# FIRE RISK ASSESSMENT

Kingsley Court

142 Kings Road

Brighton

East Sussex BN1 2LP

Document Reference: SM8# 14711

Version 6




Photograph of property assessed.

Assessor: Michael Robertson

Date: 06/08/2025

# Executive Summary

JBA (Jamie Ballan Associates) were instructed by Jonathan Rolls Property Management to carry out a Type 1 Fire Risk Assessment of the assessed premises referred to as Kingsley Court. This was completed by Michael Robertson on the 06/08/2025.

Any limitations to the scope of survey are listed at the begining of the report.

All actions listed within the report need to be addressed within the suggested time scales or be confirmed to have already been completed.

Kingsley Court is purpose built (post 1991). The quality of construction appears to be substantial with evidence of fire safety systems considered and incorporated into the design.

- Key Findings:

1 - Some service records for the fire safety equipment were seen to be missing although we were informed they were being carried out but these must be verified.

2 - The plugged appliances in the office must be subject to PAT testing.

THIS REPORT SHOULD BE REVIEWED ANNUALLY.

WORK IN PROGRESS

# Fire Risk Assessment

| | |
|---|---|
| Business Name: | Jonathan Rolls Property Management |
| Building Number/Name: | Kingsley Court |
| Address Line 1: | 142 Kings Road |
| Address Line 2: | Brighton |
| County: | East Sussex |
| Postcode: | BN1 2LP |



Photograph of property assessed

Photograph of property assessed

| | | | |
|---|---|---|---|
| Scope of assessment: | Type 1: Common parts only (non-destructive) including visual inspection of the external walls. | | |
| Responsible person(s): | Jonathan Rolls Property Management | Date of assessment: | 06/08/2025 |
| Contact information: | management@jonathanrolls.com | Assessor: | Michael Robertson |
| Fire Safety Co-ordinator: | Jonathan Rolls Property Management | Validator: | Steve Bratley |
| Site contact (if different): | Unknown | Competent Person appointed to assist RP (Art 18): | JBA |
| This fire risk assessment is for: | LIFE SAFETY ONLY | Document reference: | SM8# 14711 |
| This Fire Risk Assessment should be reviewed within: | 1 Year | Issue Date: | 28/10/2025 |

| | |
|---|---|
| Comments: | Purpose built residential property located in central Brighton close to the seafront. |

This fire risk assessment report is a legal document and should be kept in a secure place

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JBA | FIRE SAFETY CONSULTANTS

The Institute of Fire Safety Managers IFSM Member

BAFE FIRE SAFETY REGISTER REGISTERED ORGANISATION ID: 303317

E : info@jamieballanassociates.co.uk

T : 01273 917081

T:020 4754 3745

T:0113 493 1494

# INTRODUCTION

## Overview

A fire risk assessment is an organised and methodical inspection of your premises, any activities carried out and the likelihood that a fire could start and what likely harm this could cause.

The Regulatory Reform (Fire Safety) Order 2005, which came into effect on 1st October 2006, applies to the majority of non-domestic premises as well as the common parts of flats and maisonettes and in conjunction with the Fire Safety Act 2021 and the Building Safety Act 2022, current legislation places certain obligations on the **'Accountable persons, Responsible Persons** and **Duty Holders'** for any premises, that includes carrying out a suitable and sufficient fire risk assessment by a competent person. This report is intended to satisfy this requirement.

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

For residential premises this could be the freehold company, managing agent, directors of a RTM etc.

## Enforcement

Either the Building Safety Regulator or Your local fire and rescue authority enforces this law. Furthermore; they have the power to inspect your premises to check that you are complying with your duties. They will look for evidence that you have carried out a suitable and sufficient fire risk assessment and acted upon the significant findings of that assessment.

E : info@jamieballanassociates.co.uk
T : 01273 917081
T:020 4754 3745
T:0113 493 1494

## Assessment Review

The fire risk within a building may be subject to change. Under the Order, a portion of the responsibilities of the 'responsible person' is to periodically review this assessment. In the event of:

- A fire or near miss occurring;
- The failure of fire safety systems (e.g., fire detection or emergency lighting);
- Changes to work processes undertaken in the building;
- Alterations to the internal layout of the building;
- The introduction, change of use, or increase in the storage of hazardous substances;
- Significant changes to the type, quantity, and/or method of storage of combustible materials;
- Significant changes in the number or type of people (e.g., young persons, those with disabilities);

## Managing Fire Safety

Good fire safety management is crucial to prevent fires from happening, or to control them swiftly, effectively, and safely if a fire does occur and spreads, ensuring that everyone in your premises can escape to a safe location easily and quickly.

## Significant Findings

The various sections within this report contain actions that require attention based on their perceived risk. Whilst these are risk rated, they will all require attention. It is crucial to maintain the implementation of control measures and regularly monitor their effectiveness. A record of all actions taken on the fire safety management of your building should be recorded and made available for review as part of the ongoing fire safety management of your building.

# 2. Premises Details

## The Building

| | | | |
|---|---|---|---|
| Building Use: | Self contained flats | | |
| Number of floors: | 7 | Number of stairs: | One |
| Number of flats: | 20 | Balconies present? | Yes |
| Number of floors below ground? | 1 | Are lifts in use? | Yes |
| Number of Exits: | 2 | Fireman's Shaft? | No |
| Approximate age: | 1985 | Approx Building Height (m): | >18 |
| Approx size (m2): | 440 | Dry/Wet Risers? | Yes |
| Does the building have lightning protection? | Yes | | |
| Are there outstanding remedial works required to external walls? | Unknown | | |
| Has an FRAEW Report been provided? | No, Not required | | |

## The Occupants

| | |
|---|---|
| Do people sleep within the premises? | Yes |
| Are there ever any lone workers? | Yes - see comments |
| | |
| Are there any remote areas? | Yes (see section 5) |
| Maximum number of staff within the premises at any one time: | 1 |
| Maximum number of sleeping persons at any one time: | 50 |
| Guests / Public / visitors: | 15 |
| Total Occupancy: | 66 |
| Is the property licensed? | N/A |
| Have details of external walls been provided? | Unknown |

Kingsley Court is a purpose built block of twenty self contained flats constructed circa 1985.

