

# **HARLOW COUNCIL**

**Extra Care  
Supported Housing  
Sumners Farm Close  
Phelips Road  
Harlow, Essex  
CM19 5SL**

## **FIRE RISK ASSESSMENT**

**General Statement**

**Fire Precautions**

**Evacuation Procedure – Appendix A  
General Information**

**Evacuation Procedure – Appendix B  
Instructions for Staff**

**Evacuation Procedure – Appendix C  
Evacuation Team Responsibilities**

**Fire Safety Action Plan**

**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**

#### **EXTRA CARE SUPPORTED HOUSING**

##### **SUMNERS FARM CLOSE**

###### **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 Sumners Farm Close, 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 Plan is a Proforma for the scheme which gives locations of utilities and useful premise information.

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

The Sumners Farm Close complex operates a NO SMOKING policy in all communal areas.

For the purpose of the Fire Risk Assessment Sumners Farm Close has been separated into four areas:

- Common Areas / Corridors Connecting Properties / Integrated Flats
- Kitchen – large working kitchen, mid day meal provision
- Laundry
- Communal bathroom

Sumners Farm Close is an extra care supported housing scheme providing 24 hour support and care to frail elderly tenants.

The responsibility is split between Harlow District Council as the Landlord and Manorcourt Homecare as the 24 hour Care Provider.

## **Sumners Farm Close – Overview of the Building**

The building has two storeys, square in shape with a central courtyard. The unit is specifically for the frail elderly with high levels of care need. Off the main corridor there is a room containing 4 freezers and dry goods. There is a rubbish chute room, store cupboards with mixed materials and furniture.

There is an office on the ground floor used by Manorcourt Homecare. On the first floor is the Care Provider overnight sleeping room which doubles as a training room and a staff rest room. There will be a Care Worker on site 24 hours a day.

There is one lift at the front of the building and a platform wheelchair lift located on the stairwell adjacent to flat 7. There is a centralised garden/courtyard, with various flowerbeds, which is accessible via double patio doors leading from the dining room and various exit doors around the building. All ground floor, internal flats, have direct access from their properties into the courtyard.

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

There is regular movement of vehicles to the front of the building where visitors, staff, delivery vehicles, and users of the building, are being transferred and dropped off by car, mini bus and ambulance.

Access to the building doors should be kept free and accessible at all times.

The communal areas and each individual property has a pull cord system linked through to the onsite Care Provider, which has a guaranteed 24 hour 365 day response on site.

As part of a planned work programme, the warden call system was upgraded in 2011 including the installation of new smoke detectors.

A fire log book records the weekly tests of the fire alarm system and annual checks.

## **General Fire Prevention**

### **Electricity**

Any obvious faults with electrical equipment or systems, including lighting, should be reported to HTS (Property & Environment) Ltd immediately.

The use of electric fans and fan heaters in the common areas should be agreed with the Supported Housing Administrator.

Any portable electrical equipment within the common areas of the building should be listed and an inventory produced.

The inventory is to include details of; item, make, model, serial number, location and a contact name and number. Arrangements will then be made to have the equipment PAT tested periodically. Television sets, music system, speakers, heaters, lamps and computer equipment should also be included.

All specialist electrical equipment to be included:

- Arjo Bath
- Kitchen equipment including Air Conditioning Units, Freezers, Bain Marie and hotplates
- Laundry equipment including washing machines and tumble dryers

## **Refuse**

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 rubbish chutes.

Recycled waste is collected fortnightly and should be placed in the recycling bins at the front of the building

All medical/incontinence waste should be correctly bagged and placed in the clinical waste bin, which is located in the main chute cupboard outside to the left of main entrance doors. This is emptied weekly on a Tuesday.

Used needles should be disposed of using gloves and sharps boxes to ensure health & safety policies are adhered to.

