doors \(regulation 10\) - GOV.UK \(www.gov.uk\)](#)

The following matrix is provided to illustrate current for door standards, should such fire doors require complete replacement:

Locations	When tested in accordance with BS476-22	When tested in accordance with BS EN 1634-1
Apartment entrance doors	FD30S Self Closing	E30S Self Closing
Stair Enclosure	FD60S Self Closing	E60S Self Closing
Apartment internal hallway door	FD30s	E30s
Apartment stair doors	FD60S Self Closing	E60S Self Closing
Riser doors	FD60/FD60S	E60/E60S
Doors separating purpose groups	FD60S Self Closing	E60S Self Closing
Lift doors	FD60	E60
Cross corridor doors	FD30S Self Closing	E30S Self Closing
Plant room doors	FD60/FD60S Self Closing	E60/E60S Self Closing
Store doors	FD30/FD30S Self Closing	E30/E30S Self Closing
Plant Rooms containing Life Safety	FD60/S	E60/S

A summary of the FRA findings is:

The Moderate level risks are as follows:

1. Ensure that the door sets between the residential units and the common areas provide the required levels of fire resistance.
2. Provide internal fire doors conforming to the relevant standard.

Please refer to the FRA for a full breakdown of highlighted actions and recommendations.

3.6 Property Fire Strategy Summary

Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ has a Detailed Fire Strategy completed by OFR Consultants Limited - Revision: R07 Project Number: LE19011 dated 01/07/2022, which underpin subsequent FRAs and established that the correct fire engineering and passive fire protection is in place for the building.

Claim – A clear set of measures encompassing fire precautions, management of fire safety and fire protection has been established from base-built design.

Argument – The current fire strategy document has been developed and reviewed as part of the SCR. It is recommended that the Fire Strategy is reviewed Annually.

Evidence - The Fire Strategy has been completed by OFR Consultants Limited - Detailed Fire Strategy Revision: R07 Project Number: LE19011 dated 01/07/2022.

Regulations

If required, *BS 9991: Fire safety in the design, management, and use of residential buildings - Code of practice* and other fire safety guidance will be used.

Building Classification

Burgess House development includes several distinct purposes groups, as defined within Appendix D of ADB. This consist of:

- **Purpose Group 1(a) – Flats – Residential.** There is 56 apartments over 7 upper floors.
- **Purpose Group 4 – Shop and Commercial.** Commercial unit on ground floor.
- **Purpose Group 7(b) – Storage and other non-residential.** The Basement area, Plantrooms and Bin store is to be considered as purpose group 7(b).

Means of Warning and Escape

Alarm and Detection

An automatic fire detection and warning (alarm) system is installed in the main landlord responsible common areas of the property consisting automatic heat/smoke detectors. Smoke detection devices in common areas are provided in the staff room, bin store, risers, plant rooms, and in the residential corridors leading to the stairwell.

The Grade D Category L1 system provided have smoke detection in all areas of the relevant apartments with the exclusion of toilets, bathrooms, or shower rooms. A heat detector is located in the kitchen area. Grade D Category L2 systems have smoke detection in the open plan living area only with the allowance of a heat detector in the kitchen area. Apartments with a protected entrance hall layout have Grade D Category L2 provision. Open plan apartments with a travel distance less than 9m have Grade D Category L2 systems, while apartments with a travel distance greater than 9m have a Grade D Category L1 provision. Residential common corridors are provided with L5 coverage for activation of the ventilation system, and plant rooms, bin stores and Landlord areas are provided with L2 coverage.

The control panel for fire and life safety system on site is located in the ground floor entrance lobby where there is also smoke controls for firefighting crews and a PAVA system. It was reported that there is an 'Evacuate' button also fitted to the fire panel if full building evacuation is needed by the Fire and Rescue Service. There are no manual fire alarm call points installed in residential areas. The apartments are provided throughout with sprinkler systems designed and installed in accordance with BS 9251. A extraction system is provided within all upper floors with smoke ventilation located in communal lift lobby areas. The AOV is 1.0m² and leads into a smoke shaft of 1.5m². The protected stair has Automatic Opening Vent (AOV) at the head which measures 1.0 m².

A firefighting dry riser system is installed in the property with the main inlets located at the ground level at the buildings main entrance points and outlets located in the lobby areas on all upper floors. Fire curtains prevent smoke spread via the residential lifts to the firefighting shaft on the levels above. 120-minute fire curtains in accordance with BS 8524:2013 parts 1 and 2 are provided to the lifts at ground level on the entrance lobby side. These descend upon activation of a local smoke detector in the ground floor lobby. Apartments are protected by FD30S fire doors with self-closing devices. Emergency lighting is provided throughout. A refuge communication system has not been provided for the premises.

As per the relevant sections of this report, the flat's building envelope has been designed using only materials of limited combustibility throughout the external wall construction and is therefore considered to meet the standards of the new regulations as required. In accordance with the Local Government Association (the LGA) Guide: Fire safety in purpose-built blocks of flats, the block of flats shall be built to contain a fire to the demise of origin for a suitable period of time such that the building can support a stay-put policy.

Fire curtains

Fire curtains prevent smoke spread via the residential lifts to the firefighting shaft on the levels above. 120-minute fire curtains in accordance with BS 8524:2013 parts 1 and 2 are provided to the lifts at ground level on the entrance lobby side. These descend upon activation of a local smoke detector in the ground floor lobby.

Sprinklers

The apartments are provided throughout with sprinkler systems designed and installed in accordance with BS 9251.

AOV

A extraction system is provided within all upper floors with smoke ventilation located in communal lift lobby areas. The AOV is 1.0m² and leads into a smoke shaft of 1.5m². The protected stair has Automatic Opening Vent (AOV) at the head which measures 1.0 m².

The flats shall adopt the following approach:

If a fire occurs within a flat, the occupants (or the automatic detectors) alert others in the flat who will then make their way out of the building, and they shall then summon the fire and rescue service. If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service. All other persons not directly affected by the fire would be expected to 'stay put' in their flats unless directed to leave by the fire service when they are in attendance.

The level of alarm coverage in the flats shall be to category LD1 Grade D standard, in accordance with BS 5839-6:

Common Areas

Automatic smoke detectors are provided to activate smoke ventilation systems. Automatic fire detection is also provided in the plant rooms, the refuse store, and the electrical switch room.

A refuge communication system has not been provided for the premises.

Horizontal means of escape

Residential Flats

Flats should be protected with a protected entrance hall. The travel distance within this protected entrance should not exceed 9m. There is no travel distance recommendation for rooms within a flat, as long as these are accessed from a protected entrance hall. All flats in the development contain protected entrance halls.