The property is constructed of brick which has been rendered. There are balconies to the front of the elevation.

The common way spans ground to the fifth floor and is served via a single internal stair. The stair and floors are constructed of concrete. The partition walls between the flats and the common area are constructed of masonry and plaster. There is a lower ground parking area with stairs. A lift goes from the lower ground floor to the fifth floor. The car park, lift motor room and electrical room lobby, with the ground floor stairs to the lower ground are all separated by doors. The car park is an undercroft area but has ventilation.

As you enter the basement area through a fire door on the ground level there is stairs that go down to a lobby area with the lift and the exit door to the carpark and a door to the lift motor room and electrical room lobby area that is fitted with an external exit.

There is a fire detection alarm system and emergency lighting fitted.

At the head of the stairs is an AOV to allow smoke to escape if required and a dry riser is in place.

The building has a SIB provided in the front entrance to the property which houses a full set of plans.

Building safety regulator registration number HRB13255N4B1.

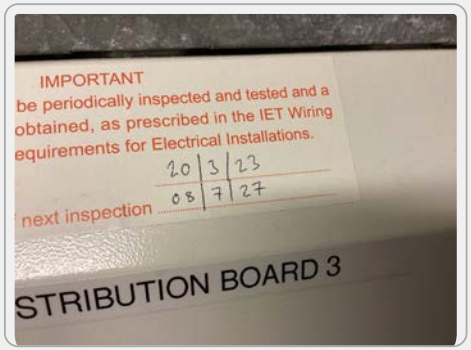
We recommend that a fire risk assessment appraisal (FRA-EW) be completed upon the external envelope of the property in accordance with the now published guidance of PAS 9980. All work must be completed by a suitably qualified and competent person.

There may be lone working in the lower ground electrical room or lift motor room. If working in this area there is a fire exit door that leads to outside and there is no risk of needing to come back through the property. Also there is a staff member on site mainly in the mornings of week days that would be aware of a worker in these areas.

# 3.1 Sources of Ignition - Electrical

## Fixed Electrical Installations

| | |
|---|---|
| Date of last Electrical Installation Condition Report (EICR): | 20/03/2023 |
| Suggested date of next inspection: | 20/03/2027 |
| Last inspection report provided? | No - see comments |
| Did the fixed electrical installation appear to generally be in good order? | Yes (Subject to EICR) |
| Are they enclosed in a fire protective enclosure or from potential mechanical harm? | Yes |
| Is there safe separation between mains electrical and gas equipment (usually 150mm)? | Yes |




EICR record

Other relevant photo (if applicable)

## Portable Electrical Appliances

| | |
|---|---|
| Date of last PAT test: | TBC |
| Date of next recommended PAT test: | TBC |
| Last inspection report provided? | No - see comments |
| Are there any portable heat sources present? | Yes |
| Is a suitable policy in place with regards to personal electrical items? | Unknown |
| Appropriate use of extension leads / multigang sockets etc? | Yes |



PAT testing / Label / Certificate

Evidence of observed hazard

All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. All required essential remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person.

All portable electrical appliances should be placed on a register and be made subject to portable appliance testing (PAT). Any defective equipment must be repaired or removed from site. The schedule of re-testing should be advised by the inspecting engineer. All work to be completed by a competent person.

# 3.2 Sources of Ignition - Cooking

## Cooking

| | | | |
|---|---|---|---|
| Does cooking take place within the premises? | Domestic kitchens only | Is there suitable provision of fire extinguishers in cooking areas? | N/A |
| Is there any air extraction/exhaust system installed? | N/A | Have sufficient measures been taken to prevent cooking fires? | N/A |
| Frequency of duct and filter cleaning? | N/A | Cooking Comments: | There are no communal cooking facilities provided. Risk associated with cooking is restricted within individual flats which is outside the scope of a type 1 assessment. |
| Does the location of any cooking areas affect escape routes? | N/A | | |
| Are deep fat fryers in use? | N/A | | |

# 3.3 Sources of Ignition - Other

## Smoking

| | |
|---|---|
| Was there any evidence of smoking within the premises? | No |
| Is there a dedicated smoking area? | No |
| Are suitable receptacles provided for smoker's materials? | No |

## Arson

| | |
|---|---|
| Is there any history of arson or arson attempts? | No |
| Are security measures reasonable to prevent arson? | Yes |
| Are materials available which may assist an arsonist? | No |

## Other Sources of ignition

| | |
|---|---|
| Where there any other sources of ignition not included in the above sections? | No |

The property is secured by a door entry system. There were no items seen around the property which may assist an arsonist.

# 4. Legal & General Responsibilities (co-operation and co-ordination)

| | | | |
|---|---|---|---|
| Are there are any outstanding items from previous assessments? | Unknown | Is there adequate access for Fire Service appliances and equipment? | Yes |
| Is a secure information box provided? | Yes | Are control measures suitable to limit external fire spread? | Yes |
| Was the S.I.B. information checked, and correct? | Yes | Are fire safety plans present? | Yes |
| Has all required information been provided to F.R.S.? | Yes | Are the key personnel arrangements satisfactory? | Yes |
| Have Fire Service Operational staff visited and obtained information for incident planning? | Unknown | Are adequate records kept of the fire safety arrangements? | Yes |
| Is fire service access to fixed fire systems adequate? | Yes | Was a resident engagement strategy available for review? | Yes |
| Are there any requirements for co-operation and co-ordination (Art 22) with other premises or relevant persons? | No | | |

In accordance with the Fire Safety (England) Regulations 2022 all occupants must be routinely informed of the fire safety arrangements for the building including details of fire safety systems and appropriate actions to take in the event of discovering a fire or becoming aware of a fire within another part of the building and all occupants must be routinely informed of the importance and function of fire doors within the property, their obligation not to interfere with their correct operation and to report any damage or failure to the Responsible Person.

