

Fire Risk Assessment

Manifoldia Grange



**Coyne Road, West Bromwich,
B70 7JU**

Date Completed: 15th June 2022

Officer: Carl 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

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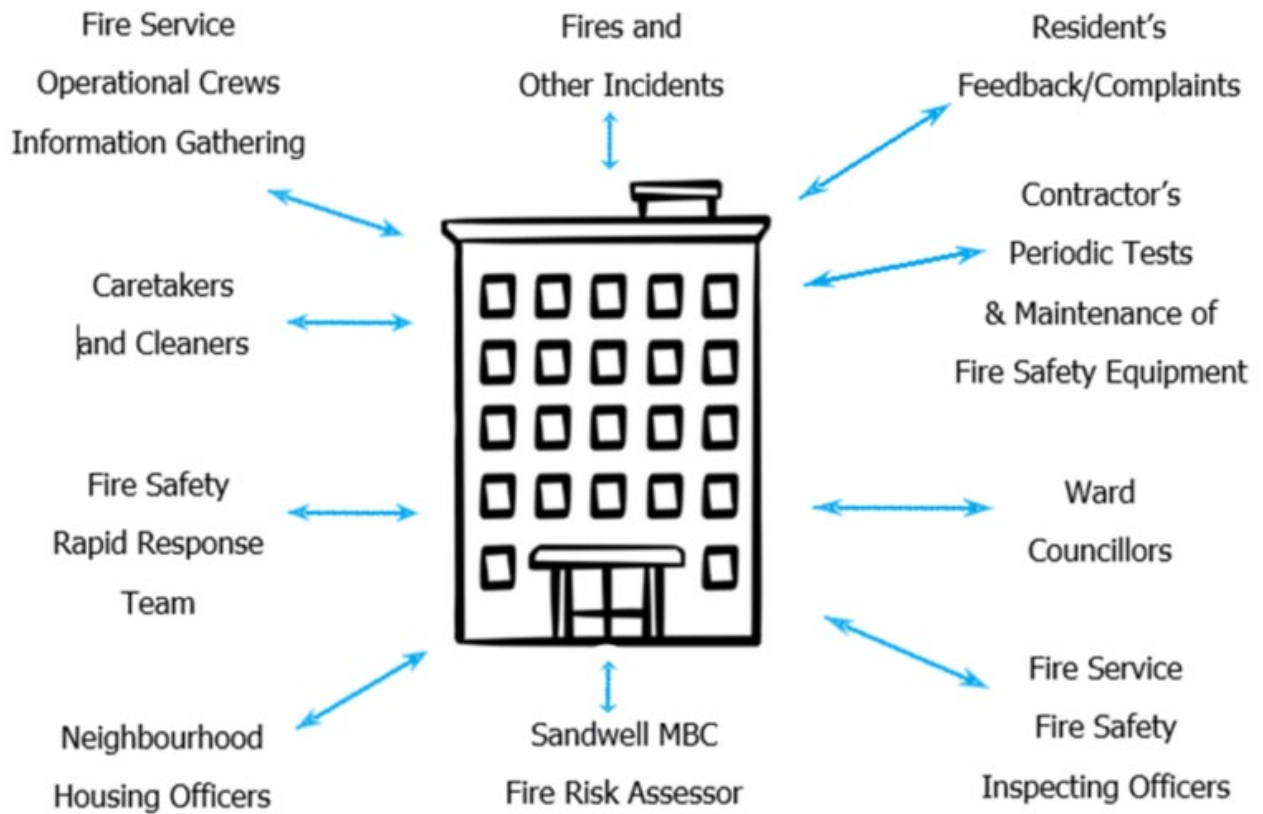
Introduction

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/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.

