

Fire Risk Assessment 2019

Hamilton House
Field Road
Bloxwich
WS3 3HY

Customer Edition

14th May 2019



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?

Hamilton 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 91 days after the assessment published 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 Hamilton 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 homesafetycentre@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 Hamilton 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?	For Review

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?	
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?	Not Applicable
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?	
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 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)	Not Applicable
48	Is the means of raising the alarm visually in good condition?	Not Applicable
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 days of the FRA publication.

Report and Photo Reference	Significant findings	Urgent Action Required	Date Corrective Action Completed	Signed	Service area
7.1.1 Photo Ref 01	Lift motor room; Partially used tin of highly flammable roof waterproofing product has been left in the motor room.	Remove and safely dispose of the roofing repair product and reinforce with trade's operatives the importance of leaving flammable products on site.			PT (Project Team)

Actions to be completed within 45 days of the FRA publication

Report and Photo Reference	Significant findings	Prompt Action Required	Date Corrective Action Completed	Signed	Service area
8.1.1 Photo Ref 03	Lift motor room; There is an accumulation of general and trades rubbish within the cold water storage rooms.	Remove all rubbish and trades debris.			NIO (Neighbourhood Impact Officers)
8.1.2 Photo Ref; 04	Floor 7; The customer at Flat 31 appears to have installed their own front door. (No one in when knocked)	Establish the front door is compliant with fire door regulations, if not arrange replacement with a new door set.			PT (Project Team)
8.1.3	Lift motor room; Unable to identify maintenance/servicing records for the (uninterruptable power supply) UPS units	Provide certification of installation and maintenance/servicing records.			NC (Neighbourhood Contracts)
8.1.4	Ground floor; The final exit doors do not failsafe in the event of the alarm activation.	Arrange immediate connection between the alarm and the final exit doors to Woodall House			NC (Neighbourhood Contracts)

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	Date corrective Action Completed	Signed	Service area
9.1.1 Photo Ref 05	General to all floors; Compartmentation work required within service cupboards and dry risers. Holes and excessive use of pink fire retardant foam has been used which is unsuitable for the application.	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. (seek advice on the safe method of removal of expanded foam from around cables)			PT (Project Team)
9.1.2	All floors; The "do not use the lift" signage is not adjacent to the lift.	Install appropriate fire action signage with "Do not use the lift in the event of a fire" signage adjacent to the lift.			NIO (Neighbourhood Impact Officers)
9.1.3	6th Floor; The "Fire exit" signage to the stairs wall is loose.	Re fix or replace the sign.			NIO (Neighbourhood Impact Officers)
9.1.4	5th Floor; The ceiling of the redundant incinerator is not fire stopped.	Install appropriate fire stopping to the ceiling. (Caution this area contains asbestos, seek appropriate guidance before working in this area)			PT (Project Team)
9.1.5	5th Floor Electrical service cupboard; No fire stopping at the rear of the metal boxing at ceiling level.	As 9.1.1			PT (Project Team)
9.1.6	5th Floor dry riser; Compartmentation holes were noted at ceiling level to the rear of the riser and water main.	Install appropriate intumescent materials to prevent the passage of smoke/fire As 9.1.1.			PT (Project Team)
9.1.7	4th Floor Electrical service cupboard; No fire stopping at the rear of the metal boxing at ceiling level	As 9.1.1			PT (Project Team)
9.1.8	4th Floor dry riser; Compartmentation holes were noted at ceiling level to the rear of the riser and water main.	Install appropriate intumescent materials to prevent the passage of smoke/fire As 9.1.1.			PT (Project Team)
9.1.9	2nd Floor; Flat 12 has recently received a new front door and frame, the external architrave has not been finished.	Complete repairs to the front door architrave to ensure compartmentation.			PT (Project Team)

9.1.10	1st Floor; The meter cupboard doors have started to de laminate following the removal of stick on signage.	Replace the doors with FD30 doors complete with intumescent and cold smoke seals. (Decorate on completion)			PT (Project Team)
9.1.11	1st Floor dry riser; Compartmentation holes were noted at ceiling level to the rear of the riser and water main.	Install appropriate intumescent materials to prevent the passage of smoke/fire As 9.1.1.			PT (Project Team)
9.1.12	Ground floor; The door from the rear stairs into the lift lobby has large gaps to the door/frame.	Install new FD30s door and combination hardwood frame.			PT (Project Team)
9.1.13	Ground floor dry riser; Compartmentation holes were noted at ceiling level to the rear of the riser and water main.	Install appropriate intumescent materials to prevent the passage of smoke/fire As 9.1.1.			PT (Project Team)
9.1.14	Exterior front and rear elevation; No emergency vehicle parking front & rear	Identify and mark out suitable emergency vehicle parking front or rear			PT (Project Team)
9.1.15	External entrances; There are no "Fire exit keep clear" signs above the doors	Install "Fire exit keep clear" signs.			NIO (Neighbourhood Impact Officers)
9.1.16 Photo Ref 08	General to all floors; The stop tap service cupboards adjacent to flats are not fire rated, (it will be impossible to install vertical fire stopping to this area).	<ul style="list-style-type: none"> Remove all existing service cupboard doors and install fire rated access doors. (Gyproc Profiflex 1 hr fire rated lockable wall panel doors) https://www.british-gypsum.com/products/gyp-roc-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>			PMO (Programme Management)
9.1.17	General to all floors; There are no Automatic opening vents (AOV's) to the stairs.	Consideration must be given to install AOV's to all stair landings.			PMO (Programme Management)
9.1.18 Photo Ref 06	All floors; The communal stairs doors do not have cold smoke seals. Gaps between the door and frames are excessive and the self adhesive intumescent strips are becoming detached. The majority of the timber joints to the doors have failed.	Due to the poor fitting and the age of the original frames consideration must be given to replace the complete wall screen and door with a new frame, fire rated glazing and stairs FD30s door with vision panels.			PMO (Programme Management)

<p>9.1.19</p>	<p>All floors; The glazed top section of the stairs/landing wall screening has clear glass; there are no identifying marks to indicate this glass has any fire protection or integrity.</p>	<p>Consider full replacement with 9.1.4 above.</p>			<p>PMO (Programme Management)</p>
<p>9.1.20 Photo Ref 02</p>	<p>General to all floors; There is a large amount of PVCu trunking in the common areas, service cupboards and stairwells.</p>	<p>Ensure all wiring is secured with approved metal clips/supports which 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")</p>			<p>PMO (Programme Management)</p>