WYG

FIRE RISK ASSESSMENT

PREMISES:	**28 to 31 and 32 to 35 Arley Drive**
ADDRESS:	**Arley Drive Widnes WA8 4XS**
WYG REFERENCE:	**A110287**
FIRE RISK ASSESSOR:	**Steve Western**
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 Stephen Western. He is a Graduate member of the Institution of Fire Engineers and Associate of the Society of Surveying Technicians (RICS) with over 25 years' experience as a Fire Engineer and Risk Manager in the manufacturing and insurance industries, both in the UK and worldwide. He is a qualified quantity surveyor and has been trained at the FPA, NFPA, CIOB, Fire service college and various insurance companies in all the necessary disciplines relating to fire safety including building design, fire engineering, construction, NEBOSH fire safety and risk management/engineering and conforms with current legislation.

Prior to joining WYG Ltd, Steve had a long career as a Fire Engineer with various insurers and manufacturers with extensive experience of inspection, risk assessments and fire/risk engineering design for various clients from domestic housing to warehousing, manufacturing, retail, offices, MOD and aerospace environments whilst maintaining continued personal development. He is also an accomplished Construction Engineer and Quantity Surveyor with many years construction experience.

WYG consider Steve 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 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 issues that require immediate action are identified in the action plan.

No one was available to accompany the consultant during the inspection. Following the assessment, a verbal debrief was not carried out.

The following issues were identified:

- 5 year fixed electrical testing.
- Emergency light testing.
- Intumescent strip/smoke seals.
- Housekeeping.
- Roof hatch.
- Refuse bins.

A site inspection and audit of relevant records of examination, testing and maintenance work was carried out. Any inaccessible areas during this assessment are detailed within the 'Areas excluded from this assessment'.

This risk assessment is intended to be a working document that can be used to guide future action aimed at improving compliance and maintaining fire safety standards. Following this risk assessment measures must be taken to implement effective, preventative and protective control measures to reduce the risks identified, as well as maintaining ongoing 'general' fire precautions.

FIRE RISK ASSESSMENT

Premises Name & Address	28 to 31 and 32 to 32 Arley Drive Widnes WA8 4XS
Responsible Person	Halton Housing
On the Premises	Unmanned
Person Consulted	The site is not manned by the client's staff. Maintenance staff visit infrequently.
The Competent Person(s) Appointed to Assist in Undertaking the General Fire Precautions	W Y G Management Services Ltd
Use of Premises	General needs housing
Office Telephone Number	N/A
Date of Previous Fire Risk Assessment	01/04/2016
Enforcing Authority	Cheshire Fire and Rescue Service
Fire Warden(s)	Not required within this type of occupancy
Current Enforcement Activity	N/A
Listed Building Status	Not Listed

Brief Description of Building Age and Construction **Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution**	This building is a rectangular block within its owns fenced compound with grassed areas. It is a 2 storey, purpose-built block, providing general needs accommodation in self-contained flats. There are 2 entrances with 4 flats off each entranceway (2 up and 2 down). Access to the upper floors is via a single staircase. There are no lifts and the flats may be either rented or owned. It is a masonry standalone block with a concrete tiled pitched roof and was constructed in 1968. Each flat has its own locked storage cupboard leading off the central landings and the window frames, guttering etc. are UPVC. The external access doors are aluminium, and the stairs are concrete. External areas: There are grassed areas around the building with perimeter fencing. There is a paved bin holding shed to the rear with rear access gate. Ground floor: The entrance lobby consists of 2 flats with locked storage cupboards with a concrete staircase leading to first floor lobby and 2 more flats. Front and rear access doors. First floor: Central lobby area with flat access and storage cupboard doors for 2 flats. Roof void: Roof hatches are secured closed. No known equipment or plant.
Areas Excluded from this Assessment	Roof void area above flats Residents flats Residents storage cupboards
External Areas Included in Assessment	All areas accessed
Adjacent Property Risk	This block with two separate entrances is a standalone property in a perimeter fenced area with public roads and pathways surrounding it.

Security Provision	There is no CCTV at these facilities. An indigo integrated fob, keypad and audio access system is installed to gain access to the buildings at ground floor level. There are no intruder alarms installed and visitor access is controlled by individual customers in each flat. There are no reported incidents of unauthorised access or trespass
Fire Loss Experience	There are no reported fires or incidents and no signs of malicious damage.
Occupancy Profile	Ci1 Occupants who are likely to be asleep. Individual flats without 24-hour maintenance and management control on site.
People Especially at Risk	Residents. Elderly persons and children may live in the premises. Disabled visitors, young persons and the elderly may access the building.
Maximum Number of Premises Occupants	There are no Halton Housing staff permanently on site. Estimated maximum of 8 to 12 customers, 2/3 per flat.
Premises Used for Sleeping	Yes
Written Fire Strategy in Place?	N/A

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.

Residents apartments did not form part of this fire risk assessment, but it is understood that each apartment has its own cooking facilities.