In high-rise residential buildings (Either over 18m or 7 storeys or more), responsible persons will now be required under the fire safety act to:

- Building Plans:

Provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a Secure Information Box (SIB) on site.

- External Wall Systems:

Provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. Also, they will be required to provide information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.

- Lifts and other key Fire-Fighting Equipment:

Undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment. They will also be required to report any defective lifts or equipment to their local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours, and to record the outcome of checks and make them available to residents.

- Premises Information Boxes:

Install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans.

- Way-finding Signage:

To install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings.

- Mandatory Occurrence Reporting (MOR)

The principal accountable person (PAP) must establish and operate a single MOR (Mandatory Occurrence Reporting) system for the high-rise residential building they are responsible for as per HM Government guidance.

A link is provided below to view these requirements in written detail:

https://www.gov.uk/guidance/operating-a-mandatory-occurrence-reporting-system

- Resident Engagement Strategy (RES)

As the building is classed and registered as high rise, then there are further detailed requirements laid out in available government guidance regarding "Resident Engagement Strategies" which will need to be fully adhered to.

A link is provided below to view these requirements in written detail:

https://www.gov.uk/guidance/preparing-a-resident-engagement-strategy

The principal accountable person (PAP) must establish and operate a single MOR (Mandatory Occurrence Reporting) system for the high-rise residential building they are responsible for as per HM Government guidance.

A link is provided below to view these requirements in written detail:

https://www.gov.uk/guidance/operating-a-mandatory-occurrence-reporting-system

NOTE THAT THIS IS A LEGAL REQUIREMENT

# 5. Identify People at Risk

| | | | |
|---|---|---|---|
| Are there likely to be any person who may be under the influence of drugs or alcohol? | No | Are there any persons located in 'remote areas'? | Yes - see comments |
| Number of other relevant persons who may be present within the premises: | 15 | If multiple occupancy, approximately how many people are there in other areas? | N/A |
| Anticipated maximum number of people on site: | 66 | | |

Are there any vulnerable persons (young elderly or disabled *) present?

*See the CLG guidance on the Means of Escape for Disabled Persons and part M Building Regs - "The evacuation of disabled persons can no longer rely upon the intervention of the Fire Service during a fire. Reasonable means of escape for both disabled persons and others has to be provided before the arrival of the Fire Service"

At the time of assessment the assessor had seen information in the SIB of a resident that requires assistance.

Assistance was seen to be required.

There is a requirement under the Fire Safety (England) Regulation 2022, to ensure that the resident engagement strategy for the building is regularly making enquiry to ascertain if any resident within the property cannot self evacuate in the event of a fire. Where any specific need is identified then a person centric fire risk assessment (PCFRA) should be undertaken. This would usually be carried out by a person acting on behalf of the resident concerned such as a relative or carer. The findings of the PCFRA should then be submitted to the responsible person (or their agent) to look at viable solutions.

There was no evidence seen at the time of the assessment to show there was any persons under the influence of drugs or alcohol.

There may be persons working in the lower ground floor lift motor room or the electrical room. There is an immediate escape door from the lobby of the area so a quick escape can be made.

# 6. Fire Loading, Housekeeping & Process Hazards.

| | |
|---|---|
| What are the sources of air (oxygen) available at any one time, which could fuel a fire? | Natural ventilations (windows) etc. |

| | | | |
|---|---|---|---|
| Are there any process hazards or activities that pose a threat to the premises? | No | Was housekeeping found to be to a suitable standard? | Yes |
| Is there an abundance of readily flammable materials present? | No | Are the management systems for refuse disposal sufficiently adequate to ensure that no unnecessary buildup of refuse? | Yes |
| Are any heating systems, installations and rooms in good order and under a service/maintenance contract? | N/A | Are contractors working on site subject to a contractual safe system of work (method statement, hot works permits, and risk assessment) | Yes |
| Comments or observed hazards: | Artificial plants, plastic. | Does the property have any history of fires? | No |

## Sources of Fuel

| | | | |
|---|---|---|---|
| ☑ | Gas (mains or LPG) | ☑ | Paper, Wood & Textiles |
| ☐ | Paints & Decorators Materials | ☐ | Oxidizing Agents |
| ☐ | Petrol (comment on if YES) | ☑ | Plastics and Synthetics |
| ☐ | Flammable Liquids | ☑ | Furniture & Fixings |

## Specific fuel sources identified





There is no reported fire loss history for this property.

The client should ensure that all contractors working on site are subject to safe working practices and where appropriate should be requested to provide RAMS (risk and method statements) and hot works permits.

At the time of assessment there were plants seen within the common ways. Where at floor level, these must be removed as they could be a potential trip hazard. The storage of plants within the common ways must be controlled to an absolute minimum as these do provide a fire loading. Ideally, all plants should be kept within a ceramic or non synthetic plant pot. All plants must remain well watered and should not be allowed to dry out.
All artificial plants should ideally be removed.

## 7.1 Fire Compartmentation (Fire Doors)

| | |
|---|---|
| Sample door inspected? | Yes - Flat entrance door |
| The inspected door was: | Found to meet FD30S standard |
| Door furniture: | Was found to be suitable for purpose |
| Glazing: | The inspected door did not have any glazed elements. |
| Has a fire door inspection been recently completed? | Not seen |

| | | | |
|---|---|---|---|
| Are fire door inspections carried out and recorded? | Unknown | Are fire doors suitable and fit for purpose? | Yes |

The sampled flat door seen was found to be to a suitable standard but all flat entrance doors should be made subject to ongoing maintenance and inspection to ensure that all required parts are present and in good condition. The doors must also be checked to be sufficiently self closing within their frames. All work to be completed by a competent person.

