



WYG

FIRE RISK ASSESSMENT



PREMISES:	Barkla Fields
ADDRESS:	Dundalk Road Widnes WA8 8GJ
WYG REFERENCE:	HH-0001
FIRE RISK ASSESSOR:	Steve Western
FIRE RISK ASSESSMENT DATE:	21/08/2018

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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 risk assessment was undertaken by Stephen Western. He is a Graduate Member of the Institution of Fire Engineers 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 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.

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 21st August 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.

Sara Davies (Site Care Manager) was available to accompany the consultant during the inspection. Following the assessment, a verbal debrief was not carried out.

The following issues were identified:

- Fire escape and alarm signage
- Compartmentation issues
- Fire doors
- Fire extinguishers

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	Barkla Fields Dundalk Road Widnes WA8 8GJ
Responsible Person	Halton Housing
On the Premises	None
Person Consulted	Sara Davies & Chris Williams (Amethyst Support Staff)
The Competent Person(S) Appointed to Assist in Undertaking the General Fire Precautions	None Established
Use of Premises	Extra care/Independent/Supported living housing for vulnerable persons
Office Telephone Number	N/A
Date of Previous Fire Risk Assessment	25/07/2016
Enforcing Authority	Cheshire Fire & Rescue Service
Fire Warden(s)	Sara Davies
Current Enforcement Activity	No reported fires. No visits from the fire authority reported. No enforcement or alterations notices in force.
Listed Building Status	Not Listed

<p>Brief Description of Building Age and Construction</p> <p>Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution</p>	<p>Steel framed brick facade standalone property with 1st and 2nd floor timber bay window projections and some cladding areas to the front fascia's. The building was originally started in 2015 with final construction and opening in March 2016.</p> <p>50 Residential flats, one visitor flat and various store/office/entertainment rooms and kitchen area over three floors.</p> <p>The roof areas are pitched with concrete tiles.</p> <p>The window frames are UPVC, there is a single internal passenger lift and the stairwells are concrete.</p> <p><u>External areas:</u> Fenced gardens with rear and side walkways and external fenced bin holding area and plant room (adjoined to main building).</p> <p><u>Ground floor:</u> Flats, staff office, main lobby (atrium to full height), bistro/kitchen, communal lounge and 2 multi-function rooms with ancillary rooms for staff rest room, mobility scooter charging room, passenger lift and storage areas with access and egress stairs to first floor flats.</p> <p><u>First floor:</u> Residential flats, storage and cleaner's cupboards, guest bedroom, communal laundry room, switch room and access and egress (via stairs and single passenger lift).</p> <p><u>Second floor:</u> Residential flats, storage and cleaner's cupboards, switch room, assisted bathroom and access and egress (via stairs and single passenger lift).</p> <p><u>Roof void:</u> Roof hatches are secured closed. No known equipment or plant.</p>
<p>Areas Excluded from this Assessment</p>	<p>Roof void area above flats.</p> <p>Residents flats.</p>
<p>External Areas Included in Assessment</p>	<p>All areas accessed.</p>
<p>Adjacent Property Risk</p>	<p>The building is a stand-alone fenced property with open fields to the sides and rear and an entrance roadway with 6 separate bungalows.</p>

<p>Security Provision</p>	<p>There is full CCTV system throughout monitored at reception with recording facilities.</p> <p>A fob access system is installed to gain access to the buildings and various communal rooms and corridors including ground, first floor and second floor.</p> <p>Intruder alarms are installed to the external doors and fire doors.</p> <p>Visitor access is controlled by on site staff or staff office (24/7 manned).</p> <p>There are no reported incidents of unauthorised access or trespass.</p>
<p>Fire Loss Experience</p>	<p>There are no reported fires or incidents and no signs of malicious damage.</p>
<p>Occupancy Profile</p>	<p>Ci1 Occupants who are likely to be asleep.</p> <p>Individual flats without 24h maintenance and management control on site.</p>
<p>People Especially at Risk</p>	<p>Members of the public do not visit the building.</p> <p>Residents have friends and family as visitors and there is a single visitor bedroom.</p> <p>There are 10 mobility impaired customers on site.</p> <p>Disabled visitors, young persons and the elderly may access the building.</p>
<p>Maximum Number of Premises Occupants</p>	<p>No Halton Housing staff on site. Amethyst Care staff are on site from 08.00 to 18.00 5 days per week.</p> <p>Max 63 persons are resident with 15 to 20 visitors and contractors.</p> <p>Normally 1/2 person per apartment.</p>
<p>Premises Used for Sleeping</p>	<p>Yes</p>
<p>Written Fire Strategy in Place?</p>	<p>Yes</p>

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records Confirming the above are available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 with electrical switch rooms on each floor.

