

Fire Risk Assessment

2 - 10 Shelsley Avenue



**Shelsley Rd, Oldbury,
B69 1BQ**

Date Completed: 03rd August 2022

Officer: Carl Hill Fire Risk Assessor

Checked By: Jason Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating 0 = Low

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	

Section

0

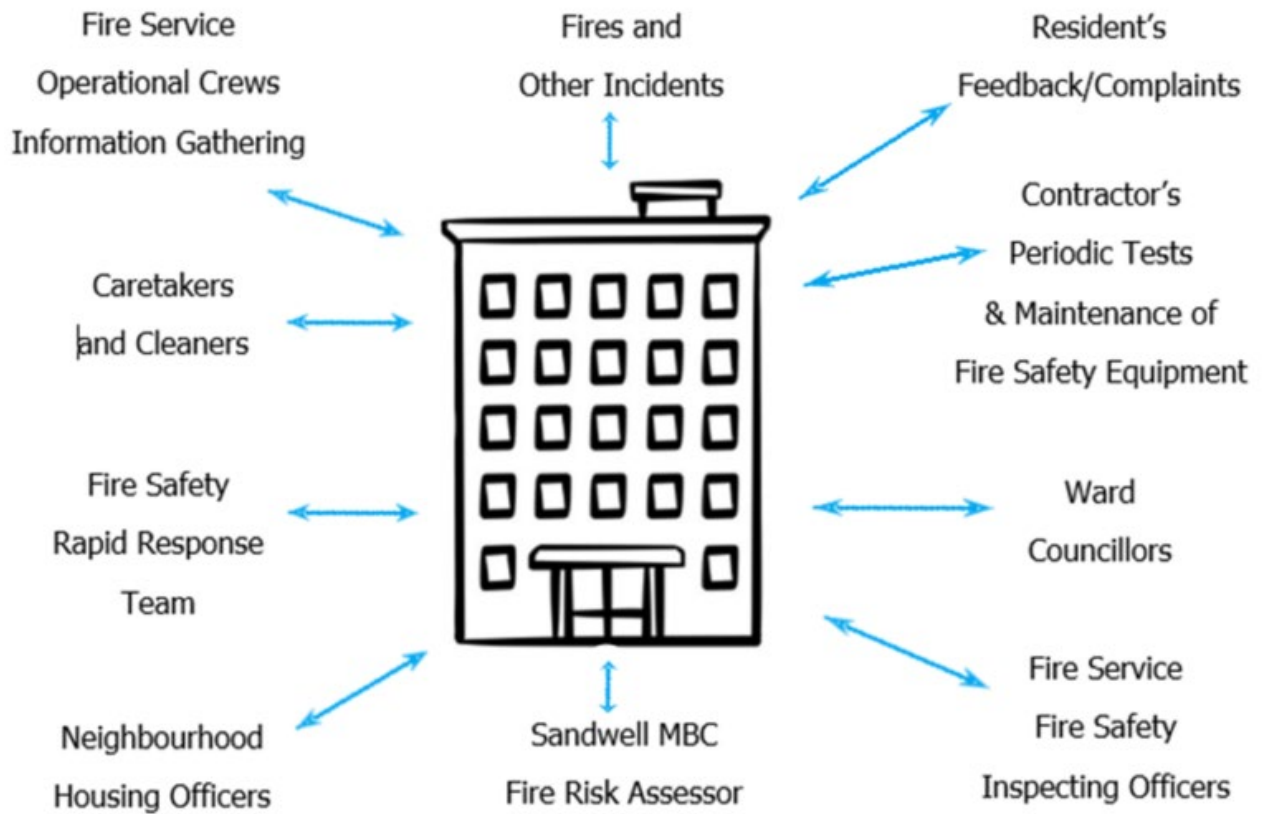
Introduction

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.