# 7.2 Fire Compartmentation

| | | | |
|---|---|---|---|
| Is the fire compartmentation adequate to protect the means of escape? | Yes | Is structural fire compartmentation adequate to high risk areas? | N/A |
| Is the structural fire compartmentation between walls and floors adequate? | Yes | Are fire/smoke dampers fitted where required? | N/A |
| Are fire/smoke dampers regularly inspected and tested? | N/A | Are there any hidden voids where fire or smoke could spread? | No |
| Are access doors to hidden areas suitably fire resisting and secured? | N/A | Are there any windows or opening within 1.8m horizontally, or 9m vertically below an escape route? | No |
| Are there any unprotected glazed elements adjacent to the escape routes? | No | Are quarterly communal fire door checks carried out and recorded? | No - see comments |
| Is electrical switch/fuse equipment adequately protected? | Yes | Is fire detection provided in any voids in excess of 800mm? | N/A |

The compartments between the flats and the common area masonry with dot and dab plaster. They were all seen to be in good condition.

There is a small lobby area on the top floor with windows and a service riser accessed from the lift that has no escape stairs. In the event of a fire an escape plan has been provided.

Any workers would be assisted by the concierge who has access through the top floor flat to the stairs at the other end of the flat to escape if required.

The top floor flat has a rear access door from the lift lobby and a front access door from the stairs.

As the property is over 11m, then it is also a legal requirement to carry out quarterly visual inspections of all communal doors. This should include lobby doors and doors to risers and service cupboards (as per Regulation 10 guidance as issued 25th Oct 2023).

It was noted that these are checked daily and any issues found are reported. They must be recorded quarterly.

# 8. Means of Escape for Evacuation

| | | | |
|---|---|---|---|
| Is the design of escape routes satisfactory including the provision of alternative means of escape? | Yes | At the time of assessment, were there any obstructions within the escape routes? | No |
| Are exit widths and travel distances satisfactory? | Yes | Are fire exit doors adequate and available for immediate use? | Yes |
| The type of evacuation policy for the property is: | Simultaneous | The average evacuation time for the property is: | Unknown |
| Does the property have a suitable fire emergency action policy? | Yes | Was the secondary means of escape accessible? | N/A |
| Is there a secondary means of escape? | No | Suitable mail management? | Yes |
| Anti arson mailbox present? | N/A | Suitable fire safety instructions? | Yes |
| Are there reasonable means for evacuation of disabled occupants or visitors to the premises? | No - see comments | Is there a system in place for dealing with bomb threats? | N/A |

The property is not designed for assisting disabled occupants in an emergency.

If disabled occupants are to regularly visit the property then consideration should be looked at on how to assist such persons in an emergency.

This is to implemented if required.

# 9. Signs, Signals & Lighting

| | | | |
|---|---|---|---|
| Has suitable way finding signage been provided in common areas? | Yes | Is the fire safety signage adequate and compliant with BS ISO 7010 & BS5499 standards? | Yes |
| From what could be ascertained, was there sufficient provision of emergency lighting in accordance with the recommendations of BS5266? | Yes | Are the natural lighting and normal artificial lighting arrangements satisfactory? | Yes |
| What type of emergency lighting was ascertained to be present? | Non-Maintained | | |

Combined no-maintained duel lighting fitted in the common areas apart from the car park with has stand alone non-maintained lighting.

# 10. Fire Detection and Warning Arrangements

| | | | |
|---|---|---|---|
| From what could be observed at the time of assessment, were the fire detection and means of raising the alarms sufficient? | Yes | The fire detection and alarm system was considered to be designed to a: | L4 + M and AOV |
| Does the premises have a history of false alarms (*state number and reason): | None seen recorded in the fire log book. | | |
| Is there any time delay signal on the fire alarm evacuation? | No | Is the system on remote monitoring (i.e. red care etc) | No |

It is recommended that a stand alone category LD2 GRADE D1 fire alarm system be installed within each of the individual flats in accordance with BS5839 part 6. This cannot be enforced under the Regulatory Reform Order 2005, but could be possibly enforced under the Housing Act 2004 should this be deemed necessary by the local housing authority. All work to be completed by a competent person.

The property requires a full illustrated fire alarm zoning chart in accordance with the recommendations of BS5839 part 1:2025. The chart should illustrate an accurate diagrammatic representation of the building and ideally show fire alarm components and escape routes/exits.

The fire alarm system is in the communal areas of the property and will operate the AOV system.

# 11. Fire Suppression, Smoke Extraction, Passive Equipment etc

| | | | |
|---|---|---|---|
| Is there sufficient provision of portable fire fighting equipment in accordance with the recommendations of BS5306 part 8:2012? | Yes | Was all supplied equipment easily found and fit for immediate use? | Yes |
| Are there any fixed automatic suppression systems? | No | Are there any automatic smoke vents or mechanical smoke extraction systems fitted? | Yes |

The lift motor room fire extinguisher within the property was not seen to have a servicing label attached. All equipment must be serviced by a competent person in accordance with BS5306 part 3.  This will be an action point in section 12.

The last servicing for the AOV was seen recorded in the fire log book on the 01/02/2024. The smoke vent (AOV) should be tested at least every six months in line with recognised standards (BS7346 part 8 & BS9999). This will be an action point in section 12.

The AOV system was seen to open at the head of the stairs to clear the escape route from smoke.

