

Fire Risk Assessment

Martley Road, 10-20



**Martley Road, Oldbury
B69 1DZ**

Date Completed: 05/09/2022

Officer: Louis Conway Trainee Fire Risk Assessor

C Hill Fire Risk Assessor

Checked By: J 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

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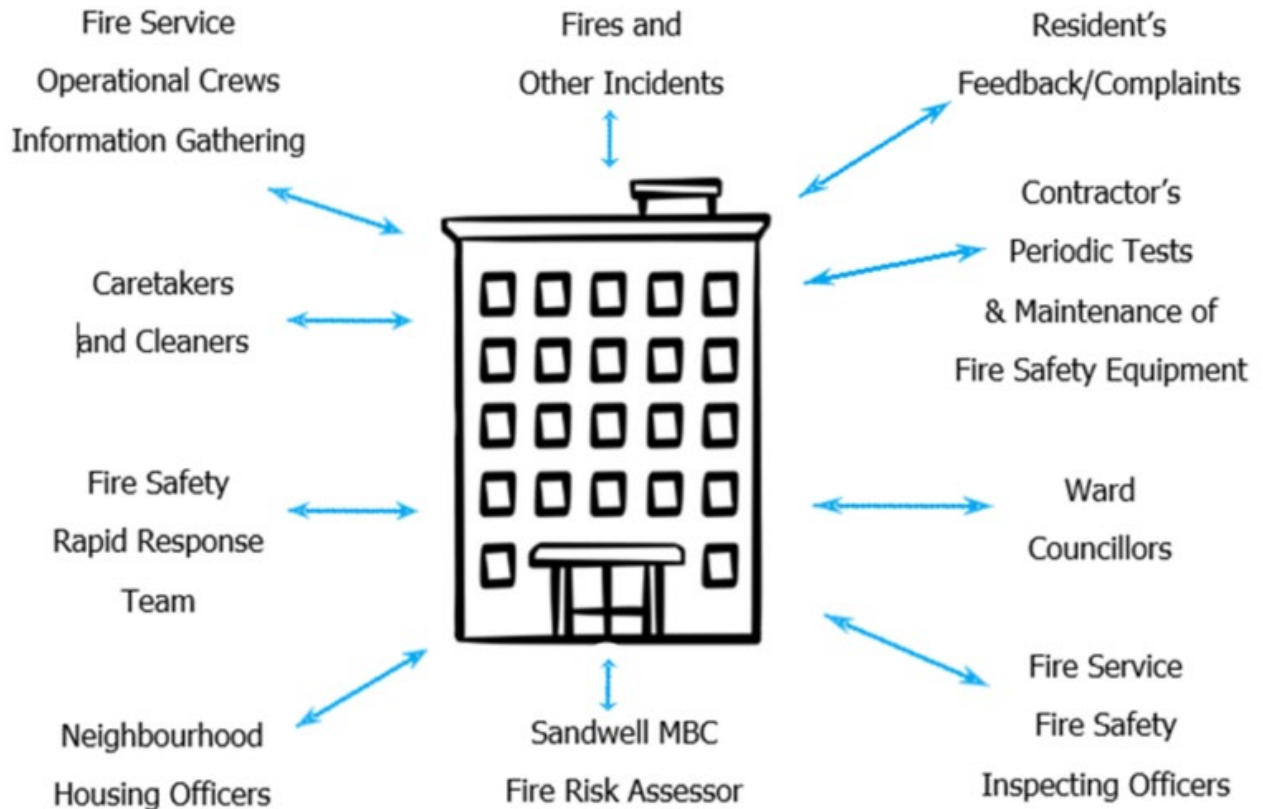
Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints or by phone on 0121 569 6000.

