



Barrow Borough Council Housing Department

FIRE RISK ASSESSMENT PROCEDURE

1. AIM

- To keep residents safe
- To ensure compliance with our statutory duties under the Regulatory Reform (Fire Safety) Order 2005 (FSO).

2. OBJECTIVES

- To ensure, as far as is reasonably practicable, people living in or visiting 2 and 3 storey blocks of flats that are accessed via a communal area, balcony or walkway are not exposed to fire hazards.
- To ensure, as far as is reasonably practicable, people living in or visiting 2 and 3 storey blocks of flats that are accessed via a communal area, balcony or walkway can safely exit the building in the event of a fire.
- To ensure there are fully operational interlinked smoke detectors installed on all 2 storey blocks of flats that are accessed via a communal area, balcony or walkway.
- To ensure that all interlinked smoke alarms are independently checked for operational compliance every 6 months.
- To ensure that all emergency lighting is independently checked for operational compliance every 6 months and that a visual check of emergency light fittings are undertaken monthly.
- To ensure that all 2 and 3 storey blocks of flats that are accessed via a communal area, balcony or walkway are inspected for fire safety concerns every 3 months.
- To ensure, as far as is reasonably practicable, people renting and managing the Council's commercial assets are not exposed to fire hazards.
- To ensure, as far as is reasonably practicable, people renting and managing the Council's commercial assets can safely exit the building in the event of a fire.
- Ensure an annual review of the fire risk assessment is carried out for the purpose of identifying the general fire precautions and other measures needed to comply with the FSO and are reviewed following:
 - *A change of work practice;*
 - *A significant change in numbers at work or otherwise attending the premises;*
 - *Any structural or material alteration to the premises or building;*
 - *Any restructuring of the fire precautions in the premises;*
 - *Any fire incident.*
- To ensure the occupants of the commercial units undertake their own fire risk assessment every 12 months for the purpose of identifying the general fire precautions and other measures needed to comply with the FSO.
- To apply the principles of fire safety risks assessment across all housing assets so that their application ensures compliance with all the legislation.

3. PROCEDURE

- **Stage 1**
 - Identify the fire hazard and ask the tenant to remove the hazard or if the tenant is not known affix a warning label to the hazard.
 - Photograph the hazard and send "Fire Risk Assessment" e mail to Fire Risk Assessment Folder detailing the hazard, the hazard priority and the action taken.
- **Stage 2**
 - Re-inspect the hazard (Maximum 1 Month after identification)
 - Issue a works order to MCU to remove or relocate any immediate hazard items such as rubbish, small items of furniture, old carpets etc.
- **Stage 3**
 - Send FRA enforcement notice letter No 1
- **Stage 4**
 - Send 2nd FRA enforcement notice letter No 2

4. STAFF RESPONSIBLE

Assistant Director Housing (ADH) will, for his/her area of responsibility:

- Identify and record fire hazards in accordance with this procedure
- Check the competencies of the Maintenance and Asset Manager
- Inform Executive Officers, Councillors, and Committee members of contractual issues or concerns that impact on the management, delivery and safety of fire safety in the Council's housing stock
- Act as the "Responsible Person" with regard to the management of fire safety for housing shops and other commercial assets.

Maintenance and Asset Manager (MAM) will, for his/her area of responsibility:

- Identify and record fire hazards in accordance with this procedure
- Check the competencies of the Senior Surveyor
- Act as the "Responsible Person" with regard to the management of fire safety for all non-commercial housing assets.
- Check the contractor maintains adequate Public/Employee Liability insurance cover throughout the contract term
- Inform the ADH of any significant concerns regarding fire safety in the Council's housing stock.
- Update this procedure documentation every 3 years or when there is a significant change in an associated policy or a change to our duties as landlord.
- Ensure a review of each fire risk assessment is undertaken annually or following;
 - *A change of work practice;*
 - *A significant change in numbers at work or otherwise attending the premises;*
 - *Any structural or material alteration to the premises or building;*
 - *Any restructuring of the fire precautions in the premises*
 - *Any fire incident.*

Senior Surveyor (SS) will, for his/her area of responsibility:

- Identify and record fire hazards in accordance with this procedure
- Check the competencies of the Mobile Caretaker Supervisor
- Check the contractors competencies
- Ensure appropriate risk assessments, method statements and safe systems of work are implemented by the contractor and reviewed for suitability
- Ensure that all 2 and 3 storey blocks of flats that are accessed via a communal area, balcony or walkway are inspected for fire safety concerns every 3 months.
- Ensure fire safety inspection records are checked and actioned with 5 days of the inspection.
- Ensure fire safety inspection records are carried out in accordance with this procedure.
- Ensure completed fire safety inspection records are stored and recorded in the fire safety log for 5 years.
- Facilitate a quarterly meeting with the smoke alarm contractor to discuss and record;
 - Quality of the service provided
 - Health and safety management
 - Compliance with the specification
 - Operatives qualifications and experience
 - Fire safety issues and good practice
 - Invoices and payments
- Inform the MAM and contractor of any planned or actual changes to their premises and asset lists that may affect or impact on services
- Inform the contractor of premises that contain additional known hazards (TMV, PP)
- Notify the MAM of any significant issues of poor service or non-compliance by the contractor.
- Notify the HO of any significant fire hazards that require a follow up inspection or require tenancy enforcement.
- Provide safe access to the building for contractors and ensure that they are inducted on site safety and evacuation procedures
- Act timely on any prohibitions, warnings, comments, suggestions made by the contractor and where necessary notify the MAM as soon as practicable
- Review the content of the fire safety log folder on a quarterly basis to ensure all fire safety actions are complete.

