

Fire Risk Assessment

76-98, 100-116 Edinburgh Road



**76-98, 100-116, Edinburgh Rd,
Oldbury, B68 0ST**

Date Completed: 31st May 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>

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Section

0

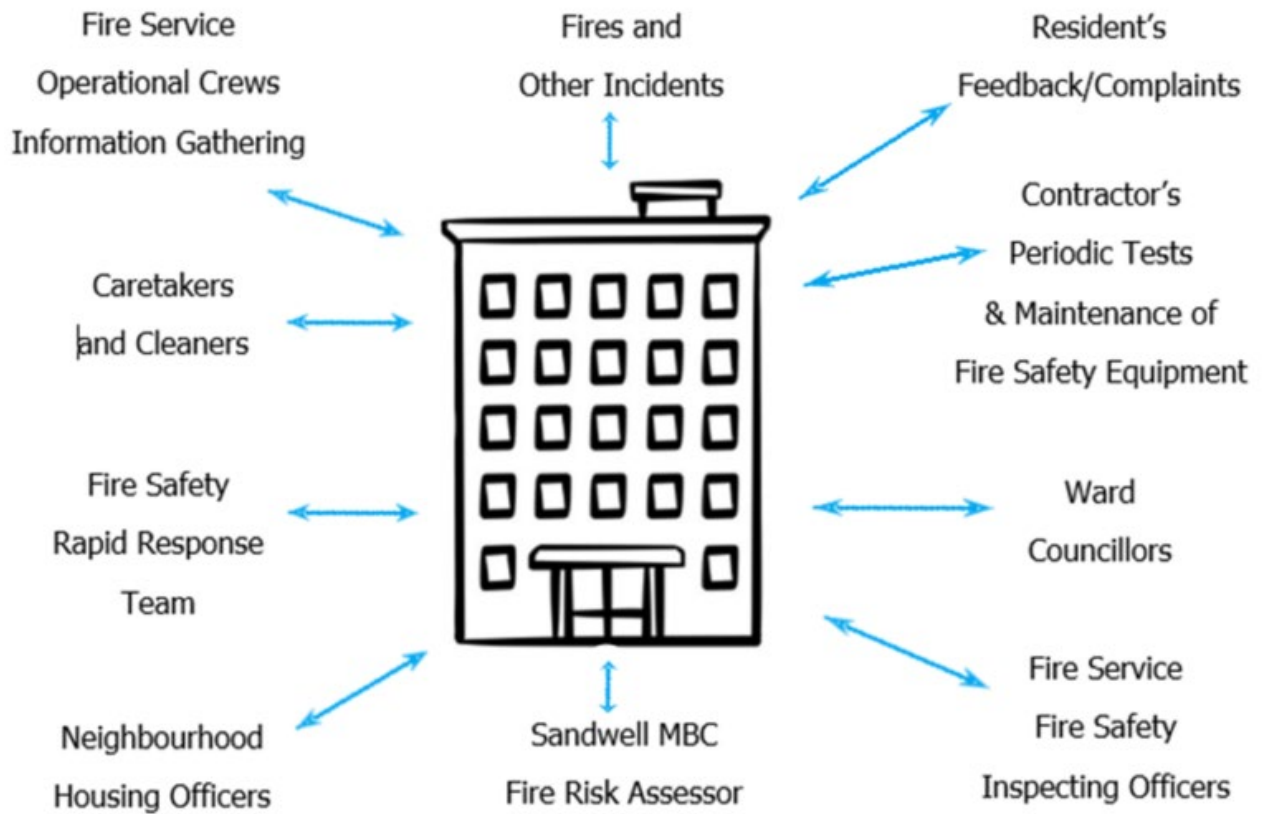
Introduction

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/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.

