

Fire Risk Assessment review 2021

Austin House
Walsall
WS4 2AF

4th June 2021



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1.1 Scope and Purpose

- 1.1.1 A surveyor for whg has identified the significant findings and made recommendations and / or action plans in order to assist the Responsible Person in meeting their obligations under the Regulatory Reform (Fire Safety) Order 2005 (RRFSO) to the extent of responsibility for premises or parts of premises falling under its control. As this is a high rise block it falls under category 1 and a fire risk assessment on this block will be completed once every a year.
- 1.1.2 This Fire Risk Assessment has been prepared and presented by Senior Building Surveyor on 30th May 2019, the annual review was completed on 3rd June 2021
- 1.1.3 The sole purpose of this report is to provide an assessment of the risk to life from fire, and to assist whg in reducing the risk of fire to which the property may be exposed.

1.2 Legislation

- 1.2.1 The applicable legislation is the Regulatory Reform (Fire Safety) Order 2005. The RRFSO essentially replaces or amends all previous fire regulations and laws, for all buildings, other than those where the Health and Safety Executive (HSE) or the local authority is the enforcing authority.
- 1.2.3 The aim of the RRFSO is to consolidate the general fire safety precautions of various parts of legislation. The legislation places the responsibility for enforcing fire precautions within buildings on the local Fire Authorities. The responsibility for enforcement is retained by the Health & Safety Executive.
- 1.2.4 A risk-based approach is required under the RRFSO, in contrast to the prescriptive process previously imposed. The RRFSO requires that the 'Responsible Person' should undertake a fire safety risk assessment, such that it can be demonstrated that the fire safety precautions are adequate and maintained to reduce the exposure of 'relevant persons', see article 8 below:

"the responsible person must – (a) take such general fire precautions as will ensure so far as is reasonably practical the safety of its employees and (b) in relation to relevant persons who are not in their employ as may reasonably be required to ensure the premises are safe"

- 1.2.5 The Responsible Person can be defined as the owner, occupier, employer or person(s) in control of the building, whilst the relevant persons are described in the RRFSO as: -

'Any person who is or may be lawfully on the premises, and also any person in the immediate vicinity of the premises who is at risk from a fire in the premises', other than fire-fighters at the time of a fire'.

1.2.6 Under the RRFSO, it is required that the following information is stored and available for inspection onsite or be available:

- The Fire Risk Assessment
- Where actions are required, proof of completion
- Record books detailing the preventative and proactive measures and any arrangements associated with fire safety; planning, organisation, control, monitoring, review etc.
- Staff training
- Previous Fire Events
- Dates of Fire Risk Assessment and reviews
- Copies of equipment test certificates

1.3 Limitations and Exclusions

- 1.3.3 The information and advice detailed within this report has been compiled following the principles of Publicly Available Specification; PAS79, and is considered to present a suitable level of fire safety taking in account the complexity of the building, proposed occupancy levels and local conditions. This report should be fully understood by the Responsible Person and the findings actions highlighted to be addressed within the timescales identified.
- 1.3.4 Unless explicitly stated this report does not include detailed evaluation of any fire protection equipment in terms of its adequacy or reliability, nor has the integrity of fire compartmentation been verified.
- 1.3.5 It is not considered practical for many older buildings to achieve full compliance with the current Building Standards due to their age and structural form. Consequently, the actions identified and recommended within this report should not be interpreted as a means of achieving compliance, but as a method of reducing risk and enhancing Life Safety and property protection.
- 1.3.6 The assessment relies on information obtained by the assessor by whg from their associated maintenance records prior of to the site visit.
- 1.3.7 This fire risk assessment covers the conditions of the property on the day of the inspection and from additional appropriate sources provided to the assessor by whg however does not necessarily apply to changes in conditions made after that date.
- 1.3.8 It is the whg's' responsibility to keep the fire risk assessment up to date; especially through any significant changes that may have taken place at the property.
- 1.3.9 It is considered reasonable to assume that any works identified will be in line with the recommendations of this report and be carried out with appropriate materials and in a competent manner.

1.4 Audit and Publication process

- 1.4.1 Following the preparation of this document a qualitative audit is undertaken prior to its publication. We endeavour to achieve this within 30 days of the fire risk assessment date.
- 1.4.3 As part of this audit process the remedial action target date will be inserted according to priority.
- 1.4.3 A compliance check will be undertaken following 91 days of published date.

Date of Assessment	Reason for Assessment	Comments	Name of Assessor
30.05.2019	New risk assessment documentation.	Transition from the previous FRA format.	Steve Lister
Date published 30.05.2019			
Date of Review 04.06.2020	Annual review	This review took place during the COVID-19 Pandemic, individual flats have not formed part of the review. The community room was not included in the assessment as it was locked down.	Steve Lister
Date of Review 03.06.2021	Annual review	This review took place during the COVID-19 Pandemic, a limited number of individual flats have formed part of the review. The community room was not included in the assessment as it was locked down.	Michael Abley

Brief Description of Property & Construction	<p>Austin House is a 16 storey purpose built block of flats, built in 1967 for the local authority.</p> <p>Each floor consists of 4 flats except for the ground, which consists of one occupied flat (no 3) and a self contained community room consisting of flats' 1 and 2 (the community room is currently assessed separately from the main building)</p> <p>There is one single stair case to the block that terminates at the front (east) elevation, there is a second final exit to the rear (west elevation) 2 lifts (Odd and Even)</p> <p>Austin House is a system built block with concrete walls and external brickworks skin. In 2013 the block was refurbished both externally and the common parts internally. This refurbishment included an external thermal wrap consisting of Rockwool slab insulation with a silicone render finish to all elevations, along with Rock panel (chameleon panel) rain screen detailing on the inner section of the front and rear elevations (east and west). On the south facing elevation Austin House has the benefit of solar photovoltaic panels spanning the entire vertical elevation. Internally all communal and individual flat doors were upgraded with intumescent smoke seals etc.</p> <p>The block was also upgraded to a communal heating system (Ground source heat pump) which is located in an adjacent building.</p>				
No of Floors	16	No of Stair cases	1	Approximate Floor Footprint Area (sq. m)	375m ²
No of Basement levels	0	Location and Use of stairs	Internal stairs accessing all floors from ground level, single escape stair well with final exists to front and rear. Stairs located central at the front of the block.	Occupancy	Residential.

