

# Fire Risk Assessment 2019

Austin House  
Walsall  
WS4 2AF

Customer edition

30<sup>th</sup> May 2019



## **whg has a legal responsibility to ensure your block is safe.**

### **Our responsibilities are;**

- To nominate a responsible person for fire safety in your block.
- Undertake a fire risk assessment as defined in the Regulatory Reform (Fire Safety) Order 2005:
- whg are legally responsible for the safety from risk of fire of tenants, their visitors and any persons employed to work on the property
- whg is required to carry out a fire risk assessment at his/her property and take such fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe
- whg should ensure sufficient training and experience or knowledge and other qualities to be competent to undertake a fire risk assessment and to undertake preventative and protective fire safety measures
- whg should ensure that persons acting on his behalf in assisting with fire safety similarly have sufficient training and experience or knowledge and other qualities to be competent to undertake that responsibility
- whg should provide tenants with the necessary fire safety information to enable them to live in and if necessary evacuate the premises safely in the event of a fire

### **Your responsibilities as a whg customer are;**

- Promptly report all issues that you feel may compromise fire safety within Austin House.
- Familiarise yourself with whg's "Stay Safe" guidance on what to do in the event of a fire.
- Ensure all communal areas and stairs are kept clear and free of debris.
- Do not store personal effects on or in the communal landings.
- Familiarise yourself with how you would respond if a fire broke out within your flat.
- Do not overload sockets within your home.
- Do not store and or charge mobility scooters in the communal landings or in the hallway of your home.

If you wish to discuss any of this fire risk assessment summary in further detail please call whg on 0300 555 6666

You can also request a "Safe and Well" visit from West Midlands Fire Service on 0800 389 5525 or at [homesafety.centre@wmfs.net](mailto:homesafety.centre@wmfs.net)

On the following pages you will see all the areas of fire safety whg have considered as part of the fire safety inspection carried out at Austin House.

## Fire Safety Risk Assessment

<b>Management of Fire Safety (Preventative measures)</b>		
1	Are regular and frequent fire safety inspections carried out?	Satisfactory
2	Are there adequate arrangements to review fire risk assessments?	
3	Is the 'responsible person' aware of their duties?	
4	Have all sources of ignition and combustible materials been identified, evaluated, removed, or reduced where possible? If not, have control measures been put in place to reduce the possibility of the hazard causing harm?	
5	Have all tenants and others been provided with adequate, comprehensive and relevant information on fire safety?	
7	Have you co-operated & co-ordinated your fire risk assessment with other responsible persons / occupiers and the owner of the building?	

<b>Electrical Ignition Risks (Preventative measures)</b>		
8	Are all electrical circuits and fixed electrical installations examined and tested at an acceptable frequency?	
9	Are all portable electrical appliances (where appropriate) examined and tested at an acceptable frequency, (PAT Test)?	
10	Is the use of adaptors and extension leads in communal areas kept to a minimum?	

<b>Other Ignition Risks (Preventative measures)</b>		
11	Is there any factor regarding any ignition risks that should be taken into account? If yes, mark as unsatisfactory.	Not applicable

<b>Fire Procedures/Evacuation</b>		
12	Are all occupants familiar with the fire alarm system?	
13	Have all residents been made aware of the procedures in the event of a fire? (Stay Safe Policy)	

<b>Documentation</b>		
14	Is maintenance and testing of emergency lights adequately recorded?	
15	Is checking, maintenance and testing of the means of raising the alarm adequately recorded?	
16	Are all checks and maintenance on fire fighting equipment adequately recorded?	
17	Are all electrical inspections and tests adequately recorded?	
18	Is the written fire procedure. Suitable and sufficient? (Stay Safe Policy)	

