

Type of Property	Multi- occupied housing referred to as the Byker Wall Ground floor and varying upper levels with open deck access to all areas.
Owner	Byker Community Trust and managed by Your Homes Newcastle
Address of Properties	Graham House Byker Various post codes.
Responsible Person (s) consulted	Michele Bell BCT
Assessor	Douglas Gall Your Homes Newcastle Health and Safety (fire) Officer
Date of Fire Risk Assessment	18 th February 2016
Date of Previous Fire Risk Assessment	22 nd October 2014
Suggested Date For Review <i>(This fire risk assessment should be reviewed by a competent person by the date indicated or at such a time as there is reason to suspect that it is no longer valid or there have been significant changes.)</i>	Annual review by responsible person for the building followed by a 3 yearly full review by a competent person. Before end of March 2019

The purpose of this report is to provide an assessment of the risk to life from fire, and, where appropriate, to make recommendations to ensure compliance with fire safety legislation. The report does not address the risk to property or business continuity from fire.

Level 1	Non – intrusive risk assessment carried out within the communal areas only	Yes
Level 2	Invasive risk assessment carried out within the communal areas only	
Level 3	Non – intrusive risk assessment carried out within the communal areas and within the tenant occupied flats.	
Level 4	Invasive risk assessment carried out within the communal areas and within the tenant occupied flats.	

FIRE RISK ASSESSMENT CONTENTS SHEET

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GENERAL INFORMATION

1. THE PROPERTY	
Building Use	Flats on various levels. The majority of the flats have open deck access.
Approximate floor area	N/A
Brief details of the building	Multi- occupied housing referred to as the Byker Wall. Brick and concrete structure with corrugated roof panels. Ground floor and varying upper levels with open deck access to all areas. Security controlled bridge access from the Byker Wall buildings.
Occupancy	16 general needs tenanted flats.
2. STAFF AND VISITORS	
Numbers staff	None on site – concierge staff carry out security and cleaning duties.
Number of visitors	Varying numbers of visitors to flats
3. BUILDINGS OCCUPANTS AT SPECIAL RISK	
Sleeping	All flats have sleeping risks
Disabled users	Access and egress is reasonable for people with restricted walking ability. Lift to upper floors.
Staff / visitors / contractors in remote areas	Contractors / maintenance staff may be on site.
Observation of visitors	No staff on site. CCTV available at the entrance
4. FIRE LOSS EXPERIENCE	
A number of fires within the flats over the last 50 years. No serious incidents.	
5. OTHER RELEVANT INFORMATION	
None	
6. FIRE SAFETY LEGISLATION	
The Regulatory Reform (Fire Safety) Order 2005	Yes
Other relevant fire safety information	N/A

FIRE HAZARDS AND THEIR ELIMINATION OR CONTROL

7. ELECTRICAL SOURCES OF IGNITION		
7.1	Are reasonable measures taken to prevent fires of electrical origin?	Yes
7.2	Are fixed installations periodically inspected and tested?	Yes
7.3	Is portable appliance testing carried out?	Yes
7.4	Is there suitable policy regarding the use of personal electrical appliances?	N/A
7.5	Is there suitable limitation of trailing leads and adapters?	Yes
Observations	<p>A number of the buildings electrical supplies have been replaced during refurbishment. All electrical work has been carried out by competent persons and certificates of compliance are available. The landlord's electrical installation will be inspected on a 5 yearly basis.</p> <p>YHN concierge provide cleaning services within the communal areas. Portable Appliance Testing on their equipment will be carried out on an annual basis. Concierge staff carry out regular checks to their equipment to ensure that they are in good working order. Information is available for tenants relating to safe use of electrical appliances within their property.</p>	
Recommendations	None	
8. SMOKING		
8.1	Are reasonable measures taken to prevent fires as a result of smoking?	Yes
8.2	Is smoking prohibited in the building?	Yes
8.3	Is there evidence of any breaches of policy?	No
Observations	<p>"Smoking" is not permitted in any communal area within the buildings.</p> <p>Tenants are informed of the "No Smoking" policy on sign-up. No Smoking signs are provided at each entrance to the buildings.</p>	
Recommendations	<p>1. Housing and concierge staff should monitor the "No Smoking" laws when they are on site and take action when necessary to ensure compliance.</p>	
9. ARSON		
9.1	Does basic security against arson by outsiders appear to be reasonable?	Yes
9.2	Is there any unnecessary combustible materials in close proximity to the building or available for ignition by outsiders?	Yes
Observations	<p>Reasonable standard of security provided.</p> <p>Security entrance system and CCTV</p> <p>Large recycling bins are located at a safe distance from the building. The bins are not secured.</p>	
Recommendations	<p>1. Concierge management should have the recycling bins secured and only unlocked for collection.</p>	
10. PORTABLE HEATERS AND HEATING INSTALLATIONS		
10.1	Is the use of portable heaters avoided as far as practicable?	Yes
10.2	If portable heaters are used, are suitable measures taken to minimize the hazard of ignition of combustible materials?	N/A
10.3	Are fixed heating installations subject to regular maintenance?	Yes

