

Fire Risk Assessment 2021 Review

Hamilton House
Field Road
Bloxwich
WS3 3HY

16th April 2021



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1 Introduction

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 review has been prepared and presented by Steve Lister Senior Building Surveyor on the 16th April 2021
- 1.1.3
- 1.1.4 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.
- 1.2.2 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.
- 1.2.3 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"

- 1.2.4 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'.

1.2.5 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

- 1.3.2 The information and advice detailed within this report has been compiled following the principles of Publicly Available Specification; PAS79 2 -2020, 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.
- 1.3.3 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.
- 1.3.4 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.
- 1.3.5 The assessment relies on information obtained by the assessor by whg from their associated maintenance records prior of to the site visit.
- 1.3.6 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.
- 1.3.7 It is 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.
- 1.3.8 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.
- 1.4.2 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 the published date.

2 Record of Assessments

Date of Assessment	Reason for Assessment	Comments	Name of Assessor
14.05.2019	FRA review and renewal	Re assessment on new format	Steve Lister
Date published 14/05/2019			
Date for review 14.05.2020	Annual review	Reviewed early due to the COVID-19 pandemic (17 th April 2020)	Steve Lister
Date published 23/04/2020			Steve Lister
Date reviewed 16/04/2021	Annual review	Review carried out during major block refurbishment, contractors on site.	Steve Lister

3 Property Overview

Brief Description of Property & Construction	<p>Hamilton House is a 7 storey system built block situated off Field Road Bloxwich Walsall. It was built for the local authority in 1962. Hamilton House is currently receiving an external wall insulation system to all elevations consisting of Rockwool EWI slab insulation, mechanically fixed and finished with a silicone render.</p> <p>All floors are serviced by two staircases which terminate at the north and south (viewed from the front) elevations. Each floor consists of 4 individual flats. Hamilton House has 1 lift</p> <p>All flats have recently had gas appliances and service pipework removed; the building now has a communal central heating plant situated in the adjacent garage area.</p>				
No of Floors	7	No of Stair cases	2	Approximate Floor Footprint Area (sq. m)	317m ²
No of Basement levels	0	Location and Use of stairs	Two staircases which terminate at the north and south (viewed from the front) elevations.	Occupancy	Residential.
Area covered by this Assessment	<p>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, the bin storage rooms, service cupboards, dry risers, flat entrance doors, escape routes along with the external perimeters around the building.</p>				

<p>Evacuation Strategy</p>	<p>The property is a hi-rise residential block. Fire warning systems are provided within the block and they are connected to a Dual-Com systems for an early warning in the event of a fire. Localised automatic detection is 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.</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 Tenancy Services where appropriate.</p>
<p>Property Safety Strategy</p>	<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 replacement of the stairwell and landing doors with FD60s doors and combination frames/glazing. Replacement dry-risr and service cupboard doors with FD60s door sets. Sealing up of vertical shafts and the infill of gaps within cupboards and inset electrical meter cupboards.</p>
<p>Fire Scenario</p>	<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 residential properties 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>

4 Occupancy Summary

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	Director of Home Maintenance Services	0300 555 6666	07831387364	Nigel.Harris@whgrp.co.uk		
Person providing assessment information	Designation	Contact Details				
		Office	Mobile	Email	Other	
Steve Lister	Senior Building Surveyor	0300 555 6666	07736172544	Stephen.lister@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	Hamilton House Field Road Bloxwich WS3 3HY	Residential	<5	Unknown	<5	32+
Persons at Risk	Location	Activity	Reason and Numbers			
			Sleeping	Disability	Remote Location	Other

5 Assessors summary of findings

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. Improved fire door provision has reduced any risk.
Risk to Firefighters	Risk to life is assessed as LOW	Removal of PVC and timber boxing and the installation of metal containment has reduced this risk
Risk to Property	Risk to property is assessed as LOW .	
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 LOW	Improved fire door provision has reduced any risk.
Residual Risks	Contractor works in progress	Hamilton House is currently partially covered with scaffolding to facilitate the EWI works up to the 3 rd floor, this could hinder any external rescue.
Overall Summary	The overall grading for this block has been as LOW . The findings throughout the FRA which impact the grading have been listed for action within Sections 7-9 of this report. Implementation of these actions will maintain or further reduce the overall grading to LOW .	
Additional Recommendations		
Assessment Review Period	This block is identified as a category 1; a fire risk assessment will be completed once every 12 months.	Any changes e.g. Use, Tenant profile, structural alterations or other change may affect the outcomes of this assessment may require it to be reviewed immediately. All new findings must be actioned and the FRA updated accordingly.