Location	Risk Profile	Maximum Travel Distance (m)	
		One Way travel	Two-way travel
Residential (Common Area)	Ci	7.5	30

Table 13: Travel distances - Detailed in BS 9991:2015

The common corridors are separated from the accommodation by construction providing not less than 60 minutes fire resistance (integrity and insulation) with doors of nominal FD30 specification.

Residential Storeys (1-7)

These floors shall adopt a stay put evacuation strategy as per BS 9991. Residential apartments shall only evacuate where the fire alarm within that apartment sounds. Upon activation of a detector, this will trigger the fire alarm within the apartment of fire origin; the other apartments will not be automatically notified. It is expected that once the occupants from the flat of fire origin have evacuated from the building, they will call the Fire and Rescue Service. Activation of an alarm within a residential apartment will not activate the fire alarm in the retail units, ancillary accommodation below, or adjoining office building. Activation of a detector within the landlord areas will operate the active systems in that area (e.g. smoke ventilation). Only sounders in the landlord areas at the ground and basement levels will activate, and no residents will be alerted to evacuate unless instructed by the fire service.

Non-Residential Storeys (B, LG, UG)

Retail Areas - These units will only evacuate where the fire alarm within that unit sounds. The evacuation regime for each individual unit will be simultaneous evacuation, whereby all occupants within the unit of fire origin will evacuate upon activation of the detection and alarm system.

Landlord Areas – These areas will adopt a separate simultaneous evacuation procedure i.e. all occupants of the affected area evacuate should the fire alarm sound. Activation of an alarm within a retail unit will not affect landlord areas.

Office Building

Office floors – These floors will operate a simultaneous evacuation regime, whereby all occupants within the office will be evacuated upon activation of the detection and alarm system anywhere in the building.

Retail unit - This unit will only evacuate where the detection within that unit sounds. The evacuation regime for the individual unit will be simultaneous evacuation, whereby all occupants within the unit will evacuate upon activation of the detection and alarm system.

3.7 Structural Integrity

Due to the sleeping risk present, the building has been provided with compartment floors and therefore has been assessed accordingly and information was provided within the O&M manuals as part of the Regulation 38 documentation. The maximum area considered for external fire spread will be the largest compartment (flat) on each façade or the common area located on ground floor.

The method used is the enclosing rectangle method in BR 187 – 2nd Edition: External Fire Spread Building Separation and Boundary Distances. The building's allowable unprotected areas are assessed against an enclosing rectangle as described in BR 187. Therefore, the largest compartment on each façade of the blocks will be used to calculate the minimum requirement for unprotected areas.

Under BS 9991, the relevant boundary should be taken as the boundary to which the separation distance is measured. However, if the external façade faces onto a space which is unlikely to be developed, such as a road, the boundary may be assumed as a notional boundary line halfway across this feature. The minimum boundary distances for each façade, as shown in the figure below, are calculated on the assumption that 100% of the façade is unprotected. This has been compared to the boundary distances shown on the site plan.

It should be highlighted that the above provision applies to all products, materials and components that will become part of the wall or anything within any space forming part of the wall. External fire spread calculations have been undertaken to show that fire will not spread from the Burgess House development to any nearby structures. External fire calculations have been completed in accordance with BR 187.

3.8 Maintenance

Horizon Management has a maintenance regime in place for all their properties to demonstrate compliance., documentation was presented at time of report to verify statutory and regulatory compliance.

Inspections of all planned maintenance in all parts of the property will be scheduled in accordance with current guidance. Inspections will be undertaken by a competent contractor. Checks will be made on their competence before appointing them including their history of undertaking work in high-rise residential buildings and confirming their registration. Inspections of fixed electrical installations in common parts of the building will be scheduled every 5 years in accordance with current guidance. Inspections will be undertaken by a competent contractor. Checks will be made on their competence before appointing them including their history of undertaking work in high-rise residential buildings and confirming their registration.

Reports are reviewed by Horizon Management onsite team. Recommendations are either actioned (if within allocated budgets) or discussed at management meetings if capital expenditure approval is required.

If any areas or systems could not be inspected – for example because access was not possible – these are noted. They are then followed up as soon as possible by the appropriate manager.

Progress with planned maintenance is discussed at senior management meetings.

Inspection reports and details of works carried out are kept electronically within the company's document management system.

4 Safety Management System

Management of Burgess House is the responsibility of Horizon Management. Regulation 38 of the Building Regulations require that the Fire Strategy be brought to the attention of building management and incorporated into the risk assessment that will have to be carried out post occupation under the Regulatory Reform (Fire Safety) Order together with staff training, systems maintenance etc. and documented.

The Fire Strategy requires that the responsible person for Horizon Management meets the requirements of the RRO in respect of:

- Ensuring that measures are in place to measure, assess and reduce the risk of fire and the risk of the spread of fire within the premises.
- Ensuring that measures are in place to provide adequate means of escape for those using the premises.
- Ensuring that measures are in place for securing such means of escape.
- Ensuring that all appropriate means of fire-fighting fire are maintained.
- Ensuring that measures are in place for detecting fire on the premises and giving warning in case of fire on the premises.
- Ensuring that in the event of a fire, measures are in place to provide adequate instruction and training of its employees.
- Ensuring that in the event of a fire, measures are in place to mitigate the effects of such a fire.
- Police liaison
- Tenant liaison with the tenants nominated representatives.
- Liaison with Estate Management Team Senior Management
- Facilitating evacuation/re-occupation
- Securing the Property

Occupants are also responsible persons and have the same responsibilities to their demised areas.

Horizon Management are responsible for the management of all Fire Safety systems installed during the base build; any further installations included within the property by the occupiers are the responsibility of those occupiers as responsible persons. Day to day management of Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ requires that:

- Any contractors carrying out works must have a permit in place issued by the Property Services Team and the necessary isolations put in place.
- Occupiers note that all work undertaken by any contractor within their demised areas, which will have an impact on the base build, landlords or the Life Safety systems then they must be subject to such permits to work which are available from Property Services Team.
- Fire Maintenance Contractors are fully inducted for safe work practices and are fully qualified to carry out maintenance on Fire Safety systems.
- Security is with Horizon Management, with both concierge staff on site and CCTV.
- All Fire Safety systems under Horizon Management control are monitored, managed, maintained, and inspected in accordance with the relevant codes of practice and requirements.

As part of the Management Strategy for the property, and in order to ensure that Fire Safety and Fire Safety systems within the property is managed appropriately the following cycle / approach shall be adopted by Estate Management Team.

