WYG

FIRE RISK ASSESSMENT

PREMISES:	**Brennan Lodge**
ADDRESS:	**Albert Road Widnes WA8 6LG**
WYG REFERENCE:	**A110287**
FIRE RISK ASSESSOR:	**Steve Western**
FIRE RISK ASSESSMENT DATE:	**18/09/2018**

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creative minds safe hands

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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 18th September 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.

Alan Lane (maintenance) 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 alarm exit and lift signage.
- Fire warden training.
- Fire doors
- Portable heater policy
- Means of escape

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	Brennan Lodge Albert Road Widnes WA8 6LG
Responsible Person	Halton Housing
On the Premises	None
Person Consulted	Alan Lane (Maintenance)
The Competent Person(S) Appointed to Assist in Undertaking the General Fire Precautions	WYG Management Services Ltd
Use of Premises	Homeless Hostel
Office Telephone Number	N/A
Date of Previous Fire Risk Assessment	19th June 2017
Enforcing Authority	Cheshire Fire & Rescue Service
Fire Warden(s)	Alan Lane
Current Enforcement Activity	None
Listed Building Status	Not Listed

<table>
<tr>
<td>Brief Description of Building Age and Construction

Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution</td>
<td>Steel framed brick/render faced standalone property with a pitched roof in an `L` shaped configuration. The building was constructed in 2015 for the Salvation Army as homeless housing. There are 39 one-bedroom private dwellings. 36 bedsits with en-suite and cooking facilities and 3 ground floor dwellings (no cooking facilities) with a shared kitchen plus various offices/communal/meeting/storage rooms over 2.5 floors.
The roof is pitched with concrete tiles and the window frames, guttering, soffits and barge boards are UPVC and there is a single internal passenger lift. Both stairwells are concrete with plasterboard walls with 30-minute fire separation from the main corridors.
<table>
<tr><td>External areas:</td><td>Fenced small grassed areas to both sides with walkways and rear gated car park area. Internally separated bin holding area and adjacent plant room.</td></tr>
<tr><td>Ground floor:</td><td>Residential dwellings (1 to 9), communal room, bin storage area, store rooms, offices, reception, laundry and toilets with passenger lift and access and egress to the upper floors.</td></tr>
<tr><td>First floor:</td><td>Residential dwellings (10 to 27) with passenger lift and access and egress stairs to first floor and lower ground floor.</td></tr>
<tr><td>Second floor:</td><td>Residential dwellings, storage and cleaner’s cupboards and passenger lift with access and egress stairs to first floor.</td></tr>
<tr><td>Roof void:</td><td>Roof hatches are secured closed. No known equipment or plant.</td></tr>
</table>
</td>
</tr>
<tr><td>Areas Excluded from this Assessment</td><td>Roof void area above flats.
Residents flats.</td></tr>
<tr><td>External Areas Included in Assessment</td><td>All areas accessed.</td></tr>
<tr><td>Adjacent Property Risk</td><td>Two storey shops 6m to the north east, an open car park area to the south west and public roadways to the north and south.</td></tr>
</table>

Security Provision	There is full digital CCTV system throughout monitored in the staff office area with recording facilities. A fob access system is installed to gain access to the building with gated access to the rear. Fob and key access to all internal rooms and dwellings with 24/7 staff. Intruder alarms are installed to the external doors and fire doors. Visitor access is controlled by staff. This is a permanently staffed site. There are no reported incidents of unauthorised access or trespass.
Fire Loss Experience	There are no reported fires or incidents with some signs of malicious damage internally to fire doors.
Occupancy Profile	Occupants who are likely to be asleep, heavily medicated or under the influence of drugs/alcohol.
People Especially at Risk	Members of the public can visit the building and residents occasionally have friends and family as visitors. There is 1 mobility impaired customer on site. Disabled visitors, young persons and the elderly may access the building.
Maximum Number of Premises Occupants	Creative support staff are permanently based on site 24/7, with a minimum of 2 during the day and 2 patrolling at night. Max 39 persons are resident with possibly 8 to 10 visitors and contractors. Normally 1 person per apartment and 2 to 4 staff.
Premises Used for Sleeping	Yes
Written Fire Strategy in Place?	Yes

1.0 ELECTRICAL SOURCES OF IGNITION

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

1.1 Comments:

BS 7671 Wiring Regulations

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

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

Residents apartments did not form part of this fire risk assessment, but it is understood that 36 of the 39 apartments have their own cooking facilities.

