

# Fire Risk Assessment

## 7 - 12 Cleton Street



**Cleton St, Tipton,  
DY4 7TR**

**Date Completed: 16/11/22**

**Officer: C Hill Fire Risk Assessor**

**Checked By: Checked By: T Thompson Fire Safety Manager**

**Current Risk Rating = Trivial**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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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.

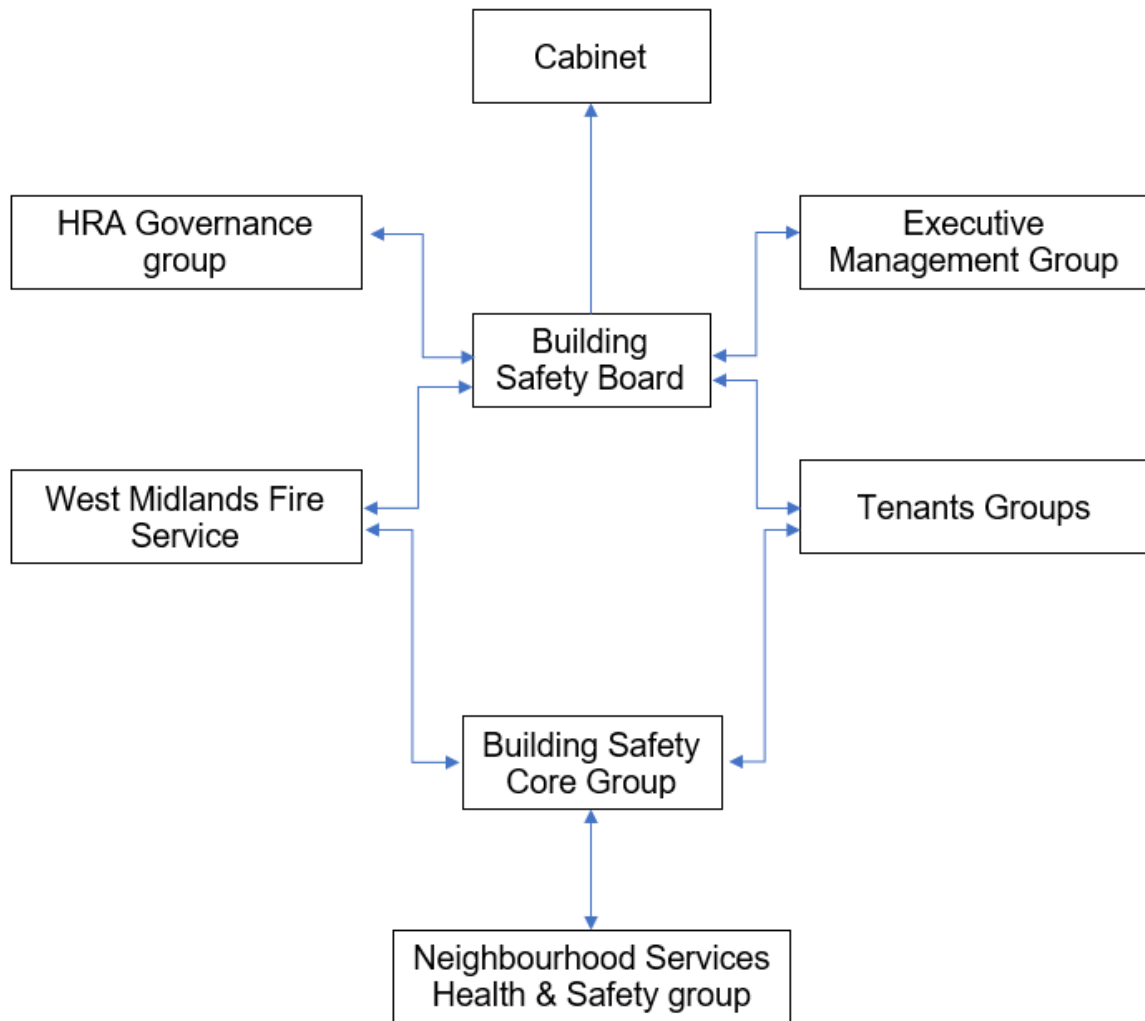
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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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.

