

Fire Risk Assessment

1-6 Park Court



**Rowley Village, Rowley Regis,
B65 9ER**

Date Completed: 16-06-23

Review Period: 3 years

Officer: C. Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Subsequent reviews

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>

Contents

Section 0	Introduction	
Section 1	Significant Findings (executive summary)	
Section 2	People at Significant Risk of Fire	
Section 3	Contact Details	
Section 4	Description of Premises	
Section 5	Building Plan	
Section 6	External Envelope	
Section 7	Means of Escape from Fire	
Section 8	Fire Detection and Alarm Systems	
Section 9	Emergency Lighting	
Section 10	Compartmentation	
Section 11	Fire Fighting Equipment	
Section 12	Fire Signage	
Section 13	Employee Training	
Section 14	Sources of Ignition	
Section 15	Waste Control	
Section 16	Control and Supervision of Contractors and Visitors	
Section 17	Arson Prevention	
Section 18	Storage Arrangements	
Section 19	Additional Control Measures; Fire Risk Assessment – Level 2 Action Plan	
Appendix 1	Significant Hazards on Site and Information to be provided for the Fire Service Risk Rating of Block	

Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

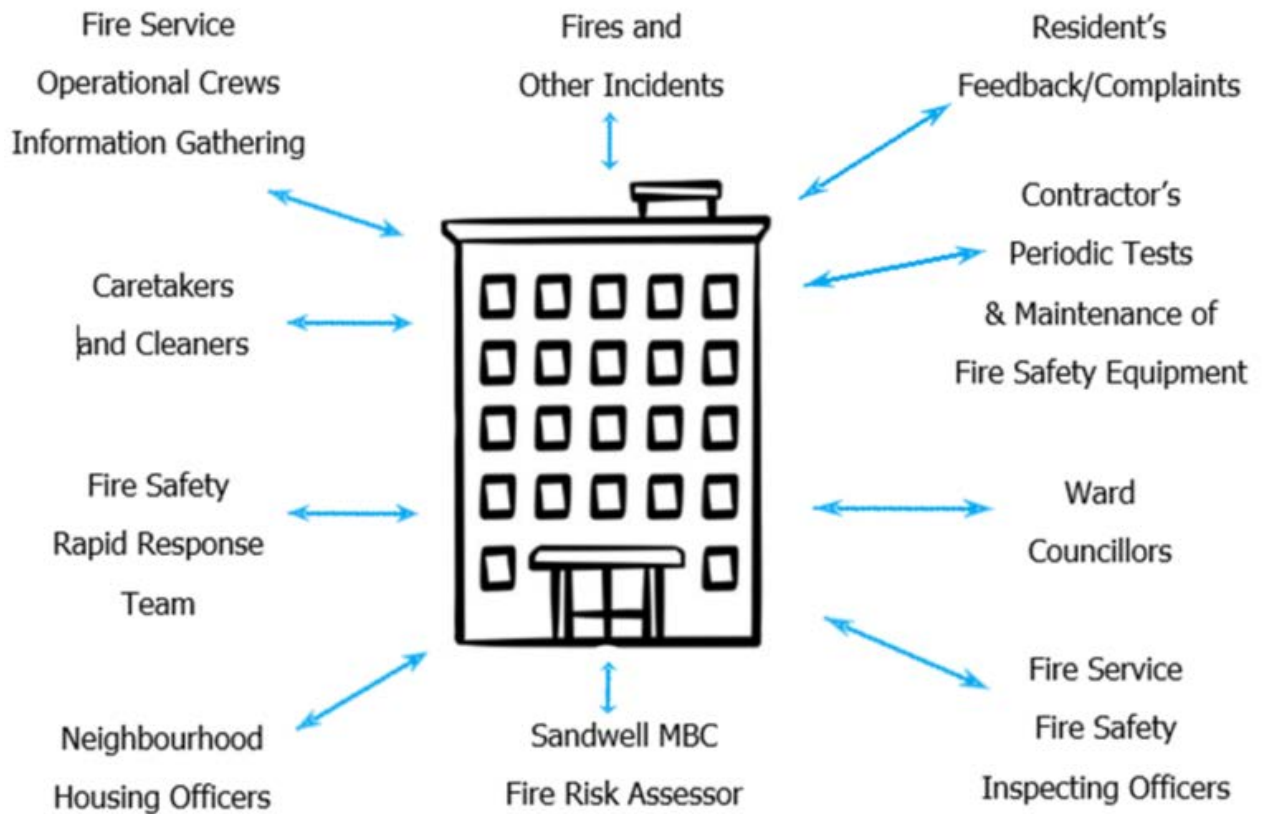
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedb ack_and_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- High Risk Residential Buildings annually
- Other Buildings every 3 years

