



# Fire Risk Assessment 2019

Orlando House  
Caldmore  
WS1 3DX

Customer Edition

17th 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?**

Orlando 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 Orlando 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](mailto: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 Orlando 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**

<b>Management of Fire Safety (Preventative measures)</b>		
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?	

<b>Electrical Ignition Risks (Preventative measures)</b>		
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?	

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

<b>Fire Procedures/Evacuation</b>		
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)	

<b>Documentation</b>		
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)	

<b>Doors &amp; Exits (Protective measures)</b>		
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?	

<b>Escape Routes (Protective measures)</b>		
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?	<b>Not applicable</b>
32	Are the means of escape from basements acceptable?	
33	Do all rooms used as sleeping accommodation lead directly to a means of escape?	

<b>Miscellaneous</b>		
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.	For Review

<b>Signs &amp; Notices (Protective measures)</b>		
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?	

<b>Lighting (Protective measures)</b>		
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?	

<b>Fire Alarm (Protective measures)</b>		
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? <b>(Fire alarm points in the plant and motor room)</b>	For Review
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)	For Review
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?	

<b>Fire-fighting Equipment (Protective measures)</b>		
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	There were no significant 7 day items observed on the day of inspection.				

**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	<b>Lift motor room;</b> Unable to identify maintenance/servicing records for the (uninterruptable power supply) UPS units	Provide certification of installation and maintenance/servicing records.			<b>NC</b> (Neighbourhood Contracts)
8.1.2	<b>Ground floor;</b> 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 and provide evidence that all final exit doors to Orlando House fail safe in the event of a fire incident			<b>NC</b> (Neighbourhood Contracts)
8.1.3	<b>All floors;</b> 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 visitors and should be reviewed.	Review the action plan notice to reflect accurate information in line with whg's "Stay Safe" policy			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.4	<b>Communal heating, plant room;</b> There is no fire detection within this room; any fire would result in severe disruption to the heating/hot water to Barleyfield and Orlando House.	Install fire/smoke detection and link up with the block auto dialling system.			<b>NC</b> (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	<b>General to all floors;</b> 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. <b>(seek advice on the safe method of removal of expanded foam from around cables)</b>			<b>PT</b> (Project Team)
9.1.2	<b>General to all floors;</b> Accumulations of rubbish within the dry-riser and electrical access cupboards. (this is made up of a significant amount of redundant light fittings)	Clear out all dry riser and electrical access cupboards.			<b>ET</b> (Electrical Team)
9.1.3	<b>General to all floors;</b> The absence of suitable, clear floor level signage could result in a risk/delay in the event of an emergency. (the original floor level signage appears to have been removed during the block refurbishment)	Install clear floor level signage to each floor (adjacent to the lift and at each stair level)			<b>NIO</b> (Neighbourhood Impact Officers)
9.1.4	<b>6th Floor;</b> Gaps are evident between the smoke/intumescent strips and frame to the communal stairs door adjacent to flat 27	Adjust rebates to re align the communal door			<b>PT</b> (Project Team)
9.1.5	<b>6th Floor;</b> There are several hanging cables within electrical service cupboard.	Secure loose cabling with appropriate metal clips			<b>ELE</b>
9.1.6	<b>5th Floor;</b> The communal stairs door adjacent to flat 22 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door			<b>PT</b> (Project Team)
9.1.7	<b>5th Floor;</b> The communal stairs door adjacent to flat 23 catches on the floor covering when fully open. Gaps between intumescent strips and frame	Remove and ease bottom of communal door adjust rebates and door to eliminate gaps.			<b>PT</b> (Project Team)

9.1.8	<b>4th Floor;</b> There are gaps between the smoke/ intumescent strips and the frame to the communal stairs door adjacent to flat 19	Adjust rebates and door to eliminate the gaps.			<b>PT</b> (Project Team)
9.1.9	<b>3rd Floor;</b> There are gaps between the smoke/ intumescent strips and the frame to the communal stairs door adjacent to flat 14	Adjust rebates and door to eliminate the gaps.			<b>PT</b> (Project Team)
9.1.10	<b>3rd Floor;</b> The communal stairs door adjacent to flat 22 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door.			<b>PT</b> (Project Team)
9.1.11	<b>1st Floor;</b> There are gaps between the smoke/ intumescent strips and the frame to the communal stairs door adjacent to flat 7	Adjust rebates and door to eliminate the gaps			<b>PT</b> (Project Team)
9.1.12	<b>Exterior front and rear elevation;</b> No emergency vehicle parking front & rear	Identify and mark out suitable emergency vehicle parking front or rear			<b>NIO</b> (Neighbourhood Impact Officers)
9.1.13	<b>Exterior (Bin store room)</b> Items and clutter in bin store	Clean out items within the bin store. Install new signage "no items to be left in this area"			<b>NIO</b> (Neighbourhood Impact Officers)
9.1.14	<b>General to all floors;</b> There is evidence of a breach of the "no smoking in communal areas" policy. (most stairs window sills have been damaged by cigarettes)	Notify all residents of Orlando House the importance of not smoking within the communal parts of the block; reinforce whg's no smoking policy.			<b>NIO</b> (Neighbourhood Impact Officers)
9.1.15	<b>External entrances;</b> There are no "Fire exit keep clear" signs above the doors.	Install "Fire exit keep clear" signs.			<b>NIO</b> (Neighbourhood Impact Officers)
9.1.16	<b>General to all floors;</b> The heating pipework boxing on the communal areas and stairwells appear to be constructed with softwood battens and plywood sheeting; this would not provide adequate fire protection to the service pipework in the event of a fire and will not conform to Building Regulations B2 6.4. Internal fire spread linings.	<ul style="list-style-type: none"> <li>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.</li> <li>Evidence should be provided to confirm suitable fire stopping methods used in the installation of the communal heating system at this block.</li> <li>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"</li> </ul>			<b>PMO</b> (Programme Management)

9.1.17	<p><b>General to all floors;</b> There is a large amount of PVCu trunking in the common areas and stairwells.</p>	<ul style="list-style-type: none"> <li>This should be addressed in 8.1.8</li> </ul>			<p><b>PMO</b> (Programme Management)</p>
9.1.18	<p><b>General to all floors;</b> The stop tap service cupboards adjacent to flats are not fire rated, (it will be impossible to install vertical fire stopping to this area).</p>	<ul style="list-style-type: none"> <li>Remove all existing service cupboard doors and install fire rated access doors. (Gyproc Profilex 1 hr fire rated lockable wall panel doors)  <a href="https://www.british-gypsum.com/products/gyproc-profilex-access-panels">https://www.british-gypsum.com/products/gyproc-profilex-access-panels</a>  (Ritherdon Fire rated service cupboard doors)  <a href="http://ritherdon.co.uk/passive-fire-protection/">http://ritherdon.co.uk/passive-fire-protection/</a></li> </ul> <p><b>Or a similar product that provides an equal fire rating</b></p> <ul style="list-style-type: none"> <li>Clear cupboards of any debris before installing new doors</li> </ul>			<p><b>PMO</b> (Programme Management)</p>