Observations	No heating in any of the communal parts. The complex has a hot water and heating system unique to the Byker estate.	
Recommendations	None	
11. COOKING		
11.1	Are reasonable measures taken to prevent fires as a result of cooking?	N/A
11.2	Are filters changed and ductwork cleaned regularly?	N/A
11.3	Are suitable fire extinguishers available?	N/A
Observations	No cooking facilities within the communal areas. This risk assessment does not cover any cooking facilities within the flats.	
Recommendations	None	
12. LIGHTNING		
12.1	Does the building have a lightning conductor?	Yes
Observations	A number of lightning conductors within the Wall complex. The conductors are inspected on a periodic basis.	
Recommendations	None	
13. OTHER SIGNIFICANT IGNITION SOURCES THAT WARRANT CONSIDERATION		
Ignition sources	None	
Observations	None	
Recommendations	None	
14. HOUSEKEEPING		
14.1	Is the standard of housekeeping adequate?	Yes
14.2	Are combustible materials separated from ignition sources?	Yes
14.3	Is there avoidance of unnecessary combustible materials or waste within the offices or communal areas?	Yes
14.4	Is there appropriate storage of combustible materials?	Yes
14.5	Is there appropriate storage of flammable or hazardous materials?	N/A
Observations	Concierge staff are responsible for ensuring that good housekeeping standards are maintained within the communal areas. Secure refuse cupboards are provided at various levels throughout the wall buildings. A number of the refuse cupboard doors require maintenance.	
Recommendations	None	
15. HAZARDS INTRODUCED BY OUTSIDE CONTRACTORS AND BUILDING WORKS		
15.1	Is there satisfactory control over works carried out to the building by outside contractors (including "hot work" permits)?	Yes
15.2	Are fire safety conditions imposed on outside contractors?	Yes
Observations	Contractors will be responsible for carrying out a risk assessment for any work involving "Hot" processes and provide documentation to the responsible person before work starts and finishes. Contractors are managed by YHN Property Services or YHN Investment Delivery.	
Recommendations	None	
16. MEANS OF ESCAPE FROM FIRE		
16.1	Is it considered that the building is provided with reasonable means of escape in case of fire?	Yes
16.2	Is there adequate provision of exits?	Yes
16.3	Are Fire Exits doors easily and immediately openable, (without the use of a key)?	Yes
16.4	Do fire exits open in the direction of escape, where necessary?	N/A
16.5	Avoidance of sliding or revolving doors as fire exits.	Yes

16.6	Is there satisfactory means for securing exits?	Yes
16.7	Are distances of travel reasonable where there is a single direction of travel?	Yes
16.8	Are distances of travel reasonable where there are alternative means of escape?	Yes
16.9	Is there suitable protection of escape routes?	*Yes
16.10	Are there suitable fire precautions for all inner rooms?	N/A
16.11	Are escape routes unobstructed?	Yes
16.12	Are there suitable arrangements for means of escape, for people with disabilities?	N/A

