

FIRE RISK ASSESSMENT REVIEW
AND EMERGENCY PLAN

Ref; REGULATORY REFORM (FIRE SAFETY) ORDER 2005



THE PROPERTY
FLATS 1 – 17
DOWN ROAD
LIVERPOOL

SADE
SAFETY AND DRIVER EDUCATION

REVIEW CARRIED OUT BY

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ON BEHALF OF BLUNDELLSANDS PROPERTIES LIMITED

FIRE RISK ASSESSMENT REVIEW
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This document and second risk assessment has been carried out on behalf of Blundellsands Properties Limited to allow conformity with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

This report details the findings of a selective fire risk assessment **IN COMMUNAL AREAS, PASSAGEWAYS AND STAIRS ONLY** carried out on **30TH FEBRUARY 2011** at the above premises and any changes to the premises or occupancy after this date should be taken into account with regards to the assessment.

Property Description

The property is a modern (1983) type purpose built block of sixteen flats on four floors constructed of brick and concrete. Occupancy was taken to be an average of 1.5 persons per flat, and that all persons are ambulant and able to respond to a fire situation. Access to all areas was not available.

STEP 1. IDENTIFY ALL THE FIRE HAZARDS

1.	Are the premises secure	Yes – Yale lock and latch with intercom fitted on front. Rear door latch and key. See 1.1
2	Are the electrical installations isolated and maintained in apparent good order	YES, visual inspection only. Locked cupboard no label on door, 2kg Carbon Dioxide extinguisher inside and another nearby See 2.1
3	Is the gas supply isolated and maintained in apparent good order	No gas supply evident in communal areas
4	Is there sign of carelessly discarded smoking materials	NO.
5	Is there a system for controlling the amounts of combustible materials and flammable liquids and gases that are kept in the premises	Internal storage room on lower ground, plus former external waste bin storage now for cycles and lawnmowers etc. And external paint store below main entrance See 5.1
6	Have measures been taken to ensure that smoke and flames cannot spread from one compartment to another	YES, but some flats have non standard door and frame. Merseyside Fire Service Informed and accepted. See 6.1

STEP 2. IDENTIFY THE LOCATION OF PEOPLE AT SIGNIFICANT RISK IN CASE OF FIRE

7	How many people could be affected should a fire break out	24 residents' approximately plus visitors and contractors to premises. See 7.1
8	Are there a sufficient number of exits of suitable width for those reasonably expected to be present	YES, Front door and rear door.
9	Do exits route to a place of safety	Yes to the front and rear of the property in open space
10	Are passageways and escape routes free from obstructions	YES, some small pots and plants which should be monitored to ensure free access. 10.1
11	Are escape routes free from obvious tripping hazards	YES Small mats outside each door present no significant hazard. See 11.1
12	Are steps and stairs in a good state of repair	YES Concrete stairs with metal banisters,
13	Are final exits always unlocked when the premises are in use	YES
14	Are the devices securing final exits capable of being opened immediately and easily without the use of a key	Yes, Front Yale lock and latch Rear latch with key to enter see 14.1
15	Are self closers on doors operating satisfactorily	YES on front only. Rear consider fitting a self closing device and yale lock to assist with security See 15.1

STEP 3 ELIMINATE, CONTROL OR AVOID THE FIRE HAZARDS

16	Have cost effective measures been taken and used to prevent the occurrence of arson	YES, see 1.1 and 15.1
17	Is the electrical system checked regularly	Yes, visual inspection only, 2009 recent works noted
18	Is the gas supply system checked Regularly	Not in communal areas
19	Are ashtrays and metal bins provided for smokers	Not applicable in communal areas
20	Are cleaning materials and flammable materials securely stored and away from escape routes and passageways	Internal storage room on lower ground, plus former external waste bin storage now for cycles and lawnmowers etc. And external paint store below main entrance See 5.1 and 20.1

