SITE survey. APP

SITE SURVEY REPORT

Fire Risk Assessment

Prepared for	Northgate Housing (sample organisation)
Date	12 Oct 2026
Site	Canal Wharf House, Leeds
Prepared by	R. Fairbairn

FORM

Fire Risk Assessment

1. Premises

Project	Canal Wharf House, Leeds: fire risk assessment of the common parts (completed example)
Customer	Northgate Housing (sample organisation)
Premises	Canal Wharf House: common parts
Address	Canal Wharf House, 14 Canal Street, Leeds
Main entrance location	Main entrance, Canal Street · 53.793520, -1.556080 (SE 29340 33114, ±6 m)
Date of assessment	12 Oct 2026
Date of the previous assessment	9 Oct 2025
Responsible person	Northgate Housing, the freeholder and landlord (contact: D. Mensah, building safety manager)
Other responsible persons for these premises	Each leaseholder is responsible for their own flat. Canal Wharf Management Company maintains the car park and bin store under the lease. UK address for notices: Northgate Housing, 2 Wellington Place, Leeds.
Assessor name	R. Fairbairn
Assessor organisation	Elmfield Fire Consultants

> What must be recorded. Since 1 October 2023 every responsible person must record the fire risk assessment in full, including all the findings, and their fire safety arrangements. Where someone is engaged to help with the assessment, their name and organisation must be recorded too. This applies to non-domestic premises and the non-domestic parts of blocks of flats, such as corridors, stairways and plant rooms.

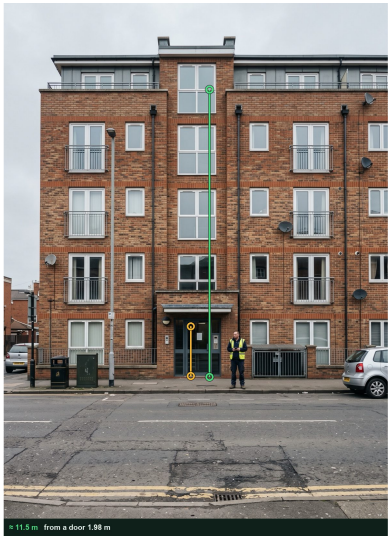
> This form follows the Regulatory Reform (Fire Safety) Order 2005, which applies in England and Wales. Scotland and Northern Ireland have their own fire safety law.

What is the building used for?	Block of flats: common parts

Blocks of flats

Number of flats	24
Height of the top storey floor above ground (m)	11.5

Height of the top storey floor above ground (m): measuring photo



Height band for the 2022 regulations	Top storey above 11 m

> Fire Safety (England) Regulations 2022. In any block with two or more flats, the responsible person must give residents fire safety instructions and information about the importance of fire doors. These regulations apply in England.

> Top storey above 11 m. The fire doors in the common parts must be checked at least every 3 months, and flat entrance doors at least every 12 months on a best endeavours basis, with a record of the steps taken where access was not given.

Have residents been given fire safety instructions and fire door information in the last 12 months?	Yes
Are the communal and flat entrance fire door checks up to date?	Yes

Photos of the building elevation



Number of floors	5

Most people in the building at one time	60
Does anyone sleep on the premises?	Yes
Brief description of the building and how it is used	Sample report. The building, people and organisations are fictional. Purpose-built block of 24 flats over ground and four upper floors, the top floor set back, built in 2004, concrete frame with brick cladding. The top storey measured from the photo is close to 11 m, so it was checked against the 2004 drawings, which agree it is just above. One protected stair, a lift, a bin store and a cycle store off the ground floor lobby. Stay put strategy.

2. Step 1: fire hazards

Sources of ignition	Electrical equipment and wiring, Battery charging, including e-bikes and scooters, Arson, Smoking
Things that could burn	Waste and recycling, Paper and cardboard, Furniture and furnishings
Are there oxygen cylinders or oxidising chemicals?	No
Housekeeping and waste	Needs improvement
Electrical installation and equipment checks	In date
Security against arson	Needs improvement
Notes on the hazards	A mobility scooter was being charged from a socket on the fourth floor landing, on the escape route. Flattened cardboard was stacked outside the bin store, against the building next to the rear exit. Landlord's electrical installation tested in March 2026.

Photos





3. Step 2: people at risk

Who uses the building?	Visitors or the public, Contractors, People sleeping, Children, Older people, Disabled people

> GOV.UK guidance says the assessment must consider the needs of vulnerable people, for example the elderly, young children or those with disabilities.

