FIRE RISK ASSESSMENT
PREMISES: Blackdown, North Road, Westcliff-on-Sea

USE: 15 storeys 77 flats Residential
15 floors each floor being 480sq m.

COMPILED BY: Kerry Sinclair CMIOSH, Regulation Compliance Officer   DATE: 21/05/2019

South Essex Homes Ltd
Civic Centre
Victoria Avenue
SOUTHEND-ON-SEA   SS2 6FY
Contents

1) Introduction

PREMISES: Blackdown, North Road, Westcliff-on-Sea
Blackdown is a 15 storey Tower Block, it has no fire alarm fitted as there is no one onsite manager to complete the weekly test, no fire extinguishers in communal areas as no one on site is annually trained to use them, it has no communal rooms e.g. kitchen or lounges. Blackdown has fire signage above fire exit doors, one staircase in the middle of the Block and two fire service lifts. It has a basement with sheds for residential use. The block is cleaned every day by caretakers there are no staff based at Blackdown. Smoking is not allowed in communal areas, only in resident’s flats, No smoking signs displayed on entrance doors, no furniture or stored items allowed in communal areas. No Gas – Storage Heaters, Sprinkler system fitted into bin room in 2011. Flats have hard wired smoke detectors in their flats. Fire safety procedure and evacuations notices are displayed on each floor. A Gerda information box is on the outside of the building. Gerda fire flat doors FD30 and Gerda communal fire doors FD60 have been installed. Two opening windows on each communal floor Permit to Work and Hot works Permit is provided by contractors.

2) – Fire Risk Assessment Process
- Fire Risk Assessment Checklist
- Action Required Following Fire Risk Assessment Checklist
- Significant Hazards and Control Measures

3) - General Comments and Recommendations

Other observations from site visit
21/05/2019

All Communal Gerda doors closing into frame rebates and all strips and seals checked - gaps under doors being addressed

Prepared by: Kerry Sinclair
Regulatory Reform (Fire Safety) Order 2005

The RRO 2005 combines nearly all the existing fire legislation into one Fire Safety Order. The Fire Precautions Act 1971 and the Fire Precautions Workplace Regulations (as amended) 1999 has been removed. Fire Certificates will no longer be issued.

It will affect Employers, Owners of the buildings, or persons who have control over premises.

The regulations require a Fire Risk Assessment to be carried out, and the significant findings of the assessment to be recorded in writing. The Fire Risk Assessment should also be reviewed annually, or if there is a change to the use or occupancy of the building or if it is considered to be no longer an active document.

Any defects to fire doors or their furniture, which could affect the means of escape, must be reported immediately in order that a repair or replacement can be carried out.

South Essex Homes is responsible for ensuring that the Emergency Lighting is regularly tested and maintained. Further details on Fire Precautions and Emergency Procedures can be found in the Fire Safety Code of Practice and Guidance Notes.

The employer or the responsible person for the building is accountable for the outcome of any fire risk assessment.

Appropriate measures to reduce the risk of Arson

1. Rubbish/ waste placed in secure/ locked locations, out of sight, away from the building, ensure no build-up of waste/ rubbish.
2. Ensure letterboxes and letter box covers are in place
3. Ensure all escape routes, internally as well as externally, are clear from a build-up of rubbish/ waste.
4. Adequate lighting internally and externally around the building
5. Periodic inspections completed in and around the building
6. Locked / secure entrance and exits doors,
7. A system to Report accumulated or abandoned rubbish/ waste / fly tipping
8. Report antisocial behaviour, signs of arson or items being burnt.
There are five logical steps to the Fire Risk Assessment. These are:-

Step 1. Identify the fire hazards.
Step 2. Assess the likelihood of a fire starting.
Step 3. Assess the consequences of that fire on people.
Step 4. Make a simple calculation of the risk.
Step 5. Take action to reduce the risk.

The Fire Risk Assessment is not a paper exercise but a starting point for action with the main objective to reduce the risk from fire.

