

Fire Risk Assessment

Kendal House 1-9

Shelsley Avenue,
Oldbury,
B69 1BL



Shelsley Avenue, Oldbury,
B69 1BL

Date Completed: 28/07/2022

Officer: C 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

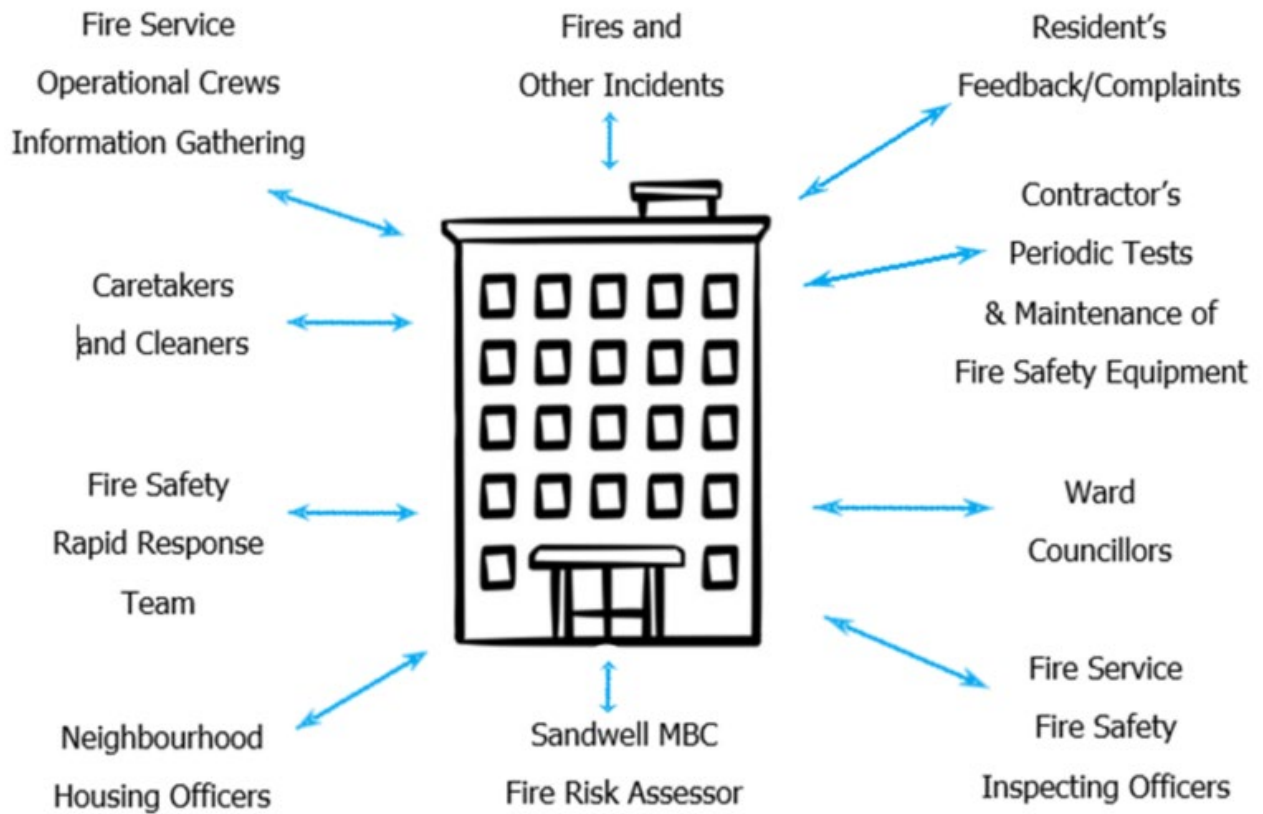
Introduction

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.

