

# **HARLOW COUNCIL**

## **Temporary Accommodation**

**2 Collins Meadow  
Harberts Road  
Harlow Essex  
CM19 4DU**

## **FIRE RISK ASSESSMENT**

**General Statement**

**Fire Prevention**

**Fire Precautions**

**Fire Safety Action Plan**

**Person With Fire Safety Responsibility**

**Overall Responsibility**

**Andrew Murray - Head Of Service**

**Tel Number: 01279 446676**

**Fire Safety Coordination**

**Wendy Makepeace – Housing Manager**

**Tel Number: 01279 446490**

**Fire Safety Support – Health & Safety Team**

**Natasha Terrell Human Resources / Health & Safety Manager**

**Tel: 01279 446022**

**Jackie Davies – Health & Safety Officer**

**Tel: 01279 446499**

## **HARLOW COUNCIL**

### **FIRE RISK ASSESSMENT**

#### **TEMPORARY ACCOMMODATION**

##### **2 COLLINS MEADOW**

###### **General Statement**

The Regulatory Reform (Fire Safety) Order 2005 places statutory duties on employers to implement procedures with regards fire safety at places of work. The Order also requires fire precautions to be put in place 'where necessary', and to the extent that it is reasonable and practicable in the circumstances of the case, with regards to communal and common areas which the Council are responsible for.

In order to help ensure the safety of residents and visitors, and to comply with current legislation, should a fire occur within 2 Collins Meadow, a well-documented Fire Risk Assessment is essential.

It should include a general assessment of the main hazards and details of the control measures put in place to minimise risk in the event of a fire.

There is an Action Plan within the Fire Risk Assessment; this is in place for either immediate action, planned action or for active monitoring to take place.

Failure to comply with the Fire Risk Assessment will be considered a breach of Harlow Council's health and safety procedures and could result in disciplinary action being taken.

###### **2 Collins Meadow**

The house is used as temporary accommodation and is managed by the Housing Team. The house is split into 6 individual rooms, all a mixture of sizes. There is a communal kitchen and shared bathrooms/toilet facilities.

The refuse bins are located to the front of the property and there is a side access into the back garden.

The building is secure access and a key/fob is required for entry.

Within the building the main risks are: electricity, rubbish, heating systems/gas boiler, misuse of electrical equipment.

###### **General Fire Prevention**

###### **Electricity**

Any portable electrical equipment within the common areas of the building is the responsibility of the individual residents. The Council has responsibility for the shared cooker which is serviced under statutory testing.

The electrical installation to the communal parts of the building are checked every 5 years in accordance with the guidance provided by the Institute of Electrical Engineers.

Any obvious faults with electrical equipment or systems, including lighting, should be reported to the Housing Officer immediately.

### **Rubbish**

Every effort should be made to ensure that unwanted materials are disposed of as quickly as possible.

Household waste is collected weekly and should be correctly bagged and placed in the correct location.

Recycled waste is collected fortnightly and should be placed in the correct location.

Rubbish should be disposed of in the correct areas and not left to block fire exits or create potential fire hazards.

### **Heating Systems**

The main building heating system, which services all common areas and individual rooms, is regularly serviced to ensure that it is safe and does not pose a fire risk.

The gas services are maintained regularly by a Gas Safe registered contractor, HTS (Property & Environment) Ltd.

### **Fire Stopping**

Any service/electrical cupboards, within the common areas, must be kept locked and shut at all times. This is to prevent any fire spread increased through any possible poor fire stopping within the cupboards around the ducting and pipe work between floors.

### **Smoking**

Smoking is not permitted in any part of the building.

### **Fire Precautions**

In order to minimise the risk from any fire that may occur within 2 Collins Meadow, and to ensure safe evacuation, the following control measures have been implemented.

#### **a) Evacuation Routes**

Identified evacuation routes, including lobby areas, stairwells and corridors must be kept free of all flammable materials and obstructions at all times.

All evacuation routes are signed and checked by the Housing Officer on any visits.

#### **b) Fire Exits**

Fire exits must be kept free of all obstructions, both inside and out, and be available for use at all times the building is in use.

#### **c) Fire Doors**

Fire doors are provided to help prevent the spread of smoke and fire and should be kept closed at all times. There is a fire blanket located on site.

#### **d) Emergency Lighting**

Emergency lighting has been installed and will remain on should there be a power failure.