The fixed wiring inspection is due on 06/02/2021. There is an electrical oven, hot plate and microwave in the Bistro kitchen area.

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

1.2 Recommended Remedial Actions:
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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. Staff and customers are informed during inductions of this policy. There are external designated smoking areas with smoking bins.
Customers and their visitors can smoke within their apartments.

2.2 Recommended Remedial Actions:
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"/>

<p>3.1 Comments:</p> <p>Security access measures reduce the risk of arson. Internal and external housekeeping standards are very good. There are no reports of unauthorised access or malicious damage.</p>
<p>3.2 Recommended Remedial Actions:</p> <p>None.</p>

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Where used, positioned away from combustible materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable controls are in place to minimise the risk of igniting combustibles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heating installations are periodically inspected, tested and maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records confirming the above are available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>4.1 Comments:</p> <p>Portable heaters are not permitted in common areas. The residents may have portable heaters within their flats. This FRA does not cover the domestic dwellings but may state observations made. There are 3 portable electrical heaters which are used in common areas in the event of a power cut. These are PAT tested and kept in a locked cupboard and only used by staff.</p> <p>Residential gas boilers are serviced regularly by the Halton Housing gas safety team and there is a gas safety policy in place. The main gas valve is located externally in a separate fibreglass cupboard and is interlinked to shut off in the event of a fire alarm. Records are kept by the client.</p> <p>There is no documented policy in place for the use of portable heaters.</p>
<p>4.2 Recommended Remedial Actions:</p> <p>Ensure a documented policy is in place for the use of portable heaters.</p>

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

5.1 Comments:

Normal cooking facilities are suspected as existing within the flats. This risk assessment does not cover dwelling areas.

The Bistro (3rd party operated) located on the ground floor has its own kitchen, all equipment is electrical. No fire blanket or fire extinguishers were observed during this assessment.

5.2 Recommended Remedial Actions:

Provide a fire blanket, appropriate fire extinguishers and relevant training in their use for staff that use this facility.

6.0 LIGHTNING PROTECTION

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

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".

6.2 Recommended Remedial Actions:

None.

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:

General housekeeping standards are very good.

The waste bins are communal for all each block and are located outside away from the building fabric.

7.2 Recommended Remedial Actions:

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

8.1 Comments:

There are 2 customers on site that use oxygen atmosphere pumps to supply oxygen when they go outside. These are kept in their apartments for use when outside.

8.2 Recommended Remedial Actions:

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:

None.

9.2 Recommended Remedial Actions:

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

<p>10.1 Comments:</p> <p>There are 10 no. mobility impaired customers on site and we were informed that there is a policy in place which has been agreed with the Fire service of assistance by the Fire Brigade in the event of fire.</p> <p>There are 3 no. fire escape staircases from first and second floor levels, all are concrete constructed and within 30-minute fire enclosures.</p> <p>PEEP`s evaluations are carried out by staff annually or if there is change.</p> <p>A phased evacuation system is in place.</p>
<p>10.2 Recommended Remedial Actions:</p> <p>None.</p>

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.

The ground, first and second floor apartments all have 30-minute fire doors which lead directly onto a central corridor with escape stairwells centrally and at either end. The apartment doors appear to be in a good state of repair. There are self-closing (mag lock) fire doors along the corridors at various points that activate upon fire alarm.

The escape stairwell walls are in a good state of repair with no obvious breaches.

Suitably constructed, well-fitting fire doors are required to restrict the spread of fire and smoke, and to protect escape routes for a specified period. FD30s should be in place.

11.2 Recommended Remedial Actions:

The fire door in the ground floor multi use room does not close properly.

The fire door in the ground floor meter room has an intumescent/smoke seal strip missing.

There are missing self-closure mechanisms to the electrical switch rooms on the 1st and 2nd floor.

Ensure all the fire doors are subject to periodic inspection and test.

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

Are records confirming the above available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>12.1 Comments:</p> <p>The client is responsible for the monthly testing of emergency light test. Records are available to prove the emergency lights are tested. They were last tested July 2018.</p> <p>Emergency lighting is installed to the escape routes and stairwells.</p>
<p>12.2 Recommended Remedial Actions:</p> <p>None.</p>

13.0 FIRE EXIT SIGNS AND NOTICES

FIRE EXIT SIGNS AND NOTICES	Yes	No	N/A
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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Auto-self-closing, held open doors adequately signed?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are fire extinguisher signs sited correctly?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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).
 Fire alarm activation break glass units are installed throughout but with no appropriate signage.
 There is some fire escape signage but insufficient to direct people in the right direction or define auto closing fire doors, fire escape routes external fire exit signs or not to use the lift in the event of fire.