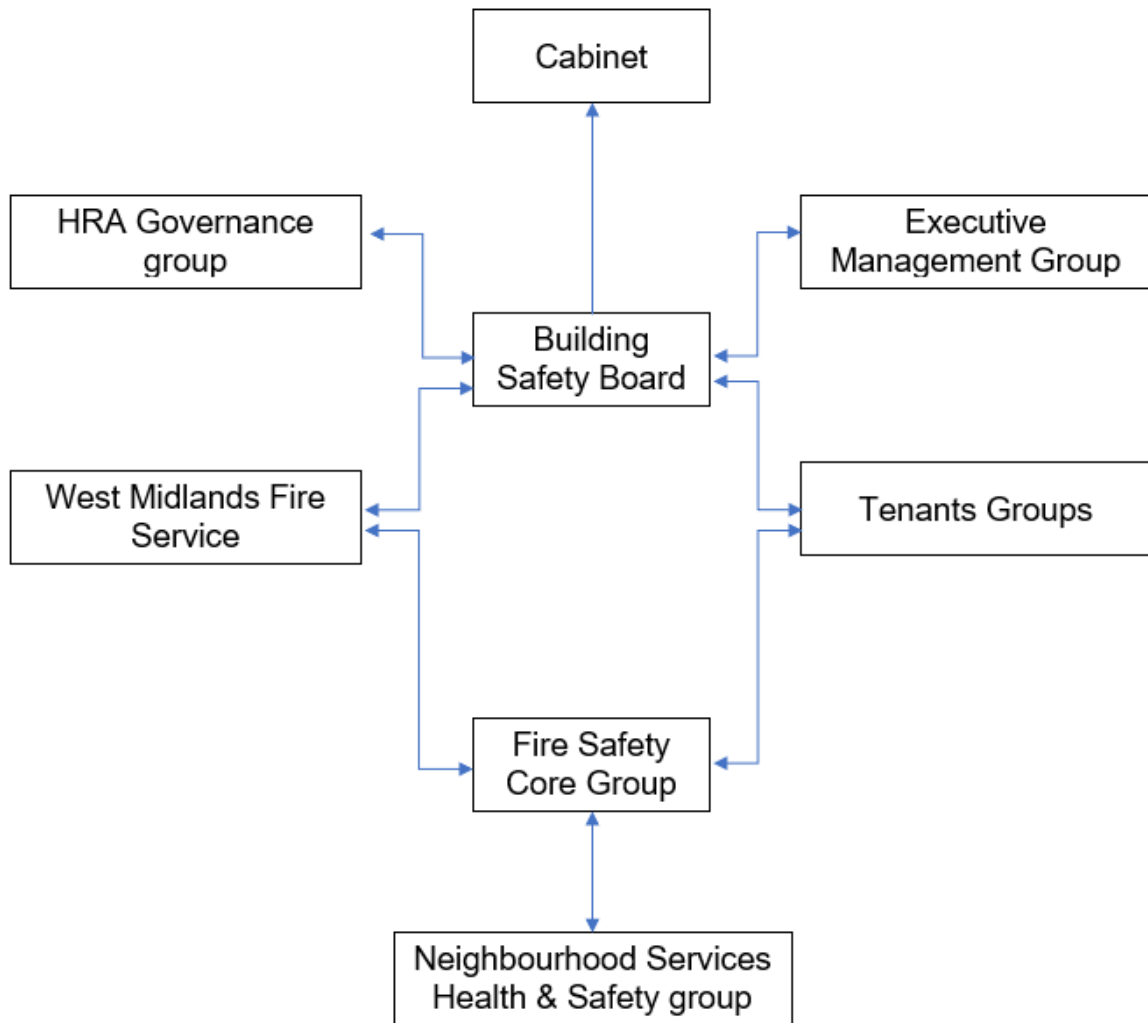
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



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 or smoke.

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The building is of traditional brick construction with UPVC double glazed units.</p>	0
Section 7	<p>Means of Escape from Fire Entrance door to flat 2 leads to the communal walkway.</p> <p>Flats 4 & 10 (ground floor) benefit from front and rear entrance doors. Front door leads to street.</p> <p>Entrance door to flats 6 & 8 lead to the street.</p>	0

	Porta Loo in communal walkway to be removed. <i>Removed 15/08/22</i>	
Section 8	Fire Detection and Alarm Systems The flats have a fire detection system fitted to LD2 standard.	0
Section 9	Emergency Lighting The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.	0
Section 10	Compartmentation Individual flat doors are a mixture of FD30s rated composite and timber none fire rated doors.	0
Section 11	Fire Fighting Equipment The premise has no provision for firefighting equipment.	0
Section 12	Fire Signage No smoking signs have been installed to the communal area.	0
Section 13	Employee Training All staff have received basic fire safety awareness training.	0
Section 14	Sources of Ignition The date of the last fixed electrical test was 09/04/2013	0
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building.	0
Section 16	Control and Supervision of Contractors and Visitors Contractor are controlled centrally and hot works permits are required where necessary.	0
Section 17	Arson Prevention External lighting is present.	0

Section 18	<p>Storage Arrangements Residents have access to lockable storage cupboards adjacent flat entrance doors and within the communal walkway.</p>	0
----------------------------	--	---

Risk Categories	
Risk Rating	Description
5	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
4	A significant safety issue.
3	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
2	A desirable improvement to increase protection from fire.
1	A minor improvement to safety.
0	No risks identified

The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low

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 is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Where this is known and PEEPs have been completed, it will be captured in this fire risk assessment along with any building layout or working practices placing people at significant risk of fire.