<b>Doors &amp; Exits (Protective measures)</b>		
19	Do all rooms and storeys have a sufficient number of exits available for the maximum number of people likely to use them?	
20	Do all final exits lead to a place of safety or from where people can safely disperse and no longer be in danger from fire or smoke?	
21	Can the final exit door on escape routes be opened readily and easily from the inside without the use of a key?	
22	Do all emergency exit doors (i.e. doors not in normal use) have clear instructions displayed on how to open?	
23	Do all fire resisting self-closing doors close freely into their frames?	
24	Do all fire doors meet British Standard and are installed in the premises in accordance with the local authority/fire authority fire safety standards?	
25	Have doors that do not conform to the above standard, been suitably treated with intumescent paints/papers etc by a competent person, and do you hold a certificate to show that it conforms (used on doors in listed buildings)	
26	Are all fire resisting self-closing doors free of devices or obstructions liable to prevent them closing?	
27	Where fire doors, or the area surrounding them, are provided with glazed areas, is the glazing fire resistant?	

<b>Escape Routes (Protective measures)</b>		
28	Are all escape routes, doors, and floor coverings, stairs and banisters visually in good condition and well maintained?	
29	Are all escape routes clear and unobstructed?	
30	Are external fire escapes adequately protected and maintained where necessary?	
31	In premises with only a single staircase is the means of escape acceptable as regards protection of the staircase and numbers of people?	
32	Are the means of escape from basements acceptable?	<b>Not applicable</b>
33	Do all rooms used as sleeping accommodation lead directly to a means of escape?	

<b>Miscellaneous</b>		
34	Are all wall and ceiling coverings, in the escape routes, suitable as regards preventing rapid spread of flame? i.e. not polystyrene based, flock wallpaper or timber.	For review
35	Is there any other factor regarding the means of escape that should be taken into account? If yes, mark as unsatisfactory.	

<b>Signs &amp; Notices (Protective measures)</b>		
36	Where emergency lighting is provided is all escape routes correctly signed at changes of direction and at suitable distances?	
37	Is all firefighting equipment immediately visible or correctly signed?	<b>Not applicable</b>
38	Are there an adequate number of fire procedure notices displayed?	
39	Are all signs and notices in good condition, unobstructed, legible and firmly fixed?	

<b>Lighting (Protective measures)</b>		
40	Is the building adequately lit by normal or borrowed light?	
41	Where necessary, are there a sufficient number of emergency lights to adequately illuminate all internal escape routes, exit doors and signs?	
42	Are all emergency lights clean and visually in good condition?	
43	Are the emergency lights being adequately checked and maintained or inspected?	
44	Are external escape routes adequately lit by normal lighting and emergency lighting where necessary?	<b>Not applicable</b>

<b>Fire Alarm (Protective measures)</b>		
45	Where automatic fire detection is deemed to be necessary are all detectors of a suitable type and correctly sited?	
46	Is there adequate means of raising the alarm? <b>(Fire alarm points in the plant and motor room)</b>	
47	Where the means of raising the alarm is by means of break glass fire alarm points, are there an adequate number of points? (as 46)	
48	Is the means of raising the alarm visually in good condition?	
49	Where an electric fire alarm system is installed is it being adequately checked, tested and maintained?	
50	Where an automated fire alarm system is installed, is it audible throughout the building?	
51	Where an automated fire alarm system is installed do all the sounders sound the same?	

<b>Fire-fighting Equipment (Protective measures)</b>		
52	Are there an adequate number of fire extinguishers in the building where applicable? (Plant and lift motor rooms)	
53	Are all extinguishers hung on brackets, stood on fixed bases or otherwise specifically located?	
54	Are all extinguishers and their brackets or bases visually in good condition?	
55	Are all extinguishers checked and maintained at an acceptable frequency?	
56	Are all fire blankets suitably located?	
57	Are the instructions on how to use the fire blanket clear and legible?	

On the following pages you will see all the areas of fire safety whg have considered as part of the fire safety inspection carried out at Austin House.

At the end of this document you will find a more detailed list (Appendix 1) of the actions that were raised following the FRA and the priority awarded to them.