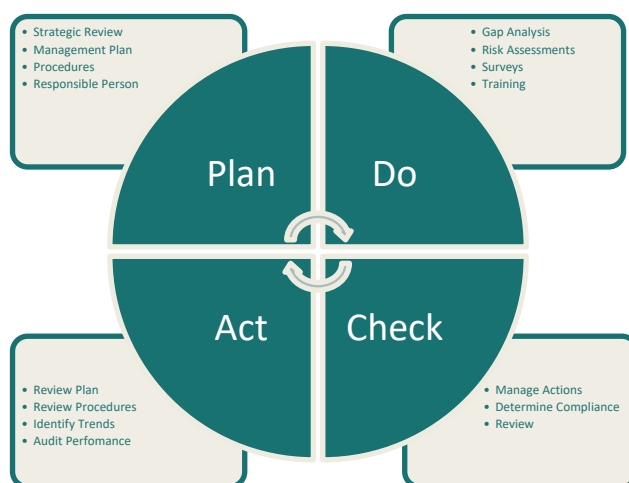


Figure 3 – Safety Management Approach

4.1 Property Fire Safety Management Plan Summary

The Fire Safety Management Plan was completed and reviewed at the time of writing this report. This document is intended to provide details of the arrangements to implement, control, monitor and review fire safety measures and to ensure those measures are maintained. The plan describes the arrangements for effectively managing fire safety to reduce the likelihood of a fire occurring and, in the event of fire, to protect people. It is recommended that the Fire Safety Management Plan is reviewed annually or following any material alterations to the building which have an impact on this plan or its arrangements.

Staff will not permanently operate at the premises but may access the building to undertake any statutory obligations, maintenance work and/or testing and inspection of the building and systems installed. Those staff, contractors or representatives will be provided with adequate information, instruction and training, where required, relating to fire safety within the premises prior to working within the building. Residents will be provided with information on the preventative and protective fire safety measures and the fire emergency plan specific to this building. This information will be provided prior to occupation and contained within a Welcome Pack.

Horizon Management will ensure the building is maintained to best practice standards, to minimise the risk of fire. Horizon Management will ensure the premises, and any facilities, systems and equipment provided in respect of the premises (including fire safety), are subject to a suitable system of cyclical maintenance and are maintained in an efficient state, in efficient working order and in good repair.

4.2 Maintenance and Testing

Planned inspection, maintenance and testing procedures will be undertaken at regular intervals, as identified below.

- (*) Smoke Control - BS 7346-8:2013 - Quarterly Competent person
- Fire detection - BS5839-1::2017 - Annually Competent person
- Communal Fire Doors - BS8214:2016 - Quarterly Competent person
- Residential Fire Doors - BS8214:2016 - Annually Competent person
- Evacuation/Firefighting Lift – BS 8519:2020- Annual SAF'ed for firefighting lift (to show ATS from primary to secondary power), 6 monthly LOLER and maintenance records of lift contract - Competent person.
- Escape Lighting - BS5266-1:2016 - Quarterly Competent person
- Fire hydrants and mains - BS9990:2015 - Twice yearly Competent person
- Fixed electrical Installation –BS7671:2018- every 5 years by a competent person -also known as the Electrical Installation Condition Report (EICR)
- Lightning Protection -Yearly BS EN 62305
- Automatic Fire Doors -BS9991/BS9999
- Confirmation required by client that Fire Dampers fitted BS999

() All smoke ventilation and extraction systems need to be serviced a minimum of once a year to the RRO (The Regulatory Reform (Fire Safety) Order 2005, article 17) and BS: 7346. This is a legal obligation which the responsible person of the building should organise to ensure the system is working correctly in the event of a fire for both persons and property.*

Horizon Management will ensure that sufficient and accurate records of maintenance and inspection work, or changes to the building, its use, occupancy, or the fire preventative and protective measures, are kept. This is to ensure a consistent thread of information on the fire safety management of the building is documented, evidencing the maintenance and changes occurring whilst ensuring an adequate standard of fire safety is always achieved. This information will comprise the building's Fire and Emergency File, which is to be audited at appropriate intervals.

Horizon Management will ensure appropriate procedures are in place to identify and respond to unplanned events and potential emergencies. These plans and procedures will be developed and communicated through liaison with the Fire and Rescue Service and Residents.

A building Fire Evacuation Plan has been developed, implemented by Horizon Management and then reviewed by Tetra Consulting Ltd. recently. This plan will detail the evacuation strategy, building's fire precautions, the fire emergency response required by occupants and detailed fire evacuation plans for use by both the residents and the Fire and Rescue Service.

Where identified, individual risk assessments will be carried out for high-risk individuals, and fire risks will be mitigated, as far as is reasonably practicable. An induction pack is to be delivered to residents upon occupation. It is unknown if Horizon Management has established, documented, maintenance procedures for identifying and responding to any unplanned event, potential emergency, or disaster. The detail of which can be found in the welcome pack.

Additionally, it is presumed that any person without internet access can request hard copies by contacting the managing agents, Horizon Management.

Emergency exits from the building are to be kept clear at all times. Occupants must not store items in communal areas, block escape routes and/or fire exits. Escape doors are to be maintained readily accessible in an emergency, allowing occupants a quick and safe escape from the premises.

4.3 Fire Evacuation Plan

The Fire Evacuation Plan recently completed relates to a hybrid system of evacuation, dependent upon location, in summary unless in a residential flat, then the evacuation strategy is simultaneous. The building operates a stay-put policy.

Action to Be Taken in event of fire.

The detection system provides early warning to give time for management team to take further action.

Fire action plan should be provided in the common lobbies to notify the Fire Evacuation Strategy to the occupants.

Fire in residential spaces

The person discovering the fire should:

- Assist any occupants requiring assistance such as children, the elderly and people with disabilities away from the immediate area.
- Call the fire brigade by dialling 999 or notice to management team.
- Leave by the nearest available fire exit and go to the assembly point.

On hearing the FIRE alarm at Fire Alarm System, the management officer if present should:

- Investigate the cause and location of the alarm.
- Call the fire brigade by dialling 999.
- Implement the buildings emergency fire plan.
- Assist any occupants and visitors ensuring that they move away from the building.
- Leave by the nearest available fire exit towards the assembly point.
- Liaise with the fire brigade on their arrival and provide information. PLEASE NOTE: Management

Team members MUST NOT

- Collect personal belongings.
- Re-enter the property until they are informed by the attending Fire Service that it is safe to do so. It should be noted that all tenants are responsible for evacuation of their own premises, including those who may require assistance.

If fire breaks out in an Apartment:

- Keep calm, alert others in the apartment and make your way out.
- Where possible, close all doors.
- Get out of the building – Walk quickly, do not run, do not collect belongings.
- Call the fire brigade by dialling 999.
- Inform the concierge team if they are present.
- Liaise with the fire brigade on their arrival and provide information.

