

# Fire Risk Assessment

## Holly Grange



**Mallin Street, Smethwick  
B66 1QY**

**Date Completed:** 8<sup>th</sup> March 2022  
**Officer:** N. Lacey Fire Risk Assessor  
**Checked By:** David Jasper

**Current Risk Rating 0 = Low**

**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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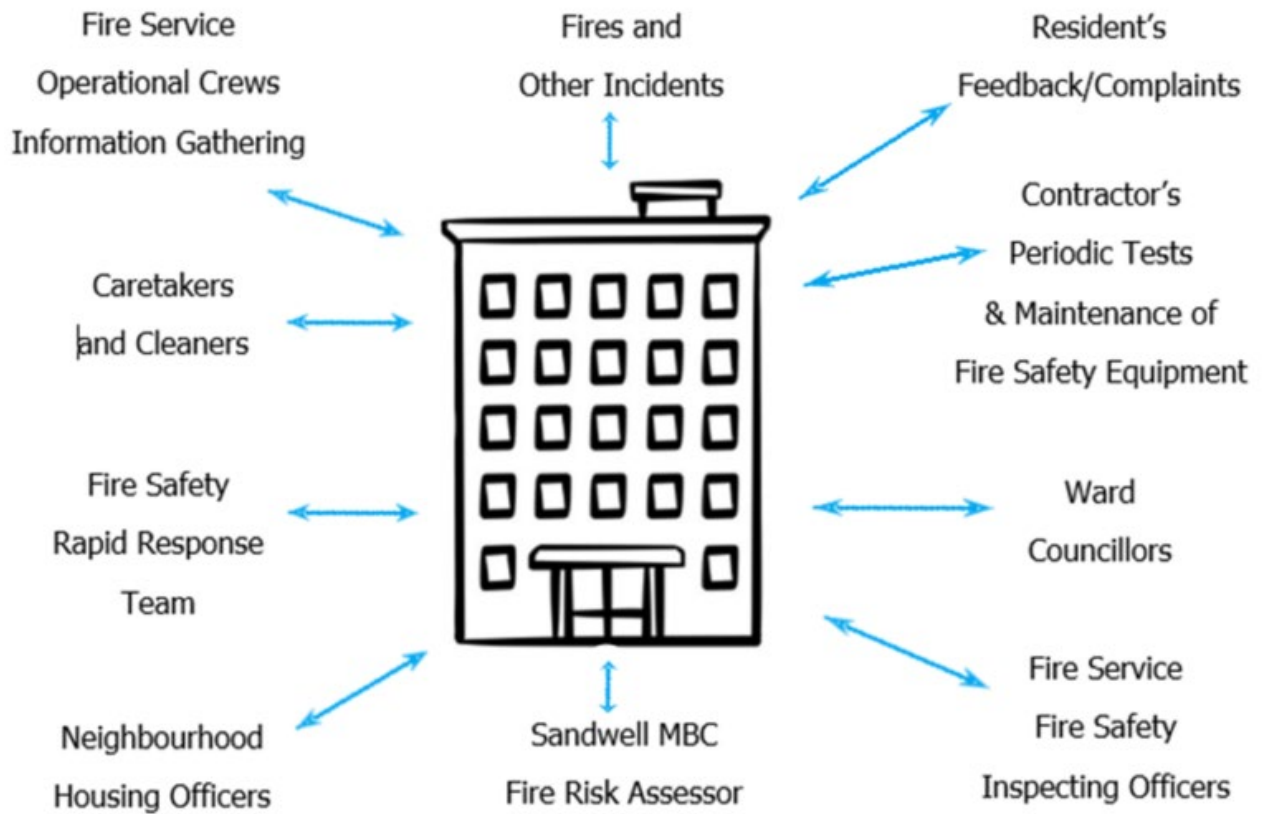
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed 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.