The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

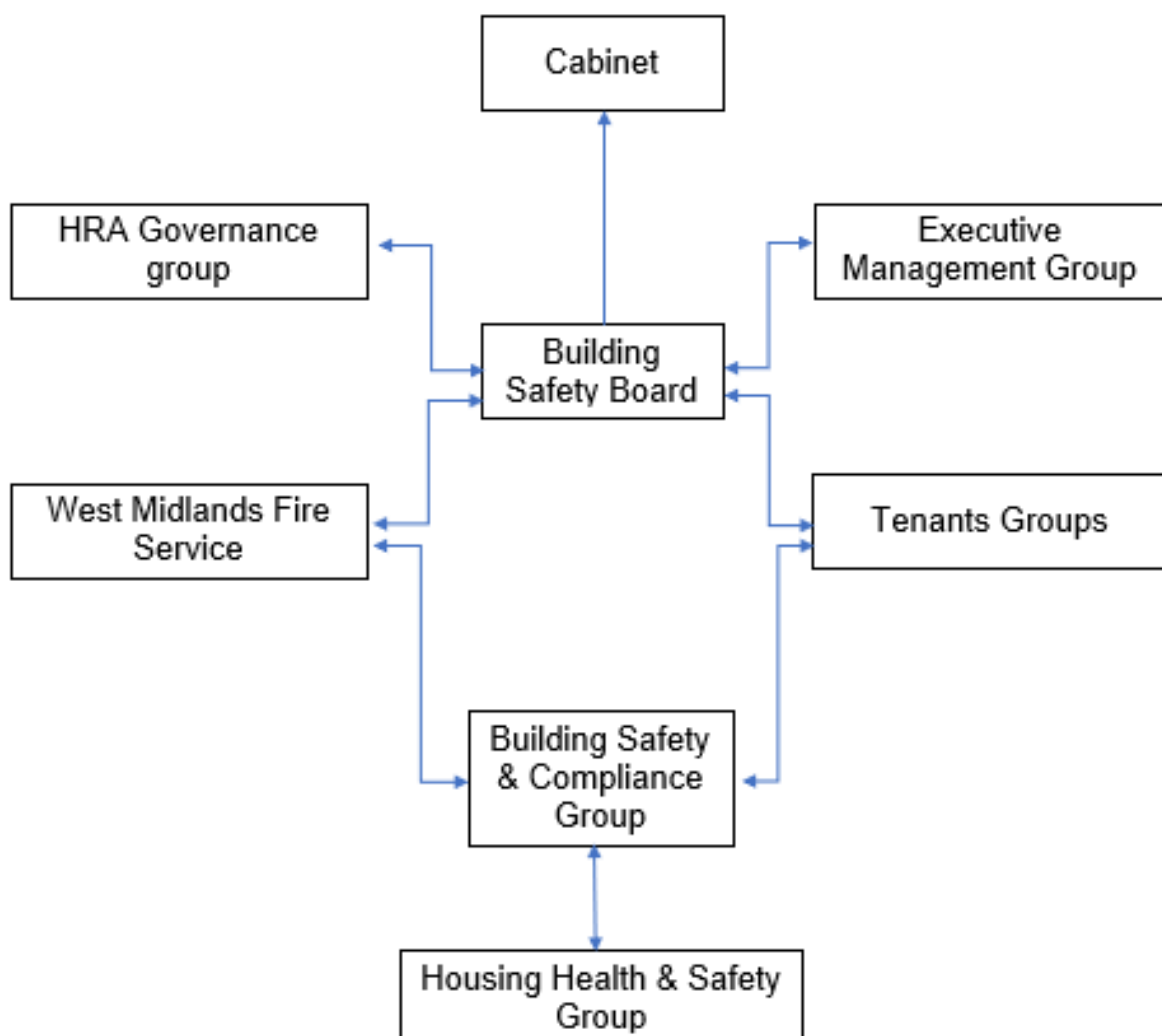
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005. Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues. A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