After identifying the hazards in step 1, the likelihood of them starting a fire or contributing to a fire is assessed and a numeric value placed against them. Consideration is given to the following:

a) What is the fire hazard?
b) What is it’s potential to ignite?
c) How often does the fire hazard occur?

d) How quickly might the fire develop?
e) What might the consequences be to them?

<table>
<thead>
<tr>
<th>Score</th>
<th>Likelihood</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Very Likely</td>
<td>Occurs frequently</td>
</tr>
<tr>
<td>4</td>
<td>Likely</td>
<td>Occurs about once a year</td>
</tr>
<tr>
<td>3</td>
<td>Possible</td>
<td>May occur once in every two years</td>
</tr>
<tr>
<td>2</td>
<td>Low Possibility</td>
<td>May occur once in every five years</td>
</tr>
<tr>
<td>1</td>
<td>Unlikely</td>
<td>May have occurred before somewhere</td>
</tr>
</tbody>
</table>

Each fire hazard identified during the inspection in step 1 is assessed according to the consequences they will have to persons living in the area or to visitors and contractors, should a fire occur. Again a numeric value is given. Consideration is made to the following:

a) How many persons are likely to be affected?
b) How well fire trained are they?
c) How quickly will they become aware of fire?
d) How quickly might the fire develop?
e) What might the consequences be to them?
Table 2 of Consequences

<table>
<thead>
<tr>
<th>Score</th>
<th>Severity</th>
<th>People Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Extreme</td>
<td>Multiple deaths, permanent disablement</td>
</tr>
<tr>
<td>4</td>
<td>Serious</td>
<td>Death? serious injury, off work 28 days plus</td>
</tr>
<tr>
<td>3</td>
<td>Moderate</td>
<td>Injury, off work for 4 to 28 days</td>
</tr>
<tr>
<td>2</td>
<td>Minor/Slight</td>
<td>Minor injury, off work up to 3 days</td>
</tr>
<tr>
<td>1</td>
<td>Minimal</td>
<td>No injury, no lost time</td>
</tr>
</tbody>
</table>

Now that the likelihood of fire and the consequences of that fire on people have been assessed, the risk factor is calculated. This is achieved by simply multiplying one by the other as shown in the matrix below.

Table 3 Risk Factor

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Extreme</td>
<td>Serious</td>
<td>Moderate</td>
<td>Minor/Slight</td>
<td>Minimal</td>
</tr>
<tr>
<td>Very Likely</td>
<td>5</td>
<td>25</td>
<td>20</td>
<td>15</td>
<td>10</td>
</tr>
<tr>
<td>Likely</td>
<td>4</td>
<td>20</td>
<td>16</td>
<td>12</td>
<td>8</td>
</tr>
<tr>
<td>Possible</td>
<td>3</td>
<td>15</td>
<td>12</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Low Possibility</td>
<td>2</td>
<td>10</td>
<td>8</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Unlikely</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

The last step is to take action to reduce the risk. Reference is now made to each identified fire hazard and the risk factor that has been calculated for each at step 4.

4. An assessment is made on the actions that should be taken to reduce the risks to a tolerable level as follows:-

**Risk Factor 1 to 5 - Low**
The risk is low and broadly tolerable.

**Risk Factor 6 to 15 - Medium**
The risk is moderate to high and action should be taken to reduce the risk.

**Risk Factor 16 to 25 – High**
The risk is severe and unacceptable. Immediate action to reduce the risk must be taken.

**Job Safety Analysis**

<table>
<thead>
<tr>
<th>Assess the Fire risks and hazards at Blackdown</th>
<th>Risk Level</th>
<th>Control Action to reduce the risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considering all hazards and risks stated in the Fire Risk Assessment Checklist</td>
<td>Risk Level High Consequences x Likelihood = Risk 5 X 4 = 20</td>
<td>Ensure control measures from the Fire Risk Assessment are implemented and maintained.</td>
</tr>
</tbody>
</table>