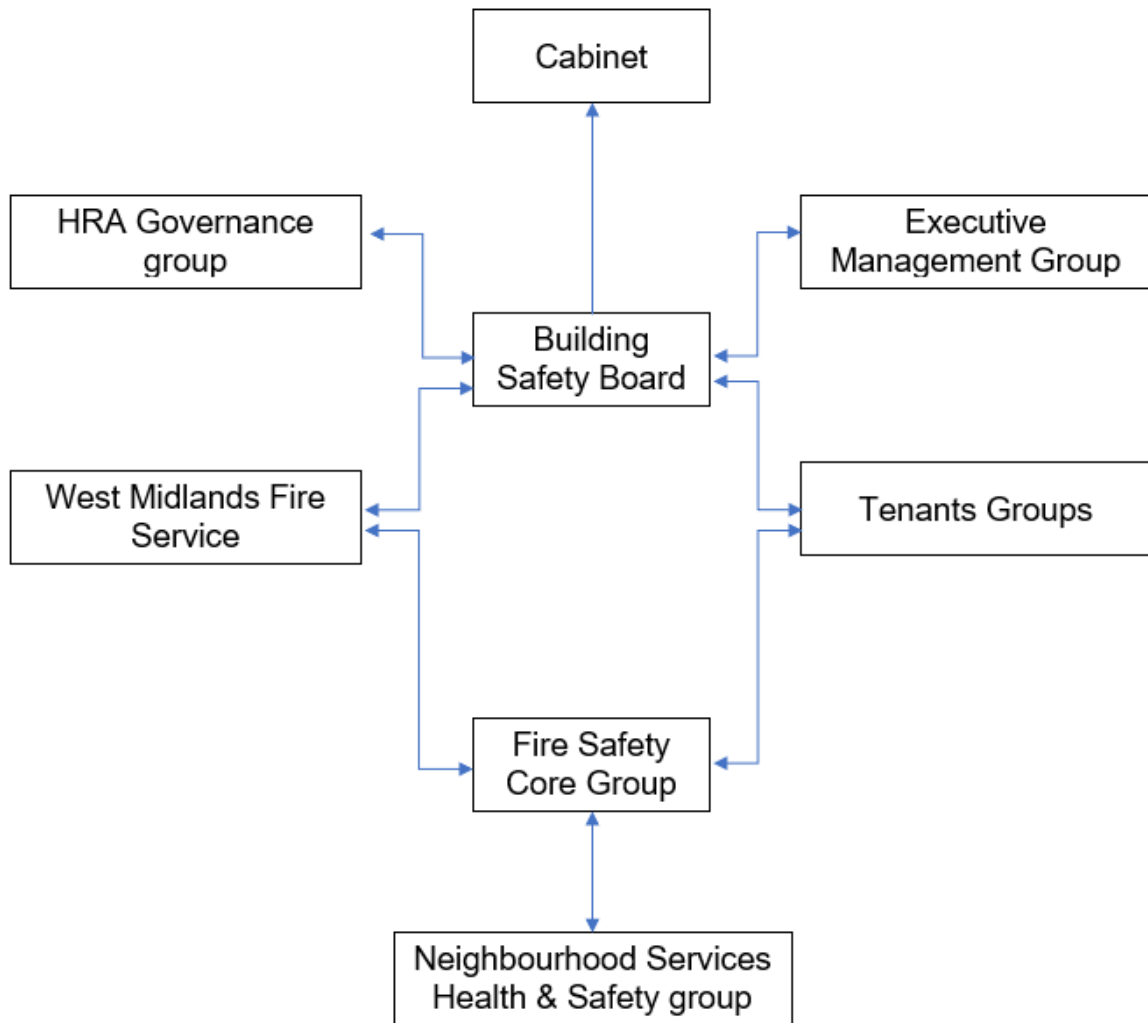
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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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. Residents are to be encouraged to stay put in their flat unless they are affected by fire or smoke. Persons in the common areas of the premises should evacuate to the assembly point.

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> The walls are brick cavity and there are no external additions to the external wall.	0
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b> Significant amounts of waste materials and furniture were found to be in numerous corridors and stairwells.	0
<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b> There is an L1 detection and alarm system to the building with LD2 in the flats.	0

Section 8 continued	Occupier has no understanding of weekly fire alarm tests and these are not being undertaken.	
<a href="#">Section 9</a>	<b>Emergency Lighting</b> Emergency lighting is provided to the escape routes.	0
<a href="#">Section 10</a>	<b>Compartmentation</b> Sampling undertaken shows compartmentation is correct and additional fire stopping has been completed	0
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b> The premises is well provided for with portable fire extinguishers.	0
<a href="#">Section 12</a>	<b>Fire Signage</b> Fire action notices are required at storey and final exits.	0
<a href="#">Section 13</a>	<b>Employee</b> Following the change of occupancy, there is a definite lack of fire safety awareness from staff and management.	0
<a href="#">Section 14</a>	<b>Sources of Ignition</b> An electrical installation condition report is in date and portable items are also tested.	0
<a href="#">Section 15</a>	<b>Waste Control</b> Significant amounts of waste materials were found to be in numerous corridors and stairwells.	0
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Residents are allowed visitors but generally not overnight. They are required to sign in	0

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	and out in the visitor's book. Contractors are controlled centrally but also have to report to the site manager and use the visitor's book.	
<a href="#">Section 17</a>	<b>Arson Prevention</b> Significant amounts of waste materials were found to be in numerous corridors and stairwells.	0
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Store rooms were found to be locked as required.	0

<b>Risk Categories</b>	
<b>Risk Rating</b>	<b>Description</b>
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**

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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.

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.

This building is now being used to house homeless people. Some of whom have disabilities, vulnerabilities and substance dependencies. As yet there has been no identification of persons who may need a personal emergency evacuation plan (PEEP)

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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 (Interim)**

Kim Bromley-Derry

**Director of Neighbourhoods**

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)**

Nick Lacey

Pardeep Raw

**Resident Engagement Officer - Fire Safety**

Lee Mlilo

**Premises Manager**

Ellen O'Brien

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

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## Section

# 4

## Description of Premises

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Holly Grange,  
Mallin Street,  
Smethwick,  
B66 1QY

### Description of the Property

The low-rise block was constructed in 1986 using traditional masonry cavity construction with a timber pitched and tiled roof. At either end of the building are 2 houses, number 34 and number 35.

The block consists of 3 storeys (inclusive of the ground floor) served by 4 staircases and 2 lifts.

Each of the floors has a different number of dwellings with a total of 32.

The block has a main entrance/exit to the front elevation on Mallin Street and a further entrance/exit located on the rear elevation on Marriott Road where there is a car park and the fire assembly point. Both front and rear entrances have a door entry system with a fob reader installed.