**PLEASE ENSURE THAT ALL TYPES OF REFUSE IS DISPOSED OF IN THE CORRECT AREAS AND NOT ALLOWED TO BLOCK FIRE EXITS OR CREATE POTENTIAL FIRE HAZARDS**

## **Heating Systems**

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

The gas supply system is serviced and checked on an annual basis by a Gas Safe registered contractor.

## **Flammable Liquids/Materials/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, 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.

## **Fire Precautions**

In order to minimise the risk from any fire that may occur within Sumners Farm Close 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 will be checked at the time of the weekly fire alarm test.

### **b) Fire Exits**

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

### **c) Fire Doors**

Fire doors are provided to help prevent the spread of smoke and fire. All doors within the corridors are linked to the fire alarm system and will shut automatically when the fire alarm sounds. The operation of these fire doors will be checked at the time of the weekly fire alarm test. Due to the use of the building, electrical doorstops are in place, on the dining room doors, which will automatically de-activate in the event of a fire.

### **d) Lifts**

There is a platform wheelchair lift which is located on the stairwell adjacent to flat 7 on the ground floor and a through floor lift adjacent to the main dining area. These should not be used during a fire evacuation situation.

### **e) Fire Extinguishers**

Fire extinguishers are positioned in all parts of the building. The type and number of extinguishers are appropriate to the main fire risk.

Staff should familiarise themselves with the location and operation of fire extinguishers within their work areas, and the types of fire they are suitable for use on.

### **f) Emergency Lighting**

All lighting, including emergency lighting has been upgraded in June 2012.

### **g) Fire Alarm**

Sumners Farm Close 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. Tunstall Healthcare Ltd provides maintenance of this system on a 24-hour 365-day basis.

The fire alarm system in common areas is tested weekly by the on-site Care Provider; a different call point will be used to activate the alarm every time it is tested.

An annual test of the fire alarm system will be carried out by the appropriate competent person (HTS contractor).

The main panel is situated in the corridor at the front of building. Faults are reported to Central Control, telephone number 446666, for any necessary repairs.

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

There are "sounders" placed around the building to ensure they can be heard in all locations.

If there is an activation of the fire alarm out of hours, this will be responded to, in the first instance, by the on site Care Provider who will telephone the Fire Brigade and contact the Supported Housing Manager on call.

#### **h) Fire Drills**

On a quarterly basis, at the TPM, (Tenant Participation Meeting), Supported Housing Officers will hold a briefing with all tenants and staff, to discuss the fire evacuation/stay put policy.

#### **1) Signs**

Appropriate fire safety signage is displayed throughout the building.

#### **j) Vehicles**

During an evacuation vehicles will not be permitted to drive into the car park, unless a Senior Officer, or the Fire Brigade, gives permission.

#### **Evacuation**

**THE FIRE BRIGADE HAVE ADVISED THAT RESIDENTS 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**

**When to involve the Police**

**Any other steps appropriate to the circumstances**

#### **People With Disabilities**

The Fire Brigade, where appropriate will assist the less able tenants in evacuating the building.

#### **Training**

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

The onsite Care Provider provides regular fire safety training to staff on a six monthly basis.

## **Maintenance**

The fire alarm system, fire extinguishers and the platform wheelchair lift 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 Sumners Farm Close, this can only be achieved with the cooperation of all staff.

Deficiencies with any of the fire precautions e.g. evacuation routes etc. should be referred initially to Supported Housing Manager.

The fire risk assessment, and appendices, will be reviewed on an annual basis.

All tests, drills, inspections and training will be recorded in the Sumners Farm Close fire logbook.

Health & Safety Team  
September 2018

## **HARLOW COUNCIL**

### **EXTRA CARE SUPPORTED HOUSING**

#### **SUMNERS FARM CLOSE**

#### **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.
2. If you are in the immediate vicinity of the fire, use the evacuation route nearest to your location.
3. Fire Action Notices and procedures are displayed throughout the building for visitors information and action. Fire information notices are displayed on the inside of the entrance door to every property.
4. Be aware of any staff or visitors who may require assistance during evacuation.
5. A member of staff should identify themselves 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, by the Fire Brigade, is given to leave or re-enter the building.
7. Please forward concerns or comments regarding any of the procedures to the Health & Safety Team or the Supported Housing Manager.

