



# Fire Risk Assessment

Low Cross Court



HS.F.119 (rev02)

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## Fire Risk Assessment

### 1 Premises Particulars

**Premises name:** Low Cross Court

**Use of premises:** Domestic dwellings

**Address:** Chapel Street, Knottingley,  
West Yorkshire

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

**Phone No:** 0345 8 507 507

Kevin Dodd, Chief Executive, WDH

**Date of Risk Assessment:**

8 May 2017

**Date of Review:**

May 2018

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

Mark Forbes, Senior Health and Safety Advisor - Grad IOSH

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

### 2 General Statement of Health and Safety 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.

### 3 Management Systems

#### Commentary

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 Health and Safety 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 Health and Safety 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.

## 4 General Description of Premises

### Description

Low Cross, is an eight storey brick built block of 34 apartments built in 1965 and modernised in approximately 2012. It has a central lift system, backed up by a central stairwell which is maintained as a sterile area along with other common areas within this block. This is the only fire escape route.

The building is in very good condition, due to its relatively recent modernisation programme and building management systems.

Within each individual flat, where services enter and exit the flat then fire stoppage works have been carried out to ensure compartmentation is achieved. All fire stoppage work is certified by the specialist installation company and WDH.

Individual flats have a FD30 fire entrance door.

### 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: 40+

### Size

Building footprint:  
(metres x metres): 20 x 20

Number of storeys: 8

Number of stairs: 1

## 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 throughout the building.

### Fire doors

At least half hour rated on corridors and apartments. All doors replaced in 2011 refurbishment.

### Bin chute closers

Within each bin room a smoke activated closer shuts off the bin chutes and prevents smoke from entering into the building.

Serviced and certified at **Appendix D**.

### Dry riser outlets

Serviced and certified at **Appendix B**.

### 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 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 within WDH.

### Structural features that could promote the spread of fire, include external cladding

External cladding in place. Struttherm 25mm of Non-Combustible Fibre Reinforced base. Behaviour in relation to fire — this systems is considered 'Low Risk' and have a Class 0/'low risk' reaction to fire classification.

**Items stored within common areas**      None, all areas are sterile

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

## 9 Means of Escape - Horizontal Evacuation

Through internal route to staircase. In the event of a fire residents are asked to practice a 'stay put' policy. This is particularly relevant as Low Cross Court possesses one staircase.

## 10 Means of Escape - Vertical Evacuation

The stairways and common areas are maintained as sterile areas so the likelihood of a fire in the common area are low. Evacuation for tenants would be through the stairway in the this block. Leading to the final exit at ground floor level

## 11 Fire Safety Signs and Notices

### Commentary

The building has an adequate number of signs which comply with the Safety Signs and Signals Regulations 1996. All exit routes are adequately marked along with fire-fighting equipment.

Some additional fire exit signs are required in store room (see actions).

No Smoking signs are displayed throughout the block.

Low level signage is provided on stairwells to enable the Fire Service to identify which floor they are on if the area is 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, tested and maintained in-house by our Special Services engineers, it is fit for purpose and meets the needs of the building.

The system complies with BSEN60598.2.22.

## 14 Fire Fighting Equipment

### Commentary

Dry riser outlets are located on each floor and the servicing/inspection is up to date.

**Dry riser certificate attached at Appendix B.**

## 15 Management - Maintenance

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

No

### Commentary

Chubb undertake servicing and maintenance of dry riser.

Records maintained on site at Low Cross Court and electronically off site.

Individual hard wired smoke and heat alarms are fitted in apartments, tenants advised to check regularly.

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

No

### Commentary

These are carried out weekly as part of the caretakers checklist.

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

No

### Commentary

These are carried out weekly as part of the caretakers checklist.



<p><b>Are regular checks of fire safety signs carried out?</b></p> <p><b>Commentary</b> These are carried out weekly as part of the caretakers checklist.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<p><b>Is there a maintenance regime for the fire warning system?</b></p> <p><b>Commentary</b> N/A, no central fire warning system. Individual smoke detectors in apartments. In case of fire, call would be raised by caretaker or resident.</p> <p>Annually by in-house team and recorded</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Annually</p>
<p><b>Is there a maintenance regime for the emergency lighting system?</b></p> <p><b>Commentary</b> In-house Electrical Team maintain and service emergency lighting</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Six Monthly</p> <p><input checked="" type="checkbox"/> Annually</p>
<p><b>Is there maintenance of the fire-fighting equipment by competent persons?</b></p> <p><b>Commentary</b> Completed annually by Chubb and recorded</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input checked="" type="checkbox"/> Annually</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"/> Yes</p> <p><input type="checkbox"/> No</p>

## 16 Method for Calling 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 (EAP)

### Commentary

Only tenants whose apartment is directly affected by fire would evacuate. All apartments have been compartmentalised with half hour fire rated doors 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 apartments. This information is 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. Check this information is displayed (see actions).