Further escape exits can be found leading from the kitchen, communal lounge and corridors which are alarmed. There are management processes in place to have staged evacuations (see Emergency Action Plan (Fire) Appendix 3). It should be noted that as the premise is a sheltered scheme exits are alarmed.

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.

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High/Low Rise	Low – Extra Care Sheltered Scheme
Number of Floors	Three
Date of Construction	1986
Construction Type	Traditional masonry cavity
Last Refurbished	N/a
External Cladding	None
Number of Lifts	Two
Number of Staircases	4 Communal
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes
Refuse Chute	Yes
Access to Roof	Access in to roof space via loft hatches.
Equipment on roof (e.g. mobile phone station etc)	No

**Persons at Risk**

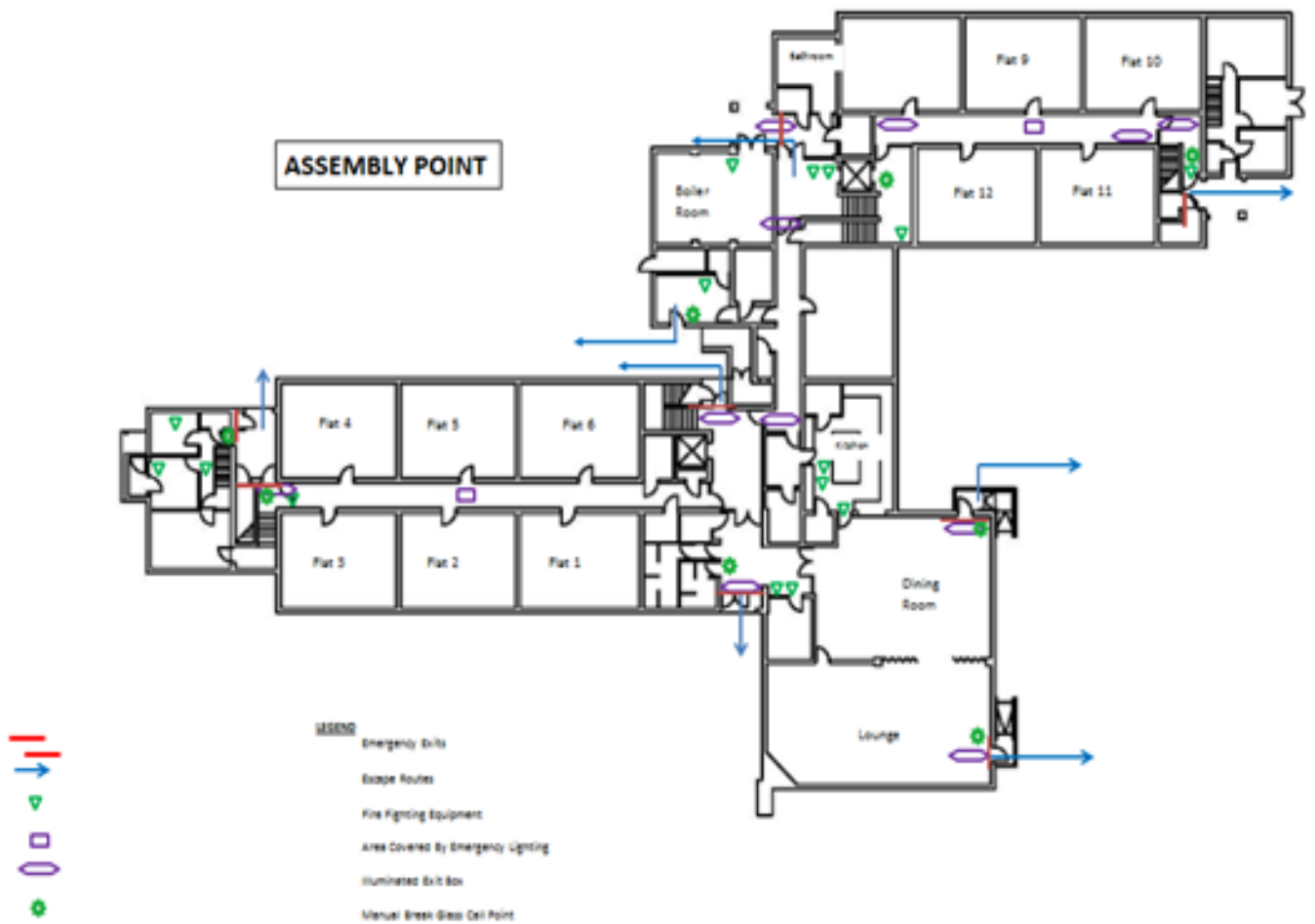
Residents / Occupants of <insert number of flats>,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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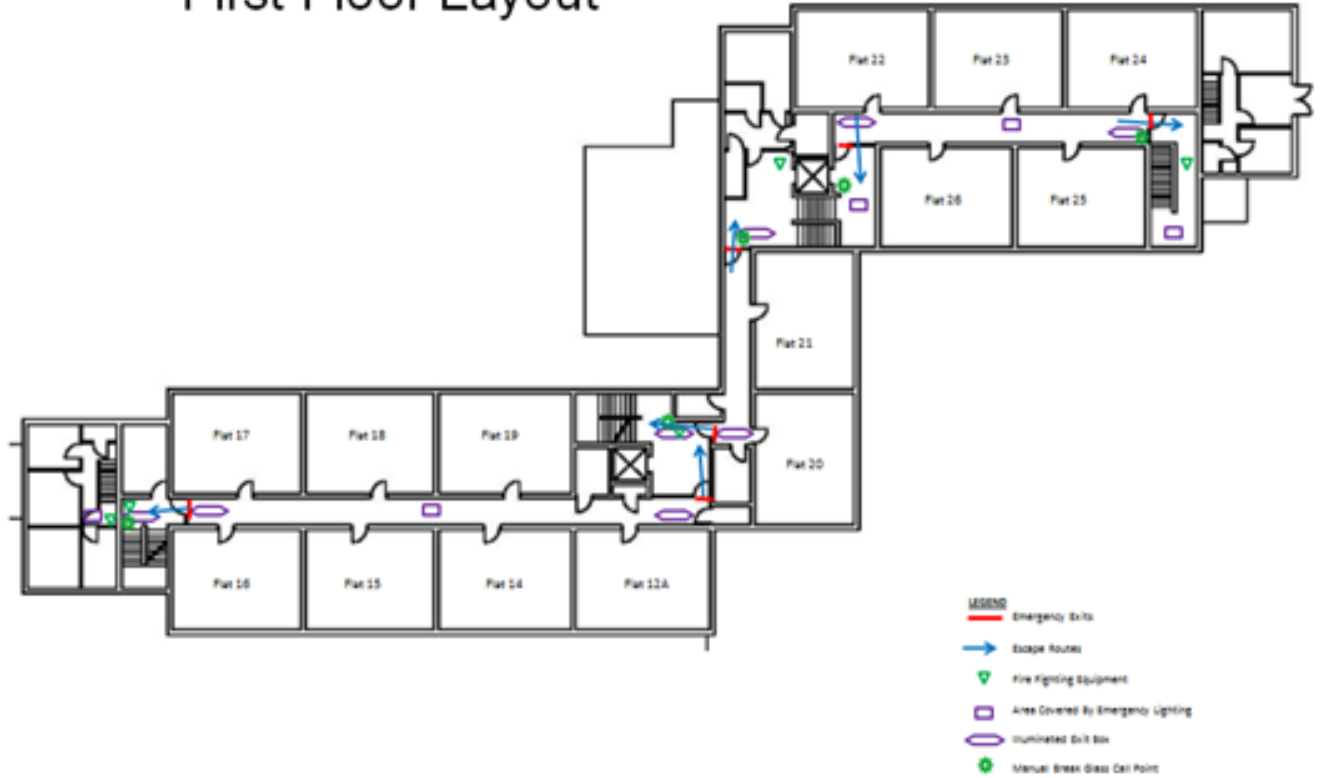
Section  
**5**