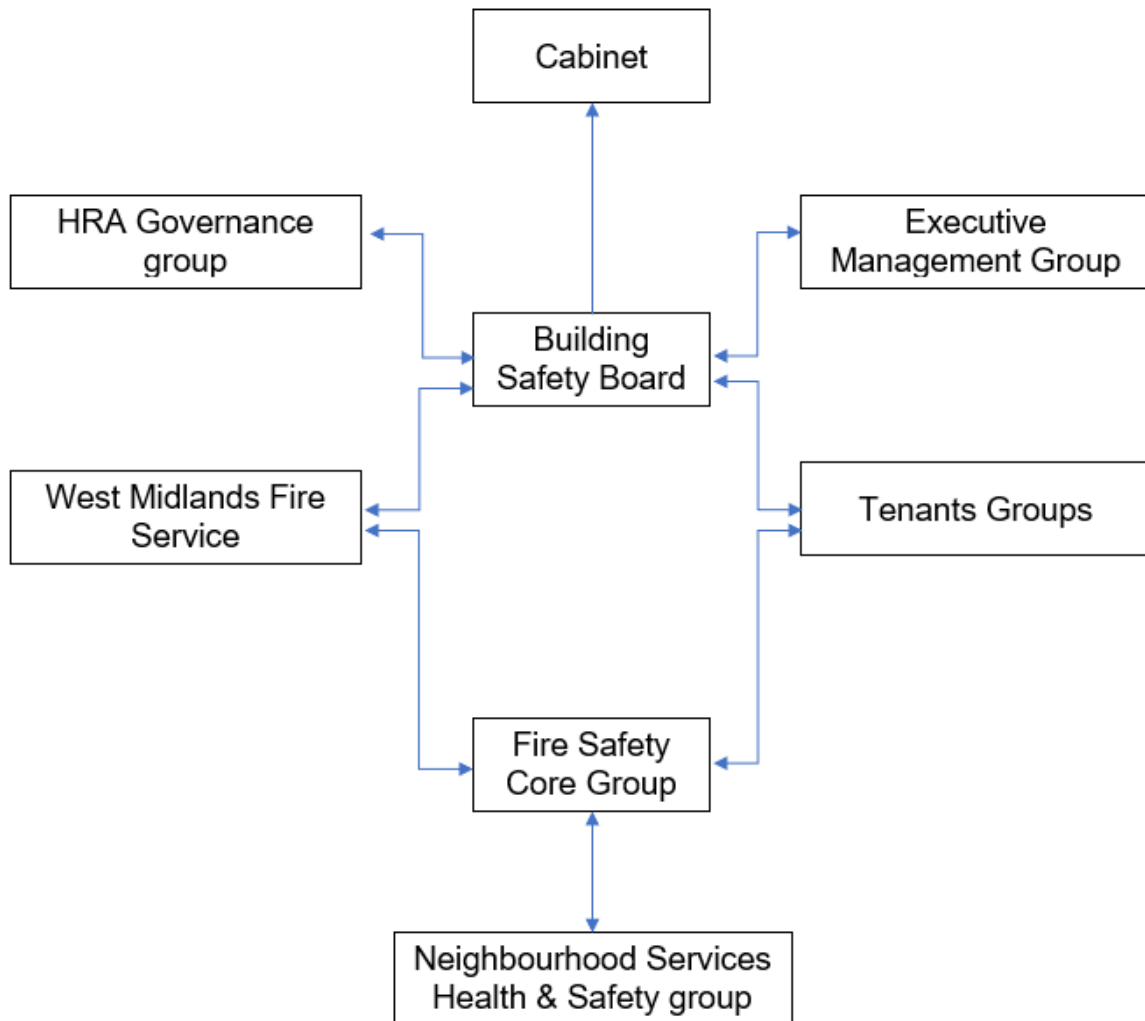
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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. 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
Section 6	<p>External Envelope The walls are brick cavity with PVC fascia boards to the edge of a pitched concrete tiled roof.</p>	0
Section 7	<p>Means of Escape Adjustments required to several fire door self-closing devices and items of redundant furniture to be removed from communal corridors. Loose lighting in communal corridor along with loose hand rail & brickwork on fire exit to be secured. <i>All works completed</i></p>	0

Section 8	<p>Fire Detection and Alarm Systems Fire alarm panel displays faults, missing heat detector head in flat 1 & a system for weekly fire alarm testing to be put in place. <i>All actions completed</i></p>	0
Section 9	<p>Emergency Lighting Emergency lighting is provided along escape routes.</p>	0
Section 10	<p>Compartmentation Sampling undertaken shows compartmentation is correct.</p>	0
Section 11	<p>Fire Fighting Equipment The premise is well provided for with portable fire extinguishers.</p>	0
Section 12	<p>Fire Signage Various safety signs relating to the buildings previous use as sheltered housing to be removed and or updated. <i>Obsolete signage removed</i></p>	0
Section 13	<p>Employee Training Site staff are to receive portable fire extinguisher and fire marshal training.</p>	0
Section 14	<p>Sources of Ignition The previous FRA suggests that the last Electrical installation test was completed January 2017. Hot water boiler (drinks) requires portable appliance testing. <i>Electrical testing completed 07/09/2022, PAT test completed 12/09/2022</i></p>	0
Section 15	<p>Waste Control Waste has accumulated around bin chutes because the bins below are full. Bin room doors should remain secured at all times when not in use. Waste at the rear of the kitchen fire exit. <i>Waste removed / doors secured 29/07/2022</i></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	Arson Prevention A door entry system prevents unauthorised access and CCTV is in use externally.	0
Section 18	Storage Arrangements Some items store within the electrical intake room should be removed. <i>Items removed 10/08/2022</i>	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.

The building is currently being re-purposed to provide temporary accommodation to homeless families. At the time of this Fire Risk Assessment there were no residents in accommodation.

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

Resident Engagement Officer - Fire Safety

Lee Mlilo

Premise Manager

Glyn Parton

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

Manifoldia Grange
Coyne Road
West Bromwich
B70 7JU

Description of the Property

The premise was constructed in 1986 using traditional brick cavity construction, with concrete tiled pitched roof. Cladding has not been utilised.

The central building is single storey with a main entrance to the front elevation and a further two exits to the rear elevation. There is a two-storey wing attached on either side of the central building making a total of two. Both can be accessed from the central building by means of a linked corridor.

Each two-storey wing has an entrance / exit to the front elevation with a further exit to the rear enclosed gardens. At the time of the fire risk assessment the building was in the process of being re-purposed from adult social care sheltered housing to accommodation for temporary homeless families. It is anticipated that the wing formally known as “Blue Block” will be available to residents from July 2022, with the other following that. Employees were not based on site at the time of the FRA.