Observations	<p>The building has a ground floor entrance and a upper floor access bridge from the main Byker Wall buildings. All entrance doors have security entry systems with magnetic locks and push button release switches. The entry doors have been provided with fire-fighters security entry switches.</p> <p>Protected staircases to upper floors provide access to the open deck passageways. The majority of the flats are accessed from the open deck assess passageways. A small number of flats have direct access from the stairs and there are a number of emergency exit doors from flats direct on to the stair landings (design feature of the Wall).</p> <p>All flat doors within the stair enclosures are of a reasonable fire standard (original specification). The deck access doors and frames are not required to provide fire separation (weather protection only).</p> <p>The floor landing lobbies have a bin store, electric cupboard and cleaners cupboard. These rooms are provided with fire resistant doors.</p> <p>Fire doors (except the flats) have been indicated with Fire Door Keep Shut or Keep Locked signage. No directional fire exit signage has been provided to indicate the fire escape routes from the deck access areas and the stairs.</p> <p>Concierge staff carry out monthly checks to fire resistant doors, intumescent strips, self-closing devices, automatic opening devices, external walkway etc. to ensure that they are in good working order. Checks are recorded.</p>
Recommendations	<p>1. All bin stores, electric and cleaners cupboards should be inspected and repairs carried out to ensure the doors close and are lockable.</p>

17.MEASURES TO LIMIT FIRE SPREAD AND DEVELOPMENT

17.1	Is it considered that there is compartmentation of a reasonable standard?	No
17.2	Is it considered that there is reasonable limitation of linings that may promote fire spread?	No

Observations	<p>Fire stopping issues within the electric bin stores. Cable trunking inside the lobby's, stairs and outside on the open walkways have sections of trunking missing (exposing electric cables). Areas of fire resistant panelling on the stairs has been damaged and are leaving cables and the flats exposed to higher fire spread risks.</p>
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Recommendations	<p>1. All cupboards within the wall complex must be inspected and fire stopping deficiencies identified. Fire stopping must be completed by a third party accredited fire stopping contractor who will certify the standard of their work.</p> <p>2. All stair panelling and pipe / cable ducts inside the building must be inspected and deficiencies identified. Fire stopping must be completed by a third party accredited fire stopping contractor who will certify the standard of their work.</p> <p>3. Cables and cable trays inside the buildings and outside on the open walkways must be inspected and deficiencies identified. Work must be carried out to secure all pipes and cables in all areas accessible to staff, tenants, visitors, contractors or the emergency services.</p>	
18.ESCAPE LIGHTING		
18.1	Is there a reasonable standard of escape lighting system provided?	Yes
Observations	<p>Emergency lighting (existing) has been provided to all communal areas.</p> <p>Annual testing will be carried out to the emergency lighting.</p>	
Recommendations	<p>1. Property services to confirm that a contract is or will be put in place for periodic inspection and testing of the buildings emergency lighting system.</p>	
19.FIRE SAFETY SIGNS AND NOTICES		
19.1	Are there fire safety signs and notices?	Yes
Observations	<p>Fire exit signage has been provided.</p> <p>No smoking signs are provided.</p> <p>Flat identification and floor level identification has been provided on the ground floor and on the upper floors of each building.</p>	
Recommendations	<p>1. A Fire Evacuation notice should be provided in a prominent location at each entrance to the building and in each lift.</p> <p>2. Directional fire exit signage should be provided to identify the means of escape routes(this will complement the new fire exit signage within the main Byker wall buildings.</p>	
20.MEANS OF GIVING WARNING IN CASE OF FIRE		
20.1	Is reasonable manually operated electrical fire alarm system provided?	N/A
20.2	Is automatic fire detection provided? Flats & bin stores only	Yes
20.3	Is there remote transmission of alarm signals	Yes
Observations	<p>There is no requirement for a fire alarm system within the stairs or open deck passageways.</p> <p>Hard wired (battery back – up) smoke detector sounders within the bin stores.</p> <p>Hard wired (battery back - up) smoke / heat detector sounders within the individual flats. The fire detectors are linked back to YHN's Enquiry Centre.</p> <p>The Enquiry Centre call challenge all activations within the flats and call the fire service if required.</p> <p>The fire service are called for all activations from the communal area detection.</p>	