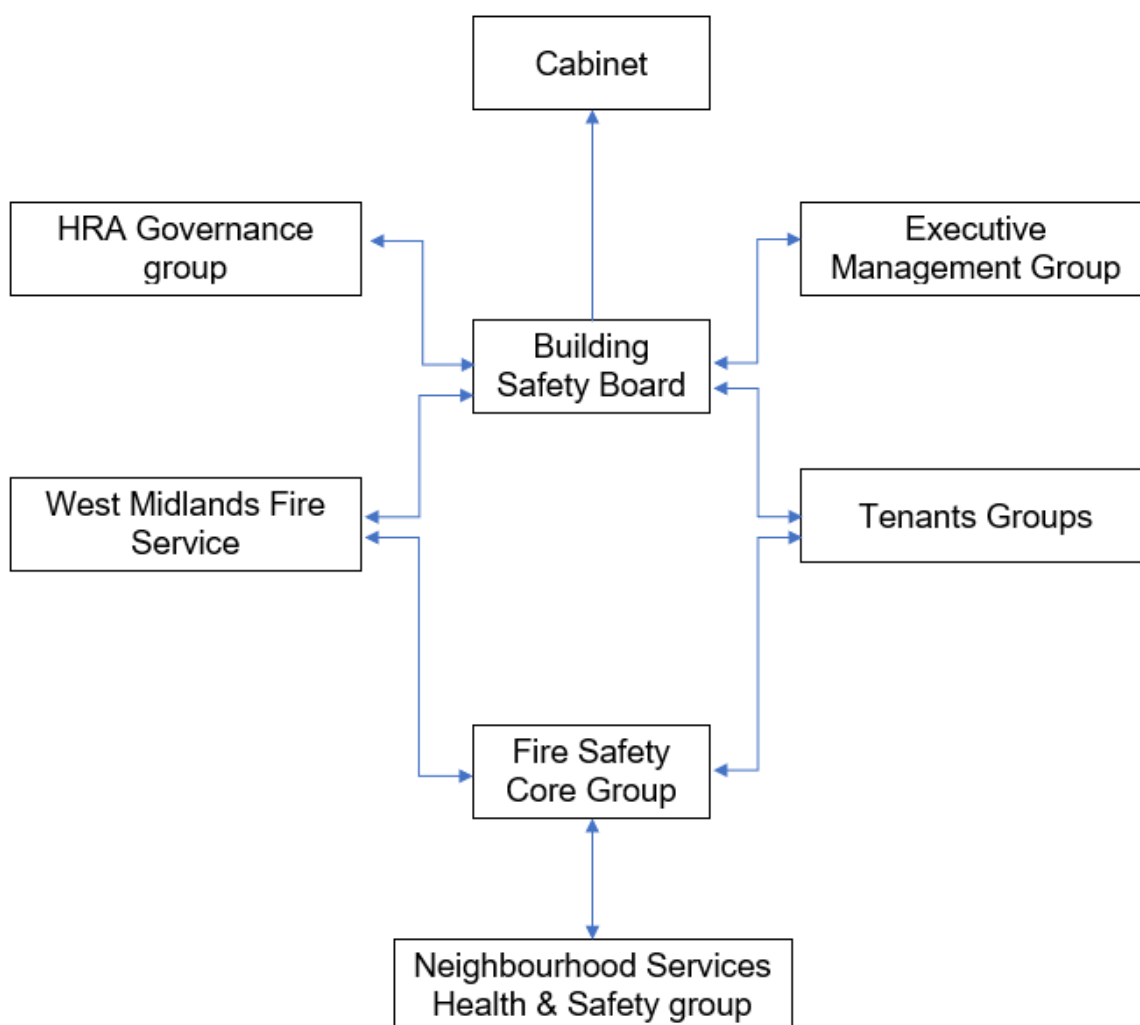
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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	External Envelope Traditional brick cavity construction with PVC cladding installed to single side elevation of stairwell. Flat 102 (G/F) has an enclosed balcony with PVC cladding installed (<i>Permission granted 22/06/2022</i>). Flat 90 has installed plastic netting to balcony. <i>Netting removed</i>	0
Section 7	Means of Escape from Fire Each block has a single staircase that provides sufficient means of escape.	0
Section 8	Fire Detection and Alarm Systems Individual flats predominantly have a fire	0