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## 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
<a href="#">Section 6</a>	<p><b>External Envelope</b> The building is of traditional brick construction with UPVC double glazed units to individual flats and communal windows.</p> <p>1<sup>st</sup> &amp; 2<sup>nd</sup> floor flats have balconies.</p> <p>Wicker screening to flat 12 balcony. <i>Resolved 29/06/23</i></p> <p>Feather edge timber screening to flat 11 balcony. <i>(removed 17/01/23)</i></p>	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b>                  The block has a suitable means of escape with combining of a single staircase and final exit doors the front and rear of the building.</p> <p>Flat 9 entrance door requires adjustment &amp; small section of combined cold smoke seal.  <i>Resolved 13/02/2023</i></p>	Trivial
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b>                  Individual flats have fire detection to LD2 standard.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b>                  There is no emergency lighting within the premise. <i>(programmed work upgrade)</i></p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b>                  Individual flat doors are a combination of Composite FD30s &amp; Timber FD30s.</p> <p>Storage cupboard doors to 1<sup>st</sup> &amp; 2<sup>nd</sup> floor to be upgraded to FD30s. <i>(programmed work upgrade)</i></p> <p>Replace electrical service cupboard door with FD30s <i>(complete)</i></p> <p>Plywood boxing to be upgraded with appropriate firestopping materials as part of future upgrade. <i>(Resolved 03/01/23)</i></p> <p>Firestopping required in common roof space to gaps and penetrations in party walls.  <i>Resolved 21/02/2023</i></p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b>                  The premises have no provision for firefighting equipment.</p>	Trivial

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<a href="#">Section 12</a>	<b>Fire Signage</b> Fire action notices are not displayed due to simplicity of layout.	Trivial
<a href="#">Section 13</a>	<b>Employee Training</b> All staff receive basic fire safety awareness training.	Trivial
<a href="#">Section 14</a>	<b>Sources of Ignition</b> The fixed electrical tests were last completed 23/03/20.	Trivial
<a href="#">Section 15</a>	<b>Waste Control</b> Caretakers undertake regular checks and bins are stored away from the building.  Rubbish has been discarded on the steps to the bin chute. <i>Resolved 06/02/2023</i>	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> A door entry system prevents access to the building.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents have access to secure storage cupboards on the 1 <sup>st</sup> & 2 <sup>nd</sup> floor and outside to the rear of the building.	Trivial

### Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

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Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low  Medium  High

In this context, a definition of the above terms is as follows:

**Low** Unusually low likelihood of fire because of negligible potential sources of ignition.

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

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

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

Slight Harm  Moderate Harm  Extreme Harm

In this context, a definition of the above terms is as follows:

**Slight harm** Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

**Moderate harm** Outbreak of fire could foreseeably result in injury including serious injury) of one or more

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occupants, but it is unlikely to involve multiple fatalities.

**Extreme harm**

Significant potential for serious injury or death of one or more occupants.

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

Trivial  Tolerable  Moderate  Substantial  Intolerable

**Comments**

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the hazards that have been highlighted within the risk assessment.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include FD30s rated fire doors to flat entrances, combined with suitable smoke detection to LD2 standard within flats, and a Stay Put – Unless policy.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one that has been advocated for general health and safety risks:

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need be
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.

<b>Moderate</b>	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<b>Substantial</b>	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
<b>Intolerable</b>	Premises (or relevant area) should not be occupied until the risk is reduced.

***(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)***

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## Section

# 2

## People at Significant Risk of Fire

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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.

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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.

