WYG

FIRE RISK ASSESSMENT

PREMISES:	**13 to 16 Rowan Close**
ADDRESS:	**Runcorn Cheshire WA7 5YG**
WYG REFERENCE:	**A110287**
FIRE RISK ASSESSOR:	**Grant Barker MIFSM GIFireE**
FIRE RISK ASSESSMENT DATE:	**16th October 2018**

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creative minds safe hands

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CONTENTS

LEGISLATION AND REQUIREMENTS

The Regulatory Reform (Fire Safety) Order 2005 imposes requirements on the 'responsible person' to take such general fire precautions as will ensure, so far as is reasonably practicable the safety from fire of any of their employees or other relevant persons, in compliance with the articles of the Regulatory Fire Safety (Fire Safety) Order 2005.

Article 8	**Duty to take general fire precautions**
Article 9	**Risk assessment**
Article 10	**Principles of prevention to be applied**
Article 11	**Fire safety arrangements**
Article 12	**Elimination or reduction of risks from dangerous substances**
Article 13	**Fire-fighting and fire detection**
Article 14	**Emergency routes and exits**
Article 15	**Procedures for serious and imminent danger and for danger areas**
Article 16	**Additional emergency measures in respect of dangerous substances**
Article 17	**Maintenance**
Article 18	**Safety assistance**
Article 19	**Provision of information to employees**
Article 20	**Provision of information to employers and the self-employed from outside undertakings**
Article 21	**Training**
Article 22	**Co-operation and co-ordination**
Article 23	**General duties of employees at work**
Article 37	**Fire-fighters' switches for luminous tube signs etc.**
Article 38	**Maintenance of measures provided for protection of firefighters**

The principal requirement is to make a suitable and sufficient assessment of the risks to which relevant persons are exposed.

A relevant person is any person (including the responsible person), who is, or may be lawfully on the premises, including any person in the immediate vicinity of the premises who is at risk from a fire on the premises.

The main duty-holder is the 'responsible person' under the Management of Health and Safety at Work Regulations 1992 and the Regulatory Reform (Fire Safety) Order 2005.

The duties imposed on the responsible person cannot be delegated, but are extended to any person who has, to any extent, control of the premises, to the extent of their control. If a Third Party is appointed to carry out the fire risk assessment, it is expected that the responsible person will exercise the principles of Due Diligence in choosing such a contractor.

It is a requirement that the fire risk assessment is reviewed by the responsible person regularly so that it is up to date, particularly if there is reason to suspect that it is no longer valid.

WYG are a **UKAS Accredited Third Party Fire Risk Assessment Certified** to the **BAFE SP205 Scheme**, Gold Standard. We are audited annually by National Security Inspectorate (NSI) to ensure our policies, procedures, competency, service delivery standards and quality are maintained.

RISK ASSESSOR COMPETENCE

This Fire Risk Assessment was undertaken by Grant Barker. He is an Institution of Fire Engineers registered fire risk assessor, a Member of the Institute of Fire Safety Managers (MIFSM) and a Graduate of the Institution of Fire Engineers (GIFireE). Grant is a former Fire and Rescue Service Training Officer at Manchester Airport and was trained in Fire Risk Assessment techniques and processes by Lancashire Fire and Rescue Service.

Grant also possesses the National Examination Board for Occupational Safety & Health (NEBOSH) General certificate, Fire Safety and Risk Management Certificate and Environmental Certificate. Grant is committed to Continued Personal Development (CPD) and has consulted on and provided input on new fire safety guidance documents prior to their formal issue.

WYG consider Grant sufficiently experienced in the necessary safety skills and practices to enable him to carry out practical Fire Risk Assessments in accordance with current legislation and relevant government guidelines.

METHODOLOGY

The purpose of this fire risk assessment is to identify the general fire precautions the responsible person needs to take. The fire risk assessment should only be carried out when a premise is in normal use. If, in the case of a new or refurbished premises, there is a need to carry out a pre-occupation fire risk assessment, a further fire risk assessment should be carried out soon after the premises is in normal use.