Senior Housing Officer (SHO) will, for his/her area of responsibility:

- Identify and record fire hazards in accordance with this procedure
- Ensure any reported fire safety hazards are re-inspected within 1 month of the inspection.
- Ensure a tenancy enforcement letter is sent to all tenants or leaseholders responsible for the creation of a fire safety concern if the hazards remains in place for more than 1 month.
- Review the content of the fire safety log folder on a quarterly basis to ensure all fire safety actions are complete.

Mobile Caretaker Supervisor (MCS) will, for his/her area of responsibility:

- Identify and record fire hazards in accordance with this procedure
- Check the Councils Client aware system to identify known risks before undertaking each fire safety survey.
- Undertake a detailed fire safety survey of all 2 and 3 storey blocks of flats that are accessed via a communal area, balcony or walkway every 3 months.
- Record the inspection findings on the FRA form and forward a hard/electronic copy of the form to the SS within 5 days of completion.
- Immediately notify the SS or MAM of all significant fire safety concerns that create an immediate and intolerable risk to building occupants.
- Label, record and photograph all fire related hazards identified in communal areas, walkways, balconies, bin store areas or other internal or external locations.
- Check and record the condition of all fire safety signage and emergency plan information and immediately replace any damaged or missing items.
- Send a fire safety log e mail to the general Fire safety Log e mail address detailing;
 - Nature and extent of the fire hazard
 - Action taken
 - Date of inspection

Updated 2018

GUIDANCE NOTES

Fire risk within communal areas

In general terms the risk of fires occurring and spreading within communal areas is likely to be low. This is primarily due to the general use of non-combustible materials from which the flats are built and the compartmentalisation of the space surrounding stairwells and walkways. These fire safety provisions are enhanced by the use of fire doors and early warning fire detection equipment.






In view of this, a fire that occurs in a communal area will require an additional source of fuel.



Stored materials such as old sofas, chairs, cardboard, plant pots and carpets left in communal areas or on balconies are often a ready source of combustible material that can cause a small fire to escalate significantly.

Other stored equipment such as motorcycles, mobility scooters or petrol driven garden equipment provide a ready source of flammable liquids or other heat source.







It is therefore important to identify and remove fire hazards as soon as possible to reduce the risk of fires occurring and to remove the source material preventing fire spread. Common fire risks include;

Communal areas and stairwells

Fire Hazard	Fire risk	Means of escape risk	Action
 Mobility Scooter	<ul style="list-style-type: none">Battery can overheat and ignite.Charging in communal area can cause switch to overheat and ignite	<ul style="list-style-type: none">Potential to block passageways and walkwaysTrip hazardTrailing cables may also be a trip hazard	<ul style="list-style-type: none">Affix warning labelRe-inspect within 1 monthSend enforcement letterTake enforcement action
 Cardboard/Paper	<ul style="list-style-type: none">Can be set alight by vandalism or by discarded cigarette ends.	<ul style="list-style-type: none">Potential to block passageways and walkwaysTrip hazard	<ul style="list-style-type: none">Affix warning labelRequest removal by tenant or MCUSend enforcement letterTake enforcement action
 Old Carpet/Flooring	<ul style="list-style-type: none">Can be set alight by vandalism or by discarded cigarette ends.	<ul style="list-style-type: none">Potential to block passageways and walkwaysTrip hazard	<ul style="list-style-type: none">Affix warning labelRequest removal by tenant or MCUSend enforcement letterTake enforcement action
  Old Furniture	<ul style="list-style-type: none">Can be set alight by vandalism or by discarded cigarette ends.	<ul style="list-style-type: none">Potential to block passageways and walkwaysTrip hazard	<ul style="list-style-type: none">Affix warning labelRequest removal by tenant or MCUSend enforcement letterTake enforcement action

 <p>Motorbikes/Scooters</p>	<ul style="list-style-type: none"> Petrol or Diesel is a highly flammable material capable of producing liquid or vapours that can easily ignite. 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard Slip hazard if petrol, diesel or oil is spilt 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action
 <p>General Rubbish</p>	<ul style="list-style-type: none"> Can be set alight by vandalism or by discarded cigarette ends. 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard 	<ul style="list-style-type: none"> Affix warning label Request removal by tenant or MCU Send enforcement letter Take enforcement action

Balconies and walkways

Fire Hazard	Fire risk	Means of escape risk	Action
 <p>Ladders</p>	<ul style="list-style-type: none"> Wooden ladders can provide a source of combustible material 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action
 <p>Plant Holders</p>	<ul style="list-style-type: none"> Plastic plant pots or hanging baskets can provide a source of combustible material 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action
 <p>Benches/Seats</p>	<ul style="list-style-type: none"> Wooden or plastic benches can provide a source of combustible material 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action
  <p>Washing Lines/Driers</p>	<ul style="list-style-type: none"> Wooden or plastic driers can provide a source of combustible material Clothes, bedding and general washing items are a source of combustible material 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard Clothing, bedding etc. can obscure signage and fire safety information 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action
 <p>Paint/Solvents/Oils</p>	<ul style="list-style-type: none"> Paint, Solvents and other flammable liquids provide a source of highly combustible material 	<ul style="list-style-type: none"> Potential to block passageways and walkways Trip hazard Slip hazard if spilt 	<ul style="list-style-type: none"> Affix warning label Re-inspect within 1 month Send enforcement letter Take enforcement action