

Fire Risk Assessment 2019

Humphries House
Lindon Drive
Brownhills
WS8 6DF
Customer Edition

22nd 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?

Humphries 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 Humphries 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

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.

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 Humphries House.

Fire Safety Risk Assessment

Management of Fire Safety (Preventative measures)		
1	Are regular and frequent fire safety inspections carried out?	Satisfactory
2	Are there adequate arrangements to review fire risk assessments?	Satisfactory
3	Is the 'responsible person' aware of their duties?	Satisfactory
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?	Satisfactory
5	Have all tenants and others been provided with adequate, comprehensive and relevant information on fire safety?	Satisfactory
7	Have you co-operated & co-ordinated your fire risk assessment with other responsible persons / occupiers and the owner of the building?	Not applicable

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

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.	For review

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)	
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?	
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?	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.	For review
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?	Not applicable

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?	
57	Are the instructions on how to use the fire blanket clear and legible?	

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



Reference Report and Photo	Significant findings	Urgent Action Required	Corrective Action Completed	Service area
7.1.1	1st Floor; The door and frame to flat 13 is damaged and requires renewal.	Renew the front door and frame (door set) with a new FD30s fire door and all compliant ironmongery. Additional low numbers as necessary.		RR (Response Repairs)
7.1.2 Photo ref 001	Ground floor community room; All appliances are out of PAT tests date.	PAT testing required on Kettle, water heater, microwave, Hoover, fridge, panel heaters, TV and fan.		ELE (Electrical Team)
7.1.3 Photo Ref 002	Ground floor community room; Storage too close to the wall mounted convector heater.	Discuss with the community room user group the importance of storing flammable items adjacent to a heat source.		NS (Neighbourhood Services)

7.1.4	<p>Ground floor community room; Wicker armchair within community room is not fire rated.</p> <p>Fire doors wedged open</p>	<ul style="list-style-type: none"> Discuss the importance of customer not bringing furniture into the community room that can not be confirmed as complying with the Furniture and Furnishings (fire) (Safety) regulations 1988 Remove the armchair Discuss with the community room user group the importance of ensuring all fire doors are kept shut and not wedged open. 		<p>NS (Neighbourhood Services)</p>
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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	<p>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.</p>	<p>Revise and replace the fire action notices to provide appropriate advice.</p>		<p>NIO (Neighbourhood Impact Officer)</p>
8.1.3	<p>17th Floor; Fire safety glazing has been smashed and repaired with plywood boarding</p>	<p>Replace with suitable fire safety glazing that also conforms with Building Regulations Part N</p>		<p>PT (Projects Team)</p>
8.1.4	<p>Grounds; I was unable to locate the hydrant/s for this block</p>	<p>Identify all available hydrants that are the responsibility of whg, commission testing and identification for the Fire and Rescue Services.</p>		<p>NC (Neighbourhood Contracts)</p>

8.1.5	Plant room; The fire alarm in this area does not appear to be connected to an ARC.	Investigate and install a Red care or similar ARC line system to the existing fire alarm		NC (Neighbourhood Contracts)
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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
9.1.1 Photo Ref 005	General to all floors/stairs; No suitable floor signage to locate floor levels and flat numbers in the stairwells	Install suitable floor identification signage that indicates the numbers of each flat to the appropriate floor.		NIO (Neighbourhood Impact Officer)
9.1.2	General to all floors; No signs on salvage room doors	Install "fire door keep locked" signage to each door.		NIO (Neighbourhood Impact Officer)
9.1.3 Photo Ref 006	Electrical service cupboards to each floor; There is a significant amount of pink expanded foam been used to fire stop cable penetrations and in several instances to	Removal of pink and yellow expanding foam around all cable penetrations inc high voltage cables and renew with a more suitable fire resistant material. (seek advice on the safe method of removal of expanded foam from around cables)		PT (Projects Team)