**Building Plan**

Ground Floor Layout



# First Floor Layout



## Second Floor Layout



## 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 building is of brick and block cavity so is low risk.
- 2) There are no balconies or other external attachments that provide a fire risk or risk that requires further investigation.



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## Section 7

### Means of Escape from Fire

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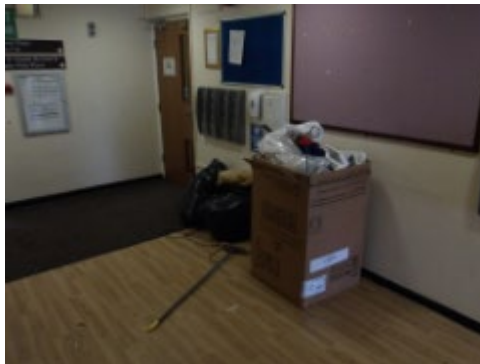
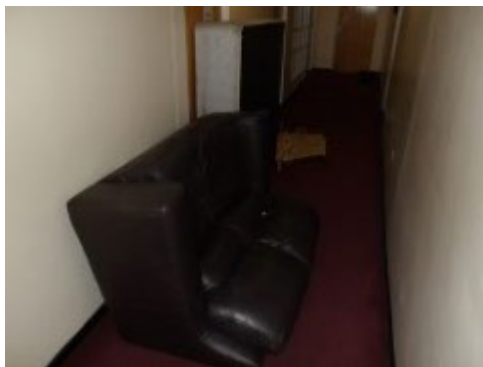
- 1) The site has four staircases that provide a means of escape.
  - 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
  - 3) No corridors that form part of the means of escape are dead ends.
  - 4) The means of escape are protected to prevent the spread of fire and smoke. This includes above false ceilings on the upper floors.
-

- 5) The communal landing / staircases are protected by use of FD30s fire doors with vision panels.
- 6) All communal doors are fitted with automatic closing devices. These doors are held open by magnetic devices that are independently linked to the fire alarm.
- 7) Automatic smoke ventilation is not employed. Communal windows can be opened without the use of a key. It was noted that one of the staircases has manual louvre vents.



- 8) **Communal areas must be kept free of flammable items. The building has been reoccupied with residents on the first floor but there currently seems to be no management process in place or person responsible for the premises management.**
-

**The photographs below are examples and not the full extent of the issue.**



9) Emergency lighting is provided to communal landings and stairs which provides emergency lighting on the escape routes in the event of a power failure. Checks are done monthly by Sandwell MBC in house electrical team or Procured Contractor.

