



Essex County
Fire & Rescue Service

[REDACTED]
Chief Fire Officer / Chief Executive

[REDACTED]
Cuckoo Point Property MCL
C/O Red Rock Estate & Property Management Ltd
Red Rock House
Oak Business Park
Wix Road
Beaumont
CO16 OAT

North East Group Service Delivery Point
Colchester Fire Station
Cowdray Avenue
Colchester
CO1 1XT

[REDACTED]
northeastgroupsd@essex-fire.gov.uk

Our Ref: 79990
Your Ref:

Date: 10 November 2021

Dear Sir,

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
Premises: Flats 51-74 St James Place De Grey Road, Colchester CO4 5TZ

LETTER OF NON-COMPLIANCE

Further to the recent visit carried out on 6th October 2021 the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority is of the opinion that you are not fully complying with the above legislation. The Order requires fire safety issues at the above premises to be effectively managed. You are required to continuously monitor and review where necessary the effectiveness of your Fire Risk Assessment.

The visit was not a comprehensive audit of all fire safety matters but looked into a variety of aspects from which our findings are drawn. Failure to address the items specified in the report could result in enforcement action being taken. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding failures to comply with the legislation.

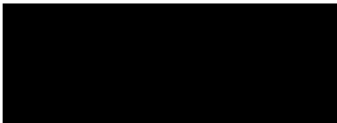
The part(s) of the legislation with which you are not complying are set out in the attached report; these matters are such that they require urgent attention.

A further visit will be made on or after the 31 March 2022 to ensure that the requirements of the schedule have been carried out.

For technical detail and guidance you are strongly advised to purchase the guidance document from the list attached to this letter. Alternatively, these can be viewed online at <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>. When purchasing or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs then you are advised to take professional advice before proceeding.

If you have any further queries, then please contact the above Officer quoting our reference number.

Yours faithfully,



Watch Manager
Protection

REPORT

Premises **Flats 51-74 St James Place De Grey Road, Colchester CO4 5TZ**
Premises UPRN. **10095445822**

The following issues were noted as requiring attention during the audit/visit.

Duty to take General Fire Precautions

Failure

To take such general fire precautions as will ensure the safety of relevant persons who are not employees.

Legislation Applicable

Article 8 (1) (b) of the Regulatory Reform (Fire Safety) Order 2005 supported by Article 4, which determines what is meant by general fire precautions.

The responsible person must take such general fire precautions in relation to all relevant persons.

General fire precautions in relation to premises means:-

- (a) Measures to reduce the risk of fire on the premises and the risk of the spread of fire on the premises;
- (b) Measures in relation to the means of escape from the premises;
- (c) Measures for securing that, at all material times, the means of escape can be safely and effectively used;
- (d) Measures in relation to the means for fighting fires on the premises;
- (e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; and
- (f) Measures in relation to the arrangements for action to be taken in the event of fire on the premises, including—
 - (i) Measures relating to the instruction and training of employees; and
 - (ii) Measures to mitigate the effects of the fire.

The inspection revealed that there was no information available to verify the presence of cladding products on the external envelope of the premises. If surveys are necessary to identify the make-up of the external wall system (EWS), these should be commissioned as soon as possible and the results documented.

Suggested action to remedy failure

It is recommended that the risk of external and internal fire spread is considered in relation to Article 8(1)(b) and 4(1)(a).

Risk Assessment

Failure

The Fire Safety Risk Assessment was not suitable and sufficient

Legislation Applicable

Article 9 (1) of the Regulatory Reform (Fire Safety) Order 2005

It is the opinion of the Fire and Rescue Service that the risk assessment of the premises is not suitable and sufficient. The responsible person should review the assessment paying particular attention to the following (areas) (deficiencies) :

- (ii) The responsible person must ensure that the risk assessment is suitable and sufficient:-

The risk assessment must:-

- (a) Consider who may be especially at risk.
- (b) Eliminate or reduce the risk from fire as far as is reasonably practical and provide general fire precautions to deal with any residual risk.
- (c) Take additional measures to ensure fire safety where flammable or explosive materials are used or stored.
- (d) Create a plan to deal with any emergency and, in most cases, document your findings.
- (e) Review the findings as necessary.
- (f) Implement suitable control measures to reduce the risk to employees and any other persons who may be affected.
- (g) Record any significant findings of the assessment (when necessary).
- (h) Include any significant change in the fire risk assessment.