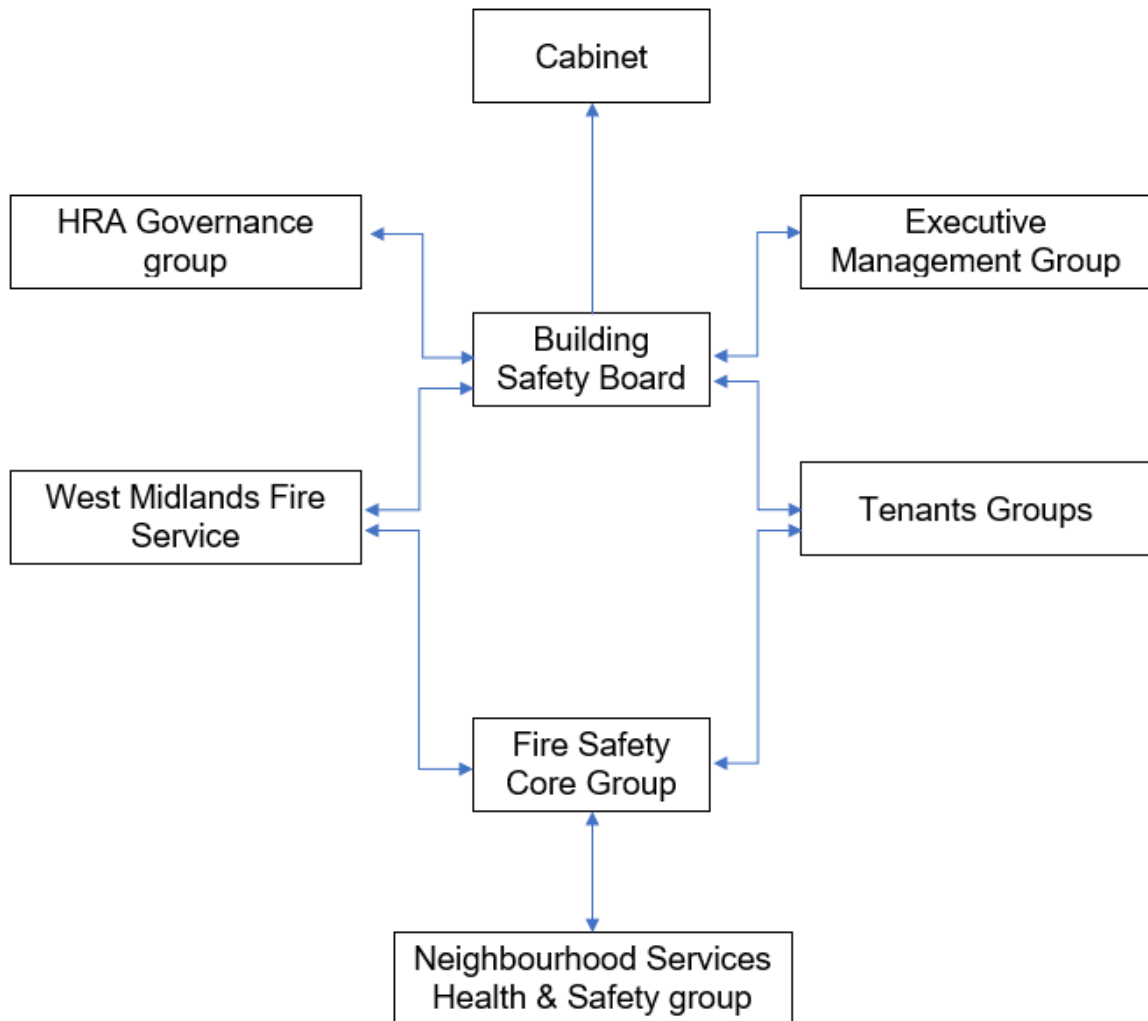
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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	<p>External Envelope The building is of traditional brick construction with PVC fascia boards to the roof line. Windows are UPVC double glazed units to flats with aluminium frame units to the communal stairwell.</p> <p>Each Flat has access to a private balcony</p> <p>Flats 1, 4 & 7 have plastic/ wicker screenings installed on balcony</p> <p>Flat 8 has a timber structure on balcony</p>	0

Section 7	<p>Means of Escape from Fire This Block has a single staircase and 2 final exits as a means of escape.</p>	0
Section 8	<p>Fire Detection and Alarm Systems The flats have a fire detection system fitted to an LD3 standard</p>	0
Section 9	<p>Emergency Lighting The premise has sufficient emergency/escape lighting system in accordance with BS 5266</p>	0
Section 10	<p>Compartmentation Individual flat doors are a mixture of FD30s rated fire doors and non-rated doors</p> <p>Rubbish left in service cupboard to be removed</p>	0
Section 11	<p>Fire Fighting Equipment The premises have no provision for firefighting equipment</p>	0
Section 12	<p>Fire Signage Fire door keep shut signs are installed on electric metre cupboards</p>	0
Section 13	<p>Employee Training All staff receive basic fire safety awareness training</p>	0
Section 14	<p>Sources of Ignition The fixed electric tests should be done every 5 years, last test date: 24/01/2019</p>	0
Section 15	<p>Waste Control Care takers conduct regular checks and bins are stored away from the building</p>	0
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and permits are required where necessary</p>	0