If fire breaks out elsewhere in the building:

- The building is designed to contain a fire and it should not be necessary to escape.
- If fire affects your apartment or you are told to evacuate by the fire brigade, then you should leave immediately. Do not use lifts Do not take risks Do not return to the building until authorised to do so by the fire brigade.

An LD1 Grade D standard fire detection and alarm system is installed in each apartment. As described the alarm system in the apartment will alert the resident enabling them to leave the apartment and raise the alarm.

Based upon information provided by the design team, the fire detection and alarm system will operate as follows:

The flats shall adopt the following approach.

If a fire occurs within a flat, the occupants (or the automatic detectors) alert others in the flat who will then make their way out of the building, and they shall then summon the fire and rescue service. If a fire starts in the common parts, anyone in these areas makes their way out of the building and summons the fire and rescue service. All other persons not directly affected by the fire would be expected to 'stay put' in their flats unless directed to leave by the fire service when they are in attendance.

If deemed necessary, the Fire and Rescue Service / Emergency Services may decide to undertake a building wide evacuation. This will be initiated by Fire Rescue Services on site and will require all building occupants to leave their accommodation, the common parts and exit the building; proceeding to the external Fire Assembly Point Upon leaving the premises, all occupants should make their way to the designated Fire Assembly Point for this building and await further instruction from the trained fire marshal/Fire Service Officer.

Evacuation Management

The fire strategy is stay put and will rely on the person discovering the fire to contact the fire service and meet the fire services as they arrive onsite. This will be a resident or a member of the management team, if onsite at the time of the incident.

Evacuation of disabled or occupants that require assistance to escape.

It is envisaged that most occupants with an escape disability will be able to escape to a place away from danger without assistance. However, there will be a certain proportion of building occupants, such as those who are non-ambulant disabled (e.g., wheelchair users), who will not be able to negotiate stairs unaided. In these instances, an environment will be provided in which their safety can be assured for a given period (e.g., refuge areas) prior to being assisted to ultimate safety outside the building. It should be noted that under the Regulatory Reform (Fire Safety) Order 2005, it is the duty of the responsible person along with their appointed safety assistants to assist everyone to a place of ultimate safety outside the building in the event of an emergency. Disabled refuges are not required in residential areas for existing building under minor renovation, where the additional compartmentation provided to separate apartments and common areas also serves to offer areas of relative safety in which disabled occupants may wait for assistance.

Any disabled member of staff or resident will have a Personal Emergency Evacuation Plan (PEEP) and the procedures will be practiced. A Generic Emergency Evacuation Plan (GEPP) will need to be written for visiting members of the public who may need assistance to escape. Information will be held within the PIB/SIB, which will notify the Fire Service of any apartments/flats that house residents which may require special assistance during evacuation.

4.4 Compliance Audits Management System & Database

Performance evaluation - Monitoring, measurement, analysis, and evaluation.

The following will be individually monitored and measured to assess the systemic safety of the building. Please note that the critical nature of the elements needs to be clearly assessed as individually or collectively these may increase the risk to the overall safety of the building.

What will be measured?

- Number of fires within individual units if any
- Number of fires within communal areas or external to the envelope of the building if any
- Fire Risk Assessment annually and associated action plan
- Servicing & Maintenance performance for assets that assist firefighting activities.
- Servicing and maintenance KPIs for active or passive fire protection assets within the building ppm.

How will it be measured?

- Fire investigation report completed identifying root cause including any non-conformities for elements provided to assist passive or active fire protection within the individual unit. Did the residents know what to do and did the building act per its design principles?
- Fire investigation report completed identifying root cause including any non-conformities for elements provided to assist passive or active fire protection within communal or the external envelope of the building. Did the residents know what to do and did the building act per its design principles?
- Production of fire risk assessment (or review) and ongoing progress action plan
- Key Performance Indicators (see appendix 9.4)

Each of the elements will be individual assessed to evaluate the performance and the effectiveness of the systemic approach to manage building safety. Horizon Management will retain appropriate documented information as evidence of the results.

Under the new regime, the onus will be on the duty holder to have evidence that the risks to residents from fire and structural safety are acceptable and being managed to the satisfaction of the new building safety regulator.

This will require embracing technology to keep digital records, which can capture the information and actions that a regulator will want to see. The benchmark for any such system can be summarised as:

- Records finding from risk assessments, surveys and inspections and assigns actions to responsible parties to ensure compliance and audit trail.
- Prioritises actions and automatically escalates those that are outstanding or high-risk.
- Logs and monitors all compliance events for the property with audit tracking.
- Allows for the creation and assignment of tasks to responsible parties.
- Host a library of building information including, building design information/BIM, fire strategies, fire safety management plans, safety case reports, O&M manuals, building assurance certificate, residents engagement strategy etc with the ability to assign review dates and actions.
- Provides a dashboard of building risk information with the ability to filter detail.
- Recording of incidents and investigation outcomes with assigned actions as appropriate.
- Links to the resident engagement strategy and resident's consultation portal to ensure transparent information on building risks.

Property Analysis and evaluation

Horizon Management will analyse and evaluate appropriate data and information arising from the monitoring and measurement framework. The results of analysis shall be used to evaluate:

- The performance and effectiveness of the systems in place (a systemic qualitative assessment will be produced based on the established KPIs 9.4)
- Whether any fire or structure incident response has been effectively implemented and operated as designed in terms of incidents
- The effectiveness of action taken to address risks and opportunities; and
- The performance of external providers.

Continual improvement

Horizon Management will through the systemic approach to Building Safety will be able to demonstrate continual improvement of the suitability, adequacy, and effectiveness of the system in place to manage the safety of the building.

5 Occurrence Reporting & Complaints

Horizon Management have a Mandatory Occurrence and reporting Policy named Horizon Block Management - MOR Policy V.1 dated June 2024. This policy outlines, how Horizon Management are committed to acting on behalf of the Principal Accountable Person (PAP) to ensure the safety and well-being of all resident's, visitors and staff by adhering to the requirement's for submitting mandatory occurrence notices And reports to the Building Safety Regulator (BSR) for any parts of the building which we (Horizon Management) are responsible for.

Additionally, this is deemed to be a rolling document, with changes captured on an on-going basis and version controlled.

6 Resident Voice

In summary:

Such a document describes the resident engagement strategy for your building in the safety case report. It should demonstrate:

- how you have determined the best way of communicating building safety information.
- how you tailor your communication to meet your resident's needs.

The safety case report should provide an overview of how you communicate and consult with residents of your building.

