



WYG

FIRE RISK ASSESSMENT



PREMISES:	Queens Close
ADDRESS:	Runcorn Cheshire WA7 4PF
WYG REFERENCE:	A110287
FIRE RISK ASSESSOR:	Grant Barker MIFSM GIFireE
FIRE RISK ASSESSMENT DATE:	22nd October 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 Fire Risk Assessment was undertaken by Grant Barker. He is an Institution of Fire Engineers registered fire risk assessor, a Member of the Institute of Fire Safety Managers (MIFSM) and a Graduate of the Institution of Fire Engineers (GIFireE). Grant is a former Fire and Rescue Service Training Officer at Manchester Airport and was trained in Fire Risk Assessment techniques and processes by Lancashire Fire and Rescue Service.

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

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

METHODOLOGY

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

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



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



EXECUTIVE SUMMARY

On the 22nd October 2018, a Fire Risk Assessment was carried out on the above premises.

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

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

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

The following issues were identified:

- Omission of 'no smoking' sign.
- Omission of evidence of 5 year fixed electrical testing.
- Combustible items stored within higher fire risk room.
- Minor and moderate fire compartment breaches.
- Low fire resistance door to fitted to higher fire risk room.
- Overdue monthly emergency lighting tests.
- Omission of annual testing certification for the emergency lighting system.
- Omission of fire alarm zone plan.
- Overdue weekly fire alarm system tests.
- Omission of annual testing certification for the fire alarm system.

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

FIRE RISK ASSESSMENT

Premises Name & Address	Queens Close Runcorn Cheshire WA7 4PF
Responsible Person	Halton Housing.
On the Premises	None (there is not normally a staff presence).
Person Consulted	None (there is not normally a staff presence).
The Competent Person(s) Appointed to Assist in Undertaking the General Fire Precautions	WYG Management Services Ltd.
Use of Premises	Communal facility for residents.
Office Telephone Number	0303 333 101 (switchboard).
Date of Previous Fire Risk Assessment	Not known.
Enforcing Authority	Cheshire Fire and Rescue Service.
Fire Warden(s)	Not required within this type of occupancy.
Current Enforcement Activity	None known to the assessor at the time of the Fire Risk Assessment.
Listed Building Status	The premises do not have listed building status.
Brief Description of Building Age and Construction Floors, lifts, size of building, stairs, construction, use, evacuation policy, fire engineered solution	The building is a two-storey purpose-built communal facility for residents and is of traditional masonry construction. There is a flat above but there is separate access to this. It is thought that the premises were originally constructed in the mid-1950s and modernised more recently. The ground floor is of concrete construction, the first floor appears to be timber joists and floor boards. There are no internal stairways and two exit doors (front and rear access to the garden). There are no passenger lifts. There is a pitched tiled roof.

Areas Excluded from this Assessment	The roof void, the meeting room marked 'House of memories' and the flats above (no key supplied).
External Areas Included in Assessment	Footpaths and general external access areas.
Adjacent Property Risk	The premises are terraced (linked to single storey dwellings).
Security Provision	Key fob entry for residents.
Fire Loss Experience	None known to the assessor at the time of the Fire Risk Assessment.
Occupancy Profile	A2 (Occupants who are awake and are familiar with the building) with a medium fire load present (e.g. furniture etc).
People Especially at Risk	Residents of the neighbouring dwellings. Amongst which may be (in line with the general population) elderly persons, young persons and children.
Maximum Number of Premises Occupants	There are no Halton Housing staff permanently on site. Estimated to be a maximum of 30 residents during special events.
Premises Used for Sleeping	No.
Written Fire Strategy in Place?	Advice to residents is provided via a fire action notice in the corridor area.

1.0 ELECTRICAL SOURCES OF IGNITION

ELECTRICAL SOURCES OF IGNITION	Yes	No	N/A
Are electrical circuits and fixed electrical installations examined and tested by a competent person in accordance with the IEE Regulations?	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Records confirming the above are available?	<input type="checkbox"/>	<input checked="" 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.

There are portable electrical items within the premises, and PAT testing had been carried out within the last 12 months.

Information regarding the status of the testing of the fixed electrical systems in the common areas was not available (no labelling on the distribution board was present or certification).

1.2 Remedial Actions Required:

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

2.0 SMOKING

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

2.1 Comments:

Smoking is not permitted within the premises.

