

Fire Risk Assessment

Salop Drive

1-8, 9-12, 13-20, 21-32, 33-44, 45-50, 51-59



**Salop Drive, Oldbury,
B68 9AG**

Date Completed: 13th June 2022

Officer: Carl Hill **Fire Risk Assessor**

Checked By: Jason Blewitt

Current Risk Rating 0 = LOW



Subsequent reviews

Fire Risk Assessment

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

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Section

0

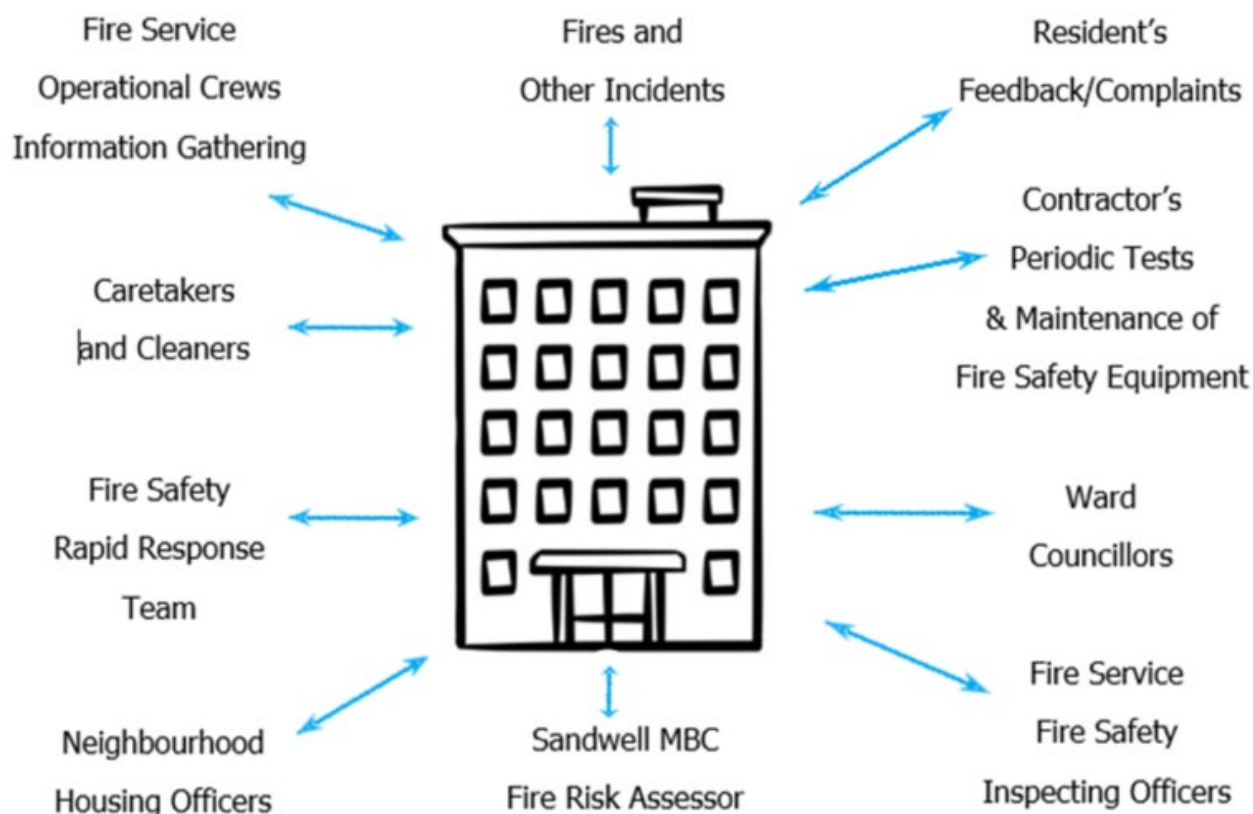
Introduction

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/feedback_and_complaints or by phone on 0121 569 6000.