Residents at various stages of their occupancy may need diverse types of engagement and information. For example, new residents will need to understand their duties when living in a high-rise building. Provide summaries of relevant feedback from residents including any surveys or events held. Outline any plans for future communication or consultation. If there have been changes to the way you manage your building, describe the process for consulting with residents.

Such a document has been produced by Horizon Management, entitled, Burgess House - Resident Engagement Strategy - Rev: CRES-2024.10-(1.0) dated 04/10/2024. Like, all other documents to be made available to residents, is deemed to be a rolling document, with changes captured on an on-going basis and version controlled. Document to be reviewed October 2025.

6.1 Property Resident Engagement Strategy

Burgess House - Resident Engagement Strategy - Rev: CRES-2024.10-(1.0) dated 04/10/2024

The objective of this resident engagement strategy is to foster collaboration and awareness among building occupants to ensure compliance with the Building Safety Act and create a safer living environment.

Building	5 Cross Burgess Street, Sheffield, S1 2LZ
Principal Accountable Person	The Sheffield City Council
Accountable Person(s)	The Sheffield City Council
Building Safety Co-Ordinator	Nathan Humphreys
Email Contact	hello@horizonmanagement.co.uk
Date of Review	4th October 2024
Next Review	12 months after Date of Review

Introduction

Ensuring the safety and well-being of our residents is a top priority. The people who live in a building are also important in managing its safety. To enhance awareness and promote a culture of safety, we have developed this resident engagement and communications strategy tailored for the high-rise residential buildings managed by Horizon. This strategy aims to ensure we foster a sense of community responsibility and active participation in maintaining a secure living environment.

The primary purpose of the strategy will be to ensure we have the necessary structure within Horizon. to encourage homeowners and residents aged 16 and over to participate in the making of building safety decisions. It will set out how we will:

Raise Awareness: Increase residents' understanding of building safety protocols, emergency procedures, and preventive measures.

Foster Community Involvement: Encourage residents to actively participate in safety-related activities and initiatives.

Promote Communication: Establish effective communication channels for sharing safety updates, tips, and feedback.

Continuous Education: Provide ongoing education on safety best practices through various engaging mediums

Actions

We will actively review current and proposed requirements in the High-Risk Residential Building's (a building where the impact of a fire can be catastrophic) legislation and will carefully review elements that we can take forward to improve resident safety and engagement.

This strategy outlines what residents can expect from us and how they can get involved and where required, raise concerns.

We will:

- Appoint a Building Safety Co-Ordinator for each building to implement and monitor each Building Resident Engagement Strategy
- Comply with the safety case and mandatory occurrence reporting requirement
- Conduct an assessment of fire and structural safety risks
- Prepare and keep under review this Residents' Engagement Strategy
- Keep and update prescribed information about the building
- Provide key information such as the contact details of the Accountable Person/Principal Accountable Person.
- Explain the different roles and responsibilities involved in the Management of Building Safety including the Resident and landlords' responsibilities.
- Establish a complaints system that ensures residents' safety concerns are heard and dealt with
- Monitor the effectiveness of the complaints system and make changes where required

Distribution

- We will provide a copy of each building strategy to all accountable persons.
- We will distribute the strategy to all residents over the age of 16 and owners of units;
- We will distribute a new version of the strategy each time it is updated.

Consult

We will consult on each building strategy following:

- the first time we issue it;
- any change to it;
- We will consider any opinions received during the consultation and, if necessary, update the strategy.

Regular Review

We will review this strategy:

- at least every 1 years
- after every consultation of the strategy
- after a mandatory occurrence report
- after the completion of significant material alterations to the building

Understanding our responsibilities

Building safety is something that all residents and landlords must work on together. Everyone in the building can have a positive impact on the safety of their household and neighbours, and it is all our responsibility to do what we can to keep the building and its occupants safe. That includes letting us know of any safety concerns residents may have, understanding building safety messaging and taking responsibility for the safety of each home.

As managing agents, we may be responsible for undertaking different types of building safety inspections on the Accountable Persons behalf, these may occur over different time frames i.e., weekly, monthly, annually or bi-annually such as gas safety checks, fire risk assessments, legionella testing.

Provision of information to residents

Residents will be provided with the necessary information they need to help them understand the protective measures that are in place in their building. We will make sure the information provided is accessible, concise and relevant and in a format that can be understood by residents.

Below is an example of the types of information residents will receive:

Information Source	Description
Fire action plan	Procedures to follow where a fire occurs in the building
Feedback process	details on how to report a fire risk and/or raising any other safety concerns
Home safety Information for residents	explaining how they can reduce the risk of fire in individual dwellings e.g., information of front door safety or advice on not storing flammable materials.
Fire Precautions in place	Details outlining the measures we have in place to mitigate potential fire and building safety risks to residents

The above is not an exhaustive list and residents can ask for further and more detailed information about the safety measures in their building if they wish via hello@horizonmanagement.co.uk

Information and understanding

Information will be made available to both residents and Leaseholders/homeowners in a variety of ways. Examples of the way in which we can communicate with residents may include but is not limited to:

- Upon completion of home sale (via welcome pack)
- Website through downloadable leaflets and advice notes
- Leaseholder Portal and mobile Apps (if available)
- Notice boards/Digital Notice Boards displayed at the building
- Email
- Letter drop directly to residents

Resident forums/clinics can be held allowing residents to discuss building safety face to face. Where a serious issue with a building's safety has been identified as affecting the safety of all residents, residents will be updated regularly, through one or more of the above communication channels, about any interim safety measures in place, remedial works and further investigations that are required.

A fire action notice is installed at the building to inform residents and visitors whether the building operates a 'stay put' or 'evacuation' strategy in the event of a fire. Resident must make themselves familiar with this information.

Resident Engagement

Residents' engagement is crucial to the success of building safety. Residents are encouraged to provide feedback relating to the safety of their building. We will commit to reviewing feedback from residents to ensure improvements are realised in the service provided to them.

We will work in partnership with residents to ensure that you are involved in decisions about the building's safety. Where relevant (i.e. work planned will impact residents access to the building/change the evacuation strategy/materially impact the safety of the building) we will provide you with information about works due to be carried out so that you have a chance to talk to us about the works/changes. If any resident feels their concerns have not been addressed, they can follow our formal complaints process to escalate the issue.

Resident Concerns

We are aware that not all residents will share the same expectations or agree on building safety matters, it is important that residents have a mechanism to raise any concerns. Residents will be able to provide feedback regarding Building Safety directly at BSAreporting@horizonmanagement.co.uk. Any resident who is not happy with the outcome and wishes to escalate the issue is entitled to submit a complaint to further pursue their concerns via the Fire Safety Complaints Procedure.