No evidence was observed that this policy was being broken.

A no smoking sign is not displayed in the premises.

2.2 Remedial Actions Required:

Display a 'no smoking' sign close to the main entrance.

3.0 ARSON

ARSON	Yes	No	N/A
Measures for prevention of arson in place (security)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Suitable control and management of combustible storage close to buildings?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
History of arson at the building or surrounding area?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3.1 Comments:

The main entrance door is provided with key fob entry for residents.

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

Waste is stored in external bins away from the premises.

3.2 Remedial Actions Required:

None.

4.0 PORTABLE HEATERS & HEATING INSTALLATIONS

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

4.1 Comments:

There were no portable heating appliances present at the time of the Fire Risk Assessment.

There were no records available for the annual testing/inspection of the gas boiler.

4.2 Remedial Actions Required:

If not already done so, perform the annual test/inspection of the gas boiler.

5.0 COOKING

COOKING	Yes	No	N/A
Reasonable measures are taken to prevent fires from the use of cooking facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Installations and equipment are periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Appropriate fixed or portable firefighting equipment is available for use?	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5.1 Comments:

There is a kitchen provided within the premises. An electric cooker is provided.

5.2 Remedial Actions Required:

None.

6.0 LIGHTNING PROTECTION

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

6.1 Comments:

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

The premises are a similar height to the other structures within the surrounding area and the assessor considers that the risk is currently tolerable.

6.2 Remedial Actions Required:

None.

7.0 HOUSEKEEPING

HOUSEKEEPING	Yes	No	N/A
Is the overall standard of housekeeping acceptable?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Storage & waste arrangements are well managed?	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

7.1 Comments:

Combustible items are being stored in the boiler room.

7.2 Remedial Actions Required:

Relocate the combustible items to a more suitable location, away from direct contact with ignition sources.

8.0 DANGEROUS OR FLAMMABLE SUBSTANCES

DANGEROUS OR FLAMMABLE SUBSTANCES	Yes	No	N/A
Are significant quantities of hazardous substances on site?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is a DSEAR risk assessment required or in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

8.1 Comments:

There were no hazardous substances within the common areas or in close proximity to the premises.

8.2 Remedial Actions Required:

None.

9.0 ADDITIONAL SIGNIFICANT FIRE HAZARDS OR PROCESS RISKS

ADDITIONAL SIGNIFICANT FIRE HAZARDS OR PROCESS RISKS	Yes	No	N/A
Are there any process risks?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any additional significant Fire Hazards?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

9.1 Comments:

There were no process risk or additional significant fire hazards within or in close proximity to the building.

9.2 Remedial Actions Required:

None.

10.0 MEANS OF ESCAPE FROM FIRE

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

10.1 Comments:

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

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

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

PEEPs are not required in this type of occupancy.

Emergency lighting has been provided.

The rear fire exit door (kitchen) was found to be locked whilst the building was occupied.

The door currently provided on the boiler room is of low fire resistance. A low risk observation due to the comprehensive fire alarm coverage.

10.2 Remedial Actions Required:

Ensure that there is a policy in place that the kitchen fire exit door is opened prior to the premises coming in to use.

Replace the internal key lock with a suitably signed thumb-turn lock.

Replace the door on the boiler room with a FD30s fire door.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linings of materials that may contribute to fire spread are limited or specially treated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire dampers as far as can be reasonably ascertained, are provided to protect critical means of escape?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are installations and equipment periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are all fire doors self-closing or kept locked shut and fitted with smoke seals and intumescent strips where required?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11.1 Comments:

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

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

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

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

There are no fire dampers present and none are required.

Due to the size of the premises and the presence of comprehensive automatic fire detection, self-closing fire doors are not required on every room.

There are small holes present in the gas meter room ceiling.

The timber stairway to the first floor flat above should be underdrawn with fire resistant plasterboard.

11.2 Remedial Actions Required:

Repair the small holes present in the gas meter room ceiling to a 30-minute fire resisting standard.

The timber stairway to the first floor flat above should be underdrawn with fire resistant plasterboard to a 30-minute fire resisting standard.

12.0 EMERGENCY ESCAPE LIGHTING

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

12.1 Comments:

Emergency lighting has been provided.