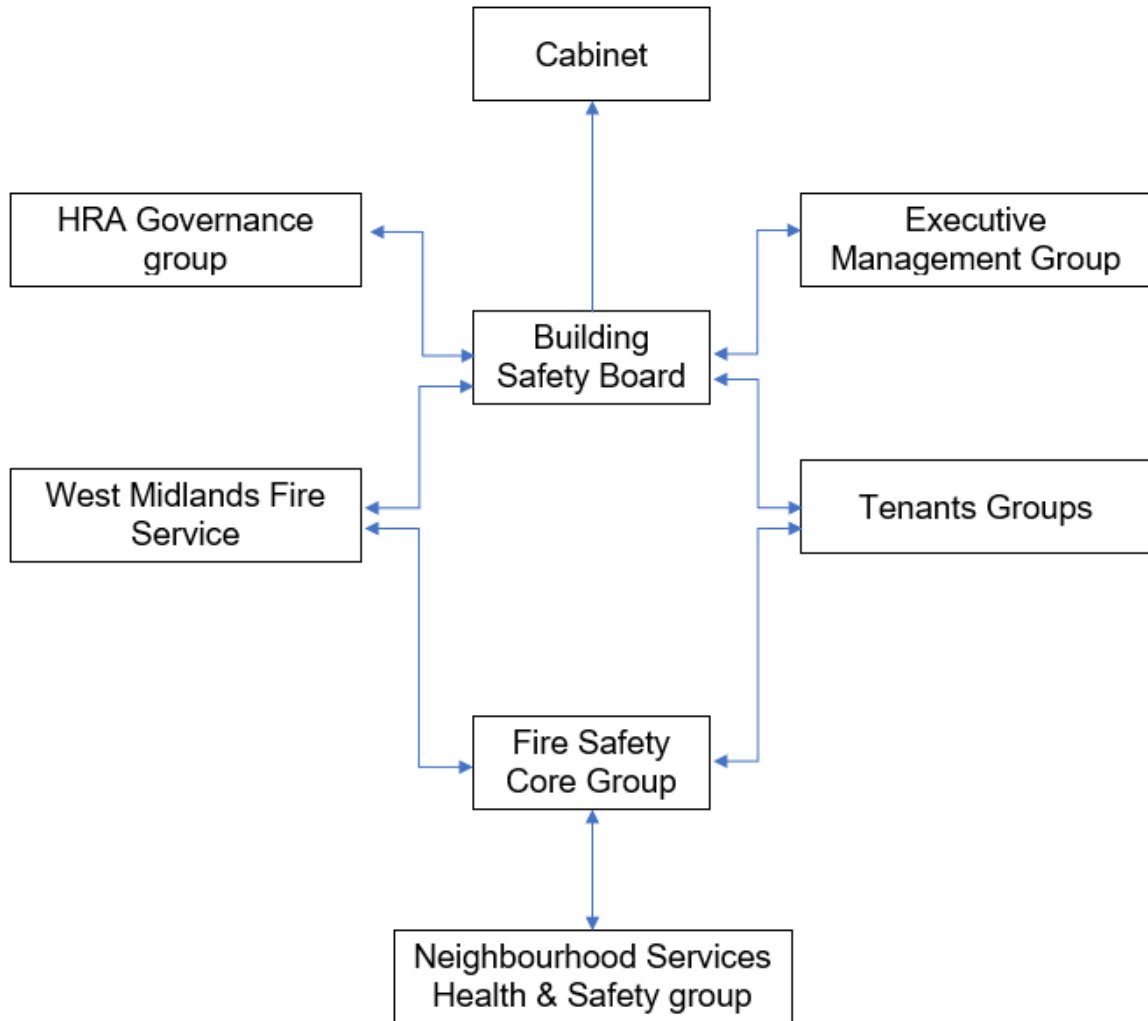
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section 1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

Include a brief summary of protective and preventative measures where relevant along with any issues found;

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The blocks are of cavity wall construction with a pitched roof. Both properties are Adjoined with separate entrances for each and have UPVC double glazed windows installed.</p>	0
Section 7	<p>Means of Escape from Fire The block has a single staircase that provides a sufficient means of escape.</p> <p>Electric metre cupboards require cold smoke seals.</p> <p>Flat 18-16 have removed the self-closer. Wooden chair and portable heater left in the</p>	0

	<p>communal landing.</p> <p>Tumble dryer in storage cupboard was in use at the time of assessment with power cables running through the communal area.</p> <p>All actions complete</p>	
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Individual flats are fitted with hardwired smoke detection to an LD3 standard within the block from samples taken.</p>	0
Section 9	<p>Emergency Lighting</p> <p>The premises have sufficient emergency / escapes lighting system in accordance with BS 5266.</p>	0
Section 10	<p>Compartmentation</p> <p>individual flat entrance doors are FD30s rated fire doors.</p> <p>Inadequate compartmentation within loft space.</p> <p>Airbrick with no intumescent cover in the communal area.</p> <p>All actions complete</p>	0
Section 11	<p>Fire Fighting Equipment</p> <p>The premises have no provision for firefighting equipment.</p>	0
Section 12	<p>Fire Signage</p> <p>Fire door keep shut and no smoking signs are displayed where appropriate.</p>	0
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	0

Section 14	<p>Sources of Ignition The fixed electrical installation was last inspected 25/01/2019.</p> <p>Gas supplies are found at the rear and are external.</p>	0
Section 15	<p>Waste Control Caretakers undertake regular checks of the building. Bins are emptied frequently and stored away from the premises.</p>	0
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	0
Section 17	<p>Arson Prevention A door entry system prevents unauthorised access and there is no evidence of arson within the block.</p>	0
Section 18	<p>Storage Arrangements Residents are instructed not to bring LPG cylinders into the building. Residents have access to storage cupboards in the communal areas adjacent to their flats and outside in the rear yard area.</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

Martley Road, 10-20
Martley Road
Oldbury
B69 1DZ

Description of the Property

The low-rise block was constructed in 1961.



