

# Fire Risk Assessment 2019

Thomas House  
Stoney Lane  
Walsall  
WS3 3RB  
Customer edition

25th 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?**

Thomas 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 Thomas 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 Thomas 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.

The report references are extracted from the comprehensive assessment.

## **Fire Safety Risk Assessment**

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

<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.	Not applicable

<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?	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)	
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?	
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?	

<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.	Work required
35	Is there any other factor regarding the means of escape that should be taken into account? If yes, mark as unsatisfactory.	

<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?	<b>Not applicable</b>
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>Not applicable</b>

<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>Not applicable</b>
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)	<b>Not applicable</b>
48	Is the means of raising the alarm visually in good condition?	<b>Not applicable</b>
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?	<b>Not applicable</b>
57	Are the instructions on how to use the fire blanket clear and legible?	<b>Not applicable</b>

## 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
7.1.8	<b>General;</b> Unable to trace the VCR (Visual Condition Report) electrical inspection documentation.	Provide evidence and certification of VCR		<b>ET</b> (Electrical Team)

## 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	<b>Ground floor Salvage room;</b> Unable to locate the maintenance records for the CCTV equipment and UPS units	Provide certification of installation and maintenance/servicing records.		<b>NC</b> (Neighbourhood Contracts)
8.1.2	<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)
8.1.3	<b>13<sup>th</sup> Floor;</b> The glazed vision panels to door TH0076 are loose	Re-fix vision panels to door TH0076 (Prior to 9.1.1)		<b>PT</b> (Projects Team)
8.1.4	<b>Ground floor;</b> The rear final exit door has 3 vision panels broken.	Re-new 3 vision panels in rear exit door		<b>PT</b> (Projects Team)
8.1.5	<b>Lift motor room;</b> No fire alarm within the lift room area.	Install fire alarm within lift room		<b>NC</b> (Neighbourhood Contracts)
8.1.6	<b>Community Room;</b> The fire panel is located in the community room and not in the ground floor lobby.	Install remote slave fire panel within the ground floor lobby.		<b>NC</b> (Neighbourhood Contracts)
8.1.7	<b>14<sup>th</sup> Floor;</b> The hinges to door TH0079 are loose, preventing the door closing correctly.	Change hinges to TH0079 (Prior to 9.1.1)		<b>PT</b> (Projects Team)

<b>8.1.8</b>	<b>13<sup>th</sup> Floor;</b> The hinges to door TH0074 door hinges loose, preventing the door closing correctly.	Change hinges to TH0074(Prior to 9.1.1)		<b>PT</b> (Projects Team)
<b>8.1.9</b>	<b>10<sup>th</sup> Floor;</b> Door TH0059 is not closing into rebates	Ease, adjust and re-fix door (Prior to 9.1.1)		<b>PT</b> (Projects Team)
<b>8.1.10</b>	<b>9<sup>th</sup> Floor;</b> Door TH0056 is not closing into rebates	Ease, adjust and re-fix door (Prior to 9.1.1)		<b>PT</b> (Projects Team)
<b>8.1.11</b>	<b>9<sup>th</sup> Floor;</b> The bin chute hopper is not closing into frame	Ease and adjust hopper so it closes		<b>PT</b> (Projects Team)
<b>8.1.12</b>	<b>8<sup>th</sup> Floor;</b> Door TH0049 door hinges loose, preventing the door closing correctly.  The door handle is also loose	Change hinges to TH0049 and re-fix handle (Prior to 9.1.1)		<b>PT</b> (Projects Team)
<b>8.1.13</b>	<b>7<sup>th</sup> Floor;</b> The lock keep to the stairs door TH0043 is faulty and requires replacement; the door is not latching into the rebates.	New keep required to the frame		<b>PT</b> (Projects Team)
<b>8.1.14</b>	<b>4<sup>th</sup> Floor;</b> The lock keep to the stairs door TH0028 is faulty and requires replacement; the door is not latching	New keep required to the frame		<b>PT</b> (Projects Team)
<b>8.1.15</b>	<b>All floors;</b> 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.		<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	Corrective Action Completed	Service area
9.1.1 Photo Ref 04	<b>General to all floors;</b> 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. <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> Redundant CCTV wiring and trunking still in place from cameras in the communal landings and the on stairwell's	Remove old excess trunking and cables which were in place to old cameras, make good the cable holes and decorations. (lift lobby and stairs)		<b>ELE/PT</b> (Electrical Team & Project Team)
9.1.3	<b>General to all floors;</b> 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.		<b>ELE</b> (Electrical Team)
9.1.4 Photo Ref 05	<b>General to all floors;</b> Rubbish from the bin chute is getting lodged in gaps around and through holes within the chute.	Remove rubbish from back of bin chute by gaining access on alternative floors and removing the Supalux panels to gain access.		<b>NIO</b> (Neighbourhood Impact Officers)
9.1.5	<b>Roof;</b> Door leading from the stairs to the roof is in a severe state of disrepair.	Install new FD30 exit door and frame. Decorate on completion and install appropriate signage. <b>(with reference to the telecommunications equipment)</b>		<b>PT</b> (Project Team)
9.1.6	<b>Lift motor room;</b> 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.		<b>PT</b> (Project Team)
9.1.7	<b>15<sup>th</sup> Floor;</b> Door TH0087 door is catching when closing.	Ease and adjust door TH0087		<b>PT</b> (Project Team)
9.1.8	<b>15<sup>th</sup> Floor;</b> Door TH0086 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
9.1.9	<b>14<sup>th</sup> Floor;</b> The lighting within the service cupboard is currently not working.	Repair the lighting		<b>ELE</b> (Electrical Team)

