



# Fire Risk Assessment

Greenwood House



HS.F.119 (rev03)

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# Fire Risk Assessment

## 1 Premises particulars

**Premises name:** Greenwood House

**Use of premises:** Domestic dwellings

**Address:** George Street, Wakefield

**Owner / employer/ person in control of the workplace:**

**Phone No:** 07786028581

Kevin Dodd, Chief Executive, WDH

**Date of Risk Assessment:**

May 2018

**Date of Review:**

May 2019

**Name and relevant details of the person who carried out the Fire Risk Assessment:**

Daniel Boardman, Property Compliance Manager CMIOSH

## 2 General statement of policy

### Statement

Good health and safety is integral to good management. We aim to make sure that it continues to be part of the culture of WDH. Employees should have health, safety and welfare objectives agreed with managers and throughout WDH.

We recognise that complying with the Health and Safety at Work Act 1974, and the regulations made under it, is a legal duty, not a matter of choice. Our policy should exceed the minimum requirements of the law where possible and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place that will allow us to maintain, monitor and continuously improve safety performance. Included in these systems will be the means to allow communication and consultation on health and safety matters between all levels within WDH.

This risk assessment only covers the common areas within the building and does not cover the inside of individual apartments.

## 3 Management system

### Statement

The Fire Safety Policy is provided for all employees on our intranet Health and Safety pages. This confirms that a fire risk assessment will be undertaken on all premises to which the Regulatory Reform Order (RRO) applies.

The Property Compliance Manager has responsibility for fire safety issues which includes fire risk assessments and all matters relating to fire safety.

Inspection and servicing of dry riser systems are undertaken twice every year by Chubb engineers. Any repairs to a dry riser are carried out by our Specialist Services Team.

Chubb fire services inspect and service all fire-fighting equipment in building.

All common areas are monitored by caretakers on a weekly basis to ensure they are kept sterile. Records are sent to our Property Compliance Team for filing and reporting to the Health and Safety Committee.

Emergency lighting is tested monthly by our Electrical Team, records of tests are kept on site.

A programme of PAT testing is in place for electrical appliances used by the caretakers.

The entrance/exit security system provides for occupants to escape out of the fire exits by a fail to safe system.

## 4 General description of premises

### Description

Greenwood House is an 11 storey high rise residential building with 87 apartments; 43 one bedroom apartments and 44 two bedroom apartments. The apartments are let to single tenants or married couples. No families are allocated tenancy in these buildings, however we are not always made aware if children move into the building either through tenants relationships or if the tenant has a child whilst living in the apartment. The building construction consists of, steel pitched roof, concrete and brick construction, PVCu windows, Aluminium Dorma electrically operated main entrance doors, PVCu side entrance doors, steel rubbish chutes and bin store doors. The bin store has a Hardhalls automatic closer to ensure any fires which may start in these areas are prevented from entering the common areas of the building.

### Occupancy

Times the premises are in use: 24/7

The total number of persons employed within the premises at any one time: 1

The total number of persons who may reside in the premises at any one time: 84+

### Size

Building footprint:

Number of storeys: 11

Number of stairs: 2

## 5 Fire safety systems within the premises

### Fire warning system

Individual apartments have hard wired detection systems installed. There is no fire detection in the common areas.

### Emergency lighting

Emergency lighting conforming to BS5266 provided in common areas throughout the building.

### Fire doors

All doors to our tenants have been changed to FD60s fire doors with a fire certification certificate available on IBS.

### Bin chute closers

Bin chutes checked annually by externally contractors. Certificates available on IBS.

### Dry riser outlets

Not damaged or tampered with.

### Sprinkler system

Yes  No

### Alarm system in corridors

Yes  No

### Key safe in place undamaged and full set of keys in place

Yes  No

## 6 Plan drawing

Full set of drawings attached at end Appendix A.

## 7 Identify fire hazards

### Sources of ignition

No hot works on premises, general electrical points present but these are subject to periodic testing in line with the Electrical Regulations 17th Edition.

### Work processes:

Any hot works which would take place as part of the repair and maintenance within this building would be managed through the Hot Works Permit system currently in place.

### Structural features that could promote the spread of fire: Include external cladding

Where service pass throughout the building these have fire rated, arterials to prevent the spread of fire and smoke.

No cladding on brick structure.

### Items stored within common areas

All clear – we have a zero tolerance approach to common areas in all high rise residential buildings.

### Is there gas piped into the building

No

## 8 Identify people at risk

### Identify and specify the location of people at significant risk in case of fire, indicating why they are at risk, and what controls are or need to be in place.