The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation. Both front and rear entrances have a door entry system with a fob reader installed. The front entrance only, has a firefighter override by use of a drop latch key.



The block consists of 2 storeys (inclusive of the ground floor). Each of the floors contains 3 number dwellings.

The block is of cavity wall construction with a pitched roof. Access to the roof space is by loft hatch which is padlocked. Keys are held with the local housing team.

The Block is linked with house No 22 (SMBC owned)

The communal areas are subject to the Regulatory Reform (Fire Safety) Order 2005.

The enforcing authority is West Midlands Fire Service.

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	2
Date of Construction	1961
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Loft Hatch (Padlocked)
Equipment on roof (e.g. mobile phone station etc)	None

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)

**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 block are of cavity wall construction with a pitched roof.



- 2) The windows to the block of flats are UPVC double glazed units including the central communal areas.



Section

7

Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape and is **850mm in width**
 - 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
 - 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.
 - 5) The only communal doors within the blocks 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).
 - 6) 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.
 - 7) Communal windows can only be opened without the use of a key
 - 8) Communal areas should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed
 - 9) Emergency lighting is provided to communal landings and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.
 - 10) Service cupboards are FD30s rated, secured with type 54 suited mortice locks.
-

- 11) Electric meter cupboard doors are FD30 rated, secured with a Budget lock. Residents have been provided with a key for access to their electricity meters, **electric metre cupboard doors require cold smoke seals to be fitted.**



- 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. Flats 18 and 20 have additional non fire rated doors.
- 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.

a) Access was granted to flat 18 and was shown to have removed the self-closer from the FD30 door.

b) Flat 16 also did not have a self-closer present.

- 16) **Wooden chair left in communal area outside flat 16 on the first floor**



- 17) **Portable heater in communal area outside flat 18 (panel has been removed)**
-



- 18) The storage cupboard adjacent to flat 16 within the 1st floor communal lobby houses a condensing tumble dryer. At the time of the assessment it was evident that the dryer was in use. The door to this cupboard is not fire rated and therefore the dryer presents a potential fire risk to the single means of escape within the block. It was also evident that the dryer is powered by a mains extension lead that runs from the hall within flat 16, under the FD30s flat entrance door, across the lobby and into the storage cupboard. The extension leads also posed a potential risk as it appeared that it was pinched by the closed flat entrance door that it ran beneath.



Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters

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 18- LD3, 1x smoke detector in hallway, 1x heat detector in kitchen.

Flat 20- LD3 2x smoke detectors, 1 in hallway, 1 in lounge.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place

Section 9

Emergency Lighting

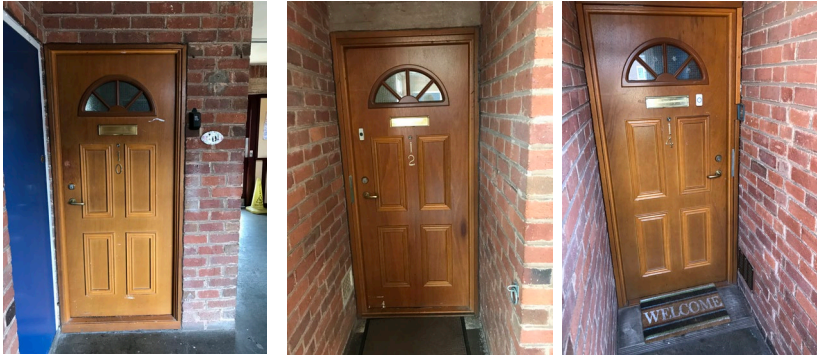
- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.



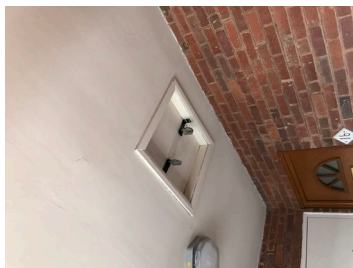
- 2) The self-contained units are provided to the communal landing and stairs.
- 3) All installed equipment is checked and tested monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



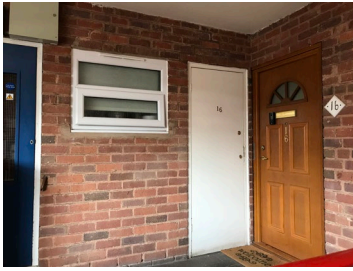
- 6) Individual flat doors are FD30s rated composite fire door construction. However, it was noted that flats 18 and 20 have additional non fire rated doors.