10) Service cupboards are FD30s rated, secured with type 54 suited mortice locks.

11) The surface coatings to the communal areas are Class 0 rated.

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## Johnstone's FDS Certificate

PPG EXTRA



**Specification No:** 5016765/2016

**Contractor:** Sandwell Metropolitan Borough Council

**Project:** Holly Grange, Mallin Street, Smethwick West Midlands B66 1QY

### Conditions of Certification

The Contractor hereby warrants and represents to PPG Architectural Coatings UK Limited ("PPG") that, with respect to the above-named Project, it has purchased and has used such quantities of the Product(s) (as defined below) as is set out in the Specification and applied the Product(s) in accordance with the Specification's [guidelines/requirements]. The Certificate is issued on the condition that the Contractor can provide proof of purchase of the requisite quantities of the Product(s) as required by the Specification though PPG may choose to waive this requirement at its sole discretion. It is valid only in the UK and is subject to English law. It is granted only to the Contractor named above and relates only to the following product:

225 litres of Johnstone's Flame Retardant Durable Matt sufficient to cover 1125m<sup>2</sup> in 2 coats

Johnstone's Flame Retardant Johnstone's Flame Retardant Acrylic Eggshell and Durable Matt when tested meet the requirement of BS 476 Part 6 and 7 and therefore achieved Class 0 ("Product(s)")

A recommendation or suggestion relating to the use of the products made by us (including without limitation the Product(s)), whether in technical documentation in response to a specific enquiry or otherwise, is based on data which to the best of our knowledge is reliable. The products and information are designed for end-users having the requisite knowledge and skills. It is the end user's responsibility to determine the suitability of the product (including without limitation the Product(s)) for its intended use; no guarantee is given or implied. The conditions of actual use of the products (including without limitation the Product(s)) are beyond our control.

Any references in this Certificate to an Act of Parliament, Statutory Instrument, Directive or Regulation of the European Union, Code of Practice, manufacturers' instructions or similar publication, British, European or International Standard, are references to such publication in the form current at the date of this Certificate.

Any information referred to in this Certificate relating to the manufacture, supply, installation, use and maintenance of the Product(s) or system is the minimum required to be met when the Product or system is manufactured, supplied, installed, used and maintained. It does not in any way purport to rehearse the requirements of all applicable health and safety, environmental and product laws, instruments and regulations (including without limitation the Health and Safety at Work Act 1974), or any other statutory or common law (together "Laws") or other duty of care which may exist at the date of this Certificate, nor is conformity with such information to be deemed as satisfying the requirements of such Laws or other duty of care.

In granting this Certificate, PPG does not accept responsibility for any loss or damage, including personal injury, to any person or body arising as a direct or indirect result of the manufacture, supply, use, installation and maintenance of the Product(s)/system.

In granting this Certificate, PPG is not responsible for: the presence or absence of any intellectual property rights subsisting in the Product(s) or system or any other product or system; individual installations of the Product(s) or system, including the design, methods, nature, workmanship of or related to the installation; the actual works in which the Product(s) or system is installed, used and maintained, including the design, methods, nature, workmanship of those works; or the right of the holder of this Certificate to manufacture, supply, install, maintain or market the Product(s) or system.

This Certificate will remain valid for an indefinite period provided that the Product(s)/system and the manufacture and/or fabrication, including all relevant and related processes: are maintained at or above the levels which have been found to be satisfactory by PPG; that they continue to be checked when appropriate by PPG; and are reviewed by PPG at times it considers appropriate.

The Product(s) has been specified in the document [SPEC5016765/2016](#) issued by the Technical Advisory Department at PPG.

Signed:  For and on behalf of PPG Architectural Coatings UK Limited

Date: 01 October 2018

**Section**

**8**

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**Fire Detection and Alarm Systems**

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- 1) There is an automatic fire detection and alarm system fitted within the premises. The control panel is located within the front reception area.
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- 2) Fire alarm call points are also located on every final exit and storey exit.



- 3) 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. Flats 23 to 26 were accessed. The LD2 system alerts the flat occupants only. There is also a heat detector inside the front door that is connected to the building fire alarm.

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

- 4) Visual alarm devices are also used to warn of the fire alarm actuating.
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**5) Weekly tests are not being undertaken as occupant has no understanding of requirements.**

**Section**

**9**

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**Emergency Lighting**

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- 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 and lift motor room.
- 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.



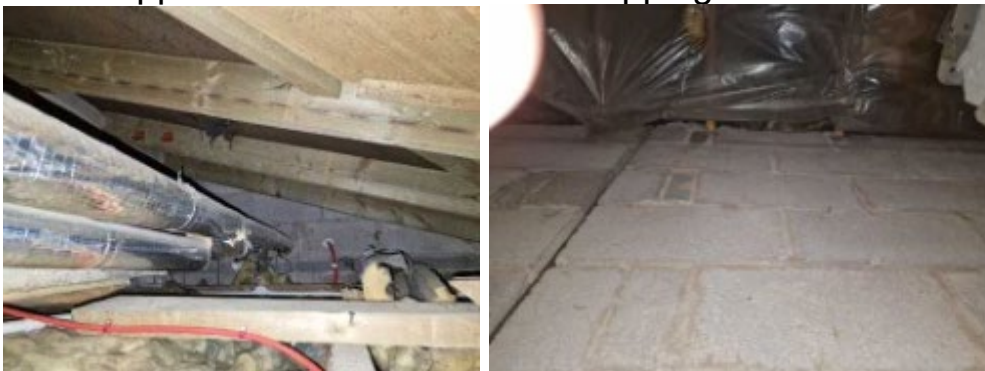
## Section 10

# Compartmentation

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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 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premises has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.