Access to the linked corridors from each wing to the central block, will be inaccessible to residents by means of a 54 suited mortice lock. The exits within each wing that open to the front elevation will become the main entrance for residents with a door entry system with a fob reader installed.

There is a total of four protected stairwells within the building all located in the wings. Each one leads directly to a final exit door.

The ground floor of each wing consists of 11 numbered dwellings. The former warden’s house in both wings are the only two storey dwellings

with the rest being single storey flats. Flats 2, 3, 11, 23, 24, 32 & both former warden's houses numbers 1 & 22 all contain rear exit doors.

The first floor of each wing consists of 9 numbered flats.

The communal rooms within both wings that were previously used as a Hairdressers, Laundry, guest bedroom and communal bathroom will be inaccessible to residents and be secured by means of 54 suited mortice locks.

There are two separate lift cars that serve both ground and first floor. Access to the lift motor room is obtained by a full height door from the communal ground floor corridor.

The main front entrance to the central building has a door entry system with a fob reader installed.

The central building consists of open plan office space and a commercial kitchen that will be used by staff members for drinks only.

It was noted at the time of FRA that once operational the central building will be staffed 0900 – 1700hrs Monday – Friday and that tenants will receive a sign-up pack that will contain emergency contact numbers.

The premises has a boiler house that is located externally from the main front car park. The gas isolation point is located in an external louvred door adjacent the main entrance.



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	Two
Date of Construction	1986
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	Two
Number of Staircases	Four
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes
Refuse Chute	Yes
Access to Roof	Access to roof space via loft hatches located within the individual upper floor properties and communal toilets
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 40 dwellings

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)