## 18 Training

### Commentary

Training in fire safety is provided to our employees by the Health and Safety Team.



## 19 Fire Safety Deficiencies to be rectified

Deficiency and Rectification	Priority	Date to be rectified	Responsibility	Date rectified
Updated emergency information for residents and visitors is required in foyers.	M	29.06.17	Area Team	07.06.17
Top floor staircase meter box is unlocked. Closed door, but did not have meter key to lock shut.	M	29.06.17	Area Team	07.07.17
Caretaker was uncertain if fireman's switch for passenger lift was functioning. Seek clarification.	M	29.06.17	Area Team	07.07.17 confirmed that the system has been checked within the last two weeks and a compliance certificate is in place
Insert additional pages as required				

## 20 Significant Findings

Significant Finding	Control Measure and Action
None identified. *Insert additional pages as required	

## 21 Additional Hazards

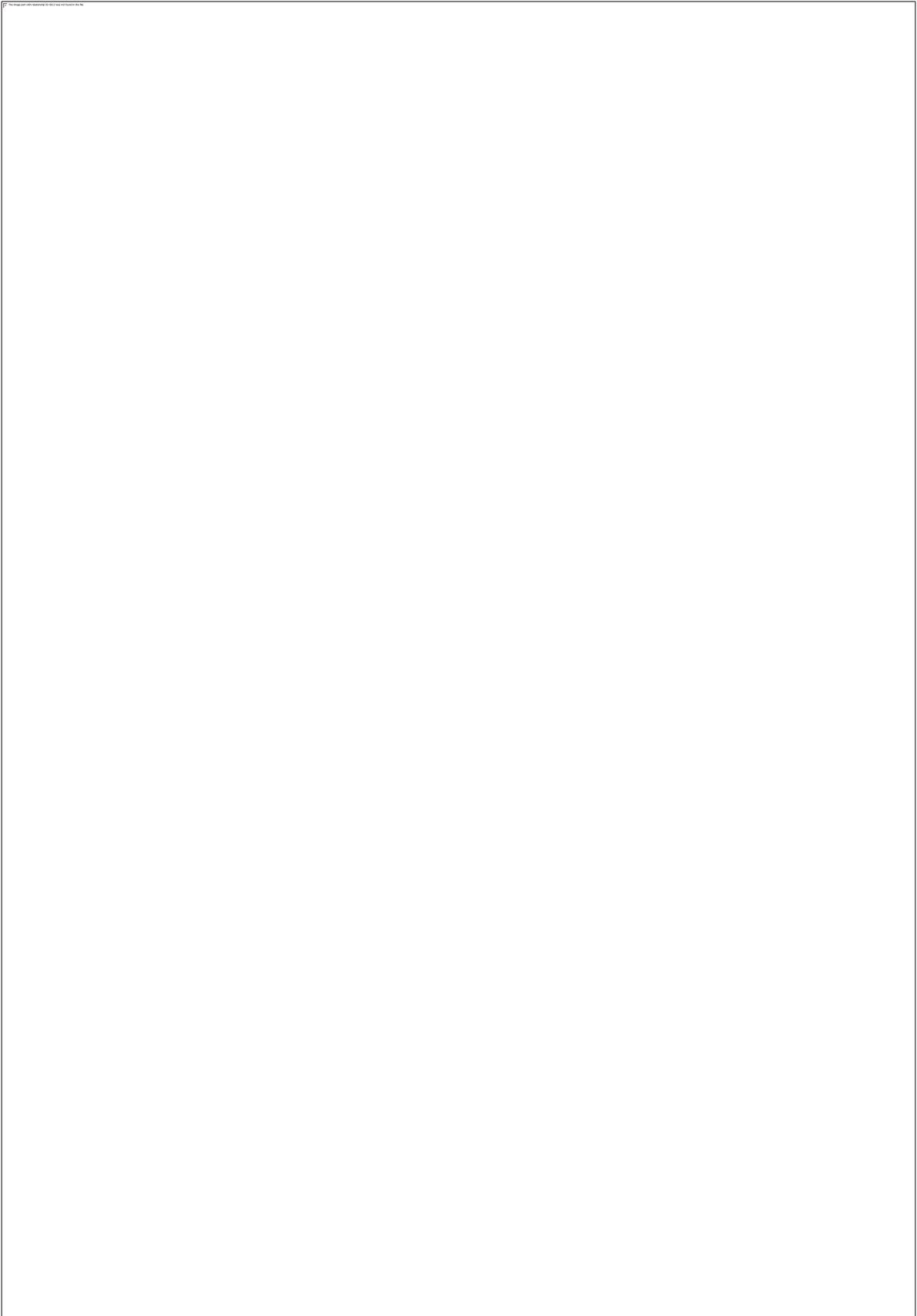
**Specify:** None identified

**Need to consult Fire Service**  Yes  No



For Fire  
Service  
use only

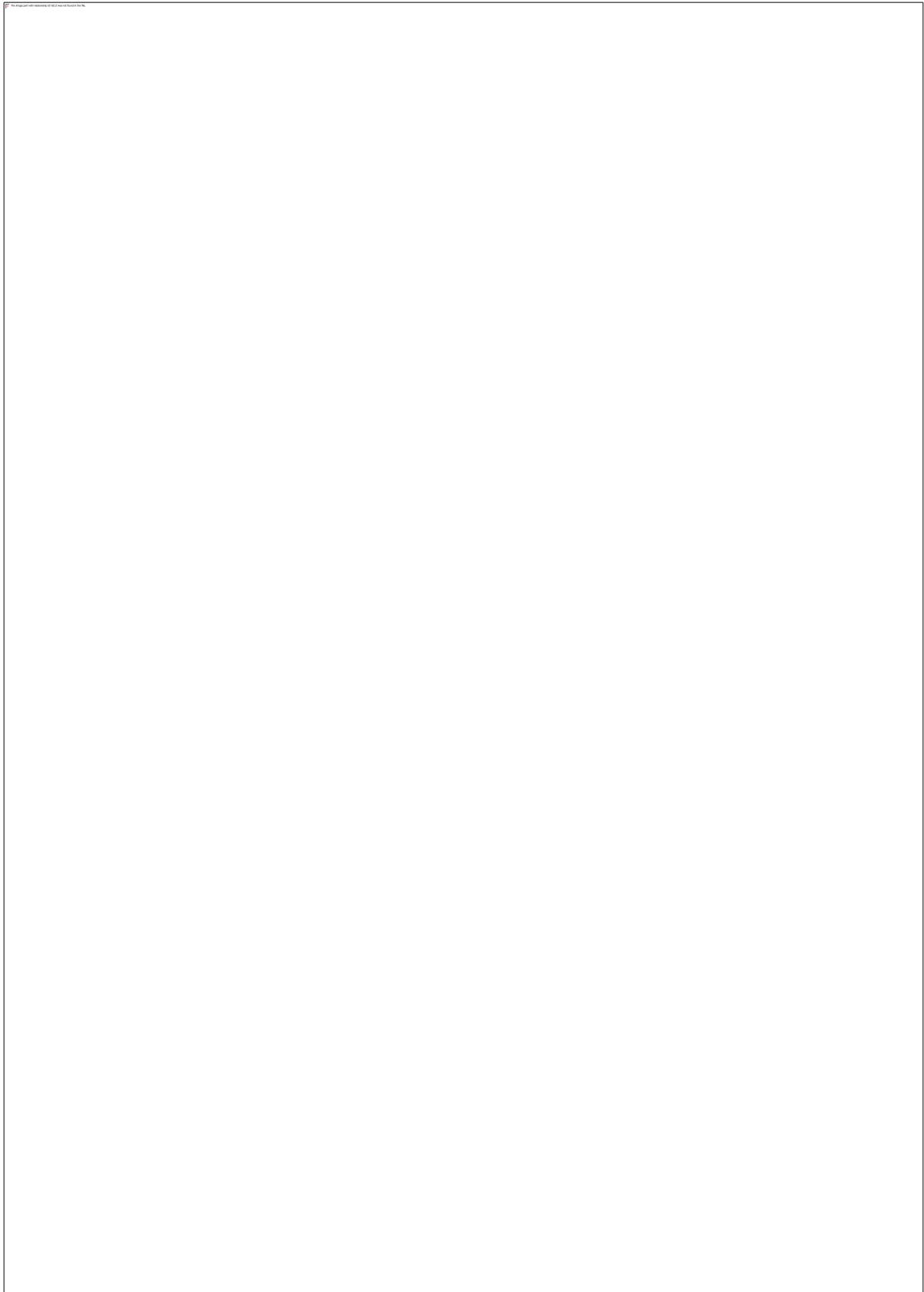
## Appendix B: Chubb Certificate Dry Riser