The main electric switchboard is located on the ground floor in the plant room.

The fixed wiring inspection is due in 2020 as the building was constructed in 2015. There is an electrical oven and hot plate in each dwelling (36 of) and electrical oven, hotplate, dishwasher, fridge and microwave in the communal kitchen.

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?	☒	☐	☐
If smoking is allowed, are adequate facilities provided in a suitable area?	☒	☐	☐
Information and/or signage prominently displayed?	☒	☐	☐
Smoking evidenced outside designated areas?	☐	☒	☐

2.1 Comments: There are no smoking signs in the communal areas. 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 and there is a designated smoking area in the rear car park.
2.2 Recommended Remedial Actions: None.

3.0 ARSON

ARSON	**Yes**	**No**	**N/A**
Measures for prevention of arson in place (security)?	☒	☐	☐
Suitable control and management of combustible storage close to buildings?	☒	☐	☐

History of arson at the building or surrounding area?	☐	☒	☐

3.1 Comments:

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.

3.2 Recommended Remedial Actions:

None.

4.0 PORTABLE HEATERS & HEATING INSTALLATIONS

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

4.1 Comments:

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. Some portable electrical fan heaters are stored off site, and are used in common areas in the event of a power cut. This is a standby option and has not been utilised yet. They are new units and will be PAT tested when 12 months old. PAT testing is carried out by a qualified member of staff.

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 in the adjacent plant room and is interlinked to shut off in the event of a fire alarm. Records are kept by the client.

There is no documented policy in place for the use of portable heaters.
4.2 Recommended Remedial Actions: Ensure a documented policy is in place for the use of portable heaters.

5.0 COOKING

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

5.1 Comments: Normal cooking facilities are suspected as existing within the flats. This risk assessment does not cover dwelling areas. The communal kitchen is located on the ground floor, all equipment is electrical. A fire blanket and fire extinguishers were observed during this assessment.
5.2 Recommended Remedial Actions: Provide up to date training in the use of fire extinguishers and fire blankets for all staff.

6.0 LIGHTNING PROTECTION

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

6.1 Comments:

It is a British and European Standards requirement that all lightning protection systems are tested and inspected annually. The Standard (*BS EN 62305-1:2006 Protection Against Lightning: General Principles*) states that "tests should be repeated at fixed intervals preferably not exceeding 12 months".

Lightning protection is not installed at this facility.

6.2 Recommended Remedial Actions:

None.

7.0 HOUSEKEEPING

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

7.1 Comments: General housekeeping standards are very good. The waste bins are in a single fire separated room at ground floor adjacent to the plant room.
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?	☐	☒	☐
Is a DSEAR risk assessment required or in place?	☐	☒	☐

8.1 Comments: Small quantities of cleaning fluids are kept in the locked cleaner's cupboard.
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?	☒	☐	☐
Are there any additional significant Fire Hazards?	☐	☒	☐

9.1 Comments: There is a communal kitchen located on the ground floor. It contains electrical oven, hot plates, microwave, dishwasher and fridges.
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?	☒	☐	☐
Can all occupants use the escape routes?	☒	☐	☐
Are all travel distances acceptable?	☒	☐	☐
Are dead end situations satisfactory regarding travel distance and fire protection?	☒	☐	☐
Are evacuation routes clearly signed, unobstructed and free from combustibles?	☒	☐	☐
Sufficient number of exits of suitable width for building occupancy load?	☒	☐	☐
Where the building has alternative internal escape staircases, are the staircases adequately separated?	☒	☐	☐
Are all the final exits unlocked when the premises are in use?	☒	☐	☐
Are all the escape routes adequately illuminated?	☒	☐	☐
Final exits lead to a place of safety clear of the building?	☒	☐	☐