# 12. Maintenance, Information & Records (to assist fire fighting facilities)



Fire alarm control panel



Fire extinguisher label




Fire log book

Other

| | |
|---|---|
| How is the routine maintenance of the safety systems monitored | No detail provided |
| Was a mandatory occurrence reporting policy available for review: | No |

| | | | | | |
|---|---|---|---|---|---|
| ☑ | Communal fire detection and alarm syste | Last service date: 01/02/2024 | ☐ | Domestic fire detection and alarm system | Last service date: N/A |
| ☑ | Is the Fire Alarm being weekly tested? | Last test date: 23/07/2025 | ☑ | Smoke control / venting | Last service date: 01/02/2024 |
| ☑ | Is there monthly emergency light testing | Last test date: 07/07/2025 | ☐ | Sprinkler or suppression system | Last service date: N/A |
| ☑ | Emergency lighting | Last service date: 01/02/2024 | ☑ | Lightning protection system | Last service date: TBC |
| ☑ | Dry risers | Last service date: 01/08/2025 | ☐ | Fire training session | Last training date: N/A |
| ☑ | Portable fire extinguishers | Last service date: None | ☑ | Smoke Vent Weekly Test | Last date: 23/07/2025 |
| ☐ | Fire drills undertaken | Last drill date: N/A | ☑ | Fire information box | Last date: 01/08/2025 |

The fire information box is checked monthly to ensure all document required are inside and correct.

The lift motor room fire extinguisher within the property was not seen to have a servicing label attached. All equipment must be serviced by a competent person in accordance with BS5306 part 3.

It is understood that the service is being carried out but no record was seen in the fire log book to confirm this.

The last servicing for the AOV was seen recorded in the fire log book on the 01/02/2024. The smoke vent (AOV) should be tested at least every six months in line with recognised standards (BS7346 part 8 & BS9999).

The standards for the maintenance and testing of smoke control systems are set out in BS 7346 part 8 and BS9999, alongside the relevant sections of BS EN 12101. Smoke control systems should be tested weekly by the building owner to ensure that they are operating effectively, with a full system inspection and test carried out by a suitably qualified person at least annually. If you are in any doubt as to the tests that should be carried out then you should contact the manufacturer or installer of the system for further information.

We were informed that the lighting protection system has been checked, however no service record was seen to verify this.

All lightning protection systems should be ensured to be maintained in good working order, in accordance with BS6651 parts 31-34. All work to be completed by a competent person.

## 13. Information Recording, Record Keeping etc

| | | | |
|---|---|---|---|
| Are the fire safety arrangements suitably recorded and kept in safe place? | Yes | Are the means for calling the fire brigade adequate and practical? | Yes |
| Are the locations of the assembly points known and easily recognisable? | N/A | Are staff trained in all fire safety and fire warden activities both during a fire and during normal business operations? | N/A |
| Is the amount of general information available adequate for all persons including contractors and all visitors to the premises? | Yes | Are records being kept of fire warden checks of fire doors and fire exits, escape routes, hazard spotting, fire watch walks etc? | No - see comments |
| Are records being kept of all fire alarms drills and actual incidents of fire including debrief notes | Not seen | Any records kept of other important aspects - lightning protection, fusible links in boiler house etc. | No - see comments |

Mobile phone signal was seen to be in the area for the means of calling the fire brigade.

Warden checks are being carried out but not all aspects of the checks are being recorded. Any issues seen are reported to the managing agent.

# 14. Risk Rating

| | SLIGHT HARM | MODERATE HARM | EXTREME HARM |
|---|---|---|---|
| LOW | TRIVIAL RISK | TOLERABLE RISK | MODERATE RISK |
| MEDIUM | TOLERABLE RISK | MODERATE RISK | SUBSTANTIAL RISK |
| HIGH | MODERATE RISK | SUBSTANTIAL RISK | INTOLERABLE |

**Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:**

**MEDIUM**

**Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of assessment; it is considered that the consequences for life safety in the event of fire would be:**

**SLIGHT HARM**

**Accordingly, it is considered that the risk to life from fire at these premises is:**

**TOLERABLE**

| RISK LEVEL | ACTION AND SUGGESTED TIME SCALE |
|---|---|
| TRIVIAL | No action is required and no detailed records need be kept. |
| TOLERABLE | No major additional controls required. However, there might be a need for improvements that involve minor or limited cost. |
| MODERATE | It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.<br><br>Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. |
| SUBSTANTIAL | Considerable resources might have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken. |
| INTOLERABLE | Building (or relevant area) should not be occupied until the risk is reduced. |

**Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed or implemented.**

**DISCLAIMER:** The type of assessment unless otherwise stated is referred to as a type 1 assessment which is non destructive and covers the shared common ways of the premises only. This is the basic minimum legal requirement under the Regulatory Reform Order 2005, The Fire Safety Act 2021 and the Building Safety Act 2022. Where possible the assessor will also inspect any service voids, lowered ceilings and loft spaces. Where access is not possible this will be commented upon, with possible further advice on action to be taken. Although the Regulatory Reform Order 2005 covers the shared common ways only it also requires that the use and risk in the other parts of the building are considered. The Fire Safety Act 2021 confirmed the flat entrance doors leading to internal common areas form part of the fire safety arrangements for buildings and as such responsibility for their suitability falls to the Responsible Person. The Fire Safety Act 2021also confirmed the external walls as part of the common areas of flats and maisonettes. It will be normal for a sample of the flat entrance doors to be inspected as part of the assessment process. Where the assessor has concerns over fire stopping or the fire doors, a further intrusive survey may be recommended which will normally be charged as an additional expense and may require a re-visit. The Building Safety Act 2022 makes further requirements for some buildings that will be considered within the assessment as appropriate to the building type and height.