	The tenants are responsible for maintaining their detection in good order and testing on a regular basis. The tenants should contact the enquire centre before activating their alarm. The tenants also have a responsibility to call “999” if they are aware of a fire in their flat or within the building.	
Recommendations	1. Concierge staff should carry out periodic tests (recommend 6 monthly) on all communal area detection to ensure it is working and they are linked back to YHN’s enquiry centre.	
	2. The tenants are responsible for maintaining their detection in good order and testing on a regular basis. The tenants should contact the enquire centre before activating their alarm. Housing staff to confirm at sign – up with new tenants.	
21.MANUAL FIRE EXTINGUISHING APPLIANCES		
21.1	Is there reasonable provision of portable fire extinguishers?	N/A
21.2	Are hose reels provided?	N/A
Observations	No extinguishers at required in the communal areas. No access to the lift motor rooms.	
Recommendations	1. Property Services to confirm if any extinguishers are provided and maintained in the lift motor room.	
22.RELEVANT AUTOMATIC FIRE EXTINGUISHING SYSTEMS		
22.1	Type of system	N/A
Observations	No requirement	
Recommendations	None	
23.OTHER RELEVANT FIXED SYSTEMS		
23.1	Type of system	N/A
Observations	No requirement. Windows on each stair are openable for smoke ventilation if required.	
Recommendations	None	
24.PROCEDURES AND ARRANGEMENTS		
24.1	Are competent person(s) available to assist in implementation of fire safety legislation?	Yes
24.2	Are appropriate fire procedures in place? (including arrangements for summoning the fire and rescue service)	Yes
Person’s responsible for fire safety	Michelle Bell, Byker Community Trust Irene Scott, YHN Concierge Service Manager Berni Dickson, YHN Tenancy and Estate Manager Paul Lumsden, YHN Health & Safety Manager Ian Gallagher, YHN Head of Property Maintenance	
Observations	A “Fire Emergency Plan” which details the procedures to be taken in the event of a fire has been formulated. Due to the withdrawal of concierge staff at the Byker office there is a need to provide a secure key-safe with a full set of communal areas keys for the fire service. The buildings fire precautions file will need to be held at the Byker CHO and be readily available for the fire service or inspection by competent persons.	
Recommendations	1. All concierge staff who carry out work at the Byker Wall buildings should be provided with fire safety information relating to the buildings.	

		2. Byker housing staff should be given fire safety information relating to the building and they should then be able to pass the information on to existing or new tenants.
		3. Property Services to reinstate the key-safes throughout the wall complex.
		4. Concierge to provide a full set of keys within the external key-safes.
24.3	Are procedures and equipment in place for the evacuation of people with disabilities?	N/A
Observations	<p>The buildings have stairs and lifts that give access to the upper floors. The building also has a bridge access from the main Byker Wall at Stair 18.</p> <p>The buildings have no staff and therefore there is no requirement to provide any equipment or assistance. The Byker Wall buildings are designated as General Needs buildings and the tenants are classed as independent living.</p> <p>The lifts are maintained (contract in place).</p>	
Recommendations	None	
24.4	Is there appropriate liaison with the Fire Service?	Yes
Observations	<p>The fire alarm systems (hard wired domestic detection) within the individual flats and the bin rooms are linked to YHN's enquiry centre. The enquiry centre staff will attempt to call challenge each fire alarm activation and call the fire service if required. No call challenge from any bin store activation.</p> <p>Tenants also have a responsibility to call "999" if they are aware of a fire in their flat, the building or in the vicinity of the building.</p>	
Recommendations	None	
24.5	Are there routine in-house inspections of fire precautions?	No
Observations	Concierge staff carry out daily and periodic checks and inspections to all communal areas except the lift motor rooms.	
Recommendations	1. Concierge management are requested to include testing the smoke detection in the bin rooms as part of their buildings inspection programme.	
25. TRAINING AND DRILLS		
25.1	Are all staff given instruction on induction?	No
Observations	Staff working at the Byker Wall sites are not given basic instruction on their role in fire safety within the buildings.	
Recommendations	1. All staff working in the Byker Wall buildings should be given specific instructions on fire safety within the Byker Wall	
25.2	Are all staff given periodic "refresher training" at suitable intervals?	No
Observations	Staff are not receiving fire safety training or refresher training specific to the Byker wall buildings.	
Recommendations	As detailed in above sections	
25.3	Are staff with special responsibilities (e.g. fire wardens) given additional training?	N/A
Observation	None	
Recommendations	None	
25.4	Are fire drills carried out at appropriate intervals?	N/A
Observations	There is no communal fire alarm system therefore it is not possible to carry out fire drills in this type of building	