Does the building/premises appear to be compliant with regulations concerning access and egress for mobility impaired persons?	☐	☒	☐
Are refuge points provided, suitably equipped, and available for use?	☒	☐	☐
Reasonable arrangements are in place for mobility impaired persons to leave the premises safely in the event of fire – GEEP's & PEEP's – suitable evacuation aids provided?	☐	☒	☐

10.1 Comments:

There is one 1 mobility impaired customer on site at present but there is capacity for 3 on the ground floor. At present it does not appear as if the external fire exit landing for this area (should be no less than 900mm) on the ground floor for mobility impaired customers is adequate for turning through 90 degrees down the ramp.

There are 2 no. fire escape staircases from first and second floor levels, all are concrete stairs with plasterboard walls 30-minute fire enclosures.

PEEP`s evaluations are carried out by staff annually or if there is change in circumstances.

A full evacuation system is in place.

10.2 Recommended Remedial Actions:

Clarify that the ground floor fire exit for mobility impaired customers is adequate for the turning of wheelchairs through 90 degrees upon exit.

11.0 MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT	Yes	No	N/A
Does the compartmentation, where visible, appear to be of reasonable standard?	☐	☒	☐
Linings of materials that may contribute to fire spread are limited or specially treated?	☒	☐	☐

Fire dampers as far as can be reasonably ascertained, are provided to protect critical means of escape?	☐	☐	☒
Are installations and equipment periodically inspected, tested and maintained?	☒	☐	☐
Are all fire doors self-closing or kept locked shut and fitted with smoke seals and intumescing strips where required?	☒	☐	☐

11.1 Comments:

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

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

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

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

The dwellings all have 30-minute fire doors which lead directly onto a central corridor with escape stairwells centrally and at one end of the `L` shaped building. A section of fire doors in communal areas dwellings and through hallways was inspected and all were found to be damaged, or have dropped creating excessive gaps between the doors and frame (2 to 4mm allowed) for the intumescent/smoke seals. Some of the gaps were more than 12mm. The fire doors along the corridors are closed and only openable with a fob or each has a `break to open in fire button. This is for security reasons. The gap beneath the external fire doors of the refuse room is more than 15mm. Excessive gaps will impair the operation of the intumescent strip/smoke seal.

Some of the self-closing mechanisms have been fitted incorrectly and are pulling the surrounding architrave off when opened, some are not closing correctly.

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:

Carry out a fire door survey throughout the building, list all faults found, rectify and ensure a documented process is in place to regularly check (6 monthly) all fire doors and report faults for rectification. Also ensure the personnel carrying out this survey are trained in what to look for.

Various fire doors across site were found to have excessive gaps between the door and frames due to damaged, dropped doors. Check all fire doors on site and repair or replace any damaged doors/frames and those with surrounding top and side gaps more than 2 to 4 mm. Replace the damaged fire doors in the communal lounge, external doors to bin store and external fire door at ground level adjacent to the lift.

12.0 EMERGENCY ESCAPE LIGHTING

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

12.1 Comments: 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 30/08/2018. Emergency lighting is installed to the escape routes and stairwells.
12.2 Recommended Remedial Actions: None.

13.0 FIRE EXIT SIGNS AND NOTICES

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

13.1 Comments:

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

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

Fire alarm activation break glass units are installed throughout but with no appropriate signage.

There is no signage indicating that the lift should not be used in the event of fire.

Emergency lighting is installed to the escape routes and stairwells but not illuminated over the final fire exit routes in areas of low light.

13.2 Recommended Remedial Actions:

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.

Install Illuminated fire exit signs over the fire escape doors in areas of low light as per BSEN 18:38.

14.0 MEANS OF GIVING WARNING IN CASE OF FIRE

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

14.1 Comments:

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 24/11/2017.

