

# **HARLOW COUNCIL**

**OVER 60's  
GENERAL NEEDS HOUSING  
LATTON HOUSE  
Latton Common Road  
Harlow  
Essex CM18 7HR**

## **FIRE RISK ASSESSMENT**

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### **Fire Safety Responsibility**

#### **Overall Responsibility**

**Andrew Murray - Head Of Service**

**Tel: 01279 446676**

#### **Fire Safety Coordination**

**Viv Hales – Supported Housing Manager**

**Tel: 01279 446317**

#### **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**

### **OVER 60's GENERAL NEEDS HOUSING RE-DESIGNATED SCHEME LATTON HOUSE**

#### **FIRE RISK ASSESSMENT**

##### **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 with regards to communal and common areas in premises, which the Council is responsible for.

In order to help ensure the safety of staff and to comply with current legislation, should a fire occur at Latton House, in any communal common area, 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.

The appendices, attached to the fire risk assessment, provide additional information and advice on general evacuation procedures and duties undertaken by specific members of staff and volunteers.

There is an Action Plan within the fire safety document; this is in place for either immediate action, planned action or for active monitoring to take place.

Additional information to the Plan is a Proforma for the scheme which gives locations of utilities and useful premise information.

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.

The Latton House complex operates a NO SMOKING policy in all communal areas.

##### **Fire Prevention**

Latton House is a residential, over 60's, general needs housing complex consisting of 22 one bed flats. The complex is situated off Commonside Road or through Brooklane Field, both heading to the Common. The main house includes the communal common room along with a kitchen, laundry, office and two flats. There are flats surrounding the main house within a cul-de-sac.

There is a car park area to the front of the buildings with two drying areas and communal gardens. There are stairwells in 4 blocks, each with a dustbin cupboard on the lower floor. There are meter cupboards on the block landings and one in the main house. There is a boiler room attached to the flat block.

Within the Latton House complex the main fire risks are; electricity, rubbish, heating, storage of flammable materials.

a) **Electricity**

All electrical equipment and appliances should be listed, by the Supported Housing Officer, for periodic PAT testing, organised through an external contractor facilitated by the Health & Safety Team.

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

b) **Rubbish**

Every effort must be made to ensure that unwanted materials and rubbish are removed from the complex, in particular the laundry, and disposed of as quickly as possible. The area must not be used as a general dumping area.

There are alternate weekly refuse and recycling collections.

c) **Heating**

The building heating system is regularly serviced to ensure that it is safe and does not pose a fire risk.

The gas supply system is checked on an annual basis by a Gas Safe registered contractor, HTS (Property and Environment) Ltd.

d) **Flammable Liquids/Substances**

There is the use of cleaning liquids and powders, dry goods and cloth materials/toilet rolls. These are stored safely, in very small quantities and kept to a minimum.

Flammable materials should not be stored near to where work is carried out that might cause a fire risk.

All liquids are stored appropriately and stored in their correct containers and disposed of in the correct manner.

## **Evacuation**

**THE FIRE BRIGADE HAVE ADVISED THAT TENANTS SHOULD REMAIN IN THEIR INDIVIDUAL PROPERTIES UNLESS THEY ARE IN THE IMMEDIATE LOCATION OF THE FIRE, IN WHICH CASE THEY SHOULD BE LED TO A PLACE OF SAFETY**

On the arrival of the fire brigade they will determine:

When and if to commence a full evacuation

When tenants can return to their premises

Any other steps appropriate to the circumstances

## **Fire Precautions**

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

**a) Evacuation Routes**

To ensure safe evacuation the routes must be kept free of flammable materials and obstructions at all times.

**b) Fire Exits**

All appropriate fire exits must be unlocked when the building is in use.

Where possible exits must be kept free of all obstructions, both inside and out, and be available for use when required.

**c) Fire Doors**

Fire doors are provided to help prevent the spread of smoke and fire and must be kept closed.

**d) Fire Extinguishers**

Fire extinguishers are positioned in appropriate locations of the complex.

Extinguishers must not be removed from their designated location. The extinguishers are maintained and tested yearly.

There is a fire blanket on site.