**Area covered by this
Assessment**

This Fire Risk Assessment (FRA) does not identify individual persons at risk. It reviews current fire prevention methods, housekeeping and identifies how whg can reduce or eliminate the risk of fire. The assessment has been carried out following the Local Government Group guidance "Fire Safety in purpose-build block of Flats" (type 2 survey) it does not include destructive testing beyond the front door of the flat. The areas covered within this assessment are communal areas, bin storage rooms, Plant room, service cupboards, dry risers, flat entrance doors (from outside), escape routes and also the external perimeters around the building.

Evacuation Strategy (including Provisions for Disability)	<p>Austin House is a hi-rise residential block. Fire warning systems are provided within the block and they are connected to Auto-dial systems for an early warning in the event of a fire. Localised automatic detection may be provided within each residence but this is not interconnected between individual flats.</p> <p>Physical separation between individual flats and communal areas reduces the potential for fire spread and imperforate structural protection to the stairwell maintains the availability of the circulation stair for evacuation and firefighting access.</p> <p>In the event of fire occurring, a 'stay safe' policy has been promoted by whg where residents will not evacuate unless directly affected by fire or smoke; or instructed to do so by the fire service.</p> <p>The risk to tenants within their home is not considered by this assessment; however this may be individually addressed by community fire safety, care workers or via SPIN (Supporting People In Need) where appropriate. PEEP's for vulnerable customer have been requested in this review.</p>
Property Safety Strategy	<p>Physical compartmentation is present between the circulation stairwell, the residential flats and the communal areas. Fire doors located across the communal landings and at the access points to the stairwell assist in preventing lateral and vertical fire spread.</p> <p>Fire stopping works have been installed to further prevent the passage of fire and smoke. This has included the installation of intumescent seals to the stairwell and landing doors, the sealing up of vertical shafts and the infill of gaps within cupboards and inset electrical meter cupboards.</p>
Fire Scenario	<p>The likelihood of accidental fire occurring within the communal areas is very low due to the lack of potential ignition sources and fuels.</p> <p>The electrical distribution cupboards contain a viable ignition source but this is considered to be a low risk. The potential for fire is greater within the resident's homes where uncontrolled activities are permitted, i.e. cooking and smoking.</p> <p>If an accidental fire occurs within a residence, the alarm will have to be raised locally and the Fire and Rescue Service contacted. Fire spread will be restricted from entering into the communal areas provided the flat entrance door is kept closed.</p> <p>The fire will continue to develop within the room of origin, involving the available combustible fuels until positive intervention by the attending Fire and Rescue Service.</p>

Person responsible for Fire Safety	Designation	Contact Details				
		Office	Mobile	Email	Other	
Paul Dockerill	Director of energy and programme management	0300 555 6666	0752552009	Paul.dockerill@whgrp.co.uk		
Person responsible for Fire Safety Maintenance Programme	Designation	Contact Details				
		Office	Mobile	Email	Other	
Nigel Harris	Home Maintenance Services	0300 555 6666	07831387364	Nigel.harris@whgrp.co.uk		
Person providing assessment information	Designation	Contact Details				
		Office	Mobile	Email	Other	
Michael Abley	Building Surveyor whg	0300 555 6666	07740759723	Michael.abley@whgrp.co.uk		
Name of Owner	Location	Activity	Persons Present - Max Nos. (approx.) Daytime / Silent Hours			
			Employees	Young Persons	Members of Public	Tenants
Whg 100 Hatherton Street Walsall WS1 1AB	Austin House Upper Forster Street Walsall WS4 2AF	Residential block of 67 flats. Communal areas are a transit space for tenants and visitors.	<5	Unknown	>5	>67
Persons at Risk	Location	Activity	Reason and Numbers			
			Sleeping	Disability	Remote Location	Other
22 customers within this block have been noted with vulnerabilities that may require a Personal Emergency Evacuation	Various	N/R	Yes	TBC		

Plan.

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Risk Category	Summary of provision	Qualifying comments
Risk to Life	Risk to life is assessed as LOW .	No significant issues identified within the communal areas.
Risk to Firefighters	Risk to life is assessed as MEDIUM .	Timber boxing and PVCu trunking in the communal areas add a risk of fire spread and hanging cables.
Risk to Property	Risk to property is assessed as LOW	Early warning system installed along with automatic ventilation to the chute and landing lobbies. Compartmentation between floor/flats is suitable.
Risk of Fire	Risk of accidental fire is assessed as LOW	The potential for fire is low within the communal areas due to the lack of potential possible ignition sources.
Risk of Fire Spread	Risk of fire spread assessed as MEDIUM .	Timber boxing and PVCu trunking in the communal areas add a risk of fire spread and hanging cables.
Residual Risks		None identified
Overall Summary	<p>The overall grading for this block has been assessed as MEDIUM</p> <p>The findings throughout the FRA which impact the grading have been listed for action within Sections 7-9 of this report.</p> <p>Implementation of these actions will reduce the overall grading to LOW</p>	
Additional Recommendations		
Assessment Review Period	This block is identified as a category 1; a fire risk assessment will be reviewed once every 12 months.	<p>Any changes e.g. Use, Tenant profile, structural alterations or other change may affect the outcomes of this assessment and therefore may require it to be reviewed immediately.</p> <p>All new findings must be actioned and the FRA updated accordingly.</p>