## **HARLOW COUNCIL**

### **EXTRA CARE SUPPORTED HOUSING**

#### **SUMNERS FARM CLOSE**

#### **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

**DO NOT TAKE PERSONAL RISKS**

##### **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  
Assistance should be given to residents ensuring that they are supervised at all times
8. The call provider on site will ensure that the Fire Brigade has been called

**ASSEMBLY POINT – GRASSED AREA TO FRONT OF BUILDING  
(MIDDLE OF MINI ROUNDABOUT)**

##### **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:  
**SUMNERS FARM CLOSE, PHELIPS ROAD, HARLOW, ESSEX, CM19 5SL**  
Do not replace the receiver until the address has been correctly repeated back to you

## HARLOW COUNCIL

### EXTRA CARE SUPPORTED HOUSING

#### SUMNERS FARM CLOSE

#### FIRE RISK ASSESSMENT - Appendix C

#### EVACUATION TEAM – EVACUATION TEAM RESPONSIBILITIES

**OFFICE TELEPHONE NUMBER** 01279 446399  
**Connects to onsite Care Provider**

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

**Manorcourt Home Site Manager – Lesley James** 07436 270215

**Manorcourt Operations Manager – Rosemary Judd** 01255 440744  
0758 7658414

- Overall responsibility for the evacuation process/if evacuation is required
- Will ensure Fire Brigade has been called
- Inform Central Control on 446666, when a fire has occurred or evacuation procedures have been implemented
- 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

#### **Manorcourt Homecare**

On hearing the fire alarm, the appointed Fire Marshals will sweep the building ensuring that all areas are clear, once they are satisfied that all staff have evacuated the building, they will assemble at the designated assembly point to await further instruction from the fire brigade.

Where a care worker is with a service user, they should ensure that the service user is safe before leaving the building by the nearest available fire exit.

#### Fire Marshalls

Rhona Henderson 01279 446399  
Lesley James 01279 446399  
On-site Care Officer 01279 446399

**HARLOW COUNCIL**

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**SUMNERS FARM CLOSE  
ACTION PLAN – 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>Tenants</p> <p>Care Providers</p> <p>Council Employees</p> <p>Visiting Tenants</p> <p>Key Holders / Police Other Agencies</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>Anglia Fire Contractor</p> <p>Communicating with Health &amp; Safety Supported Housing Manager /</p>	<p>To commence signage reviews whilst on extinguisher inspections - from November 2011 – yearly in each scheme</p>

<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>Fire Alarm</b></p> <p>Fire alarm system on site is checked by the onsite Care Provider 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>Care Providers</p> <p>Council Employees</p> <p>Visiting Tenants</p> <p>Key Holders / Police</p> <p>Other Agencies</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 contract</p>	<p>Ongoing 6 monthly inspections – Nov 2011</p>
<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>			<p>Supported Housing Officer</p>	<p>Weekly</p>

Additional Information		Action Required	By Who	Timescales & Review
<p>Storage cupboard doors, positioned along the corridors, should be kept locked. This is to prevent any items being dumped and added too. Doors left ajar could also potentially block access in the event of an evacuation</p>		<p>Doors to be kept locked</p>	<p>Supported Housing Officer / Care Provider</p>	<p>Ongoing March 2012</p>
<p>Ideally items of furniture should not be removed from a flat until the Heavy Squad day of collection. However, there is generally a wait for heavy squad collections and therefore this is not always feasible</p> <p>Accumulation of items can create further dumping and be a potential fire hazard</p> <p>All common areas within the building should be kept sterile and free from any fire risks and hazards</p>		<p>Endeavour to keep rubbish and furniture secure until it can be removed</p>	<p>Supported Housing Officer / Care Provider</p>	<p>Ongoing March 2012</p>