<b>9.1.10</b>	<b>14<sup>th</sup> Floor;</b> No cold smoke seals on door TH0078	Install smoke seals to TH0078 (Prior to 9.1.1)		<b>PT</b> (Project Team)
<b>9.1.11</b>	<b>13<sup>th</sup> Floor;</b> Door TH0073 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
<b>9.1.12</b>	<b>12<sup>th</sup> Floor;</b> Door TH0068 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
<b>9.1.13</b>	<b>11<sup>th</sup> Floor;</b> The lock keep to door TH0067 is faulty and requires replacement; the door is not latching into the rebates.	New keep required frame		<b>PT</b> (Project Team)
<b>9.1.14</b>	<b>9<sup>th</sup> Floor;</b> Fire exit sign is coming away from wall in communal area	Remove fire exit sign		<b>NIO</b> (Neighbourhood Impact Officers)
<b>9.1.15</b>	<b>8<sup>th</sup> Floor;</b> The lock keep to door TH0052 is faulty and requires replacement; the door is not latching into the rebates.	New keep required frame		<b>PT</b> (Project Team)
<b>9.1.16</b>	<b>6<sup>th</sup> Floor;</b> Door TH0039 hinges are loose.	Re-new door hinges		<b>PT</b> (Project Team)
<b>9.1.17</b>	<b>5<sup>th</sup> Floor;</b> The lighting within the service cupboard is currently not working.	Repair the lighting		<b>PT</b> (Project Team)
<b>9.1.18</b>	<b>5<sup>th</sup> Floor;</b> No high level numbers to flat 17	Install high level numbers to flat 17		<b>PT</b> (Project Team)
<b>9.1.19</b>	<b>5<sup>th</sup> Floor;</b> The seal on refuse chute hopper has split.	Re-new the hopper seals.		<b>PT</b> (Project Team)
<b>9.1.20</b>	<b>3<sup>rd</sup> Floor;</b> The lighting within the service cupboard is currently not working.	Repair the lighting		<b>PT</b> (Project Team)
<b>9.1.21</b>	<b>2<sup>nd</sup> Floor;</b> The seal on refuse chute hopper has split	Re-new the hopper seals.		<b>PT</b> (Project Team)