Measuring Success

We will work with residents to regularly measure how satisfied all residents are with the way we have delivered the strategy. An annual survey will be carried out to capture resident's views and opinions for review.

Collaboration

The Bill requires collaboration across all parties and introduces the following new duties upon residents: Residents are expected to give access to their home to facilitate different types of safety inspections or undertake fire and structural safety-related maintenance in accordance with their tenancy and leasehold agreements. Legal action where tenants and leaseholders don't provide access will be considered to ensure the wider safety of the building. Recovering the costs of such legal action directly from the resident and/or leaseholder.

Residents' participation

Encouraging residents to keep their buildings safe, we will ensure that residents are empowered to play an effective role in making sure that their building is, and remains, safe. This includes identifying and reporting hazards that may impact on the safety of the building and meeting their responsibilities to ensure their own safety and that of their neighbours.

Residents should think about the needs of their household and any members of their family who may be vulnerable (such as young children or someone with a disability). They should ensure they understand the action plan for their building so they know what they should do in the event of an emergency. They should close all fire doors to contain the fire and follow the action plan for their specific building. Residents are also encouraged to consider the wellbeing of their neighbours in the building and recognise that their actions may put the lives of others at risk. For example, residents should ensure they do not prop open any communal fire doors and they do not store items in the communal hallway which may impede an escape route in the event of an emergency.

Residents must seek permission, in line with their leases/tenancy agreements, if they wish to make any changes to their fire doors.

Residents who smoke should ensure they do so in a safe place and fully extinguish their cigarettes afterwards. Barbecues and patio heaters should never be used inside buildings, on balconies or in close proximity to any flammable material.

Where residents see one of their neighbours acting in a way that suggests they have not understood or remembered the building safety information they can remind them of it. An example of this could be neighbours who are suspected to be hoarding, who are storing items in the communal hallway, or neighbours who may be considered vulnerable. If residents are not comfortable discussing this with their neighbours, they should report it as a building safety concern to us.

Action to take in the event of fire

There is an action plan for each scheme with specific details for the action residents should take in the event of a fire. This information is contained on a Fire Action Notice in communal hallways in every building. All buildings are designed to keep residents safe. Buildings are compartmented which means that they are built in such a way to contain a fire within a single room or multiple rooms for a limited amount of time e.g., 30 or 60 minutes. This limits the spread of fire, smoke, and heat. One of the key safety measures to aid compartmentation is fire doors.

It is important that you do not make alterations to fire doors within your home and keep them free of obstruction which may prevent them from closing. If you do action may be taken against you under your Tenancy Agreement or leaseholder agreement.

The Fire Service advise that it is best for residents to keep fire doors closed to contain a fire and never risk injury trying to fight a fire themselves. Most tall buildings are designed to contain fire, smoke and heat within individual homes for long enough to enable the Fire Brigade to extinguish the fire. In such buildings it is safe for residents to remain in their home, if it is not affected by fire, smoke or heat, while the fire is being extinguished. This is known as 'stay put' advice. For buildings where this is not possible, we will advise of evacuation plans based on the fire risk assessments.

Understanding 'stay put' and when it should be used

Most modern residential buildings are built or converted in such a way as to contain a fire within one of the compartments of the building and will operate a stay put policy. Fire Action plans will be in place to advise residents of the policy in operation. The Fire Service advise that it is usually the best option for residents is to remain in their own homes rather than trying to evacuate, which may result in more danger. With a stay put policy Residents not directly affected by the fire would only evacuate if told to do so by the fire service.

6.2 Communications

There are established reporting processes for raising fire safety issues. Faults should be reported to the onsite team immediately.

Horizon Management will deliver fire safety information to building occupants via resident letters, emails, noticeboards, engagement meetings.

Horizon Management has determined that the communications both internal and external shall include:

- Bulletins.
- The 'significant findings' of fire risk assessments.
- Fire Evacuation Plan.
- Fire Safety Policy.
- Any other relevant information.

As part of this process Horizon Management will actively engage with residents by issuing to all residents within relevant communities, a 'Resident Engagement Survey Questionnaire, and allowing all participants at least three weeks by which to reply as per the Building Safety Act (BSA) guidance.

This comprises of ten questions, each with a multi choice answer attached. It would be for the on-site community staff to ensure that an accessible version is available for non-English speaking persons, or those who require additional support.

6.3 Resident Responsibilities

As part of the FSMP, Horizon Management will ensure that residents are fully aware of their responsibilities under the leaseholder/tenancy agreement and how they can access fire safety advice.

Leaseholders/tenants are not permitted to make any Structural alterations to their homes without the express formal permission of the Landlord / Freeholder. Material alterations internally can be completed without permission. All leaseholders/tenants will be briefed on fire safety measures specific to their new home and will be provided with a Fire Information Welcome Pack.

Leaseholders/tenants are required to provide reasonable access, as per the leaseholder/tenancy agreement, to allow Horizon Management to undertake planned preventative maintenance tasks and safety inspections of the building.

Leaseholders/tenants will be expected to comply with the terms of their leaseholder/tenancy agreement in all matters that may have a bearing to fire safety.

Residents who take measures, including fitting additional locks to front doors and installing intruder alarms system, must ensure that any measures do not conflict with the need to escape in the event of a fire.

Leaseholders/tenants are not permitted to store possessions in the communal areas of the building. Where inappropriate items are stored in communal area(s), Horizon Management will make reasonable efforts to discover the owners and request removal. If the owner of the items cannot be traced, then removal may be undertaken by Horizon Management. Individual flat front doors provide a key line of defence in fire safety. Leaseholders/tenants are not permitted to change the front door to their flat or maisonette without written permission from Horizon Management.

To ensure flat entrance doors remain adequately fire-resisting, any permission will insist on the replacement of front doors, frames, and door furniture to be supplied as a complete door set and have primary test evidence, which details all component parts tested, including any top lights and side lights, which demonstrates they exceed the requirements of the fire safety strategy and fire safety regulations.

Leaseholders/tenants have a duty to request written permission from the Landlord / Freeholder before commencing any significant changes to their flat; note: these requests will be refused if the fire integrity of the property is likely to be adversely affected. Leaseholders/tenants are required to reinstate any alterations that have not been approved in writing by Horizon Management.

7 All Reasonable Steps

Follows the claim, argument, and evidence approach.

Research and evidence gathered for writing the safety case report might identify challenges. These might include:

- problems with existing control measures that require remedial action.
- identifying additional reasonable steps that could be taken to manage building safety risks.

Depending on when the safety case report is submitted to BSR, action may or may not have been completed or may be in progress. Ongoing or incomplete works will not necessarily prevent a safety case report from being considered acceptable.