6 Risk assessment grading

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

Report and Photo Reference	Significant findings	Urgent Action Required	Target Date for Remedial Works	Corrective Action Completed	Service area
7.1.1	Lift; I have been unable to locate a valid lift service certificate.	Provide a valid lift servicing certificate.	7 days after publication	Provided	Neighbourhood Services.
7.1.2	Door Entry; I have been unable to locate a valid door entry servicing certificate.	Provide a valid door entry servicing certificate.	7 days after publication	Provided	Neighbourhood Services.
7.1.3	Security; The security fencing around the scaffold was insecure, tied up with a piece of rope! there were no contractors on site.	Ensure security fencing is properly secured using locks and security chains etc. (this was rectified by the contractors on the day of the inspection following contact with the Contracts Manager)	N/R	Completed on the day	PMO
7.1.4	Fire extinguisher; There is an uncertified Class A (Water) extinguisher in the electrical service cupboard. (THIS APPEARS TO BE RELATED TO CONTRACTORS WORKING ON SITE)	Remove the extinguisher from the site.	7 days after publication	Completed 30/04/2021	PMO
7.1.5	Contractor works; Installations of new cabling are not being temporarily fire stopped before completion	Ensure contractors install temporary fire stopping throughout all installations.	7 days after publication	Completed 30/04/2021	PMO

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 Ref 03	All floors; Fire compartmentation and decoration works were in progress during this inspection, fire safety signage was missing/loose on the floors.	Ensure all fire signage (temporary/permanent) is clearly placed throughout the refurbishment works.	45 Days after publication		PMO (Programme Management)
8.1.2	All floors; The redundant incinerator cupboard doors on the stair's landings have been removed, some are blocked off with fire line plaster boarding.	Confirm the detail of any fire stopping in this area and how the wall will be finished off and decorated.	45 Days after publication		PMO (Programme Management)
8.1.3	All floors; Accumulations of contractor rubbish is being left in the electrical service cupboards.	Clear all contractors rubbish and ensure service cupboards are cleared out daily.	45 Days after publication		PMO (Programme Management)

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	Dwelling type 4 survey; With the redundant se duct still within the individual dwellings, a type 4 survey of a sample of flats should be carried out and report produced.	Undertake a type 4 survey (PAS 79-2 2020) and provide a report of the findings.	Within 90 days of publication		ST (Surveying Team)
9.1.2	General; Customers with visual/hearing and mobility impairments will require a Personal Emergency Evacuation Plan (PEEP)	Carry out PEEP's to all vulnerable customers.	Within 90 days of publication		TS (Tenancy Services)

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

(Please click the relevant tick boxes)

11.1	Areas to Assess	Yes	No	Assessor Comments
11.1.1	Are there persons at significant risk within the property	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The profile of the customers within Hamilton House is mixed there may be residents that will have mobility and sensory impairments. Hamilton 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. Whg are introducing PEEP's for customers that may have vulnerabilities. This is due to roll out in the coming months. (Hamilton and Woodall are pilot blocks)
11.1.2	Staff work out of hours or are lone working	<input checked="" type="checkbox"/>	<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"/>	<input checked="" 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 checked="" type="checkbox"/>	<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. There is currently a block refurbishment programme in place at this block. Soltherm SMS are the principle contractor. Fire risk assessments are available within the FRA folder for reference.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	The age and mobility profile of the customers within Hamilton House is mixed there may be residents that will have mobility and sensory impairments. Hamilton 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 are currently being considered for residents in this block.
12.1.2	Fire evacuation procedures consider disabled personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The age and mobility profile of the customers within Hamilton House is mixed there may be residents that will have mobility and sensory impairments. Hamilton 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 are currently being considered for residents in this block.
12.1.3	'Disability specific' signs are in place e.g. to indicate wheelchair routes to refuge areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no dedicated refuge areas or Disability specific signage within Hamilton House.
12.1.4	The need to support the evacuation of visually impaired persons has been considered and procedures established	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The age and mobility profile of the customers within Hamilton House is mixed there may be residents that will have mobility and sensory impairments. Hamilton 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 are currently being considered for residents in this block.
12.1.5	Hearing impaired occupants can readily identify the fire warning system actuation.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As 12.1.4
12.1.6	People with Cognitive disorders have been considered, procedures established and people informed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	As 12.1.4