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## Section

# 3

## Contact Details

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

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

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

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

**Chief Executive**

Shokat Lal

**Director of Housing**

Gillian Douglas

**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)

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## Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

## 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

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7 – 12 Cleton St  
Tipton  
DY4 7TR

### Description of the Property

The low-rise block was constructed in 1963 of traditional brick cavity and concrete construction.



The block consists of 3 stories inclusive of ground.

Each of the floors contains 2 number dwellings.

The block has a main entrance to the front elevation which is secured with a cylinder type lock, door entry system and a firefighter override facility. There is a further exit located on the rear elevation which is also secured by a cylinder type lock.

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The roof to the building is pitched with access to the common roof space via a secured hatch on the 2<sup>nd</sup> floor landing.

There is a detached bin store at the rear that also contains storage for residents.



The building is link attached to block 1 – 6.

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

The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Traditional Brick Cavity / Concrete
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	None
Number of Staircases	1

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Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	In External Bin Store Only
Access to Roof	Via Loft Access on 2 <sup>nd</sup> floor landing.
Equipment on roof (e.g. mobile phone station etc)	No

### Persons at Risk

Residents / Occupants of 6 flats,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section

# 5

## Building Plan

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

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## Section 6

### External envelope

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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.

The addition of wicker screening to one balcony and a timber feather edge panel to another, could potentially support the surface spread of flame in that area which is an unnecessary risk. Once this is removed the level of risk presented by materials present to the external envelope of this building would become acceptable.

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- 1) The external surface of the building is predominantly traditional brick construction.



- 2) The roof is clad with concrete tiles.

- 3) UPVC double glazed units have been installed to each flat and the communal stairwell.



- 4) Flats to the 1<sup>st</sup> and 2<sup>nd</sup> floors have access to a balcony on the front elevation.



- 5) Flat 12 has installed wicker screening to the balcony.
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- 6) Flat 11 has installed a timber feather edge panel to the balcony. *(Removed 17/01/23)*



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## Section 7

## Means of Escape from Fire

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- 1) The site has a single staircase that provides a means of escape and is 825mm.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
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- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke from flats.
- 5) The only communal doors within the block are the final exit doors. These are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

- 6) Communal windows can be opened without the use of a key.



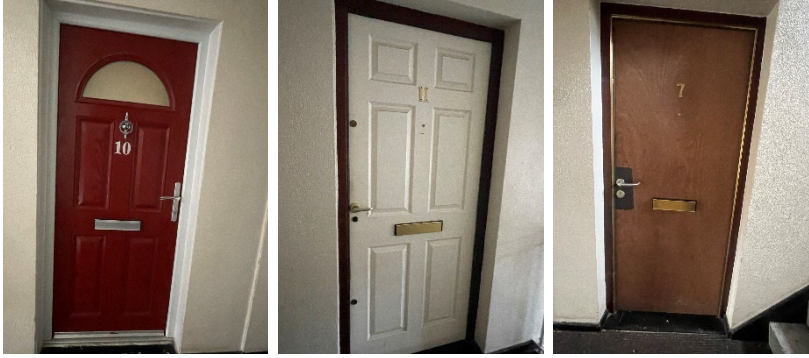
- 7) Automatic smoke ventilation is not employed.
  - 8) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed
  - 9) Lighting is provided to the communal landings and stairs. Emergency lighting is not installed.
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- 10) The electrical service cupboard is located on the ground floor beneath the stairs and contains resident's meters. The door is secured by budget lock and is none fire rated.



- 11) The surface coatings to the communal areas are Class 0 rated.
- 12) All floors have Sandwell MBC 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.
- 13) 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.
- 14) Individual flat doors are a combination of FD30s rated composite doors sets manufactured by Permadoor and timber FD30s fire doors.
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15) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

At the time of the visit access could only be gained to flats 7 & 9.

There was no sign of tampering to flat 7 entrance door.

Flat 9 door had no evidence of tampering to the door; **however, the door did fail to fully self-close into frame and there is a section of intumescent / cold smoke seal missing from beneath the lower hinge.**



16) All boxing within communal areas is plywood and has previously been highlighted to be upgraded as part of a future program.