Recommendations	None	
26.TESTING AND MAINTENANCE		
26.1	Is there adequate maintenance of the workplace?	No
Observations	The building has testing and maintenance programmes carried out.	
Recommendations	As detailed in above sections	
26.2	Is there weekly testing and periodic servicing of fire detection and alarm system?	N/A
Observations	Hard wired detection only in the flats and the bin stores. Regular testing of the bin store detection has been requested. Tenants are responsible for maintaining their detection in good order and testing.	
Recommendations	As detailed in above sections	
26.3	Are there monthly and annual testing routines for emergency lighting?	N/A
Observations	Testing to be arranged by property services	
Recommendations	As detailed in above sections	
26.4	Is there annual maintenance of fire extinguishing appliances?	N/A
Observations	As detailed in above sections.	
Recommendations	None	
26.5	Are there routine checks of final exit doors and/or security fastenings including external walkways?	Yes
Observations	Concierge staff carry out daily and periodic checks and inspections.	
Recommendations	As detailed in above sections	
26.6	Is there periodic inspection and test of lightning protection system?	Yes
Observations	Periodic inspections are carried out by competent contractors.	
Recommendations	As detailed in above sections	
27.RECORDS		
27.1	Are there appropriate records of fire drills?	N/A
27.2	Are there appropriate records of fire training?	No
27.3	Are there appropriate records of fire alarm tests?	N/A
27.4	Are there appropriate records of escape lighting tests?	Yes
27.5	Are there appropriate records of maintenance and testing of other fire protection systems?	N/A
Observations	At present the Fire Precautions file will be held on site (Byker Concierge office).	
Recommendations	1. All checks, tests and inspection results for all the above sections within should be recorded electronically by property maintenance or concierge.	
	2. The Fire Precautions file should now be held in the Byker CHO.	
	3. Following the completion of the attached action plan, it is recommended that an annual audit of the risk assessment is carried out to ensure that the fire safety standards and fire safety management of the building are appropriate	

FIRE RISK ASSESSMENT

The following simple risk level estimator is based on a more general health and safety risk level estimator contained in BS 8800:

Potential consequences of fire ► Fire hazard ▼	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

	Low	Medium	High
Taking into account the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (probability of ignition) at this building is:	✓		

	Slight Harm	Moderate Harm	Extreme Harm
Taking into account the nature of the building and the occupants, as well as the fire protection and procedural arrangements observed at the time of this risk assessment, it is considered that the consequences for life safety in the event of fire would be		✓	

In this context, a definition of the above terms is as follows:

Slight harm:	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a bedroom in which a fire occurs).
Moderate harm:	Outbreak of fire could result in injury of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm:	Significant potential for serious injury or death of one or more occupants.

Trivial Tolerable Moderate Substantial Intolerable

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one advocated by BS 8800 for general health and safety risks:
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Risk Level	Action and timescale
Trivial	No action is required and no detailed records need be kept.
Tolerable	No major additional controls required. However, there may be a need for consideration of improvements that involve minor or limited cost.
Moderate	<p>It is essential that efforts are made to reduce the risk. Risk reduction measures should be implemented within a defined time period.</p> <p>Where moderate risk is associated with consequences that constitute extreme harm, further assessment may be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.</p>
Substantial	Considerable resources may have to be allocated to reduce the risk. If the building is unoccupied, it should not be occupied until the risk has been reduced. If the building is occupied, urgent action should be taken.
Intolerable	Building (or relevant area) should not be occupied until the risk is reduced.

Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section. The risk assessment should be reviewed periodically.

