

Fire Risk Assessment

Alfred Gunn House Thompson Road, Oldbury B68 8RN

Date Completed: 3rd August 2017

Review Date: August 2019

Officer: A Thompson



Fires are the most destructive, disruptive and costly causes of damage to property, that also present risks to the safety and lives of occupants and fire fighters. It is therefore, important to ensure that measures are put into place to prevent fire from occurring.

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Section

1

Contact Details

NOTE: Generic contact details for high-rise blocks are recorded in the separate 'Guidance & Advice' document.

Specific contacts for **Alfred Gunn House** are as follows:

Site Manager (Neighbourhood Office Manager)

Andrew Langford

0121 569 1236

Section
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Description of Premise

Alfred Gunn House
Thompson Road
Oldbury
West Midlands
B68 8RN

Description of the Property

The high rise block was constructed in 1962. The block consists of 11 storeys (inclusive of the ground floor and basement area).

Each of the floors contains 12 number dwellings.

The block has two front main entrances to the front elevation and a further two exit only doors located on the side elevations.

The premise has a basement area which is accessible from the rear and secured with a suited bin room padlock.

There are two fire fighters white box's located to the right hand side of both of the front main entrances. The location of service isolation points for gas, electricity and water are detailed on a plan located in the fire fighters white box.

There are two separate lift cars that serve alternate floors, however both lifts serve the ground floor.

Access to the motor room is obtained via a full height steel door located on 9th Floor, leading upstairs to a further full height timber door providing access out onto the roof and access is then obtained by traversing across the roof.

The tank room is located on the roof opposite the lift motor room.

The booster pumps are located in the basement area.

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

High/Low Rise	High Rise
Number of Floors	11 (including ground and basement)
Date of Construction	1962
Construction Type	Wates
Last Refurbished	Exact date unknown believe to be mid 1990's
External Cladding	N/a
Number of Lifts	2
Number of Staircases	2
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes 2 Number
Access to Roof	Access via (full height steel door located on 9th Floor) leading upstairs to a further full height timber door providing access out onto the roof
Equipment on roof (e.g. mobile phone station etc)	Yes

Section

3

Building Plan

A typical floor layout showing horizontal lines of compartmentation is attached

Upper Floor Plan

Awaiting plans

Section

4

Means of Escape from Fire

Significant Findings

- 1) The means of escape are protected to prevent the spread of fire and smoke.
 - 2) The communal landing / staircases are protected by use of FD30 fire doors with vision panels.
 - 3) The corridors are protected by use of FD30 fire doors with vision panels. These doors overlap each other and are generally in poor condition and would benefit from a replacement programme next time the block is refurbished.
 - 4) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Janitorial Teams as part of their daily checks. Defective closing devices are replaced either by the Janitorial Team(s) or the in-house repairs team(s).
 - 5) Automatic smoke ventilation is not employed.
 - 6) Communal windows have small top hung casement lights which can be opened without the use of a key.
 - 7) Communal areas are kept free of flammable items. The communal areas are checked on a daily basis by Janitorial / 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.
 - 8) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team.
 - 9) Service cupboard doors are FD30 rated, kept locked / secured with a square budget lock.
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- 10) Service cupboard doors are FD30s rated, secured with suited profile cylinder locks. There are no tenants meters in these cupboards
- 11) The surface coatings to the communal areas are Class 0 rated.
- 12) The building has sufficient passive controls that provides effective compartmentation in order to support a Stay Put Policy Therefore residents are advised to remain in their flat unless the fire directly affects them.
- 13) Individual flat doors are of a composite construction and are FD30s rated
- 14) **Cables hanging adjacent to flat 119**
- 15) **Refix trunking adjacent to flat 104**
- 16) **Refix cables into existing trunking adjacent to flat 52**

Section

5

Fire Detection and Alarm Systems

Significant Findings

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.

- 1) There is no effective means for detecting an outbreak of fire to the communal areas. The reason for this are: -
 - i) Such systems may get vandalised
 - ii) False alarms would occur
 - 2) A sprinkler system is provided to the 2 Number refuse chute bin stores. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.
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Section

6

Emergency Lighting

Significant Findings

- 1) The premise has a sufficient emergency / escapes lighting system in accordance with BS 5266 and test points strategically located.
- 2) The self-contained units are provided to communal landings, stairs and lift motor room. The lighting is dated and currently sufficient but would benefit from being upgraded when the block is next refurbished.
- 3) All installed equipment is checked and tested by competent persons in accordance with current standards.