This document should be kept in a safe place as it forms part of the legal procedure for ensuring that you have complied with the relevant legislated requirements and taken necessary steps to safeguard the lives of all "relevant persons" as defined in the Fire Safety Order as 'those persons affected by fire inside or near to a premises'. The purpose of the document is to provide an assessment of the risk to life from fire in these premises and where appropriate make recommendation to ensure compliance with fire safety legislation. This report does not primarily deal with the risk to the property or business continuity (where relevant) from fire unless specifically requested by the owner/ occupier. This Fire Risk assessment has been completed by a competent person and validated by a second assessor who have been assessed as competent to undertake validation of assessments for third party accreditation purposes. It should be reviewed in accordance with the recommended time frames stated within the document by another competent person, as defined in the Regulatory Reform (Fire safety) Order 2005.

The assessor does not have any responsibility over the control or management of the premises or any system or part of the premises that is included within this assessment; this remains the whole responsibility of the responsible person.

# 15. Action Plan

## Target completion dates are from the issue date: 28/10/2025

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| 1 | At the time of assessment there were plants seen within the common ways. Where at floor level, these must be removed as they could be a potential trip hazard. The storage of plants within the common ways must be controlled to an absolute minimum as these do provide a fire loading. Ideally, all plants should be kept within a ceramic or non synthetic plant pot. All plants must remain well watered and should not be allowed to dry out.<br>All artificial plants should ideally be removed. | HIGH | 3 Months | LOW | | 6 |
| 2 | In accordance with the Fire Safety (England) Regulations 2022 all occupants must be routinely informed of the fire safety arrangements for the building including details of fire safety systems and appropriate actions to take in the event of discovering a fire or becoming aware of a fire within another part of the building and all occupants must be routinely informed of the importance and function of fire doors within the property, their obligation not to interfere with their correct operation and to report any damage or failure to the Responsible Person. | MEDIUM | Ongoing | LOW | | 4 |
| 3 | We recommend that a fire risk assessment appraisal (FRA-EW) be completed upon the external envelope of the property in accordance with the now published guidance of PAS 9980. All work must be completed by a suitably qualified and competent person. | MEDIUM | 12 Months | LOW | | 2 |
| 4 | The client should ensure that all contractors working on site are subject to safe working practices and where appropriate should be requested to provide RAMS (risk and method statements) and hot works permits. | MEDIUM | As required | LOW | | 6 |

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| 5 | In high-rise residential buildings (Either over 18m or 7 storeys or more), responsible persons will now be required under the fire safety act to:<br><br>- Building Plans:<br><br>Provide their local Fire and Rescue Service with up-to-date electronic building floor plans and to place a hard copy of these plans, alongside a single page building plan which identifies key firefighting equipment, in a Secure Information Box (SIB) on site.<br><br>- External Wall Systems:<br><br>Provide to their local Fire and Rescue Service information about the design and materials of a high-rise building's external wall system and to inform the Fire and Rescue Service of any material changes to these walls. Also, they will be required to provide information in relation to the level of risk that the design and materials of the external wall structure gives rise to and any mitigating steps taken.<br><br>- Lifts and other key Fire-Fighting Equipment:<br><br>Undertake monthly checks on the operation of lifts intended for use by firefighters, and evacuation lifts in their building and check the functionality of other key pieces of firefighting equipment. They will also be required to report any defective lifts or equipment to their local Fire and Rescue Service as soon as possible after detection if the fault cannot be fixed within 24 hours, and to record the outcome of checks and make them available to residents.<br><br>- Premises Information Boxes:<br><br>Install and maintain a secure information box in their building. This box must contain the name and contact details of the Responsible Person and hard copies of the building floor plans.<br><br>- Way-finding Signage:<br><br>To install signage visible in low light or smoky conditions that identifies flat and floor numbers in the stairwells of relevant buildings. | MEDIUM | Ongoing | LOW | | 4 |

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| | - Mandatory Occurrence Reporting (MOR)<br><br>The principal accountable person (PAP) must establish and operate a single MOR (Mandatory Occurrence Reporting) system for the high-rise residential building they are responsible for as per HM Government guidance.<br><br>A link is provided below to view these requirements in written detail:<br><br>https://www.gov.uk/guidance/operating-a-mandatory-occurrence-reporting-system<br><br>- Resident Engagement Strategy (RES)<br><br>As the building is classed and registered as high rise, then there are further detailed requirements laid out in available government guidance regarding "Resident Engagement Strategies" which will need to be fully adhered to.<br><br>A link is provided below to view these requirements in written detail:<br><br>https://www.gov.uk/guidance/preparing-a-resident-engagement-strategy | | | | | |
| 6 | It is recommended that a stand alone category LD2 GRADE D1 fire alarm system be installed within each of the individual flats in accordance with BS5839 part 6. This cannot be enforced under the Regulatory Reform Order 2005, but could be possibly enforced under the Housing Act 2004 should this be deemed necessary by the local housing authority. All work to be completed by a competent person. | MEDIUM | Advisory | LOW | | 10 |
| 7 | The sampled flat door seen was found to be to a suitable standard but all flat entrance doors should be made subject to ongoing maintenance and inspection to ensure that all required parts are present and in good condition. The doors must also be checked to be sufficiently self closing within their frames. All work to be completed by a competent person. | MEDIUM | Ongoing | LOW | | 7.1 |

