



Fire Risk Assessment 2019

Smith House
Stoney Lane
Walsall
WS3 3RA
Customer edition

23rd April 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?

Smith 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 Smith 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 Smith 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?	
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.	Not applicable

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.	
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?	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	There were no Significant Findings				

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	Ground floor Salvage 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)
8.1.2	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 visitors and should be reviewed.	Review all the action plan notices to reflect accurate information in line with whg's "Stay Safe" policy			NIO (Neighbourhood Impact Officers)
8.1.3	Fire Hydrant. There are no records of this being serviced or its location being identified.	Arrange hydrant servicing in accordance with BS9990:2015. Identify and mark the hydrant/s			NC (Neighbourhood Contracts)
8.1.5	Ground Floor salvage area;(Adjacent to the chute hopper) The door to this area is missing. (This would allow the rapid spread of fire through the salvage area)	Install new door to passage way to the bin chute room from the salvage area			PT (Project Team)

8.1.5	All floors; The AID's (Alarm Initiating Device) are currently heat detection. This is not suitable for the appropriate risk or location.	Replace AID's to smoke only, following recent consultation with WMFS and fire safety report from Colin Todd associates.			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	Date Corrective Action Completed	Signed	Service area
9.1.1	General to all floors; Large amount of pink (fire retardant expanded foam) has been used to fill cable penetrations and voids to prevent the migration of smoke and fire.	Remove expanded foam to all cables in service cupboards 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	General to all floors; CCTV wiring and trunking still in place from cameras on stairwell.	Remove old excess trunking and cables which were in place to old cameras, make good the cable holes and decorations. (lift lobby and stairs)			ELE/PT (Electrical and Project Team)
9.1.3	Roof; Door leading from the stairs to the roof is in a severe state of disrepair.	Install new FD30 exit door. Decorate on completion.			PT (Project Team)
9.1.4	Lift motor room; Emergency lighting log book is out of date.	Update emergency lighting book/ carry EM lighting test.			ELE (Electrical Team)
9.1.5	Lift motor room; The steel door to the lift motor room has no handle and is extremely difficult to open	Install bolt on D handle on the outside of the door.			PT (Project Team)
9.1.6	15th Floor; Door SH0082 to be renewed	Renew with a FD30s door and vision panels (Decorate on completion)			PT (Project Team)
9.1.7	14th Floor; Door SH0077 slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)

9.1.8	13th Floor; Door SH0072 slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.9	12th Floor; Seal on bin chute hopper has come away	Re-fix seal on the chute hopper			PT (Project Team)
9.1.10	11th Floor; Door SH0062 is unable to close flush into the frame.	SH0062 needs adjusting so it allows door to fully close (Prior to 9.1.1)			PT (Project Team)
9.1.11	11th Floor; Door SH0063 currently has the wrong handle and also lower vision panel is cracked	Install a bolt through D Handle to door SH0063 and replace the cracked glazing to the vision panel with fire rated glazing.			PT (Project Team)
9.1.12	10th Floor; Door SH0057 to be renewed.	Renew with a FD30s door and vision panels (Decorate on completion)			PT (Project Team)
9.1.13	10th Floor; Flat 38 lower door numbers are to high.	Move flat 38 door numbers to the bottom (lock side) corner of the door to match existing.			PT (Project Team)
9.1.14	10th Floor electrical services cupboard; The lock keep to door SH0061 is faulty and requires replacement; the door is not latching into the rebates.	New keep required frame			PT (Project Team)
9.1.15	10th Floor dry riser; There is a large amount of redundant cables that have been severed within the dry riser cupboard.	Remove cables which are not used or connected.			ELE (Electrical Team)
9.1.16	8th Floor; Door SH0047 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.17	8th Floor; The Suplux panel at the rear of the refuse chute has been installed in two sections in the electrical service cupboard	Replace the Suplux panel so its one complete sheet instead of split into two sections.			PT (Project Team)
9.1.18	7th Floor; Door SH0042 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.19 Photo Ref 05	7th Floor; The Suplux panel at the rear of the refuse chute has been installed in two sections in the electrical service cupboard	Replace the Suplux panel so its one complete sheet instead of split into two sections.			PT (Project Team)