The priority reflects the most significant finding within the category. Other, less urgent issues may also have been identified and should be addressed.	PRIORITY
Major Improvement required within a short timescale. Signifies risk to life or property or failure to observe statutory requirements.	HIGH (7 Days)
Minor Improvement required within short to medium term timescale. Signifies minor infringement or poor process.	MEDIUM (45 Days)
Minor improvement recommended. Actions are not necessarily statutorily required but would improve the culture and effect of the fire safety strategy. No fixed timescale but should be considered medium to long term.	LOW (90 Days)
Improvement or refurbishment works to enhance and improve current fire safety measures.	PROGRAMME (90 day to assess and formulate into future programme)
The information required in this section does not apply to this particular property.	NOT APPLICABLE

Service Areas.

- PT- Projects Team.
- NC - Neighbourhood Contracts.
- NIO - Neighbourhood Impact Officers.
- ELE – Electrical team
- PMO – Programme Management Office

7 Findings and action plans – High Priority

- TS – Tenancy Services

Report and Photo Reference	Significant findings	Urgent Action Required	Target Date for Remedial Works	Corrective Action Completed	Service area
7.1.1					

8 Findings and action plans – Medium Priority

Report and Photo Reference	Significant findings	Prompt Action Required	Target Date for Remedial Works	Corrective Action Completed	Service area
8.1.1 Photo 1	General The water heater in the cleaner's cupboards have out of date PAT labels, 1 heater has been isolated and requires replacement.	Carry out PAT test and supply certificate of testing to all hot water heaters.	9 th August 2021		ET (Electrical Team)
8.1.2	General I was unable to locate testing certificates for the Solar PV system and Lightning conductor.	Please provide test certificates.	9 th August 2021		ET (Electrical Team)
8.1.3 Photo 2	Floor 16; The skylight to the top floor is broken	Works have been raised to replace the skylight according to CRM, post inspection required to ensure completion.	9 th August 2021		ST Surveying Team
8.1.4 Photo 3	All floors dry-risers and service riser cupboards; The fire stopping (pink foam) is still in place, areas that have been removed have not been repaired satisfactorily.	Make good with suitable and appropriate fire stopping products to all areas.	9 th August 2021		PT (Project Team)
8.1.5	Refuse Room The door which allows internal access to the bin chute is a timber door with	Replace the door and frame with a metal FD60s fire door.	9 th August 2021		PT (Project Team)

	metal mesh to the one side, this is in poor condition				
8.1.6 Photo 4	All Floors; Replace fire exit signs above the stairwell communal doors, all signs indicate escape is upwards.	Replace signs with exit indicated by a downward arrow.	9 th August 2021		NIO (Neighbourhood Impact Officers)
8.1.7	Ground floor refuse room Missing thumb turn lock to the external steel door.	Replace thumb turn lock.	9 th August 2021		PT (Project Team)
8.1.8 Photo 5	External There are planters fixed to the balconies of the flats.	Advise customers to remove planters.	9 th August 2021		TS (Tenancy Services)

9 Findings and action plans – low priority and recommendations

Report and Photo Reference	Significant findings	Long Term Action Required	Target Date for Remedial Works	Corrective Action Completed	Service area
9.1.1	<p>General to all floors; Flat entrance doors and communal stairs/chute lobby and dry-riser doors have significant gaps between the frames/door, rendering the smoke seals ineffective</p> <p>This action was on the 2019 and 2020 assessment</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, dry-riser 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. Service riser cupboard doors (consider FD60s) All new doors are to be re numbered on completion and appropriate fire door signage installed. 	14 th October 2021		PMO (Programme Management)
9.1.4	<p>General; Several customers within this block have been identified with vulnerabilities that may require assistance in</p>	<p>Undertake Personal Emergency Evacuation Plans for all vulnerable customers. Excel containing details is available within the FRA 2021 Folder</p>	14 th October 2021		TS (Tenancy Services)

	the event of a fire incident.				
9.1.5	<p>General to all floors;</p> <p>The heating pipework 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. Attention should be made to the penetration of heating pipework through the head of the chute lobby/landing doors.</p> <p>This action was on the 2019 assessment</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" 	14 th October 2021		PMO (Programme Management)

10 Audit information

The following information was gathered during the assessment process and is subject to change due to changes in occupancy, use, structural alteration etc. All subject areas should be re-visited during any re-assessment process to identify a new overall assessment outcome.

11 Life safety issues

11.1	Areas to Assess	Yes	No	Assessor Comments
11.1.1	Are there persons at significant risk within the property	✓	<input type="checkbox"/>	The age profile of this block suggests that a majority of customers may have mobility and sensory impairments. Austin House is a residential building and not staffed, therefore customers must ensure they take necessary fire precautions within their flat and regularly familiarise themselves with whg's stay safe policy and fire safety guidance. Personal Emergency Evacuation Plans have been requested as part of this review.
11.1.2	Staff work out of hours or are lone working	✓	<input type="checkbox"/>	There are many lone visits within the organisation along with the out of hour's team attending when needed.
11.1.3	There are existing risks to Firefighters	<input type="checkbox"/>	✓	No significant risks to firefighters in this block, the block is at low risk of fire.
11.1.4	Visitors and Contractors are controlled	✓	<input type="checkbox"/>	Contractors are monitored by the relevant contracts manager/officers where applicable. whg have no control over non contracted whg services or customers visitors to the block.