Include a brief summary of protective and preventative measures where relevant along with any issues found;

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The façades are a combination of traditional brick masonry & uPVC shiplap.	Trivial
Section 7	Means of Escape from Fire The block has a single staircase and 2 final exit doors that provide a suitable means of escape. Various resident's items to include shopping bags and garden ornaments to be removed from the common areas. <i>Resolved 04/07/2023</i>	Trivial

Section 8	<p>Fire Detection and Alarm Systems Flats have a fire detection system fitted to an LD3 standard.</p>	Trivial
Section 9	<p>Emergency Lighting The block doesn't have an emergency lighting system.</p> <p>Conventional lighting is in place to the communal parts.</p>	Tolerable
Section 10	<p>Compartmentation Individual flat doors are FD30s fire rated composite fire door sets.</p> <p>Recommendation to upgrade the electrical service cupboard to provide an improved resistance to fire.</p>	Tolerable
Section 11	<p>Fire Fighting Equipment The premises have no provision for firefighting equipment.</p>	Trivial
Section 12	<p>Fire Signage Appropriate signage is in place.</p>	Trivial
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition The fixed electrical tests were last completed 20/02/2020. Confirmation required that corrective works were completed.</p> <p><i>Confirmation of completed works received for block 1-6.</i></p>	Trivial
Section 15	<p>Waste Control</p>	Trivial

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm Moderate Harm Extreme Harm

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 room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury including serious 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.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of fire is at a medium level of risk prior to the implementation of the action plan because of the presence of normal fire hazards, to include the possibility of corrective works to the electrical installation and the future upgrade to the service cupboard doors, which have both been highlighted within the fire risk assessment.

After considering the use of the premise and the occupants and taking into account the required upgrade to the service cupboard doors, the consequences for life safety in the event of a fire would be slight harm. This is due to there being a Stay Put Unless policy and sufficient compartmentation to include a combination of composite FD30s fire rated doors to flat entrances, combined with suitable smoke / heat detection to LD3 standard within flats.

Overall the level of risk at the time of this FRA is tolerable.

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 that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (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 action plan. The fire risk assessment should be reviewed regularly.)

Section

2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Property No	Date completed	Review date	Additional Observations

Section

3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive

Shokat Lal

Director of Housing

Gillian Douglas

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Prabha Patel

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change

Section 4

Description of Premises

1-6 Park Court,
Rowley Village,
Rowley Regis,
B65 9ER

Description of the Property

The low-rise premise was constructed in 1965. The premise consists of 3 storeys (inclusive of the ground floor).



Each of the floors contains 2 number dwellings, total of 6 flats.

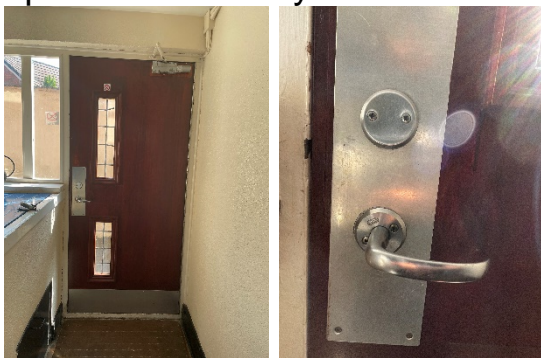
The block has a main entrance to the front elevation and a further exit located on the rear elevation.



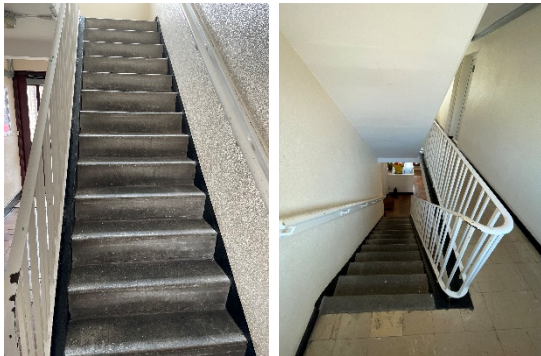
The front entrance has a door entry system with a fob reader installed and firefighter door control switch. There is a push button to exit facility.