**Actions to be completed within 7 days of the FRA publication.**

Report and Photo Reference	Significant findings	Urgent Action Required	Corrective Action Completed	Service area
7.1.1	<b>Lift motor Room;</b> The lift control panel doors (lift 1 and 2) were left open, exposing the electrical system, this exposes the system to the elements and increases the likelihood of damage to the building in the event of a malfunction	<ul style="list-style-type: none"> <li>Raise and document this issue with the lift contractor the importance of safe working.</li> <li>Reinforce general safe practice with the lift contractor.</li> </ul>		NC (Neighbourhood Contracts)
7.1.2	<b>Ground floor salvage room;</b> Accumulations of combustible storage identified in the salvage room on the ground floor	<ul style="list-style-type: none"> <li>Removal of the combustible material ASAP</li> <li>Install "no combustible items to be left in this area" signage</li> </ul>		NIO (Neighbourhood Impact Officer)
7.1.3	<b>Ground floor salvage room;</b> CO <sup>2</sup> fire extinguisher test is out of date	Service and or replace the extinguisher to BS5306 -3 2009 and record the results for future reference		NC (Neighbourhood Contracts)

**Actions to be completed within 45 days of the FRA publication.**

Report and Photo Reference	Significant findings	Prompt Action Required	Corrective Action Completed	Service area
8.1.1	<b>Lift motor room;</b> Unable to locate the maintenance records for the CCTV equipment and UPS units	Provide certification of installation and maintenance/servicing records.		NC (Neighbourhood Contracts)
8.1.2	<b>Roof access door;</b> The door is accessed via a security code door lock.	Ensure the fire service have access to this code.		NIO (Neighbourhood Impact Officer)

<b>8.1.3</b>	<b>All floors;</b> The current fire action plan refers to raising the alarm (point 1) and meeting at an assembly point, (point 2) this is confusing to the residents and visitors and should be reviewed.	Review the action plan notice to reflect accurate information in line with whg's "Stay Safe" policy		<b>NIO (Neighbourhood Impact Officer)</b>
<b>8.1.4</b>	<b>Photovoltaic panels;</b> There is no maintenance records available for this installation	Carry out maintenance/service inspection on the system in accordance with the manufactures instructions and following the guidance in RC62: Recommendations for fire safety with photovoltaic panel installations sec 6.6 Clearly identify with pictogram signage the isolation supply and all associated equipment for identification by the Fire and Rescue Service.		<b>ELE (Electrical Team)</b>
<b>8.1.5</b>	<b>Ground Floor salvage room;</b> Full refuse bins are being stored inside the salvage room, the room contains a significant amount of electrical plant that supports the communal heating and PV systems, a fire in this area would have a serious impact on the continued running of the building.	Identify a suitable location outside and not adjacent to the building to store full refuse containers.		<b>NIO (Neighbourhood Impact Officer)</b>



**Actions to be completed within 90 days of the FRA publication.**



**Actions to be considered for future programme works.**

Report and Photo Reference	Significant findings	Long Term Action Required	Corrective Action Completed	Service area
<b>9.1.1 Photo Ref 04</b>	<b>General to all floors;</b> Flat entrance doors and communal stairs/chute room doors have significant gaps between the frames/door rendering the smoke seals ineffective	<ul style="list-style-type: none"> <li>Flat entrance; Install new FD30s fire doors (consideration should be given to replacing the complete combination frame housing the stop tap and electric meters at the same time) to each individual flat.</li> <li>Stairs, lobby and chute, Install new FD30s door sets to the stairs lobby, stairs and chute. (Doors to incorporate vision panels to the existing design) and 4 hinges.</li> <li><b>All new doors are to be re numbered on completion and appropriate fire door signage installed.</b></li> </ul>		<b>PT (Projects Team)</b>