	detection system fitted to LD2 standard.	
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 FD30S rated composite construction.	0
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	0
Section 12	Fire Signage Fire door keep shut & no smoking signs have been installed.	0
Section 13	Employee Training All staff receive basic fire safety awareness training.	0
Section 14	Sources of Ignition The fixed electrical tests were last completed in January 2022 & June 2021.	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 Contractors are controlled centrally, and hot works permits are required where necessary.	0
Section 17	Arson Prevention There is external lighting and a door entry system prevents unauthorised access.	0
Section 18	Storage Arrangements Residents each have access have access to a storage cupboard and are instructed not to bring LPG cylinders into the premises.	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

76-98, 100-116
Edinburgh Road
Oldbury
B68 0ST

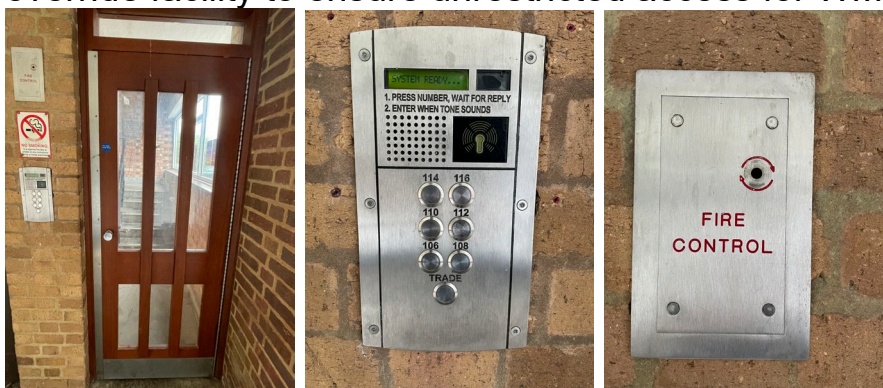
Description of the Property

The low-rise blocks were constructed in 1964 using a traditional brick cavity build and consist of 3 storeys inclusive of ground floor.

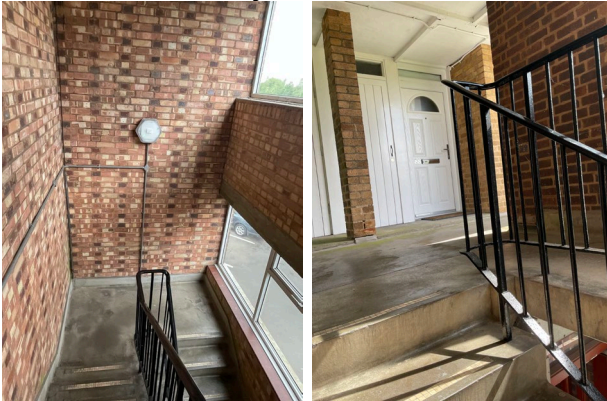
Access to the first and second floor is via an open deck walkway to the rear. Block 76-98 has 4 dwellings per floor and block 100-116 has 3 dwellings per floor.



Each block has a rear entrance door that leads to a single stairwell. The door has an entry system with a fob reader installed and a fire-fighter override facility to ensure unrestricted access for WMFS.



The stairwell is open to the elements on the first and second floor deck access walkways.



Each block has a flat roof with access from the second-floor deck access walkway.



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	3
Date of Construction	1964
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	PVC to external wall of stairwell & to enclosed balcony of flat 102
Number of Lifts	None
Number of Staircases	1 per block
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Second floor deck access walkway
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 21 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) All but a small part of the external wall is of brick structure.



- 2) PVC cladding has been installed to a single side elevation to the stairwell in both blocks.