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 standard. 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 (manned 24/7). 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?	☒	☐	☐
Fire Blankets conform to BS1869?	☒	☐	☐
Overall there appears to be adequate type & number for the premises & risks?	☒	☐	☐
Are extinguishers fixed in position – brackets or stands?	☒	☐	☐
Is fire extinguisher signage appropriate for extinguisher in place?	☒	☐	☐
Equipment is periodically inspected, tested and maintained?	☒	☐	☐
Are records confirming the above available?	☒	☐	☐

15.1 Comments:

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. Last test 30/08/2018.

Fire blankets are installed in all dwellings.

15.2 Recommended Remedial Actions:

None.

16.0 AUTOMATIC FIRE EXTINGUISHING SYSTEMS

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

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

17.0 OTHER FIXED FIRE SAFETY SYSTEMS AND EQUIPMENT

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

17.1 Comments: None.

17.2 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?	☒	☐	☐
Is a copy of the current fire risk assessment kept on the premises?	☒	☐	☐
Suitable arrangements in place to review the fire risk assessments?	☒	☐	☐
Are fire procedures in place and documented? (Fire Safety File)	☒	☐	☐
Are there suitable arrangements for calling meeting and providing relevant information to the fire service?	☒	☐	☐
Are there suitable fire assembly points?	☒	☐	☐
Are procedures in place for recording persons entering and leaving the premises?	☒	☐	☐
Are procedures in place for the signing in, provision of fire safety information and supervision of visitors and members of the public?	☒	☐	☐
Are there adequate procedures for evacuation of vulnerable persons? E.g. elderly, children, or persons with restricted mobility?	☒	☐	☐
Are appropriate control procedures in place to control contractors, such as hot works permit and fire safety evacuation knowledge?	☒	☐	☐
Are procedures in place to ensure coordination and communication between tenants/landlord regarding fire safety?	☒	☐	☐

18.1 Comments

The Halton Housing safety department administer Hot Work Permits and other 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 all customers exit on activation of the fire alarm.

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

19.1 Comments:

Fire evacuation drills are carried out quarterly due to regular resident changes. The last drill was 23/08/2018.

The person trained in the role of fire warden has not had refresher training for over 2.5 years.

19.2 Recommended Remedial Actions:

Update the existing fire wardens' training and ensure an adequate number of staff area trained as fire wardens to cover all shifts. Ensure refresher training is carried out every 2 years and all training documented.

CONCLUSION

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

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

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

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

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

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

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

RISK MATRIX

RISK ASSESSMENT GRADINGS AND METHODOLOGY

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

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

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

Low ☐ Medium ☐ High ☒

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

Low: Unusually low likelihood of fire as a result of negligible potential sources of ignition.

Medium: Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High: Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☐ Moderate Harm ☒ Extreme Harm ☐

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

Slight Harm: Outbreak of fire unlikely to result in serious injury or death of any occupant

Moderate Harm: Outbreak of fire could foreseeably result in injury (including serious injury) of one or

more occupants, but it is unlikely to involve multiple fatalities.

Extreme Harm: Significant potential for serious injury or death of one or more occupants.

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

Negligible ☐ Tolerable ☐ Moderate ☐ Substantial ☒

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

Comments:
Due to damaged and ill-fitting fire doors in various areas across site the fire integrity (compartmentation) is compromised.

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

Risk level	Action and timescale
Negligible	No action is required other than to maintain existing standards. The action recommended should improve fire safety arrangements.
Tolerable (Months)	A situation exists where accidents or property damage is possible. Taking action should ensure conformance with legislation. An acceptable risk if appropriate controls are in place, but must remain under regular review. **Action and or review within months.**
Moderate (Weeks)	It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period. **Action should be within weeks.**

Substantial (Days)	It is considered a contravention of legislation which may lead to serious injury exists. Enforcing authorities may serve an enforcement notice, and or take legal proceedings. Considerable resources might have to be allocated to reduce the risk. If the building is occupied, urgent action should be taken to reduce the risk, and consideration given to vacating the building or area until the risk has been removed or adequately reduced. **Action should be within days.**
Intolerable (Immediate)	It is considered a contravention serious enough to result in injury or loss of life is present, and likely to result in prohibition or legal proceedings by the enforcing authority. The building or area should not be occupied until the risk has been reduced, or removed. **Action should be immediate.**

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

The Fire Risk Assessment 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.