17) Access to the common roof space is via a hatch above the stairwell.





18) The fire rating of the individual floor mats to the communal areas is unknown.



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**Section**  
**8**

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**Fire Detection and Alarm Systems**

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- 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 flats accessed during the fire risk assessment (flat 7 & 9) the smoke alarms within resident's flats are installed to an LD2 Standard.

*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

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## Section

# 9

## Emergency Lighting

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- 1) Emergency lighting has not been installed within the block.

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## Section

# 10

## Compartmentation

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*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
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dwellings. This is not possible in communal areas due to the 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 the open plan staircase.
- 3) There are no communal doors fitted with automatic closing devices other than the final exit doors. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 4) **The service cupboard door to the ground floor contains resident's meters, is not fire rated but is secured by budget lock.**

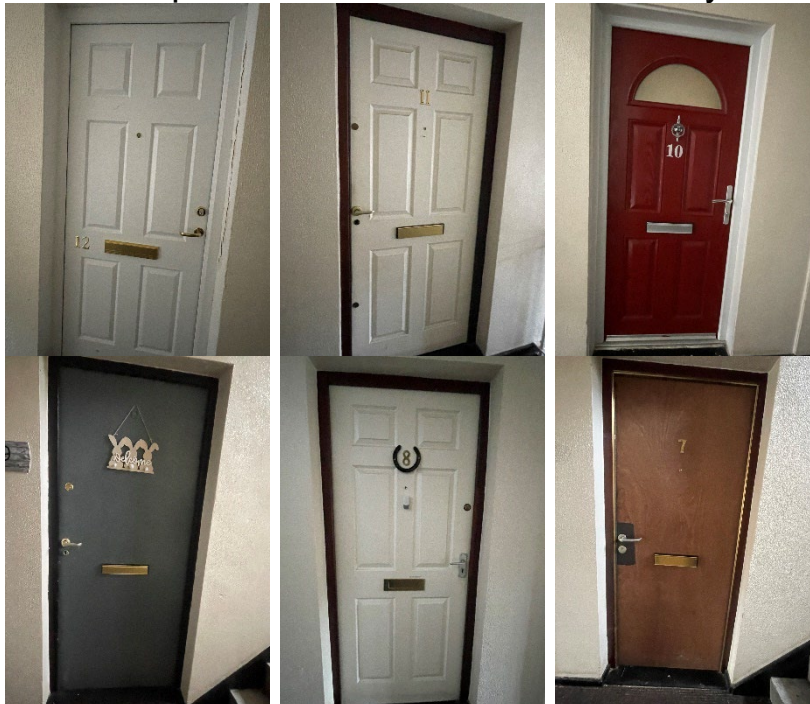


- 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.
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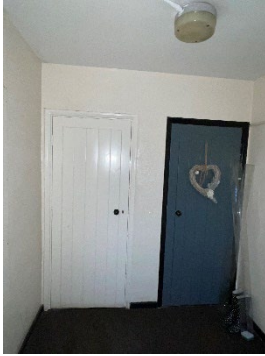
## Fire Risk Assessment

Electrical												Electrical																
Fire Stopping Materials		Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials																
Floor No.	Supalux	Ins. Batt	Ins. Sponge	Ins. AMI Mastic	Carpenter Filler	Ins. Pads	Ins. Pillows	Ins. Vespac	Rockwool	Supalux	Ins. Batt	Ins. Sponge	Ins. AMI Mastic	Carpenter Filler	Ins. Pads	Ins. Pillows	Ins. Vespac	Rockwool	Supalux	Ins. Batt	Ins. Sponge	Ins. AMI Mastic	Carpenter Filler	Ins. Pads	Ins. Pillows	Ins. Vespac	Rockwool	Floor No.
B																												B
G																												G
1																												1
2																												2
3																												3
4																												4
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Commonal door free from defects		Commonal window free from defects					Flat door free from defects					Commonal cupboards locked and secure					Commonal area free from tenants stored items					Commonal area free from repair materials						
		✓					✓					✓					✓					✓						
<b>Foam Removal &amp; Enhancement Record</b>										<b>Foam, Enhancements &amp; Other Comments:</b>																		
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										✓																		

6) Individual flat doors are a combination of timber FD30s and FD30s rated composite door sets manufactured by Permadoor.



