

# Fire Risk Assessment 2019

Whiston House  
WS2 8JX  
North Walsall

Customer Edition

30<sup>th</sup> 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?**

Whiston 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 Whiston 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 Whiston 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?  | 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?   | For review     |
| 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?   |                |

| <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? | Not applicable |
| 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. | For review |
| 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>(Fire alarm points in the plant room)</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) |  |
| 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?   | <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                            | Date Corrective Action Completed | Signed | Service area                                   |
|-----------------------------------|---|---|----------------------------------|--------|--|
| <b>7.1.1<br/>Photo<br/>Ref 01</b> | <b>Ground Floor;</b><br>The fire service override switch for lift is exposed and can easily be switched on by unauthorised persons. | Upgrade the lift override switch.                 |                                  |        | <b>NC<br/>(Neighbourhood Contracts)</b>        |
| <b>7.1.2</b>                      | <b>Plant room;</b><br>The fire alarm call point has no appropriate signage.   | Install call point signs above both call points   |                                  |        | <b>NIO<br/>(Neighbourhood Impact Officers)</b> |
| <b>7.1.3<br/>Photo<br/>Ref 10</b> | <b>Lift motor room;</b><br>Several plastic containers containing oil are stored within this room.                                   | Remove or provide appropriate storage/containers. |                                  |        | <b>NC<br/>(Neighbourhood Contracts)</b>        |

**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                                   |
|-----------------------------------|--|---|----------------------------------|--------|--|
| <b>8.1.1</b>                      | <b>Lift room;</b><br>Unable to locate the maintenance records for the CCTV equipment and UPS units.  | Provide certification of installation and maintenance/servicing records.                            |                                  |        | <b>NC<br/>(Neighbourhood Contracts)</b>        |
| <b>8.1.2<br/>Photo<br/>Ref 02</b> | <b>All floors;</b><br>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<br/>(Neighbourhood Impact Officers)</b> |
| <b>8.1.3<br/>Photo<br/>Ref 08</b> | <b>Lift motor room;</b><br>Lighting cables hanging off the ceiling above the lift motor.   | Secure loose cables   |                                  |        | <b>ELE<br/>(Electrical Team)</b>               |

|                                   |  |  |  |  |                              |
|-----------------------------------|--|--|--|--|------------------------------|
| <b>8.1.4<br/>Photo<br/>Ref 09</b> | <b>5<sup>th</sup> Floor;</b><br>Intumescent/cold smoke seal in the frame head of communal door adjacent to flat 40 has become loose and is hanging out of the rebates. | Re secure the intumescent strip to head of frame |  |  | <b>PT<br/>(Project Team)</b> |
|-----------------------------------|--|--|--|--|------------------------------|



**Actions to be completed within 90 days of the FRA publication.**



**Actions to be considered for future improvements.**

| 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><br>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.<br><b>(seek advice on the safe method of removal of expanded foam from around cables)</b> |                                  |        | <b>PT<br/>(Project Team)</b>                   |
| 9.1.2                      | <b>General to all floors;</b><br>The absence of clear appropriately positioned floor level signage.   | Install clear floor level signage to each floor (adjacent to the lift and at each stair level)  |                                  |        | <b>NIO<br/>(Neighbourhood Impact Officers)</b> |
| 9.1.3                      | <b>General to all floors;</b><br>The new hardwood lobby door frames appear to have shrunk leaving gaps between the door and side casement frames. <b>(This will allow smoke to migrate through the frame joints.)</b> | Fill voids with intumescent paper and brown intumescent mastic to eliminate the potential for smoke migration.  |                                  |        | <b>PT<br/>(Project Team)</b>                   |
| 9.1.4                      | <b>General to all floors;</b><br>All stairs and landing doors require adjustment (to reduce excessive gaps with the frame/door) and over head door closer adjustment.   | Overhaul all communal doors to ensure they close into frames and intumescent strips and smoke seals are effective   |                                  |        | <b>PT<br/>(Project Team)</b>                   |
| 9.1.5<br>Photo<br>Ref 07   | <b>General to all floors, electrical service cupboards;</b><br>PVCu fascia has been used to repair the cable ducting.   | Remove PVCu sheeting and replace with Supalux. If no sheeting is in place, install Supalux panels.  |                                  |        | <b>PT<br/>(Project Team)</b>                   |