The rear exit has a timber self-closing door fitted with a cylinder lock operated internally with a levered handle.



The block has a stairwell that serves the 1st & 2nd floors.



The block is of traditional brick masonry construction with a pitched roof above.

There is an access hatch to the common roof space on the 2nd floor landing. Residents flats do not have access to the roof space.



On arrival Information (for WMFS)



The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1965
Construction Type	Traditional brick cavity
Last Refurbished	Unknown
External Cladding	Partial uPVC shiplap to front elevation.
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	Loft hatch on second floor landing
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats,

Visitors,

Sandwell MBC employees,

Contractors,

Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section
5

Building Plan

General plan which outlines the buildings footprint.



Section

6

External envelope

Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

A breakdown of the materials present within the external envelope has been listed below. It is deemed that these materials or their combination of or application present an acceptable level of fire risk.

This includes the presence of uPVC shiplap cladding which has been installed to the external face of the communal stairwell but is not directly above or below any individual flat windows.

At the time of writing the use of such cladding to residential building façades of less than 11m in height is compliant in accordance with Approved Document B Fire Safety, where a building is 1000mm or more from the relevant boundary.

- 1) The front elevation is finished with a decorative brick (split stone) and partial uPVC shiplap cladding above the front entrance.



- 2) The side and rear elevations are tradition brick masonry.



- 3) Individual flat and communal windows are uPVC double glazed units.



- 4) Front and rear entrance doors to the property are both constructed from timber.

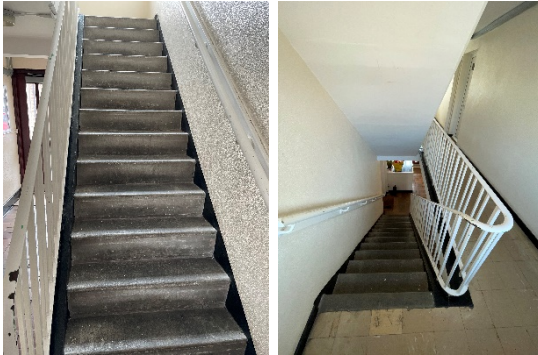


Section

7

Means of Escape from Fire

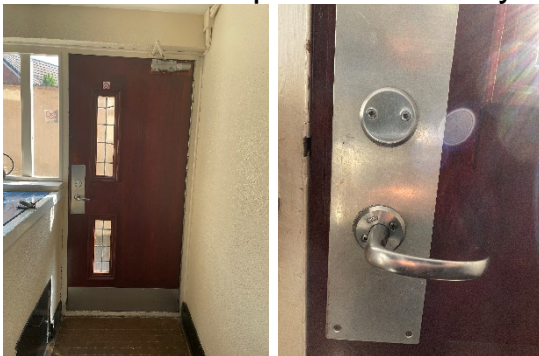
- 1) The site has a single staircase that provides a suitable means of escape. The staircase is of timber construction and is 960mm in width.



- 2) All corridors are of adequate width and will be maintained clear to that width as a minimum.
 - 3) None of the corridors that form part of the means of escape are dead ends.
 - 4) The means of escape are protected to prevent the spread of fire and smoke.
 - 5) There are no communal doors to the communal landings / staircase.
 - 6) The front final exit door is fitted with an automatic closing device and door entry system. This entry system is designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
-



- 7) The final exit door to the rear is secured by cylinder type lock which can be opened internally with a levered handle.



- 8) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.

- 9) Automatic smoke ventilation is not employed.

- 10) Communal windows to the 2nd & 3rd floor landing cannot be locked and are openable.



- 11) Communal areas are kept free of flammable items.

- 12) Conventional lighting is provided to the communal landings and stairs.
-



- 13) There is a cupboard under the stairs in the entrance lobby. Access was not possible during this FRA because the door was locked shut.



- 14) There are two former coal bunkers on each floor. The bunkers are on the communal lobbies and are now utilised by residents as storage. Each bunker is accessed via a timber hatch/door and is secured by residents own padlock.