This fire risk assessment has been conducted with regard to the principles and approach of the latest revision **of *Publicly Available Specification 79*,** with the overall mission of ensuring that all reasonably required measures have been carried out to reduce both hazard and risk to a level that can be demonstrated to be **as low as reasonably practicable**. The assessment, observations and recommendations are only relevant to the conditions applying to the premises at the time of the survey. This fire risk assessment is non-invasive unless specified otherwise. This assessment is not intended to address the property protection, such as the property or its contents, the environment, or to address protection of a business, process or activity against continuity or interruption. It is not necessarily sufficient to address the safety of fire-fighters in the event of a fire on the premises. The risk assessment covers the relevant occupied areas, the common parts, the landlord areas and adjacent property risks, other than those noted as not accessed.

The significant findings arising from the assessment are contained in the report along with a summary of the remedial actions. The responsible person needs to act on these findings and put remedial measures in place to achieve compliance with the Order. Any photographs included have been provided for assistance and clarification. The assessor has no control of the workplace and is not responsible for the implementation of any remedial actions.

EXECUTIVE SUMMARY

On the 16th October 2018, a Fire Risk Assessment was carried out on the above premises.

This assessment was commissioned by Halton Housing, to assist them in fulfilling their duties under relevant fire safety legislation.

Any recommendations that require attention action are identified in the action plan.

No one was available to accompany the Assessor during the site visit. Following the assessment, a verbal debrief was not carried out.

The following issues were identified:

- Flat entrance door replaced with a door of low fire resistance.
- A self-closer removed from a flat entrance door.
- Omission of intumescent smoke seals on the electric meter cupboard fire door.
- A large breach in the compartmentation between the electrical distribution cupboard and flat 14.
- Overdue monthly emergency lighting tests.
- Omission of annual testing certification for the emergency lighting system.

A site survey and audit of relevant records of examination, testing and maintenance of building systems was carried out where records were available. Any inaccessible areas during this assessment are detailed within the 'Areas excluded from this assessment'.

FIRE RISK ASSESSMENT

Premises Name & Address	13 to 16 Rowan Close Runcorn Cheshire WA7 5YG
Responsible Person	Halton Housing.
On the Premises	None (there is not normally a staff presence).
Person Consulted	None (there is not normally a staff presence).
The Competent Person(s) Appointed to Assist in Undertaking the General Fire Precautions	WYG Management Services Ltd.
Use of Premises	Private dwellings (flats).
Office Telephone Number	0303 333 101 (switchboard).
Date of Previous Fire Risk Assessment	Not known.
Enforcing Authority	Cheshire Fire and Rescue Service.
Fire Warden(s)	Not required within this type of occupancy.
Current Enforcement Activity	None known to the assessor at the time of the Fire Risk Assessment.
Listed Building Status	The premises do not have listed building status.
Brief Description of Building Age and Construction **Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution**	The building is a two-storey purpose-built block of flats of traditional masonry construction. It is thought that the flats were originally constructed in the mid-1960s and modernised more recently. The ground and first floor levels are of concrete construction. The flats are separated from the common areas by masonry walls. There is one stairway and two exit doors (front and rear access to the garden). There are no passenger lifts. There is a pitched tiled roof. Although the block is small, it would support a 'stay put' policy.

Areas Excluded from this Assessment	The roof void and within the flats themselves.
External Areas Included in Assessment	Footpaths and general external access areas.
Adjacent Property Risk	The block is terraced (linked to another similar block).
Security Provision	Key fob entry for residents. Access for tradesmen available via the building front door call point up to 12.00pm.
Fire Loss Experience	None known to the assessor at the time of the Fire Risk Assessment.
Occupancy Profile	Ci (Occupants who are asleep but familiar with the building, e.g. long-term tenancies).
People Especially at Risk	Residents. Amongst which may be (in line with the general population) elderly persons, young persons and children.
Maximum Number of Premises Occupants	There are no Halton Housing staff permanently on site. Estimated maximum of 24 to 36 residents, 2/3 per flat.
Premises Used for Sleeping	Yes.
Written Fire Strategy in Place?	Advice to residents is provided via a fire action notice in the communal area.