12 Disability issues

12.1	Areas to Assess	Yes	No	Assessor Comments
12.1.1	There are persons who require additional assistance in emergency situations within the property	✓	<input type="checkbox"/>	The age profile of this block suggests that a majority of customers may have mobility and sensory impairments. Austin House is a residential building and not staffed, therefore customers must ensure they take necessary fire precautions within their flat and regularly familiarise themselves with whg's "stay safe" policy and fire safety guidance.
12.1.2	Fire evacuation procedures consider disabled personnel	✓	<input type="checkbox"/>	Personal Emergency Evacuation Plans have been requested as part of this review. On the day of inspection 22 customers were identified as having a vulnerability.
12.1.3	'Disability specific' signs are in place e.g. to indicate wheelchair routes to refuge areas etc	✓	<input type="checkbox"/>	There are no refuge areas or Disability specific signage within Austin House.
12.1.4	The need to support the evacuation of visually impaired persons has been considered and procedures established	<input type="checkbox"/>	✓	The age profile of this block suggests that a majority of customers may have mobility and sensory impairments. Austin House is a residential building and not staffed, therefore customers must ensure they take necessary fire precautions within their flat and regularly familiarise themselves with whg's "stay safe" policy and fire safety guidance.
12.1.5	Hearing impaired occupants can readily identify the fire warning system actuation.	<input type="checkbox"/>	✓	As 12.1.5
12.1.6	People with Cognitive disorders have been considered, procedures established and people informed	<input type="checkbox"/>	✓	As 12.1.5

13 Ignition sources

13.1	Areas to Assess	Yes	No	Assessor Comments
13.1.1	Significant potential Ignition sources are present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.1.2	There are significant potential ignition processes in use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.1.3	Process control measures are in place	<input type="checkbox"/>	<input type="checkbox"/>	
13.1.4	Gas-powered appliances are in use	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no gas within Austin House; customers are also advised not to use bottled gas appliances within this block.
13.1.5	Space heating method is appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The community room has the benefit of electrical convector heaters.
13.1.6	No Smoking signs are visible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On each floor and stair landing
13.1.7	Suitable provisions are made for smokers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Customers may smoke within their own flat but smoking is not allowed in the common parts of Austin House.
13.1.8	There are signs of breaches of policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is no evidence of the no smoking in the communal areas policy being abused
13.1.9	There is lightning or earthing control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House has lightning protection
13.1.10	It is tested and records maintained in accordance with BS 6651 BS7430	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13.1.11	Contractors are regularly monitored during work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13.1.12	Contractors work methods are pre-approved (hot work permits, SSOW)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All whg contractors are to provide risk and method statements prior to works. No hot works are allowed in Austin House by whg contractors

14 Electrical safety

14.1.1	Communal electrical equipment is appropriate to the use of the property and is not misused	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14.1.2	Communal electrical equipment is operated by time switches	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where applicable (lighting/main entrance doors)
14.1.3	Communal portable electrical equipment has been inspected on a regular basis and results recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The only portable electrical appliance on site is the cleaners hoover in the salvage room cupboard. No PAT Test sticker was visible.
14.1.4	There is evidence of overloading of electrical sockets or extensive use of cable drums, multi way extensions or transformer plugs in communal areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14.1.5	The fixed electrical installation in the communal area is checked regularly in accordance with current IEE Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical Remedial works.pdf ECR.pdf
14.1.6	Records of testing are maintained and available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14.1.7	Defects noted during testing have been rectified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
14.1.8	Cupboards containing Main Electrical Distribution boards are free from combustible storage or the storage is so positioned as to pose a low risk of fire	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

14.2 Solar Photovoltaic Panels

14.1.1	Areas to Assess	Yes	No	Assessor Comments
14.2.1	Does the block have solar photovoltaic panels?	✓	<input type="checkbox"/>	
14.2.2	<u>Compliance with fire safety legislation</u> Has a suitable and sufficient fire risk assessment been undertaken in compliance with the Regulatory Reform (Fire Safety) Order 2005 or been reviewed following the installation of PV panels?	✓	<input type="checkbox"/>	
14.2.3	<u>Fire safety management</u> Are windblown litter and leaves not allowed to accumulate, especially around or beneath PV panels?	<input type="checkbox"/>	✓	The panels are installed vertically against the south facing elevation and access to inspect is not available.
14.2.4	Is the possibility of deliberate fire rising from outside the building by intruders or from within by staff addressed?	✓	<input type="checkbox"/>	Trip rail fencing prevents vehicle access and the area remains clear of debris.
14.2.5	Is automatic smoke detection inside a building, especially those that are normally unoccupied, in which electrical control equipment for PV panels is located?	✓	<input type="checkbox"/>	
14.2.6	Are a suitable number of appropriate portable fire extinguishers available adjacent to the control and switchgear and immediately accessible in the case of a fire?	✓	<input type="checkbox"/>	
14.2.7	Is care taken that obstructions and stored materials do not reduce the level of ventilation provided for the inverters?	✓	<input type="checkbox"/>	Inverters are on the roof

14.2.8	Is the installation serviced and maintained in accordance with the installer's instructions?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Unable to locate a current test certificate. Task Raised.
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15 Security and arson controls