|               |   |   |  |  |                              |
|---------------|---|---|--|--|------------------------------|
| <b>9.1.6</b>  | <b>Lift motor room;</b><br>The lift hatch door has no fire protection, and large gaps are evident to the door/frame.                      | Install new loft hatch door to eliminate the gaps and line the underside of the door with 12mm Supalux or a similar product.                                  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.7</b>  | <b>5<sup>th</sup> Floor;</b><br>The timber boxing above the entrance to flat 42 has come loose.   | Re-fix boxing (pending 8.1.3)   |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.8</b>  | <b>5<sup>th</sup> Floor;</b><br>Gaps are evident between the smoke/intumescent strips to communal door adjacent to flat 42                | Pack out hinges to communal door to close up evident gaps   |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.9</b>  | <b>5<sup>th</sup> Floor;</b><br>Gaps are evident between the smoke/intumescent strips to communal door adjacent to flat 39                | Adjust communal door so it fits square into the frame.  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.10</b> | <b>5<sup>th</sup> Floor;</b><br>Gaps within stop tap service shaft adjacent to flat 38  | Suitable fire stopping material for compartmentation works required   |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.11</b> | <b>5<sup>th</sup> Floor;</b><br>Communal door adjacent to 37 slamming into the rebates and is not closing in a controlled manner.         | Adjust door closer to communal door.  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.12</b> | <b>5<sup>th</sup> Floor;</b><br>Hole above door in communal stairwell   | Fill voids with appropriate intumescent materials above communal door from the stairwell adjacent to flat 37  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.13</b> | <b>4<sup>th</sup> Floor;</b><br>The hardwood frame has distorted which has resulted in excessive gaps to the frame/door.                  | Complete new frame/screen to communal door adjacent to flat 29 inclusive of a new FD30s fire door with vision panels, hardwood frames and fire rated glazing. |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.14</b> | <b>4<sup>th</sup> Floor;</b><br>Compartmentation required within water stop tap service cupboards.  | Vertical fire stopping to water stop tap water cupboard left hand side of lift  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.15</b> | <b>4<sup>th</sup> Floor;</b><br>Communal doors adjacent to 33 & 36 slamming into the rebates and are not closing in a controlled manner.  | Adjust door closer to communal door.  |  |  | <b>PT<br/>(Project Team)</b> |
| <b>9.1.16</b> | <b>3<sup>rd</sup> Floor;</b><br>Excessive gaps are evident between the cold smoke/intumescent strips to communal door adjacent to flat 28 | Adjust communal door so it fits square into the frame and closing the gaps to the doors to the frame.   |  |  | <b>PT<br/>(Project Team)</b> |