Section

7

Compartmentation

Significant Findings

This section should be read in conjunction with Section 4

- 1) The premise has undergone basic compartmentation work to limit the travel and effect of smoke and flame in event of a fire.
 - 2) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Janitorial Teams as part of their daily checks. Defective closing devices are replaced either by the Janitorial Team(s) or the in-house repairs team(s).
 - 3) All service cupboards to communal landings are lockable.
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- 4) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, foam and Intumescent pillows.
 - 5) It was noted that the general condition of the vertical fire stopping within the service cupboards housing the soil pipes was poor. Due to the fact that the soil pipes need replacing asap the fire stopping will be considered as part of this work.
 - 6) Individual flat doors are generally of a composite construction and are FD30s rated.
 - 7) The staircases are protected by use of FD30 fire doors with vision panels.
 - 8) The corridors are protected by use of FD30 fire doors with vision panels. These doors overlap each other and are generally in poor condition and would benefit from a replacement programme next time the block is refurbished.
 - 9) **Flat 119 composite front door damaged, requires replacement with a complete door set**
 - 10) **Flat 114 composite front door damaged, requires replacement with a complete door set**
 - 11) **Flat 113 composite front door damaged, requires replacement with a complete door set**
 - 12) **Flat 112 composite front door damaged, requires replacement with a complete door set**
 - 13) **Flat 108 composite front door damaged, requires replacement with a complete door set**
 - 14) **Flat 105 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.**
 - 15) **Flat 104 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.**
 - 16) **Flat 100 composite front door damaged, requires replacement with a complete door set**
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- 17) Flat 97 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 18) Flat 96 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 19) Flat 93 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 20) Flat 92 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 21) Flat 91 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 22) Flat 89 composite front door damaged, requires replacement with a complete door set
 - 23) Flat 87 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 24) Flat 80 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 25) Flat 79 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 26) Flat 78 composite front door damaged, requires replacement with a complete door set
 - 27) Flat 71 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 28) Flat 68 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 29) Flat 58 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 30) Flat 25 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
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- 31) Flat 19 composite front door damaged, requires replacement with a complete door set
 - 32) Flat 17 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.
 - 33) Flat 16 renew intumescent sleeved letter plate
 - 34) Chute hopper doors are general insecure as they appear to have had the grub screws removed
 - 35) Replace 8th floor stairwell door adjacent to flat 98
 - 36) 8th floor fire door adjacent to Chute room A – renew combined smoke / intumescent seal
 - 37) 8th floor fire door adjacent to lift, renew hardwood beads, bedded on intumescent mastic, cupped and screwed
 - 38) 8th floor stairwell fire screen, refit screen and rehang door
 - 39) 7th floor chute room A, door requires easing
 - 40) 6th floor stairwell door adjacent to 74 requires the overhead door closure adjusting
 - 41) 2nd floor stairwell fire door adjust overhead door closure
 - 42) 2nd floor chute room A, ease door
 - 43) 1st floor fire door adjacent to chute room replace missing top smoke / intumescent seal
 - 44) Ground floor fire door adjacent to No 1, adjust overhead door closure
 - 45) Ground floor fire door adjacent to Lift No 1, rehang / adjust door
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Section

8

Fire Fighting Equipment

Significant Findings

- 1) The dry riser inlet cabinets (2 No) are located to the left hand side of both entrances on the front elevation.
 - 2) There are two dry risers in place that serves the building with exposed outlets on the landing of each floor. Each exposed valve is secured with a cable tie. The caretakers check the cable tie is intact as part of their weekday inspections.
 - 3) The dry riser is checked quarterly by Assistant Building Surveyors (Investment). Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
 - 4) Portable fire extinguisher (CO2) is provided to the lift motor rooms, tank room and basement. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.
 - 5) Portable fire extinguishers are provided to the lift motor rooms,
 - 6) Dust cap missing to 5th floor dry riser valve.**
 - 7) Dust cap missing to both 1st floor dry riser valves.**
 - 8) Dust cap missing to both ground floor dry riser valves.**
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Section