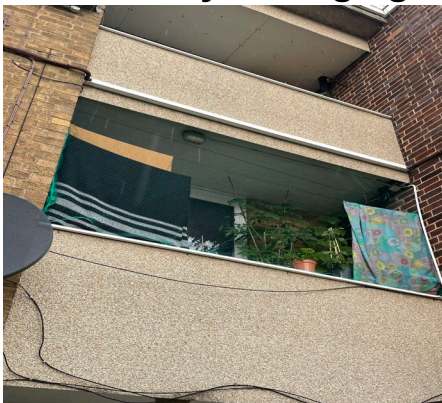
- 3) PVC fascia board has been utilised.
-

4) Each flat has a balcony with a rendered finish accessed from the living room.

5) **The balcony belonging to flat 102 has been enclosed utilising a timber frame structure, UPVC window with PVC cladding.** *(the tenant had approval from Sandwell MBC Repairs Team KM for the works – letter attached as appendices)*



6) **The balcony belonging to flat 90 has plastic netting in place.**



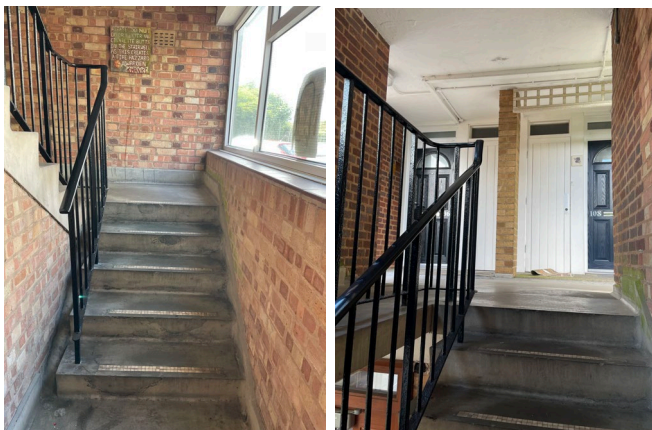
7) Each flat has a balcony with a rendered finish accessed from the living room.

8) All windows are UVPC double glazed units.

Section 7

Means of Escape from Fire

- 1) Each block has a single staircase that provides a means of escape and is 920mm in width.



- 2) The corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) The means of escape are protected to prevent the spread of fire and smoke.
- 4) The only communal door within the blocks is the final exit door which is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.



- 5) The final exit doors have door entry systems 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.
- 6) Communal windows are located within the stairwell and can be opened with the use of a key.

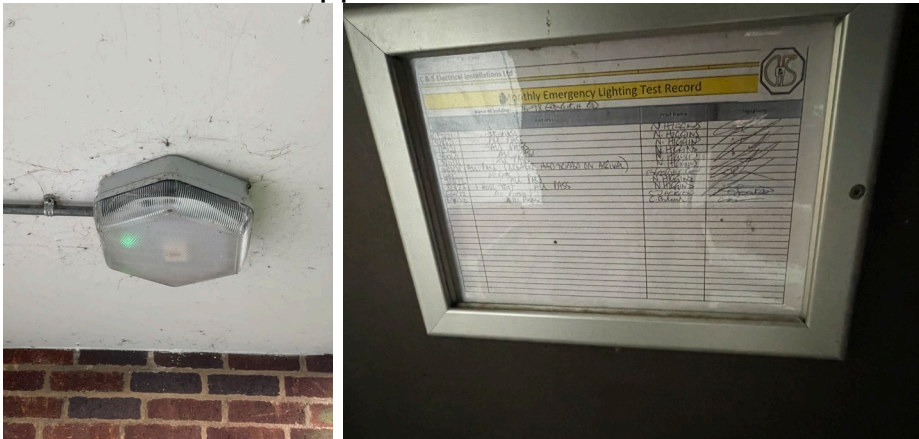


- 7) There is a louvre vent within the 2nd floor stairwell window of each block.



- 8) 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
-

- 9) 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.



- 10) Electric meter cupboard doors are FD30s rated, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters.



- 11) 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.

- 12) Individual flat doors are FD30s rated composite doors sets.
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- 13) Access was gained to a sample of properties as part of the risk assessment to ensure that doors have not been tampered with by residents ect. Flats accessed were 80, 92, 102, 106, 114.



