



# WYG

## FIRE RISK ASSESSMENT



<b>PREMISES:</b>	<b>31 to 42 Worcester Court</b>
<b>ADDRESS:</b>	<b>Runcorn Cheshire WA7 4PF</b>
<b>WYG REFERENCE:</b>	<b>A110287</b>
<b>FIRE RISK ASSESSOR:</b>	<b>Grant Barker MIFSM GIFireE</b>
<b>FIRE RISK ASSESSMENT DATE:</b>	<b>22<sup>nd</sup> October 2018</b>

Quay West at MediaCityUK, Trafford Wharf Road, Trafford Park, Manchester, M17 1HH  
Tel: +44 (0)161 872 3223 Fax: +44 (0)161 872 3193  
Email: [info@wyg.com](mailto:info@wyg.com) [www.wyg.com](http://www.wyg.com)

WYG Management Services Limited. Registered in England & Wales Number: 4807864  
Registered Office: Arndale Court, Headingley, Leeds, LS6 2UJ





**PAGE INTENTIONALLY BLANK**



## **CONTENTS**

LEGISLATION AND REQUIREMENTS

RISK ASSESSOR COMPETENCE

METHOD

EXECUTIVE SUMMARY

BUILDING DETAILS

RISK ASSESSMENT

1. Electrical Sources of Ignition
2. Smoking
3. Arson
4. Portable Heaters and Heating Installations
5. Cooking
6. Lightning
7. Housekeeping
8. Dangerous or Flammable Substances
9. Additional Significant Fire Hazards or Process Risk
10. Means of Escape from Fire
11. Measures to Limit Fire Spread and Development
12. Emergency Escape Lighting
13. Fire Exit Signs and Notices
14. Means of Giving Warning in Case of Fire
15. Portable Fire Fighting Equipment
16. Automatic Fire Extinguishing Systems
17. Other Fixed Fire Safety Systems and Equipment
18. Management of Fire Safety
19. Training and Drills

CONCLUSIONS

RISK MATRIX

SUMMARY OF REMEDIAL ACTIONS REQUIRED

SIGNATURE PAGE

APPENDIX A PLANS AND PHOTOGRAPHS

APPENDIX B SUPPORTING DOCUMENTATION

TEMPORARY VARIATION TO CURRENT RISK ASSESSMENT

BIBLIOGRAPHY AND REFERENCES



## **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.

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



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 22<sup>nd</sup> 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:

- Overdue monthly emergency lighting tests.
- Omission of annual testing certification for the emergency lighting system.
- Omission of annual testing certification for the fire alarm system.
- Overdue monthly smoke ventilation system tests.
- Omission of annual testing certification for the smoke ventilation 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

<b>Premises Name &amp; Address</b>	31 to 42 Worcester Court Runcorn Cheshire WA7 4PF
<b>Responsible Person</b>	Halton Housing.
<b>On the Premises</b>	None (there is not normally a staff presence).
<b>Person Consulted</b>	None (there is not normally a staff presence).
<b>The Competent Person(s) Appointed to Assist in Undertaking the General Fire Precautions</b>	WYG Management Services Ltd.
<b>Use of Premises</b>	Private dwellings (flats).
<b>Office Telephone Number</b>	0303 333 101 (switchboard).
<b>Date of Previous Fire Risk Assessment</b>	Not known.
<b>Enforcing Authority</b>	Cheshire Fire and Rescue Service.
<b>Fire Warden(s)</b>	Not required within this type of occupancy.
<b>Current Enforcement Activity</b>	None known to the assessor at the time of the Fire Risk Assessment.
<b>Listed Building Status</b>	The premises do not have listed building status.
<b>Brief Description of Building Age and Construction Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution</b>	The building is a three-storey purpose-built block of flats of traditional masonry construction. It is thought that the flats were constructed in 2017. 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 roof of unknown construction. Although the block is small, it would support a 'stay put' policy.