Section 17	<p>Arson Prevention There is external lighting and a door entry system to the front and rear doors to prevent unauthorised access Evidence of scorching to Perspex within rear entrance door.</p>	0
Section 18	<p>Storage Arrangements Residents have access to external storage cupboards There are additional storage cupboards outside flats 1, 3 and 6</p>	0

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

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

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low

Section

2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

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

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

Section

3

Contact Details

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

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

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

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

Chief Executive

Kim Bromley Derry (Interim Director)

Director of Housing

Gillian Douglas

Business Manager Surveying and Fire Safety (Building Safety Manager)

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Resident Engagement Officer - Fire Safety

Lee Mlilo

Neighbourhood Office Manager

Rachel Price

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

Section 4

Description of Premises

Kendal House 1-9
Shelsley Avenue
Oldbury
B69 1BL

Description of the Property

The low-rise block was constructed in 1966. The block consists of 3 storeys with all flats within the property having access to a balcony with steal railings and a back-yard space. (inclusive of the ground floor)



Property has 1 central communal staircase.
Each of the floors contains 3 number dwellings.

The block has a main entrance to the front elevation and a further exit located on the rear elevation. Both front and rear entrances have door entry system with a fob reader installed.



The block is of cavity wall construction with a flat roof (no internal roof access).

There is a single staircase within the block.

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	1966
Construction Type	Traditional brick cavity construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	No
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 9 flats

Visitors,

Sandwell MBC employees,

Contractors,

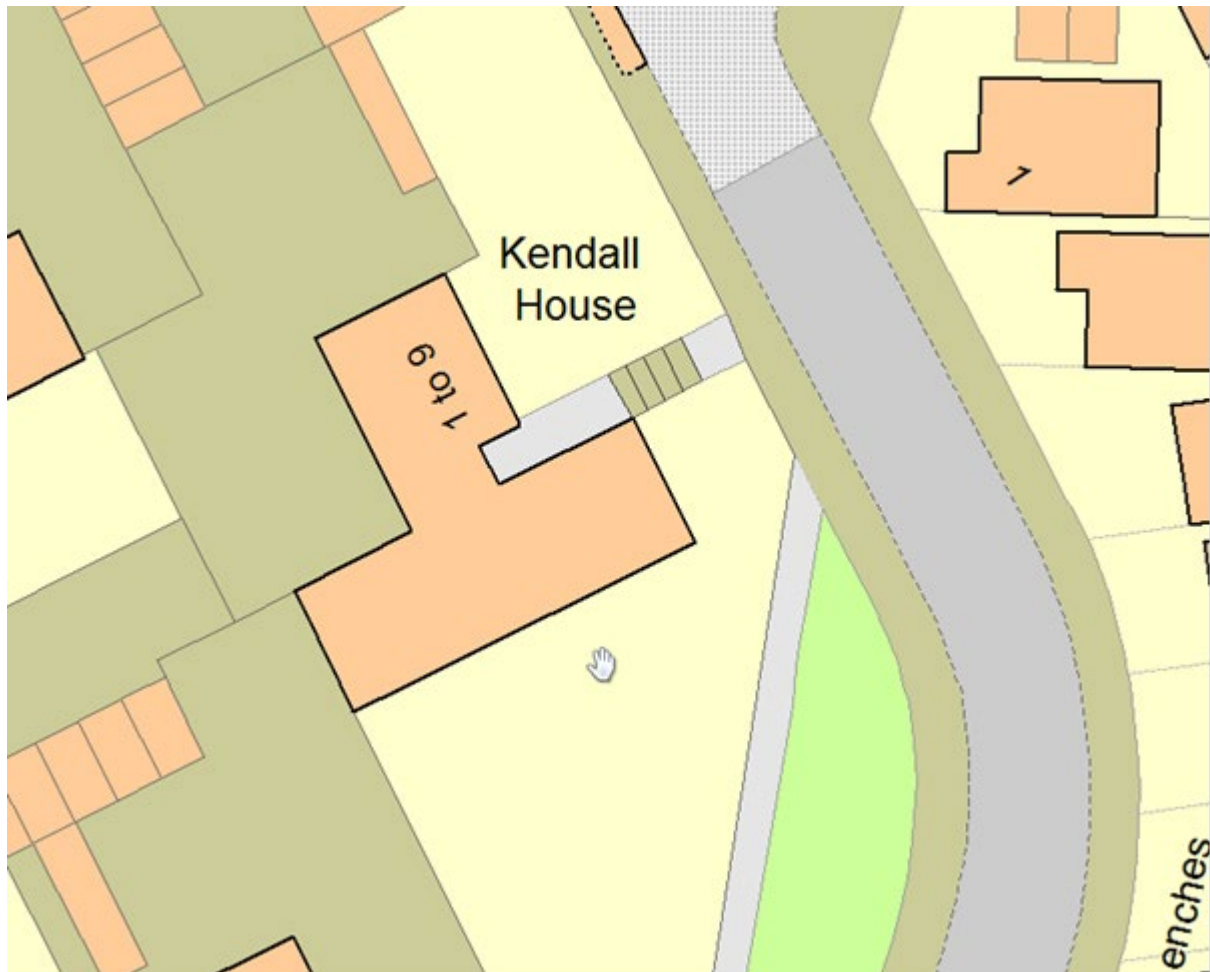
Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section
5