STEP 4 CONSIDER WHETHER THE EXISTING FIRE SAFETY PROVISIONS ARE ADEQUATE OR NEED IMPROVEMENT

21	Is natural lighting adequate	YES
22	Is artificial lighting adequate	YES, lamps on each floor with emergency backup system. See 22.1
23	Is an automatic fire detection system fitted and working	NO, see 23.1
24	Are there an adequate number of fire-fighting extinguishers sited and maintained correctly	No. Not recommended at this location See 24.1
25	Is there adequate natural ventilation to allow smoke to clear from upper floors	Yes Operable windows on each upper floor
26	What is the maximum travel distance from the furthest point to a place of ultimate safety	18 metres via stairs to front door. An "escape window" on 1 st and 2 nd floor landing above porch roof. See 26.1

STEP 5 RECORD THE FINDINGS

27	Have you recorded and prioritised the findings of this risk assessment.	Yes. Within this report
28	Will the findings be available to those who have a right to them	Yes,
29	Have the appropriate authorities been consulted with regard to any proposed changes.	Not known See 29.1

STEP 6 PREPARE AN EMERGENCY PLAN

30	Are fire action notices displayed prominently throughout the premises	NO submitted with this report see 30.1
31	Has an emergency plan been drawn up	YES submitted with this report see 31.1
32	Is a copy of the emergency plan kept other than on the premises	YES at Blundellsands Properties Limited see 32.1

STEP 7 CARRY OUT A PERIODIC REVIEW OF THE ASSESSMENT

33.	Has a procedure been established and agreed to review the fire risk assessment periodically	YES see 33.1
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RECOMMENDATIONS

- 1.1 The premises must be kept secured at all times to prevent uninvited person(s) from entering and posing a risk, these simple measures can assist in preventing arson attacks.
- 2.1 All utilities cupboards should be kept closed and preferably locked to prevent spread of fire and or smoke, with signage to indicate contents and all unnecessary combustible materials removed.
- 5.1 All storage cupboards should be kept closed and preferably locked to prevent spread of fire and or smoke, with signage to indicate contents and all unnecessary combustible materials removed.
- 6.1 All doors and frames to common entrances, storage and utility cupboards, and to individual flats should be self closing and of half hour fire and smoke resistance, each individual door should be checked and made to conform to current British Standards.
- 7.1 A full count must be made of all occupiers and due account taken of their individual needs in regard to the fire risk assessment, the emergency plan should reflect those needs
- 10.1 Some potted plants make the building more attractive, but could become a hindrance to free access, these should be monitored and removed if they pose an obstruction.
- 11.1 Small mats are situated outside individual flat entrances and do not pose a direct risk of tripping or of contributing to fire spread but should be monitored.
- 14.1 All final exit doors should be **easily** operable without the use of a key.
- 15.1 Security is an issue that concerns all tenants, the fitting of a self closing device to the rear door with a Yale locking latch would assist in improving security against intruders but allow free access without a key in an emergency.
- 17.1 The electrical system should be inspected regularly and replaced or upgraded in accordance with the recommendations of the Institute of Electrical Technology.
- 20.1 All storage cupboards should be kept closed and preferably locked to prevent spread of fire and or smoke, with signage to indicate contents and all unnecessary combustible materials removed. Only minimum quantities of petrol should be stored in approved containers and mowers during gardening season. Stores should be kept tidy and flammable liquids etc; separated from combustible materials and stored external to the building.
- 22.1 Lamps that are timed to go out during periods of darkness, may not be lit during an early morning fire situation, consider extending period of illuminated time or consider alternatives. The emergency system should be regularly tested and recorded.
- 23.1 Each flat should arrange to have a free "Home Fire Risk Assessment" conducted by Merseyside Fire & Rescue Service, and to arrange for an internal smoke detector to be fitted to the flat. Alternatively consider installing an automatic fire alarm to D LD2 approved standards during major refurbishment
- 24.1 All portable extinguishers must be maintained in accordance with manufacturers instructions and should only be used on known small fires (i.e. waste paper bin size) and by competent, healthy, trained personnel. They are not therefore recommended at this location.
- 26.1 Windows are not considered as a means of escape.
- 29.1 Before commencing any significant work, the appropriate authorities must be consulted to ensure compliance of building regulations and or Fire Precautions etc;
- 30.1 Fire Notices should be prominently displayed and describe the actions to be taken in the event of a fire by residents, visitors and contractors.
- 31.1 The emergency plan should be reviewed by a responsible person to inform residents and visitors of what to do during a fire situation and how best to help the emergency services. This should be updated at regular intervals and after significant changes.
- 32.1 The emergency plan should be retained and updated accordingly, and available for reference by the emergency services.