15.1	Areas to Assess	Yes	No	Assessor Comments
15.1.1	The property has experienced fires or other incidents in the previous 12 months	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No fires have been reported at this block within the last 12 months.
15.1.2	All incidents have been investigated and recorded	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
15.1.3	Combustible materials are stored in close proximity to the building	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Local authority green recycling bin is positioned on the grassed area adjacent to the rear west elevation of the block and the general waste bins are frequently left outside adjacent to the bin stores.
15.1.4	There is a regular, routine check of Fire Safety measures undertaken	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This block is subject to a daily inspection by the Neighbourhood Impact Officers (NIO's) who have been trained on basic fire safety measures and more specific training on basic fire door inspections.
15.1.5	Safety Check findings are recorded and identified problems corrected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Issues are recorded and raised by the NIO's for whg's repairs teams
15.1.6	Access to the site and / or property is effectively controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The block benefits from a secure door entry system controlled by the customers.
15.1.7	There is CCTV or physical monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House has the benefit of CCTV which is monitored 24hrs by whg's own CCTV security team.
15.1.8	Tapes/discs are kept for a minimum of 30 days (CCTV protocol)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Confirmed by whg CCTV Operative
15.1.9	Gates / perimeter access points are suitably protected to prevent unauthorised access but permit egress	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House has the benefit of front and rear access/egress points which were working and clear on the day of this assessment.

16 Fuel sources

16.1	Areas to Assess	Yes	No	Assessor Comments
16.1.1	The standard of general housekeeping is adequate	✓	<input type="checkbox"/>	
16.1.2	Fuel sources and ignition sources are kept Apart	✓	<input type="checkbox"/>	
16.1.3	There are significant potential sources of Fuel	<input type="checkbox"/>	✓	
16.1.4	There are accumulations of unnecessary combustible materials or waste	<input type="checkbox"/>	✓	
16.1.5	Soft furnishings have compliant upholstery Finishes	<input type="checkbox"/>	✓	There are no soft furnishings within the common parts of Austin House; the community room furnishings supplied by whg all comply with Furniture and Furnishings (Fire) (Safety) 1988
16.1.6	There are sources of Oxygen or supporters of combustion, apart from ambient air	✓	<input type="checkbox"/>	Given the age profile of the customers within Austin House some of the customers may be on medical oxygen, the local Fire and Rescue Service will be notified of such addresses by the oxygen supplier. PEEP's to identify
16.1.7	There are potential sources of dust ignition	<input type="checkbox"/>	✓	

17 COSHH and hazardous materials

17.1	Areas to Assess	Yes	No	Assessor Comments
17.1.1	Hazardous chemicals are present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.1.2	Suitable arrangements are in place to manage the elimination or reduction of risks from hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	whg manage any asbestos within the building in accordance with the Control of Asbestos Regulations 2012 Regulation 4. (CAR 2012)
17.1.3	Hazardous chemicals are effectively controlled during use and in storage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
17.1.4	Waste materials are adequately controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	whg manage any asbestos within the building in accordance with the Control of Asbestos Regulations 2012 Regulation 4. (CAR 2012)
17.1.5	Suitable and appropriate signage is present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Where identified asbestos products are labelled in accordance with (CAR 2012)
17.1.6	Material safety data sheets are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Material data sheets are available for all products used by whg and their contractors.
17.1.7	Appropriate PPE and/or specialised equipment are available as necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
17.1.8	Staff members are aware of the materials, the data sheet contents and safety procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

18 Compartmentation

18.1	Areas to Assess	Yes	No	Assessor Comments
18.1.1	There is a risk of hidden Fire Spread within the structure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18.1.2	There is a risk of vertical or lateral spread within the property e.g. between occupancies or via common areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The presence and suitability of fire compartmentation works that were carried out during the 2015 installation of the communal heating system were not identified.
18.1.3	The basement (where present) is separated from the ground storey by 30 minutes FR construction (minimum)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18.1.4	The risk of Fire Spread is effectively controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The ground floor chute has the benefit of a fuse able link fire damper at the base of the chute.
18.1.5	The property is sub divided into fire compartments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18.1.6	There are unprotected openings, gaps or holes in compartment walls in the communal areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18.1.7	Wall and ceiling linings routes add to the risk of flame spread	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ply panelling to the heating service pipework on all communal landings that does not appear to meet the requirements of Part B internal fire spread (linings)
18.1.8	The building has cladding on its external faces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House received an External Wall Cladding system in 2015 comprising of Rock-wool slab insulation and Rock panel rain screen panelling.
18.1.9	As built cladding specifications and completion certification are available	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The retro fit Rockwool EWI certification is available

18.1.10	The cladding meets Building Regulations Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	At the time of installation Building Control - Certificate of Completion.pdf
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19 Door sampling – Front doors to flats

19.1	Areas to Assess	Yes	No	Assessor Comments
19.1.1	Fire Doors are provided where necessary, are identified and freely available for use	✓	<input type="checkbox"/>	All communal fire doors were inspected. A limited number of individual customer front doors were inspected internally due to the COVID lockdown.
19.1.2	Corridor smoke-control doors are provided where necessary	✓	<input type="checkbox"/>	All communal fire doors were inspected; variations in the amount of excessive gaps between the smoke seals and frame were identified on a large proportion of doors.
19.1.3	Fire and smoke-control doors are in good condition, tight fitting to and free from distortion	<input type="checkbox"/>	✓	All communal fire doors were inspected. A large number were distorted and were not seating in to the rebates. Smoke seals were ineffective due to large gaps and incorrect installation.
19.1.4	Smoke stop and intumescent seals are present, and in good condition	<input type="checkbox"/>	✓	As per 19.1.3
19.1.5	Self-closing devices are present and functional and engage with the latch	✓	<input type="checkbox"/>	The majority of communal door closers were functioning correctly minor adjustment is required to a small number of doors
19.1.6	Where double doors are present, they close in line and have a selector where necessary	<input type="checkbox"/>	<input type="checkbox"/>	
19.1.7	The door threshold gap is consistent and doesn't foul the floor covering	<input type="checkbox"/>	<input type="checkbox"/>	