11 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 checked="" type="checkbox"/>	<input type="checkbox"/>	All gas appliances and service pipework has now been removed from this block
13.1.5	Space heating method is appropriate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	There are no heating appliances within the common parts of Hamilton House.
13.1.6	No Smoking signs are visible	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On each floor and stair landing, temporary signage installed
13.1.7	Suitable provisions are made for smokers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Customers may smoke within their own flat but smoking is not allowed in the common parts of Hamilton House.
13.1.8	There are signs of breaches of policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13.1.9	There is lightning or earthing control	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The block 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"/>	I:\Bloxwich Trust\Bloxwich Central\Block Hamilton House\Fire Safety Assessment\FRA 2021\Hamilton House - 2021 Lightning Protection Height Safety Inspection Report.pdf
13.1.11	Contractors are regularly monitored during work	<input checked="" type="checkbox"/>	<input checked="" 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. PMO contracts Officers are monitoring current refurbishment works.
13.1.12	Contractors work methods are pre-approved (hot work permits, SSOW)	<input type="checkbox"/>	<input type="checkbox"/>	All whg contractors are to provide risk and method statements prior to works. No hot works are allowed in Hamilton House by whg contractors

14 Electrical safety

14.1	Areas to Assess	Yes	No	Assessor Comments
14.1.1	Communal electrical equipment is appropriate to the use of the property and is not misused	✓	<input type="checkbox"/>	
14.1.2	Communal electrical equipment is operated by time switches	✓	<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 type="checkbox"/>	<input type="checkbox"/>	There are no portable appliances within the common parts of this block.
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 type="checkbox"/>	
14.1.5	The fixed electrical installation in the communal area is checked regularly in accordance with current IEE Regulations	✓	<input type="checkbox"/>	
14.1.6	Records of testing are maintained and available	✓	<input type="checkbox"/>	I:\Bloxwich Trust\Bloxwich Central\Block Hamilton House\Fire Safety Assessment\FRA 2021\ECR 2021.pdf
14.1.7	Defects noted during testing have been rectified	<input type="checkbox"/>	✓	PVC trunking and unclipped cables are included in the current block refurbishment programme.
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 type="checkbox"/>	✓	

14.2 Solar PV Panels

14.2	Areas to Assess	Yes	No	Assessor Comments
14.2.1	Does the block have solar photovoltaic panels?	<input type="checkbox"/>	<input checked="" 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 equivalent legislation in Scotland and Northern Ireland) or been reviewed following the installation of PV panels?	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	
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"/>	<input type="checkbox"/>	
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"/>	<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"/>	<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"/>	<input type="checkbox"/>	
14.2.8	Is the installation serviced and maintained in accordance with the installer's instructions?	<input type="checkbox"/>	<input type="checkbox"/>	

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"/>	There are no recorded fires at this block within the 12 months prior to this assessment
15.1.2	All incidents have been investigated and recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	False alarms are recorded and monitored by Baydale Contractors. Any fire alarm activations are discussed and investigated in the FRA group.
15.1.3	Combustible materials are stored in close proximity to the building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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"/>	Hamilton House benefits from a secure door entry system controlled by timer and the customers.
15.1.7	There is CCTV or physical monitoring	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hamilton 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"/>	
15.1.9	Gates / perimeter access points are suitably protected to prevent unauthorised access but permit egress	<input type="checkbox"/>	<input type="checkbox"/>	

16 Fuel sources

16.1	Areas to Assess	Yes	No	Assessor Comments
16.1.1	The standard of general housekeeping is adequate	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16.1.2	Fuel sources and ignition sources are kept Apart	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
16.1.3	There are significant potential sources of Fuel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
16.1.4	There are accumulations of unnecessary combustible materials or waste	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Service cupboards on each floor are being used to store trade waste.
16.1.5	Soft furnishings have compliant upholstery Finishes	<input type="checkbox"/>	<input type="checkbox"/>	
16.1.6	There are sources of Oxygen or supporters of combustion, apart from ambient air	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Given the age profile of the customers within Hamilton 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
16.1.7	There are potential sources of dust ignition	<input type="checkbox"/>	<input checked="" 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 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"/>	whg manage any asbestos within the building in accordance with the Control of Asbestos Regulations 2012 Regulation 4. (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.