<b>Areas Excluded from this Assessment</b>	The roof void and within the flats themselves.
<b>External Areas Included in Assessment</b>	Footpaths and general external access areas.
<b>Adjacent Property Risk</b>	The block is terraced (linked to another similar block).
<b>Security Provision</b>	Key fob entry for residents. Access for tradesmen available via the building front door call point up to 12.00pm.
<b>Fire Loss Experience</b>	None known to the assessor at the time of the Fire Risk Assessment.
<b>Occupancy Profile</b>	Ci (Occupants who are asleep but familiar with the building, e.g. long-term tenancies).
<b>People Especially at Risk</b>	Residents. Amongst which may be (in line with the general population) elderly persons, young persons and children.
<b>Maximum Number of Premises Occupants</b>	There are no Halton Housing staff permanently on site. Estimated maximum of 24 to 36 residents, 2/3 per flat.
<b>Premises Used for Sleeping</b>	Yes.
<b>Written Fire Strategy in Place?</b>	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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the use of adapters and extension leads reasonable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electrical appliances inspected & tested periodically (PAT)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are electrical lighting/appliances kept clear of potential fuel sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neon sign isolation (firefighter switch) where required is clearly identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electrical installations are periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Records confirming the above are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 1.1 Comments:

#### BS 7671 Wiring Regulations

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

- Installations designed from 1<sup>st</sup> July 2015 should comply with the new edition.
- Periodic Inspection and Testing of installations from 1<sup>st</sup> 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 1<sup>st</sup> January 2016.

The main electric cupboard is located on the ground floor.

There are no portable electrical items within the common area.

As the assessor has been informed that the premises are a relatively new build, the testing of the fixed electrical systems in the common areas is not yet due.

### 1.2 Remedial Actions Required:

None.

## 2.0 SMOKING

SMOKING	Yes	No	N/A
A 'No Smoking Policy' is in place for the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If smoking is allowed, are adequate facilities provided in a suitable area?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Information and/or signage prominently displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoking evidenced outside designated areas?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 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)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable control and management of combustible storage close to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History of arson at the building or surrounding area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 3.1 Comments:

The main entrance door is provided with key fob entry for residents.  
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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a policy regarding provision and use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where used, positioned away from combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suitable controls are in place to minimise the risk of igniting combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heating installations are periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Records confirming the above are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installations and equipment are periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Appropriate fixed or portable firefighting equipment is available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Adequate Cleaning routines under management and staff control?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Records confirming the above available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>5.1 Comments:</b></p> <p>There are no kitchens within the common areas.</p>
<p><b>5.2 Remedial Actions Required:</b></p> <p>None.</p>

## 6.0 LIGHTNING PROTECTION

LIGHTNING PROTECTION	Yes	No	N/A
The premises have a lightning protection system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The installation is periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Records confirming the above are available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

## 7.0 HOUSEKEEPING

HOUSEKEEPING	Yes	No	N/A
Is the overall standard of housekeeping acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage & waste arrangements are well managed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape routes are kept free from obstructions and/or combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles materials are stored away from all ignition sources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spaces housing electrical, heating or IT equipment (plant/server rooms) are free from the accumulation of combustible materials and kept secure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a DSEAR risk assessment required or in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any additional significant Fire Hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can all occupants use the escape routes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all travel distances acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dead end situations satisfactory regarding travel distance and fire protection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are evacuation routes clearly signed, unobstructed and free from combustibles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient number of exits of suitable width for building occupancy load?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where the building has alternative internal escape staircases, are the staircases adequately separated?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all the final exits unlocked when the premises are in use?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Are all the escape routes adequately illuminated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Final exits lead to a place of safety clear of the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the building/premises appear to be compliant with regulations concerning access and egress for mobility impaired persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are refuge points provided, suitably equipped, and available for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 10.1 Comments:

Automatic smoke ventilation of the stairway is provided.

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Linings of materials that may contribute to fire spread are limited or specially treated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire dampers as far as can be reasonably ascertained, are provided to protect critical means of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Are installations and equipment periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all fire doors self-closing or kept locked shut and fitted with smoke seals and intumescent strips where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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 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.

### 11.2 Remedial Actions Required:

None.

## 12.0 EMERGENCY ESCAPE LIGHTING

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

**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 test/inspection of the emergency lighting system.

**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**

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

**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.

**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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An automatic fire alarm and detection system (FADS) is provided and appears to conform to BS5839-1?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire alarm zone plan installed adjacent to the fire alarm control panel?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Where a manual electric system is installed is there sufficient number of correctly sited manual call points?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm audible within all relevant areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm tested regularly (weekly)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire alarm system subject of a regular maintenance programme?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are records confirming the above available?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**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.

Fire alarm panel showing no faults at the time of the assessment.

There were records available for the periodic in-house testing of the fire alarm system provided within the common area.

There were no records available for the annual testing/inspection of the fire alarm system provided within the common area.

**14.2 Remedial Actions Required:**

Display a fire alarm zone plan near to the fire alarm panel.