9

Fire Signage

Significant Findings

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.
 - 2) Fire Action Notices are displayed throughout the building.
 - 3) Yellow LPG sign is displayed in the lifts
 - 4) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.
 - 5) Floor indicator numbers have been stencilled on the floor directly outside of each lift car on each floor.
 - 6) Floor indicator numbers have been stencilled to the wall of each floor on the communal staircase(s). These stencils have recently been painted over and would benefit from having photoluminescent floor indicator signs installed.**
 - 7) Due to the complex layout of each floor, signage has been installed depicting the location of each flat.
 - 8) Directional Fire escape signage is displayed.
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Section

10

Employee Training

Significant Findings

- 1) All Janitorial / 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) Janitorial Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located within the lift motor room. Janitorial Teams are not expected to tackle fires in this area.
- 4) Investment Division Employees assigned to undertake Fire Safety Inspections / Risk Assessment have received training via West Midlands Fire Service.

Section

11

Sources of Ignition

Significant Findings

- 1) No smoking is allowed within any parts of the building.
 - 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures will be followed.
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Section

12

Waste Control

Significant Findings

- 1) There is a daily Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.
- 3) Daily checks by Janitors minimise risk of waste accumulation.
- 4) 'Out of Hours' service in place to remove bulk items

Section

13

Control and Supervision of Contractors and Visitors

Significant Findings

- 1) Owing to the nature of High Rise flatted accommodation. It is difficult to manage / control individual contractors / utility companies. However, where employed as part of a refurbishment scheme, Urban Design 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.
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- d) Final Contractor review on completion of works undertaken.
- 2) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
- 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is followed.
- 4) Utility companies are not allowed to access any service cupboard or secure area. They have to request and collect maintenance keys from Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenants broadband / phone line etc.

Section

14

Arson Prevention

Significant Findings

- 1) Daily Checks are undertaken by Janitorial / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) Restricted access to the premise by means of a door entry system.
 - 3) There is a CCTV system in operation at this site.
 - 4) There is no current evidence of arson.
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Section

15

Storage Arrangements

Significant Findings

- 1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts)
- 2) No Flammable liquids stored on site by Janitors / cleaners.
- 3) All store cupboards are kept locked.
- 4) There are no flammable liquids or gas cylinders stored on site.

**Section
16**

**Additional Control Measures;
Fire Risk Assessment - Level 2
Action Plan**

Significant Findings

Risk Rating of Additional Control Measures

Section	Ref No	Action Required	Risk Rating
Means of Escape	04/14	Cables hanging adjacent to flat 119	2
	04/15	Refix trunking adjacent to flat 104	2
	04/16	Refix cables into existing trunking adjacent to flat 52	2
Fire Detection and Alarm	05/	No risks identified	N/a
Emergency Lighting	06/	No risks identified	N/a
Compartmentation	07/05	It was noted that the general condition of the vertical fire stopping within the service cupboards housing the soil stacks was poor. Due to the nature of the work this will have to be considered as part of future refurbishment works.	4
	07/09	Flat 119 composite front door damaged, requires replacement with a complete door set	3
	07/10	Flat 114 composite front door damaged, requires replacement with a complete door set	3

Section	Ref No	Action Required	Risk Rating
	07/11	Flat 113 composite front door damaged, requires replacement with a complete door set	3
	07/12	Flat 112 composite front door damaged, requires replacement with a complete door set	3
	07/13	Flat 108 composite front door damaged, requires replacement with a complete door set	3
	07/14	Flat 105 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.	3
	07/15	Flat 104 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.	3
	07/16	Flat 100 composite front door damaged, requires replacement with a complete door set	3
	07/17	Flat 97 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/18	Flat 96 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/19	Flat 93 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3

Section	Ref No	Action Required	Risk Rating
	07/20	Flat 92 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/21	Flat 91 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/22	Flat 89 composite front door damaged, requires replacement with a complete door set	3
	07/23	Flat 87 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/24	Flat 80 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/25	Flat 79 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/26	Flat 78 composite front door damaged, requires replacement with a complete door set	3
	07/27	Flat 71 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/28	Flat 68 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/29	Flat 58 wooden flush type fire door installed (presume as	3