9.1.20	6th Floor; Door SH0037 has a faulty door handle.	Re-fix the door handle.			PT (Project Team)
9.1.21	6th Floor; The Suplux panel at the rear of the refuse chute has been installed in two sections in the electrical service cupboard	Replace the Suplux panel so its one complete sheet instead of split into two sections.			PT (Project Team)
9.1.22	5th Floor; The seal on refuse chute hopper has split	Re-new the hopper seals.			PT (Project Team)
9.1.23	4th Floor; The door to flat 17 has no door numerals.	Install door numbers at flat 17 (high and low level)			PT (Project Team)
9.1.24	3rd Floor; Door SH0022 slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.25	3rd Floor electrical service cupboard ; The lighting within the service cupboard is currently not working.	Repair the lighting			ELE (Electrical Team)
9.1.26	2nd Floor; The keep to door SH0017 requires adjusting to allow the door to latch.	Adjust the door and lock keep. (Prior to 9.1.1)			PT (Project Team)
9.1.27	2nd Floor; Door SH0020 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.28	Ground Floor; Door SH003 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)			PT (Project Team)
9.1.29	Ground Floor electrical service cupboard; Steel trunking stored in electrical service cupboard.	Remove trunking from electrical service cupboard.			PT (Project Team)
9.1.30	Ground Floor final exit rear door; The bottom glazed panel has been damaged.	Repair glazing to final rear exit door.			PT (Project Team)
9.1.31	Ground Floor Salvage and store rooms; Unnecessary rubbish and items are being left/stored within this area.	Remove all unnecessary items and rubbish, sweep the area and keep clear.			NIO (Neighbourhood Impact Officers)
9.1.32	Ground Floor chute access off the salvage room; There is no closer to the door that provides access to	Install closer to the door, ease the door and ensure it latches correctly.			PT (Project Team)

	the bin store. The door was open on the inspection; this would assist in the spread of fire into the main salvage area.				
9.1.33	Ground Floor salvage area;(Adjacent to the chute hopper) The door to this area is missing. (This would allow the rapid spread of fire through the salvage area)	Install new door to passage way to the bin Chute room from the salvage area			PT (Project Team)
9.1.34	Bin stores; Minor amounts of rubbish and clutter in bin rooms.	A deep clean of the bin store would greatly improve the area.			NIO (Neighbourhood Impact Officers)
9.1.35	Exterior front and rear elevation; No emergency vehicle parking front & rear. Double yellow parking restrictions on the access road and turning points is being abused by the residents and contractors.	Identify and mark out suitable emergency vehicle parking front & rear. Letter all customers regarding illegal parking and inform all contractors accordingly.			PT (Project Team)
9.1.36.	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)
9.1.37	Refuse Chute; Accumulations of rubbish around and at the rear of the chute.	Remove the Supalux access panels on alternative floors and remove the build up of rubbish from around the chute.(Jointly NIO.PT)			NIO PT (Neighbourhood Impact Officers and Project Team)
9.1.38 Photo Ref 06/07/08	Electrical installation contractor; Inappropriate fire fighting equipment in the site office which is directly adjacent to the main fire exit. Contractor wedging fire and exit doors open.	Contractor to review fire safety measures within the site office. Reinforce with the contractor the importance of not wedging fire doors and exit doors open.			PMO (Programme Management)
9.1.39 Photo Ref 01	General to all floors; The down lighting boxing on the communal areas appears 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"> 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. 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- 			PMO (Programme Management)

		combustible substrate of the building"			
9.1.40 Photo Ref 02	General to all floors; There is a large amount of PVCu cable trunking in the common areas and stairwells.	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)
9.1.41 Photo Ref 03	General to all floors; Flat entrance doors and communal stairs/ have significant gaps between the frames/door	<ul style="list-style-type: none"> Flat entrance; Install new FD30s fire doors (consideration should be given to replacing the complete combination frame housing the stop tap and electric meters at the same time) to each individual flat. Stairs and lobby, Install new FD30s door sets to the communal doors on all floors. (Doors to incorporate vision panels to the existing design) and 4 hinges. All new doors are to be decorated and re numbered on completion and appropriate fire door signage installed. 			PMO (Programme Management)
9.1.42	Rear elevation; The waste bins are being stored in a temporary compound away from the building due to the fire risk.	Construct a new permanent storage facility to house full bins while awaiting collection.			PMO (Programme Management)