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 current programme of works includes completing all compartmental breaches, works are currently in progress.
18.1.3	The basement (where present) is separated from the ground storey by 30 minutes FR construction (minimum)	<input type="checkbox"/>	<input type="checkbox"/>	There is a void below this block that is accessed via a locked metal/concrete access trap within the floor of the ground floor communal area.
18.1.4	The risk of Fire Spread is effectively controlled	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A type 4 survey (PAS 79-2 2020) has been requested to a sample of flats.
18.1.7	Wall and ceiling linings routes add to the risk of flame spread	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18.1.8	The building has cladding on its external faces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hamilton House is currently being clad with a Rockwool insulation slab with a silicone render finish.
18.1.9	As built cladding specifications and completion certification are available	<input type="checkbox"/>	<input type="checkbox"/>	N/A
18.1.10	The cladding meets Building Regulations Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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 along with a sample of customer front doors. Individual door identification (numbering is currently in progress)
19.1.2	Corridor smoke-control doors are provided where necessary	✓	<input type="checkbox"/>	All landing/stairs/dry riser and service cupboards have been replaced with FD60s fire doors.
19.1.3	Fire and smoke-control doors are in good condition, tight fitting to and free from distortion	<input type="checkbox"/>	✓	
19.1.4	Smoke stop and intumescent seals are present, and in good condition	<input type="checkbox"/>	✓	
19.1.5	Self-closing devices are present and functional and engage with the latch	✓	<input type="checkbox"/>	
19.1.6	Where double doors are present, they close in line and have a selector where necessary	✓	<input type="checkbox"/>	
19.1.7	The door threshold gap is consistent and doesn't foul the floor covering	✓	<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 glazed panels now provide 60 minute insulation and integrity.
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"/>	Current signage has been removed due to redecoration of the communal areas, new way finder signage is to be installed on completion of the work.
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"/>	<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	✓	<input type="checkbox"/>	
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"/>	✓	Signage required on completion of contracts work

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"/>	Hamilton House has electro magnetic door securing devices installed.
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"/>	✓	The final exit doors are not interconnected Fireman's switch will override 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"/>	AS 20.1.17
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"/>	<input type="checkbox"/>	
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"/>	✓	Existing floor coverings have been removed leaving small trip hazards to the top nosing of all stairs, this has been raised with the Contract Manager on site to install high vis tape etc. (Neil Harrison)
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"/>	I:\Bloxwich Trust\Bloxwich Central\Block Hamilton House\Fire Safety Assessment\FRA 2021\EM Lighting 2021.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	No	No	
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"/>	

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"/>	Lift motor room only CO ²
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"/>	Lift motor room only
22.1.7	Access for Fire and Rescue is satisfactory	✓	<input type="checkbox"/>	
22.1.8	A fire hydrant is in close proximity to the building	✓	<input type="checkbox"/>	Front of the building on the public footpath
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"/>	
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 type="checkbox"/>	
23.1.8	The inlet and outlets are clearly indicated and available for use	✓	<input type="checkbox"/>	
23.1.9	The system is maintained in accordance with BS9990 2006, servicing records are available, appropriate and current	✓	<input type="checkbox"/>	I:\Bloxwich Trust\Bloxwich Central\Block Hamilton House\Fire Safety Assessment\FRA 2021\Hamilton House Dry Riser 20210210.pdf

24 Smoke and ventilation systems

24.1	Areas to Assess	Yes	No	Assessor Comments
24.1.1	There is smoke/ventilation control present	✓	<input type="checkbox"/>	New AOV system has been installed as part of this block refurbishment
24.1.2	The system is maintained, servicing records are available, appropriate and current	✓	<input type="checkbox"/>	
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"/>	✓	The lift has a manual override switch adjacent to the lift on the ground floor
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"/>	✓	I have been unable to locate the current lift test certificate.
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"/>	

