

Fire Risk Assessment 2019

Little London House
West Bromwich
Street
WS1 4DD

Customer edition

23rd 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?

Little London 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 Little London 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 Little London 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)?	Satisfactory
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?	
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?	Work required
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?	
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.	
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?	Work required
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?	Not applicable
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	Floor 17; There is a new AOV (Automatic Opening Vent) installed at the top landing, servicing records are not available.	Ensure this AOV has been tested, is linked to the alarm and will be included in future servicing/maintenance.			NC (Neighbourhood Contracts)

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	Lift motor room : The emergency lighting log book is not up to date.	Bring the log book up to date.			ET (Electrical Team)
8.1.2	Floor 17; The door closer and the vision panel glazing to the lobby/landing door are loose.	Re secure the door closer and glazing			PT (Project Team)
8.1.3	Floor 17; The chute hopper gasket is broken; this will allow smoke migration in to the chute and escape area the event of a fire.	Replace the defective hopper seal.			PT (Project Team)
8.1.4	All floors; The majority of the stairs to lobby door closers were slamming into the frames and not closing in a controlled manner.	To all floors from 17 to the ground adjust the stairs/lobby door closers.			PT (Project Team)
8.1.5	All floors; The fire action plan signage differs in instruction on what to do in the event of a fire, the lack of consistency is confusing to customers and visitors.	Review all fire action plan signage to provide a consistent message on what actions to take in the event of a fire and is in line with the "Stay Safe" policy. Ensure all new signage is appropriately sited and conforms to BS 5499-10; 2014.			NIO (Neighbourhood Impact Officer)

8.1.6	All floors; There is an unnecessary amount of (fire exit) signage, throughout the building, giving conflicting information on escape routes. (several signs are missing/loose)	Review all Fire exit signage to provide a consistent message and direction, ensure all signage is suitable, appropriately positioned and conforms to BS 5499-4; 2013			NIO (Neighbourhood Impact Officer)
8.1.7	Lift motor room; 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	Floor 8; The glazing to the lobby/Landing door is loose and the gaps to the frame are excessive.	Replace/re fix the glazing and adjust the door to reduce the gaps.			PT (Project Team)
8.1.9	Floor 5; The lobby/Landing door is loose in its hinges and not closing correctly.	Adjust the door, re fix the hinges(prior to 9.1.8)			PT (Project Team)
8.1.10	Floor 8; Loose glazing to the lobby/landing fire door and excessive gaps to the frame/door.	Replace/re fix the glazing and adjust the door to reduce the gaps.			PT (Project Team)
8.1.11	Floor's 5 and 4; The lobby/landing doors are loose on their hinges and catching the frame.	Rehang the doors prior to (9.1.8)			PT (Project Team)
8.1.12	Floor 3; The chute door is not closing.	Ease and re hang (prior to 9.1.8)			PT (Project Team)
8.1.13	Ground floor; The floor identification adjacent to both lift's is not appropriate, it's a laminated piece of paper taped ton the wall	Install appropriate floor identification signage adjacent to both the lifts. Signage is to be suitable and appropriately installed to give clear details of which floor and flat numbers for each floor. Ideally framed and screwed to the wall.			NIO (Neighbourhood Impact Officer)
8.1.14	External final exits; There is no clear "Fire Exit Keep Clear" signage above the exit doors.	Install appropriate "Fire Exit Keep Clear" signs above all final exit doors (externally)			NIO (Neighbourhood Impact Officer)
8.1.15	External rear elevation; The Dry-riser signage is obscured and not prominent enough to be seen in the event of an emergency.	Install appropriate "Dry-Riser" signage above the rear entrance (ideally to the EWI above the entrance to match the HIP plate on the front elevation) (Discuss options with Chris Hylton)			NIO (Neighbourhood Impact Officer)
8.1.16	Ground Floor Dry-riser; The door is loose on its hinges.	Rehang the door			PT (Project Team)