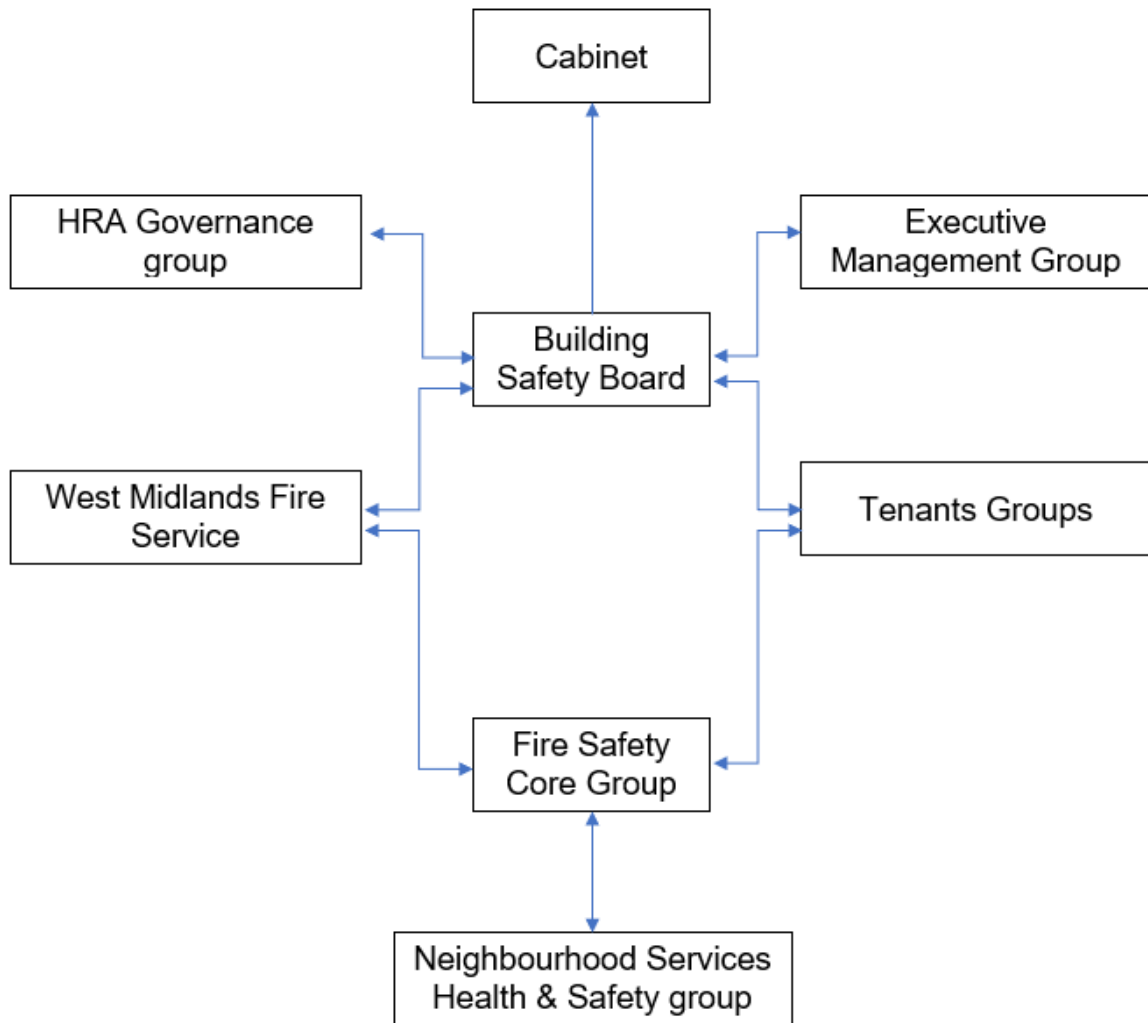
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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	External Envelope The building is predominantly of brick construction with concrete tiles installed above and below UPVC windows.	0
Section 7	Means of Escape from Fire Each block has a single staircase that provides a sufficient means of escape. Items within communal area require removing. – <i>All items removed</i>	0
Section 8	Fire Detection and Alarm Systems Individual flats predominantly have a fire detection system fitted to a LD3 standard.	0

Section 9	<p>Emergency Lighting Each block has emergency lighting to communal landings & stairs.</p>	0
Section 10	<p>Compartmentation Individual flat doors are FD30, 2XG and non-fire rated. Letterplate to flat 27 requires replacing – <i>New door fitted to Flat 27</i></p>	0
Section 11	<p>Fire Fighting Equipment The premises have no provision for firefighting equipment.</p>	0
Section 12	<p>Fire Signage No smoking signs have been installed throughout the building.</p>	0
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	0
Section 14	<p>Sources of Ignition The fixed electrical installation tests were last completed 23/10/18</p>	0
Section 15	<p>Waste Control Caretakers undertake regular checks of the blocks.</p>	0
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	0
Section 17	<p>Arson Prevention A door entry system prevents unauthorised access, the rear grounds are accessed via a locked gate and the premise is well illuminated.</p>	0
Section 18	<p>Storage Arrangements Electrical service cupboards are secure and are being utilised to store personal belongings. Now cleared of rubbish</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

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

1-8, 9-12, 13-20, 21-32, 33-44, 45-50, 51-59
Salop Drive
Oldbury
B68 9AG

Description of the Property

There are 6 low rise blocks in total which were constructed in 1964.
The blocks consist of 2 storeys (inclusive of the ground floor).