9.1.22	<b>2<sup>nd</sup> Floor;</b> Several cables in the meter cupboard have been removed from metres.	Make safe of cables in electrical services cupboard to flat 6& 7		<b>ELE</b> (Electrical Team)
9.1.23	<b>1<sup>st</sup> to 2<sup>nd</sup> stairwell;</b> Steel trunking loose in stairwell	Re-fix steel trunking		<b>PT</b> (Project Team)
9.1.24	<b>Ground Floor;</b> Door TH0002 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
9.1.25	<b>Ground Floor;</b> Door TH0010 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
9.1.26 Photo Ref 07	<b>Community room, kitchen cupboard;</b> No suitable fire stopping in place to the high voltage cable serving the server room	Suitable fire stopping collar or appropriate fire stopping required to HV cable.		<b>PT</b> (Project Team)
9.1.27	<b>Community room;</b> Two fire call points with no signage	Install call point signs above both call points		<b>NIO</b> (Neighbourhood Impact Officers)
9.1.28	<b>Sever room;</b> Accumulations of combustible materials are being stored in this room.	Remove all combustible items from server room, or store appropriately		<b>NIO</b> (Neighbourhood Impact Officers)
9.1.29	<b>Salvage room;</b> Clutter and storage in salvage room	Remove equipment stored in salvage area, adjacent to main entrance		<b>ELE, PT, NIO</b> (Neighbourhood Impact Officers, Project Team & Electrical Team)
9.1.30	<b>Ground Floor;</b> Salvage area	New door and frame to TH0012		<b>PT</b> (Project Team)
9.1.31	<b>Ground Floor;</b> Clutter and items in dry riser	Remove items from dry riser		<b>NIO</b> (Neighbourhood Impact Officers)
9.1.32	<b>Ground Floor;</b> Door TH0007 door hinges loose	Re-new door hinges		<b>PT</b> (Project Team)
9.1.33	<b>Ground Floor;</b> Missing cover from cable boxing above TH0001	Install cover to boxing		<b>ELE</b> (Electrical Team)
9.1.34	<b>Ground Floor;</b> Door TH0010 is slamming into the rebates and is not closing in a controlled manner.	Adjust door closer to communal door (Prior to 9.1.1)		<b>PT</b> (Project Team)
9.1.35	<b>Cleaners Cupboard;</b> PAT testing required	PAT test the vacuum and water heater		<b>ELE</b> (Electrical Team)
9.1.36	<b>Intermediate walkway/area from bins to salvage area;</b>  The lighting within this area is not working.  Lock is not suitable for security requirements	Repair the lighting  Replace Suffolk latch for MK1		<b>ELE/ PT</b> (Electrical Team & Project Team)
9.1.37	<b>Ground floor (Electrical services cupboard)</b> Emergency lighting log book is out of date.	Update emergency lighting book/ carry EM lighting test.		<b>ELE</b> (Electrical Team)

9.1.38	<b>Exterior front and rear elevation;</b> No emergency vehicle parking front & rear.	Identify and mark out suitable emergency vehicle parking front & rear.		<b>PT</b> (Project Team)
9.1.39	<b>Exterior;</b> Final exit doors do not have "fire exit keep clear" signage.	Install "fire exit keep clear" signage above all final exit doors		<b>PT</b> (Project Team)
9.1.40 Photo Ref 08	<b>Community Room;</b> The soft furnishings do not have appropriate fire rated labels.	Provide evidence that the furnishings comply with the Furniture and Furnishings Regulations (fire) (safety) 1988.		<b>PMO</b> (Programme Management)
9.1.41 Photo Ref 06	<b>General to all floors;</b> Open waste pipes in cleaner's cupboards. (steel waste pipe joints)	Blank off waste pipes with a suitable plug/bung to prevent the migration of smoke.		<b>PT</b> (Project Team)
9.1.42 Photo Ref 01	<b>General to all floors;</b> 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"> <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>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)
9.1.43 Photo Ref 02	<b>General to all floors;</b> There is a large amount of PVCu trunking in the common areas stairwells and services cupboards.	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"		<b>PMO</b> (Programme Management)

<p><b>9.1.44</b> <b>Photo</b> <b>Ref 03</b></p>	<p><b>General to all floors;</b> Flat entrance doors and communal stairs/ have significant gaps between the frames/door</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• <b>All new doors are to be decorated and re numbered on completion and appropriate fire door signage installed.</b></li> </ul>		<p><b>PMO</b> (Programme Management)</p>
<p><b>9.1.9</b></p>	<p><b>15<sup>th</sup> Floor;</b> The escape stairwell has no facility to purge smoke in the event of a fire incident.</p>	<p>Consideration should be given to install an automatic opening vent to the existing sky light at the top of the stairs linked to the alarm.</p>		<p><b>PMO</b> (Programme Management)</p>