1.0 ELECTRICAL SOURCES OF IGNITION

ELECTRICAL SOURCES OF IGNITION	Yes	No	N/A
Are electrical circuits and fixed electrical installations examined and tested by a competent person in accordance with the IEE Regulations?	☒	☐	☐
Is the use of adapters and extension leads reasonable?	☒	☐	☐
Are portable electrical appliances inspected & tested periodically (PAT)?	☐	☐	☒
Are electrical lighting/appliances kept clear of potential fuel sources?	☒	☐	☐
Neon sign isolation (firefighter switch) where required is clearly identified?	☐	☐	☒
Electrical installations are periodically inspected, tested and maintained?	☒	☐	☐
Records confirming the above are available?	☒	☐	☐

1.1 Comments:

BS 7671 Wiring Regulations

The 17th Edition Wiring Regulations were updated on 1st January 2015 under the title 'IET Wiring Regulation 17th Edition Amendment 3'. The new edition has a yellow cover. The new regulations came into effect on 1st July 2015 and affect electrical installations as follows:

- Installations designed from 1st July 2015 should comply with the new edition.
- Periodic Inspection and Testing of installations from 1st July 2015 should demonstrate compliance under the new regulations.
- The design or installation of electrical work done prior to the end of June 2015 may follow either Amendment 3 or Amendment 2.
- The new requirements do not apply to consumer units until 1st January 2016.

The main electric cupboard is located on the ground floor. Internal cable runs are in surface mounted trunking and conduit are present. There are no portable electrical items within the common area.

Information regarding the status of the testing of the fixed electrical systems in the common areas was available in the form of labelling on the distribution board. The testing has been completed within the recommended timeframe.

1.2 Remedial Actions Required:

None.

2.0 SMOKING

SMOKING	Yes	No	N/A
A 'No Smoking Policy' is in place for the building?	☒	☐	☐
If smoking is allowed, are adequate facilities provided in a suitable area?	☐	☐	☒
Information and/or signage prominently displayed?	☒	☐	☐
Smoking evidenced outside designated areas?	☐	☒	☐

2.1 Comments:

There are no smoking signs in the communal areas.

Residents and their visitors are allowed to smoke within their flats.

2.2 Remedial Actions Required:

None.

3.0 ARSON

ARSON	Yes	No	N/A
Measures for prevention of arson in place (security)?	☒	☐	☐
Suitable control and management of combustible storage close to buildings?	☒	☐	☐
History of arson at the building or surrounding area?	☐	☒	☐

3.1 Comments:

The main entrance door is provided with key fob entry for residents. Access for tradesmen available via the building front door call button up to 12.00pm.

The assessor considers the area to be a normal risk in respect of arson. Internal and external housekeeping standards are acceptable. There are no reports of unauthorised access or malicious damage.

Waste is stored in external bins away from the premises.

3.2 Remedial Actions Required:

None.

4.0 PORTABLE HEATERS & HEATING INSTALLATIONS

PORTABLE HEATERS & HEATING INSTALLATIONS	Yes	No	N/A
The use of portable heating is avoided as far as possible?	☒	☐	☐
There is a policy regarding provision and use?	☒	☐	☐
Where used, positioned away from combustible materials?	☐	☐	☒
Suitable controls are in place to minimise the risk of igniting combustibles?	☐	☐	☒
Heating installations are periodically inspected, tested and maintained?	☐	☐	☒
Records confirming the above are available?	☐	☐	☒

4.1 Comments:

There are no fixed gas heating or portable heating appliances within the common areas. Common areas are deemed as fire sterile areas by the client.

Gas safety checks are carried out annually by Halton Housing. Owners of leasehold flats are responsible for undertaking gas safety checks on their own gas appliances.

4.2 Remedial Actions Required:

None.

5.0 COOKING

COOKING	Yes	No	N/A
Reasonable measures are taken to prevent fires from the use of cooking facilities?	☐	☐	☒
Installations and equipment are periodically inspected, tested and maintained?	☐	☐	☒
Appropriate fixed or portable firefighting equipment is available for use?	☐	☐	☒
Adequate Cleaning routines under management and staff control?	☐	☐	☒
Records confirming the above available?	☐	☐	☒

5.1 Comments: There are no communal kitchens within the common areas. This Fire Risk Assessment does not cover the resident's flats.
5.2 Remedial Actions Required: None.