|  |  |  |  |  |                                    |
|--|--|--|--|--|------------------------------------|
| <b>9.1.17</b><br><b>Photo</b><br><b>Ref 10</b> | <b>3<sup>rd</sup> Floor;</b><br>Large gaps are evident between frame and plasterwork to the inside of the refuse door                            | Pack out the void with timber and appropriate materials later finish off with timber architrave.     |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.18</b>                                  | <b>3<sup>rd</sup> Floor;</b><br>Gaps are evident between the smoke/intumescent strips to communal door adjacent to flat 23 & 24                  | Adjust hinges to close gaps to communal door   |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.19</b>                                  | <b>3<sup>rd</sup> Floor;</b><br>Compartmentation is compromised within water stop tap service cupboard.  | Install suitable fire stopping to water stop tap cupboard adjacent to flat 22                        |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.20</b>                                  | <b>2<sup>nd</sup> floor;</b><br>The cold smoke/intumescent strips are missing from electrical service cupboard doors.                            | Fit intumescent strips required to service cupboards adjacent to flat 19                             |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.21</b>                                  | <b>2<sup>nd</sup> floor;</b><br>The stairs door has excessive gaps to the door/frame and is not suitable for adjustment.                         | Install a new FD30s communal door with vision panels adjacent to flat 20                             |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.22</b>                                  | <b>1<sup>st</sup> Floor;</b><br>The stairs door has excessive gaps to the door/frame and is not suitable for adjustment.                         | Install a new FD30s communal door with vision panels adjacent to flat 12                             |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.23</b>                                  | <b>1<sup>st</sup> Floor;</b><br>The communal doors adjacent to flats 8/9 is slamming into the rebates and is not closing in a controlled manner. | Adjust door closer to communal door and fill gaps to frame. (As 9.1.4)                               |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.24</b>                                  | <b>Ground floor left hand stairs;</b><br>There is a redundant light fitting void in the ceiling.   | Fill the hole from old light fitting with plaster/render and decorate on completion.                 |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.25</b>                                  | <b>Ground floor;</b><br>Gaps to communal door frame adjacent to flat 1   | Pack out the void with timber and appropriate materials later finish off with timber architrave.     |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.26</b>                                  | <b>Ground floor store rooms;</b><br>The frame to the stores door has been cut to allow unauthorised access into the store room area.             | Splice repair to stores door.  |  |  | <b>PT</b><br><b>(Project Team)</b> |
| <b>9.1.27</b>                                  | <b>Ground floor lift lobby;</b><br>There is a large void at low level between the new hardwood door frame (right of the lift)                    | Fill the void (with suitable material) to left corner of right communal door as you enter the block. |  |  | <b>PT</b><br><b>(Project Team)</b> |

|                        |  |  |  |  |  |
|------------------------|--|--|--|--|--|
| 9.1.28                 | <b>Ground floor store room;</b><br>The current door will not afford any fire protection.   | Install a new FD30s door to stores door opposite bin store.  |  |  | PT<br>(Project Team)                   |
| 9.1.29                 | <b>Plant room;</b><br>Call point with no signage   | Install call point signs above both call points  |  |  | NIO<br>(Neighbourhood Impact Officers) |
| 9.1.30                 | <b>Exterior front and rear elevation;</b><br>No identifiable "emergency vehicle parking" markings to the front of the block.   | Identify and mark out suitable emergency vehicle parking only to the front of the block.   |  |  | NIO<br>(Neighbourhood Impact Officers) |
| 9.1.31                 | <b>Exterior;</b><br>Final exit doors do not have "fire exit keep clear" signage.   | Install "fire exit keep clear" signage above all final exit doors  |  |  | NIO<br>(Neighbourhood Impact Officers) |
| 9.1.32<br>Photo Ref 03 | <b>General to all floors;</b><br>The communal heating pipe boxing on the communal areas and refuse rooms 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> |  |  | PMO<br>(Programme Management)          |
| 9.1.33<br>Photo Ref 04 | <b>General to all floors;</b><br>There is a large amount of PVCu trunking in the common areas stairwells and services cupboards.   | Install appropriate cable trays'/trunking and or fixings.<br>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<br>(Programme Management)          |

|                     |   |  |  |  |  |
|---------------------|---|--|--|--|--|
| <p><b>9.1.2</b></p> | <p><b>General to all floors;</b><br/>The stop tap service cupboards adjacent to the central 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.<br/><b>(Ensure all suited locks are retained for emergency service access)</b><br/>(Gyproc Profilex 1 hr fire rated lockable wall panel doors)<br/><a href="https://www.british-gypsum.com/products/gyproc-profilex-access-panels">https://www.british-gypsum.com/products/gyproc-profilex-access-panels</a><br/>(Ritherdon Fire rated service cupboard doors)<br/><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<br/>(Programme Management)</b></p> |
|---------------------|---|--|--|--|--|