- 15) There is a service cupboard containing residents electricity meters within the ground floor entrance lobby. The doors are not fire rated but are secured by budget lock ([refer to section 10/4](#)).
-



16) The fire rating of individual door mats is unknown.



17) The surface coatings to the communal areas are class 0 rated.

18) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.

19) An artificial plant had been placed adjacent flat 5 entrance door on the 2nd floor landing. The occupier of flat 5 agreed to immediately remove the plant from the communal area.



20) Individual flat doors are FD30s rated composite doors sets manufactured by Permadoor (2, 3 & 6) and Nationwide (1, 4 & 5).

21) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

- Flat 4 accessed – no defects to entrance door.
- Flat 5 accessed – no defects to entrance door.

22) Plastic shopping bags have been left in the ground floor lobby adjacent flats 1 & 2.



23) Garden ornament / statue placed on floor of the ground floor means of escape adjacent flat 2 and rear exit door. This has a potential to become a trip hazard to those escaping to the rear exit door.



24) Garden ornament / statue placed on floor adjacent flat 1 and the foot of the stairs. This has the potential to become a trip hazard to those escaping from the upper floors.



Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 Standard.
 - Flat 4 accessed – Working detectors to hall & lounge (LD3).
 - Flat 5 accessed – Working detector hall way only (LD3).

For information

LD1 all rooms except wet rooms

LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place

Section

9

Emergency Lighting

- 1) The premise doesn't have an emergency / escape lighting system. Although this premise is low risk, installation of an emergency / escape lighting system to the common escape routes should be considered as part of a future improvement plan to the block. Any new system should be in accordance with BS 5266.
- 2) Conventional lighting to the common areas is in place.

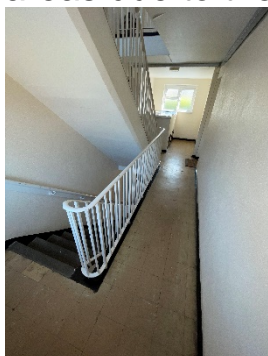


Section 10

Compartmentation

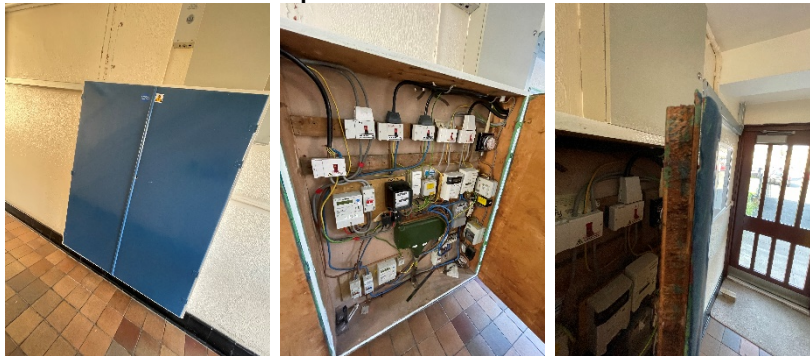
This section should be read in conjunction with Section 4

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan staircase.



- 3) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.
 - 4) The G/F service cupboard housing the electrical intake & resident's electricity meters has non-fire rated doors. The doors appear to be original to the time of construction of the building and are lockable with a budget key. However, the doors are unlikely to provide adequate fire resistance because they are constructed of thin ply panels and do not close onto 25mm stops. A recommendation to form a new cabinet that would provide adequate fire resistance has been considered however, considering the proximity of the entrance door control box, cable trunking and the electrical components that have been fixed to the side walls of the existing carpentry, the recommended task could not be completed without substantial electrical works (re-wire). Considering the stay put-unless strategy and the level of
-

compartmentation to flats it is deemed that the existing service cupboard is tolerable until a future upgrade of the electrical installation is completed.



5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.

6) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.