13.2 Recommended Remedial Actions:

There is insufficient fire escape directional and pictorial signage defining changes in direction, which route to take, auto closing fire doors, fire exit doors, fire escapes, fire extinguishers etc. Carry out a fire signage survey and provide sufficient and appropriate signage as per BS 5499.
 Provide designated signage at the passenger lift to ensure that it is not used in the event of a fire.
 Provide appropriate signage at all fire alarm break glass units as per BS 5499.

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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records confirming the above available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14.1 Comments:

An audible fire alarm test was scheduled and carried out during this assessment but no verification of full compliance with relevant British Standards was 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.

Alarm panel showing no faults and inspection and testing records were up to date at the time of assessment. Last test by KDE fire was on 23/05/2018.

A multi loop, zoned and fully addressable fire alarm system is installed throughout all common areas and automatic smoke/fire detection installed in each dwelling to BS 5839 L1 standards. The fire alarm is connected to a 3rd party monitoring station (24/7) via a Tunstall system. The fire panel is in the main reception area with a repeater panel in the caretaker's store room on the ground floor. The heads are a mixture of heat and smoke detection with the Fire service immediately informed with the activation of a heat detector. Each apartment has a smoke/heat detector in the hallway which also form part of the main fire alarm system.

The fire alarm sends notice direct to the fire warden when on duty and direct to Halton Borough Council out of hours (24/7).

14.2 Recommended Remedial Actions:

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

Are records confirming the above available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<p>15.1 Comments:</p> <p>There are minimal fire extinguishers around site with none visible in most communal areas, corridors or the Bistro kitchen (no fire blanket). A fire extinguisher survey should be carried out and any recommendations should comply with BS 5306.</p> <p>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.</p>
<p>15.2 Recommended Remedial Actions:</p> <p>Carry out a fire extinguisher survey to understand how many manual fire extinguishers are presently on site. Provide enough manual fire extinguishers as per BS 5306-8:2012.</p>

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>16.1 Comments:</p> <p>None.</p>
<p>16.2 Recommended Remedial Actions:</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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records confirming the above available for inspection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are staff aware of the location of any fixed installations, and procedures to be followed on their activation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17.1 Comments:

There are two 104mm dry risers in the stairwells on site. These are regularly tested with records held on site. Last annual pressure test was June 2018 and last visual check was December 2017.

Fire curtains are also installed in the atrium area which are activated with the fire detection system. These are tested weekly along with the fire alarm and are tested annually with the results documented.

Automatic opening smoke venting windows are located at various points on all floors. These also activate with the fire alarm and are annually maintained.

17.2 Recommended Remedial Actions:

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the current fire risk assessment kept on the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures in place for recording persons entering and leaving the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there adequate procedures for evacuation of vulnerable persons? E.g. elderly, children, or persons with restricted mobility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 Halton Housing Safety Department administer Hot Work Permits for contractors when required, documentation is available. Contractors who need to work on site provide RAMs, which are vetted and approved by the Halton Housing Safety Department prior to works being approved and allowed on site.

There is no formal emergency evacuation plan in place, but a phased evacuation system has been informally agreed with the local fire service.

18.2 Recommended Remedial Actions:

Ensure a documented emergency evacuation plan is put in place. This will entail pulling a lot of existing separate information into a single document that can be handed to the Fire Brigade on site officer which describes personnel on site requiring assistance, were they are located, location of fire doors, escape staircases, location of utility shut offs etc, details of the agreed phased evacuation plan.

19.0 TRAINING AND DRILLS

TRAINING AND DRILLS	Yes	No	N/A
Have all newly appointed staff received fire safety induction training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff been trained in fire procedures within the last 12 months?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have staff received periodical training in the use of firefighting equipment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Do fire wardens receive adequate training to enable them to fulfil their role?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are trained and familiar with the emergency plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation drills carried out at least once or preferably twice annually?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Nominated person responsible for organising staff training?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all visitors to the site given a briefing in what to do in the event of fire?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19.1 Comments:

Evacuation drills are carried out every 6 months.

The fire warden is trained in the use of hand held fire extinguishers. Refresher training in their use is required.

19.2 Recommended Remedial Actions:

Provide refresher training in the use of manual fire extinguishers for the fire warden.



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:

<p>Comments:</p> <p>None.</p>

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.