- 7) The 1st floor landing has loft access in the ceiling secured with padlocks



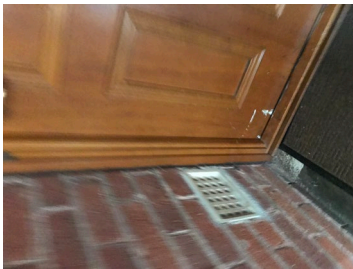
- 8) Flat No 16 has bathroom window onto communal landing with georgian wired glass and UPVC frame.
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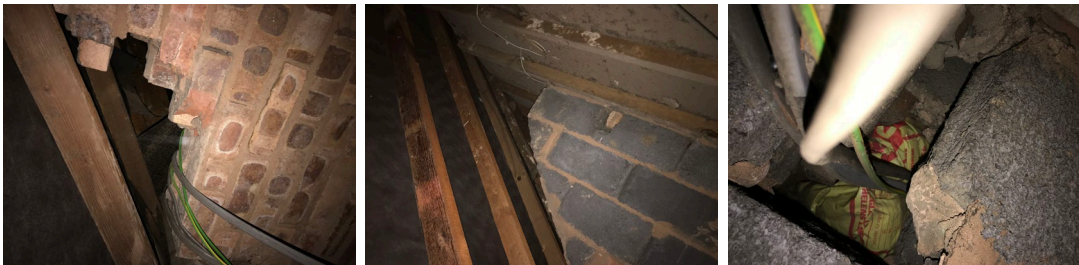
- 9) Flat No 10 has bathroom window onto communal landing with georgian wired glass and a timber frame fitted.



- 10) Flat No 12 has airbrick fitted next to front door on communal landing.



- 11) Compartmentation in common roof space is inadequate. There are penetrations that have not been sealed and gaps between the wall and roof.





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) No smoking signs are present where appropriate.



- 3) Fire Action Notices are not displayed throughout the building.
(It was decided the signs are not necessarily due to the building not having a complex layout as per Deputy Premise Manage.)
 - 4) Yellow LPG warning signs are not displayed.
[\(refer to section 15 point 2\)](#)
-

Section
13

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

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

Section
14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 25/01/19



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30 door.
- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supplies are external and can be found at the rear of the building. (Image on next page).



Section 15

Waste Control

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



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

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised
-

repairs system. Details of any known risks are documented on the repair order.

- 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
- 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
- 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.

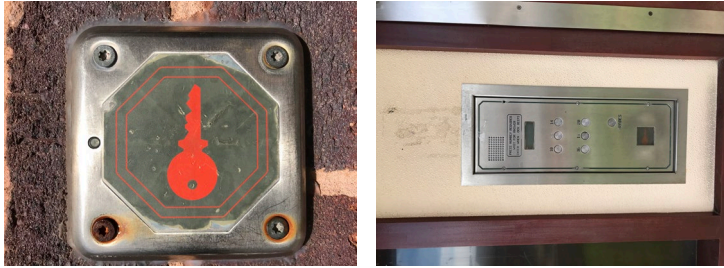
Section

17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
-

- 2) Restricted access to the premises by means of a door entry system.



- 3) There is no CCTV present
- 4) There is no current evidence of arson.
- 5) The perimeter of the premises is well illuminated.
- 6) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
(Notice displayed in lifts see point 9-3)
-

- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) All store cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.
- 6) Residents have access to there own store cupboards adjacent to there flat.



- 7) Residents have access to outer store cupboards.



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:


Martley Road 10-20

Date of Action Plan:


06/09/2022

Review Date:


<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/11	Cold smoke seals to be fitted to electric metre cupboard doors.		2	P2 – 1- 3 months of assessment Fire rapid response JM9544938	22/09/2022

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07/15-a	Fitting of self-closer to flat 18	N/A	2	P2 – 1- 3 months of assessment Fire rapid response JM9544996	22/09/2022
07/15-b	Fitting of self-closer to flat 16	N/A	2	P2 – 1- 3 months of assessment Fire rapid response JM9545022	22/09/2022
07/16	Removal of wooden chair in the communal area.		2	P2 – 1- 3 months of assessment Housing management team	20/10/2022



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07/17	Removal of portable heater		3	P2 – 1- 3 months of assessment Housing management team	20/10/2022
07/18	Resident of flat 16 to reframe from using tumble dryer in the storage cupboard on communal landing		3	P1 within 10 days Housing management team Emailed RP	20/10/2022
10/10	Fit intumescent vent to airbrick next to front door of flat 12 in the communal		1	P2 – 1- 3 months of assessment Fire rapid response JM9545054	22/10/2022

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	area.				
10/11	Fire stopping required within common roof space, around penetrations and underside of roof.		3	P2 – 1- 3 months of assessment Fire rapid response JM9546295	23/09/2022

Signed

	Trainee Fire Risk Assessor	Date: 06/09/2022
	Premise Manager	Date: 21/09/2022
