

Fire Risk Assessment 2019

Bamford House
Bloxwich
WS3 3SA

Customers Edition

15th April 2019

whg
LOOKING FOR
RESIDENTS
ONLY

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

What is a Fire Risk Assessment?

A fire Risk Assessment (FRA) is a survey of a building to identify any possible hazards, risks or dangers and how to eliminate or reduce the risk from fire as far as is reasonably possible. The FRA allows whg to provide and maintain general fire precautions to address any possible risks left. All findings must be recorded and a plan of works prepared to deal with any risks identified.

How often do we do them?

Bamford House is a high rise block, therefore whg have decided to review the FRA for this block on an annual basis.

How often is the FRA reviewed?

A compliance check of the FRA will be undertaken after the assessment published date. This will take place at 7 days, 45 days and 90 days of the publish date.

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 Bamford 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

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 Bamford 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.

Fire Safety Risk Assessment

Management of Fire Safety (Preventative measures)		
1	Are regular and frequent fire safety inspections carried out?	
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?	

Electrical Ignition Risks (Preventative measures)		
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?	

Other Ignition Risks (Preventative measures)		
11	Is there any factor regarding any ignition risks that should be taken into account? If yes, mark as unsatisfactory.	

Fire Procedures/Evacuation		
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)	

Documentation		
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)	

Doors & Exits (Protective measures)		
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)	Not Applicable
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?	

Escape Routes (Protective measures)		
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?	Not Applicable
31	In premises with only a single staircase is the means of escape acceptable as regards protection of the staircase and numbers of people?	Not Applicable
32	Are the means of escape from basements acceptable?	
33	Do all rooms used as sleeping accommodation lead directly to a means of escape?	

Miscellaneous		
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.	
35	Is there any other factor regarding the means of escape that should be taken into account? If yes, mark as unsatisfactory.	

Signs & Notices (Protective measures)		
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?	Not Applicable
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?	

Lighting (Protective measures)		
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?	

Fire Alarm (Protective measures)		
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? (Fire alarm points in the plant and motor room)	
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?	

Fire-fighting Equipment (Protective measures)		
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?	Not Applicable
57	Are the instructions on how to use the fire blanket clear and legible?	Not Applicable

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

Report and Photo Reference	Significant findings	Urgent Action Required	Corrective Action Completed	Service area
7.1.1	Community room; The wall mounted convector heater, Dimplex wall mounted heater in the lobby, Dimplex and hand driers in the gents/ladies toilets have not been PAT tested	Complete PAT testing of all appliances and update site documentation.		ET (Electrical Team)
7.1.2	5th Floor; Tins of paint stored in service cupboard in refuse room	Remove paint from the refuse room cupboard		NIO (Neighbourhood Impact Officers)
7.1.3	General all floor electrical service cupboards; Varying amounts of trade rubbish and dust sheets were found in the cupboards.	Remove all rubbish and clean out service cupboards.		NIO
7.1.4	Ground floor salvage rooms; Combustible furniture and materials are stored were identified in the salvage area	Remove all combustible materials and furniture.		NIO
7.1.5	Lift motor room; Unable to identify maintenance/servicing records for the (uninterrupted power supply) UPS units	Provide certification of installation and maintenance/servicing records.		NC (Neighbourhood Contracts)
7.1.6	General; Automatic door entry system does not failsafe in the event of an alarm activation	This is to be addressed ASAP		NC

