

HARLOW COUNCIL

**OVER 60's
GENERAL NEEDS HOUSING
BLACK LION COURT
Market Street
Old Harlow
Essex CM17 0TE**

FIRE RISK ASSESSMENT

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Fire Safety Responsibility

Overall Responsibility

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Fire Safety Coordination

Viv Hales – Supported Housing Manager

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Fire Safety Support – Health & Safety Team

Natasha Terrell - Human Resources / Health & Safety Manager

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HARLOW COUNCIL

OVER 60's GENERAL NEEDS HOUSING RE-DESIGNATED SCHEME BLACK LION COURT

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 Black Lion Court, 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.

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 Black Lion Court complex operates a NO SMOKING policy in all communal areas.

Fire Prevention

Black Lion Court is a residential, over 60's; general needs housing complex consisting of 6 one bed bungalows and 9 houses. The complex is approximately 18 years old and has a communal laundry on site, adjacent to bungalow number 4. There is no common room or kitchen.

The complex is within a cul-de-sac and therefore there is only one way in and out of the scheme. There are 2 gates, (rear of 8/9 and 16), which prevents access to the public through the bungalows. There is a small concrete area to the rear however there is no communal garden.

Within the Black Lion Court 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 laundry, and disposed of as quickly as possible. The area must not be used as a general dumping ground.

There are alternate weekly refuse and recycling collections from the individual bungalows.

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**

The use and storage of cleaning liquids and fluids will be kept to a minimum.

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

If the Fire Service have been called, on their arrival 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 Black Lion Court 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

Front door must be unlocked when the room is in use.

It 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.

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

e) Smoke Detector

There is a smoke detector located in the laundry. The area is low risk and very small in size and therefore a fire alarm is not deemed necessary. On discovery of a fire tenants should move to place of safety and alert the fire brigade as soon as possible.

f) Signage

Appropriate fire safety signage is displayed in the room indicating the fire action notice information.

Training

Periodic fire safety courses for staff 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 Black Lion Court 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 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 BLACK LION COURT

FIRE RISK ASSESSMENT – Appendix A

EVACUATION PROCEDURE & INSTRUCTIONS

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

1. Call the Fire Brigade (see below for further details)
2. Warn people in the vicinity of the fire if possible
3. Commence evacuation procedures if necessary of immediate location and gather at assembly point

ASSEMBLY POINT – CAR PARK AREA

CALLING THE FIRE BRIGADE

4. Call the Fire Brigade immediately to every fire or on suspicion of a fire
5. Lift the receiver and dial **999**
6. When the operator answers ask for Fire and you will be connected to the Fire Brigade
7. When the Fire Brigade operator answers give the location as:
BLACK LION COURT, MARKET STREET, OLD HARLOW, ESSEX, CM17 0TE
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
BLACK LION COURT**

ACTION PLAN

Hazard & Potential Risk	Who Is At Risk	Action Required	By Who	Timescales & Review
<p>Health & Safety Checklist</p> <p>All Supported Housing Officers carry out a Health & Safety checklist consisting of general repair inspections, lighting, fire extinguisher checks, access routes, exits/fire doors, signage, alarm tests if applicable and ensuring Fire Risk Assessments are displayed</p>			Supported Housing Officers	Weekly
<p>Smoke Detector</p> <p>Tenants to be fully aware that it is their responsibility to contact the Fire Service if fire is detected or if the smoke alarm activates in the laundry room</p> <p>Tenants may assume that the Fire Service will attend as previously when connected through to Call Centre – if smoke alarm ignored no assistance will arrive</p>	<p>Tenants</p> <p>Council employees</p> <p>Visitors</p> <p>Key Holders / Police</p> <p>Other Agencies</p> <p>Utility Officers</p> <p>Maintenance Staff</p>	<p>Notice to be displayed in the laundry to ensure that tenants are reminded of the correct procedure on hearing the smoke alarm</p> <p>Reminder to be given at the annual TPM Meeting</p>	Supported Housing Officers	March 2014