Building Plan

A general plan showing the building location.



Section 6

External envelope

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

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

1) The external surface of the building is predominantly a traditional brick construction with a flat roof and a strip of PVC fascia boards along the roof line.



2) UPVC double glazed units are installed to each flat. Aluminium framed units installed in the communal staircase.



3) Each flat has access to their own private balcony with steel railings,

a) Flat 1: Has a decorative plastic leaf screening attached to the balcony railings.



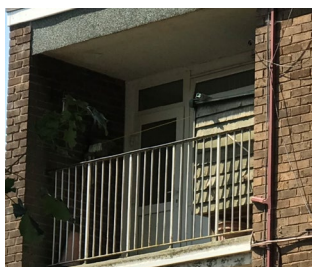
b) Flat 4: has a wooden screening attached to the balcony railings.



c) Flat 7: has a wicker screening attached to balcony railings.



d) Flat 8: has a timber structure on balcony.

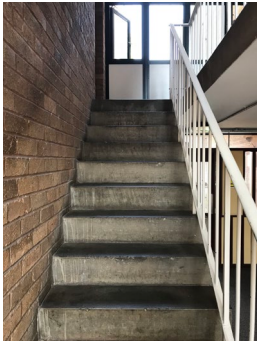


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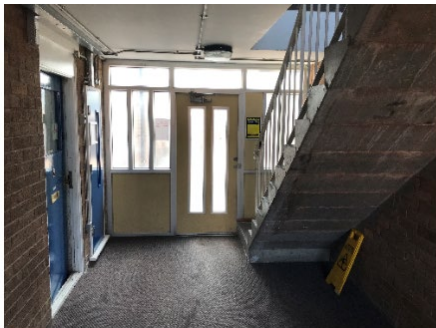
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Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape and is 870mm in width.



- 2) All flats open into the staircase.
- 3) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



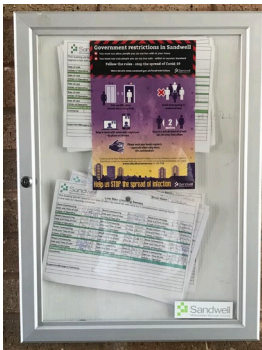
- 4) There are no corridors within the means of escape that form a dead end.
 - 5) The means of escape are protected to prevent the spread of fire and smoke.
 - 6) The only communal doors within the block are the final exit doors which are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
-

7) 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.

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



9) 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.



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

11) Service cupboards are FD30s rated, secured with a budget lock. Residents have been provided with a key for access to their electricity meters and should be locked when not being used.



- 12) The surface coatings to the communal areas are Class 0 rated.
- 13) The building has sufficient passive controls that provide effective compartmentation 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 FD30s rated composite doors sets. [Refer to section 10](#)
- 15) All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets it has been presumed that it is Class 0 fire rated.
- 16) **It was noted that an artificial plant was kept on the communal landing on the 2nd floor.**



- 17) 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.

Access gained to flat 3 and composite FD30s door was shown not to have been tampered with. Access was not gained to any other flats.

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 LD3 Standard.