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

Kim Bromley Derry (Interim Director)

Director of Housing

Gillian Douglas

**Business Manager Surveying and Fire Safety
(Building Safety Manager)**

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Resident Engagement Officer - Fire Safety

Lee Mlilo

Neighbourhood Office Manager

Rachel Price

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

2 – 10
Shelsley Avenue
Oldbury
B69 1BQ

Description of the Property

The low-rise block was constructed in 1963.

The block consists of 2 storeys inclusive of ground with 2 flats on the ground floor and a further 3 flats to the 1st floor.

The block is adjoined on each to end to neighbouring property.

Ground floor flats 4 & 10 have a secondary access door to the rear elevation.

There is a pitched roof with external access only.



There is a single communal area which is not enclosed and houses resident's storage cupboards and refuse bins.



Flats 4, 6, 8 & 10 have a brick-built porch with adjacent storage cupboard to the front elevation.



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	2
Date of Construction	1963
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	None
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Externally Only
Equipment on roof (e.g. mobile phone station etc)	None

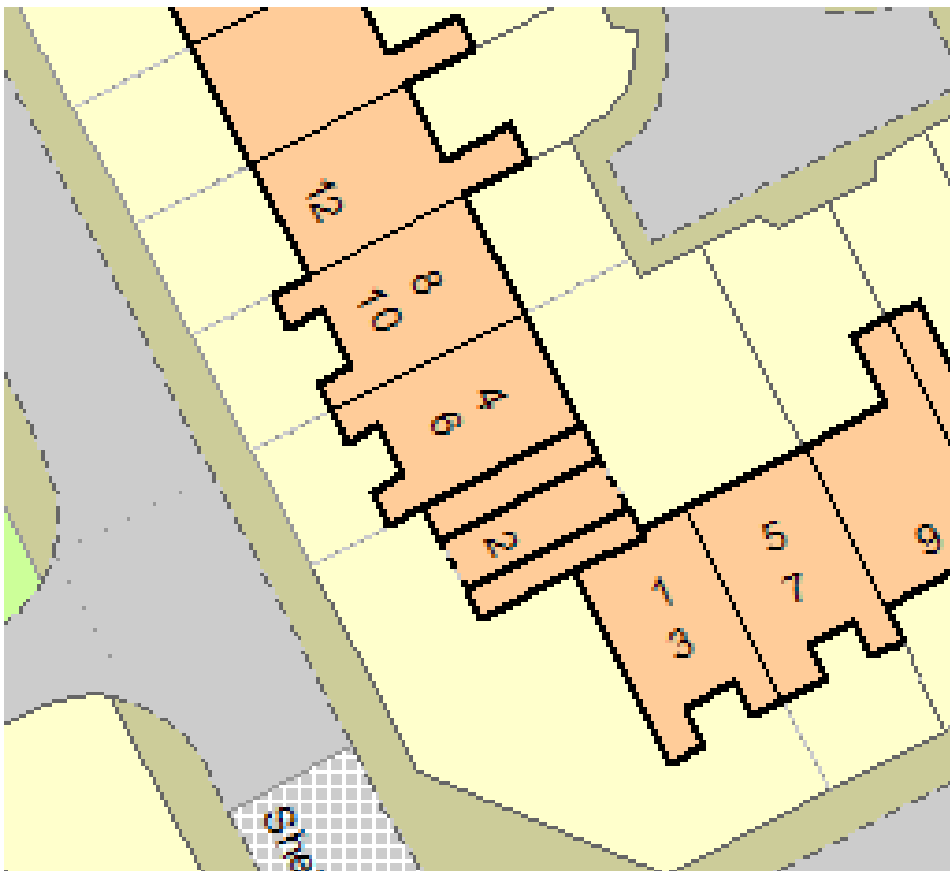
Persons at Risk

Residents / Occupants of 5 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

A typical floor layout showing horizontal lines of compartmentation, emergency lighting, fire detection is attached and AOVs etc.