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

Report and Photo Reference	Significant findings	Prompt Action Required	Corrective Action Completed	Service area
8.1.1	All floors; 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 should be reviewed to reflect whg's Stay Safe policy.	Revise and replace the fire action notices to provide appropriate advice.		NIO (Neighbourhood impact officers)
8.1.2	Bin store room; Salvage room 1 door has been damaged and is in disrepair.	Replace the door and frame 60FDs doors and hardwood frame inclusive of "Fire Door Keep Locked" signage Decorate on completion		PT (Project Team)
8.1.3	Bin store room; Salvage room 2 door has been damaged and is in disrepair.	As 8.1.3 but door and half.		PT
8.1.4	Bin store salvage area; Rear exit door is missing the overhead door closer; this leaves the building vulnerable to intruders/arson.	Install new overhead door closer and "exit door keep closed at all times" signage		PT
8.1.5	Community room; Emergency lighting documentation is out of date.	Bring all emergency lighting documentation retained on site up to date.		ET (Electrical Team)
8.1.6	Community room; Redundant fire extinguisher signage present on the wall adjacent to the fire exit.	Remove old signage and patch decorate to match the existing.		PT
8.1.7	Community room; Fire alarm call point does not have signage	Install appropriate "fire action call point" signage		NIO

8.1.8	General to all floors; The absence of clear floor level and flat identification signage, this could cause delay for the emergency rescue services	Install clear floor level and flat direction signage to each floor (adjacent to the lift and at each stair level)		NIO
8.1.9	Basement plant room; Fire alarm call point is not suitably identified, lack of signage.	Install appropriate "fire alarm call point" signage.		NIO

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

Report and Photo Reference	Significant findings	Long Term Action Required	Corrective Action Completed	Service area
9.1.1	<p>General to all floors; The stop tap service cupboards adjacent to all flats along with the dry-riser access cupboards are not fire rated, (it will be difficult to install vertical fire stopping in these areas).</p>	<ul style="list-style-type: none"> Remove all existing service cupboard doors and install fire rated access doors. (Ensure all suited locks are retained for emergency service access) (Gyproc Profiflex 1 hr fire rated lockable wall panel doors) https://www.british-gypsum.com/products/gyproc-profiflex-access-panels (Ritherdon Fire rated service cupboard doors) http://ritherdon.co.uk/passive-fire-protection/ <p>Or a similar product that provides an equal fire rating</p> <ul style="list-style-type: none"> Clear cupboards of any debris before installing new doors 		PT
9.1.2	<p>General to all floors; Accumulations of rubbish within the dry-riser and electrical service cupboards.</p>	Clear out all dry riser and electrical service cupboards.		NIO
9.1.3	<p>General to all floors; Compartmentation work required within service cupboards and dry risers. Excessive use of pink fire retardant foam has been used which is unsuitable for the application.</p>	Remove all pink and yellow expanding foam around high voltage cables. Replace with a more suitable method of fire stopping. And renew with a more appropriate fire resistant material. (Mainly at ceiling level) (Work in tandem with 8.1.10)		PT
9.1.4	<p>General to all floors; Numerous door closers are slamming into the rebates and are not closing in a controlled manner.</p>	Adjust all overhead door closers.		PT

9.1.5	General to all floors; Adjacent to the central flat stop tap access panels there is a metal ventilation grill, it's unclear what this serves and if it's a suitable intumescent vent.	Remove one of the vents to establish suitability and to confirm what the ventilation grill is for. Replace all vents if proven to be unsuitable for the application.		PT
9.1.6	General to all floors; Various communal stairs and lobby doors were unable to close flush into the rebates.	Adjust rebates to allow doors within communal areas to close flush		PT
9.1.7	General to all floors; The tower bolts to the slave door in the electrical service cupboards are failing (falling apart) this compromises security to the service cupboard.	Re-new tower bolt locks to electrical service cupboards		PT
9.1.8	4th Floor; Communal door adjacent to flat 40 does not provide adequate fire protection.	Renew communal door adjacent to flat 40 with a FD30s door with vision panels and appropriate fire door signage. Decorate on completion.		PT
9.1.9	4th Floor; Communal door adjacent to flat 32 does not provide adequate fire protection.	Renew communal door adjacent to flat 32 with an FD30s door with vision panels and appropriate fire door signage. Decorate on completion.		PT
9.1.10	2nd Floor; Communal door adjacent to flat 17 does not provide adequate fire protection.	Renew communal door adjacent to flat 17 with an FD30s door with vision panels and appropriate fire door signage. Decorate on completion.		PT
9.1.11	2nd Floor; Old heater stored in refuse room service cupboard.	Remove heater from refuse room service cupboard		NIO
9.1.12	2nd Floor; Flat 23 missing letter box cover	Replace the letter box complete (Intumescent product)		PT
9.1.13	1st Floor; Communal door adjacent to flat 16 does not provide adequate fire protection.	Renew communal door adjacent to flat 16 with an FD30s door with vision panels and appropriate fire door signage. Decorate on completion.		PT

