

# **HARLOW COUNCIL**

## **SUPPORTED HOUSING ACCOMMODATION**

**WOODWARDS  
Off Pynest Road  
Harlow, Essex, CM19 4NY**

## **FIRE RISK ASSESSMENT**

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### Person With Fire Safety Responsibility

#### Overall Responsibility

Andrew Murray - Head Of Service

Tel Number: 01279 446676

#### Fire Safety Coordination

Viv Hales – Supported Housing Manager

Tel Number: 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**

### **FIRE RISK ASSESSMENT**

#### **SUPPORTED ACCOMMODATION**

##### **WOODWARDS**

###### **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.

In order to help ensure the safety of staff and to comply with current legislation, should a fire occur at Woodward's, a well-documented safety plan 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 assessment 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 Woodward's complex operates a NO SMOKING policy in all communal areas.

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

Woodward's is a residential, supported housing complex consisting of 34 one bed bungalows, numbered 23 – 71. Each bungalow has its own self contained garden. There is a common room on site, which is an independent building, adjacent to number 23 which is locked and secure, accessed by the tenants key.

Within the common room there is a kitchen area with laundry facilities.

Within the Woodward's complex the main fire risks are; electricity, rubbish, heating, storage of flammable materials. The elderly or disabled, who may require wheelchair access, also reflects the type of evacuation that takes place.

The communal areas and each individual property has a pull cord system linked through to the Call Handling Service Provider, which has a guaranteed 24 hour 365 day response.

As part of a planned system upgrade all smoke detectors have been replaced in 2011.

There is a key safe facility on all the schemes which allows access to tenants properties by emergency services only.

A fire log book is kept in the alarm cupboard of each scheme which records the weekly tests and check dates of the fire panel.

**a) Electricity**

All electrical equipment and appliances should be listed for regular PAT testing which is scheduled periodically by the Health & Safety Team.

Any obvious faults with electrical equipment or systems, including lighting and wiring, should be reported to HTS (Property & Environment) Ltd 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 weekly collections from the flats with a fortnightly collection of recycled waste.

**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 & 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, in their correct containers and disposed of in the correct manner.

## **Evacuation**

If there is an evacuation situation out of hours, the Call Handling Service Provider will contact the on call service provider between the hours 5.00pm-12 midnight Mon-Fri and 8.30am to 12 midnight Weekends and Bank Holidays. Outside of these hours HTS (Property & Environment) Ltd would be contacted.

During working hours, if the Supported Housing Officer is not on site, they would be made aware of the situation.

**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 MAKE THEIR WAY TO A PLACE OF SAFETY**

**On the arrival of the fire brigade they will determine:**

**When and if to commence a full evacuation**

**When to instigate a visual inspection**

**When tenants can return to their premises**

**When to involve the Police**

**Any other steps appropriate to the circumstances**

## **Fire Precautions**

In order to minimise the risk from any fire that may occur within the Woodward's 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.

They 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.

Staff and users should familiarise themselves with the location and operation of extinguishers, and the types of fire they are suitable for.

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**

Woodwards is fitted with two separate fire alarm systems, the smoke detectors in tenants properties are linked to the emergency alarm system and are tested 6 monthly by the Supported Housing Officers. The Call Handling Service Provider provides maintenance of this system on a 24-hour 365-day basis.

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) Fire Drills**

Tenants will be advised of any changes to fire procedures as and if necessary.

**g) Signs**

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

**People with Disabilities**

Supported Housing Officer, in liaison with the fire brigade, if appropriate, may assist the less able tenants off the complex if and where necessary.

**Training**

Regular fire safety updates are provided as part of Harlow Council's commitment to Health and Safety related training.

**General**

Although every effort will be made to ensure that fire safety standards are maintained within the Woodward's Supported Housing complex, this can only effectively be achieved with the cooperation of staff and tenants.

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

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

Health & Safety Team  
September 2018

## **HARLOW COUNCIL**

### **SUPPORTED ACCOMMODATION**

#### **WOODWARDS**

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

#### **EVACUATION PROCEDURE**

##### **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 visitors 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.

Health & Safety Team  
September 2018

## HARLOW COUNCIL

### SUPPORTED ACCOMMODATION

#### WOODWARDS

#### 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. The Supported Housing Officer, if on site/call handling provider will ensure that the Fire Brigade has been called

#### ASSEMBLY POINT – CAR PARK AREA

##### 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:  
**WOODWARDS, OFF PYNEST ROAD, HARLOW, ESSEX, CM19 4NY**  
Do not replace the receiver until the address has been correctly repeated back to you

Health & Safety Team  
September 2018

## **HARLOW COUNCIL**

### **SUPPORTED ACCOMMODATION**

#### **WOODWARDS**

#### **FIRE RISK ASSESSMENT - Appendix C**

#### **EVACUATION TEAM – EVACUATION TEAM RESPONSIBILITIES**

#### **YELLOW TEAM – OFFICE TELEPHONE NUMBER 01279 446183**

**Supported Housing Manager– Viv Hales 01279 446317**

#### **YELLOW TEAM – OFFICE TELEPHONE NUMBER 01279 446183**

Sarah Evans	Supported Housing Officer	07764 927309
Dave Girdler	Supported Housing Officer	07764 927304
Kate Walker	Supported Housing Officer	07870 906526
Karen Harris	Supported Housing Officer	07980 737299
Lisa Gray	Supported Housing Officer	07764 927299

#### **SUPPORTED HOUSING TEAM LEADERS**

Tracy Quley	01279 446345
Debbie England (interim)	01279 446169
Pool Phones	07855 954143

- Overall responsibility for the evacuation process if on site/if evacuation is required
- Will ensure Fire Brigade has been called
- Liaise with emergency services
- Ensure tenants are at the assembly point if evacuation has taken place
- Do not re-enter the building complex until advised to do so

Health & Safety Team  
September 2018



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>Visiting Tenants</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 on site 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>Visiting Tenants</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 &amp; Environment) Ltd.</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 Plans are displayed</p>			Supported Housing Officers	Weekly
<p>Door off common room leading to kitchen/laundry area has been removed – this is to accommodate the drier/washing machine in this small area. If there were to be a fire in from this area the fire and flames would spread into the common room – a separation should be place</p>		<p>New fire door now in place.</p> <p>New kitchen completed December 2011 – new flooring and additional electrical sockets installed to facilitate microwave and fridge.</p>	Supported Housing Officer / Manager	Completed

Additional Information		Action Required	By Who	Timescales & Review
<p>New blinds have recently been installed to the windows in all of the common rooms. The fire exit doors have also been fitted with blinds 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 twice yearly 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>Twice yearly in each scheme commencing September 2017</p> <p>Records to be kept of meetings within each scheme</p>