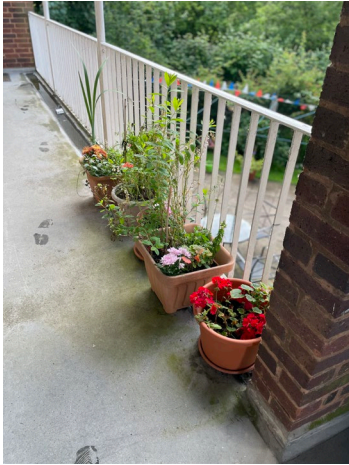
- 14) Each flat has an external timber cupboard door adjacent to the front door.



- 15) The majority of flats in both blocks have floor mats adjacent to the front door which could cause a trip hazard, fire rating unknown.



16) Plant pots are stored on the 2nd floor deck access walkway of block 100-116.



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 LD2 Standard.

Flat 80 – LD2 - Hardwired
Flat 92 – LD2 - Hardwired
Flat 106 – LD2 - Hardwired
Flat 114 – LD2 - Hardwired

For information

LD1 all rooms except wet rooms

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

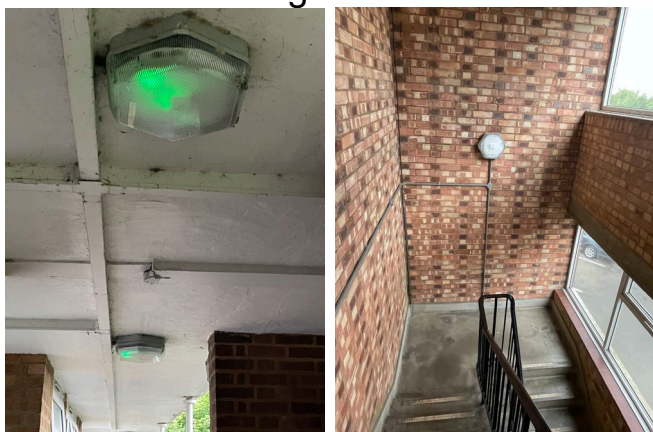
LD3 Hallway only

- 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

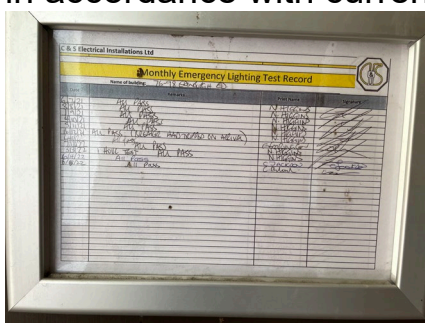
Section 9

Emergency Lighting

- 1) The premises have 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 deck access, communal landings and 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.



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. This is not possible in communal areas due to open plan staircase.
- 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 open plan staircase and deck access.
- 3) The only communal door within each block is the final exit door which is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.



- 4) The electric meter cupboard doors are FD30s rated, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters.



5) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

Block 76-98

Floor No	Electric Meter Cupboard										Floor No																		
	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 Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool		
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Block 100-116

Floor No	Electric Meter Cupboard										Floor No																		
	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 Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool		
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6) Individual flat doors are FD30s rated composite fire door construction.

Refer to door sheet below

Fire Risk Assessment

Block Name	Place-Re	property group	SHAPE Property reference	Address	Front Door	Glazed
Edinburgh Road 100-116	BL16160ED10	BL	BL16160ED10	100-116 Edinburgh Road;Oldbury;West Midlands;;	Intentionally Blank	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000087	100 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000088	102 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000089	104 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000090	106 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000091	108 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000092	110 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000093	112 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000094	114 Edinburgh Road;Oldbury;West Midlands;;	Composite Ten Glazed	
Edinburgh Road 100-116	BL16160ED10	DW	DW1616000095	116 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 100-116	BL16160ED11	BL	BL16160ED11	76-98 Edinburgh Road;Oldbury;West Midlands;;	Intentionally Blank	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000075	76 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000076	78 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000077	80 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000078	82 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000079	84 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000080	86 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000081	88 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000082	90 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000083	92 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000084	94 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000085	96 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	
Edinburgh Road 76-98 (E)	BL16160ED11	DW	DW1616000086	98 Edinburgh Road;Oldbury;West Midlands;;	Composite (unl Glazed	



7) Each flat has an external timber store cupboard, adjacent to the front door.