9.1.14	Ground Floor; Where the original door closing devices have been removed from the head of the frame it's left a section of rebate exposed to the passage of smoke (this is evident on several stairs access doors in this block)	Splice hardwood repair to the head of the frames following the removal of old door closure, stairwell communal doors.		PT
9.1.15	Ground Floor; Compartmentation missing in stop tap service cupboards.	Install suitable fire stopping material in stop tap service cupboards.		PT
9.1.16	Ground Floor lobby; The entrance door off the lobby into the lift area has been damaged and the frame is split, the door is not closing as intended.	Install new FD30s door set with vision panels, appropriate fire signage and decoration on completion.		PT
9.1.17	Ground floor electrical service cupboard adjacent to flats 1-2. The service cupboard contains the isolation switch for the basement plant room; this is not evident until you open the doors.	Install appropriate signage to the door "Basement plant, isolation switch" Additional sign to pin point the isolation switch should be positioned adjacent to the fire alarm panel.		NIO
9.1.18	Bin chute room; Compartmentation around pipe and cable penetrations is missing in several areas.	Install appropriate intumescent fire stopping.		PT
9.1.19	Bin salvage rooms; Clutter and rubbish to the salvage room bin stores	Remove items from salvage room in bin stores		NIO
9.1.20	Plant room; There are several unlocked inner rooms off the main plant room, these are easily accessible and have no means of warning in the event of a fire within the main plant room	<ul style="list-style-type: none"> In the absence of adequate fire detection or warning all doors must be locked off and made unavailable for general access. Install "no unauthorised access" signage. 		PT

		<ul style="list-style-type: none"> All contractors working in this area should be made aware or the issue with the inner rooms and to work in pairs when in the plant room. (Services Manager has provided safe working documentation from British Gas) 		NC
9.1.21	Plant room; Inner room new doors and frames have never been finished, architraves and fire stopping to frames absent.	Finish works to the frames in the plant/salvage rooms		PT
9.1.22	Salvage room basement; PVCu trunking evident, unable to establish suitable clipping.	Remove all PVCu trunking and replace with metal clips where appropriate		ET
9.1.23	Ground floor chute room (bin store) Chute room doors and frame are defective do not close securely and will not resist smoke or fire.	Replace the double doors and with a pair of FD60s doors and hardwood frame inclusive of "Fire Door Keep Locked" signage, additional aluminium protection to the areas that are likely to damage the doors. Decorate on completion.		PT (Project Team)
9.1.24	General to all floors; The heating pipework boxing on the communal areas appears to be constructed with softwood battens and plywood sheeting; this may not provide adequate fire protection to the service pipework in the event of a fire and would not conform to Building Regulations B2 6.4. Internal fire spread linings.	<ul style="list-style-type: none"> 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. Evidence should be provided to confirm suitable fire stopping methods used in the installation of the communal heating system at this block 		PMO (Project Management)
8.1.25	General to all floors; There is a large amount of PVCu trunking in the common areas, community room and plant room along with cabling	Ensure all wiring attached to and within 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		PMO

	that is not adequately secured.	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"		
9.1.26	<p>Electrical service cupboards on all floors;</p> <p>The Transom panel above the fire doors is plywood, this will not provide adequate protection in the event of a fire within the service cupboards</p>	<p>In conjunction with replacing the missing/inadequate fire stopping inn the service cupboards replace the ply panel with 18mm supalux (or similar approved fire resistant product) panelling which must be cupped and screwed with new beading. Decorate on completion and re fit fire exit signage.</p>		PT