19.1	Areas to Assess	Yes	No	Assessor Comments
19.1.8	Doorframes are secure to the wall with no visible gaps present.	✓	<input type="checkbox"/>	
19.1.9	Fire and smoke-control doors are indicated by signs	✓	<input type="checkbox"/>	
19.1.10	Glazing panels are fire rated, undamaged with fire rated framework	✓	<input type="checkbox"/>	All glazing panels were as built, all were visually inspected during the assessment, there was no damage identified.
19.1.11	Automatic self-closing devices/hold open devices are present	<input type="checkbox"/>	✓	
19.1.12	Automatic self-closing devices/hold open devices are closed at critical times	<input type="checkbox"/>	<input type="checkbox"/>	
19.1.13	Automatic self closers are interlinked to the fire alarm system via smoke detection and/or alarm sounder circuit	<input type="checkbox"/>	<input type="checkbox"/>	
19.1.14	Correct signage is present for automatically self-closing doors	<input type="checkbox"/>	<input type="checkbox"/>	

20 Means of escape – Internal

20.1	Areas to Assess	Yes	No	Assessor Comments
20.1.1	Sufficient internal escape routes are provided, available, appropriate for the likely users and lead to a place of safety	✓	<input type="checkbox"/>	
20.1.2	Travel distances are acceptable	✓	<input type="checkbox"/>	
20.1.3	Internal Escape Routes are adequately indicated by appropriate pictogram signs along their entire route to final exit point	✓	<input type="checkbox"/>	
20.1.4	Signs are in good condition, unobstructed, legible and firmly fixed	✓	<input type="checkbox"/>	
20.1.5	Sliding or revolving doors are present on escape routes	<input type="checkbox"/>	✓	
20.1.6	Pass doors are provided for sliding or revolving doors	<input type="checkbox"/>	✓	
20.1.7	Doors open in the direction of escape where appropriate	✓	<input type="checkbox"/>	
20.1.8	Final exit doors are visible, accessible and easily opened	✓	✓	
20.1.9	Means of escape doors not in normal use are routinely checked	<input type="checkbox"/>	✓	Generally inspected during routine maintenance.
20.1.10	Final exit doors are indicated internally by appropriate pictogram signs	✓	<input type="checkbox"/>	
20.1.11	All Final Exit Points are indicated externally 'Fire Exit – Keep Clear'	✓	<input type="checkbox"/>	

20.1	Areas to Assess	Yes	No	Assessor Comments
20.1.12	Final exit points lead into areas from where further dispersal can take place and are not in danger from fire and smoke	✓	<input type="checkbox"/>	
20.1.13	Where required and appropriate, panic fastenings are fitted to the final exit doors	<input type="checkbox"/>	<input type="checkbox"/>	
20.1.14	All panic fastening methods of use are indicated e.g. 'Push Bar/Pad to Open'	<input type="checkbox"/>	<input type="checkbox"/>	
20.1.15	Non-standard securing devices are present on final exit doors with their method of operation clearly displayed	✓	<input type="checkbox"/>	Austin House has electro magnetic door securing devices installed that disengage in the event of a fire alarm activation
20.1.16	Where non-standard securing devices are fitted, they are appropriate for the likely users	✓	<input type="checkbox"/>	
20.1.17	Where fitted, magnetic locks release automatically on fire alarm actuation and/or have manual override	✓	<input type="checkbox"/>	Fireman's switch overrides the door entry system
20.1.18	Where present, exit doors or corridor doors with powered, automatic opening revert to normal operation during fire alarm actuation	✓	<input type="checkbox"/>	
20.1.19	Internal corridor escape routes are protected where necessary	✓	<input type="checkbox"/>	
20.1.20	Inner rooms are protected by auto detection or vision panels	<input type="checkbox"/>	✓	None present.
20.1.21	Protected stairwell escape routes are provided	✓	<input type="checkbox"/>	
20.1.22	Floors, walkways, floor coverings, stairs and stair coverings are in good condition, free from obstruction or trip hazard	✓	<input type="checkbox"/>	
20.1.23	Handrails are provided on stairs and are in good condition	✓	<input type="checkbox"/>	
20.1.24	Internal escape routes are adequately lit by artificial or natural lighting	✓	<input type="checkbox"/>	
20.1.25	Emergency Escape Lighting is provided along internal escape routes	✓	<input type="checkbox"/>	

20.1	Areas to Assess	Yes	No	Assessor Comments
20.1.26	The internal Emergency Escape Lighting is in good repair	✓	<input type="checkbox"/>	
20.1.27	Emergency Escape Lighting is regularly tested in accordance with BS5266, findings and corrective works recorded	✓	<input type="checkbox"/>	EL.pdf Electrical Remedial works.pdf

21 Means of escape – External

21.1	Areas to Assess	Yes	No	Assessor Comments
21.1.1	External escape routes are provided, available, free from obstruction or hazard and lead to a place of safety	✓	<input type="checkbox"/>	
21.1.2	External escape routes are regularly monitored and maintained to ensure continuing availability for use	✓	<input type="checkbox"/>	
21.1.3	External escape routes are clearly indicated by pictogram signs along their entire route to final exit point	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.4	Glazing within 2 metres horizontally and 9m vertically below an external escape stair, is fire resisting	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.5	External metal escape stairs and platforms have been examined by a structural engineer within the last three years	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.6	Records of examination of stairs are maintained and available	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.7	Stair treads and handrails are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.8	External escape routes are adequately lit by mains powered lighting	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.9	The external mains lighting control is automatic Where not, the control switch is clearly identifiable	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.10	Emergency Escape Lighting is provided along external escape routes	<input type="checkbox"/>	<input type="checkbox"/>	
21.1.11	External Emergency Escape Lighting is in good repair	<input type="checkbox"/>	<input type="checkbox"/>	