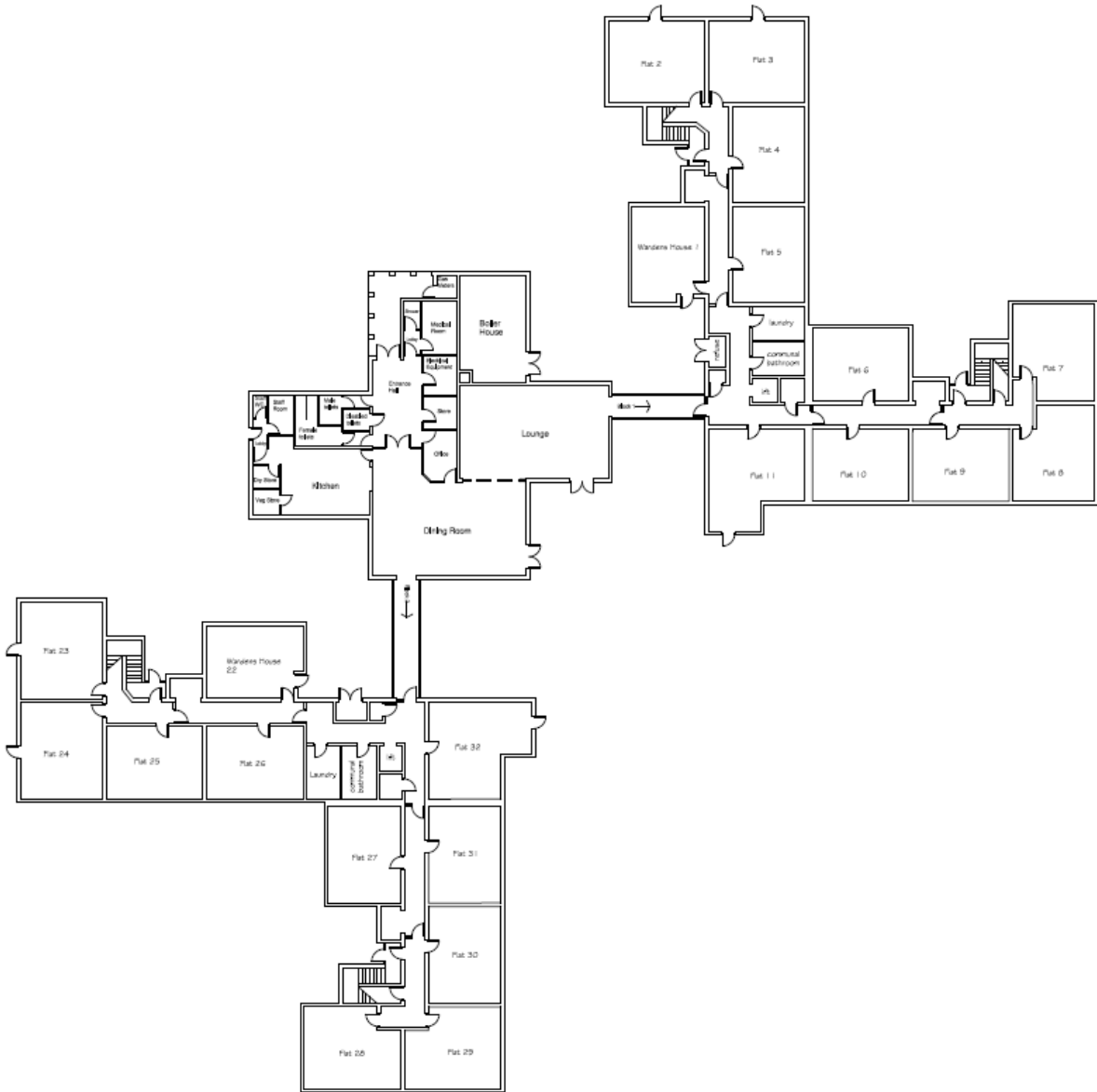
Section

5

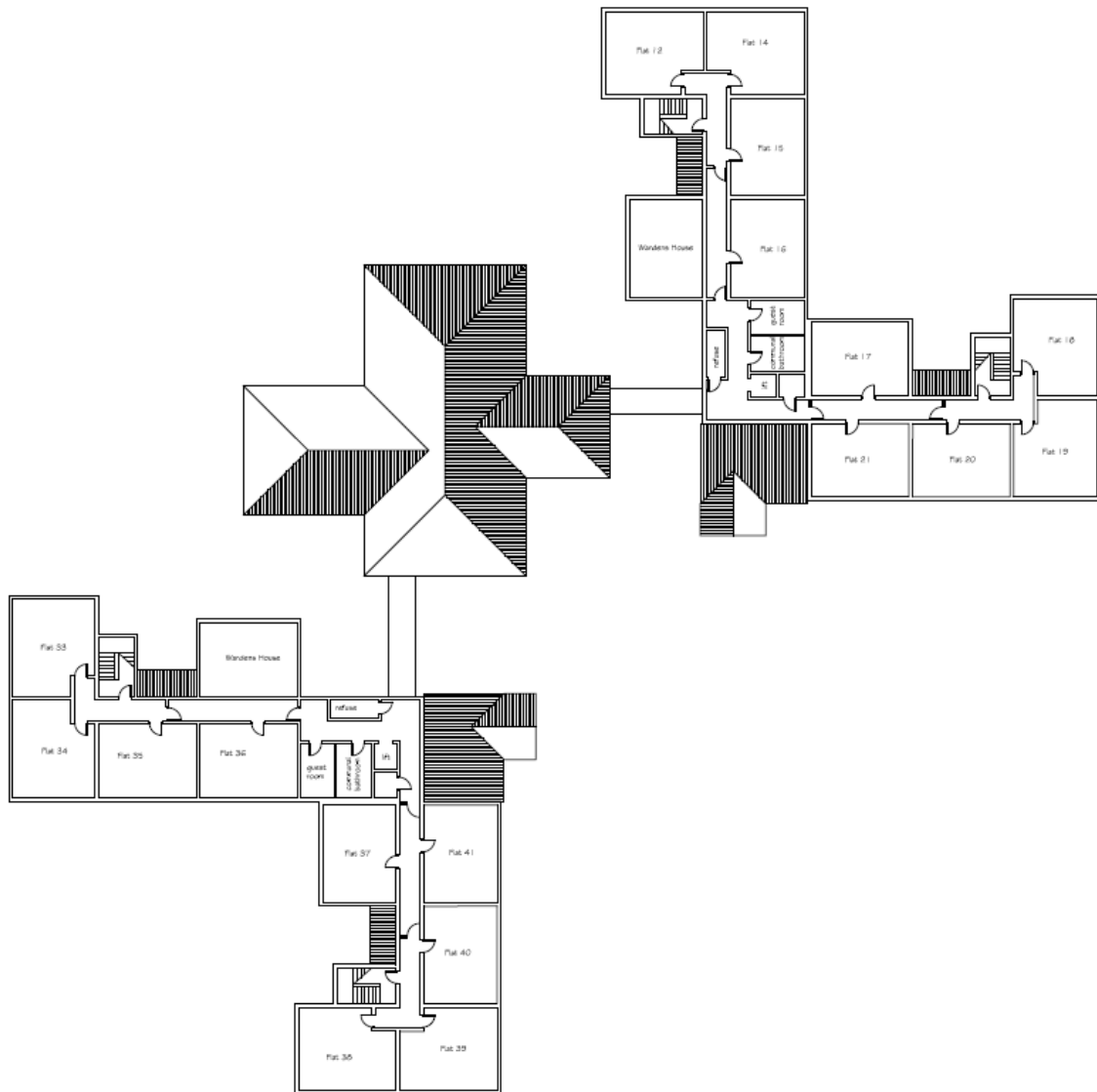
Building Plan

A typical floor layout showing horizontal lines of compartmentation.

Fire Risk Assessment



Manifoldia Grange - Ground Floor Plan



Manifoldia Grange - First Floor Plan

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.

The building has a traditional brick cavity construction with PVC fascia boards fixed to the edge of a concrete tiled pitched roof.

External doors and windows are predominately UPVC with the exception of timber doors which are fitted for access to external services and final exit doors.

Section

7

Means of Escape from Fire

- 1) The site has four staircases that provides a means of escape and is 1187mm.



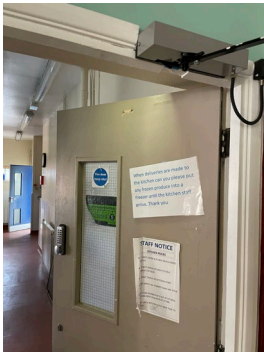
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircases are protected by use of FD30s fire doors with vision panels.
- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).