- 3) All communal doors are fitted with automatic closing devices that are held open by electro-magnetic hold open devices.
  - 4) All service cupboards to communal landings are lockable and were found locked.
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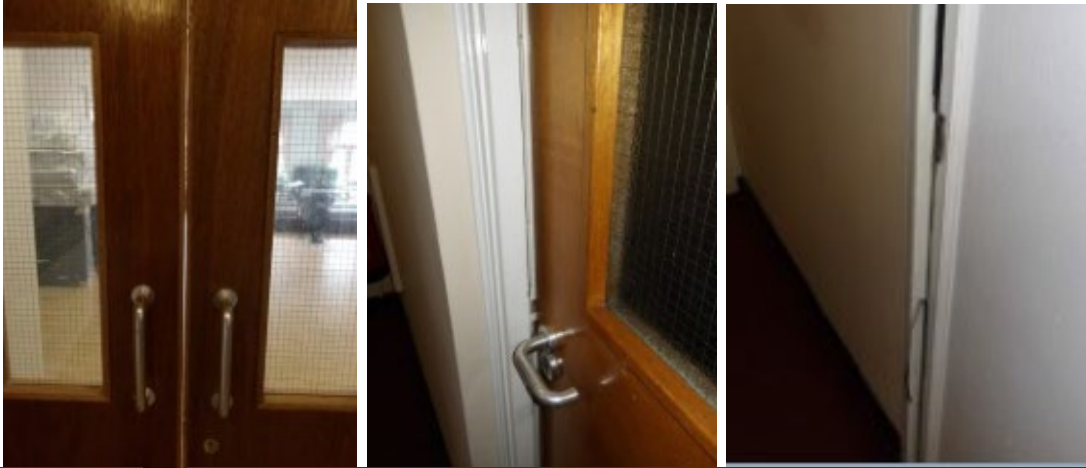
5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, foam and intumescent pillows.

Fire No.	Dry Rise					Electrical Rise					Gar Rise					BT Rise					Bin Room					Lift Motor												
	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials												
	Sealant	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Sealant	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Sealant	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Sealant	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Sealant	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars			
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	Communal doors free from defects					Communal void doors free from defects					Flat doors free from defects					Communal cupboards locked on escape					Communal areas free from penetrations					Communal areas free from repair materials												

6) Individual flat doors are FD30s rated timber fire doors. Access was gained to flats 23 to 26 to check flat entrance doors.

7) The corridors / staircases are protected by use of FD30s fire doors with vision panels.

8) A number of issues were found with flat entrance doors sampled and communal fire doors throughout the premises. Problems such as failing to close into rebate, significant excessive gaps to head, lock edge and bottom as well as missing or damaged cold smoke strips. **A door survey is required to properly catalogue the doors and record the remedial actions required.**



**Section**

**11**

**Fire Fighting Equipment**

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- 1) The premises has portable fire-fighting equipment installed as detailed below:

Description	Install Date	Discharge Date	Location
1 x 2kg C02 Fire Extinguisher	2010	2020	Plant Room
1 x 2kg C02 Fire Extinguisher	2011	2021	Rear Lift Motor Room
1 x 2kg C02 Fire Extinguisher	2015	2025	Front Lift Motor Room
1 x Wet Chemical Fire Extinguisher	2016	2021	Kitchen
1 x Fire Blanket	2015	2022	Kitchen
1 x 2kg C02 Fire Extinguisher	2016	2026	Kitchen
1 x 6ltr Foam Fire Extinguisher	2017	2022	Dining Room
1 x 6ltr Foam Fire Extinguisher	2015	2020	TV Lounge
1 x 2kg C02 Fire Extinguisher	2010	2020	TV Lounge
1 x 6ltr Foam Fire Extinguisher	2017	2022	Entrance
1 x 2kg C02 Fire Extinguisher	2012	2022	Entrance
1 x 2kg C02 Fire Extinguisher	2012	2022	Laundry
1 x 2kg C02 Fire Extinguisher	2017	2027	O/S Lift Motor Room Rear
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Lift Motor Room Rear
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Flat 10
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Flat 24
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Lift
1 x 2kg C02 Fire Extinguisher	2019	2029	O/S Lift
1 x 6ltr Foam Fire Extinguisher	2015	2020	Stairs by Flat 16
1 x 6ltr Foam Fire Extinguisher	2015	2020	Stairs by Flat 30
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Refuse Room
1 x 6ltr Foam Fire Extinguisher	2015	2020	O/S Lift by Flat 20
1 x 6ltr Foam Fire Extinguisher	2017	2022	Stairs by Flat 8
1 x 6ltr Foam Fire Extinguisher	2017	2022	O/S Flat 3
1 x 6ltr Foam Fire Extinguisher	2019	2029	Room 7
1 x 2kg C02 Fire Extinguisher	2019	2029	Room 7
1 x 2kg C02 Fire Extinguisher	2014	2024	Flat 35
1 x 2kg C02 Fire Extinguisher	2014	2024	Flat 35
1 x Fire Blanket	2015	2022	Flat 35