**e) Fire Alarm**

There is a stand alone fire alarm system in the communal areas. It is the tenant's responsibility to call and alert the fire service as the alarm does not transfer through to a call centre.

The fire alarm panel in common areas is tested weekly by the Supported Housing Officers; a different call point will be used to activate the alarm every time it is tested.

Any faults are reported to Central Control for any necessary repairs.

Staff should familiarise themselves with the location of the call points within their work areas.

**f) Signage**

Appropriate fire safety signage is displayed throughout the building indicating the fire exit/s and action notice information.

**Training**

Fire Safety training is provided as part of Harlow Council's overall commitment to Health and Safety related training.

## **General**

Although every effort will be made to ensure that fire safety standards are maintained within the Latton House complex, this can only effectively be achieved with the cooperation of staff and residents.

Deficiencies with any of the fire precautions should initially be referred to the Supported Housing Manager.

The fire risk assessment, and appendices, will be reviewed on a periodic basis.

## **HARLOW COUNCIL**

### **OVER 60's GENERAL NEEDS HOUSING RE-DESIGNATED SCHEME LATTON HOUSE**

#### **FIRE RISK ASSESSMENT – Appendix A**

##### **GENERAL INFORMATION**

1. Whenever there is a continuous operation of the fire alarm the fire procedure must be instigated. The only exception to this being when the alarm is tested weekly and the alarm will be operated as a continuous sound
2. If appropriate use the evacuation route nearest to your location if a full evacuation is required
3. Fire Action Notices and procedures are displayed throughout the building for visitor's information and action
4. Be aware of any staff or visitors who may require assistance during evacuation
5. A member of staff, if on site, should make themselves aware and that they are acting as the responsible person for the evacuation prior to the Fire Brigade attending
6. All persons must remain at the assembly point until formal permission to leave or re-enter the building has been given
7. Please forward concerns or comments regarding any of the procedures to the Health & Safety Team or the Supported Housing Manager

## **HARLOW COUNCIL**

### **OVER 60's GENERAL NEEDS HOUSING RE-DESIGNATED SCHEME LATTON HOUSE**

#### **FIRE RISK ASSESSMENT – Appendix B**

#### **EVACUATION PROCEDURE & INSTRUCTIONS**

##### **ON DISCOVERY OR SUSPICION OF A FIRE (REGARDLESS OF HOW SMALL)**

1. Raise the alarm by breaking the nearest call point
2. Call the Fire Brigade (see below for further details)
3. Warn people in the vicinity of the fire if possible
4. Commence evacuation procedures if necessary

##### **ON HEARING THE ALARM**

5. Treat every fire alarm operation as if it were a fire
6. If possible, close doors and window to help prevent the spread of smoke and fire
7. Walk to the nearest safe exit and proceed to the assembly point if evacuating
8. It is the tenant's responsibility to call the fire brigade and to alert them of the alarm

#### **ASSEMBLY POINT – CAR PARK**

##### **CALLING THE FIRE BRIGADE**

9. Call the Fire Brigade immediately to every fire or on suspicion of a fire
10. Lift the receiver and dial **999**
11. When the operator answers ask for Fire and you will be connected to the Fire Brigade
12. When the Fire Brigade operator answers give the location as:  
**LATTON HOUSE, LATTON COMMON ROAD, HARLOW, ESSEX,  
CM18 7HR**

Do not replace the receiver until the address has been correctly repeated back to you