Floor No	Electrical																Floor No														
	Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials																		
	Supalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Fireglite Filler	Intu Pads	Intu Pillows	Intu Wings	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Fireglite Filler	Intu Pads	Intu Pillows	Intu Wings	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Fireglite Filler	Intu Pads	Intu Pillows	Intu Wings	Rockwool				
B																												B			
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Communal doors free from defects		<input checked="" type="checkbox"/>		Communal windows free from defects		<input checked="" type="checkbox"/>		Flat doors free from defects		<input checked="" type="checkbox"/>		Communal cupboards locked and secure		<input checked="" type="checkbox"/>		Communal areas free from tenants stored items		<input checked="" type="checkbox"/>		Communal areas free from repairs materials		<input checked="" type="checkbox"/>									
Foam Removal & Enhancement Record																Foam, Enhancements & Other Comments:															
Foam Present But Not Removed This Visit																															
Foam Present & Partially Removed This Visit																															
Foam Present & Fully Removed This Visit																															
No Foam Present																<input checked="" type="checkbox"/>															
No Enhancement Carried Out This Visit																<input checked="" type="checkbox"/>															
Enhancement Carried Out This Visit																															

7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

8) Stop taps to flats are located on each landing. Pipework is enclosed behind ply boarding which is painted with the same class 0 covering as applied to the walls and ceilings. Sampling didn't reveal any requirement for additional firestopping.



- 9) Individual flat doors are FD30s rated composite fire door construction manufactured by Permadoor (2, 3 & 6) and Nationwide (1, 4 & 5) respectively.

Refer to door sheet below

Address	Front Door
1 Park Court;Rowley Village;Rowley Regis;West Midland	Nationwide
2 Park Court;Rowley Village;Rowley Regis;West Midland	Permadoor
3 Park Court;Rowley Village;Rowley Regis;West Midland	Permadoor
4 Park Court;Rowley Village;Rowley Regis;West Midland	Nationwide
5 Park Court;Rowley Village;Rowley Regis;West Midland	Nationwide
6 Park Court;Rowley Village;Rowley Regis;West Midland	Permadoor



- 10) The common roof space is accessed via a hatch to the 2nd floor landing. There are no access hatches from within resident's flats. Compartmentation walls/curtain comprising of rockwool (A1 rated) with access doors have been installed to prevent fire spread through the roof void.



Section

11

Fire Fighting Equipment

- 1) The premise has no provision for firefighting equipment.
-

Section

12

Fire Signage

- 1) Fire Action Notices are not displayed throughout the building. The signs are not necessary due to the building not having a complex layout.
- 2) All fire doors display “Fire Door Keep Shut” where appropriate.
- 3) The fire escape routes do not use directional fire signage in accordance due to simplicity of layout.

Section
13

**Employee & Resident
Training/Provision of Information**

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Information regarding use of fire doors is provided to residents



- 7) Information regarding the Stay Put unless fire evacuation strategy is provided to residents



Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) **The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 20/02/2020. The attached certificate records that the overall assessment of the installation is unsatisfactory.**



DOMESTIC ELECTRICAL INSTALLATION CONDITION REPORT
Small installations up to 100 A single phase supply

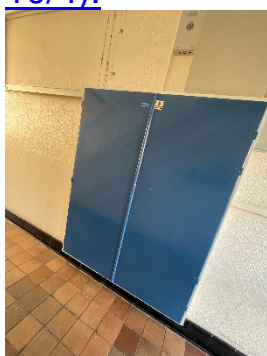
Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
DETAILS OF THE CONTRACTOR Registration No: <u>N/A</u> Branch No: <u>N/A</u> Trading Title: <u>C & S Electrical Installations Ltd</u> Address: <u>Unit 2, Bridge Street, Wednesbury</u> Postcode: <u>WS100AW</u> Tel No: <u>N/A</u>	DETAILS OF THE CLIENT Contractor Reference Number (CRN): <u>N/A</u> Name: <u>Sandwell MBC</u> Address: <u>Direct 2 Industrial park, Oldbury</u> Postcode: <u>B69 3ES</u> Tel No: <u>N/A</u>	DETAILS OF THE INSTALLATION Occupier: <u>Communal</u> Address: <u>1-6 Park Court, Rowley Regis</u> Postcode: <u>B64 7DS</u> Tel No: <u>N/A</u>
PART 2 : PURPOSE OF THE REPORT		
Purpose for which this report is required: _____ (see additional page No. <u>N/A</u>) requested by the housing association to verify the standard of the electrical installation within the communal areas		
Date(s) when inspection and testing was carried out: <u>(20/02/2020)</u> Records available: (No <u> </u>) Previous inspection report available: (No <u> </u>) Previous report date: (U.K. <u> </u>)		
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION		
General condition of the installation (in terms of electrical safety): various accessories replaced prior to the inspection and testing of the installation due to general wear and tare. (see additional page No. <u>N/A</u>) other than items noted at 6 the wiring accessories are in fair condition		
Estimated age of electrical installation: <u>(20)</u> years Evidence of additions or alterations: <u>(N/A)</u> Overall assessment of the installation is: Unsatisfactory*		
PART 4 : DECLARATION		

04/07/2023 - Confirmation of corrective works received, please see the certificate below.