	high voltage cabling			
9.1.4	<p>Electrical service cupboards to each floor; Plywood transoms are currently protected internally by compressed Rockwool intumescent slabs, several slabs have become displaced/loose</p>	<p>Re secure all the displaced slabs using appropriate intumescent mastic and re seal all remaining slabs. Alternatively consider the replacement of the slabs for a Supalux (or similarly approved) panel that will provide a minimum 30minutes fire protection.</p>		<p>PT (Projects Team)</p>
9.1.5	<p>Roof; No signage to the roof access door.</p>	<p>Install "Fire door keep locked" and "No unauthorised access" signage to the roof door,</p>		<p>NIO (Neighbourhood Impact Officer)</p>
9.1.6 Photo Ref 003/4	<p>Lift motor room; The wall mounted extinguisher does not have appropriate signage.</p>	<p>Install appropriate CO² extinguisher (glow in the dark) signage adjacent to the wall mounted extinguisher.</p>		<p>NIO (Neighbourhood Impact Officer)</p>
9.1.7	<p>Lift motor room; Recently installed fire alarm cabling has not been fire stopped.</p>	<p>Install appropriate fire stopping to alarm cabling.</p>		<p>PT (Projects Team)</p>
9.1.8	<p>Lift motor room; Recently installed fire door/frame has not been finished internally (expanded foam exposed to the complete frame)</p>	<p>Remove excessive foam, install additional appropriate intumescent material and finish off with architrave.</p>		<p>PT (Projects Team)</p>

9.1.9	Lift motor room; The new fire door does not have appropriate signage.	Install "Fire door keep locked" and "Lift motor room no unauthorised access" signage		NIO (Neighbourhood Impact Officer)
9.1.10	17th Floor; The rebates to the communal door adjacent to flat 100 require adjustment to allow the door to close fully into the frame.	Adjust the rebates to the door frame to allow the door to close fully into the frame.		PT (Projects Team)
9.1.11	16th Floor Salvage room; Loose cables located within the salvage room Compartmentation required within salvage room	<ul style="list-style-type: none"> Clip up cables within the dry riser Remove excessive foam, install additional appropriate intumescent material and finish off with architrave. 		PT (Projects Team)
9.1.12	16th floor; Fire door is not closing into the frame. No low level door numbers at 88, 94 & 96 Padlock missing to the lift motor room hatch, this will allow unauthorised access.	<ul style="list-style-type: none"> Adjust the rebates to the door frame to allow the door to close fully into the frame adjacent to flat 92 88 94 & 96 require low level door numbers and establish door closures Padlock required to lift motor room access hatch 		PT (Projects Team)
9.1.13	15th floor; No low level door numbers at 87, 89 & 91	<ul style="list-style-type: none"> 87, 89 & 91 require low level door numbers 		PT (Projects Team)

<p>9.1.14</p>	<p>14th floor; The communal door closer from stairwell to be adjusted</p> <p>Rebates to the door frame need to be re-fixed so door closes flush into the frame</p> <p>The overhead door closer adjacent flat 80 requires adjustments</p>	<ul style="list-style-type: none"> • Adjust closer to ensure the door closes in a controlled manner into the frame. • Adjust the rebates to the door frame to allow the door to close fully into the frame adjacent to flat 72 • Adjust closer to ensure the door closes in a controlled manner into the frame. 		<p>PT (Projects Team)</p>
<p>9.1.15</p>	<p>13th floor; Communal door closer from stairwell to be adjusted</p>	<ul style="list-style-type: none"> • Adjust closer to ensure the door closes in a controlled manner into the frame. 		<p>PT (Projects Team)</p>
<p>9.1.16</p>	<p>12th floor; The communal door closer adjacent flat 68 requires adjustments</p> <p>Clutter and rubbish within electrical cupboards</p> <p>The Fire exit sign is loose on communal door</p>	<ul style="list-style-type: none"> • Adjust closer to ensure the door closes in a controlled manner into the frame. • Clean out electrical services cupboard • Re-fix fire exit signs 		<p>PT (Projects Team)</p>
<p>9.1.17</p>	<p>11th floor; Communal door adjacent flat 69 requires adjustments</p>	<p>Adjust communal door adjacent to flat 69 so door closes flush in a controlled manner.</p>		<p>PT (Projects Team)</p>
<p>9.1.18</p>	<p>10th floor; Elderly customer that currently has</p>	<p>Cam- action overhead door closer to be installed to flat 50</p>		<p>PT (Projects Team)</p>

