

Fire Risk Assessment 2019

Jones House
WS2 8JX
North Walsall

Customer Edition

12th March 2019

Jones House

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?

Jones 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 Jones 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 Jones 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?	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?	Satisfactory

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.	Not applicable

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

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?	For review
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?	For review
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?	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.	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 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?	

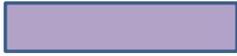
Fire-fighting Equipment (Protective measures)		
52	Are there an adequate number of fire extinguishers in the building where applicable? (Plant and lift motor rooms)	
53	Are all extinguishers hung on brackets, stood on fixed bases or otherwise specifically located?	
54	Are all extinguishers and their 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 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	Ground floor plant room; <ul style="list-style-type: none"> Fire extinguisher servicing out of date. Fire alarm call point signage is missing 	<ul style="list-style-type: none"> Arrange servicing or replacement of the CO² and Foam extinguishers Install "fire alarm call point signage" 			NC (Neighbourhood Contracts)
7.1.2 Photo Ref:02	Ground floor plant room; The plant room door that exits into the communal area is not a fire door.	Replace the existing door with a FD30s door with escape thumb turn internally to allow unrestricted egress in the event of a fire incident.			PT (Project Team)
7.1.3 Photo Ref: 03	Ground floor plant room; The double steel exit doors do not have a facility to exit the plant room without a key.	Replace the lock to incorporate a thumb turn this will allow unrestricted egress in the event of a fire incident			PT (Project Team)
7.1.3 Photo Ref:03	Flat 33; The front door has been damaged therefore will fail in the event of a fire incident.	Renew the front door and frame with an FD30s door set.			PT (Project Team)
7.1.4	5th Floor; Letter box missing to flat 37	Install new intumescent letter box.			PT (Project Team)
7.1.5	External Rear elevation; The waste bins are being stored adjacent to the block directly below customer's bedroom/balcony windows; this presents a significant fire risk.	Ensure all full bins are not stored adjacent to the block pending the installation of a new secure storage area away from immediate risk to the building and residents (AS 9.1.42)			NIO (Neighbourhood Impact Officers)
7.1.6	3rd floor stairs; Damaged glazed panel adjacent to the fire door, this will significantly reduced the integrity of the wall screening in the event of a fire incident	Replace the glazing with a suitable fire resistant glass that conforms to Part M (Fire Safety and Critical location)			PT (Project Team)
7.1.7	General final exits and stairwell doors; The final exit and stairwell doors to Jones House are not interconnected with the fire alarm system	Arrange for the door entry system to be linked to the alarm activation.			NC (Neighbourhood Contracts)



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



Actions to be considered for future programme works.

Report and Photo Reference	Significant findings	Prompt Action Required	Date Corrective Action Completed	Signed	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	6th Floor (Refuse room); The door frame is split at the hinge housing.	Renew the door and frame (hardwood) completely, Install 2 x 200mm chrome D handles (bolted), reuse the floor location signage and install new "fire door keep locked" signage.			PT (Project Team)
8.1.3 Photo Ref 05	3rd Floor; Fire safety glazing has been smashed to the panel adjacent to the stairs door.	Replace with suitable fire safety glazing that also conforms with Building Regulations Part N			PT (Project Team)
8.1.4	3rd Floor; Refuse door damaged	New door and frame to refuse door FD30S			PT (Project Team)
8.1.5	1st Floor; Fire safety glazing has cracked (communal door)	Replace with suitable fire safety glazing that also conforms with Building Regulations Part N			PT (Project Team)
8.1.6	Ground floor chute room (bin store) Chute room doors and frame are defective and require replacement.	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			PT (Project Team)
8.1.7	Lift motor room; I am unable to locate the maintenance records for the CCTV equipment and UPS units	Provide certification of installation and maintenance/servicing records.			NC (Neighbourhood Contracts)