ACTION PLAN

It is considered that the following recommendations should be implemented in order to reduce fire risk to, or maintain it at, the following level:

Trivial
Tolerable

The timescales indicated should be used to ensure compliance:

1. Immediately (within 24 hours)
2. Within one month
3. Within three months
4. Within six months
5. As and when required

Section	Action	Recommendation	Time - scale
8 Smoking	01 Housing & Concierge	Housing and concierge staff should monitor the “ No Smoking ” laws when they are on site and take action when necessary to ensure compliance.	5
9 Arson	02 Concierge	Concierge management should have the recycling bins secured and only unlocked for collection.	2
16 Means of Escape	03 Property Services	All bin stores / electric cupboards and cleaners cupboards should be inspected and repairs carried out to ensure the doors close and are lockable.	2
17 Fire Spread	04 Property Services	All cupboards and storerooms within the wall complex must be inspected and fire stopping deficiencies identified. Fire stopping must be completed by a third party accredited fire stopping contractor who will certify the standard of their work.	3
	05 Property Services	All stair panelling and pipe / cable ducts inside the building must be inspected and deficiencies identified. Fire stopping must be completed by a third party accredited fire stopping contractor who will certify the standard of their work.	3
	06 Property Services	Cables and cable trays inside the buildings and outside on the open walkways must be inspected and deficiencies identified. Work must be carried out to secure all pipes and cables in all areas accessible to staff, tenants, visitors, contractors or the emergency services.	3
18 Escape Lighting	07 Property Services	Property services to confirm that a contract is or will be put in place for periodic inspection and testing of the buildings emergency lighting system.	2
19 Safety Signs	08 BCT	A Fire Evacuation notice should be provided in a prominent location at each entrance to the building and in each lift.	2
	09 Property services	Directional fire exit signage should be provided to identify the means of escape routes(this will complement the new fire exit signage within the main Byker wall buildings.	3

Section	Action	Recommendation	Time - scale
20 Fire alarm	10 Concierge	Concierge staff should carry out periodic tests (recommend 6 monthly) on all communal area detection to ensure it is working and they are linked back to YHN's enquiry centre.	4
	11 Housing	The tenants are responsible for maintaining their detection in good order and testing on a regular basis. The tenants should contact the enquire centre before activating their alarm. Housing staff to confirm at sign – up with new tenants.	5
21 Extinguishers	12 Property Services	Property Services to confirm if any extinguishers are provided and maintained in the lift motor rooms.	2
24 Procedures	13 Concierge	All concierge staff who carry out work at the Byker Wall buildings should be provided with fire safety information relating to the buildings.	3
	14 Housing	Byker housing staff should be given fire safety information relating to the building and they should then be able to pass the information on to existing or new tenants.	3
	15 Concierge	Concierge management are requested to include testing the smoke detection in the bin rooms as part of their buildings inspection programme.	3
	16 Property Services	Property Services to reinstate the key-safe at stair 21 including a bi-lock.	3
	17 Concierge	Concierge to provide a full set of keys within the external key-safes.	3
25 Training	18 Concierge	All staff working in the Byker Wall buildings should be given specific instructions on fire safety within the Byker Wall	5
27 Records	19 Concierge & Property Services	All checks, tests and inspection results for all the above sections within should be recorded electronically by property services or concierge.	5
	20 BCT	Following the completion of the attached action plan, it is recommended that an annual audit of the risk assessment is carried out to ensure that the fire safety standards and fire safety management of the building are appropriate	5
	21 Housing	The Fire Precautions file should now be held in the Byker CHO.	2

EMERGENCY FIRE PROCEDURE

For

The Byker Wall Buildings

➤ **What to do if a fire breaks out in your flat:**

- Alert any other people in the flat.
- **Do not tackle the fire** yourself unless you are sure it is safe to do so.
- Call the Fire Service by dialling “**999**” and pass on relevant information.
- Leave the flat immediately closing all doors behind you including the flat entrance door.
- If possible warn your immediate neighbours of the fire situation.
- If you have to leave the building, use the stairs.
- **Do not use the lift.**

The building has a monitored alarm system and the enquiry centre staff will call your flat to investigate the alarm.

Confirm the fire situation with the enquiry centre staff (they will call the Fire Service if required)

➤ **If the fire is in a flat in close proximity to your flat:**

- Follow the advice as above.

