

Fire Risk Assessment

2-13 Minster Close



**Rowley Regis,
B65 0RS**

Date Completed: 12th April 2022

Officer: David Jasper **Acting Team Leader**

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

Current Risk Rating 0 = Low

Subsequent reviews

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

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Section

0

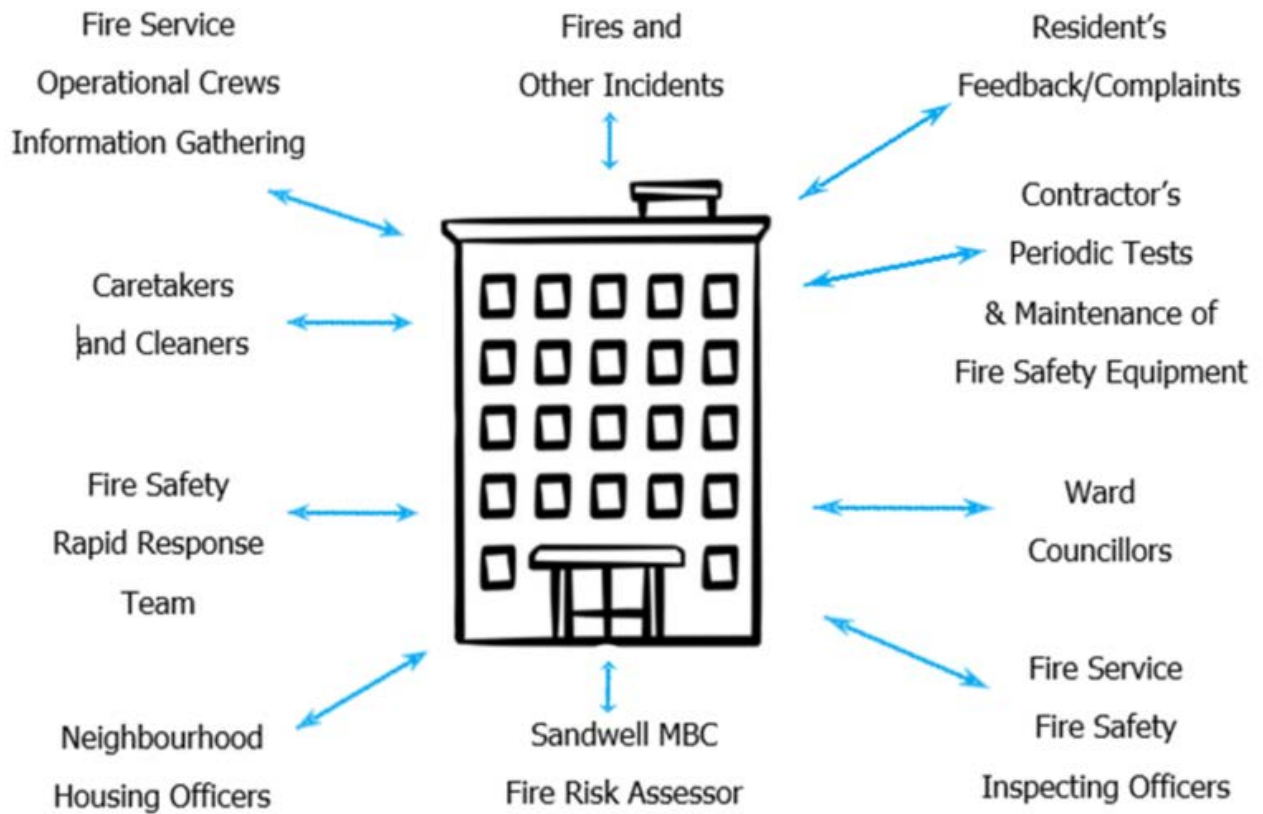
Introduction

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

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

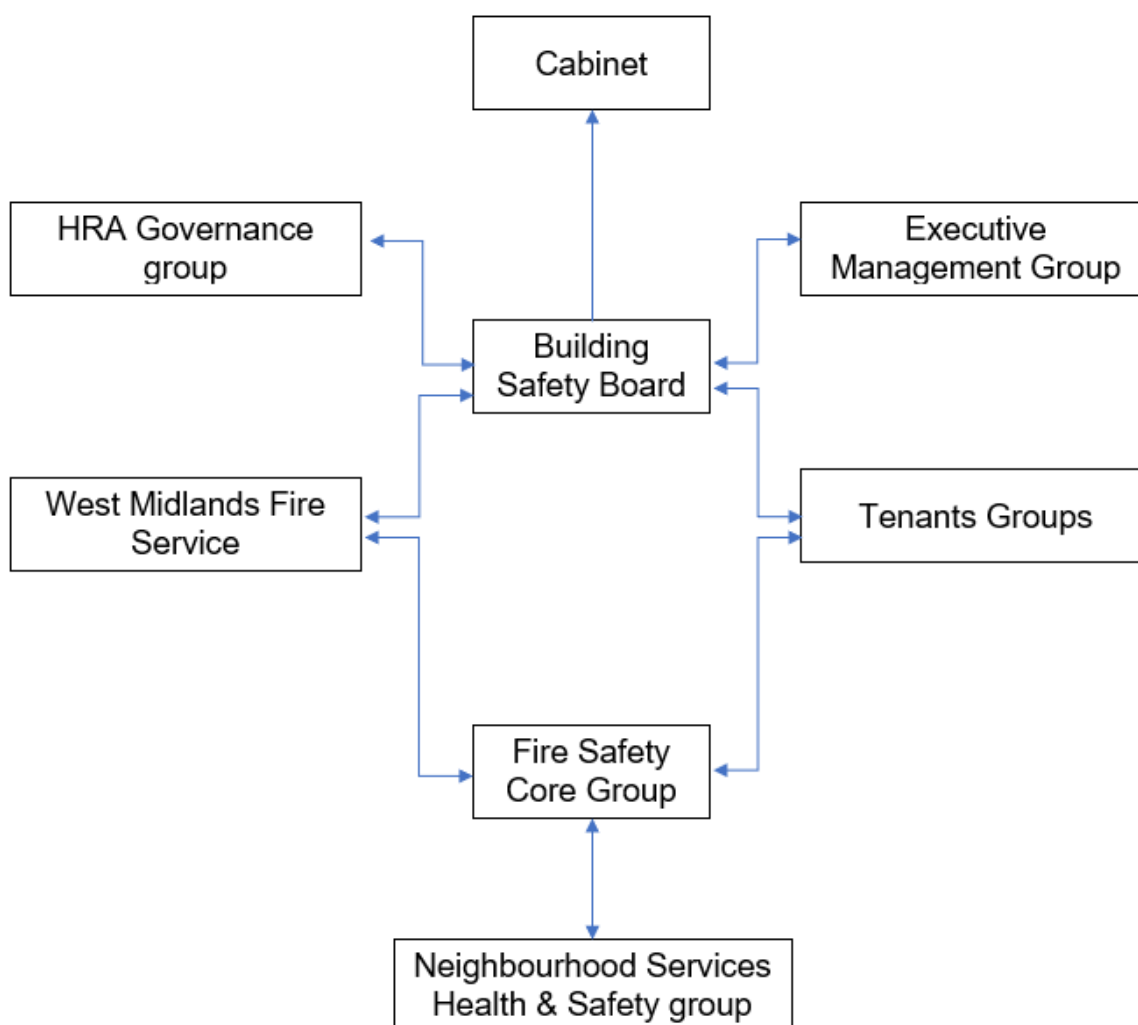
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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



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

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



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope No cladding, brick cavity construction. With Deck Access.	0
Section 7	Means of Escape from Fire The site has two staircases which provide sufficient means of escape. It was noted that the ground floor electrical cupboard door requires upgrading to a fire door – orders raised	3
Section 8	Fire Detection and Alarm Systems Flats have detection in the hallway, lounge and kitchen. No communal fire alarm system to premises	0

Section 9	Emergency Lighting Emergency lighting is provided to the stairwell and exits.	0
Section 10	Compartmentation No breaches of compartmentation found. Individual flat doors are FD30s rated composite fire door construction. There is damage to front door flat 11. – new door ordered	3
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	0
Section 12	Fire Signage There is adequate signage in place, however the No Smoking sign needs replacing as its faded	1
Section 13	Employee Training All staff receive basic fire safety awareness and are competent to carry out their duties	0
Section 14	Sources of Ignition Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 25/03/13.	2
Section 15	Waste Control Individual wheelie bins stored in front / at side of ground floor properties.	0
Section 16	Control and Supervision of Contractors and Visitors Access for Contractors are controlled centrally	0
Section 17	Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting to the rear and side is well illuminated.	0

Section 18	Storage Arrangements Residents instructed not to bring L.P.G cylinders into block.	0
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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

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

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

2-13 Minster Close
Rowley Regis
B65 0RS

Description of the Property

The low-rise premise was constructed in 1953. The premise consists of 2 storeys (inclusive of the ground floor). Each of the floors contains 6 number dwellings.