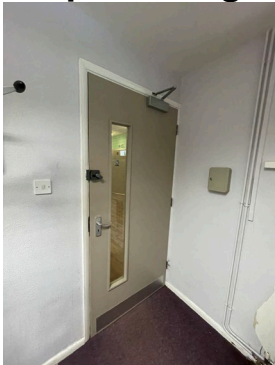
- 7) The self-closing device is missing from the office door within the central building adjacent the toilets.



- 8) The automatic self-closing device to the kitchen door has been disconnected and should be reinstated.



- 9) Front office door doesn't self-close into frame and requires adjustment. Cold smoke seal is partially missing and fire door keep shut signage should be applied.



10) 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.

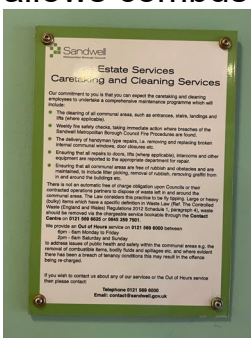


11) There is an alternative final exit door within the wing formally known as Blue Block which leads into a relatively enclosed garden area adjacent Coyne Road. Although occupants escaping via this exit door could locate at a safe distance greater than the height of the building a simple modification to the gates would allow direct access to the street.

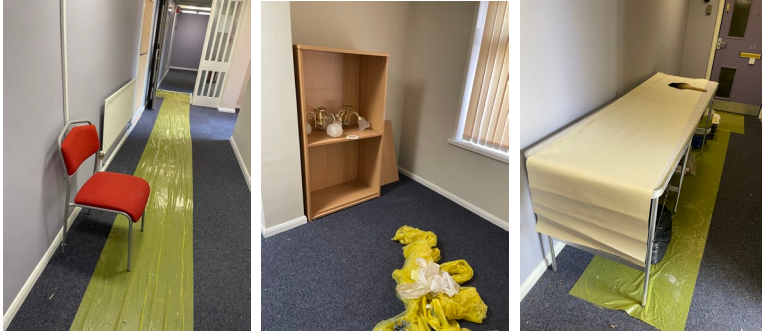


12) Automatic smoke ventilation is not employed. Communal windows can be opened without the use of a key.

13) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis 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.



- 14) At the time of the FRA the building was being re-purposed and therefore there are a number of trades persons working. All associated protected covers, tools and rubbish should be removed from the means of escape before the building is occupied by residents.



- 15) Various items of redundant furniture within the residential communal corridors should be removed from the means of escape.



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

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

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

- 19) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

- 20) Individual flat doors are FD30s rated doors. Access was gained to all flats to ensure doors were correct and not defective.

- 21) Flat 37 front door doesn't reliably self-close into frame.**
-

22) Flat 38 front door doesn't reliably self-close into frame.

23) Flat 11 front door doesn't reliably self-close into frame and intumescent strip / cold smoke seal is missing.



24) Flat 17 front door doesn't reliably self-close into frame due to carpet.

25) Excessive gap to head of FD30 doors into central office space adjacent main entrance.



26) Office furniture obstructs path to final exit door in central office space.



- 27) Curtain pole above final exit door in central office space is not sufficiently secured at the centre of the pole, could collapse and curtains are not ideal above a final exit. The right-hand curtain obstructs the Fire Alarm Call Point Sign. Remove all curtains from above final exit doors in main office area.



- 28) Brickwork to ramp outside exit door from central office space to rear garden is loose which makes the hand rail insecure.



- 29) It was noted that the water cooler within the central office was underwent a PAT June 2021.

- 30) It was noted that the supply to the gas fire within the central office / former lounge has been isolated. Information was given to suggest that the gas fire will be capped off.



- 31) **Ceiling tiles and light fitting hang loose above fire door on 1st floor communal corridor adjacent flat 41 and require securing.**



- 32) It is evident that the communal ceiling tiles within the wing formally known as blue block (right of main entrance) are in areas generally poor and would benefit from a future upgrade. It was reported on the previous FRA that the upgrade was being considered depending on the future of the building.

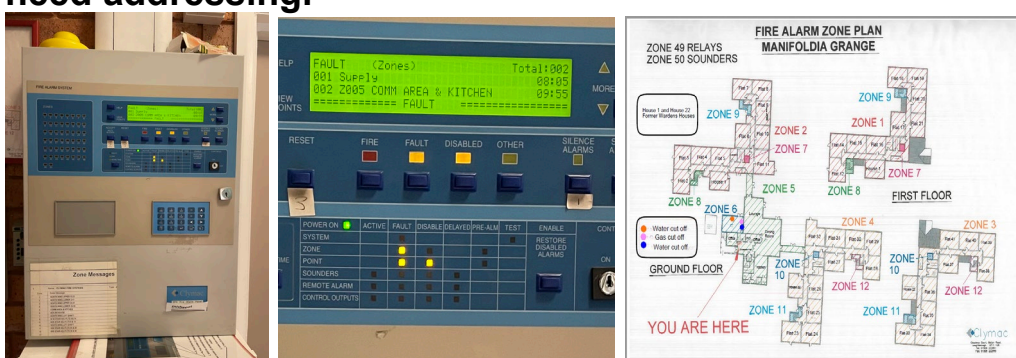
- 33) There is a fire assembly point located in the carpark.