Tenants, if their particular apartment was on fire. We have produced a leaflet for tenants titled 'Fire safety in high rise residential buildings', this provides tenants with actions to take if an emergency occurs within this building. This information is also available on our website with instructions on what action tenants should take in an emergency.

## 9 Means of escape – horizontal evacuation

There are two sets of stairs at either end of the building with a central area where the lifts are located. Tenants would evacuate using stairs which lead to a final exit door at the foot of each stairway. In the event of a fire tenants would access the stairs at the end of each wing in the building. See plans at Appendix A.

## 10 Means of escape – vertical evacuation

### Commentary

The stairways and common areas are maintained as sterile areas so the likelihood of a fire in the common area is low. Tenants would evacuate using stairs which lead to a final exit door at the foot of each stairway. In event of a fire tenants would access the stairs at the end of each wing in the building. See plans at Appendix A.

The entrance/exit security system provides for occupants to escape out of the fire exits by a fail safe system.

## 11 Fire safety signs and notices

### Commentary

The building has adequate number of signs which comply with the Safety Signs and Signals Regulations 1996. All exit routes adequately marked along with fire-fighting equipment. No Smoking signs are displayed throughout the building.

Low level signage on stairwells to enable fire service to identify which storey they are on if area smoke filled.

## 12 Fire warning system

### Commentary

Individual apartments have hard wired smoke detection.

## 13 Emergency lighting system

### Commentary

The emergency lighting system is serviced and maintained in house, is adequate and meets the needs of the building. The system is serviced and tested by our Specialist Services engineers.

The system complies with BSEN60598.2.22.

## 14 Fire-fighting equipment

### Commentary

Dry riser outlets are serviced twice a year and certificates available electronically.

All on site fire-fighting equipment has been serviced and certificates are available electronically.

## 15 Management – maintenance

**Is there a maintenance programme for the fire safety provisions in the premises?**  Yes

**Commentary**  No

Chubb undertake servicing and replacement of dry riser.

Smoke detectors are fitted in tenants apartments. Tenants are advised to test these regularly.

**Are regular checks of fire exit doors, walls and partitions carried out?**  Yes

**Commentary**  No

Carried out weekly as part of the caretakers checklist.

**Are regular checks of escape routes and exit doors carried out?**  Yes

**Commentary**  No

Carried out weekly as part of the caretakers checklist.

**Are regular checks of fire safety signs carried out?**  Yes

**Commentary**  No

Carried out weekly as part of the caretakers checklist.

<p><b>Is there a maintenance regime for the fire warning system?</b></p> <p><b>Commentary</b> Weekly by Facilities Management. Annually by in-house team and recorded.</p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p>
<p><b>Is there a maintenance regime for the emergency lighting system?</b></p> <p><b>Commentary</b></p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p> <p><input type="checkbox"/> <b>Weekly</b></p> <p><input checked="" type="checkbox"/> <b>Six Monthly</b></p> <p><input checked="" type="checkbox"/> <b>Annually</b></p>
<p><b>Is there maintenance of the fire-fighting equipment by competent persons?</b></p> <p><b>Commentary</b> Carried out weekly as part of the caretakers checklist. Annually by Chubb and recorded.</p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p>
<p><b>Are records kept and their location identified?</b></p> <p><b>Commentary</b> A set of CAD drawings are available for the building showing where fire-fighting equipment is located. (See Appendix A).</p>	<p><input checked="" type="checkbox"/> <b>Yes</b></p> <p><input type="checkbox"/> <b>No</b></p>

## 16 Method for calling the Fire Service

### Specify

Tenants or the caretaker would call the Fire Service in the event of an emergency.  
Caretakers, if on site, would assist and inform OneCALL.

## 17 Emergency action plan

### Commentary

Only tenants whose apartment is directly affected by fire would evacuate. All apartments have been compartmentalised with 60 minute fire rated doors on apartment entrances and 30 minute fire rated doors in all communal areas and fire stoppage in place where services pass horizontally or vertically throughout the building.

Our tenants were all provided with a leaflet on sign up around fire safety in high rise residential buildings. This information is also available on our website with instructions on what action tenants should take in an emergency.

Notices in foyers also advise tenants on what action they should take in an emergency.

## 18 Training

### Commentary

Training in fire safety is provided to our employees by the Health and Safety Team.  
Safe practical use of fire extinguishers is provided by West Yorkshire Fire and Rescue to fire marshalls.

## 19 Fire safety deficiencies to be rectified

Deficiency and rectification	Priority	Date to be rectified	Responsibility	Date rectified
Ensure any areas which require actions are closed off				
Insert additional pages as required				

## 20 Significant findings

Significant finding	Control measure and action
Insert additional pages as required	

## 21 Additional hazards

### Specify

Need to consult Fire Service

Yes

No

Appendix A: Floor plans