<b>9.1.2</b> <b>Photo Ref 03</b>	<b>General to all floors;</b> Large amount of pink (fire retardant expanded foam) has been used to fill cable penetrations and voids to prevent the migration of smoke and fire.	Remove expanded foam to high voltage cables and replace with a collar (where applicable) intumescent mortar or mastic. Followed by coated intumescent slab and sealant where practical. <b>(seek advice on the safe method of removal of expanded foam from around cables)</b>		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.3</b> <b>Photo Ref 06</b>	<b>Lift motor room;</b> Holes in the brickwork are evident to both lift shafts at low level.	Install suitable fire stopping to the aperture.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.4</b>	<b>Lift Room;</b> Emergency lighting log book is out of date	Update emergency lighting book.		<b>ELE</b> <b>(Electrical Team)</b>
<b>9.1.5</b>	<b>Lift Room;</b> Redundant fire extinguisher bracket	Remove fire extinguisher bracket.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.6</b>	<b>All floors;</b> Clutter and debris has been identified to the majority of service/dry-riser cupboards.	Clean out and sweep all service/dry-riser cupboards throughout the block.		<b>NIO</b> <b>(Neighbourhood Impact Officer)</b>
<b>9.1.7</b>	<b>15<sup>th</sup> Floor;</b> Gaps around door frame of flat 41	Repair the frame and reseal with appropriate fire stopping material.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.8</b>	<b>9<sup>th</sup> Floor;</b> Gaps in cupboard adjacent to flat 36	Flat 36 requires intumescent sealant to the fire rated boarding in cupboard adjacent to flat.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.9</b>	<b>3rd Floor;</b> The overhead door closer cover of door AH022 is loose	Re-fix cover of door closure		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.10</b>	<b>2nd Floor;</b> Fire resistant boxing at the rear of the dry riser cupboard is loose and requires re-fitting.	Re secure and seal the fire boarding in the dry-rise to the rear of the refuse chute		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.11</b>	<b>Ground Floor;</b> Panic bolt and closer needs adjusting	Adjust the panic bolt and closure on AH002 to ensure the door closes into the frame.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.12</b>	<b>Ground Floor dry-riser cupboard;</b> New door required AH004	Renew AH004 with a FD30 door, inc replacing the existing lock.		<b>PT</b> <b>(Projects Team)</b>
<b>9.1.13</b>	<b>Ground Floor cleaners cupboard;</b> Aerosols and cleaning products were freely placed around the area.	Install locked cupboard within cleaners rooms to safely store cleaning chemicals		<b>PT</b> <b>(Projects Team)</b>

9.1.14	<b>Ground Floor salvage room;</b> The existing framed ledged and braced door is not compliant with current fire regulations. AH008	Renew AH008 with an FD60s door with vision panel, closing device. <b>All new doors are to be re numbered on completion and appropriate fire door signage installed.</b>		PT (Projects Team)
9.1.15	<b>Exterior rear elevation;</b> The refuse and recycling bins are being left out in close proximity to the block while awaiting collection by the local authority.	Locked compound to be formed adjacent to pump house to store full bins while awaiting collection.		PT (Projects Team)
9.1.16	<b>Exterior front and rear elevation;</b> No emergency vehicle parking front & rear	Identify and mark out suitable emergency vehicle parking front & rear		NIO (Neighbourhood Impact Officer)
9.1.17	<b>Exterior;</b> Final exit doors do not have "fire exit keep clear" signage	Install "fire exit keep clear" signage above all final exit doors		NIO (Neighbourhood Impact Officer)
9.1.18	<b>General to all floors;</b> The heating pipework boxing on the communal areas appears to be constructed with softwood battens and plywood sheeting; this would not provide adequate fire protection to the service pipework in the event of a fire and will not conform to Building Regulations B2 6.4. Internal fire spread linings.	<ul style="list-style-type: none"> <li>Evidence should be provided to ensure the existing materials used are compliant with Building Regulations B2 6.4 and will resist the spread of fire.</li> <li>Evidence should be provided to confirm suitable fire stopping methods used in the installation of the communal heating system at this block.</li> <li>Ensure all wiring attached to the boxing conforms to BS7671 2008 (Amendment 3 chapter 52) "Wiring systems in escape routes shall be supported in such a way that they will not be liable to premature collapse in the event of a fire. Fire clips are to be used both within trunking and where clipped to a wall. Cables must be secured at appropriate intervals by proven metal supports that have adequate fire resistance and fixed to non-combustible substrate of the building"</li> </ul>		PMO (Programme Management)