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. Because the building does not have a complex layout these are not required.
- 3) No smoking (Smoke Free England) signage is installed.



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 inspections were;
 - Block 76-98 landlords supply – 03/06/21
 - Block 100-116 landlords supply – 04/06/21



This report is not valid if the serial number has been defaced or altered

332838

IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

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

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: <u>N/A</u> Branch No: <u>N/A</u>	Contractor Reference Number (CRN): <u>N/A</u>	Occupier: <u>LANDLORD SUPPLY</u>
Trading Title: <u>C & S Electrical Installations Ltd</u>	Name: <u>Sandwell MBC</u>	Address: <u>76 - 98 EDINBURGH ROAD, OLDBURY</u>
Address: <u>Unit 2, Bridge Street, Wednesbury</u>	Address: <u>Direct 2 Industrial park, Oldbury</u>	
Postcode: <u>WS10DAW</u> Tel No: <u>N/A</u>	Postcode: <u>B69 3ES</u> Tel No: <u>N/A</u>	Postcode: <u>B88 0ST</u> Tel No: <u>NA</u>

PART 2: PURPOSE OF THE REPORT

Purpose for which this report is required: (see additional page No. N/A)
 Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018

Date(s) when inspection and testing was carried out: 03/06/2021 Records available: (No) Previous inspection report available: (No) Previous report date: (UK)

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): (see additional page No. N/A)
 Visual inspection of all accessories carried out with 25% removed during inspection other than items noted at part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (25+) years Evidence of additions or alterations: (Yes) Overall assessment of the installation is: **Unsatisfactory***

PART 4: DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Fire Risk Assessment



This report is not valid if the serial number has been defaced or altered

332835

IPR18

ELECTRICAL INSTALLATION CONDITION REPORT

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>LANDLORD SUPPLY</u> Address: <u>100 -116 EDINBURGH ROAD, OLDBURY</u> Postcode: <u>B68 0ST</u> Tel No: <u>NA</u>
PART 2: PURPOSE OF THE REPORT		
Purpose for which this report is required: _____ (see additional page No. <u>N/A</u>) Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018		
Dates when inspection and testing was carried out: <u>04/06/2021</u> Records available: <u>(No)</u> Previous inspection report available: <u>(No)</u> Previous report date: <u>(U/K)</u>		
PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION		
General condition of the installation (in terms of electrical safety): _____ (see additional page No. <u>N/A</u>) Visual inspection of all accessories carried out with 25% removed during inspection other than items noted at part 6 the wiring accessories are in fair condition		
Estimated age of electrical installation: <u>(25)</u> years Evidence of additions or alterations: <u>(Yes)</u> Overall assessment of the installation is: Unsatisfactory*		
PART 4: DECLARATION		
INSPECTION AND TESTING I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.		

- 5) The electrical installations are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.

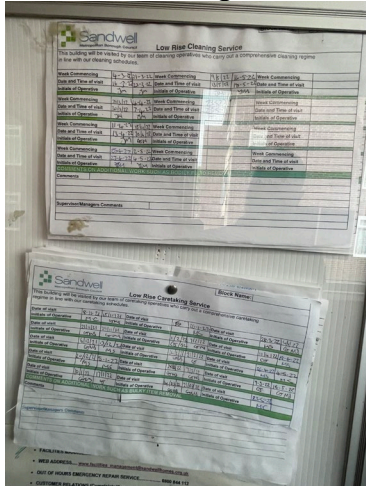


- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. All gas pipe work is internal.

**Section
15**

Waste Control

1) There is a regular Cleaning Service to the premises.