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION		
<p>DETAILS OF THE CONTRACTOR (*Where applicable)</p> <p>Registration N^o: 041175 Branch N^o: 000</p> <p>Trading Title: C & S Electrical Installations Ltd</p> <p>Address: Unit 2, Bridge Street, Wednesbury</p> <p>Postcode: WS100AW Tel No: 0121 562 2017</p>		
<p>DETAILS OF THE CLIENT</p> <p>Contractor Reference Number (CRN): N/A</p> <p>Name: Sandwell Mbc</p> <p>Address: Direct 2 Industrial Park, Rowley Lane, Oldbury</p> <p>Postcode: B69 3ES Tel No: N/A</p>		
<p>DETAILS OF THE INSTALLATION</p> <p>Occupier: Communal Supply</p> <p>UPRN: N/A</p> <p>Address: 1-6 Park Court, Rowley Regis, West Midlands</p> <p>Postcode: B65 5ER Tel No: Unknown</p>		
PART 2 : PURPOSE OF THE REPORT		
<p>Purpose for which this report is required: Requested by the housing association to verify the standard of the electrical installation and is safe for continued use</p> <p>Date(s) when inspection and testing was carried out: (23/06/2023) Records available (6511): (No) Previous inspection report available (6511): (No) Previous report date: (14/02/2020)</p>		
PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION		
<p>General condition of the installation (in terms of electrical safety): This installation is safe for continued use noting observations in part 5.</p> <p>Description of premises Dwelling: <input type="checkbox"/> Commercial: <input checked="" type="checkbox"/> Industrial: <input type="checkbox"/> Other (include brief description): N/A</p> <p>Estimated age of electrical installation: (20+) years Evidence of additions or alterations: (No) if Yes, estimated age N/A years Overall assessment of the installation is: Satisfactory</p> <p><small>*An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of the report) and it is recommended that these are acted upon as a matter of urgency.</small></p>		

- 5) The electrical installation i.e. risers are contained within dedicated service cupboards located in the entrance lobby ([refer to section 10/4](#)).



- 6) Portable heaters are not allowed in any common parts of the premises.

- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas meters and pipework to flats is externally mounted to the rear of the building.



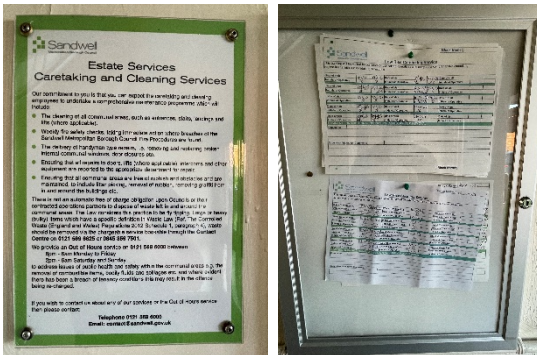
Section
15

Waste Control

- 1) Refuse containers are located away from the block and are emptied regularly.



- 2) Regular checks by Caretakers minimise risk of waste accumulation.



- 3) There is an 'Out of Hours' service in place to remove bulk items.

Section
16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Owing to the nature of Low Rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.
 - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing team. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section

17

Arson Prevention

- 1) Restricted access to the premises by means of a door entry system.



- 2) There is no current evidence of arson.
- 3) The perimeter of the premises is well illuminated.



- 4) There have been no reported fire incidents since the last FRA.
-

Section
18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) Residents have access to individual store cupboards that were former coal bunkers on each landing and further storage located externally to the rear enclosed yard.