Risk Assessment will be reviewed by May 2020
**FIRE RISK ASSESSMENT CHECKLIST**

<table>
<thead>
<tr>
<th>Name of organisation</th>
<th>South Essex Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of premises</td>
<td>Southend on Sea</td>
</tr>
<tr>
<td>Building number/name and/or</td>
<td>Blackdown</td>
</tr>
<tr>
<td>department (if applicable)</td>
<td></td>
</tr>
<tr>
<td>Date of Assessment</td>
<td>21/05/2019</td>
</tr>
<tr>
<td>Undertaken by (print name)</td>
<td>Kerry Sinclair</td>
</tr>
</tbody>
</table>

1. **Regulatory Reform (Fire Safety) Order 2005**
   a. Have appropriate risk assessments been carried out in accordance with the requirements of these regulations? **Yes**
   b. Have the assessments been properly recorded? **Yes**
   c. Have all necessary risk reduction/risk control measures been introduced? **Yes**
   d. Have staff been trained/retrained to provide for these measures? **Yes**
   e. Have risk reduction/risk control measures been monitored to ensure suitability and effectiveness? **Yes**
   f. Are there procedures in place to ensure that the risk assessment is reviewed periodically, or sooner, if alterations are made to the premises, etc? **Yes**

3. **FIRE PREVENTION – GENERAL**
   Is there a system for controlling the quantities, safe use and storage of combustible and/or flammable substances (materials, liquids and gases) on the premises? **Combustibles and flammables are not kept on site**
   a. Are the above system and its controls operating properly? **See above**
   b. Is the Area clean and tidy with combustible waste materials and rubbish placed in designated containers? **Yes**
   c. Is waste and rubbish collected regularly and placed in safe and secure receptacles outside the premises? **Yes**
   d. Are all No smoking areas clearly indicated? No smoking signs on entrance doors **YES**
   e. Do smoking areas have suitable facilities for the disposal of smoking materials, which are emptied regularly? **There are no Smoking areas**
   f. Are "No Smoking" rules rigorously enforced? **Yes**
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are employees working in high-risk areas (e.g. areas where &quot;hot&quot; processes or flammable/combustible liquids/gases are used) aware of the risks and the safety procedures to adopt?</td>
<td>NO</td>
<td>There is no furniture in the communal areas</td>
</tr>
<tr>
<td>Is all upholstered furniture in good condition?</td>
<td></td>
<td>No checks required in communal areas</td>
</tr>
<tr>
<td>Prior to leaving the premises, are all rooms and areas inspected to check for fire risks and that electrical appliances have been switched off?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Have appropriate measures been taken to reduce the risk of arson?</td>
<td>Yes</td>
<td>Yes caretakers have received annual fire safety training but are not working continually on site</td>
</tr>
<tr>
<td>Have all staff received basic fire prevention instruction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do staff understand the need to report any potential fire hazards?</td>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>Do staff understand the role of self-closing and other fire-resisting doors (i.e. the need to keep them closed and free of obstruction to ensure that they will control the spread of fire and smoke)?</td>
<td>YES</td>
<td>All Gerda doors automatically close after opening</td>
</tr>
<tr>
<td>Are all fire-resisting and smoke-stop doors, especially those on hold-open devices, closed at night?</td>
<td></td>
<td>Contractors have their own Permit to work system on site</td>
</tr>
<tr>
<td>If any permit-to-work systems are in place, are they operated correctly at all times?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. FIRE PREVENTION – ELECTRICAL INSTALLATION, APPLIANCES, ETC