Section 8

Fire Detection and Alarm Systems

- 1) There is a fire alarm system fitted within the premises. The control panel is located within the front office adjacent to the reception area. There is a zone plan on display adjacent to the fire alarm panel. **It was noted that the panel had registered faults which need addressing.**



- 2) **At the time of the FRA it was evident that there is no plan in place for the routine weekly testing and recording of the linked fire alarm equipment including the call points that are located within flats 2, 3, 11, 23, 24, 32. This may be due to the building being unoccupied at the time of the FRA. There was no fire alarm logbook present.**
- 3) There are Fire Alarm Call Points strategically located within the premises, including beside the rear exit doors of flats 2, 3, 11, 23, 24, 32.



- 4) The type of warning device is by means of Sounders, with strategically placed strobe lights in the communal areas.



- 5) Hard wired smoke and heat detectors are located on every floor to include communal corridors, offices, individual flats, bin room and boiler house (including roof void above). This is not extended to the loft space area however this is not essential as this area is protected by sufficient compartmentation within the loft space.



It would be good practice to consider when the fire alarm system requires replacement, consideration given to upgrade the system and extend protection into the loft space (accessed via loft hatches from communal toilets and within flats 12,14, 15, 16,17, 18, 19, 20, 21, 33, 34, 35, 36, 37, 38, 39, 40, 41)

- 6) All installed equipment is checked and tested on a six-monthly basis by Sandwell MBC in house electrical team or Procured Contractor, in accordance with current standards.

- 7) Each flat has a heat detector located in the hallway that is connected to the communal alarm system. **The heat detector head within flat 1 (former wardens house) is missing.**



- 8) In addition, each flat has a hard wired Aico smoke detector within the living room that is linked to the support services office and a heat detector within the kitchen.
- 9) Fire evacuation drills – Staff have not yet moved into the building therefore there is no record of fire evacuation drills having taken place. All staff members to be based on site should take part in at least one per annum. Consideration should be given to informing residents when drills are to commence. All drills should be recorded
- 10) 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.

Access was gained to all flats.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

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 throughout the building to include offices, communal areas, 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

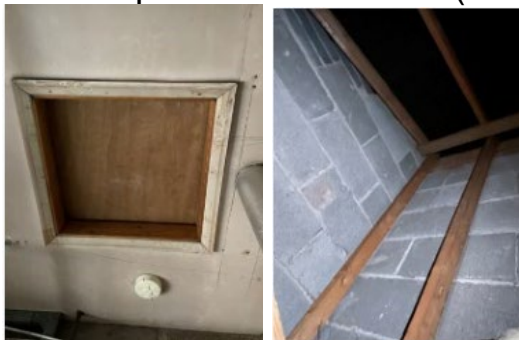
Compartmentation

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.
- 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 is a boiler house accessed externally from the front car park area. It has sufficient compartmentation extending from the boiler house up into the roof void (accessed via a ceiling hatch).



- 4) All communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).



- 5) All service cupboards to communal landings are lockable.
- 6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, intumescent sponge and intumescent pillows.
- 7) Individual flat doors are FD30s rated timber fire door construction glazed with Georgian wired glass panels.



Refer to door sheet below

1 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
2 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
3 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
4 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
5 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
6 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
7 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
8 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
9 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
10 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
11 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
12 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed

Fire Risk Assessment

14 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
15 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
16 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
17 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
18 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
19 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
20 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
21 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
23 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
24 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
25 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
26 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
27 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
28 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
29 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
30 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
31 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
32 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
33 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
34 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
35 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
36 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
37 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
38 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
39 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
40 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed
41 Manifoldia Grange;Coyne Road;West Bromwich;West Midlands;	Timber Door	Glazed

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



- 9) Internal doors to flats (including kitchen) are not fire rated doors because all flats are less than 4.5 metres above ground, and each habitable room has a means of escape via the hall / flat entrance door or via window in each room.



**Section
11**

Fire Fighting Equipment

1) The premises has adequate provisions for fire-fighting equipment as detailed below:

Equipment Asset Location Listing			
Portable Fire Prevention Equipment			
Description	Install Date	Discharge Date	Location
6ltr Foam Fire Extinguisher	2020	2025	Entrance
2kg CO2 Fire Extinguisher	2015	2025	Entrance
Fire Blanket	2017	2021	Kitchen
2kg CO2 Fire Extinguisher	2015	2025	Kitchen
Wet Chemical Fire Extinguisher	2017	2022	Kitchen
9ltr Water Fire Extinguisher	2020	2025	Dining Room
2kg CO2 Fire Extinguisher	2020	2030	Dining Room
6ltr Foam Fire Extinguisher	2020	2025	Corridor
6ltr Water Fire Extinguisher	2018	2023	O/S Refuse Room
6ltr Water Fire Extinguisher	2018	2023	O/S Flat 25
2kg CO2 Fire Extinguisher	2020	2030	Lift Motor Room
6ltr Foam Fire Extinguisher	2020	2025	O/S Flat 30
6ltr Foam Fire Extinguisher	2020	2025	Top of Stairs
6ltr Foam Fire Extinguisher	2017	2022	O/S Lift
2kg CO2 Fire Extinguisher	2015	2025	Hairdressers Room
6ltr Foam Fire Extinguisher	2020	2025	Top of Stairs
6ltr Foam Fire Extinguisher	2020	2025	Corridor
6ltr Foam Fire Extinguisher	2020	2025	O/S Lift
6ltr Foam Fire Extinguisher	2020	2025	O/S Flat 4
6ltr Foam Fire Extinguisher	2020	2025	O/S Flat 9
6ltr Foam Fire Extinguisher	2020	2025	O/S Flat 19
6ltr Foam Fire Extinguisher	2017	2022	O/S Lift
6ltr Foam Fire Extinguisher	2017	2022	O/S Flat 14
2kg CO2 Fire Extinguisher	2020	2030	Laundry
2kg CO2 Fire Extinguisher	2015	2025	Lift Motor Room
2kg CO2 Fire Extinguisher	2020	2030	Plant Room
2kg CO2 Fire Extinguisher	2020	2030	2nd Laundry Room

2) Sandwell M.B.C has procured maintenance contracts that encapsulates the maintenance of the equipment at this site. The equipment is tested by a competent contractor / person in accordance with current standards - BS 5306-3: 2009.



- 3) It was noted that the fire-fighting hose reels have been decommissioned, signage removed, and cupboards have been secured.



Section 12

Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.
- 2) Fire Action Notices are displayed throughout the building.



- 3) **Alternative fire action notices are displayed in the majority of flats and in some communal corridors but refer to the use of Alert Pendants & members of staff. They will need to be removed or replaced / updated to reflect the anticipated occupancy of the building.**
-



- 4) Signage depicting flat numbers are installed throughout the building.



- 5) Signage throughout the building depicting designated Fire Marshalls relates to the former occupiers of the building and should be removed.



- 6) LPG warning signs are displayed within the building.

- 7) Corona virus signage on final exit doors instructing residents to use the main entrance for access & egress no longer applies and should be removed.



- 8) The fire escape routes are clearly defined by the use of directional luminaires and fire signage in accordance with BS 5499.



Section
13

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

- 1) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 2) The neighbourhood officer in attendance at the time of the FRA informed that those designated employees who will be based on site will receive Fire Marshall and Fire Extinguisher training.
- 3) Neighbourhood Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 4) Fire safety will be 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. It was noted that other portable electrical equipment was last tested June 2021.
-



- 4) **There is no evidence of a recent PAT having been completed on the Lincat water boiler within kitchen of the central building.**



- 5) **The fixed electrical installation shall be tested every 5 years. It could not be established on site when the last test was conducted. It is recorded on the previous FRA (2019) that the last test was conducted January 2017.**

Confirmation now received that the Fixed Electrical Inspection has been completed on 07/09/2022 with recommendations, which follow up visits will be arranged to complete the works (JB 21/09/2022).

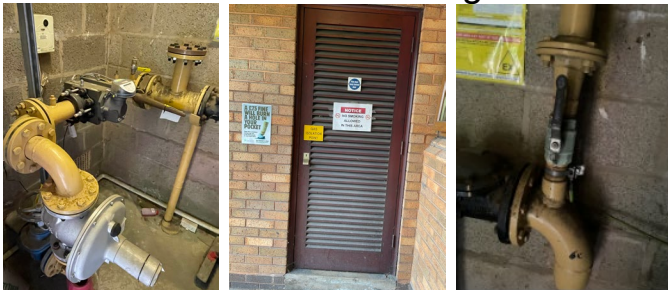
- 6) There are a number of home appliances within flats that belonged to the former occupants of the building. It was noted that these appliances will be disposed of and new appliances for refrigeration and cooking supplied.
- 7) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.
-

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

9) It was noted that gas appliances within the central kitchen have been disconnected / capped off from the supply.



10) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The incoming gas supply and isolation point is located within a dedicated external cupboard adjacent the main entrance to the building.



Section
15

Waste Control

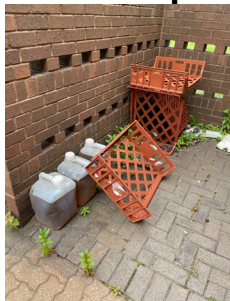
- 1) There are provisions for refuse disposal within the two wings set for residential accommodation by means of internal refuse chutes which serve bin stores. **Refuse has been allowed to accumulate around the internal communal chutes which requires immediate removal.**



- 2) Refuse containers within bin store were found to be full and require emptying. This is why refuse has been left around the communal chutes. Also the bin store was found open but should be secured shut when not in use.



- 3) **There is an accumulation of waste cooking oils and breadbaskets outside the rear fire exit door to the kitchen which require removal.**



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 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) 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) Restricted access to the premises by means of a door entry system.
- 2) There is no current evidence of arson.
- 3) The perimeter of the premises is well illuminated.