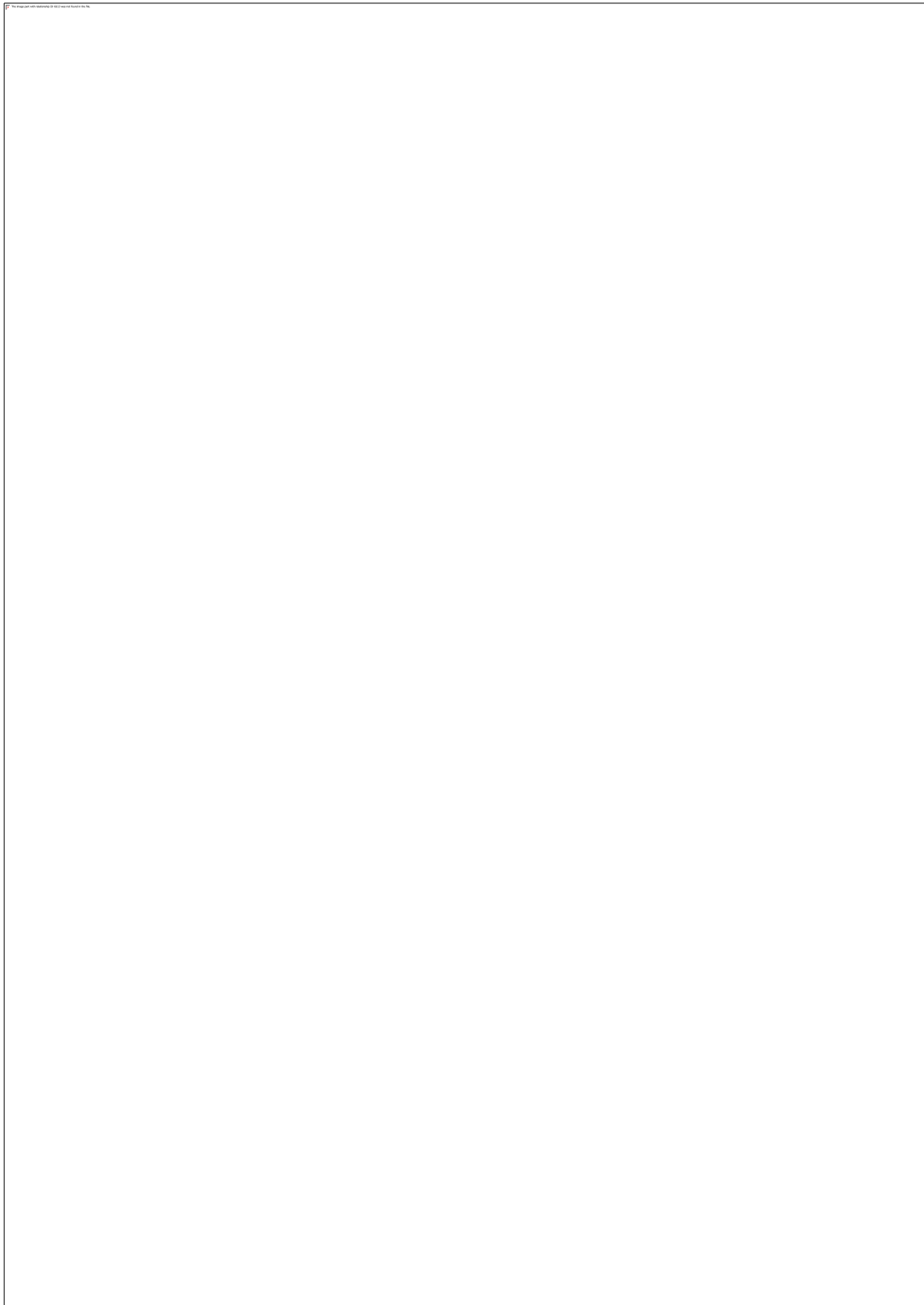
## Appendix C: Chubb Certificate Fire Equipment

Not applicable.

## Appendix D: Hardalls Chute Certificate



## Appendix E: Emergency Lighting Certificate





## Appendix F: Electrical Installation Certificate




## Appendix G: Lift Inspection Certificate