Would anyone need help to leave the building?	Yes
Does each of them have a personal emergency evacuation plan?	No

> Agree a personal emergency evacuation plan with each person and record it as an action on page 6.

Notes	Residents are asleep at night and some are older. The landlord knows of two residents who would need help to leave if they had to. Under the stay put strategy a person-centred fire risk assessment is the usual way to look at their needs.

4. Step 3: evaluate the precautions

Escape routes and exits	Not adequate
What did you find?	Mobility scooter charging on the fourth floor landing. Otherwise the stair and corridors were clear.
Fire doors and the walls and floors that hold back fire	Needs improvement
What did you find?	Ground floor stair core door does not close onto its latch (see the fire door inspection of 24 September). Flat entrance doors seen from the corridor were self-closing FD30S doors.
Emergency lighting	Adequate
Fire exit signs and notices	Adequate
Fire detection and warning	Adequate
Fire extinguishers and other firefighting equipment	Not applicable
Storage of dangerous substances	Adequate
Testing and maintenance records	Adequate
Precautions not adequate	1
Precautions needing improvement	1

5. Step 4: plan and train

Is there a written emergency plan?	Yes
Do staff know what to do if they find a fire or hear the alarm?	Yes
Evacuation strategy	Stay put (flats)
Have staff had fire safety training?	Yes
Are there trained fire wardens or marshals?	No
Date of the last fire drill	4 Mar 2026
Days since the last drill	222
Assembly point	Residents' car park, by the gate · 53.793310, -1.555720 (SE 29364 33091, ±5 m)

6. Findings and actions

Findings 1: Fourth floor stair landing

Where	Fourth floor stair landing
What is wrong?	Mobility scooter parked and charging from a landlord's socket on the landing, on the only escape route.
Risk	High
Action needed	Remove from the landing today. Agree a safe place to store and charge it with the resident, and put the rule on charging in the residents' fire safety information.
Who	D. Mensah, Northgate Housing
By when	12 Oct 2026

Photos



Findings 2: Bin store, rear of the building

Where	Bin store, rear of the building
What is wrong?	Flattened cardboard stacked outside the bin store against the brick wall, next to the rear exit. Easy to set alight.
Risk	Medium
Action needed	Clear now. Add a cardboard collection to the weekly clean and a sign asking residents to put cardboard in the bins.
Who	Canal Wharf Management Company
By when	19 Oct 2026

Photos



Findings 3: Ground floor, stair core door FD-G-01

Where	Ground floor, stair core door FD-G-01
What is wrong?	Closer arm loose at the frame bracket, so the door does not close onto its latch. Already raised at the fire door check on 24 September; repair booked.
Risk	Medium
Action needed	Confirm the closer has been refixed and the door closes from any angle.
Who	Elmfield Facilities Ltd
By when	16 Oct 2026

Photos



Findings 4: Whole building

Where	Whole building
What is wrong?	Two residents would need help to leave if they had to. Their needs have not been looked at.
Risk	Low
Action needed	Offer each a person-centred fire risk assessment and record the outcome.
Who	D. Mensah, Northgate Housing
By when	30 Nov 2026
Findings	4
High risk	1

Medium risk	2
Low risk	1
Likelihood of a fire starting	Medium
Harm to people if a fire did start	Moderate harm
Risk level from the matrix	Moderate

> The five levels from Trivial to Intolerable are a common way to rate fire risk in UK fire risk assessments. Like the overall rating below, they are a method, not a legal category.

Overall risk to life from fire in this building	Medium

> High, Medium and Low are this form's own scale. The law asks for a suitable and sufficient assessment, not a particular scoring method.

Summary for the responsible person	The block has a protected stair, working emergency lighting, a stay put strategy that suits its construction and up to date fire door checks. The scooter charging on the fourth floor landing must be removed today. Once the scooter, the cardboard and the stair door are dealt with, the risk would be tolerable.

7. Step 5: review and sign-off

Review date	12 Oct 2027

> GOV.UK guidance is to review and update the fire risk assessment regularly. Review it sooner after a fire or near miss, building work, a change of use or layout, or a change in who uses the building.

Have employees been told the risks found, the measures in place and the emergency procedures?	Yes
Assessor name	R. Fairbairn
Assessor signature	
Responsible person name	D. Mensah
Responsible person signature	