The inspection revealed the fire risk assessment does not fully take account the fire protection systems such as automatic detection within the communal areas and how this could affect the fire strategy for the building.

Suggested action to remedy failure

The responsible person should:

Review the fire risk assessment. The presence of the fire safety systems and facilities within the premises should be reflected in the fire risk assessment, and account should be taken of their contribution (if any) to the safety of relevant persons.

Fire Safety Arrangements

Failure

A fire safety policy document has not been prepared

Legislation Applicable

Article 11 (1) & (2) of the Regulatory Reform (Fire Safety) Order 2005

In order to develop and maintain the safety of the building and that of employees and other relevant persons, the building management team should have formulated and documented a fire safety strategy. This strategy may include a fire safety manual in which technical specifications for all aspects of the workplace are included i.e. :-

- A fire safety policy statement appropriate to the building configuration, location, occupation and use. The fire safety policy statement should include general safety issues related to the use of the building and the aims and objectives of the proposed management system and its methodology.
- Fire safety specification for the premises including plans where appropriate.
- Safety management structure.
- Continuing controls and audit procedures.
- Actions to be taken in a fire emergency.
- Fire drills.
- Housekeeping.
- Planned maintenance procedures.
- Staff training.

- Security.
- Record keeping.

The inspection revealed that:

- (1) The preventative and protective measures had not been planned, organized, monitored or reviewed where required. It was found that the testing of the fire alarm system had not been planned, organized or reviewed.
- (2) Monthly testing of the mechanical opening vents had not been planned, organized, monitored or reviewed.
- (3) The build up of combustible storage within the common areas, smoke shaft and within the dry riser inlet on the ground floor was noted.

Suggested action to remedy failure

The responsible person should implement a system of planning, organizing, controlling, monitoring and reviewing fire safety arrangements.

Emergency Routes and Exits

Failure

The escape routes and exits could not be used as quickly and as safely as possible

Legislation Applicable

Article 14 (2) (b) of the Regulatory Reform (Fire Safety) Order 2005

In the event of a fire, it is important that persons can evacuate safely and as quickly as possible.

The inspection revealed:

- (1) On testing the smoke shaft doors by the use of the manual call point on the 6th, 2nd and 1st floors failed to open or was broken.
- (2) It was found that electrical heaters were stored within the means of escape.

Suggested action to remedy failure

- (1) The responsible person should ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by reviewing the arrangements to ensure that adequate smoke ventilation is available to allow the use of the exit route in the event of a fire.
- (2) Sources of ignition should not be found within the means of escape. Electrical heaters stored within the means of escape should be removed. It is essential that escape routes are managed and maintained to ensure that they remain usable and available at all times when the premises are occupied.

Procedures for Serious and Imminent Danger and for Danger Areas

Failure

Insufficient information was made available to persons in the event of serious and/or imminent danger

Legislation Applicable

Article 15 (2) (a) of the Regulatory Reform (Fire Safety) Order 2005

You must provide information concerning any significant risks to staff and other relevant persons that have been identified in your fire risk assessment or any similar assessment carried out by another user and responsible person in the building.

- (1) The inspection revealed that the premises fire action notices inform persons to activate the manual call points within the common areas even though no call points are present within the building.
- (2) The inspection revealed that the premises fire action notices inform persons to 'Stay Put' however, there are communal fire detectors sited within the communal areas of the premises. If a detector was to activate this could lead to confusion.

Suggested action to remedy failure

- (1) and (2) The responsible person should have adequate, established procedures for serious and imminent danger and for danger areas. This can be achieved by reviewing the fire strategy for the premises and the fire action notices throughout the premises and reflect the fire strategy.

Maintenance

Failure

The automatic fire-fighting equipment is inadequately maintained

Legislation Applicable

Article 17 (1) of the Regulatory Reform (Fire Safety) Order 2005

Fixed installations must be maintained, tested and serviced to the standards recommended in the appropriate BS. The outcome of the service should be recorded.