Section 6

External envelope

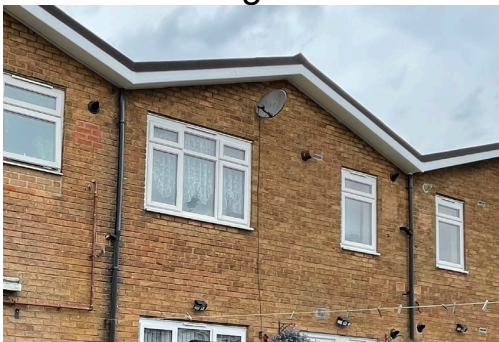
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure with UPVC soffit's & fascia boards.



- 2) UPVC double glazed units have been fitted to each flat.



Section

7

Means of Escape from Fire

- 1) The only communal area is a ground floor walkway that is not enclosed. Residents storage cupboards and refuse bins are located here.



- 2) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed
- 3) Emergency lighting is provided to communal walkway.
- 4) **Following recently completed works to the roof of the building a Porta Loo remains in the ground floor communal walkway.**



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) Access was denied to the properties chosen for sampling during the fire risk assessment however residents confirmed the smoke alarms within their flats are installed to an LD2 Standard.

Flat 2 – LD2

Flat 6 – LD2

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 premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.

2) The self-contained units are provided to the communal walkway.



3) Evidence of monthly testing could not be identified. Enquiries with Sandwell MBC in house electrical team has confirmed that this has been actioned and the site has now been passed to contractors to begin testing of the emergency lighting system on a monthly basis.

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 30 minutes horizontal fire resistance between dwellings.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) There are no communal doors fitted to the property.
- 4) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, foam and intumescent pillows.

Floor No	Undercroft										Electrical										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Floor No								
	Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials																		
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool																							
B																																					B																						
G																																					G																						
1			✓																																	1																							
2																																				2																							
3																																				3																							
4																																				4																							
5																																				5																							
6																																				6																							
7																																				7																							
8																																				8																							
9																																				9																							
10																																				10																							
11																																				11																							
12																																				12																							
13																																				13																							
14																																				14																							
15																																				15																							
16																																				16																							
Communal doors free from defects										Communal windows free from defects										Flat doors free from defects										Communal cupboards locked and secure										Communal areas free from tenants stored items										Communal areas free from repairs materials									
✓										✓										✓										✓										✓										✓									
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																																								✓																			
No Enhancement Carried Out This Visit																																																											
Enhancement Carried Out This Visit																																																											

- 5) Individual flat entrance doors are FD30s composite and none fire rated timber doors. Flats 6 & 8 have been recommended to be upgraded to FD30s as part of a future program.



- 6) Residents storage cupboards are secured but have none fire rated doors fitted. It was noted that these doors have been recommended to be upgraded as part of a future program.



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. This is not necessary due to the building not having a complex layout.
- 2) Yellow LPG warning signs are not displayed. ([refer to section 18](#))
- 3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signs are displayed throughout the building.



Section
13

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

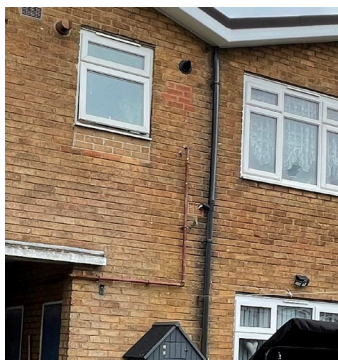
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
 - 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
 - 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires.
 - 4) Neighbourhood Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
 - 5) Fire safety has been provided as part of tenancy pack.
-

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. There was no evidence to suggest that a test had been conducted within this timeframe. Enquiries with Sandwell's MBC in house electrical team has confirmed that this has been actioned, and the site has been passed to contractors to test the fixed electrical installation.
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. It was noted that the incoming supply
- 7) to flat 2 is external.



Section

15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) '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) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) There is no current evidence of arson.
- 3) The perimeter of the premises is well illuminated.
- 4) There has 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) All store cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.
- 6) Residents have access to secured storage cupboards adjacent flat doors and within the ground floor walkway.



**Section
19**

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

Significant Findings

Risk Rating of Additional Control Measures

Risk Categories	
Risk Rating	Description
5	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
4	A significant safety issue.
3	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
2	A desirable improvement to increase protection from fire.
1	A minor improvement to safety.

The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

2 -10 Shelsley Avenue


Date of Action Plan:

03/08/2022

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/09	Remove Porta Loo from communal walkway.		1	August 2022 Repairs Emailed MP 15/08/2022	15/08/2022

Signed

	Fire Risk Assessor	Date: 03/08/2022
	Premise Manager	Date: 16/08/2022



Name of property: 2 – 10 Shelsley Avenue

Updated: 03/08/2022

Premise Manager: Anthony Thompson Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		