➤ **If there are signs of smoke or fire in the corridor or stairs and you are unable to safely leave your flat then:**

- Close the flat entrance door.
- Close any doors which can help separate you from the fire or smoke.
- Call the fire service “**999**” and provide information and ask for assistance.
- If you have no telephone, then call the Enquiry Centre via your door entry handset or attract attention from passers-by by waving from the window.
- Go to the furthest window where you can breathe fresh air.

➤ **Think ahead:**

Plan now with your family and neighbours, how you would help each other if there was to be a fire in your flat or within the building.

Schedule of Responsibilities	
The fire precautions listed below and the recommendations in this risk assessment, are required to be maintained by the responsible person at all times when the premises are occupied and are to include contractors and cleaning staff to work in the premises.	
Means of Escape	Must be kept clear and available at all times when the premises are occupied and be kept free from all obstructions and combustible materials. They should properly maintained and all fire doors onto the means of escape should be kept closed when not in use. Emergency exit doors should (where possible) open in the direction of escape.
Locks and Fastenings	All doors through which persons have to pass to evacuate the building should only be fastened so that they can be easily and immediately opened by one easy method "Without the Use of a Key".
Fire Alarm System	A workplace should be equipped with an appropriate level of fire detection and warning devices. The system should be maintained in good working order and tested to comply with B.S. 5839 standards.
Electrically Operated Doors	All doors fitted with electrically operated release mechanism's should release openable in the event of a power failure, and release in the event of a fire alarm activation. The should also be also be fitted with a emergency break glass release switch on the side of which escape is required.
Portable Fire-fighting Equipment	A workplace should be provided with appropriate fire-fighting equipment that should be available for use at all times and be properly maintained to comply with the latest codes of practice. They should not be hidden from view.
Fire Signs and Notices	All signs and notices should be located in the appropriate locations, unobstructed and provide current accurate information
Emergency Escape Lighting	Should meet the required standard and be inspected and tested as per B.S. 5266 standards. Additional basic user checks may be carried out by staff on site.
Training	All employees or contractors employed to work on the premises should be given an appropriate level of fire safety awareness training and reviewed on a regular basis. All new staff should be given fire safety induction training. All training should be recorded.
People with disabilities	Procedures are required to be put in place to provide the required level of assistance for people with disabilities. Staff and regular visitors with disabilities must be provided with "PEEPS" personal emergency evacuation plans.
Steps, stairs, ramps, corridors (internal) Steps, Steps, stairs, ramps (external)	Should be maintained in good order with free from slip/trip hazards and free from obstruction. External steps, paths, ramps and stairs from the building should be inspected on a regular basis to ensure they are in a safe condition and free from slip and trip hazards.
Furniture and equipment	Furniture and fittings should be fire retardant within the communal area. Electrical and gas equipment should meet all current standards and be tested as per B.B. standards.
Life Risks	The numbers of people employed or who may resort to the premises should not exceed that which is acceptable for the size and use of the premises. Staff and regular visitors who may require assistance to evacuate should be provided with a Personal Emergency Evacuation Plan "PEEP".

Schedule of Responsibilities	
Fire Hazards	All combustible materials should be kept in such a way that they do not cause a significant fire hazard. All flammable materials should be kept to a minimum and should be stored safely so they cannot be exposed to risk of ignition. Appropriate hazard signage may be required to identify the location and type of materials stored.
Fire Precautions Records and Fire Emergency Plan	<p>All fire precautions records and Fire Emergency Plans should be kept up to date and be available for inspection by any authorised person. The fire emergency plan should be in a written format and include:</p> <ol style="list-style-type: none"> 1. Action on discovering a fire 2. What to do if the fire alarm sounds 3. Calling the fire service 4. Evacuation of the workplace including those particularly at risk 5. Power and process isolation 6. Assembly points outside the building 7. Liaison with the Emergency Services 8. Use of fire exit escape routes 9. Use of fire-fighting equipment 10. Responsibilities and duties in case of fire <p>Any training to establish the above.</p>

Appendix

Hot Work – Procedure for Contractor to Notify Premises Manager

Purpose of Procedure

Many fires occur during repairs and maintenance operations from poorly controlled hot work. The purpose of this notification procedure is for the contractor to confirm to the premises manager, that they are undertaking hot work on the premises and have implemented the appropriate precautions to reduce the risk of fire.