33.1 The plan should be reviewed at each significant change of use, occupancy or after building work, and in any case every three years

Schedule

Priority		Items			
1	Tasks to be commenced within three months and regularly monitored	1.1 7.1 20.1 30.1	2.1 10.1 22.1 31.1	5.1 14.1 23.1 32.1	11.1 15.1 29.1
2	Tasks to be completed before next risk assessment or during major refurbishment	6.1	17.1	33.1	

Risk Rating

Once the above tasks have been completed the risk rating for fire and threat of fire will be low for:

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Draft Emergency Plan

How will people be warned of fire?

On discovery or suspicion of fire, raise the alarm by warning all other residents starting with those closest to the scene of the fire. If fitted, operate the nearest break glass call point.

How would an evacuation would be carried out?

Consider a partial evacuation (one floor) or full evacuation (whole block) if a more serious emergency, starting with those residents nearest the fire scene, and consider those with special needs or disabilities who may need additional time or assistance.

State primary assembly point for roll call?

The front of this building is the main assembly point for a roll call for **all residents and visitors**.

Identify key escape routes and alternatives?

Use the nearest available exit to evacuate, usually the front or main entrance, consider using the rear entrance or fire escape if available, a balcony may be used if you are unable to exit immediately.

Do not use any lift in case the electricity supply is terminated.

Specific responsibilities of individuals?

Each resident is responsible for their own safety and those within their household, and for assisting with other residents, particularly those with special needs, if safe to do so.

Dealing with those with special needs?

Each resident is responsible for their own safety and those within their household, and for assisting with other residents, particularly those with special needs, if safe to do so

How emergency services will be called and by whom?

The first person to raise the alarm should ensure the emergency services are called, by using a mobile phone, or the nearest landline. This task may be delegated due to circumstances, but all residents have a duty to ensure it has been undertaken.

Meeting emergency services?

A responsible person should be delegated to meet the emergency services on the main road to show access route, and other pertinent information

Liaison between residents and Others?

All residents and visitors must complete a roll call as soon as practical and make any discrepancy known to the emergency services. And remain available to offer further information, keys or assistance if so requested.

State secondary sheltered assembly point?

After a roll call, consider using another block or garage to shelter residents, but ensure residents remain available if keys, information or other assistance is required.

DRAFT FIRE ACTION NOTICE!



IN CASE OF FIRE OR SUSPICION OF FIRE

1. RAISE THE ALARM TO EVACUATE ALL RESIDENTS
2. CALL THE FIRE SERVICE IMMEDIATELY USING 999
3. MEET AT THE ASSEMBLY POINT LOCATED AT:

THE REAR OF THIS BUILDING (Car park)