The blocks contain 59 individual dwellings.

Flats 45 and 50 do not share the communal area.

Each block has a main entrance to the front elevation only.
The front entrance has a door entry system with a fob reader installed.

Each block entrance door has a firefighter override facility to ensure unrestricted access to WMFS.

Pitched roof with no internal access.

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.

Fire Risk Assessment

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1964
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
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 59 flats,

Visitors,

Sandwell MBC employees,

Contractors,

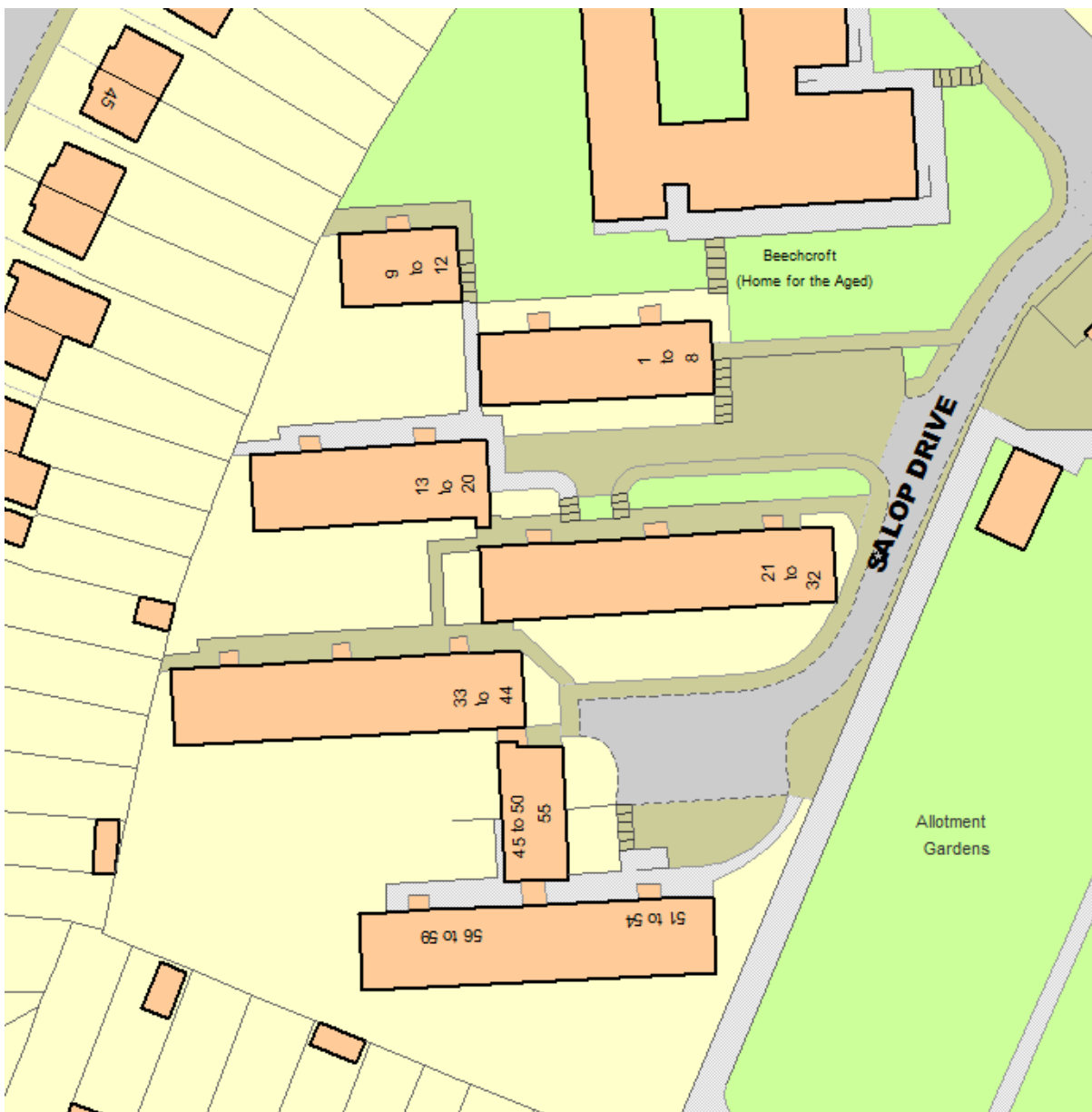
Service providers (e.g. meter readers, delivery people etc)

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 walls are predominantly of brick structure.