6.0 LIGHTNING PROTECTION

LIGHTNING PROTECTION	Yes	No	N/A
The premises have a lightning protection system?	☐	☒	☐
The installation is periodically inspected, tested and maintained?	☐	☐	☒
Records confirming the above are available?	☐	☐	☒

6.1 Comments: It is a British and European Standards requirement that all lightning protection systems are tested and inspected annually. The Standard (*BS EN 62305-1:2006 Protection Against Lightning: General Principles*) states that "tests should be repeated at fixed intervals preferably not exceeding 12 months". The premises are a similar height to the other structures within the surrounding area and the Assessor considers that the risk is currently tolerable.
6.2 Remedial Actions Required: None.

7.0 HOUSEKEEPING

HOUSEKEEEPING	Yes	No	N/A
Is the overall standard of housekeeping acceptable?	☒	☐	☐
Storage & waste arrangements are well managed?	☒	☐	☐
Escape routes are kept free from obstructions and/or combustible materials?	☒	☐	☐

Combustibles materials are stored away from all ignition sources?	☒	☐	☐
Spaces housing electrical, heating or IT equipment (plant/server rooms) are free from the accumulation of combustible materials and kept secure?	☒	☐	☐

7.1 Comments: Waste bins were observed to be a suitable distance away and general housekeeping standards are acceptable within common areas.
7.2 Remedial Actions Required: None.

8.0 DANGEROUS OR FLAMMABLE SUBSTANCES

DANGEROUS OR FLAMMABLE SUBSTANCES	Yes	No	N/A
Are significant quantities of hazardous substances on site?	☐	☒	☐
Is a DSEAR risk assessment required or in place?	☐	☐	☒

8.1 Comments: There were no hazardous substances within the common areas or in close proximity to the premises.
8.2 Remedial Actions Required: None.

9.0 ADDITIONAL SIGNIFICANT FIRE HAZARDS OR PROCESS RISKS

ADDITIONAL SIGNIFICANT FIRE HAZARDS OR PROCESS RISKS	Yes	No	N/A
Are there any process risks?	☐	☒	☐
Are there any additional significant Fire Hazards?	☐	☒	☐

9.1 Comments: There were no process risk or additional significant fire hazards within the common areas or in close proximity to the building.
9.2 Remedial Actions Required: None.

10.0 MEANS OF ESCAPE FROM FIRE

MEANS OF ESCAPE FROM FIRE	Yes	No	N/A
Is the means of escape (MoE) (including external fire escapes and walkways) from the premises suitable & sufficiently protected?	☒	☐	☐
Can all occupants use the escape routes?	☒	☐	☐
Are all travel distances acceptable?	☒	☐	☐
Are dead end situations satisfactory regarding travel distance and fire protection?	☒	☐	☐
Are evacuation routes clearly signed, unobstructed and free from combustibles?	☒	☐	☐
Sufficient number of exits of suitable width for building occupancy load?	☒	☐	☐
Where the building has alternative internal escape staircases, are the staircases adequately separated?	☐	☐	☒
Are all the final exits unlocked when the premises are in use?	☒	☐	☐
Are all the escape routes adequately illuminated?	☒	☐	☐
Final exits lead to a place of safety clear of the building?	☒	☐	☐
Does the building/premises appear to be compliant with regulations concerning access and egress for mobility impaired persons?	☒	☐	☐
Are refuge points provided, suitably equipped, and available for use?	☐	☐	☒

Reasonable arrangements are in place for mobility impaired persons to leave the premises safely in the event of fire – GEEP's & PEEP's – suitable evacuation aids provided?	☐	☐	☒

10.1 Comments:

Smoke ventilation of the stairway can be achieved by opening the windows at first floor level.

The front door is electronically secured and operated via a push button on the inside.

Halton Housing have confirmed that the door locks would disengage so that the doors can be manually pushed/pulled open if there was a loss of power in the common areas.

Due to the absence of passenger lifts, any wheelchair user will be situated at ground floor only.

PEEPs are not required in this type of occupancy.

Emergency lighting has been provided.

10.2 Remedial Actions Required:

None.

11.0 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	Yes	No	N/A
Does the compartmentation, where visible, appear to be of reasonable standard?	☐	☒	☐
Linings of materials that may contribute to fire spread are limited or specially treated?	☒	☐	☐
Fire dampers as far as can be reasonably ascertained, are provided to protect critical means of escape?	☐	☒	☐
Are installations and equipment periodically inspected, tested and maintained?	☐	☐	☒
Are all fire doors self-closing or kept locked shut and fitted with smoke seals and intumescing strips where required?	☐	☒	☐

11.1 Comments:

This fire risk assessment is not to be considered as fulfilling the requirements of a compartmentation survey. Where compartmentation is readily accessible to be checked, any deficiencies will be commented upon.

