



# Fire Risk Assessment

Manor House



HS.F.119 (rev03)

**delivering promises improving lives**

# Contents

|    |  |   |
|----|--|---|
| 1  | Premises particulars .....                     | 1 |
| 2  | General statement of policy .....              | 1 |
| 3  | Management systems.....                        | 1 |
| 4  | General description of premises .....          | 2 |
| 5  | Fire safety systems within the premises.....   | 3 |
| 6  | Plan drawing.....                              | 3 |
| 7  | Identify fire hazards .....                    | 3 |
| 8  | Identify people at risk.....                   | 4 |
| 9  | Means of escape - horizontal evacuation.....   | 4 |
| 10 | Means of escape - vertical evacuation .....    | 4 |
| 11 | Fire safety signs and notices .....            | 4 |
| 12 | Fire warning system.....                       | 4 |
| 13 | Emergency lighting system .....                | 4 |
| 14 | Fire-fighting equipment .....                  | 5 |
| 15 | Management - maintenance .....                 | 5 |
| 16 | Method for calling Fire Service.....           | 6 |
| 17 | Emergency action plan .....                    | 6 |
| 18 | Training .....                                 | 6 |
| 19 | Fire safety deficiencies to be rectified ..... | 6 |
| 20 | Significant findings.....                      | 6 |
| 21 | Additional hazards .....                       | 6 |
|    | Appendix A: Floor plans.....                   | 7 |

# Fire Risk Assessment

## 1 Premises particulars

|   |  |
|---|--|
| <b>Premises name:</b> Manor House                       | <b>Use of premises:</b> Domestic dwellings   |
| <b>Address:</b> Park Street, off Kirkgate,<br>Wakefield | <b>Owner / employer/ person in control of the workplace:</b><br>Kevin Dodd, Chief Executive, WDH |
| <b>Phone No:</b> 0345 507 507                           |  |
| <b>Date of Risk Assessment:</b><br>May 2018             | <b>Date of Review:</b><br>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 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 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.

A programme is in place for the PAT testing of electrical equipment used by caretakers and cleaners. Chubb fire services inspect and service all fire-fighting equipment in the 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.

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

Manor House is a 14 storey high rise residential building, built alongside and within the Ridings Shopping Centre on Kirkgate, Wakefield. It is a concrete and brick construction with block and beam floors at each level.

There are 46 apartments within the building, 10 one bedroom apartments and 36 two bedroom apartments.

Each storey is serviced by a lift and central stairway. The lift has been fitted with a Fire Service key which allows the Fire Service to use the lifts in an emergency for the transporting of equipment to the fire bridge head.

There is a central refuse chute for tenants to dispose of refuse, the chute is fitted with a smoke activated closer at its outlet, this closes on activation by smoke and seals the chute to prevent smoke and fire entering the refuse chute shaft.

Each apartment has a 60 minute rated fire door fitted with intumescent strips to seal the door and prevent the spread of fire into common areas.

Where services pass horizontally and vertically throughout the building, these have been sealed with fire rated cement or other fire rated substances such as fire foam in hard to access places.

Windows on each landing can be opened and the Fire Service has access to the Fire Service key safe situated on the outside near the dry riser inlet cupboard. The Fire Service uses the windows to clear smoke from common areas.

All common areas are kept clear of tenants personal belongings including mobility scooters. Letters have been sent to tenants informing them of the requirement to ensure they do not store any personal belongings in common areas. Caretakers check compliance with this on a weekly basis and reports sent to our Health and Safety Team.

Hard wired smoke detection is provided in each apartment, tenants are informed by our leaflet 'Fire safety in high rise residential buildings' on action to take if there is a fire in their apartment. This information is also available on our website with instructions on what action tenants should take in an emergency. Notices displayed in the foyer reinforce this message.

This is reviewed annually and re-issued to tenants. Unless the tenants apartment is affected by fire or smoke they are advised to remain in their apartment.

### 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: 80+

### Size

Building footprint: 20m x 20m

Number of storeys: Ground + 13

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

60 minute fire rated doors on apartment entrances and 30 minute fire rated doors in all communal areas.

### Bin chute closers

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

Certificate up to date and available electronically on request.

### 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 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

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

### Cladding

Alumasc phenolic insulation boards, glass fibre reinforcing mesh or lath, and spardash or plain render finishes. The systems are classified Class 0 fire resistance.

**Items stored within common areas** All clear

**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.

Information displayed in foyer informing tenants/visitors on actions to take in case of fire.

## 9 Means of escape - horizontal evacuation

None.

## 10 Means of escape - vertical evacuation

### **Commentary**

Manor House has one central stairway which is protected at each storey landing by fire rated doors. The stairways and common areas are maintained as sterile areas so the likelihood of a fire in common areas is low. Tenants would evacuate using the central stairs which lead to final exit doors one front and one rear exit. See plans at Appendix A.

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

## 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. No Smoking signs are displayed throughout the building.

Low level signage is provided on stairwells to enable the Fire Service to identify which storey 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, 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  
 No

### Commentary

Chubb undertake servicing and replacement of all fire-fighting equipment.

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  
 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.

**Are regular checks of fire safety signs carried out?**  Yes  
 No

### Commentary

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

**Is there a maintenance regime for the fire warning system?**  Yes  
 No

### Commentary (No fire warning system)

Weekly by Facilities Management.

Annually by in-house team and recorded.

**Is there a maintenance regime for the emergency lighting system?**  Yes  
 No

### Commentary

Electrical Team service and maintain lighting

Weekly

Six Monthly

Annually

**Is there maintenance of the fire-fighting equipment by competent persons?**  Yes  
 No

### Commentary

Completed annually by Chubb and recorded.

**Are records kept and their location identified?**  Yes  
 No

### Commentary



A set of CAD drawings are available for the building showing where fire-fighting equipment is located. (See Appendix A).

## 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

### 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 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 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 on 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 |
|---|----------|----------------------|----------------|----------------|
| Ensure any areas which require actions are closed off |          |                      |                |                |

Insert additional pages as required

## 20 Significant findings

| Significant finding | Control measure and action |
|---------------------|----------------------------|
| None identified.    |                            |

## 21 Additional hazards

### Specify

None identified.

Need to consult Fire Service

Yes

No



## Appendix A: Floor plans



# For Fire Service use only





# For Fire Service use only