Flat(s) accessed during visit

Flat 3 - LD3, 1x smoke detector in the hallway

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 is:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place.
-

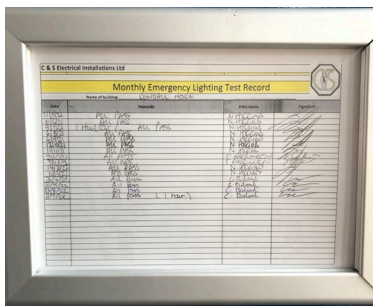
Section 9

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 communal landings and stairs.
- 3) All installed equipment is checked and tested monthly 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.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) There are no communal doors fitted 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) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters. **Rubbish to be removed from service cupboard.**



5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows. Refer to table below:

Floor No	Electric Meter Cupboard										Fire Stopping Materials										Floor No																																																																																
	Supalux	Intu Batt	Intu Sponge	Intu AMMastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AMMastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt		Intu Sponge	Intu AMMastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool																																																																									
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Communal doors free from defects	✓										Communal windows free from defects										✓	Flat doors free from defects										✓										Communal cupboards locked and secure										✓										Communal areas free from tenants stored items										✓										Communal areas free from repairs materials										✓									

6) Individual flat doors are all FD30s rated composite fire doors with flats 2, 4, 5, 7, 8, 9, having additional outer none fire rated doors.



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. This is not necessary due to the building not having a complex layout.
 - 3) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. (Signs are displayed throughout building)
 - 4) Yellow LPG warning signs are not displayed. [Refer to section 18](#)
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Section
13

Employee & Resident Training/Provision of Information

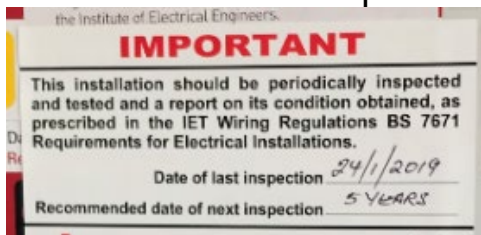
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Neighbourhood Directorate employees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

Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection date was 24/01/19.



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



- 6) Portable heaters are not allowed in any common parts of the premises.

- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supplies are internal.

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly and stored away from the building.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
 - 4) 'Out of Hours' service in place to remove bulk items.
-

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Owing to the nature of low rise flatted accommodation, it is difficult to manage/ control individual contractors/ utility companies.
 - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing team. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – 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 evidence of past arson. Scorch marks on the Perspex window on lower ground rear entrance door and window.

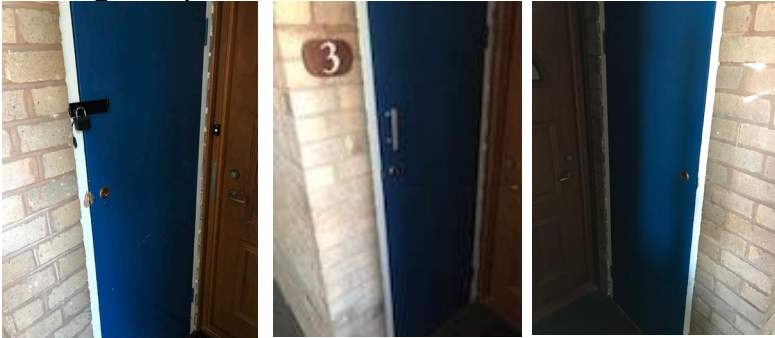


- 4) The perimeter of the premises is well illuminated.
 - 5) There have been no reported fire incidents since the last FRA.
-

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
- 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) Storage cupboards outside flats 1, 3 and 6 are kept locked.



- 5) Residents have access to lockable storage facilities located in the rear yard.



- 6) 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




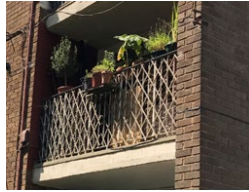
Name of Premises or Location:

Kendal House





Date of Action Plan:

28/07/2022


Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
06/03/A	Removal of screening/ trellis from balcony to Flat 1		3	Housing manager August 2022	08/11/2022
06/03/B	Removal of screening/ trellis from balcony to Flat 4		3	Housing manager August 2022	08/11/2022

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06/03/C	Removal of screening/ trellis from balcony to Flat 7		3	Housing manager August 2022	08/11/2022
06/03/D	Removal of timber structure from balcony to Flat 8		3	Housing manager August 2022	08/11/2022
07/16	An artificial plant was kept on the communal landing on the 2 nd floor		2	Housing manager August 2022	08/11/2022
10/04	Rubbish to be removed from service cupboard		2	Caretakers August 2022	01/08/2022

Signed

C. Hill	Fire Risk Assessor	Date: 28/07/2022
	Premise Manager	Date: 01/08/2022

Name of property: Kendal House

Updated: 28/07/2022

Premise Manager: Tony Thomson

Tel. No.: 0121 569 2975

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