Checks of ducting and fire damper positions are not assessed, however, where deficiencies are visible, they will be commented on.

Based on visual inspection of readily accessible areas and a degree of sampling where appropriate.

Full investigation of the design of HVAC and similar systems is outside the scope of this assessment. Fire doors should meet the requirements of BS 476 parts 21, 22 & 31 BS EN 1634/8214 applies.

It was possible to inspect the flat entrance doors of some of the flats and it was confirmed that the majority of the current doors can be considered as notional FD30S fire doors. Referring to the LGA Guide, they are considered generally adequate at this current time.

There are no fire dampers present and none are required.

It was not possible to access the flats to confirm fire separation between the flats.

There are no intumescent smoke seals incorporated in to the electric meter cupboard door or frame.

The self-closing device has been removed from flat 14 entrance door.

One resident has replaced their flat entrance door with a door of unknown fire resistance.

11.2 Remedial Actions Required:

Intumescent smoke seals should be incorporated in to the electric meter cupboard door or frame.

Replace the self-closer on the entrance door to flat 14.

Replace the entrance door to flat 15 with a FD30s self-closing fire door. Note, responsibility for completing this action may lie with the owner of the flat entrance door, therefore the terms of the lease should be checked to verify whether the flat entrance door was incorporated in to the sale of the lease.

12.0 EMERGENCY ESCAPE LIGHTING

EMERGENCY ESCAPE LIGHTING	Yes	No	N/A
Is the premises equipped with a reasonable standard of emergency escape lighting?	☒	☐	☐
Does the system appear to conform to BS 5266 Part 1?	☒	☐	☐
Are lighting units clean, and visually appear in good condition?	☒	☐	☐
Is the installation and equipment periodically inspected, tested and maintained?	☐	☒	☐
Are records confirming the above available?	☐	☒	☐

12.1 Comments:

Emergency lighting has been provided.

Records of monthly testing of emergency lighting are not provided on-site.

The monthly testing of emergency lighting appears to be overdue.

There are were no records available for the annual discharge test.

12.2 Remedial Actions Required:

If not already done so, perform the annual test/inspection of the emergency lighting system.

Recommence monthly emergency lighting testing and record the result.

13.0 FIRE EXIT SIGNS AND NOTICES

FIRE EXIT SIGNS AND NOTICES	Yes	No	N/A
Do signs conform to relevant BS EN standards?	☒	☐	☐
Do "Fire Exit" signs direct occupants towards the means of escape?	☒	☐	☐
Are fire escape routes and fire exits provided with illuminated signs, which are part of the emergency lighting system?	☐	☒	☐
Are all fire doors and final exit doors provided with the appropriate signage?	☒	☐	☐
Auto-self-closing, held open doors adequately signed?	☐	☐	☒
Are fire extinguisher signs sited correctly?	☐	☐	☒
Are fire/evacuation plans displayed and available for use in the premises?	☒	☐	☐
Are fire action notices (FANs) prominently displayed in a consistent format and fixed position throughout the building?	☒	☐	☐

13.1 Comments:

BS 5499-4:2013 Code of Practice for Escape Route Lighting & BS EN ISO 7010:2012+A5:2015.

Graphical symbols – Safety colours and safety signs – Registered safety signs (ISO 7010:2011).

Referring to the LGA Guide, fire exit signage is not considered necessary within a block provided with only a single stairway, however it has been provided.

Emergency lighting has been provided.

13.2 Remedial Actions Required:

None.

14.0 MEANS OF GIVING WARNING IN CASE OF FIRE

MEANS OF GIVING WARNING IN CASE OF FIRE	Yes	No	N/A
Is there adequate means of raising the alarm?	☒	☐	☐
An automatic fire alarm and detection system (FADS) is provided and appears to conform to BS5839-1?	☐	☐	☒
Fire alarm zone plan installed adjacent to the fire alarm control panel?	☐	☐	☒
Where a manual electric system is installed is there sufficient number of correctly sited manual call points?	☐	☐	☒
Is the fire alarm audible within all relevant areas?	☐	☐	☒
Is the fire alarm tested regularly (weekly)?	☐	☐	☒
Is the fire alarm system subject of a regular maintenance programme?	☐	☐	☒
Are records confirming the above available?	☐	☐	☒

14.1 Comments:

In view of the above, only in unusual circumstances will a communal fire detection and alarm system be appropriate for a 'general needs' purpose-built block of flats.