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	<p>Floor 17 landing and lobby; Loose and hanging cables above the front door of flat 68.</p> <p>Loose cables with plastic clips above the lobby/landing door adjacent to the dry-riser.</p>	Re secure all loose cables with appropriate metal clips.			ET (Electrical Team)
9.1.2	<p>General to all floors; PVCu trunking containing electrical cables is evident on all ceilings in the stairs/landings, escape lobbies and within service and dry-riser cupboards.</p>	Ensure all wiring installations conform 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)
9.1.3	<p>General to all floors; There is a large amount of expanded pink fire retardant foam been used to fill voids, areas around PVCu trunking and cable penetrations in the service and dry-riser cupboards.</p>	Remove expanded foam to high voltage cables, and trunking. Replace with suitable fire collars where (where applicable) intumescent mortar or mastic. Followed by coated intumescent slab and sealant where practical. (all new fire stopping materials must be suitable for the application) (seek health and safety advice on the safe method of removal of expanded foam and working around power cables)			PT (Project Team)
9.1.4	<p>Floor 17 lobby; The double doors to the service cupboard have been damaged.</p>	Replace the double doors with new FD30s doors and appropriate "keep locked" signage. Decorate on completion. (Pending 9.1.7)			PT (Project Team)
9.1.5	<p>Floor 17 Chute. The glazing at the bottom side panel is broken.</p>	Replace the broken glazing to match the existing.			PT (Project Team)
9.1.6	<p>General to all floors, chute room; The chute room doors all have excessive gaps to the door/frame and or are twisted.</p>	Replace all chute access/lobby doors with new FD30s vision panel doors. Including all appropriate fire rated ironmongery and "fire door keep closed" signage. Decorate on completion.			PMO (Programme Management)

9.1.7	General to all floors, stairs/landing lobby. The electrical/service cupboard doors to the escape lobby are damaged/loose or ill fitting. (this lobby is a transition lobby to the escape stairs, fire/smoke control in this area is critical)	Replace all service/electrical cupboard doors with FD30s doors and appropriate "keep locked "signage. Decorate on completion.			PMO (Programme Management)
9.1.8	General to all floors, escape lobby/landing. The fire doors separating the escape lobby and the flat landings are mainly original doors, ill fitting with large gaps and defective closers. The doors would not resist smoke migrating into the escape lobby in the event of a flat fire.	Replace all lobby/landing fire doors with FD30s vision panel doors and appropriate "Fire Door keep closed "signage. Decorate on completion.			PMO (Programme Management)
9.1.9	Floor 10; Displaced panel adjacent to flat 40.	Re-secure the panel and seal with intumescent mastic.			PT (Project Team)
9.1.10	Floor 7; Loose hanging cables above the door of flat 29.	Re secure the cables with appropriate clips.			ET (Electrical Team)
9.1.11	Floor 2; The glazing to the chute door is loose. The glazing to the transom above the chute door is cracked.	Re fix/replace the glazing (prior to 9.1.6) Replace the cracked glazing.			PT (Project Team)
9.1.12	General all floors; The side panels to the stairs/lobby and lobby/landing doors appear to be asbestos but not marked or identified.	The asbestos register for Little London House should be checked to establish if the panels are/are not asbestos, if positive clear appropriate signage should be fitted to all panels.			PT (Project Team)
9.1.13	Ground floor lobby; Fire stopping is missing to the metal trunking above the fire alarm panel.	Install suitable fire stopping to the cable trunking. And make good the wall.			PT (Project Team)
9.1.14	Ground floor exit lobby and salvage room doors/frames. These doors/frames appear to be additions to the original building design, they do not appear to be fire rated or offer any additional protection.	The salvage room door/frame needs renewal with a suitable fire stopping wall/door/frame that will provide a minimum of 30 minutes protection from the salvage area into the ground floor lobby. The exit lobby door and frame does not serve any purpose, considerations should be made for removal of this door/frame.			PMO (Programme Management)