The report should however describe:

- the works planned (or any ongoing works)
- the timescale for completion
- any interim measures that have been put in place.

The level of detail required will vary but the information should provide BSR with confidence that the risks are being addressed appropriately, in a timely manner and are being mitigated in the meantime.

Review

The report should provide a brief description of how and when it will be reviewed.

Medium

The overall risk rating of Burgess House, 5 Cross Burgess Street, Sheffield, S1 2LZ should be regarded as a **MEDIUM**. There is suitable early warning detection in all areas of the property, fire resistant materials used in construction.

With all the elements of construction and life safety systems in place, fully maintained and managed and with regards to any additional or alterations also managed for contractor management and all actions from the surveys address then there is no reason the fire rating integrity of Burgess House is not able to achieve a low risk level going forward.

It is important to ensure that the Property Managers maintain 100% testing & compliance, and periodically review of safety systems and required standards.

To attain a low-risk rating at Burgess House the recommendations are:

- Review Fire Strategy Annually.
- Conduct a Compartmentation Survey for Burgess House.
- Complete all actions raised from the Fire Door Survey.
- Produce Fire compartmentation Drawings for the building.
- Complete Fire Risk Assessment Actions.

9 Appendices

9.1 Appendix 1 - References

HM Government. The Regulatory Reform (Fire Safety) Order 2005.

Approved Document B (ADB) - Fire Safety 2010 – Volume 1 Dwellings 2019 edition incorporating 2020 amendments – for use in England.

Building Safety Act 2022 (and all associated Regulations)

Fire Safety Act 2021

BS 5839 Part 6: 2013, Fire detection and fire alarm systems for buildings. Code of practice for the design, installation and maintenance of fire detection and fire alarm systems in dwellings

BS 5839 Part 1: 2017, Fire detection and fire alarm systems for buildings. Code of practice for system design, installation, commissioning and maintenance

BS 5839-9: 2021, Code of practice for design, installation, commissioning and maintenance of emergency voice communication systems in fire detection and fire alarm systems for buildings

BS 9999: 2017, Code of practice for fire safety in the design, management and use of buildings

BS 9991: 2015, Fire safety in the design, management and use of residential buildings - code of practice

BS 5266-1:2016 Emergency lighting. Code of practice for the emergency escape lighting of premises.

BS ISO 3864 Part 1: 2011, Graphical symbols – Safety colours and safety signs – Part 1: Design principles for safety signs

BRE Guide 187: 2014, External fire spread: building separation and boundary distances.

BS EN 1366-2: 2015, Fire resistance tests for service installations. Fire dampers

BS EN 13501-3: 2005 + A1: 2009, Fire classification of construction products and building elements. Classification using data from fire resistance tests on products and elements used in building service installations: fire resisting ducts and fire dampers.

BS 476 Part 6: 1989, Fire tests on building materials and structures. Method of test for fire propagation for products

BS 476: Pt 24: 1987. Fire tests on building materials and structures: Method for determination of the fire resistance of ventilation ducts.

BS 9251: 2014, Fire sprinkler systems for domestic and residential occupancies. Code of practice

BS 8519: 2010, Selection and installation of fire-resistant power and control cable systems for life safety and firefighting applications. Code of practice

BS EN 81-72: 2015, Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Firefighters' lifts

BS EN 81-73: 2015, Safety rules for the construction and installation of lifts. Particular applications for passenger and goods passenger lifts. Behaviour of lifts in the event of fire

BS 9920: 2015, Code of practice for non-automatic fire fighting systems in buildings

BS EN 12845: 2015 + A1: 2019, Fixed Firefighting System – Automated Sprinkler System.

BS 9251: 2014, Code of practice for fire sprinkler systems for domestic and residential occupancies

BS 7974: 2001 Application of Fire Safety engineering principles to the design of buildings

BS 8300: 2009. Design of buildings and their approaches to meet the needs of Mobility Impaired People – Code of practice.

BS PAS 911:2007: Fire Strategies - guidance and framework for their formulation.

BS PAS 7: Fire Risk Management System. Specification

9.2 Appendix 2 - Bow Tie Risk Assessment Table for Burgess House

Potential Causes	Prevention and Control Barriers	Event	Defence & Recovery Barriers	Consequences with no Barriers	Risk Rating with barriers in place
Structural damage or deterioration	Low Rating fire risk is sufficiently low that no remedial works are required.	Complete or partial structural collapse.	No Disaster management and Recovery Plan	Loss of life. Injury. Property damage. Significant disruption.	Medium
Fire in a flat cooking/electrical/smoking/candles.	It is assumed that the flat to flat and flat to common areas walls and floors are constructed as 60-minute, compartments, fitted with fire doors. Smoke detection in flats Fire risk assessment Sprinkler system.	Uncontrolled fire event with fire spread to other flats and communal areas.	Stay put strategy. Emergency lighting Smoke ventilation Signage Maintained risers. Clear means of escape.	Loss of life. Injury. Property damage. Significant disruption. Unable to verify, based upon communal door survey circa 25% of doors require remedial works.	Medium
Fire in the Common Parts electrical/arson	Compartmentation issues identified, works required. Smoke detection in common areas	Uncontrolled fire event with fire spread to other flats and communal areas	Stay put strategy. Emergency lighting Smoke ventilation Signage Maintained risers. Clear means of escape	Loss of life Injury Property damage Significant disruption	Medium
External Balcony Fire BBQ/heater	Smoke detection in flats Fire risk assessment Compartmentation survey	Uncontrolled fire event with fire spread to other flats and communal areas	Stay put strategy. Emergency lighting Smoke ventilation Signage Maintained risers. Clear means of escape	Loss of life Injury Property damage Significant disruption	Medium

3x3 RISK MATRIX

		SEVERITY →		
		1	2	3
LIKELIHOOD ↓	1	LOW - 1 -	LOW - 2 -	MEDIUM - 3 -
	2	LOW - 2 -	MEDIUM - 4 -	HIGH - 6 -
	3	MEDIUM - 3 -	HIGH - 6 -	HIGH - 9 -

Low – Acceptable risk with no further action required.

Medium – Action needed to mitigate risk.

High – Intolerable risk

Table 1: Bowtie Risk Assessment Summary for Burgess House.

9.3 Appendix 3 - Fire Strategy Plans

No base build plans have been provided however there is some compartmentation drawings within the Detailed Fire Strategy Plan.