7) Resident storage cupboards to the 1<sup>st</sup> & 2<sup>nd</sup> floors have none fire rated doors.



*(Email received from contracts manager for housing informing upgrade works scheduled 2027/28)*

**8) Access panels to stop taps are constructed of timber ply.**



*(Conformation of appropriate fire stopping behind boards received from Fire Rapid Response Team)*

- 9) Inspection of the common roof space above the communal landing revealed limited evidence of firestopping by means of glass fibre insulation to the roof line above the party walls, which has been installed from the side above the flats. **However, there are areas which suggest there may be gaps and therefore would benefit from additional firestopping around the apex penetrations and the eaves.****

Due to the presence of water tanks it was not possible to access the entirety of this area.



## Section

# 11

## Fire Fighting Equipment

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- 1) The premises have no provision for fire-fighting equipment.

## Section

# 12

## Fire Signage

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- 1) Fire Action Notices are not displayed throughout the building. The signs are not necessary due to the building not having a complex layout.
- 2) 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.



- 4) Because the ground floor meter cupboard door is not fire rated "Fire Door Keep Shut" signage is not displayed.
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**Section**  
**13**

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

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- 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) Fire safety has been provided as part of tenancy pack.

## Section 14

### Sources of Ignition

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- 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 23/3/2020



- 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. Gas supply pipework is external to the rear of the building.

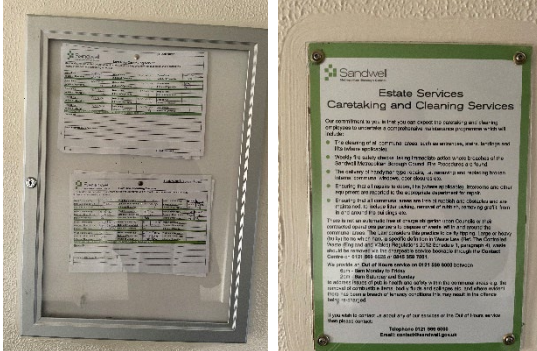




Section  
**15**

**Waste Control**

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



2) Refuse containers are contained in a dedicated area at the rear of the building and are emptied regularly.



3) Regular checks by Caretakers minimise risk of waste accumulation.

4) 'Out of Hours' service in place to remove bulk items.

5) Rubbish has been discarded on the steps to the bin chute.



**Section  
16**

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## **Control and Supervision of Contractors and Visitors**

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- 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.
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**Section**

**17**

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**Arson Prevention**

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- 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 evidence of arson.
- 4) The perimeter of the premises is illuminated by street and car park lighting only.



- 5) There have been no reported fire incidents since the last FRA.
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**Section  
18**

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## **Storage Arrangements**

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- 1) Residents instructed not to bring L.P.G cylinders into block.
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) Residents have access to storage cupboards on the 1<sup>st</sup> & 2<sup>nd</sup> floors, also externally at the rear of the building. All store cupboards are kept locked.