This hot work notification procedure should be implemented for all repairs and maintenance activities involving hot work. The procedure applies to external contractors and to premises own staff if they carry out this type of work.

Hot work includes any operation producing heat, flames or sparks such as:

- Burning and welding
- Blowlamps or torches
- Bitumen boilers
- Brazing or soldering
- Grinding or cutting with abrasive discs
- Other equipment producing heat or naked flames.

Notification Procedure

Prior to starting the hot work the contractor's senior representative on site must make contact with the premises manager, or other responsible person to advise them of the hot work to be undertaken and the precautions. Separate Precautions Records have been produced for hot work on roofs and all other hot work. These record sheets set out the minimum precautions that contractors must implement to prevent fires from occurring during and following operations involving hot work. Contractors should add further precautions, when task specific risk assessments indicate this is necessary.

1. The appropriate Hot Work Precautions Record should be completed by the contractor's senior representative on site. The contractor's senior representative should confirm that the precautions required prior to starting hot work have been taken and that the precautions required after the hot work have been taken.
2. The contractor should give the completed Hot Work Precautions Record to the premises manager, or other responsible person.
3. The premises manager or other responsible person should retain the hot work precautions record in the Premises Fire Precautions File.

Failure to implement the appropriate hot work procedures and to comply with this notification procedure could result in fires, posing a threat to life, property and service delivery.

Hot Work Precautions Record (NB separate form for roof work)	
Location where Hot Work is to be carried out:	
Date:	
Contractor undertaking hot work	
Premises Manager or representative receiving this notification (Print)	
Position	
Specify nature of hot work	

Precautions prior to the start of hot work operations		Yes	No
1	Have all combustible materials from the area around the hot work been removed or protected by non-combustible material?		
2	Have combustible materials on the other side of walls, through which heat may be conducted, been removed?		
3	Have steps been taken to prevent sparks, or hot material entering voids e.g. heating ducts, wall cavities, under floors etc?		
4	Has any automatic fire detection equipment present been taken out of use prior to the start of the hot work?		
5	Is there suitable fire-fighting equipment readily available? Specify Equipment:		
6	Have persons been trained in the use of this equipment?		
Time Commenced:		Time finished hot work:	

Precautions after completion of hot work operations			
7	Has any automatic fire detection equipment taken out of use been put back into operation immediately after the hot work has finished?		
8	Has a fire watch on the hot work area, including the other side of walls or partitions, been carried out 30 minutes after the work has stopped?		
9	Has a final check of the area been carried out 60 minutes after work stopped?		

Representative of Contractor issuing this notification

Print: _____

Signature: _____

Hot Work on Roofs Precautions Record	
Location where Hot Work is to be carried out:	
Date:	
Contractor undertaking hot work	
Premises Manager or representative receiving this notification (Print)	
Position	
Specify nature of hot work	

Precautions for use of Bitumen Boilers on roofs		Yes	No
1	If positioned on the roof has it been placed on a non-flammable spill tray?		
2	Has the LPG cylinder been placed at least 3m from the boiler?		
3	Have the hoses and connections been checked for leaks?		
4	Have any unnecessary cylinders, including empty ones, been removed from the roof?		
5	Have all unnecessary sources of ignition, including smoking, been excluded from the area?		
6	Is there a fire extinguisher (foam or dry powder) nearby?		
7	Have persons been trained to use fire extinguisher provided?		
8	Will the boiler be watched at all times while lit?		
9	Has a check for any signs of fire been made in the area of operations for at least one hour following the end of operations?		
Precautions for Use of Blow Torch			
7	Have any unnecessary flammable materials been removed from the area or adequately protected with non-combustible material?		
8	Is there a fire extinguisher (foam/dry powder) nearby?		
9	Has a check for any signs of fire been made in the area of operations for at least one hour following the end of operations?		

Time of Commencing Operations..... **Time of Finishing**

Representative of Contractor issuing this notification (Print)

Signature