- 2) With concrete vertical tiles beneath the UVPC double glazed windows.



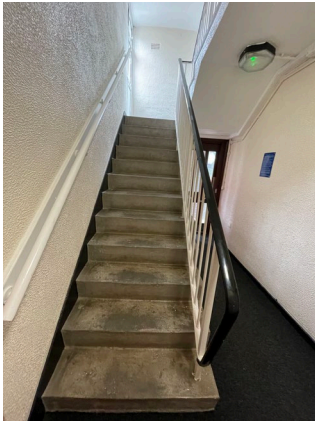
3) Gas riser are to the external front elevation of each block.



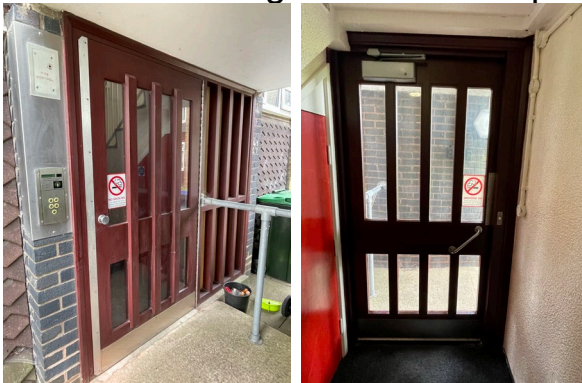
Section 7

Means of Escape from Fire

- 4) Each block has a single staircase that provides a means of escape and is 870mm in width.



- 5) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 6) None of the corridors that form part of the means of escape are dead ends.
- 7) The means of escape are protected to prevent the spread of fire and smoke.
- 8) The only communal doors within the block are the final exit doors which are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.



- 9) The final exit door has a door entry system installed. These systems are 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.



- 10) Automatic smoke ventilation is not employed. Communal windows are operable without the use of a key.



- 11) Communal areas are kept free of flammable items. The communal areas are checked on a daily 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.

- 12) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.

- 13) All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets it has been presumed that it is Class 0 fire rated.

- 14) The surface coatings to the communal areas are class 0 rated
-

- 15) Individual flat doors are FD30, 2XG and non-fire rated. Access was gained to a sample of properties as part of the risk assessment to ensure the doors have not been tampered with by residents etc

Properties sampled were flat 56, 51, 50, 39, 6.



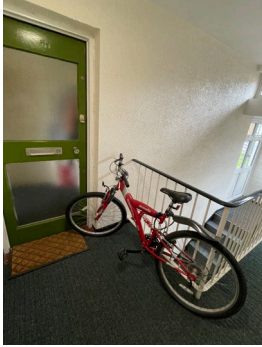
- 16) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

- 17) The majority of flats have door mats adjacent occupant's door, fire rating unknown.



- 18) The various items found within lobbies / stairwells listed below are combustible and or could impede the means of escape therefore should be removed.
-

19) **Bicycle stored in lobby outside flat 59.**



20) **Plant stand outside flat 36.**



21) **Clothes and towels are hung to dry in lobby outside flat 32. Plant should also be removed.**



22) **Aerosol, clock, plants on stands to be removed from the stairwell of block 17-20. It was noted that the aerosol was found in a position where it could possibly be affected by direct sunlight and was immediately removed.**



23) Chair and plastic stool outside of flat 20.



24) Plant outside flat 8.



25) Plants on stairwell in block 1-4.



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 a mixture of LD2 & LD3 Standard.

Flat 6 – LD2

Flat 39 – LD2

Flat 50 – LD3

Flat 51 – LD3

Flat 56 – LD3

For information

LD1 all rooms except wet rooms

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

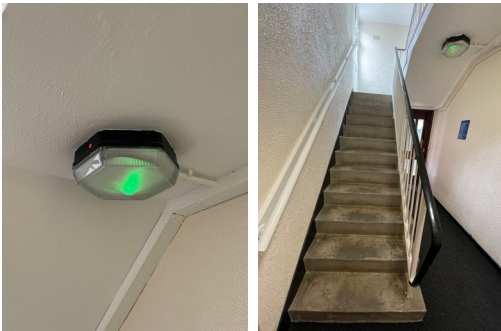
LD3 Hallway only

- 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 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 landings, stairs.



- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. It was noted that the system was last tested June 2022.





Section 11

Fire Fighting Equipment

- 1) The premises have no provision for firefighting equipment.

Section 12

Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.



- 2) Fire Action Notices are not displayed throughout the building. As the building does not have a complex layout these are not required.
-

- 3) Yellow LPG warning signs are not displayed. As the tenant's handbook instructs them not to bring L.P.G cylinders into the block these are not required.

- 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signs are displayed throughout 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.
 - 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. It was noted that the last inspection was 23/10/18.
- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.



- 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 supplies are external to the front elevation of the buildings.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly and are stored within designated areas.



- 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) Restricted access to the premises by means of a door entry system.
 - 3) There is no current evidence of arson.
 - 4) The perimeter of the premises is well illuminated.
 - 5) There has been no reported fire incidents since the last FRA.
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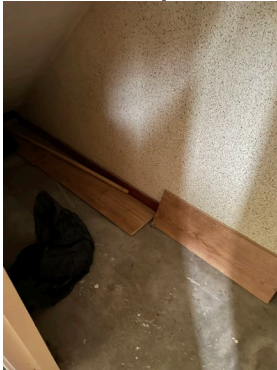
Section 18

Storage Arrangements

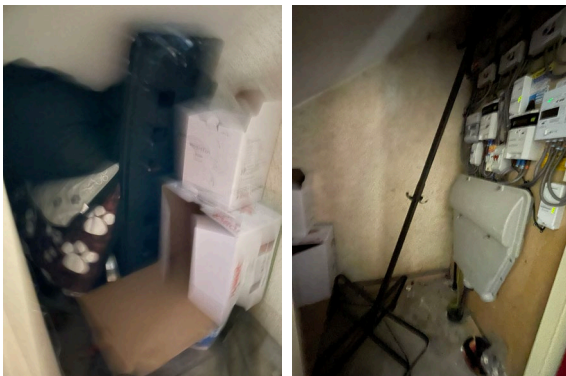
- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or 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) **Electric service cupboard near to flat 46 has combustible items (vacuum cleaner) stored within.**



- 7) **Electric service cupboard near to flat 56 has combustible items in (laminite floor boards and bin liner).**



- 8) **Electric service cupboard near to flat 41 multiple combustible materials and a metal coat stand stored within.**



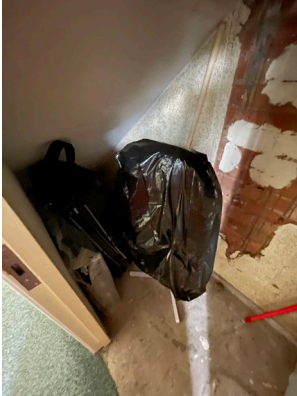
- 9) **Electric service cupboard near to flat 37 has multiple combustibles stored within.**



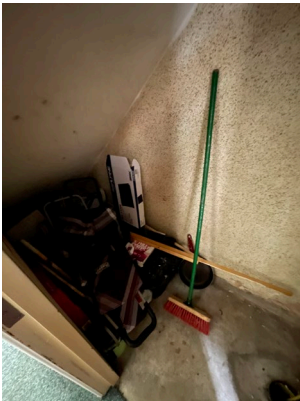
- 10) **Electric service cupboard near to flat 33 has multiple combustibles items stored within.**



- 11) **Electric service cupboard near to flat 21 has disability aids and an electric powered fan stored within.**



- 12) **Electric service cupboard near to flat 17 has combustibles items stored within.**



- 13) **Electric service cupboard near to flat 9 has combustible items stored within.**



- 14) **Electric service cupboard near to flat 1 has combustible materials stored within.**



**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:

1-8, 9-12, 13-20, 21-32, 33-44, 51-59 Salop Drive

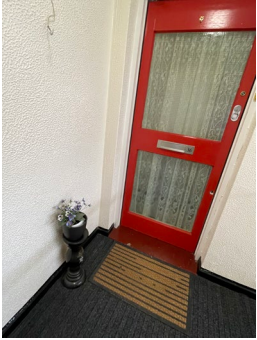


Date of Action Plan:

16th June 2022


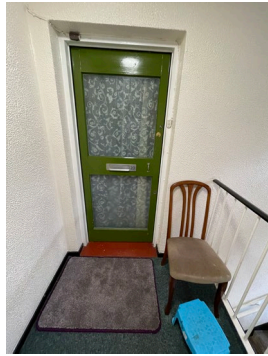
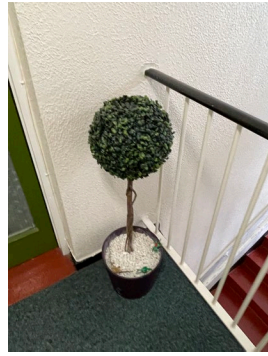
Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/19	Bicycle outside flat 59 to be removed		2	Housing Manager July 2022	03/10/2022



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<p>07/20</p>	<p>Plant stand outside flat 36 to be removed</p>		<p>2</p>	<p>Housing Manager July 2022</p>	<p>03/10/2022</p>
<p>07/21</p>	<p>Occupier of flat 32 to be informed not to dry washing within means of escape, also to remove plant.</p>		<p>2</p>	<p>Housing Manager July 2022</p>	<p>03/10/2022</p>
<p>07/22</p>	<p>Aerosol, clock, plants and table all to be removed from stairwell of block 17-22</p>		<p>2</p>	<p>Housing Manager July 2022 FRRO to check 15/2/23 JM10208149</p>	<p>03/03/2023</p>


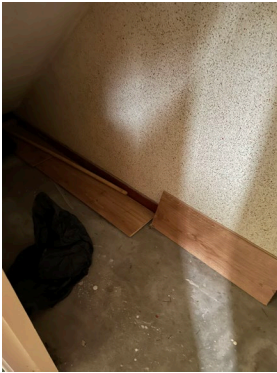

Fire Risk Assessment

					
07/23	Chair and plastic stool outside flat 20 to be removed.		2	Housing Manager July 2022 FRRO to check 14/2/23 JM10208216	03/03/2023
07/24	Plant outside flat 8 to be removed.		2	Housing Manager July 2022	03/10/2022



Fire Risk Assessment

07/25	Block 1-4 plants on stairwell to be removed.		2	Housing Manager July 2022 FRRO to check 15/2/23 JM10208250	03/03/2023
10/08	Replace intumescent letter plate to Flat 27.		2	Repairs July 2022 JM8888658 FRRO - Revisit 15/2/23 out of hours JM:10208277 Access Issues New door appointed for 02/06/2023	02/06/2023

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18/06	Remove hoover from electrical service cupboard near flat 46.		2	Caretakers July 2022	21/09/2022
18/07	Remove all items stored in electrical service cupboard near flat 56.		2	Caretakers July 2022	21/09/2022
18/08	Remove all items stored in electrical service cupboard near 41		2	Caretakers July 2022	21/09/2022

Fire Risk Assessment



					
18/09	Remove all items stored in electrical service cupboard near flat 37		2	Caretakers July 2022	21/09/2022



Fire Risk Assessment

18/10	Remove all items stored in electrical service cupboard near flat 33	 A photograph showing a cluttered electrical service cupboard. The floor is covered with various items including a cardboard box, a red bucket, a green container, and several long-handled tools like rakes and shovels. The walls are a light, textured color.	2	Caretakers July 2022	21/09/2022
18/11	Remove all items stored in electrical service cupboard near flat 21	 A photograph showing a cluttered electrical service cupboard. The floor is covered with a large black plastic bag, a cardboard box, and other debris. The walls are light-colored with some peeling or damage visible.	2	Caretakers July 2022	21/09/2022

Fire Risk Assessment

18/12	Remove all items stored in electrical service cupboard near flat 17	 A photograph showing the interior of an electrical service cupboard. The space is cluttered with various items, including a broom, a mop, and other tools, which are stored in a way that could obstruct access to electrical components.	2	Caretakers July 2022	21/09/2022
18/13	Electrical service cupboard near flat 9 remove all items being stored.	 A photograph showing the interior of an electrical service cupboard. The space is cluttered with various items, including a white metal frame, a black bag, and other debris, which are stored in a way that could obstruct access to electrical components.	2	Caretakers July 2022	21/09/2022

Fire Risk Assessment

18/14	Electrical service cupboard near flat near flat 1 remove all items stored.		2	Caretakers July 2022	21/09/2022
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Signed

Carl Hill	Fire Risk Assessor	Date: 16 th June 2022
Jason Blewitt	Team Lead Fire Safety & Facilities	Date: 22 nd June 2022

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

Name of property: 1-8, 9-12, 13-20, 21-32, 33-44, 51-59
Salop Drive

Updated: 16th June 2022

Premise Manager: Tony 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).		