4. TAKE A ROLL CALL

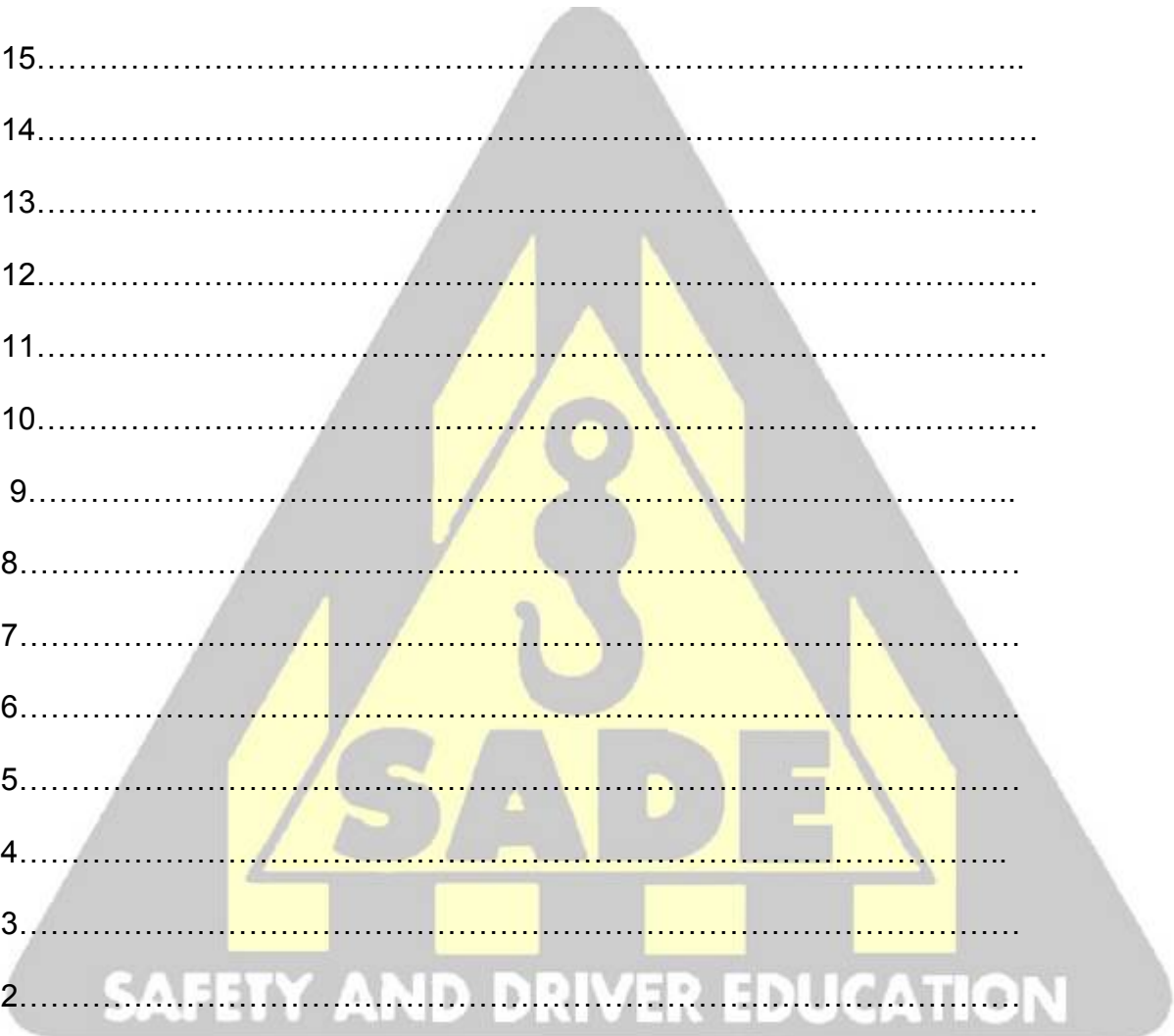
IF YOU HEAR A FIRE ALARM CALL

5. LEAVE BUILDING USING NEAREST AVAILABLE EXIT
6. CLOSE ALL DOORS BEHIND YOU
7. MEET AT THE ASSEMBLY POINT
8. AWAIT A ROLL CALL

DO NOT RE-ENTER UNTIL THE FIRE SERVICE ALLOWS

**ROLL CALL OF RESIDENTS and VISITORS
THE PROPERTY
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- FLAT 17.....
- FLAT 16.....
- FLAT 15.....
- FLAT 14.....
- FLAT 13.....
- FLAT 12.....
- FLAT 11.....
- FLAT 10.....
- FLAT 9.....
- FLAT 8.....
- FLAT 7.....
- FLAT 6.....
- FLAT 5.....
- FLAT 4.....
- FLAT 3.....
- FLAT 2.....
- FLAT 1.....



UTILITY LOCATIONS

- Mains Electric intake – Locked cupboard under staircase
- Mains Gas intake – Unlocked cupboard below the front staircase
- Main water intake – Individual flats
- Nearest Hydrant - One private hydrant on each side of the building in pathway