	difficulty opening the front door.			
9.1.19	<p>9th floor;</p> <p>smoke/intumescent seal is missing to communal door from stairwell</p> <p>Communal door adjacent flat 55 & 57 is not closing correctly into the frame.</p> <p>New door set and closer required at flat 59</p>	<ul style="list-style-type: none"> • Install white neoprene smoke/intumescent seal to communal door from stairwell, or replace complete set to the door. • Adjust communal door closer adjacent to flat 55 & 57 so door closes flush in a controlled manner. • Install new FD30s door inc all associated fire rated ironmongery. 		PT (Projects Team)
9.1.20	<p>6th, 7th, 8th floor;</p> <p>Communal door closer from stairwells require adjustment</p>	Adjust communal area door closers from stairwell to lobby		PT (Projects Team)
9.1.21	<p>5th Floor;</p> <p>Door closure to flat 33 is not appropriate for the customer.</p>	Install new overhead door closer (outer side of door)		PT (Projects Team)
9.1.22	<p>4th Floor;</p> <p>Communal door adjacent flat 20 is not closing squarely into the frame.</p>	Carefully remove/refit the slamming rebates to allow the door to close into the frame adjacent to flat 20		PT (Projects Team)
9.1.23	<p>3rd floor;</p> <p>Communal door closer from stairwell to be adjusted</p>	Adjust communal area door closer from stairwell to lobby		PT (Projects Team)
9.1.24	<p>3rd floor;</p> <p>Communal door adjacent flat 19 requires adjustments</p>	Adjust communal door closer adjacent to flat 19		PT (Projects Team)

9.1.25	3rd floor; Intumescent strip to be replaced to match existing	Replace intumescent / smoke seals to the door adjacent to flat 21.		PT (Projects Team)
9.1.26	Ground floor (Old caretakers office front of the block); Clutter and rubbish in room.	Clear out rubbish and clutter within room		NIO (Neighbourhood Impact Officer)
9.1.27 Photo Ref	Ground floor (cleaners cupboard); Several high voltage cables pass through the cleaners store cupboard which is not suitably fire stopped.	Install suitable fire stopping required to the high voltage cables inc removal of existing pink expanded foam. (seek advice on the safe method of removal of expanded foam from around cables)		PT (Projects Team)
9.1.26	Ground floor; No fire exit signs on the final exits (External)	Final exit doors require 'keep clear fire exit' signs externally.		NIO (Neighbourhood Impact Officer)
9.1.27	Ground floor (Electrical distribution room) Fire compartment ation required.	Install suitable fire stopping required to the high voltage cables inc removal of existing pink expanded foam. (seek advice on the safe method of removal of expanded foam from around cables)		PT (Projects Team)
9.1.28	Ground floor (Bin room) Damaged and missing Brickwork in bin chute area room	Repair brickwork located to the left hand side of the door.		PT (Projects Team)
9.1.29	Ground floor chute room (bin store) Chute room doors and frame are defective and in disrepair they require	Replace the double doors and frame including intumescent vents to the transom with a pair of 60 minute FDs doors and hardwood frame (transom to include 60 minute intumescent vents) inclusive of "Fire Door Keep Locked" signage and appropriate restrictors. (Consider steel doors)		PT (Projects Team)

	replacement.			
9.1.30	<p>Ground floor community room; Fire alarm call point adjacent to the fire exit does not have appropriate signage.</p>	Install call points signs adjacent to the call point.		<p>NIO (Neighbourhood Impact Officer)</p>
9.1.31	<p>Ground floor community room; Kitchen to hall door does not have a self closing device installed and was wedged open on the day of inspection.</p>	<ul style="list-style-type: none"> • Install overhead door closer to the kitchen door, inc replacing existing rise and fall hinges and associated ironmongery. • Install "fire door keep closed" signage to both sides of the kitchen door. 		<p>PT (Projects Team)</p>
9.1.32	<p>Ground floor community room; No storage for pat testing/emergency lighting electrical certificates.</p>	Install secure cabinet to keep certificates of the community room and block.		<p>PT (Projects Team)</p>
9.1.33	<p>Ground floor community room; Hall to main room fire door does not have a self closing device or appropriate ironmongery and signage.</p>	<p>Install appropriate fire rated ironmongery and overhead door closer. Install "fire door keep closed" signage to both sides if the door.</p>		<p>PT (Projects Team)</p>

<p>9.1.34</p>	<p>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.</p>	<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 • 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" 		<p>PMO (Programme Management)</p>
<p>9.1.35</p>	<p>General to all floors; There is a large amount of PVCu trunking in the common areas along with cabling that is not adequately secured.</p>	<ul style="list-style-type: none"> • Ensure all wiring 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>PMO (Programme Management)</p>

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