- (1) The inspection revealed that on testing the smoke shaft vent doors on the 6^h, 2nd and 1st floors failed to open.
- (2) Documentation was not available to show that the automatic opening vent and smoke shaft is subject to a suitable system of testing and maintenance.

Suggested action to remedy failure

- (1) and (2) The responsible person should arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, in efficient working order and in good repair.

Maintenance

Failure

The fire alarm system is inadequately maintained

Legislation Applicable

Article 17 (1) of the Regulatory Reform (Fire Safety) Order 2005

The fire alarm system must be maintained. Consideration should be given to initiating a servicing contract with a competent contractor who should maintain and test the system in accordance with BS 5839. The outcome of the service should be recorded.

The inspection revealed you could not provide any documentation to show that the communal fire detectors are subject to a suitable system of testing and maintenance.

Suggested action to remedy failure

The responsible person should arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.

Maintenance

Failure

The emergency lighting is inadequately maintained

Legislation Applicable

Article 17 (1) of the Regulatory Reform (Fire Safety) Order 2005

The emergency lighting system must be maintained. All emergency escape lighting systems should be regularly tested and properly maintained to an appropriate standard.

It is recommended that consideration is given to the provision of a servicing contract with a competent contractor who should maintain and test the emergency lighting system in accordance with the recommendations of BS 5266-1:2016 & BS EN 50172:2004, BS 5266-8:2004 (or equivalent approved standard). The outcome of the service should be recorded.

The inspection revealed you could not provide any documentation to show that the emergency lighting system is subject to a suitable system of testing and maintenance.

Suggested action to remedy failure

The responsible person should arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.

Maintenance of measures provided for protection of Firefighters

Failure

To maintain and keep in efficient working order facilities, equipment and devices provided for the use by, or protection of, firefighters on your premises

Legislation Applicable

Article 38 (1), (2), (3), (4) & (5) of the Regulatory Reform (Fire Safety) Order 2005

The responsible person must maintain and keep in efficient working order facilities, equipment and devices provided for the use by, or protection of fire-fighters in the premises.

The inspection revealed that you could not provide any evidence to show that the premises dry riser was subject to any routine maintenance system.

Suggested action to remedy failure

The responsible person should put arrangements in place to ensure facilities, equipment and devices for the use by or the protection of fire fighters, are maintained in an efficient state, in efficient working order and in good repair.

Please be advised that matters detailed under the "Suggested actions to remedy failure" heading(s) are only one method of achieving compliance. You may wish to seek further specialist advice for another means of achieving this compliance.

**Guides in the Series available from the CLG
(Communities and Local Government)**

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>

1	Offices & Shops ISBN-13:978 1 851 12 851 0	Offices and retail premises (including individual units within larger premises, e.g. shopping centres)
2	Factories & Warehouses ISBN-13:978 1 851 12 816 7	Factories and warehouse storage premises
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4	Residential Care Premises ISBN-13:978 1 851 12 818 1	Residential Care and nursing homes, common areas of sheltered housing (where care is provided) and similar premises, which are permanently staffed and where the primary use is the provision of care rather than healthcare (see Health Care Premises)
5	Educational Premises ISBN-13: 978 1 851 12 819 8	Teaching establishments ranging from pre-school through to universities, except the residential parts (See Sleeping Accommodation).
6	Small & Medium Places of Assembly ISBN -13: 978 1 851 12 820 4	Smaller public houses, clubs, restaurants and cafes, village halls, community centres, libraries, marquees, churches and other places of worship or study accommodating up to 300 people
7	Large Places of Assembly ISBN-13: 978 1 851 12 821 1	Larger premises where more than 300 people could gather, e.g. shopping centres (not the individual shops), large nightclubs and pubs, exhibition and conference centres, sports stadia, marquees, museums, libraries, churches, cathedrals and other places of worship or study
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12	Animal Premises and Stables ISBN-13: 978 1 85112 844 6	Animal premises, stables, livery yards and stables within zoos, large animal sanctuaries or farm parks
13	<i>Supplementary Guide</i> Means of Escape for Disabled People ISBN – 13: 978 1 85112 873 7	This guide is a supplement to be read alongside other guides in this series. It provides additional information on accessibility and means of escape