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

The monthly testing of emergency lighting appears to be overdue.

There are were no records available for the annual test/inspection of the emergency lighting system.

12.2 Remedial Actions Required:

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

Recommence monthly emergency lighting testing and record the result.

13.0 FIRE EXIT SIGNS AND NOTICES

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire escape routes and fire exits provided with illuminated signs, which are part of the emergency lighting system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are all fire doors and final exit doors provided with the appropriate signage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Auto-self-closing, held open doors adequately signed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are fire extinguisher signs sited correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are fire/evacuation plans displayed and available for use in the premises?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire action notices (FANs) prominently displayed in a consistent format and fixed position throughout the building?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13.1 Comments:

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

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

Emergency lighting has been provided.

13.2 Remedial Actions Required:

None.

14.0 MEANS OF GIVING WARNING IN CASE OF FIRE

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

14.1 Comments:

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

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

Alarm panel showing no faults at the time of assessment.

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

There were no records available for the weekly testing of the fire alarm system provided.

14.2 Remedial Actions Required:

Provide a zone plan close to the fire alarm panel.

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

If not already done so, perform weekly testing of the fire alarm system and record the results.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall there appears to be adequate type & number for the premises & risks?	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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"/>

15.1 Comments:

There are fire extinguishers installed within the premises.

Local labelling on the extinguisher bodies indicated that the annual service/inspection had been completed within the last 12 months.

15.2 Remedial Actions Required:

None.

16.0 AUTOMATIC FIRE EXTINGUISHING SYSTEMS

AUTOMATIC FIRE EXTINGUISHING SYSTEMS	Yes	No	N/A
Details of relevant equipment of installations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installations and equipment is periodically inspected, tested and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are records confirming the above available for inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

16.1 Comments:

No automatic fire extinguishing systems are provided and none are required.

16.2 Remedial Actions Required:

None.

17.0 OTHER FIXED FIRE SAFETY SYSTEMS AND EQUIPMENT

OTHER FIXED FIRE SAFETY SYSTEMS AND EQUIPMENT	Yes	No	N/A
Details of safety systems and equipment – type, location, purpose if known?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Installations and equipment is/are 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"/>
Are staff aware of the location of any fixed installations, and procedures to be followed on their activation?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

17.1 Comments:

None.

17.2 Remedial Actions Required:

None.

18.0 MANAGEMENT OF FIRE SAFETY

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

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

18.1 Comments:

The fire evacuation procedure for the premises is a single stage total evacuation procedure.
Contractors are controlled by Halton Housing, which should include any hot work performed.
Fire action notices are provided within the corridor.

18.2 Remedial Actions Required:

None.

19.0 TRAINING AND DRILLS

TRAINING AND DRILLS	Yes	No	N/A
Have all newly appointed staff received fire safety induction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have staff been trained in fire procedures within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have staff received periodical training in the use of firefighting equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

19.1 Comments:

There are no staff normally on-site.

As the premises is only occupied by local residents using the laundry etc, fire drills are not appropriate.

Contractors are administered by Halton Housings representatives.

19.2 Remedial Actions Required:

None.



CONCLUSION

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

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

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

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

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

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

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

RISK MATRIX

RISK ASSESSMENT GRADINGS AND METHODOLOGY

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

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

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

Low ☐

Medium ☒

High ☐

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

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

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

Slight Harm ☐

Moderate Harm ☒

Extreme Harm ☐

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

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

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

Negligible ☐

Tolerable ☐

Moderate ☒

Substantial ☐

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

Comments:

The assessor has carried out the Fire Risk Assessment by comparing the premises against the recommended benchmarks within the DCLG Guide 'Fire safety risk assessment in small and medium places of assembly' and found some deviations from the benchmarks set (mainly in respect of locked fire exit doors).