2) Refuse containers are stored at the rear of the blocks within a dedicated area within the communal gardens. They are 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) 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.
 - 4) 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 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.
(Notice displayed in lifts see point 9-3)

 - 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) All store cupboards are kept locked.

 - 4) 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

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:

76-98 100-116 Edinburgh Road

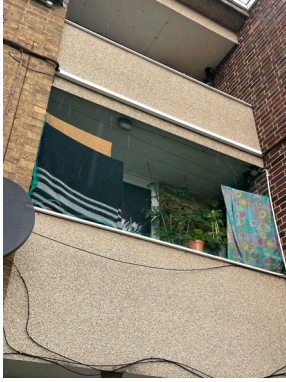

Date of Action Plan:

1st June 2022

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
06/05	Remove flammable materials used to enclose balcony of flat 102.		2	Housing Manager July 2022	23/6/22 <i>Tenant had permission to erect the structure from Sandwell MBC</i>

Fire Risk Assessment

06/06	Remove plastic netting to balcony of flat 90.		2	Housing Manager July 2022	22/11/2022
10/07	Fit fire doors to storage cupboards on all floors.		2	Future Programme	N/a

Signed

Carl Hill	Fire Risk Assessor	Date: 31/05/2022
Jason Blewitt	Team Lead Fire Safety & Facilities	Date: 06/06/2022

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

Name of property: 76-98, 100-116 Edinburgh Road

Updated: 31st May 2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975



██████████
102 Edinburgh Road
Oldbury
West Midlands
B68 0ST

Our Ref: 2192035
Please ask for: Mr K Morris
Telephone No: 0121 368 1166

Date: 03 March 2017

Dear ██████████

Re: Request for Permission to Alter Your Property

Thank you for your letter received on 22/02/2017 requesting permission to make the following alterations to your property:

Supply and fix a new window as you're photographs.

Following an assessment of your request by our Repairs Quality Assurance Officer, permission to make the alterations has been approved. Please note that this approval is **only** for the alterations detailed above. No other alterations can be made.

Furthermore, approval is subject to the following conditions, as detailed in your tenancy agreement:

1. All work must conform to any Building Regulations and Planning Permission requirements as necessary. It is your responsibility to seek approval and obtain all permissions as appropriate prior to starting any works and includes any related charges;
 2. Qualified trades persons undertake the alterations and associated works, using materials fit for their intended purpose;
 3. There is no encroachment onto neighbour's properties that may put them in danger or cause a nuisance;
 4. You cover all costs associated with the work, including all finishes, i.e. plastering, flooring, decorations etc;
 5. Any rubbish incurred with the alterations is removed as soon as practical at your own expense;
-

6. You accept responsibility to maintain the alterations that have been made;
7. Upon completion of the works, you **must** contact the Quality Assurance Officer to allow a final inspection of the works to be carried out;
8. If the inspection identifies that the work has been carried out in a way that has, or could cause damage to the property or put someone in danger, you are responsible to have the problem put right. If you do not sort out the problem, we may arrange for the work to be carried out and then recharge you for the work undertaken;
9. All defects/damage resulting from the alterations will be your responsibility to rectify;
10. Should you terminate your tenancy, we may require you to change any alterations to their original condition. Failure to make the changes may result in recharges made to you for any repairs to the property.

Should you disagree with this decision and the conditions stated above, you may ask for a review of your case within 21 days from the date of this letter. If no response is received within this period, the decision and the conditions shall be deemed to be accepted.

A request for a review should be made in writing to the Interim Director of Neighbourhood Services, Sandwell MBC and sent to the address at the bottom of this letter, stating the reasons why you disagree with the decision made.

You will be notified of the result of this review within 5 weeks of your request being received.

In addition, you may also wish to seek advice and/or assistance from the Local Government Ombudsman or Citizens Advice Bureau.

If you require any help to request a review or wish to discuss this matter further, please do not hesitate to contact us on the above telephone number.

Yours sincerely,



Repairs Manager
