

# Fire Risk Assessment 2019

Wood House  
West Bromwich  
Street  
WS1 3EP

Customer edition

20<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?**

Wood 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 Wood 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 Wood 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?	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)	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?	
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.	
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?	
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	Date Corrective Action Completed	Signed	Service area
7.1.1	There were no significant 7 day actions noted on the day of inspection				

**Actions to be completed within 45 days of the FRA publication.**

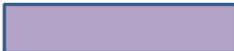
Report and Photo Reference	Significant findings	Prompt Action Required	Date Corrective Action Completed	Signed	Service area
8.1.1	<b>Lift motor room :</b> Unable to locate the emergency lighting log book/servicing records that covers the lift motor room.	Provide documentation of servicing/testing to the motor room emergency lighting.			<b>ET</b> (Electrical Team)
8.1.2 Photo Ref 03	<b>Lift motor room;</b> The fire extinguisher is placed on the floor away from the signage due to the absence of a wall bracket.	Install new wall bracket for the extinguisher.			<b>NC</b> (Neighbourhood Contracts)
8.1.3	<b>General to all stairs landings;</b> There are no floor identification signs.	Install appropriate floor identification signs to all stairs landings.			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.4	<b>Floor 1 and 9;</b> The chute hopper gaskets are broken; this will allow smoke migration in to the chute and escape area the event of a fire.	Replace the defective hopper seals.			<b>PT</b> (Project Team)
8.1.5	<b>All floors;</b> The majority of the stairs to lobby door closers were slamming into the frames and not closing in a controlled manner. Several frames require the re positioning of the frame rebates to allow the door to fit squarely into the frame.	To all floors from 15 to the ground adjust the stairs/lobby door closers and rebates where required.			<b>PT</b> (Project Team)

8.1.6 Photo Ref 04	<b>All floors;</b> The <b>fire action plan</b> signage differs in instruction on what to do in the event of a fire, the lack of consistency is confusing to customers and visitors.	Review all <b>fire action plan</b> signage to provide a consistent message on what actions to take in the event of a fire and is in line with the "Stay Safe" policy. Ensure all new signage is appropriately sited and conforms to BS 5499-10; 2014.			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.7 Photo Ref 05	<b>All floors;</b> There is an unnecessary amount of ( <b>fire exit</b> ) signage, throughout the building, giving conflicting information on escape routes. (several signs are missing/loose)	Review all <b>Fire exit</b> signage to provide a consistent message and direction, ensure all signage is suitable, appropriately positioned and conforms to BS 5499-4; 2013			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.8 Photo Ref 06	<b>Lift motor room;</b> Unable to locate the maintenance records for the CCTV equipment and UPS units. The UPS unit is placed on a cardboard box.	Provide certification of installation and maintenance/servicing records.  Remove the cardboard and dispose, the unit should not be in contact with a combustible material.			<b>NC</b> (Neighbourhood Impact Officers)
8.1.9 Photo Ref 7	<b>Roof access door;</b> The door closer is loose.	Re fix the door closer.			<b>PT</b> (Project Team)
8.1.10 Photo Ref 8	<b>Floor 9;</b> The transom glazing above the landing/chute lobby is broken.	Replace the broken glazed panel with appropriate fire rated glazing including all associated beads and intumescent gaskets.			<b>PT</b> (Project Team)
8.1.11 Photo Ref 9	<b>Floor 6;</b> Broken glazing to the vision panel in the lobby/landing door.	Replace/re fix the glazing and adjust the door to reduce the gaps.			<b>PT</b> (Project Team)
8.1.12 Photo Ref 10	<b>Ground floor;</b> The floor identification adjacent to both lift's is not appropriate, it's a laminated piece of paper taped on to the wall	Install appropriate floor identification signage adjacent to both the lifts. Signage is to be suitable and appropriately installed to give clear details of which floor and flat numbers for each floor. Ideally framed and screwed to the wall.			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.13	<b>External final exits;</b> There is no clear "Fire Exit Keep Clear" signage above the exit doors.	Install appropriate "Fire Exit Keep Clear" signs above all final exit doors (externally)			<b>NIO</b> (Neighbourhood Impact Officers)
8.1.14	<b>External rear elevation;</b> The Dry-riser signage is obscured and not prominent enough to be seen in the event of an emergency.	Install appropriate "Dry-Riser" signage above the rear entrance (ideally to the EWI above the entrance to match the HIP plate on the front elevation) (Discuss options with Chris Hylton)			<b>NIO</b> (Neighbourhood Impact Officers)

8.1.15	<b>Floor 2;</b> The landing to chute lobby door is not closing.	Ease and adjust the door and closer.			<b>PT</b> (Project Team)
8.1.16 Photo Ref 15	<b>Ground floor main meter store;</b> The door is damaged and has voids from the removal of an old mortice lock, this door is in a critical escape area for the block.	Replace the door and frame with a FD30s door. Signage "Fire door keep locked" and decorate on completion.			<b>PT</b> (Project Team)