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"/>	Hamilton House has a L4 system in the common parts
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 type="checkbox"/>	<input type="checkbox"/>	
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"/>	Hamilton House has a L4 system in the common parts
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 type="checkbox"/>	<input type="checkbox"/>	All activations are dialled through to whg's alarm ARC to notify the fire service and alarm contractor Baydale
26.1.8	The Testing regime is in accordance with BS5839 and results recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
26.1.9	Automatic detection is tested in accordance with BS5839 and results recorded	<input checked="" type="checkbox"/>	<input type="checkbox"/>	I:\Bloxwich Trust\Bloxwich Central\Block Hamilton House\Fire Safety Assessment\FRA 2021\Hamilton House Alarm 20210317.pdf
26.1.10	A zone plan is available at the Control Panel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The plan consists of a detailed list of zones not a plan layout

27 Management of fire safety

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	They meet regularly and communication is effective	✓	<input type="checkbox"/>	A fire safety group meets on a monthly basis to discuss operational and strategic fire safety issues. A customer engagement strategy is currently being developed.
27.1.4	There has been a recent Fire and Rescue Service inspection	✓	<input type="checkbox"/>	
27.1.5	Improvement notices have been served	<input type="checkbox"/>	✓	
27.1.6	Improvement Notices/ inspection results have been actioned and completed	<input type="checkbox"/>	<input type="checkbox"/>	
27.1.7	There are previous Fire Risk Assessments	✓	<input type="checkbox"/>	
27.1.8	Previous assessment findings have been actioned and completed	✓	<input type="checkbox"/>	Undertaken annually
27.1.9	Risks to Occupants identified in the FRA have been notified to them	<input type="checkbox"/>	<input type="checkbox"/>	whg intend to promote the findings of this risk assessment to all customers following it's completion

28 Statutory training

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"/>	
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
29.1.2	Emergency Evacuation Procedure Notices include a floor plan layout	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
29.1.3	The procedures identify how the Fire and Rescue Service is to be summoned	<input type="checkbox"/>	<input type="checkbox"/>	The age and mobility profile of the customers within Hamilton House is mixed; there may be residents that will have mobility and sensory impairments. Hamilton 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.
29.1.4	The Evacuation Procedures consider disability with reference to the evacuation chairs / lifts / refuges	<input type="checkbox"/>	<input checked="" type="checkbox"/>	PEEP's will identify vulnerable customers and provide options for safe evacuation where appropriate.
29.1.5	Evacuation Drills are carried out frequently and results recorded	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.6	All employees / occupiers participate	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.7	Assembly Point locations are clearly identified and are suitable and adequate for access, safety in use and numbers	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.8	Evacuation Chairs are available and/or located on all levels	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.9	Sufficient trained users are available, and practice use of the chair	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.10	Refuge Areas are provided and clearly identified including dedicated route	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.11	Refuge areas have communications which are routinely tested	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
29.1.12	A suitable lift is identified and available for use during evacuation	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4

29.1.13	The Emergency procedures / signs make reference to the use of evacuation chairs / lifts / refuges	<input type="checkbox"/>	<input type="checkbox"/>	See 29.1.4
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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 type="checkbox"/>	WMFS to co ordinate when applicable, , whg promote a stay safe policy to customers.
30.1.2	A Firefighting Plan containing property specific information is provided and immediately accessible	<input type="checkbox"/>	<input type="checkbox"/>	WMFS to coordinate when applicable. The installation of a new Gerder box with relevant information will address this issue. Building Safety strategy for this block is currently under development.
30.1.3	The Firefighting Plan is regularly reviewed and contains current information including floorplans	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
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 type="checkbox"/>	The age and mobility profile of the customers within Hamilton House is mixed; there may be residents that will have mobility and sensory impairments. Hamilton 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	REPORT REF	PHOTO	REPORT REF
			
PHOTO REF 03	REPORT REF 8.1.1	PHOTO REF	REPORT REF
			

PHOTO REF

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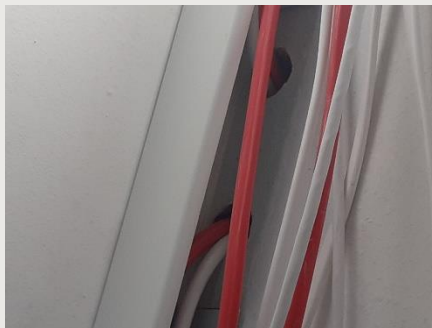


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