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the entire electrical installation in order?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Have all electrical systems and equipment been tested in accordance with the provisions of the Electricity at Work Regulations 1989?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>If the latest inspection shows work is necessary to make systems and equipment safe, has this been carried out?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Are records regarding regular testing of installation, equipment and portable appliances up to date?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
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</tr>
<tr>
<td>e.</td>
<td>Is flexible electrical cable used safely (e.g. use kept to a minimum and only short lengths used)?</td>
<td>No flexible electrical cables are used in communal areas</td>
</tr>
<tr>
<td>f.</td>
<td>Are the electrical circuits free of any evidence of overloading?</td>
<td>As above</td>
</tr>
<tr>
<td>g.</td>
<td>Is electrical equipment (e.g. light bulbs/fittings and any electrical heating appliances) kept well away from combustible materials?</td>
<td>No combustible materials are stored in communal areas</td>
</tr>
<tr>
<td>h.</td>
<td>Are staff aware that only trained personnel authorised by management can make repairs or alterations to electrical systems and equipment?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5. **FIRE PREVENTION – HEATING AND COOKING APPLIANCES, ETC**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Are all heating appliances safe (e.g. securely fixed in position, suitably guarded, and with an adequate clear space free of storage of any kind)?</td>
<td>No heating appliances are stored in communal areas</td>
</tr>
<tr>
<td>b.</td>
<td>Is the entire heating installation in good order?</td>
<td>Yes</td>
</tr>
<tr>
<td>c.</td>
<td>Are all cooking appliances safe (e.g. securely fixed in position, properly maintained and used only for their originally intended purpose)?</td>
<td>No cooking appliances are stored in communal areas</td>
</tr>
<tr>
<td>d.</td>
<td>Are arrangements for liquid/gaseous fuel supplies for heating and cooking equipment adequate (e.g. easily accessible with well marked shut-off valves)?</td>
<td>No liquid or gaseous fuel supplies in communal areas</td>
</tr>
<tr>
<td>e.</td>
<td>Are appropriately qualified/registered contractors used to carry out all installation and maintenance of liquid/gaseous fuel supply equipment?</td>
<td>Yes</td>
</tr>
<tr>
<td>f.</td>
<td>Are staff aware that only trained personnel authorised by management can make repairs or alterations to liquid/gaseous fuel-fired equipment and fuel supply systems?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

6. **BUILDINGS, PLANT AND MACHINERY**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Are all fire/smoke barriers in good condition (e.g. with any openings for pipes ducts, etc properly protected by provision of fire-resisting materials or fire dampers)?</td>
<td>YES</td>
</tr>
<tr>
<td>b.</td>
<td>Are fire dampers tested regularly for correct operation and results recorded?</td>
<td>No fire dampers on site</td>
</tr>
<tr>
<td>c.</td>
<td>Are there proper systems and procedures in place to control work on new buildings and/or alterations, repairs and decoration of premises, such that no fire hazards are introduced?</td>
<td>Yes</td>
</tr>
<tr>
<td>7. ESCAPE FACILITIES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fire exits sufficient (i.e. a sufficient number of sufficient width) to enable the people present in any and all areas to evacuate safely?</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

| b. Do all final exits lead to a place of safety? | Yes |
| c. Are all fire exits readily available? | Yes |
| d. Are all final exits and intermediate doors easily operable from the inside without the use of a key? | Yes |
| e. Are all corridors, gangways and stairways forming part of escape routes free from obstruction and not used for storage? | Yes |
| f. Are floor and stairway surfaces in good condition and free from tripping and slipping hazards (including any external stairs and paths)? | Yes |
| g. Are fire-resisting and smoke-stop doors in good condition, with fully operating self-closing devices and the doors closing fully onto rebates? | Yes |
| h. Do all doors on escape routes open in the direction of travel? outwards | Yes in communal areas/ NO leading onto staircases |
| i. Are all escape routes clearly and properly signed throughout their lengths with internal doors not forming part of a route clearly labelled as such? | Yes |
| j. Are all escape routes provided with adequate lighting at all times of the day and night? | Yes |
| k. Is adequate emergency lighting provided and is it fully serviceable? | Yes |
| l. Have appropriate provisions been made for the safety of persons with disabilities, e.g. assistance, refuges? | stay safe in flat policy unless fire in flat. |