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)	<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>
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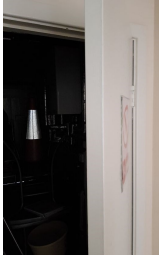

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following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


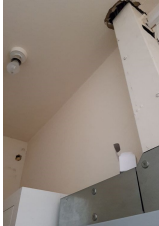

The fire risk assessment should be reviewed on:

22/10/2019


SUMMARY OF REMEDIAL ACTIONS REQUIRED

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
1.0	There was no information available on-site regarding the status of the testing of the fixed wiring.	Clarify if a fixed wiring test has been performed. If not, carry one out and rectify any remedial items identified.	The fixed wiring system.		Moderate		
2.0	A no smoking sign is not displayed.	Display a 'no smoking' sign close to the main entrance.	Close to the main entrance.		Tolerable		
4.0	There were no records available for the annual testing/inspection of the gas boiler.	If not already done so, perform the annual test/inspection.	The gas boiler.		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
7.0	Combustible items are being stored in the boiler room.	Relocate the combustible items to a more suitable location, away from direct contact with ignition sources.	The boiler room.		Moderate		
11.0	The door currently provided on the boiler room is of low fire resistance. A low risk observation due to the comprehensive fire alarm coverage.	Replace the door on the boiler room with a FD30s fire door.	The boiler room.		Negligible		
11.0	The rear fire exit door (kitchen) was found to be locked whilst the building was occupied.	Ensure that there is a policy in place that the kitchen fire exit door is opened prior to the premises coming in to use.	The kitchen fire exit door.		Substantial		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
11.0	The rear fire exit door (kitchen) was found to be locked whilst the building was occupied.	Replace the internal key lock with a suitably signed thumb-turn lock.	The kitchen fire exit door.		Moderate		
11.0	There are small holes present in the gas meter room ceiling and there is a flat above.	Repair the small holes to a 30-minute fire resisting standard.	The gas meter room ceiling.		Tolerable		
11.0	The timber stairway to the first floor flat above has exposed timber present.	Underdraw with fire resistant plasterboard to a 30-minute fire resisting standard.	The timber stairway in the gas meter room.		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
12.0	There were no records available for the annual testing/inspection of the emergency lighting system. A low risk observation as it is unlikely that emergency lighting is required.	If not already done so, perform the annual test/inspection of the emergency lighting system.	The emergency lighting system.		Negligible		
12.0	There were no records available for the monthly testing of the emergency lighting system. A low risk observation as it is unlikely that emergency lighting is required.	If not already done so, perform monthly testing of the emergency lighting system and record the results.	The emergency lighting system.		Negligible		
14.0	There were no records available for the annual testing/inspection of the fire alarm system provided.	If not already done so, perform the annual test/inspection of the fire alarm system.	The fire alarm system.		Moderate		

Section Number	Significant Findings	Remedial Actions / Recommendations	Location (s)	Photograph for Reference	Risk Rating	Actioned By (Client)	Signature & Role
14.0	There were no records available for the weekly testing of the fire alarm system provided.	If not already done so, perform weekly testing of the fire alarm system and record the results.	The fire alarm system.		Moderate		
14.0	BS5839-1:2013 states that zone plans are required on every system of any size and should also be noted as a major non-compliance during routine maintenance, when they are not displayed on existing installations.	Display a fire alarm zone plan.	Near to the fire alarm panel.		Tolerable		



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

Negligible ☐

Tolerable ☒

SIGNATURE PAGE

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

	RISK ASSESSOR	VALIDATOR
Signature:		
Name:	Grant Barker	Mark Jones
Title:	Fire Risk Assessor	Validator
Date:	24/10/2018	25/10/2018

APPENDIX A

PLANS AND PHOTOGRAPHS



No.1 Display a 'no smoking' sign close to the main entrance.



No.2 Relocate the combustible items to a more suitable location, away from direct contact with ignition sources.



No.3 Replace the door on the boiler room with a FD30s fire door.



No.4 Ensure that there is a policy in place that the kitchen fire exit door is opened prior to the premises coming in to use.



No.5 Replace the internal key lock with a suitably signed thumb-turn lock.



No.6 Repair the small holes to a 30-minute fire resisting standard.



No.7 Underdraw with fire resistant plasterboard to a 30-minute fire resisting standard.



No.8 Display a fire alarm zone plan.



APPENDIX B

SUPPORTING DOCUMENTATION



APPENDIX C

TEMPORARY VARIATIONS TO THE CURRENT RISK ASSESSMENT

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

BIBLIOGRAPHY & DOCUMENT REFERENCES

1. Regulatory Reform (Fire Safety) Order 2005
2. Publicly Available Specification 79 (PAS79)
3. Management of Health and Safety at Work Regulations 1999
4. BS 7671 Wiring Regulations - 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