Section

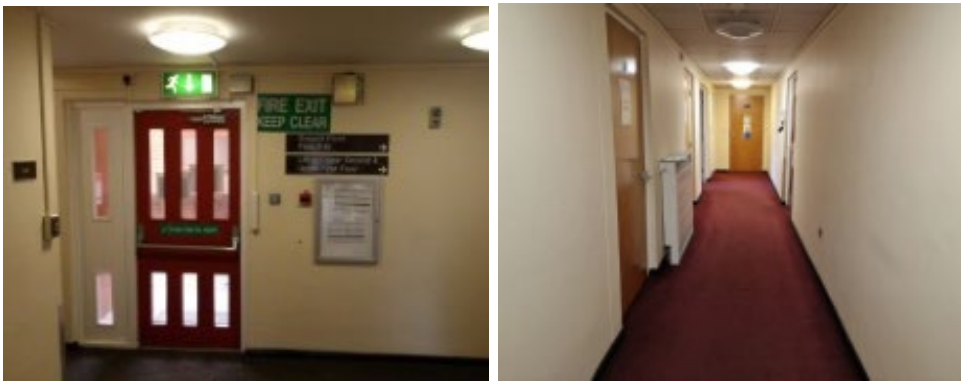
12

Fire Signage

- 1) Store rooms and similar display “Fire Door Keep Shut” where appropriate.
- 2) Communal doors on hold open devices display ‘Keep Clear, Automatic Fire Door’.
- 3) **Some of the above doors also displayed ‘Fire Door Keep Shut’. These should be removed.**
- 4) **Fire Action Notices are not displayed throughout the building.**
- 5) Yellow LPG warning signs are displayed within the lift cars.
- 6) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.



- 7) The fire escape routes are clearly defined by the use of illuminated directional fire signage in accordance with BS 5499. **However, the alternate escape route has not been signed on the 2<sup>nd</sup> floor near flat 27.**



- 8) The second-floor escape sign at the head of the stairs near to flat does not show the correct arrow. It shows straight on or up instead of down and left.



- 9) The current 'No Smoking' signage at the rear entrance adjacent to the front entrance, is faded and requires replacement.



- 10) The 'Assembly Point' sign in the rear carpark is faded and requires replacing.



Section  
**13**

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

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- 1) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 2) **It is apparent that fire safety training is required for the members of staff currently working in the premises and for managers who have allowed the situation to arise by placing residents in the premises without appropriate premises management.**
- 3) Staff undertaking fire risk assessments are qualified at Level 4 Fire Risk Assessor.



**Section**

**14**

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**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. Equipment was last tested in June 2021.
  - 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 2019.
  - 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.
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- 8) The automatic gas shut off in the kitchen is showing signs of overheating.



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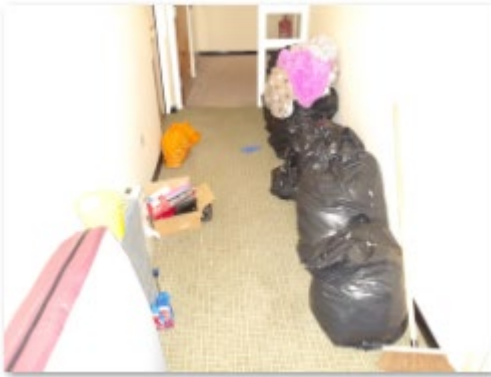
**Section**  
**15**

**Waste Control**

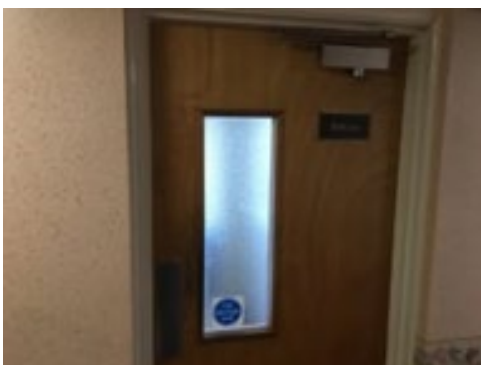
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- 1) It is apparent that in the change of occupancy, there is no robust process for the management of the waste produced from the changes being made. The build-up of waste and leaves blown in to a rear entrance questions whether caretaking support is in place. The pictures below were taken first thing Monday morning suggesting this was the condition over the weekend. The pictures below are examples and not the full extent of the problem.





- 2) There are provisions of rubbish disposal by means of two bin stores. There are internal chute rooms which serves the bin stores.



**Section**  
**16**

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**Control and Supervision of  
Contractors and Visitors**

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- 1) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 2) 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.

- 3) Utility companies are not allowed to access any service cupboard or secure area. They have to report to the scheme manager. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
- 4) Residents are allowed to have visitors in the premises and their flats. They must use the visitors book and are generally not allowed to stay overnight.

