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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 HOUSING ACCOMMODATION

FENNER BROCKWAY HOUSE

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 Fenner Brockway House, 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 Fenner Brockway House complex operates a NO SMOKING policy in all communal areas.

Fire Prevention

Fenner Brockway House is a residential, supported housing complex consisting of 11 one bed flats and 1 three bed flat in a two storey block with a lift and door entry system. The complex is 28 years old. There is a common room and kitchen with laundry facilities.

Within the Fenner Brockway House 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 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.

Rubbish chutes must not be used as a general dumping area.

There are weekly refuse collections and fortnightly collections 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.

There is district heating on site where the boiler feeds the flats and communal rooms.

d) **Flammable Liquids/Substances**

There is the use of cleaning liquids and powders, dry goods and cloth materials/toilet rolls, which are stored safely and very small quantities, kept to a minimum and are used at any one time.

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**

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 Fenner Brockway 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.

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

e) **Fire Alarm**

Fenner Brockway House 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.
The main panel is situated in the front entrance of the communal area/common room. 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 Fenner Brockway House 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
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
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 – FRONT OF BUILDING

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:
   FENNER BROCKWAY HOUSE, 1-12 FENNER BROCKWAY HOUSE, OFF MADDOX ROAD, HARLOW, ESSEX, CM20 3RL
   Do not replace the receiver until the address has been correctly repeated back to you

Health & Safety Team
September 2018
EVACUATION TEAM – EVACUATION TEAM RESPONSIBILITIES

Supported Housing Manager - Viv Hales 01279 446317

Joanne Delahunt  Supported Housing Officer  07764 927307
Maggie Nudd  Supported Housing Officer  07764 927312
Tracy Ostacchini  Supported Housing Officer  07764 927308 (p/t)
Holly Shoard  Supported Housing Officer  07720 468869
Claire Yeo  Supported Housing Officer  07764 927299
Karen Sheppard  Supported Housing Officer  07764 927303

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
HARLOW COUNCIL

FIRE RISK ASSESSMENT
SUPPORTED ACCOMMODATION

FENNER BROCKWAY HOUSE

ACTION PLAN

<table>
<thead>
<tr>
<th>Hazard &amp; Potential Risk</th>
<th>Who Is At Risk</th>
<th>Action Required</th>
<th>By Who</th>
<th>Timescales &amp; Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Exits &amp; Evacuation Routes</td>
<td>Tenants</td>
<td>Tenants and users of the building to be reminded, periodically, of the fire</td>
<td>Supported Housing Officers</td>
<td>Twice yearly in each scheme commencing September 2017</td>
</tr>
<tr>
<td></td>
<td>Council Employees</td>
<td>procedures and the importance of keeping all access routes clear and free of</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Visiting Tenants</td>
<td>obstructions / furniture</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Key Holders / Police</td>
<td>To be raised as a set item on the agenda for the <strong>TPM, (Tenant Participation Meeting)</strong>, held twice yearly in every scheme</td>
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<tr>
<td></td>
<td>Other Agencies</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Utility Officers</td>
<td></td>
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<tr>
<td></td>
<td>Maintenance Staff</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Ensure users of the common room keep fire exits assessable, if furniture is</td>
<td>Tenants and other users of</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>moved then it must be replaced to the original position afterwards</td>
<td>the common room</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Ensure any alternative doors have keys in them for use in an emergency – when</td>
<td>Tenants and other users of</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>the room is in use ensure unlocked to aid a quicker exit – ensure locked when</td>
<td>the common room</td>
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<tr>
<td></td>
<td></td>
<td>room vacated</td>
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</tbody>
</table>

Supported Housing Officers

Twice yearly in each scheme commencing September 2017

Records to be kept of meetings within each scheme

Tenants and other users of the common room

Tenants and other users of the common room

Supported Housing Officers

Twice yearly in each scheme commencing September 2017

Records to be kept of meetings within each scheme

Tenants and other users of the common room

Tenants and other users of the common room

Supported Housing Officers
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<th>Action Required</th>
<th>By Who</th>
<th>Timescales &amp; Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signage</td>
<td>Tenants</td>
<td>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</td>
<td>Anglia Fire Contractor</td>
<td>To commence signage reviews whilst on extinguisher inspections - from November 2011 – yearly in each scheme</td>
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<tr>
<td></td>
<td>Council Employees</td>
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<td>Visiting Tenants</td>
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<td>Key Holders / Police</td>
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<td></td>
<td>Maintenance Staff</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>Appropriate action will be taken and necessary signage displayed as and if required</td>
<td>Communicating with Health &amp; Safety / Supported Housing Officers</td>
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<td></td>
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</tr>
<tr>
<td>Fire Alarm</td>
<td>Tenants</td>
<td>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</td>
<td>HTS (Property &amp; Environment)Ltd.</td>
<td>Ongoing 6 monthly inspections – Nov 2011</td>
</tr>
<tr>
<td></td>
<td>Council Employees</td>
<td></td>
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<td></td>
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Check signage to exit routes are clear and up to date
Ensure adequate signage in common room for fire procedures/exit locations and Action Notices
Confirm assembly point has been agreed and tenants are aware of location - Tenants could be misguided in a possible evacuation

Fire alarm system on site is checked by the Supported Housing Officers weekly and noted in fire alarm log book
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
### Additional Information

<table>
<thead>
<tr>
<th>Health &amp; Safety Checklist</th>
<th>Supported Housing Officers</th>
<th>Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rubbish</th>
<th>Supported Housing Officer &amp; Waste Contractor</th>
<th>January 2012 onwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>The recycling bins currently have no lids and are positioned on a main cycle pathway. Risk that a fire could start more easily with the recycled papers more exposed and accessible to the public</td>
<td>Lids have now been provided</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure Supported Housing Officers regularly check bins in situ with lids – area to be further investigated could be the washing/drying area to locate the recycling bins – a possible option to move from the outside</td>
<td></td>
</tr>
</tbody>
</table>
**Additional Information**

<table>
<thead>
<tr>
<th>Issue Description</th>
<th>Action Required</th>
<th>Responsible Parties</th>
<th>Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>The blinds <strong>MUST</strong> 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. The exit signage must be clearly visible, and the PUSH BAR accessible at all times. To be raised as a set item on the agenda for the <strong>TPM, (Tenant Participation Meeting)</strong>, held twice yearly in every scheme.</td>
<td>Tenants and other users of the common room</td>
<td>From January 2012 Twice yearly in each scheme commencing September 2017 Records to be kept of meetings within each scheme</td>
</tr>
<tr>
<td>Rear fire exit door, leading from common room to patio area, very overgrown and obstructing access – could provide difficulties in an evacuation situation.</td>
<td>Bushes cut back and patio area cleared – to be regularly inspected</td>
<td>Supported Housing Officers</td>
<td>Oct 2014 Ongoing</td>
</tr>
</tbody>
</table>