8.1.8	Ground floor bin chute room; Fuseable link dampers are installed at each chute I am unable to locate any testing or maintenance records.	Supply and record all maintenance/service records.		PT (Project Team)
8.1.9	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 (Programme Management)
8.1.10 Photo Ref 8.1.10	General to all floors; There is a large amount of PVCu trunking in the common areas along with cabling that is not adequately secured.	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"		PMO (Programme Management)

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

Report and Photo Reference	Significant findings	Long Term Action Required	Date Corrective Action Completed	Signed	Service area
9.1.1	General to all floors; The majority of the individual flat entrance doors are as built and in poor condition.	Replace all none compliant flat doors with FD30s door sets. Several doors have already been replaced, (a survey of compliant and non-compliant doors should be undertaken prior to commencement of works)			PT (Project Team)
9.1.2	General to all floors; Minor compartmentation work required within service cupboards and dry risers.	Removal of pink and yellow expanding foam around high voltage cables and renew with a suitable fire resistant material. (Mainly at ceiling level)			PT (Project Team)
9.1.3	General to all floors; The absence of floor level signage is a risk in the event of a fire emergency.	Install clear floor level signage to each floor (adjacent to the lift and at each stair level)			NIO (Neighbourhood Impact Officers)
9.1.4	General to all floors; The electrical service cupboard doors situated adjacent to the stairs landings are not fire rated, this will prevent spread of smoke/ fire from the service cupboards.	Replace all service cupboard doors and frames including transom with suitable FD30s units.			PT (Project Team)
9.1.5	General to all floors; The stop tap service cupboards adjacent to the central flats along with the dry-riser access cupboards 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. (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/ Or a similar product that provides an equal fire rating <ul style="list-style-type: none"> Clear cupboards of any debris before installing new doors 			PMO (Programme Management)
9.1.6	General to all floors; Accumulations of rubbish within the dry-riser and electrical access cupboards.	Clear out all dry riser and electrical access cupboards.			NIO (Neighbourhood Impact Officers)
9.1.7	General to all floors; Numerous door closers are slamming into the rebates and are not closing in a controlled manner.	Adjust all overhead door closers.			PT (Project Team)

9.1.8	General to all floors; It was noted that several communal door frames had gaps between the frame and wall opening.	Seal gaps around communal lobby frames with intumescent mastic (remove and refit hardwood cover beads where applicable for access)			PT (Project Team)
9.1.9	Lift motor room; There is an absence of fire stopping to the data cabling in the floor (adjacent to the access hatch)	Install intumescent mastic to the void.			PT (Project Team)
9.1.10	6th Floor (Refuse room); Clutter within cleaners cupboard	Clean out cleaners cupboard			NIO (Neighbourhood Impact Officers)
9.1.11	6th Floor (Refuse room); No smoke detection in refuse room	Extend the smoke detection to the refuse room			NC (Neighbourhood Contracts)
9.1.12	6th Floor (Refuse room); Boxing loose within refuse room.	Make good the boxing prior to investigations (as per 8.1.10)			PT (Project Team)
9.1.13	6th Floor; Communal door adjacent to flat 18 doesn't close flush into the rebate.	Communal door adjacent to flat 18 to have rebates adjusted (bottom of door) to allow the door to close flush			PT (Project Team)
9.1.14	All floors; The "do not use the lift in the event of a fire" signage is not adjacent to the lift.	Install new signage adjacent to the lift.			NIO (Neighbourhood Impact Officers)
9.1.15	6th Floor; Communal door adjacent to flat 50 to be renewed.	Excessive gaps around door to communal door adjacent to flat 50			PT (Project Team)
9.1.16	6th Floor; Fire exit signage on stairwell to be refitted	Refit fire exit sign on stairwell			NIO (Neighbourhood Impact Officers)
9.1.17	5th Floor; Fire exit sign loose above communal door.	Re-fix fire exit sign – stored above communal door adjacent to 41			NIO (Neighbourhood Impact Officers)
9.1.18	4th Floor; Gaps to top left of communal door frame (coming from stairwell) adjacent to flat 36	Fill gaps with suitable intumescent fire stopping material.			PT (Project Team)
9.1.19	3rd Floor; Section of smoke/intumescent seal missing to communal door to stairwell adjacent to flat 21	Replace missing smoke seal to communal door to stairwell adjacent to flat 21			PT (Project Team)
9.1.20	3rd Floor; Excessive gaps between the frame and door increasing the potential for smoke to enter the stairwell to communal door adjacent to flat's 23,25 and 28	Replace communal doors adjacent to flat 23-25-28 with a FD30s fire door with vision panels.			PT (Project Team)
9.1.21	1st Floor; Missing glazing bead to the glazed screening to the stairs adjacent to flat 12	Replace the missing hardwood glazing bead adjacent to flat 12			PT (Project Team)
9.1.22	Ground Floor (Communal salvage areas); Areas of pink foam to the ceilings following the replacement of light fittings.	Carefully cut out pink foam so level with ceiling and make good with an intumescent mortar or mastic.			PT (Project Team)