9.4 Appendix 4 - Compliance Key Performance Indicators (if items applicable)

Ref	KPI Type	Structural Re-inspections	Definition:	Date
1	Ops/Man Team	No Of Fires		
2	Ops/Man Team	Enforcement notices	Number of enforcement notices issued	
3	Ops/Man Team	Notice of deficiencies	Number of notices of deficiencies issued	
4	Ops/Man Team	Fire Risk Assessment completed Annually	Percentage of fire risk assessments completed within annual cycle	
5	Ops/Man Team	Total number of actions identified from the fire risk assessment process (12 month rolling programme)	Total number of actions identified from the FRA process	
6	Ops/Man Team	Category High P1 - Urgent - to be reported immediately to the Fire Safety Team when there is an immediate risk to fire safety.	Percentage of completed actions identified which require resolution	
7	Ops/Man Team	Category Medium - actions to be completed within 3-6 Months	Percentage of completed actions identified which require resolution	
8	Ops/Man Team	Category Low - actions to be completed within 6-12 Months	Percentage of completed actions identified which require resolution	
9	Ops/Man Team	Category MA - Management/procedural actions required to address issue		
10	Ops/Man Team	FRA actions allocated to responsive Repairs to complete		
11	Ops/Man Team	FRA Actions allocated to M&E to complete		
12	Ops/Man Team	FRA related actions allocated to Tenancy to complete		
13	Ops/Man Team	Dry Risers servicing - 6-month test (dry)	6-month Service	
14	Ops/Man Team	Dry Risers servicing - 12-month pressure test (dry)	12-month Service	
15	Ops/Man Team	Servicing & maintenance of fire alarm systems	Quarterly servicing complete	
16	Ops/Man Team	Emergency lighting - flick tests	Monthly/ 4 week servicing complete	
17	Ops/Man Team	Emergency Lighting - full drain down	12-month	

Ref	KPI Type	Structural Re-inspections	Definition:	Date
18	Ops/Man Team	Emergency Lighting - partial drain down	6-month	
19	Ops/Man Team	Fire-Fighting equipment servicing (hose reels)	12-month Service	
20	Ops/Man Team	Sprinklers	Weekly Bell test	
21	Ops/Man Team	Sprinklers	6/12-month Service	
22	Ops/Man Team	Fire Extinguishers	12-month Service	
23	Ops/Man Team	Smoke dispersal systems servicing (AOV)	Quarterly Service	
24	Ops/Man Team	Annual Landlords Gas Safety Checks	Landlords gas safety annual service completed	
25	Ops/Man Team	Boiler annual service	Landlords Boiler annual service completed	
26	Ops/Man Team	Asbestos survey for communal areas	Surveys completed	
27	Ops/Man Team	Asbestos survey for Residential areas	Surveys completed	
28	Ops/Man Team	Re-Inspection Asbestos survey for communal areas	Surveys completed	
29	Ops/Man Team	Re-Inspection Asbestos survey for Residential areas	Surveys completed	
30	Ops/Man Team	Passenger lifts under 5 years old - Servicing completed on 2-month cycle	Lift contractor carries out servicing to lifts on a. monthly (for lifts over 5 years old) and b. 2 monthly (for lifts under 5 years.	
31	Ops/Man Team	Passenger lifts over 5 years old - Servicing completed on 1-month cycle	Lift contractor carries out servicing to lifts on a. monthly (for lifts over 5 years old) and b. 2 monthly (for lifts under 5 years.	
32	Ops/Man Team	6-monthly Loler Inspection (Insurance)	Servicing completed within 6-month	
33	Ops/Man Team	12-month Loler Inspection	Servicing completed within 12-month anniversary date	
34	Ops/Man Team	No. of lift trapping (no of incidents)	No of lifting trappings attended by Fire Brigade/Lift contractors	
35	Ops/Man Team	Class A - Water Hygiene (stored hot water site) Risk Assessment		
36	Ops/Man Team	Class B - Water Hygiene Larger domestic properties (individual Risk Assessment)		

Ref	KPI Type	Structural Re-inspections	Definition:	Date
37	Ops/Man Team	Class C - Water Hygiene Low risk domestic (scattered properties)		
38	Ops/Man Team	Remedial actions identified from Risk Assessment to be completed		
39	Ops/Man Team	Water Tanks - 6 monthly servicing regime		
40	Ops/Man Team	Domestic Electrical Inspection Programme (5-yearly testing)	Domestic Electrical Inspection completed within 5-year anniversary	
41	Ops/Man Team	Communal Electrical Inspection Programme (5-yearly cycle)	Completed within 5-year anniversary	
42	Ops/Man Team	Plant rooms/electrical intake/supply (5-year cycle)	Completed within 5-year anniversary	
43	Ops/Man Team	Estate external Lighting (5-year cycle)	Structural lamp post survey & electrical test	
44	Ops/Man Team	Structural Re-inspections completed	Inspections completed to wall, balconies, structural elements areas of concrete Spalding	
45	Ops/Man Team	Mechanical (communal) Ventilation - extraction systems	Annual Service within 12 months completed	
46	Ops/Man Team	CO/smoke detectors tested with individual gas boiler		
47	Ops/Man Team	CO/smoke detectors tested without gas supply		
48	Ops/Man Team	Roof Safety Access	Man safe/harness systems - tested annually	
49	Ops/Man Team	Lightning Conductors	Annual inspection	
50	Ops/Man Team	Roller Shutters/electric gates	Annual inspection	

9.5 Appendix 5 - Document Register

REF	Name	Description	Location
L-400895	Tetra Consulting Ltd - Safety Case Report	Reviews and assesses the building safety.	
01/07/2022	OFR Consultants Limited - Detailed Fire Strategy Revision: R07 Project Number: LE19011	Detailed Fire Strategy	
06/02/2024	Ark Workplace Risk - Type 1 Fire Risk Assessment	Fire Risk Assessment	
11/07/2023	Rider Levett Bucknall Limited – Fire Door Survey Report	Fire Door Survey Report	
16/03/2022	North West Fire Solutions Limited – EWS1 Form	EWS1 Form	
Various Reg. 38	Documentation as listed (Omissions noted within relevant sections)	To satisfy fire and life safety within the block as per ADB Doc B regulations	
10/05/2024	Tetra Consultancy Ltd. - Gap Analysis and Action Plan L-400897	Gap Analysis and Action Plan	
04/10/2024	Burgess House - Resident Engagement Strategy - Rev: CRES-2024.10-(1.0)	Resident Engagement Strategy	
October 2024	HBM - Stay Put - Resident Fire Info Rev: FIR.SP.2024.24-(1)HBM	Stay Put - Resident Fire Info	
June 2024	Horizon Block Management - MOR Policy V.1	MOR Policy V.1	
October 2024	Leaseholder Information Sheet – Fire Safety	Leaseholder Information Sheet	
April 2024	Fire Management Plan	Fire Management Plan	