- 5) There are no flammable liquids or gas cylinders stored on site.
-

Section

19

**Additional Control Measures;
Fire Risk Assessment - Level 2
Action Plan**

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


1-6 Park Court

Date of Action Plan:



21/06/2023

Review Date:

<Insert date>


Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/22	Plastic carrier bags to be removed from means of escape outside flats 1&2		P2	Within 1-3 months. Housing Manager.	04/07/2023

Fire Risk Assessment



7/23	Garden ornament to be removed from means of escape near rear exit door adjacent flat 2.		P2	Within 1-3 months. Housing Manager.	04/07/2023
7/24	Garden ornament to be removed from means of escape / foot of stairs adjacent flat 1.		P2	Within 1-3 months. Housing Manager.	04/07/2023
14/01	Confirmation required that the recommended corrective works have been completed following the last EICR dated 20/02/20	N/A	P2	Within 1-3 months. Electrical Compliance manager.	04/07/2023

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Fire Risk Assessment

Observations	
Upgrade conventional communal lighting to emergency lighting system in accordance with BS 5266.	Photo N/A
Upgrade existing electrical service cupboard to FD30s as part of the next electrical re-wire.	

Signed

	Fire Risk Assessor	Date: 21/06/2023
	Quality Assurance Check	Date: 29/06/2023

Appendix 1

Significant Hazards on Site and Information to be Provided for the Fire Service



Name of property: 1-6 Park Court

Updated: 15/07/2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077). <i>Include survey</i>

Asbestos Survey		Property Address	Park Court 1-6, Rowley Regis, B65 9ER		✓ Office use
Surveyed by	Dave Jasper	Date	15/07/2022	Checked by	Derek still
				Desktop Check	✓
				Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	
Investment Void		Refurbishment Survey		02/08/2022	
Investment Tenanted		Management Survey	✓	<div style="border: 1px solid black; padding: 5px;">  </div>	
R & M Void		SHAPE Interrogated.	✓		
R & M Tenanted		No Existing SHAPE Data.			
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓		
Communal Areas	✓	Refurb Surveys Interrogated ?			
				Property Description	
				3 STOREY LOW RISE BLOCK OF FLATS	
				Year Built	1965
				Notes / including details of similar property surveys completed.	
				Building Surveyors 0121 569 5077	
					
				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	



CERTIFICATE OF ANALYSIS

Asbestos Fibre Identification in Bulk Sample

Client Address: Sandwell MBC Operations & Development Centre
Direct 2 Trading Estate
Roway Lane
Oldbury
West Midlands
B69 3ES

Site Address: 1-6 Park Court
Rowley Regis

Samples Received: 21/07/2022

Issue Date: 26/07/2022

Order Placed By: Mr D Still

Sampled By: Sandwell MBC Operations & Development Centre

Analysed on: 26/07/2022

Authorised Signatory:

Job Title: Laboratory Analyst

Opinions and interpretations including the sample reference are outside the scope of UKAS accreditation						
Report No.: J251142						
Date Analysed:	Lab Ref.:	Site Ref.:	Room:	Sample Reference:	Analysis Result:	Analyst:
26/07/2022	BS157897	DMJ2098/01	All Stairs Walls	Textured Coating	No Asbestos Detected	G Careless
26/07/2022	BS157898	DMJ2098/02	-	Insulating Board Soffits	No Asbestos Detected	G Careless

TEST NOTES: The test method is as described in the In-house method (Appendix 7, Quality Manual), based on HSG248. "Crocidolite", "Amosite" and "Chrysotile" are more commonly known as "blue", "brown" and "white" asbestos respectively. "Actinolite", "Anthophyllite" and "Tremolite" are other rarer forms of asbestos. Bradley Environmental Consultants Limited is not responsible for sampling errors where the sample is provided by yourselves. Materials that have been referred to as Asbestos Insulating Board or Asbestos Cement are based on their asbestos content and visual appearance alone (these opinions are not covered by our UKAS accreditation), water absorption tests have not been carried out unless otherwise stated. The report should not be reproduced except in full, without written approval of the laboratory.

Analysed at:
Head Office:
20 Stourbridge Road,
Halesowen, West Midlands
B63 3US
Tel: 0121 550 0224
Email: sales@bradley-enviro.co.uk

END OF REPORT