21.1.12	External Emergency Escape Lighting is regularly tested and findings recorded	<input type="checkbox"/>	<input type="checkbox"/>	
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22 Fire fighting equipment

22.1	Areas to Assess	Yes	No	Assessor Comments
22.1.1	Portable Firefighting Equipment is provided, sufficient in number and appropriate to the risks present	✓	<input type="checkbox"/>	Only within the lift motor room and the salvage room on the ground floor
22.1.2	Dry Powder extinguishers are present	<input type="checkbox"/>	✓	
22.1.3	It is wall mounted or on dedicated floor stands with the operating handle at approximately 1m from the ground	✓	<input type="checkbox"/>	
22.1.4	Extinguisher security tags are present	✓	<input type="checkbox"/>	
22.1.5	Portable Firefighting Equipment positions are clearly indicated by signs where necessary and accessible on exit routes	✓	<input type="checkbox"/>	
22.1.6	Portable Firefighting Equipment is annually tested to BS5306 -3 2009 and results recorded	✓	<input type="checkbox"/>	
22.1.7	Access for Fire and Rescue is satisfactory	✓	<input type="checkbox"/>	No parking in "Emergency Services Only" safety zone markings would improve this.
22.1.8	A fire hydrant is in close proximity to the building	✓	<input type="checkbox"/>	Austin House Hydrant 20200206.pdf
22.1.9	It is clearly marked and freely available	✓	<input type="checkbox"/>	
22.1.10	An open water supply is provided	<input type="checkbox"/>	✓	
22.1.11	Where provided, the Fire and Rescue Service access is maintained	✓	<input type="checkbox"/>	

23 Fixed fire fighting installations

23.1	Areas to Assess	Yes	No	Assessor Comments
23.1.1	Sprinklers or drenchers are present	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
23.1.2	They cover the whole property	<input type="checkbox"/>	<input type="checkbox"/>	
23.1.3	Spare heads are available	<input type="checkbox"/>	<input type="checkbox"/>	
23.1.4	The system is maintained with servicing records available which are appropriate and current	<input type="checkbox"/>	<input type="checkbox"/>	
23.1.5	Fixed flooding Installations are present	<input type="checkbox"/>	<input type="checkbox"/>	
23.1.6	The system is maintained with servicing records available which are appropriate and current	<input type="checkbox"/>	<input type="checkbox"/>	
23.1.7	A Dry Riser installation is present	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23.1.8	The inlet and outlets are clearly indicated and available for use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
23.1.9	The system is maintained in accordance with BS9990 2006, servicing records are available, appropriate and current	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House Dry Riser 20200820.pdf

24.1	Areas to Assess	Yes	No	Assessor Comments
24.1.1	There is smoke/ventilation control present	✓	<input type="checkbox"/>	
24.1.2	The system is maintained, servicing records are available, appropriate and current	✓	<input type="checkbox"/>	Austin House 20210312.pdf
24.1.3	Ventilation ducts which breach compartments have automatic fire dampers	<input type="checkbox"/>	<input type="checkbox"/>	
24.1.4	The dampers are identifiable, maintained with servicing records available which are appropriate and current	<input type="checkbox"/>	<input type="checkbox"/>	

25 Fire evacuation lift and fire fighting shafts

25.1	Areas to Assess	Yes	No	Assessor Comments
25.1.1	A firefighting/evacuation lift is provided	<input type="checkbox"/>	✓	
25.1.2	It is clearly indicated as a firefighting/evacuation lift	<input type="checkbox"/>	<input type="checkbox"/>	
25.1.3	DO NOT USE IN THE EVENT OF FIRE signage is displayed	✓	<input type="checkbox"/>	
25.1.4	The lift is maintained with servicing records available which are appropriate and current	✓	<input type="checkbox"/>	Austin House LH Odd 230521_0845.pdf Austin House RH Even 230521_0700.pdf
25.1.5	A firefighting shaft is provided	<input type="checkbox"/>	✓	

25.1.6	The firefighting shaft is protected and maintained in good order	<input type="checkbox"/>	<input type="checkbox"/>	
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26 Fire warning systems

26.1	Areas to Assess	Yes	No	Assessor Comments
26.1.1	A manually operated, electrical Fire Warning System is provided throughout the property	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Only within the adjacent plant room
26.1.2	The alarm sound is uniform, clearly identifiable and audible throughout the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.3	Call points are sited appropriately, available and readily identifiable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Within the plant room
26.1.4	The warning system contains sensory warning devices including visual and aural stimuli	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.5	Automatic Detection is provided throughout the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.6	The automatic detection type is appropriate for the identified risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.7	The Fire Warning system is connected to an Alarm Receiving Centre (ARC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All activations are dialled to Pro guard
26.1.8	The Testing regime is in accordance with BS5839 and results recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Austin House 20210312.pdf
26.1.9	Automatic detection is tested in accordance with BS5839 and results recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.10	A zone plan is available at the Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	This is in the form of a list of zone locations