The block has a main entrance to the right-hand side elevation with a fob reader installed.



This leads to an enclosed stairway up to the 1st floor open deck access walkway. The enclosed stairway and deck access are separated by a FD30s fire door.

Each ground floor flat has its own front and rear doors accessed directly from the front / rear garden. The left-hand side elevation has an external emergency exit stairway with a metal door operated by a push pad.

The block is of cavity wall construction with a pitched roof (internal roof access via loft hatches of individual 1st floor dwellings). (Access to loft area not gained during survey).

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

The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1953
Construction Type	Traditional
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	Two (one is emergency exit only)
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	1 st floor dwellings have own loft space
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

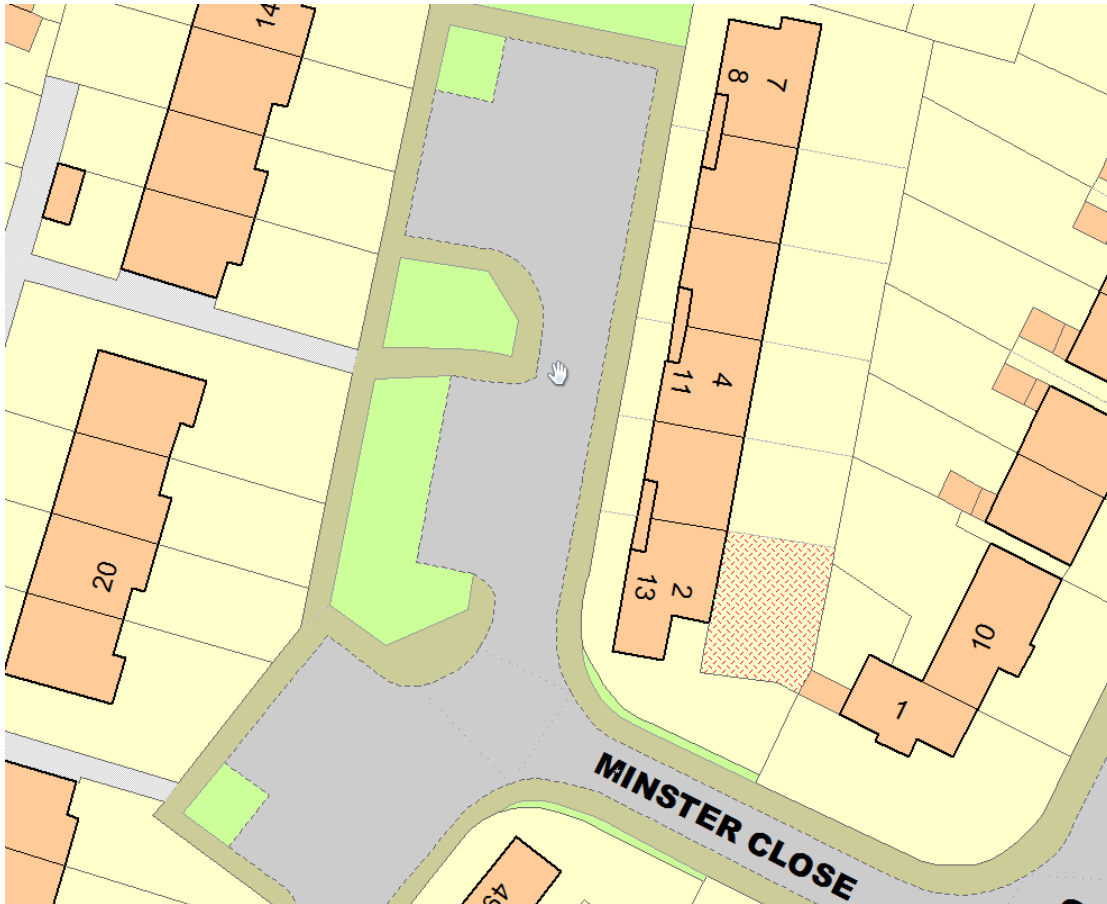
Residents / Occupants of twelve flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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.

There is no cladding, it is of traditional brick construction with a concrete pan tile pitched roof

- 1) Traditional Brick construction
- 2) Traditional timber framed pitched pan tiled roof

Section

7

Means of Escape from Fire

- 1) The site has two staircases which measures at the narrowest point 970mm, this provide a means of escape. One is an external concrete stairway that is used for emergencies only.



- 2) Each dwelling has its own composite FD30s which are accessed directly from the front or from the deck access on the first floor.