As per the LGA guide - Fire safety in purpose-built blocks of flats. All flats should be provided with smoke alarms installed in accordance with BS5839-6. Smoke detection is installed within each flat.

We have been informed that a smoke alarm in accordance with BS5839-6, having smoke detection in the hallway as a minimum is installed in every flat.

Halton Housing have confirmed that smoke alarms are checked in each flat annually during the gas safe boiler check and deficiencies or defects are rectified at the time.

14.2 Remedial Actions Required:

None.

15.0 PORTABLE FIRE FIGHTING EQUIPMENT

PORTABLE FIRE FIGHTING EQUIPMENT	Yes	No	N/A
Do extinguishers conform to BS EN3 for new extinguishers, or BS5423 for existing?	☐	☐	☒
Fire Blankets conform to BS1869?	☐	☐	☒
Overall there appears to be adequate type & number for the premises & risks?	☐	☐	☒
Are extinguishers fixed in position – brackets or stands?	☐	☐	☒
Is fire extinguisher signage appropriate for extinguisher in place?	☐	☐	☒
Equipment is periodically inspected, tested and maintained?	☐	☐	☒
Are records confirming the above available?	☐	☐	☒

15.1 Comments:

There are no fire extinguishers installed within the common area and none are required.

The provision of fire extinguishers and other forms of fire-fighting equipment in common parts for use by residents is problematic. It is not expected that residents should need to tackle a fire in their flats to make their escape. Indeed, to obtain a fire extinguisher located in the common parts for this purpose would involve the person leaving their flat in the first place.

15.2 Remedial Actions Required:

None.

16.0 AUTOMATIC FIRE EXTINGUISHING SYSTEMS

AUTOMATIC FIRE EXTINGUISHING SYSTEMS	Yes	No	N/A
Details of relevant equipment of installations?	☐	☐	☒
Installations and equipment is periodically inspected, tested and maintained?	☐	☐	☒
Are records confirming the above available for inspection?	☐	☐	☒

16.1 Comments: None.
16.2 Remedial Actions Required: None.

17.0 OTHER FIXED FIRE SAFETY SYSTEMS AND EQUIPMENT

OTHER FIXED FIRE SAFETY SYSTEMS AND EQUIPMENT	Yes	No	N/A
Details of safety systems and equipment – type, location, purpose if known?	☐	☐	☒
Installations and equipment is/are periodically inspected, tested and maintained?	☐	☐	☒
Are records confirming the above available for inspection?	☐	☐	☒
Are staff aware of the location of any fixed installations, and procedures to be followed on their activation?	☐	☐	☒

17.1 Comments: None.
17.2 Remedial Actions Required: None.

18.0 MANAGEMENT OF FIRE SAFETY

MANAGEMENT OF FIRE SAFETY	Yes	No	N/A
Competent person(s) appointed to assist in undertaking relevant general preventive and protective measures for fire precautions?	☒	☐	☐
Is a copy of the current fire risk assessment kept on the premises?	☐	☐	☒
Suitable arrangements in place to review the fire risk assessments?	☒	☐	☐

Are fire procedures in place and documented? (Fire Safety File)	☐	☐	☒
Are there suitable arrangements for calling meeting and providing relevant information to the fire service?	☒	☐	☐
Are there suitable fire assembly points?	☐	☐	☒
Are procedures in place for recording persons entering and leaving the premises?	☐	☐	☒
Are procedures in place for the signing in, provision of fire safety information and supervision of visitors and members of the public?	☐	☐	☒
Are there adequate procedures for evacuation of vulnerable persons? E.g. elderly, children, or persons with restricted mobility?	☐	☐	☒
Are appropriate control procedures in place to control contractors, such as hot works permit and fire safety evacuation knowledge?	☒	☐	☐
Are procedures in place to ensure coordination and communication between tenants/landlord regarding fire safety?	☒	☐	☐

18.1 Comments

The fire evacuation procedure for the flats is a 'Stay put' policy unless effected by smoke or fire.