<table>
<thead>
<tr>
<th>8. FIRE ACTION AND EMERGENCY EVACUATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there clearly defined written fire action and emergency evacuation procedures,</td>
</tr>
<tr>
<td>Are all employees fully aware of these procedures and their own particular duties and responsibilities in the event of an evacuation?</td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Are suitable &quot;Fire Action&quot; notices prominently displayed around the premises (including on the room side of all hotel and similar bedroom doors)? BACK OF FLAT GERDA DOORS</td>
</tr>
<tr>
<td>Have appropriate staff been instructed to summon the fire brigade for all fires, no matter how small?</td>
</tr>
<tr>
<td>Are there sufficient fire wardens available to provide for all working hours (including lunch and tea breaks) taking into account holidays and sick leave?</td>
</tr>
<tr>
<td>Have appropriate arrangements been made for dealing with those who are not normally on the premises (eg visitors and contractors)?</td>
</tr>
<tr>
<td>Are the fire evacuation assembly areas in safe locations, clear of the building and away from fire brigade vehicle access and parking?</td>
</tr>
<tr>
<td>Are there alternative evacuation areas available in the event that the nominated ones are not available?</td>
</tr>
<tr>
<td>Are emergency evacuation drills carried out at least once per year?</td>
</tr>
<tr>
<td>9. FIRE DETECTION AND ALARM SYSTEMS</td>
</tr>
<tr>
<td>a. Can a fire alarm be raised without placing anyone in danger?</td>
</tr>
<tr>
<td>b. Is the fire alarm system in full working order?</td>
</tr>
<tr>
<td>c. Are there fire alarm call points located near to every exit from each floor and from each building?</td>
</tr>
<tr>
<td>d. Are all alarm call points unobstructed and clearly visible?</td>
</tr>
<tr>
<td>e. Are the audible signals from the fire alarm operated weekly and clearly audible throughout the premises?</td>
</tr>
<tr>
<td>10. FIRE-FIGHTING EQUIPMENT</td>
</tr>
<tr>
<td>a. Is there adequate provision of portable fire extinguishers which are suitable types for the fire risks where they are positioned?</td>
</tr>
<tr>
<td>b. Are ALL portable fire extinguishers and fire blankets suitably located, positioned on brackets securely fixed to the wall and available for immediate use (not obstructed or hidden)?</td>
</tr>
<tr>
<td>c. Are the locations of ALL portable fire extinguishers and fire blankets clearly identifiable even without the provision of appropriate signs?</td>
</tr>
<tr>
<td>---</td>
</tr>
</tbody>
</table>

### 11. NOTICES AND SIGNS ON FIRE STOP AND EXIT DOORS

- Are appropriate notices and signs of the type "Fire Door Keep Closed" provided on all visible sides of all fire-resisting and smoke-stop doors?
  - Yes

- Are appropriate "pictogram" notices provided on all fire exit doors and routes such that at least one sign is always visible for all points on an exit route?
  - Yes

- Do all "panic bar" fire exit doors have suitably positioned "Push Bar to Open" signs?
  - No push bar doors on site

### 12. FIRE SERVICE FACILITIES AND LIAISON

- Is there adequate access to the site and all buildings to enable fire brigade vehicles to get close enough for fire-fighting and rescue purposes?
  - Yes

- Are all fire hydrants in the vicinity clearly indicated and accessible?
  - Yes