- 3) It was noted the structure as built with an open deck walkway, this provides a width of 930mm and 770mm adjacent to soil pipes.
 - 4) The stairwell at the end of the deck access is protected to prevent the spread of fire and smoke.
-

- 5) The 1st floor open deck access and the main stairwell are separated by a timber FD30s fire door which has a vision panel.



- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



- 7) The main entrance stairwell has bare brick walls and supalux panels to the ceiling



- 8) The final exit door of the main entrance stairwell has a door entry system installed. This system is 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. The final exit door at the top of the emergency exit stairway is operated by a push pad.
-

- 9) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 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.



- 11) There is a communal service cupboard located on the ground floor of the stairwell at the right-hand side of the block. The cupboard is fitted with a **none compliant framed ledged and braced door, secured with a standard bin house padlock.**



- 12) Each ground floor dwelling has an external timber meter cupboard adjacent to the front door. Parts of the cupboards have been lined with supalux panels.



- 13) Each 1st floor dwelling has an external meter cupboard and bin store to one side of the front door and a store cupboard to the other.



- 14) The store cupboard and meter / bin-store cupboards to either side of 1st floor flat front doors have non-fire rated timber doors.

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 4 ground floor access was gained and revealed LD3 detection system installed

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 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 deck access, and stairs.
 - 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.
-

- 6) Individual flat doors are FD30s rated composite fire door construction manufactured by Nationwide.
Refer to door sheet below

Minster Close 2-13 (O&E)	BL33040MI09	2-13 Minster Close;Rowley Regis;West Midlands;;	Intentionally Blank	
Minster Close 2-13 (O&E)	BL33040MI09	2 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	3 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	4 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	5 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	6 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	7 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	8 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	9 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	10 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	11 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	12 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a
Minster Close 2-13 (O&E)	BL33040MI09	13 Minster Close;Rowley Regis;West Midlands;;	Composite Nationwide	n/a

- 7) Flat 11 has a damaged composite fire door. This should be replaced with a composite FD30s fire door set



- 8) The 1st floor open deck access and the main stairwell are separated by a timber FD30s fire door which has a vision panel.

Section

11

Fire Fighting Equipment

Significant Findings

- 1) The premises have no provision for firefighting equipment.

Section

12

Fire Signage

Significant Findings

- 1) All communal fire door(s) display 'Fire Door Keep Shut' where appropriate.
- 2) Fire Action Notices are not displayed throughout the building. As the building does not have a complex layout these are not required.

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. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 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) **Replace external non-smoking signage**



3) 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.

4) 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.

5) **The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 25/03/13.**

JN confirmed site will be completed and added to the cyclical contract



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. Please note that the gas supply is internal.

Section
15

Waste Control

- 1) There is a regular cleaning service to the premises.
- 2) Individual wheelie bins stored in front / at side of ground floor properties.



- 3) Regular checks by Caretakers to 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 current CCTV on site
 - 4) There is no current evidence of arson.
 - 5) The perimeter of the premises is well illuminated.
 - 6) There has been 1 reported fire incident since the last FRA. There was a small contained fire in flat 3 on the ground floor. Unattended chip pan on electric cooker in kitchen. Tenant was out of property at time of incident.
-

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) All store cupboards are kept locked.
 - 5) 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:

2-13 Minster Close

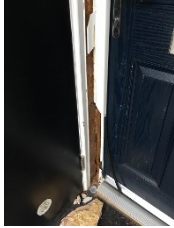


Date of Action Plan:

13th April 2022



Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/11	Upgrade electric meter cupboard door on ground floor with a FD30s door secured with a 54-suited lock and frame (currently L& B door)		3	June 2022 Fire Rapid Response JM8499259 - Door Measured for Renewal	20/04/2022

Fire Risk Assessment

10/7	Flat 11 Replace composite FD30s fire door and frame		3	June 2022 Emailed MP 19/04/2022	N/A To be completed on door programme
14/2	Replace external non-smoking signage		1	May 2022 Fire Rapid Response JM8499215	20/04/2022
14/5	The fixed electrical installation out of date 25/03/13.		2	Electrical May 2022 Emailed JN 19/04/2022	13/04/2022

Signed

	Acting Team Leader / Fire Risk Assessor	Date: 13 th April 2022
	Fire Safety Manager	Date: 28 th April 2022

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

Name of property: **Minster Close 2-13**

Updated: **13th April 2022**

Premise Manager: **Anthony Thompson** 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 Tel:- 0121 569 5077).		