Section	Ref No	Action Required	Risk Rating
		temporary measure) Replace composite door and frame set	
	07/30	Flat 25 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/31	Flat 19 composite front door damaged, requires replacement with a complete door set	3
	07/32	Flat 17 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	3
	07/33	Flat 16 renew intumescent sleeved letter plate	2
	07/34	Chute hopper doors are general insecure as they appear to have had the grub screws removed	2
	07/35	Replace 8th floor stairwell door adjacent to flat 98	3
	07/36	8th floor fire door adjacent to Chute room A – renew combined smoke / intumescent seal	2
	07/37	8th floor fire door adjacent to lift, renew hardwood beads, bedded on intumescent mastic, cupped and screwed	2
	07/38	8th floor stairwell fire screen, refit screen and rehang door	2

Section	Ref No	Action Required	Risk Rating
	07/39	7th floor chute room A, door requires easing	2
	07/40	6th floor stairwell door adjacent to 74 requires the overhead door closure adjusting	2
	07/41	2nd floor stairwell fire door adjust overhead door closure	2
	07/42	2nd floor chute room A, ease door	2
	07/43	1st floor fire door adjacent to chute room replace missing top smoke / intumescent seal	2
	07/44	Ground floor fire door adjacent to No 1, adjust overhead door closure	2
	07/45	Ground floor fire door adjacent to Lift No 1, rehang / adjust door	2
Fire Fighting Equipment	08/06	Dust cap missing to 5 th floor dry riser valve.	1
	08/07	Dust cap missing to both 1 st floor dry riser valves.	1
	08/8	Dust cap missing to both ground floor dry riser valves.	1
Fire Signage	09/06	Floor indicator numbers have been stencilled to the wall of each floor on the communal staircase(s). These stencils have recently been painted over and would benefit from having photo luminescent floor indicator signs installed.	2

Section	Ref No	Action Required	Risk Rating
Employee Training	10/	No risks identified	N/a
Sources of Ignition	11/	No risks identified	N/a
Waste Control	12/	No risks identified	N/a
Control and Supervision of Contractors	13/	No risks identified	N/a
Arson Prevention	14/	No risks identified	N/a
Storage	15/	No risks identified	N/a



Fire Risk Assessment Level 2 Action Plan



Name of Premises or
Location:

Alfred Gunn House

Date of Action Plan:

3rd August 2017

Review Date:

August 2019

Question/ Ref No	Required Action	Timescale and Person Responsible	Date Completed
04/14	Cables hanging adjacent to flat 119	Sept 17 Repairs A2377975	23/08/2017
04/15	Refix trunking adjacent to flat 104	Sept 17 Repairs A2377975	23/08/2018
04/16	Refix cables into existing trunking adjacent to flat 52	Sept 17 Repairs A2377975	23/08/2017
07/05	It was noted that the general condition of the vertical fire stopping within the service cupboards housing the soil stacks was poor. Due to the nature of the work this will have to be considered as part of future refurbishment works.	Future programme	n/a

07/09	Flat 119 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397139	
07/10	Flat 114 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397135	
07/11	Flat 113 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2396616	
07/12	Flat 112 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397074	
07/13	Flat 108 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397076	
07/14	Flat 105 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.	Oct 17 Steve Piddock A2397132	
07/15	Flat 104 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set.	Oct 17 Steve Piddock A2397077	
07/16	Flat 100 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2314514	


07/17	Flat 97 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397130	
07/18	Flat 96 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397127	
07/19	Flat 93 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397125	
07/20	Flat 92 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397124	
07/21	Flat 91 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397122	
07/22	Flat 89 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock	18/09/2017
07/23	Flat 87 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397120	

07/24	Flat 80 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397085	
07/25	Flat 79 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397118	
07/26	Flat 78 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397114	
07/27	Flat 71 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397109	
07/28	Flat 68 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397105	
07/29	Flat 58 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2397100	
07/30	Flat 25 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock A2389225	
07/31	Flat 19 composite front door damaged, requires replacement with a complete door set	Oct 17 Steve Piddock A2397096	