**HARLOW COUNCIL  
FIRE RISK ASSESSMENT**

**OVER 60's GENERAL NEEDS HOUSING  
RE-DESIGNATED SCHEME  
LATTON HOUSE**

**ACTION PLAN**

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p><b>Fire Exits &amp; Evacuation Routes</b></p> <p>Re-designated Supported Housing Schemes – clarity required confirming the positioning of furniture in common room areas and the use of doors as fire exits</p> <p>Fire exit routes could be compromised due to layout of furniture in the common rooms</p> <p>Some doors leading out of the common rooms (not marked as fire exits), are locked – not push pad emergency – residents unaware of procedures in using these doors hindering an evacuation – fire/doors should not be propped open to avoid potential fire spread</p>	<p>Tenants</p> <p>Council employees</p> <p>Visitors</p> <p>Key Holders / Police Other Agencies</p> <p>Utility Officers</p> <p>Maintenance Staff</p>	<p>Residents and users of the building to be reminded, periodically, of the fire procedures and the importance of keeping all access routes clear and free of obstructions / furniture</p> <p>To be raised as a set item on the agenda for the <b>TPM, (Tenant Participation Meeting)</b>, held annually</p> <p>Ensure users of the common room keep fire exits assessable, if furniture is moved then it must be replaced to original position afterwards</p> <p>Ensure any alternative doors have keys in them for use in an emergency – when the room is in use ensure unlocked to aid a quicker exit – ensure locked when room vacated</p>	<p>Supported Housing Officers</p> <p>Tenants and other users of the common room</p> <p>Tenants and other users of the common room</p>	<p>Annually in each scheme commencing December 2011</p> <p>Records to be kept of meetings within each scheme</p>

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p><b>Signage</b></p> <p>Check signage to exit routes are clear and up to date</p> <p>Ensure adequate signage in common room for fire procedures/exit locations and Action Notices</p> <p>Confirm assembly point has been agreed and tenants are aware of location – Tenants could be misguided in a possible evacuation</p>	<p>Tenants</p> <p>Council employees</p> <p>Visitors</p> <p>Key Holders / Police Other Agencies</p> <p>Utility Officers</p> <p>Maintenance Staff</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 scheme</p> <p>Appropriate action will be taken and necessary signage displayed as and if required</p>	<p>Anglia Fire Contractor</p> <p>Communicating with Health &amp; Safety / Supported Housing Officers</p>	<p>To commence signage reviews whilst on extinguisher inspections - from November 2011 – yearly in each scheme</p>
<p><b>Fire Alarm</b></p> <p>Fire alarm system is checked by the Supported Housing Officers weekly and noted in fire alarm log book</p> <p>Alarms should receive a full service and be on a regular maintenance programme to ensure efficiency and reliability in the event of activation in a fire</p>	<p>Tenants</p> <p>Council employees</p> <p>Visitors</p> <p>Key Holders / Police Other Agencies</p> <p>Utility Officers</p> <p>Maintenance Staff</p>	<p>Confirmation that an external Contractor visits 6 monthly to inspect, service and maintain the fire alarm systems on each scheme – information recorded and logged in fire book</p>	<p>HTS (Property and Environment) Ltd contract</p>	<p>Ongoing 6 monthly inspections – Nov 2011</p>

Additional Information		Action Required	By Who	Timescales & Review
<p><b>Health &amp; Safety Checklist</b></p> <p>All Supported Housing Officers carry out a Health &amp; Safety checklist consisting of general repair inspections, lighting, fire extinguisher checks, access routes, exits/fire doors, signage, alarm tests and ensuring Fire Risk Assessments are displayed</p>			Supported Housing Officers	Weekly
<p>The common room windows and fire exit doors have blinds installed to aid security of the building</p>		<p>The blinds <b>MUST</b> be pulled open and secured back when the room is in use. The fire exit door must not be compromised in any way due to the blinds/cords obstructing the use of the door in an emergency evacuation situation. The door should be easy to access and cause no difficulty for users with walking aids, wheelchairs or scooters</p> <p>The exit signage must be clearly visible, and the PUSH BAR accessible at all times</p> <p>To be raised as a set item on the agenda for the <b>TPM, (Tenant Participation Meeting)</b>, held annually in every scheme</p>	<p>Tenants and other users of the common room</p> <p>Supported Housing Officers</p>	<p>From January 2012</p> <p>Annually in each scheme commencing January 2012 –</p> <p>Records to be kept of meetings within each scheme</p>

Additional Information		Action Required	By Who	Timescales & Review
<p><b>Fire Alarm</b></p> <p>Tenants to be fully aware that it is their responsibility to contact the Fire Service if alarm sounds</p> <p>Tenants may assume that the Fire Service will attend as previously when connected through to Call Centre – if alarm ignored no assistance will arrive</p>		<p>Notices and posters to be displayed in public / communal areas to ensure that tenants are reminded of the correct procedure on hearing the alarm</p>	<p>Area Housing Manager &amp; Supported Housing Manager</p>	<p>March 2010</p>