#### **e) Fire Alarm**

2 Collins Meadow is fitted with both heat and smoke detectors, which are maintained and serviced by the external contractor.

Faults are reported to Central Control for any necessary repairs.

#### **f) Fire Drills/Briefings**

Housing Officer should brief new residents on the fire safety management and evacuations of the building.

#### **g) Signs**

Appropriate fire safety signage is displayed throughout the building.

### **Evacuation**

#### **If a fire breaks out – In your room / building**

- Leave the room and close the door
- Tell everyone in your room/building and get them to leave –  
Close the main entrance door behind you
- Do not stay behind to put the fire out
- Call the Fire Service – 999 – quote the full address with postcode CM19 4DU
- Wait outside away from the building

Upon arrival of the Fire Service they will instigate any further actions to be taken, inform when people can return to the building and undertake any other steps appropriate to the circumstances.

### **People With Disabilities**

The fire brigade will assist the less able residents away from the building if and where necessary in the event of an evacuation.

### **Maintenance**

Any fire alarm systems, sensors and fire extinguishers are all subject to periodic inspection and maintenance from an outside contractor.

### **General**

Although every effort will be made to ensure that fire safety standards are maintained at 2 Collins Meadow, this can only be achieved with the cooperation of residents and staff.

Deficiencies with any of the fire precautions e.g. evacuation routes etc. should be referred initially to Housing Officer. The Fire Risk Assessment will be reviewed on a periodic basis.

All tests, drills, inspections and training will be recorded in the Housing fire logbook.

**HARLOW COUNCIL  
FIRE RISK ASSESSMENT**

**TEMPORARY ACCOMMODATION  
2 COLLINS MEADOW  
ACTION PLAN**

<b>Hazard &amp; Potential Risk</b>	<b>Who Is At Risk</b>	<b>Action Required</b>	<b>By Who</b>	<b>Timescales &amp; Review</b>
<p><b>Rubbish</b></p> <p>Ensure there are no dumped bags of refuse/items in any communal areas, inside or outside the building</p> <p>Potential risk of arson</p>	<p>Residents Visitors Officers/Maintenance Utility staff Key holders/Police All users of the building</p>	<p>Ensure residents are aware that refuse should be taken directly to the dustbin area / bin and disposed of in the correct manner. No refuse to be stored on the landings, in stairwells or in side cupboards</p> <p>Ensure adequate refuse/recycling collections made &amp; storage acceptable</p>	<p>Residents Housing Officer</p> <p>Housing Officer, Waste/Recycling Dept &amp; Refuse</p>	<p>Daily Monthly</p>
<p><b>Fire Doors</b></p> <p>Doors must be kept closed at all times to ensure that fire spread is minimised in the event of a fire situation</p>		<p>Maintenance/service inspections required and repairs consequently carried out</p> <p>Inspection rota programme in place to ensure fire doors and exits are effective</p>	<p>Residents Housing &amp; HTS (Property &amp; Environment) Ltd.</p> <p>Housing &amp; HTS (Property &amp; Environment) Ltd.</p>	<p>April 2013 onwards</p>

**HARLOW COUNCIL  
FIRE RISK ASSESSMENT**

**TEMPORARY ACCOMMODATION  
2 COLLINS MEADOW  
ACTION PLAN**

<b>Hazard &amp; Potential Risk</b>	<b>Who Is At Risk</b>	<b>Action Required</b>	<b>By Who</b>	<b>Timescales &amp; Review</b>
<p><b>Signage</b></p> <p>Residents and visitors to be aware of exit doors and general fire awareness information to ensure a safe and efficient evacuation</p>	<p>Residents Visitors Officers/Maintenance Utility staff Key holders/Police All users of the building</p>	<p>External Contractor visits yearly to service and maintain the fire extinguishers on site – a review of current fire safety signage will be carried out on these visits at each TA building</p> <p>Appropriate action will be taken and necessary signage displayed as and if required</p>	<p>Anglia Fire Contractor</p> <p>Housing Officer</p> <p>Communicating with Housing Officers &amp; Health &amp; Safety</p>	<p>Yearly</p> <p>Daily/monthly visits</p>
<p><b>Stairwells</b></p> <p>Recommendation to highlight the nosing on all communal stairs – this would assist users of the building to escape more safely</p>		<p>Housing Services have allocated budget to progress with this work in the next financial year</p>	<p>Housing Manager &amp; HTS (Property &amp; Environment) Ltd.</p>	<p>Completed</p>