- 5) There are no flammable liquids or gas cylinders stored on site.
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**Section  
19**

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

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Significant Findings

**Action Plan**

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

Trivial       Tolerable

Definition of priorities (where applicable):

**P1 Arrange and complete as urgent – Within 10 days**

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

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

**P4 Arrange and complete exceeding 6 months under programmed work**



# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

7 – 12 Cleton Street

Date of Action Plan:

21/12/2022




Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
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Fire Risk Assessment

<p>06/05</p>	<p>Flat 12 to remove installed wicker screening from balcony.</p>		<p>P2</p>	<p>Within 1 - 3 months of action plan date. Housing Manager</p>	<p>29/06/2023</p>
<p>06/06</p>	<p>Flat 11 to remove installed timber feather edge panel from balcony.</p>		<p>P2</p>	<p>Within 1 - 3 months of action plan date. Housing Manager <i>Repairs removing 17/01/23</i></p>	<p>17/01/2023</p>
<p>07/15</p>	<p>Flat 9 entrance door requires adjustment / not reliably self-closing into frame. Also replace missing section of intumescent / cold smoke strip beneath lower hinge.</p>		<p>P2</p>	<p>Within 1 - 3 months of action plan date. Fire Rapid Response JM10184669</p>	<p>13/02/2023</p>

Fire Risk Assessment



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09/1	Install emergency lighting to the block.	No Photo	P4	Exceeding 6 months of action plan date / programmed work. Electrical Team	N/A
10/04	Install FD30s door and frame, with suited 138 mortice lock to ground floor service cupboard. <i>(approximate dimensions brick to brick 1400 x 690)</i>		P3	3 - 6 months of action plan date. Repairs. JM10204544	21/06/2023

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Fire Risk Assessment

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10/07	Install FD30s doors to 4 x storage cupboards on 1 <sup>st</sup> & 2 <sup>nd</sup> floor		P4	Exceeding 6 months of action plan date / programmed work. <i>(Email received from contracts manager for housing informing upgrade works scheduled 2027/28)</i>	N/A
10/08	Enhance fire stopping beyond plywood boxing covering stop taps and cabling on communal landings with supalux to improve firestopping.		P3	3 - 6 months of action plan date. Fire Rapid Response	03/01/2023

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Fire Risk Assessment

10/10	Where necessary in common loft space apply additional firestopping to party walls. Apex and around eaves appear to have gaps.		P2	Within 1 - 3 months of action plan date. Fire Rapid Response JM10077882	21/02/2023
15/05	Remove discarded rubbish on steps to communal bin chute		P2	Within 1 - 3 months of action plan date / Caretaker's	06/02/2023

Signed

	Fire Risk Assessor	Date: 21/12/2022
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Fire Risk Assessment

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Thompson.	Fire Safety Manager	Date: 23/12/2022
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## Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 7 – 12 Cleton Street

Updated: 23/12/2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still [Tel:- 0121 569 5077](tel:01215695077)).

Sample Locations	Property Address	7-12 Cleton Street, Tipton, DY4 7TR						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF SOFFIT	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSOTILE	NO	NO	
MAIN ROOF SARKING FELT	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
FRONT CANOPY VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
COMMUNAL LANDING / STAIR WALLS	TEXTURED COATING	-	PAINT SEALED	JD 332 / 001	NONE DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
LANDING CEILINGS	PLASTER	GROUND FLOOR UNDER STAIR CUPBOARD MAINS BACK BOARD	CHIPBOARD	ALL FLATS DOOR FRAME SEALANTS	SILICONE			
LANDING RISER BOXING ADJACENT TO FLAT FRONT DOORS	PLYWOOD	GROUND FLOOR HIGH LEVEL TRUNKING	METAL	ALL EXTERNAL SHED DOOR FRAME SEALANTS	SILICONE			
GROUND FLOOR LANDING BOXING TO SKIRTING	PLYWOOD	REAR BINSTORE / STORE SHED ROOF SOFFIT	PLYWOOD	STAIRS CUPBOARD FRAME SEALANT	SILICONE			
GROUND FLOOR UNDER STAIR CUPBOARD WALLS	BRICK	FRONT ENTRANCE CANOPY SOFFIT	TIMBER					
GROUND FLOOR UNDER STAIR CUPBOARD CEILING	CONCRETE	BOXING ACROSS GROUND FLOOR LANDING CEILING	PLYWOOD					