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| 8 | All portable electrical appliances should be placed on a register and be made subject to portable appliance testing (PAT). Any defective equipment must be repaired or removed from site. The schedule of re-testing should be advised by the inspecting engineer. All work to be completed by a competent person. | MEDIUM | 3 Months | LOW | | 3.1 |
| 9 | The lift motor room fire extinguisher within the property was not seen to have a servicing label attached. All equipment must be serviced by a competent person in accordance with BS5306 part 3. | MEDIUM | 3 Months | LOW | | 12 |
| 10 | As the property is over 11m, then it is also a legal requirement to carry out quarterly visual inspections of all communal doors. This should include lobby doors and doors to risers and service cupboards (as per Regulation 10 guidance as issued 25th Oct 2023).<br><br>It was noted that these are checked daily and any issues found are reported. They must be recorded quarterly. | MEDIUM | 3 Months | LOW | | 7.2 |
| 11 | It is understood that the service is being carried out but no record was seen in the fire log book to confirm this.<br><br>The last servicing for the AOV was seen recorded in the fire log book on the 01/02/2024. The smoke vent (AOV) should be tested at least every six months in line with recognised standards (BS7346 part 8 & BS9999).<br><br>The standards for the maintenance and testing of smoke control systems are set out in BS 7346 part 8 and BS9999, alongside the relevant sections of BS EN 12101. Smoke control systems should be tested weekly by the building owner to ensure that they are operating effectively, with a full system inspection and test carried out by a suitably qualified person at least annually. If you are in any doubt as to the tests that should be carried out then you should contact the manufacturer or installer of the system for further information. | MEDIUM | 3 Months | LOW | | 12 |

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| 12 | We were informed that the lighting protection system has been checked, however no service record was seen to verify this.<br><br>All lightning protection systems should be ensured to be maintained in good working order, in accordance with BS6651 parts 31-34. All work to be completed by a competent person. | MEDIUM | 3 Months | LOW | | 12 |
| 13 | All fixed electrical installations should be made subject to an Electrical Installation Condition Report (EICR) in accordance with the recommendations of BS7671. All required essential remedial works should be completed as soon as possible in order of given priority. All work to be completed by a competent person. | MEDIUM | 6 Months | LOW | | 3.1 |
| 14 | The principal accountable person (PAP) must establish and operate a single MOR (Mandatory Occurrence Reporting) system for the high-rise residential building they are responsible for as per HM Government guidance.<br><br>A link is provided below to view these requirements in written detail:<br><br>https://www.gov.uk/guidance/operating-a-mandatory-occurrence-reporting-system<br><br>NOTE THAT THIS IS A LEGAL REQUIREMENT | MEDIUM | 6 Months | LOW | | 4 |

| # | Action To Be Completed | Risk Rating | Target Completion Date | Residual Risk After Completion | Comments | Sec |
|---|---|---|---|---|---|---|
| 15 | The property requires a full illustrated fire alarm zoning chart in accordance with the recommendations of BS5839 part 1:2025. The chart should illustrate an accurate diagrammatic representation of the building and ideally show fire alarm components and escape routes/exits. | LOW | 6 Months | LOW | | 10 |

# Photographs - Fire Safety Equipment & Records

1




Secure door entry system.

2



Push button to release latch at night.

3



Single egress for a quick exit on exit doors from the escape routes.

4




Clear no smoking signs displayed.

5




Fire action instruction notice and manual call point fitted.

6



Non- maintained duel emergency lighting fitted.

7



Emergency lighting in the car park.

8



Smoke detector in the lobbies.

9



Mail Managment in good order.

10



Mirror secured to the wall.

11




Plant outside flat 11.

12



Artificial plants seen on various floors.

13



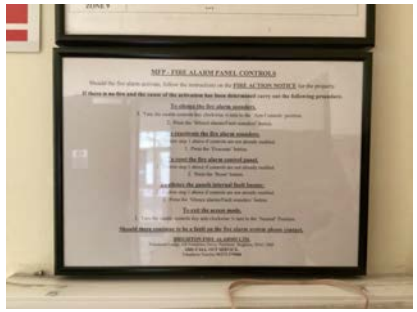

Sounder and fireman’s switch.

14




Do not use the lift signs displayed.

15



Fire alarm control panel instructions.

16




Fire alarm zone chart.

17



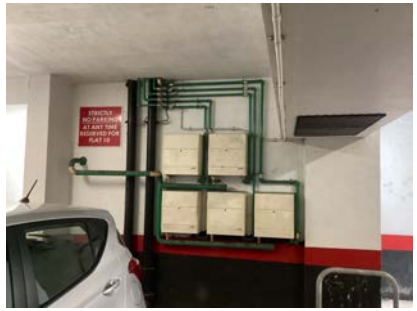
Heaters in the common areas.

18



Lift motor room fire extinguisher without service label.

19



Gas meters in the car park.

20



View of the car park.

21



Stairs with good hand rail.

22



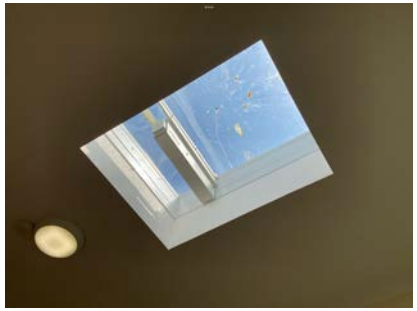
Windows with actuators.

23



Windows on the top floor for ventilation.

24



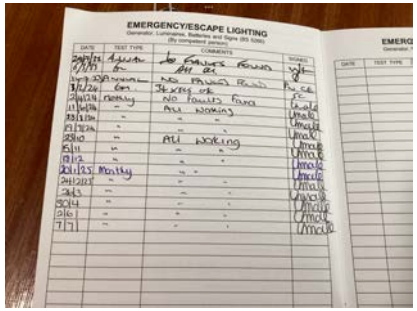
AOV at the head of the stairs.

25



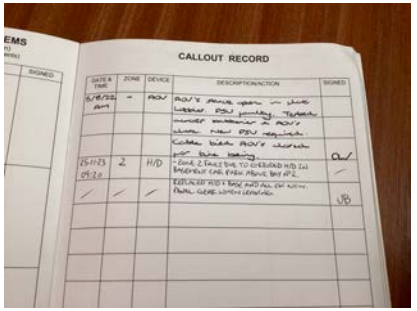
Side garage for two flats only. Not a communal area.