07/32	Flat 17 wooden flush type fire door installed (presume as temporary measure) Replace composite door and frame set	Oct 17 Steve Piddock	28/07/2017
07/33	Flat 16 renew intumescent sleeved letter plate	Sept 17 Repairs A2378037	10/8/2017
07/34	Chute hopper doors are general insecure replace missing grub screws	Sept 17 Caretakers	28/07/2017
07/35	Replace 8th floor stairwell door adjacent to flat 98	Oct 17 Repairs A2378046	23/08/2017
07/36	8th floor fire door adjacent to Chute room A – renew combined smoke / intumescent seal	Sept 17 Repairs A2378046	23/08/2017
07/37	8th floor fire door adjacent to lift, renew hardwood beads, bedded on intumescent mastic, cupped and screwed	Sept 17 Repairs A2378055	24/08/2017
07/38	8th floor stairwell fire screen, refit screen and rehang door	Sept 17 Repairs A2378055	24/08/2017
07/39	7th floor chute room A, door requires easing	Sept 17 Repairs A2378063	24/08/2017
07/40	6th floor stairwell door adjacent to 74 requires the overhead door closure adjusting	Sept 17 Repairs A2378063	24/08/2017

07/41	2nd floor stairwell fire door adjust overhead door closure	Sept 17 Repairs A2378070	16/08/2017
07/42	2nd floor chute room A, ease door	Sept 17 Repairs A2378063	16/08/2017
07/43	1st floor fire door adjacent to chute room replace missing top smoke / intumescent seal	Sept 17 Repairs A2378063	16/08/2017
07/44	Ground floor fire door adjacent to No 1, adjust overhead door closure	Sept 17 Repairs A2378077	17/08/2017
07/45	Ground floor fire door adjacent to Lift No 1, rehang / adjust door	Sept 17 Repairs A2378077	17/08/2017
08/06	Dust cap missing to 5th floor dry riser valve.	Sept 17 Jason Blewitt	14/08/2017
08/07	Dust cap missing to both 1st floor dry riser valves.	Sept 17 Jason Blewitt	14/08/2017
08/8	Dust cap missing to both ground floor dry riser valves.	Sept 17 Jason Blewitt	14/08/2017
09/06	Fit Floor photo luminescent floor number indicator signs to the wall of each floor on the communal staircase(s). (signs available from Jason Blewitt)	Sept 17 Repairs A2378085	26/01/2018

Signed

	Senior Manager	Date:
	Premise Manager	Date: 3 rd August 2017

Risk Rating of Block

Current Ranking (out of 54)	Block	Standard & Condition of existing fire protection to communal areas.	Standard & Condition of existing fire protection within flats	No of floors	Number of Staircases	Security in the block	ASB & arson threat within block	Void Rates	Risk Score	No of Flats	Number of voids over 12 months	Percentage flat to void ratio
		Weightings										
		5	4	1	4	3	5	2				
3	Alfred Gunn House	5	5	2	1	3	5	3	91	120	34	28.3

NOTES FOR RISK ASSESSMENT SCORES

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

STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO COMMUNAL AREAS

- SCORE1 The block received full renovation to the communal areas within the last 5 years and condition is known to be excellent.
 2 The block received full renovation to the communal areas within the last 5 years but condition is known to be adequate.
 3 The block received renovation to the communal areas within the last 10 years and condition is known to be reasonable.
 4 The block received full renovation to the communal areas within the last 15 years but condition is known to be poor.
 5 The block received renovation to the communal areas over 15 years ago but condition is known to be poor.

STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO FLATS

- SCORE1 Property received renovation in the last 5 years and fire protection works signed off.
 2 Property received renovation in the last 5 years and fire protection works NOT signed off
 3 Property renovated in the last 10 years.
 4 Property renovated in the last 15 years.
 5 Property not received renovation/fire works where possible issues could be apparent

NUMBER OF FLOORS

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

NUMBER OF STAIRCASES

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

SECURITY IN THE BLOCK

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

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

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

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

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

Appendix 3

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

Name of property: Alfred Gunn House

Updated: 3rd August 2017

Premise Manager: Anthony Thompson Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
Asbestos	Various locations	Asbestos, if and where present has been labelled. Asbestos Survey undertaken and reports placed in motor room