Access for the emergency services is via a fire control switch/lock at the main access door.

Contractors are controlled by Halton Housing, which should include any hot work performed.

Fire action notices are provided within the common area.

18.2 Remedial Actions Required:

None.

19.0 TRAINING AND DRILLS

TRAINING AND DRILLS	Yes	No	N/A
Have all newly appointed staff received fire safety induction training?	☐	☐	☒
Have staff been trained in fire procedures within the last 12 months?	☐	☐	☒
Have staff received periodical training in the use of firefighting equipment?	☐	☐	☒

Do fire wardens receive adequate training to enable them to fulfil their role?	☐	☐	☒
Employees are trained and familiar with the emergency plan?	☐	☐	☒
Evacuation drills carried out at least once or preferably twice annually?	☐	☐	☒
Nominated person responsible for organising staff training?	☐	☐	☒
Are all visitors to the site given a briefing in what to do in the event of fire?	☐	☐	☒

19.1 Comments:

There are no staff normally on-site.

Contractors are administered by Halton Housings representatives.

19.2 Remedial Actions Required:

None.

CONCLUSION

The risks highlighted in this risk assessment need to be addressed with appropriate remedial actions to achieve compliance with the Regulatory Reform (Fire Safety) Order 2005. This should reduce the risk to people from fire in these premises to a reasonable level and exclude significant contraventions.

Remedial action should be taken without delay. The levels of risk indicated will assist with prioritisation of work.

The responsibility for the ongoing management of the premises and the use of the premises for its present purpose remains with the responsible person.

The risk assessment uses a scaled risk assessment between 1 and 9.

Remedial actions with risk levels between 6 and 9 represent the highest risk to the safety of people and are likely to be considered as an offence by enforcing authorities.

Remedial actions with risk levels between 3 and 5 may compromise the fire safety of people and/or premises.

Remedial actions with risk levels between 1 and 2 are recommended as minor improvements or a means of achieving best practice.

RISK MATRIX

RISK ASSESSMENT GRADINGS AND METHODOLOGY

The following simple risk level estimator is based on a more general health and safety risk level estimator of the type contained in BS 8800:

Likelihood of Fire	Potential Consequences of Fire		
	Slight Harm 1	**Moderate Harm 2**	**Extreme Harm 3**
Low 1	Negligible risk	Tolerable risk	Moderate risk
Medium 2	Tolerable risk	Moderate risk	Substantial risk
High 3	Moderate risk	Substantial risk	Intolerable risk

Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ **Medium ☒** **High ☐**

In this context, a definition of the above terms is as follows:

Low:	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
Medium:	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High:	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Having assessed the fire hazards present, the occupancy profile and having evaluated the general fire precautions in place at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ **Moderate Harm ☐** **Extreme Harm ☐**

In this context, a definition of the above terms is as follows:

Slight Harm:	Outbreak of fire unlikely to result in serious injury or death of any occupant.
Moderate Harm:	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme Harm:	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Negligible ☐ **Tolerable ☒** **Moderate ☐** **Substantial ☐**

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

Comments:

The Assessor has carried out the Fire Risk Assessment by comparing the premises against the recommended benchmarks within the Local Government Guide 'Fire safety in purpose-built flats' (the LGA Guide) and found no major deviations from the benchmarks set.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:

Risk Level	Action and Timescale
Negligible	No action is required other than to maintain existing standards. The action recommended should improve fire safety arrangements.
Tolerable (Months)	A situation exists where accidents or property damage is possible. Taking action should ensure conformance with legislation. An acceptable risk if appropriate controls are in place, but must remain under regular review. **Action and or review within months.**
Moderate (Weeks)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. **Action should be within weeks.**
Substantial (Days)	It is considered a contravention of legislation which may lead to serious injury exists. Enforcing authorities may serve an enforcement notice, and or take legal proceedings. Considerable resources might have to be allocated to reduce the risk. If the building is occupied, urgent action should be taken to reduce the risk, and consideration given to vacating the building or area until the risk has been removed or adequately reduced. **Action should be within days.**

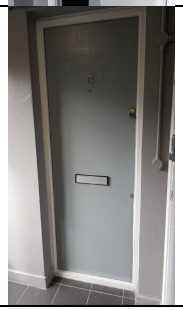
Intolerable (Immediate)	It is considered a contravention serious enough to result in injury or loss of life is present, and likely to result in prohibition or legal proceedings by the enforcing authority. The building or area should not be occupied until the risk has been reduced, or removed. **Action should be immediate.**

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.