The main electrical cupboard is in a locked cupboard beneath the stairs and internal wiring is in metal trunking. There are no portable electrical items in the common areas.

Information regarding the testing of fixed electrical systems in the common areas of the blocks has been requested as nothing is available on site. No information has been received upon the writing of these reports.

1.2 Remedial Actions Required:

Confirm that the testing of the fixed electrical systems in the common areas is carried out on a 5-yearly basis, the date of the last test and that records of this testing are maintained.

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 is a no smoking sign in the notice board in the communal area. 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 controlled via external bins kept between the blocks away from the buildings and each flat has its own locked storage cupboard accessed from the common area.

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 building is a similar height to the other structures within the surrounding area and no special consideration is required.

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:

Refuse bins were observed to the rear yard area in a timber building away from the main building. General housekeeping standards are acceptable within common areas.

Combustible materials were observed stored within the main electrical cupboard.

Refuse bins were observed outside the rear access/egress door for flats 28 to 31 against the main building.

7.2 Remedial Actions Required:

Remove all combustible materials from the main electrical cupboard.

Remove the refuse bins from against the building and store in the provided external timber bin store.

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 block.

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 and 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 current doors can be considered as notional FD30 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.

It was not possible to inspect the fire resistance of the roof void access hatch but the hatch in flats 28 to 31 was not locked.

11.2 Remedial Actions Required:

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

If not already done so, upgrade the roof void hatch to a minimum of 30 minutes fire resistance.

Lock the access hatch into roof space to ensure integrity of this area.

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.

There were no records of monthly testing of emergency lighting available on-site.

Information regarding the testing of the emergency lighting system in the common areas has been requested. No information has been received upon the writing of these reports.

12.2 Remedial Actions Required:

Confirm that the monthly testing of the emergency lighting in the common areas is carried out, the date of the last test and that records of this testing are maintained.

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.

Fire escape signage above the main entrance are not the illuminated type.

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:

Based on visual inspection only with no audible testing or verification of full compliance with relevant British Standards carried out.

BS5839-1:2013 states that zone plans are required on every system of any size and should also be noted as a major non-compliance during routine maintenance, when they are not displayed on existing installations.

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 detector in accordance with BS5839-6 is installed within each flat hallway as a minimum.

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 areas 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:
None.

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.**

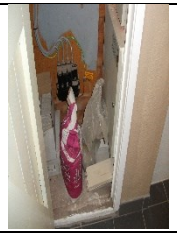
Intolerable (Immediate)	It is considered a contravention serious enough to result in injury or loss of life is present, and likely to result in prohibition or legal proceedings by the enforcing authority. The building or area should not be occupied until the risk has been reduced, or removed. **Action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

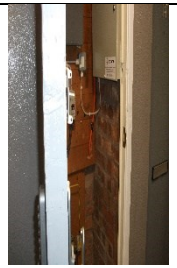
Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following 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
1.0	Information regarding the testing of fixed electrical systems in the common areas of the blocks has been requested as nothing is available on site. No information has been received upon the writing of these reports.	Confirm that the testing of the fixed electrical systems in the common areas is carried out on a 5-yearly basis, the date of the last test and that records of this testing are maintained.	Common areas		Moderate		
7.0	Combustible materials were observed stored within the main electrical cupboard.	Remove all combustible materials from the main electrical cupboard.	Common areas		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
7.0	Refuse bins were observed outside the rear access/egress door for flats 28 to 31 against the main building.	Remove the refuse bins from against the building and store in the provided external timber bin store.	Outside the access/egress door to flats 28 to 31		Moderate		
11.0	There are no intumescent smoke seals incorporated in to the electric meter cupboard door or frame which is located at the bottom of the fire escape staircase from the upper floor.	Intumescent smoke seals should be incorporated in to the electric meter cupboard door or frame.	Electrical meter cupboard		Moderate		
11.0	It was not possible to inspect the fire resistance of the roof void access hatch but the hatch in flats 28 to 31 was not locked.	Lock the roof hatch into the roof area to ensure the integrity of this area.	Upper landing area		Tolerable		

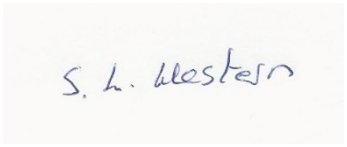
Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
12.0	Emergency lighting has been provided. There were no records of monthly testing of emergency lighting available on-site. Information regarding the testing of the emergency lighting system in the common areas have been requested. No information has been received upon the writing of these reports.	Confirm that the monthly testing of the emergency lighting in the common areas is carried out, the date of the last test and that records of this testing are maintained.	Common areas		Moderate		

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:	Stephen Western	Mark Jones
Title:	Fire Risk Assessor	Validator
Date:	16/10/2018	30/10/2018

APPENDIX A

PLANS AND PHOTOGRAPHS


Locked roof hatch.


Main access/egress door to flats 32 to 35.


Main access/egress door to flats 28 to 31.


Rear external bin stores.


2nd electrical cupboard combustible storage.

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.