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

14/08/2019.

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	Portable electrical fan heaters are stored off site and will be used in common areas in the event of a power cut. This is a standby option and has not been utilised yet. They are new units and will be PAT tested when 12 months old. There is no policy in place for the use of portable heaters.	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	The communal kitchen is located on the ground floor, all equipment is electrical. A fire blanket and fire extinguishers are in place but the customers using this area have no training.	Provide training in the use of manual fire extinguishers for staff to ensure someone with adequate training is on site should a fire occur in that area.	Site		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
10.0	There are 1 mobility impaired customers on site at present but there is capacity for 3 on the ground floor. At present it does not appear as if the fire exit landing on the ground floor for mobility impaired customers is adequate for turning through 90 degrees down the ramp.	Clarify that the ground floor fire exit for mobility impaired customers is adequate for the turning of wheelchairs through 90 degrees upon exit.	Ground floor		Moderate		
11.0	Fire doors at various locations across site were found to be damaged and with excessive top and side gaps. There was no system in place for auditing the fire doors on a regular basis.	Carry out a fire door survey throughout the building, list all faults found, rectify and ensure a documented process is in place to regularly check (6 monthly) all fire doors and report faults for rectification. Also ensure the personnel carrying out this survey are trained in what to look for.	Site		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
11.0	A section of fire doors in communal areas dwellings and through hallways was inspected and all were found to be damaged or have moved creating excessive gaps between the doors and frame (2 to 4mm allowed) for the intumescent/smoke seals. Some of the gaps were more than 12mm. Fire compartmentation has been compromised.	Check all fire doors on site and repair or replace any damaged doors/frames and those with surrounding top and side gaps more than 2 to 4 mm.	Site		Substantial		
11.0	Some of the fire doors were found to be damaged and self-closing mechanisms incorrectly fitted which are pulling the architrave off.	Replace the damaged fire doors in the communal lounge, external doors to bin store and external fire door at ground level adjacent to the lift. Replace/refit all incorrectly fitted self-closing mechanisms across site on all fire doors	Site & various areas		Substantial		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
13.0	Emergency lighting is installed to the escape routes and stairwells but not illuminated over the final fire exit routes in areas of low light.	Install Illuminated fire exit signs over the fire escape doors in areas of low light as per BSEN 18:38.	Final exit fire doors		Moderate		
13.0	There is no signage at the passenger lift to ensure that it is not used in the event of fire.	Provide adequate 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.	Fire alarm break glass units		Moderate		

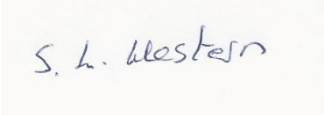
Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
18.0	There is no formal emergency evacuation plan in place, but all customers exit on activation of the fire alarm.	Ensure a documented emergency 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.	Site		Moderate		
19.0	The person trained in the role of fire warden has not had refresher training for over 2.5 years.	Update the existing fire wardens' training and ensure an adequate number of staff area trained as fire wardens to cover all shifts. Ensure refresher training is carried out every 2 years and all training documented.	Site		Moderate		

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

Negligible ☐ Tolerable ☒

SIGNATURE PAGE

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

	RISK ASSESSOR	VALIDATOR
Signature:		
Name:	Steve Western	Mark Jones
Title:	Fire Risk Assessor	Validator
Date:	21/09/2018	02/10/2018

APPENDIX A

PLANS AND PHOTOGRAPHS


Typical kitchen in a dwelling


Internal face of 1 of 3 doors with external key locking. Thumbwheel opening internally.

APPENDIX B

SUPPORTING DOCUMENTATION

APPENDIX C

TEMPORARY VARIATIONS TO THE CURRENT RISK ASSESSMENT

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

BIBLIOGRAPHY & DOCUMENT REFERENCES

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

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