If not already done so, perform the annual test/inspection of the fire alarm system.

## 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire Blankets conform to BS1869?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall there appears to be adequate type & number for the premises & risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are extinguishers fixed in position – brackets or stands?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is fire extinguisher signage appropriate for extinguisher in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Equipment is periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are records confirming the above available?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### 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?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installations and equipment is periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are records confirming the above available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>16.1 Comments:</b></p> <p>No automatic fire extinguishing systems are provided and none are required.</p>
<p><b>16.2 Remedial Actions Required:</b></p> <p>None.</p>

## 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installations and equipment is/are periodically inspected, tested and maintained?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are records confirming the above available for inspection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are staff aware of the location of any fixed installations, and procedures to be followed on their activation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<p><b>17.1 Comments:</b></p> <p>There were no records available for the annual testing/inspection of the smoke ventilation system provided within the common area.</p> <p>There were no records available for the monthly testing of the smoke ventilation system.</p>
<p><b>17.2 Remedial Actions Required:</b></p> <p>If not already done so, perform the annual test/inspection of the smoke ventilation system.</p> <p>If not already done so, perform monthly testing of the smoke ventilation system and record the results.</p>

## 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is a copy of the current fire risk assessment kept on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Suitable arrangements in place to review the fire risk assessments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire procedures in place and documented? (Fire Safety File)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there suitable arrangements for calling meeting and providing relevant information to the fire service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there suitable fire assembly points?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are procedures in place for recording persons entering and leaving the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are procedures in place for the signing in, provision of fire safety information and supervision of visitors and members of the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are there adequate procedures for evacuation of vulnerable persons? E.g. elderly, children, or persons with restricted mobility?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are appropriate control procedures in place to control contractors, such as hot works permit and fire safety evacuation knowledge?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place to ensure coordination and communication between tenants/landlord regarding fire safety?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**18.1 Comments:**

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

<b>TRAINING AND DRILLS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Have all newly appointed staff received fire safety induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Have staff been trained in fire procedures within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have staff received periodical training in the use of firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do fire wardens receive adequate training to enable them to fulfil their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employees are trained and familiar with the emergency plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evacuation drills carried out at least once or preferably twice annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Nominated person responsible for organising staff training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all visitors to the site given a briefing in what to do in the event of fire?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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:

<b>Low:</b>	Unusually low likelihood of fire as a result of negligible potential sources of ignition.
<b>Medium:</b>	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).
<b>High:</b>	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:

<b>Slight Harm:</b>	Outbreak of fire unlikely to result in serious injury or death of any occupant.
<b>Moderate Harm:</b>	Outbreak of fire could foreseeably result in injury (including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme Harm:</b>	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
<b>Negligible</b>	No action is required other than to maintain existing standards. The action recommended should improve fire safety arrangements.
<b>Tolerable (Months)</b>	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. <b>Action and or review within months.</b>
<b>Moderate (Weeks)</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. <b>Action should be within weeks.</b>
<b>Substantial (Days)</b>	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. <b>Action should be within days.</b>


<b>Intolerable (Immediate)</b>	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. <b>Action should be immediate.</b>
------------------------------------	--

**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:**

**22/10/2019**

## SUMMARY OF REMEDIAL ACTIONS REQUIRED

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
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. Note the system may be under 12 months old and not yet subject to testing.	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		
14.0	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.	Display a fire alarm zone plan.	Near to the fire alarm panel.		Tolerable		



Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
14.0	There were no records available for the annual testing/inspection of the fire alarm system provided within the common area.	If not already done so, perform the annual test/inspection of the fire alarm system.	The fire alarm system.		Moderate		
17.0	There were no records available for the annual testing/inspection of the smoke ventilation system provided within the common area.	If not already done so, perform the annual test/inspection of the smoke ventilation system.	The smoke ventilation system.		Moderate		
17.0	There were no records available for the monthly testing of the smoke ventilation system.	If not already done so, perform monthly testing of the smoke ventilation system and record the results.	The smoke ventilation system.		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
<b>Signature:</b>		
<b>Name:</b>	Grant Barker	Mark Jones
<b>Title:</b>	Fire Risk Assessor	Validator
<b>Date:</b>	23/10/2018	24/10/2018

## APPENDIX A

### PLANS AND PHOTOGRAPHS



No.1 Display a fire alarm zone plan.





## **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 - 17<sup>th</sup> 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 in 1989 & 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.

think safe 

work safe 

home safe 