**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 Photo Ref 11	<b>General all floors (chute lobby)</b> The floor coverings in this area are extremely dirty and contaminated with grease.	Considerations should be given to replace the floor coverings with a more suitable product that will not retain dirt and grease and will be more readably cleansable.			<b>PMO</b> (Programme Management)
9.1.2 Photo Ref 12	<b>General to all floors;</b> PVCu trunking containing electrical cables is evident on all ceilings in the stairs/landings, chute lobbies and within service and dry-riser cupboards. In the dry-riser cupboards there is a significant amount of cabling attached to steel track with plastic cable ties.	Ensure all wiring installations conform 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)
9.1.3 Photo Ref 13	<b>General to all floors;</b> There is a large amount of expanded pink fire retardant foam been used to fill voids, areas around PVCu trunking and cable penetrations in the service and dry-riser cupboards.	Remove expanded foam to high voltage cables, and trunking. Replace with suitable fire collars where (where applicable) intumescent mortar or mastic. Followed by coated intumescent slab and sealant where practical. (all new fire stopping materials must be suitable for the application) <b>(seek health and safety advice on the safe method of removal of expanded foam and working around power cables)</b>			<b>PT</b> (Project Team)

<b>9.1.4</b> <b>Photo</b> <b>Ref 09</b>	<b>General to all floors, chute room;</b> The chute lobby/landing and the stairs lobby/landing doors all have excessive gaps to the door/frame and/or are twisted. The doors would not resist smoke migrating into the landings in the event of a chute fire.	Replace all chute lobby/landing and stairs lobby doors with new FD30s vision panel doors. Including all appropriate fire rated ironmongery and "fire door keep closed" signage. Decorate on completion.			<b>PMO</b> (Programme Management)
<b>9.1.5</b>	<b>Cleaners cupboards;</b> Where waste pipes have been removed the connection to the main waste pipe has been left open, this will allow smoke migration between floors on all levels.	Blank off open waste pipes.			<b>PT</b> (Project Team)
<b>9.1.6</b>	<b>Floor 15;</b> The cleaner's cupboard door has a void from an old lock.	Make good the hole left from a mortice lock in the cleaners cup board door.			<b>PT</b> (Project Team)
<b>9.1.7</b>	<b>Floor 15;</b> The Supalux panel within the store cupboard of flat 59 is loose.	Refix the panel and seal with appropriate intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.8</b>	<b>Floor 13 stairs landing;</b> There is a void in the floor adjacent to the stairs door.	Make good the void with concrete.			<b>PT</b> (Project Team)
<b>9.1.9</b>	<b>General to all floors, cleaners/meter cupboards;</b> The Supalux access panel provides access to the rear of the chute; this area should be checked for any build up of debris that may have built up.	The Supalux panelling that provides access to the rear of the waste chutes should be removed, the area checked and any debris removed.			<b>NIO &amp; PT</b> (Project Team and Neighbourhood Impact Officers)
<b>9.1.10</b>	<b>Floor 13;</b> The fire stopping in the stop tap cupboard of flat 52 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.11</b>	<b>Floor 12;</b> The fire stopping in the stop tap cupboard of flat 48 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)

<b>9.1.12</b> <b>Photo</b> <b>Ref 14</b>	<b>Floor 12;</b> The cleaners/meter store door is damaged.	Install new FD30s door.			<b>PT</b> (Project Team)
<b>9.1.13</b>	<b>Floor 11;</b> The fire stopping in the stop tap cupboard of flat 44 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.14</b>	<b>Floor 11;</b> The lobby/landing and the landing/chute lobby door's are not closing correctly and the rebate is broken.	Install new hinges, closer and hardwood rebate.			<b>PT</b> (Project Team)
<b>9.1.15</b>	<b>Floor 11;</b> The rear access panel to the chute in the cleaners cupboard is ply wood.	Replace with Supalux as per 9.1.9			<b>PT</b> (Project Team)
<b>9.1.16</b>	<b>Floor 10 stairs landing;</b> The hardwood beading to the door frame is missing/broken.	Replace the hardwood bead and seal the frame.			<b>PT</b> (Project Team)
<b>9.1.17</b>	<b>Floor 10;</b> The fire stopping in the stop tap cupboard of flat 40 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.18</b>	<b>Floor 6;</b> The fire stopping in the stop tap cupboard of flat 25 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.19</b>	<b>Floor 5;</b> The fire stopping in the stop tap cupboard of flat 18 has been displaced,	Re fit the fire stopping and seal with intumescent mastic.			<b>PT</b> (Project Team)
<b>9.1.20</b>	<b>Floor 5;</b> The lobby/landing and door is not closing correctly and has large gaps.	Install new hinges to close the gaps and adjust the closer. Prior to 9.1.4			<b>PT</b> (Project Team)
<b>9.1.21</b>	<b>Ground floor lock ups;</b> Several of the individual lock ups are open and contain rubbish (1,3,6,8 and 11) this is a fire risk if left.	Clean out the open store lock ups.			<b>NIO</b> (Neighbourhood Impact Officers)
<b>9.1.22</b>	<b>Ground floor lobby/locker area;</b> The door is fouling on the floor and not closing unless pulled.	Ease the door to allow self closing.			<b>PT</b> (Project Team)