- Is the fire brigade familiar with the premises?
  - Yes

### 13. TESTING, MAINTENANCE AND RECORDS

- Are the required regular tests and maintenance carried out on:
  - i. fire detection and alarm systems?
    - No fire alarm or detection system on site
  - ii. emergency lighting systems?
    - Yes
  - iii. fire extinguishers?
    - No
  - iv. automatic sprinkler systems?
    - automatic sprinkler system in bin room nowhere else
  - v. other fixed suppression systems installed?
    - None installed
  - vi. smoke and smoke/heat control systems?
    - YES
  - vii. automatic closing doors, shutters, etc?
    - No automatic closing doors or shutters on site
  - viii. emergency generators?
    - No emergency generators on site
<table>
<thead>
<tr>
<th></th>
<th>ix. evacuation and fire-fighting lifts?</th>
<th>YES</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Are appropriate records kept of all such tests and maintenance?</td>
<td>Yes</td>
</tr>
<tr>
<td>c.</td>
<td>Are appropriate records kept of fire evacuation drills?</td>
<td>No fire alarm evacuation drills take place as no fire alarm system installed, not a managed block</td>
</tr>
<tr>
<td>d.</td>
<td>Are appropriate records kept of staff fire training?</td>
<td>YES</td>
</tr>
<tr>
<td>e.</td>
<td>Are copies of the fire risk assessment kept in a safe place away from the premises?</td>
<td>YES</td>
</tr>
</tbody>
</table>

**AUDIT RESULTS**

If all answers to the questions above are "yes" or "n/a", your fire safety procedures are currently **adequate**. No further action is required at this time. Simply sign and date the form in the spaces provided below.

If one of more answers to the questions above are "no", your fire safety procedures are currently **inadequate**. Sign and date the form in the spaces provided below, and record deficiencies and remedial actions on the form entitled *Action Required Following Fire Risk Assessment*.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Kerry Sinclair  CMIOSH (Fire Risk Assessor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>21/05/2019</td>
</tr>
</tbody>
</table>
The action points below should be dealt with according to their priority Risk Factor number. The action date and the person responsible for ensuring that the issues are addressed should be entered on the form.

**ACTION REQUIRED FOLLOWING FIRE RISK ASSESSMENT 21st May 2019**

**Housekeeping Action (Tenancy Officer) Short Term**

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Remedial action required</th>
<th>Risk Matrix Rating</th>
<th>Recommendations</th>
<th>Date Action completed and by whom</th>
<th>Mitigation Risk Factor after Action Taken</th>
<th>Risk Factor Number Year 2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/05/2019</td>
<td>No Actions required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**One off Improvement Actions (Planned Works) Long Term**

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Remedial action required</th>
<th>Risk Matrix Rating</th>
<th>Recommendations</th>
<th>Date Action completed and by whom</th>
<th>Mitigation Risk Factor after Action Taken</th>
<th>Risk Factor Number Year 2019/2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>21/05/2019</td>
<td>No Actions required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Discussed and noted at Health and Safety Meeting by

Kerry Sinclair / Paul Longman .......................................................... Date.............................................

Mario Ambrose.......................................................... Date.............................................

Housekeeping recommendations passed for action to .......................................................... Date.............................................

One off improvement recommendations passed for action to..................................................... Date.............................................

Comments

25/02/2019
The Bin rooms do not have fire extinguishers they are fitted with sprinklers, caretakers visit the bin room daily but do not work in the bin room and the caretakers are not trained to use the fire extinguishers.

25/02/2019
LED lights, lights with red and green lights are emergency lights, lights which are off are on a timer dusk to dawn and are not emergency lights.
Note
Safe Refuges

A Safe Refuge is a dedicated enclosure or compartment in a protected lobby, corridor, or stairway. An area in the open air such as a flat roof, balcony, podium or similar place which is sufficiently protected or remote from any fire risk and provided with its own means of escape can also be classified as a Safe Refuge.

3) General Comments and Recommendations

Housekeeping

The housekeeping was in general very good. It is important that stairwell enclosures and other exit routes are kept free from obstruction at all times and again on the day of the inspection these areas were kept clear.
Certificate of Commissioning

This is to certify that the following Portable Fire Fighting Equipment (PFFE) has been fitted and commissioned to BS 5306 - 3 Part 3.

At the Areas/sites below.

1 x 2kg CO2 Extinguisher (Plant Room)
1 x 2kg CO2 Extinguisher (Pump Room)
1 x 2kg CO2 Extinguisher (Lift Motor Room)

At the following Address: January 2019
Blackdown Flats
Coleman Street
Southend on sea
Essex

Engineer ……R…Gormer………………

F.E.T.A. Fire Extinguisher Trades Association Certificate No. 00935