27.1	Areas to Assess	Yes	No	Assessor Comments
27.1.1	There is a Fire Safety Management Policy	✓	<input type="checkbox"/>	
27.1.2	The Responsible Person is identified	✓	<input type="checkbox"/>	
27.1.3	There has been a recent Fire and Rescue Service inspection	✓	<input type="checkbox"/>	
27.1.4	Improvement notices have been served	<input type="checkbox"/>	✓	
27.1.5	Improvement Notices/ inspection results have been actioned and completed	<input type="checkbox"/>	✓	
27.1.6	There are previous Fire Risk Assessments	✓	<input type="checkbox"/>	Undertaken annually
27.1.7	Previous assessment findings have been actioned and completed	✓	<input type="checkbox"/>	
27.1.8	Risks to Occupants identified in the FRA have been notified to them	<input type="checkbox"/>	✓	whg intend to publish the findings of this risk assessment to all customers following it's completion

28.1	Areas to Assess	Yes	No	Assessor Comments
28.1.1	Fire Safety is included in Induction training for all new staff	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.2	Staff members are regularly trained in Fire Safety topics appropriate to their responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.3	Fire Marshalls / Wardens / Co-ordinators are trained and appointed	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.4	Training is delivered by competent persons	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.5	Training includes the practical use of Firefighting equipment	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.6	Where PEEPs are in use, Fire Marshalls / Wardens are aware of them	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.7	Evidence of training is maintained	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.8	Employees/occupants are informed of Fire Risk Assessment findings	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.9	Visitors and / or Contractors are given a Fire Safety brief or copy of procedures	<input type="checkbox"/>	<input type="checkbox"/>	
28.1.10	The impact of outside undertakings on fire safety is assessed and Occupants informed of any corrective measures	<input type="checkbox"/>	<input type="checkbox"/>	

29 Evacuation Procedures

29.1	Areas to Assess	Yes	No	Assessor Comments
29.1.1	Emergency Evacuation Procedures are identifiable in common areas and/or alongside at each call point	✓	<input type="checkbox"/>	Fire Action Plan notices are displayed on each floor.
29.1.2	The procedures identify how the Fire and Rescue Service is to be summoned	✓	<input type="checkbox"/>	
29.1.3	The Evacuation Procedures consider disability with reference to refuges	<input type="checkbox"/>	✓	The age profile of this block suggests that a proportion of the customers may have mobility and sensory impairments. Austin House is a residential building and not staffed, therefore customers must ensure they take necessary fire precautions within their flat and regularly familiarise themselves with whg's "stay safe" policy and fire safety guidance. peep's to be undertaken
29.1.4	Evacuation Drills are carried out frequently and results recorded	<input type="checkbox"/>	✓	
29.1.5	All employees / occupiers participate	<input type="checkbox"/>	<input type="checkbox"/>	
29.1.6	Assembly Point locations are clearly identified and are suitable and adequate for access, safety in use and numbers	<input type="checkbox"/>	✓	See 29.1.4
29.1.7	Evacuation Chairs are available and/or located on all levels	<input type="checkbox"/>	✓	
29.1.8	Sufficient trained users are available and practice use of the chair	<input type="checkbox"/>	✓	
29.1.9	Refuge Areas are provided and clearly identified including dedicated route	<input type="checkbox"/>	✓	
29.1.10	Refuge areas have communications which are routinely tested	<input type="checkbox"/>	✓	
29.1.11	A suitable lift is identified and available for use during evacuation	<input type="checkbox"/>	✓	

29.1.12	The Emergency procedures / signs make reference to the use of evacuation chairs / lifts / refuges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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30 Emergency plan, threat procedure and fire fighting plan

30.1	Areas to Assess	Yes	No	Assessor Comments
30.1.1	There is a detailed Emergency Plan available and known to Occupiers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WMFS to co ordinate when applicable
30.1.2	A Firefighting Plan containing property specific information is provided and immediately accessible	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WMFS to co ordinate when applicable.
30.1.3	The Firefighting Plan is regularly reviewed and contains current information including floorplans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WMFS to co ordinate when applicable.
30.1.4	The property location is easily recognised externally by the Fire and Rescue Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
30.1.5	Persons are nominated and trained to respond to fire	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The age profile of this block suggests that a proportion of the customers may have mobility and sensory impairments. Austin House is a residential building and not staffed, therefore customers must ensure they take necessary fire precautions within their flat and regularly familiarise themselves with whg's "stay safe" policy and fire safety guidance.
30.1.6	A Person is nominated to liaise with the Fire and Rescue Service	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

31 Photographic references -

PHOTO REF 01

REPORT REF 8.1.1



PHOTO REF 02

REPORT REF 8.1.2



PHOTO REF 03

REPORT REF 8.1.3

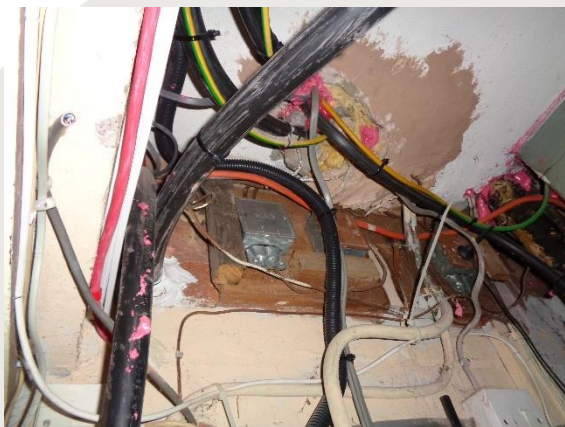


PHOTO REF 04/5

REPORT REF 8.1.6



PHOTO REF 06

REPORT REF 8.1.6

PHOTO REF 08

REPORT REF 9.1.8



PHOTO REF 09

REPORT REF 8.1.27

PHOTO REF 10

REPORT REF 8.1.28