- 4) There has been no reported fire incidents since the last FRA.
 - 5) There is CCTV installed covering the external areas of the premises.
-



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.
- 6) **It was noted that some items were being stored in the electrical mains room. These items should be removed and stored appropriately.**



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:

Manifoldia Grange

Date of Action Plan:


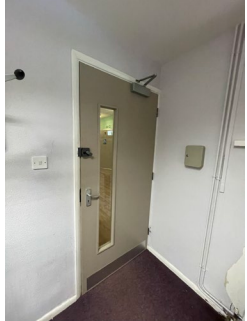

23rd June 2022

Review Date:


<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/07	Self-closing device to be fitted to office door adjacent toilets in central building.		2	August 2022 Fire Rapid Response.	03/08/2022



Fire Risk Assessment

07/08	Self-closer has been disconnected from kitchen door, requires re-fixing		3	August 2022 Electrical Repairs. JM9551398	26/09/2022
07/09	Front office door doesn't close into frame requires adjustment plus new cold smoke seal along lock edge and fire door keep shut signage.		2	August 2022 Fire Rapid Response.	03/08/2022
07/11	Install suitable means of opening the gates from the enclosed garden side. (push bar / thumb turn)		2	July 2022 Repairs Metal Fitter	11/07/2022




Fire Risk Assessment

07/14	All redundant furniture to be removed from communal corridors.		2	August 2022 Premise Manager.	11/08/2022
07/20	Flat 37 front door self-closer requires adjustment / door not closing into frame.	No photo	3	August 2022 Fire Rapid Response.	03/08/2022
07/21	Flat 38 front door self-closer requires adjustment / door not closing into frame.	No photo	3	August 2022 Fire Rapid Response.	03/08/2022




Fire Risk Assessment

07/22	Flat 11 front door self-closer requires adjustment / door not closing into frame. Also install intumescent strip / cold smoke seal.		3	August 2022 Fire Rapid Response.	03/08/2022
07/23	Flat 17 front door and or self-closer requires adjustment, door doesn't reliably close into frame due to carpet.	No photo	3	August 2022 Fire Rapid Response.	03/08/2022
07/24	FD30 doors into central office excessive gap to head, require adjustment.		3	August 2022 Fire Rapid Response. JM9168135 - FO JM9540768	23/09/2022



Fire Risk Assessment

07/25	Move central office furniture away from final exit doors maintaining clear exit route.		2	August 2022 Premise Manager.	03/08/2022
07/26	Remove curtain pole & curtains above exit doors in main office area.	 	2	August 2022 Fire Rapid Response.	03/08/2022




Fire Risk Assessment

<p>07/27</p>	<p>Make good loose brickwork / handrail outside fire exit /communal garden.</p>		<p>2</p>	<p>August 2022 Repairs Bricklayers JM9482031 JM9544798</p>	<p>22/09/2022</p>
<p>07/30</p>	<p>Loose ceiling light and tiles adjacent flat 41 require securing</p>		<p>3</p>	<p>August 2022 Repairs email SP</p>	<p>26/09/2022</p>
<p>08/01</p>	<p>Fire alarm panel displays faults that require correcting.</p>		<p>3</p>	<p>August 2022 Electrical Repairs</p>	<p>28/08/2022</p>




Fire Risk Assessment

08/02	Formulate plan for the weekly testing / recording of fire alarm equipment including those call points within resident's flats.	No photo	3	August 2022 Premise Manager	05/07/2022
08/07	Replace missing heat detector head in flat 1.		3	August 2022 Electrical Repairs email JN	29/09/2022
12/03	Fire actions notices within flats & some corridors with information relating to the previous tenants are to be removed and or updated.		3	August 2022 Premise Manager	10/08/2022

Fire Risk Assessment

<p>12/05</p>	<p>Fire Marshall signage relates to previous occupiers and should be removed and or updated.</p>		<p>3</p>	<p>August 2022 Premise Manager</p>	<p>10/08/2022</p>
<p>12/07</p>	<p>Corona virus signage on final exit doors of both wings to be removed</p>		<p>3</p>	<p>August 2022 Premise Manager</p>	<p>10/08/2022</p>
<p>14/04</p>	<p>Lincat water boiler in kitchen requires PAT.</p>		<p>1</p>	<p>August 2022 Repairs Electrical</p>	<p>12/09/2022</p>


Fire Risk Assessment

14/05	Fixed electrical installation test may be overdue. Confirmation of last test date required.	No Photo	3	August 2022 Electrical Repairs email JN	07/09/2022
15/01	Refuse to be removed from chute rooms in both wings		2	July 2022 Premise Manager	29/07/2022
15/02	Refuse containers are full and require emptying, doors should be secured shut when not in use.		2	July 2022 Premise Manager	15/07/2022
15/03	Waste cooking oils and breadbaskets to be removed from rear of kitchen fire exit & appropriately disposed of.		2	July 2022 Premise Manager	10/08/2022

Fire Risk Assessment

18/06	Items stored in electrical mains room should be removed and stored appropriately		2	August 2022 Premise Manager	10/08/2022
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Signed

Carl Hill	Fire Risk Assessor	Date: 15 th June 2022
	Premise Manager	Date: 11 th July 2022

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

Name of property: Manifoldia Grange

Updated: 15th June 2022

Premise Manager: Tony 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