9.1.23	Ground Floor (Bin store room) Items and clutter in bin store	Clean out items within the bin store. Install new signage "no items to be left in this area"			NIO (Neighbourhood Impact Officers)
9.1.24	Ground Floor (Blue gated salvage room) – Several areas of missing fire stopping to high voltage cabling were evident to the ceiling/wall in the corner of room.	Install intumescent fire stopping material to the cable penetrations.			PT (Project Team)
9.1.25	Ground Floor (Bin store room) - No smoke detection within bin room	Extend smoke detection from salvage room into bin store room.			NC (Neighbourhood Contracts)
9.1.26 Photo Ref 08	Ground Floor (Cleaners cupboard) – No PAT test on hoover, kettle and floor polisher	Ensure the cleaning contractor undertakes PAT testing of all electrical equipment and provides whg with documented evidence.			NC (Neighbourhood Contracts)
9.1.27	Ground Floor (Cleaners cupboard) Redundant fire extinguisher bracket and sign.	Remove fire extinguisher sign and bracket from cleaner's cupboard.			NIO (Neighbourhood Impact Officers)
9.1.28	Ground Floor (Cleaners cupboard) – No suitable fire stopping around the communal heating pipes	Install intumescent bolt on collar or insulated slab fire stopping around water pipes. (Envirograf Product 13 or similar approved product)			PT (Project Team)
9.1.29	Ground Floor (Cleaners cupboard) – Accumulations of Clutter and rubbish within cleaner's cupboard.	Clean out cleaners cupboard			NIO (Neighbourhood Impact Officers)
9.1.30	Ground Floor (plant room) – No fire stopping material to cables behind pipework.	Far right of plant room behind pipework at ceiling level, cables need suitable fire stopping material. Intumescent Insulated slab/mastic			PT (Project Team)
9.1.31	Ground Floor (Plant room) – No evident fire stopping around water pipes	Install intumescent insulated slab fire stopping around water pipes.			PT (Project Team)
9.1.32	Ground floor (Plant room) – The access door from the communal area is not a fire door and would fail in the event of a fire incident.	Replace the door and frame with a FD30s door set with thumb turn egress internally. Signage "fire door keep locked" and fire exit above.			PT (Project Team)
9.1.33	Exterior Front and Rear elevations; There are no clear "Emergency vehicle parking keep clear" signage and markings	Identify emergency vehicle parking front & rear and hatch area accordingly.			PT (Project Team)
9.1.34	Exterior; Final exit doors do not have "fire exit keep clear" signage	Install "fire exit keep clear" signage above all final exit doors			PT (Project Team)

9.1.35	Exterior Rear elevation; The waste bins are being stored adjacent to the block directly below customer's bedroom/balcony windows; this presents a significant fire risk. (As per 7.1.5)	<ol style="list-style-type: none">1) Install steel fencing between rear entrance and bin store room to restrict access and to ensure the bins do not obstruct the rear exits.2) Install lockable bin store area outside of block adjacent to gates.			PT (Project Team)
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