

Fire Risk Assessment 2019

St Annes Court
Willenhall
WV13 2LY

30th May 2019

Customer edition

ST ANNES COURT



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?

St Annes Court 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 St Annes Court.
- 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 St Annes Court.

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?	
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?	For review
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.	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)	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?	
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)	For review

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	Corrective Action Completed	Service area
7.1.1 Photo Ref;	There were no significant 7 day actions identified during the inspection			

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 Photo ref 006	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 Officer)
8.1.2	7th Floor; Door into the lobby/landing area does not close quickly enough.	Adjust door closer to conform to the guidance in BS EN 1154 (maximum of 25 seconds)		PT (Projects Team)

8.1.3 Photo Ref 03	7th Floor; Fire safety glazing has been smashed to the panel adjacent to the stairs door.	Replace with suitable fire safety glazing that conforms with Building Regulations Part N		PT (Projects Team)
8.1.4	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)



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	General to all floors; Minor compartmentation work required within service cupboards.	Removal of pink and yellow expanding foam around high voltage cables and renew with suitable fire resistant material. (seek advice on the safe method of removal of expanded foam from around cables)		PT (Projects Team)
9.1.2	Lift motor room; Holes to the lift shaft brickwork	Compartmentation is required to the lift shaft brickwork at floor level to both lifts. To be filled with a suitable fire stopping material.		PT (Projects Team)
9.1.3	Lift motor room; Emergency lighting testing record book is out of date	Update emergency lighting book.		ELE (Electrical Team)
9.1.4	Lift motor room; Power supply cabinet doors were unlocked.	Ensure that the cabinet doors are locked and record this activity with the contractor to prevent future occurrences.		NC (Neighbourhood Contracts)
9.1.5	Lift motor room; Brickwork missing from corner of wall adjacent to the domestic water pipes, this appears to be associated with the chute ventilation shaft	Repair the damaged brickwork to seal off the breach in the chute shaft.		PT (Projects Team)

9.1.6	10th Floor: Fire exit signage has been burnt around edges. Evidence of unauthorised access to the block and smoking in the common parts.	Renew fire exit sign		NIO (Neighbourhood Impact Officer)
9.1.7	10th Floor; No documentation providing emergency lighting testing	Provide emergency lighting documentation.		ELE (Electrical Team)
9.1.8	Ground floor salvage rooms; Electrical certification is out of date.	Remove out of date electrical certificates and replace with new updated documentation.		ELE (Electrical Team)
9.1.9	Ground floor salvage room (left hand side of the main entrance) CO2 fire extinguisher sign present, no extinguisher.	Remove sign.		NIO (Neighbourhood Impact Officer)
9.1.10	Exterior; No emergency vehicle parking area evident to the front & rear	Identify emergency vehicle parking front & rear and hatch area		NIO (Neighbourhood Impact Officer)
9.1.11	Ground floor chute room; The chute damper is evident but I was unable to identify any servicing or maintenance records.	Provide evidence of maintenance and servicing of the chute dampers.		PT (Projects Team)
9.1.12	External (East elevation) No external "fire exit keep clear" signage	Install "Fire exit keep clear" signage		NIO (Neighbourhood Impact Officer)
9.1.13	Ground floor plant room; The plant room doors have no vision panels; to increase the potential for early warning of a fire incident, replacement doors with vision panels are required. The plant room has been assessed as an "inner room"	Replace the existing doors with FD30s doors with vision panels.		PT (Projects Team)
9.1.14	General; The final exit doors to St Giles Court are not interconnected with the fire alarm system	Arrange for the door entry system to be linked to the alarm activation.		NC (Neighbourhood Contracts)

9.1.15	<p>Ground floor chute room (bin store) Chute room doors and frame are defective and require replacement.</p>	<p>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</p>		PT (Projects Team)
9.1.16	<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" 		PMO (Programme Management)
9.1.17	<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>	<p>This should be addressed in 8.1.8</p>		PMO (Programme Management)
9.1.18	<p>General to all floors; Doors to flats and communal area landing doors require replacement. Excessive gaps between the frame/smoke seals that render the seals ineffective.</p>	<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, lobby and chute, Install new FD30s door sets to the stairs lobby, stairs and chute. (Doors to incorporate vision panels to the existing design) and 4 hinges. All new doors are to be re numbered on completion and appropriate fire door signage installed. 		PMO (Programme Management)

9.1.19	General to all floors; Ply board infill to individual flat entrance and communal landing door transoms.	Include in 9.1.18 above		PMO (Programme Management)
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