The fire risk assessment should be reviewed on:

16/10/2019

SUMMARY OF REMEDIAL ACTIONS REQUIRED

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
11.0	There are no intumescent smoke seals incorporated in to the electric meter cupboard door or frame.	Intumescent smoke seals should be incorporated in to the electric meter cupboard door or frame.	The electric meter cupboard.		Moderate		
11.0	The self-closing device has been removed from flat 14 entrance door.	Replace the self-closing device. This should be performed with the resident present. The closing speed and pressure required to open the door should be adjusted to suit the resident's capabilities.	Flat 14.		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
11.0	One resident has replaced their flat entrance door with a door of unknown fire resistance.	Replace the entrance door to flat 15 with a FD30s self-closing fire door. Note, responsibility for completing this action may lie with the owner of the flat entrance door, therefore the terms of the lease should be checked to verify whether the flat entrance door was incorporated in to the sale of the lease.	Flat 15.		Moderate		
11.0	There is a large compartment breach present.	Infill the hole with fire resistant materials the same standard as that of the existing wall i.e. 60 minutes.	The wall between the electric distribution cupboard and flat 14.		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
12.0	There were no records available for the annual testing/inspection of the emergency lighting system.	If not already done so, perform the annual test/inspection of the emergency lighting system.	The emergency lighting system.		Tolerable		
12.0	There were no records available for the monthly testing of the emergency lighting system.	If not already done so, perform monthly testing of the emergency lighting system and record the results.	The emergency lighting system.		Tolerable		

It is considered that the remedial actions detailed above should be implemented to reduce fire risk to, or maintain it at the following level:

Negligible ☐ Tolerable ☒

SIGNATURE PAGE

Appropriate and reasonable skill care and diligence has been exercised in performance of duties and obligations in the production of this fire risk assessment.

	RISK ASSESSOR	VALIDATOR
Signature:		
Name:	Grant Barker	Mark Jones
Title:	Fire Risk Assessor	Validator
Date:	18/10/2018	22/10/2018

APPENDIX A

PLANS AND PHOTOGRAPHS

No.1 Intumescent smoke seals should be incorporated in to the electric meter cupboard door or frame

No.2 Replace the entrance door to flat 15 with a FD30s self-closing fire door

No.3 Infill the hole with fire resistant materials the same standard as that of the existing wall i.e. 60 minutes

No.4 Replace the self-closing device

APPENDIX B

SUPPORTING DOCUMENTATION

APPENDIX C

TEMPORARY VARIATIONS TO THE CURRENT RISK ASSESSMENT

Existing Conditions	Temporary Variation	Hazard	Risks	Additional Controls	Start date	Predicted End date	Actual End Date	Signature(s)

BIBLIOGRAPHY & DOCUMENT REFERENCES

1. Regulatory Reform (Fire Safety) Order 2005
2. Publicly Available Specification 79 (PAS79)
3. Management of Health and Safety at Work Regulations 1999
4. BS 7671 Wiring Regulations - 17th Edition
5. Standard (BS EN 62305-1:2006 Protection Against Lightning: General Principles)
6. Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002
7. The Furniture and Furnishings (Fire) (Safety) Regulations 1988 (as amended in1989 & 1993)
8. BS 5266 Emergency Lighting
9. BS 5839 Fire Alarm Systems
10. BS 7273-4:2015 Code of Practice for the Operation of Fire Protection Measures – Part 4: Actuation of Release Mechanisms for Doors
11. BS 5306 Fire Extinguishers
12. The Health and Safety (Safety Signs and Signals) Regulations 1996
13. BS 5499 Fire Safety Signage
14. BS 476 Fire Resistance and Fire Testing
15. Department for Communities and Local Government Publications DCLG Fire Safety Guides
16. BS 9999 (2008) Code of Practice for Fire Safety in the Design, Management and Use of Buildings
17. Approved Document B of the Building Regulations (2006)
18. Fire Safety in Construction - HSG168.

Views expressed in these documents are not necessarily those of WYG.