<p>Substantial (Days)</p>	<p>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.</p> <p>Considerable resources might have to be allocated to reduce the risk.</p> <p>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.</p> <p>Action should be within days.</p>
<p>Intolerable (Immediate)</p>	<p>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.</p> <p>The building or area should not be occupied until the risk has been reduced, or removed.</p> <p>Action should be immediate.</p>

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 must be reviewed by the Responsible Person regularly so as to keep it up to date and accurate and particularly if:

- **There is reason to believe a significant change in the structure or use of the building.**
- **There is a significant change in relation to the special, technical or organisational measures.**
- **Changes have taken place that have not been notified and approved by the relevant enforcing body or Fire Authority where an 'Alterations' notice is in force.**
- **There is reason to believe that an occupant is operating in breach of fire safety legislation.**

As soon as practicable after the assessment is made or reviewed, the Responsible Person must record the information prescribed where:

- **5 or more employees are employed;**




- A licence is in force in relation to the premises; or
- An alterations notice is in force.



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. Failure to review the risk assessment at a period of 12 months may mean the fire risk assessment may not be relied upon.



A review of this fire risk assessment should be undertaken by:

20/08/2019

SUMMARY OF RECOMENDED REMEDIAL ACTIONS

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
4.0	Three portable electrical heaters are in storage and used in common areas during the loss of the heating system. These are annually PAT tested.	Ensure a documented process for their use, operation and maintenance is in place. Including training for personnel in their operation and placement.	Site		Moderate		
5.0	There are no manual fire extinguishers or fire blanket in the Bistro kitchen area. The kitchen uses electrical ovens, cooking rings and microwaves.	Provide (or ensure it is provided) appropriate fire blankets, manual fire extinguishers and training in their use for staff that operate the Bistro kitchen.	Bistro kitchen		Moderate		
11.0	The self-closing fire door in the ground floor multi-use room does not close correctly.	Carry the required maintenance on this self-closing fire door to enable to close correctly.	Ground floor multi-use room		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
11.0	The fire door to the ground floor meter room has the intumescent strip/smoke seal missing.	Replace the missing intumescent strip/smoke seal and ensure that this self-closing fire door closes correctly.	Ground floor meter room		Moderate		
11.0	There are missing self-closing mechanisms to the fire doors on the 1 st and 2 nd floor electrical switch rooms.	Replace the missing self-closing mechanisms to both electrical switch rooms.	1 st and 2 nd floor switch rooms		Moderate		
11.0	Ensure all fire doors are subject to periodic inspection and testing and ensure all the results are documented.	Ensure a documented fire door inspection programme is in place and ensure that the personnel carrying out this programme are aware of the issues to look for. Ensure that all dates of inspections and findings are.	Site		Tolerable		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
13.0	<p>There is insufficient fire escape directional and pictorial signage defining changes in direction, which route to take, auto closing fire doors, fire exit doors, fire escapes etc.</p> <p>Carry out a fire signage survey and provide enough and appropriate signage as per BS 5499.</p>	Carry out a fire signage survey to define the requirements for fire escape directional signage and install as per BS 5499	Site		Moderate		
13.0	There is no signage at the passenger lift to ensure that it is not used in the event of fire.	Provide appropriate signage at the passenger lift to ensure that it is not used in the event of a fire.	Passenger lift		Moderate		
13.0	Fire alarm activation break glass units are installed throughout but with no appropriate signage.	Provide appropriate signage at all fire alarm break glass units as per BS 5499.	Site		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
15.0	There are minimal fire extinguishers around site with none visible in most communal areas, corridors or the Bistro kitchen (no fire blanket). A fire extinguisher survey should be carried out and any recommendations should comply with BS 8214.	Carry out a fire extinguisher survey to understand how many manual fire extinguishers are presently on site. Provide enough manual fire extinguishers as per BS 5306-8:2000.	Site		Moderate		
18.0	There is no formal documented evacuation plan in place.	Ensure that a formal documented evacuation plan is put in place.			Moderate		
19.0	There is presently only 1 fire warden on site whose manual fire extinguisher training was carried out 18 months ago.	Provide refresher training in the use of manual fire extinguisher use for the fire warden.	Fire warden		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:

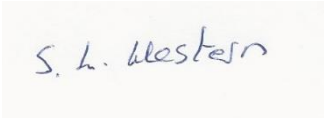

Negligible

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:	Steve Western	Mark Jones
Title:	Fire Risk Assessor	Validator
Date:	24/08/2018	05/09/2018

APPENDIX A

PLANS AND PHOTOGRAPHS



External bin storage



Boiler house



Rear of property



Fire curtains in atrium



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 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 