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## Section 17

### Arson Prevention

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- 1) Restricted access to the premises by means of a door entry system.
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- 2) CCTV is provided to monitor the exterior of the building.
- 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.
- 6) **Waste materials and redundant furniture has been left out all around the premises.**

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**Section  
18**

**Storage Arrangements**

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- 1) Residents instructed not to bring L.P.G cylinders into premises.
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- 2) All store cupboards are kept locked.
- 3) 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

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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**

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Holly Grange

Date of Action Plan:



8<sup>th</sup> March 2022

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
7/08	Urgent removal of waste materials and redundant furniture. Photographs are example only and not full extent of issue.		4	The majority of waste was removed the same day and redundant furniture returned to flats.	10/03/2022

Fire Risk Assessment



7/08	Continued.				10/03/2022
8/05	Occupiers need to undertake weekly fire alarm test.	No photograph	4	ASAP	29/04/2022
10/08	A fire door survey is required to catalogue the extent of fire door issues for remedial repair	No photograph	3	Building Surveyors April 2022	20/05/2022
12/03	'Fire Door Keep Shut' signage must be removed from automatic fire doors		2	Fire Rapid Response May 2022 JM:8657317	17/05/2022

Fire Risk Assessment

12/04	Fire action notices are required at some storey and final exits.		3	Premise Manager April 2022	19/04/2022
12/07	A directional escape sign is required to show the alternative escape route on the 2 <sup>nd</sup> floor near flat 27.		3	Electrical April 2022 Emailed Peter Webb	19/05/2022
12/08	A down and left escape route sign is required to replace the incorrect sign on the 2 <sup>nd</sup> floor near flat 27		2	Electrical April 2022 Emailed Peter Webb	19/05/2022



Fire Risk Assessment

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12/09	A new 'No Smoking' sign is required at the rear entrance adjacent to the front entrance		1	May 2022	19/04/2022
12/10	A new 'Assembly Point' sign is required in the rear car park.		1	May 2022	12/05/2022
13/02	Fire safety awareness training is required for staff and management operating the premises.	No photograph	3	Booking to be made by April 2022	12/05/2022

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Fire Risk Assessment

14/08	Further investigation is required for the automatic gas shut off in the kitchen where there are signs of local overheating		3	April 2022	01/04/2022
15/01	Waste materials left around inside the premises needs to be removed. The photograph is an example and not the full extent of the issue.		4	The majority of waste was removed the same day and redundant furniture returned to flats.	08/03/2022
17/06	Waste materials left around inside the premises is ready fuel for an opportunistic arsonist.	As above	4	The majority of waste was removed the same day and redundant furniture returned to flats.	08/03/2022

**Signed**

<i>N. Lacey</i>	Fire Risk Assessor	Date: 8 <sup>th</sup> March 2022
<i>D M Jasper</i>	Acting Team Leader	Date: 1 <sup>st</sup> April 2022



**Risk Rating of Block (to determine Caretaking frequency)**

Current Ranking (out of 54)	Block	Standard & Condition of existing fire protection to communal areas.	Standard & Condition of existing fire protection within flats	No of floors	Number of Staircases	Security in the block	ASB & arson threat within block	Void Rates	Risk Score	No of Flats	Number of voids over 12 months	Percentage flat to void ratio
		Weightings										
		5	4	1	4	3	5	2				
12	<Insert Block name>	1	3	3	5	3	3	4	72	41	16	39.0

**NOTES FOR RISK ASSESSMENT SCORES**

These notes are for guidance when scoring for the level of risk associated with the above matrix.

**STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO COMMUNAL AREAS**

- SCORE 1 The block received full renovation to the communal areas within the last 5 years and condition is known to be excellent.
- 2 The block received full renovation to the communal areas within the last 5 years but condition is known to be adequate.
- 3 The block received renovation to the communal areas within the last 10 years and condition is known to be reasonable.
- 4 The block received full renovation to the communal areas within the last 15 years but condition is known to be poor.
- 5 The block received renovation to the communal areas over 15 years ago but condition is known to be poor.

**STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO FLATS**

- SCORE 1 Property received renovation in the last 5 years and fire protection works signed off.
- 2 Property received renovation in the last 5 years and fire protection works NOT signed off
- 3 Property renovated in the last 10 years.
- 4 Property renovated in the last 15 years.
- 5 Property not received renovation/fire works where possible issues could be apparent

**NUMBER OF FLOORS**

SCORE1	6 to 8 stories
2	9 to 11 stories
3	12 to 14 stories
4	15 to 17 stories
5	18 stories or more

**NUMBER OF STAIRCASES**

SCORE1	Two staircases
2	No score
3	No score
4	No score
5	One staircase

**SECURITY IN THE BLOCK**

SCORE1	Door entry with CCTV to concierge
2	No score
3	Door entry with CCTV to flats
4	No score
5	Door entry without CCTV

**ASB AND ARSON THREAT WITHIN THE BLOCK (local office and asset team involvement)**

SCORE1	zero incidents in last 12 months
2	1 - 3 incidents in last 12 months
3	4 - 6 incidents in last 12 months
4	7 - 9 incidents in last 12 months
5	10+ incidents in last 12 months

**VOID RATES (Number of flats in block/number of voids over 12 month period)**

SCORE1	0 - 10%
2	11 - 20%
3	21 - 30%
4	31 - 40%
5	41% +

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

Name of property: <insert block name>

Updated: <insert date>

Premise Manager:

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
Asbestos	Various locations	Asbestos has been labelled and Asbestos Survey undertaken and reports placed in motor room
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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		