



# Fire Risk Assessment

Tudor House



HS.F.119 (rev03)

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## Fire Risk Assessment

### 1 Premises particulars

<b>Premises name:</b> Tudor House	<b>Use of premises:</b> Domestic dwellings
<b>Address:</b> Park Street, off Kirkgate, Wakefield	<b>Owner / employer/ person in control of the workplace:</b> Kevin Dodd, Chief Executive, WDH
<b>Phone No:</b> 0345 8 507 507	
<b>Date of Risk Assessment:</b> May 2018	<b>Date of Review:</b> 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

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

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.

60 minute fire rated doors on apartment entrances and 30 minute fire rated doors in all communal 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 awkward 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. Notices displayed in the foyer reinforce this message. This information is also available on our website with instructions on what action tenants should take in an emergency.

This is reviewed annually and re-issued to tenants. Unless the tenant's 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.

### Dry riser outlets

Not damaged or tampered with.

### Smoke ventilation

Natural smoke ventilation on each landing.

### 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 finished. The systems are classified Class 0 fire resistance.

<b>Items stored within common areas:</b>	All clear
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<b>Is there gas piped into the building?</b>	None
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## 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

Corridor to central staircase on each storey.

## 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 areas is low. Tenants would evacuate using the central stairs which lead to a final exit door, one front and one rear exit, 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 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 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 on each storey and servicing and inspection is carried out by Chubb twice per year.

Fire-fighting equipment on site is serviced by Chubb annually.

### 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

Carried out weekly as part of the caretakers checklist.

**Are regular checks of escape routes and exit doors carried out?**  Yes  
 No

#### Commentary

Carried out weekly as part of the caretakers checklist.

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

#### Commentary

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 systems.

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**

**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 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 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 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				
<b>Insert additional pages as required</b>				



## 20 Significant findings

Significant finding	Control measure and action
None identified. Insert additional pages as required	

## 21 Additional hazards

**Specify**

Need to consult Fire Service

Yes

No

Appendix A: Floor plans

PLAN REFERRED TO: Ridings Shopping Centre Pedestrian Walkway

MAIN ENTRANCE  
Shop  
REAR ENTRANCE  
DRY RISER INLET

Service Road 1  
George Street  
Flat 4  
Flat 3  
Flat 2  
Flat 1

DRY RISER INLET

Location Plan — Scale 1:1250

OS Ref: SF5320na  
Zone: BA  
Date: 09th March 2014

Scale: 1:200

Tudor House  
Kirkcaldy  
Wolfefield

1/1

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