26



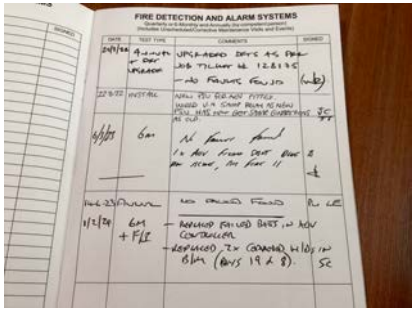

Emergency lighting service and checks.

27



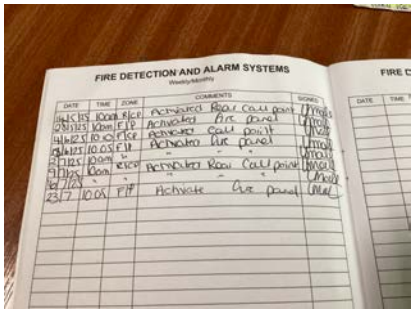

AOV and fire alarm call outs.

28



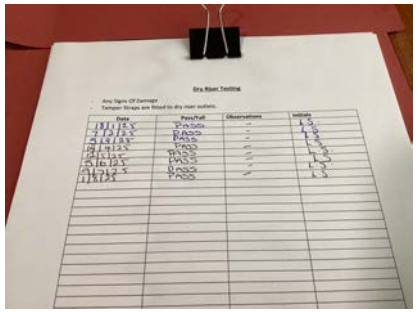

Fire alarm servicing.

29



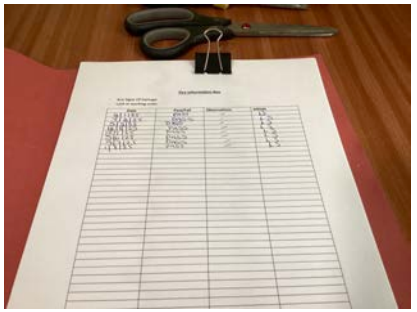

Weekly fire alarm checks.

30



Dry riser visual checks.

31



Fire information box checks.

32




Dry riser.

33




Dry riser servicing.

34



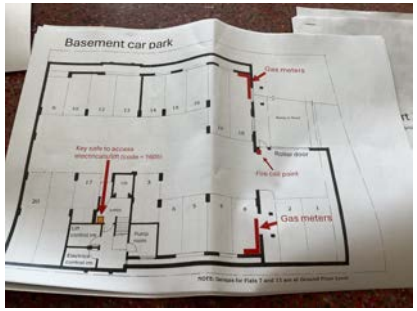
Lightning strip.

35




Fire safety documents.

36



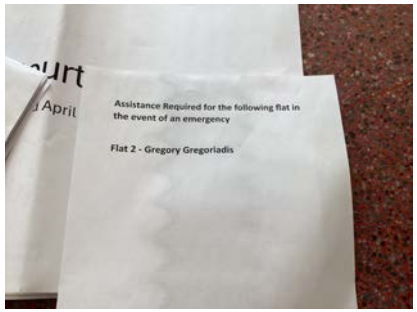

Example of the fire safety plans.

37




Fire safety plans.

38




Assistance seen in the fire safety box.

39



No PAT testing seen.

40




Flat 2 sampled door.

41



Intumescent and cold smoke seals seen on the sampled door.

42



Fire rated hinges seen on the sample door.

43



Correct closer seen on the sample door.

44



Windows for ventilation on the stairwell.

45

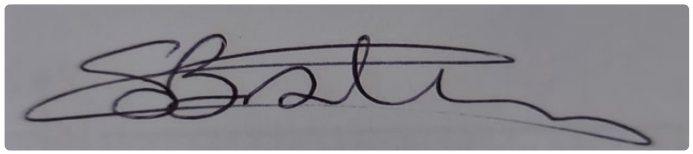



Two 30 minute doors partitions between the stairs and the lobby.

# CERTIFICATE OF CONFORMITY FOR LIFE SAFETY FIRE RISK ASSESSMENTS

| | | | | | |
|---|---|---|---|---|---|
| BAFE reg No: | 104348 | TPCB Name: | SSAIB | Registration No: | SUSS163 |
| Client Name: | Jonathan Rolls Property Management | Certificate Number: | SM8: | SM8# 14711 | |
| Property Name: | Kingsley Court | Assessment Date: | 06/08/2025 | | |
| Address: | 142 Kings Road | Suggested Review Date: | 1 Year | | |
| Town: | Brighton | Date of Certificate Issue: | | | |
| County: | East Sussex | Name of issuer: | Ballan Enterprises Ltd t/a | | |
| Postcode: | BN1 2LP | | Jamie Ballan Associates (JBA) | | |

| | |
|---|---|
| Purpose of Visit: | |
| Scope of FRA: | |

| | | | |
|---|---|---|---|
| Assessor Name: | Michael Robertson | Validator Name: | Steve Bratley |
| Assessor's Signature |  | Validator's Signature |  |
| | | Validator's Job Title: | |

***Statement of conformity:***

*We, being currently a 'Certificated Organisation' in respect of fire risk assessment identified in the above schedule, certify that the fire risk assessment referred to in the above schedule complies with the Specification identified in the above schedule and with all other requirements as currently laid down within the BAFE SP205 Scheme in respect of such fire risk assessment.*

SSAIB (certification body) can be contacted at: 7 - 11 Earsdon Road, West Monkseaton, Whitley Bay, Tyne and Wear, NE25 9SX.
Tel: +44 (0) 191 296 3242 E-mail: certificate@ssaib.org Web: www.ssaib.org / www.ssaib.ie

BAFE, The Fire Service College, London Road, Moreton-in-Marsh, Gloucestershire, GL56 0RH www.bafe.org.uk :: +44 (0) 844 335 0897