

Fire Risk Assessment

33-64 Horton St



Tipton, DY4 7JW

Date Completed: 17/09/2024

Review Period: 12 months

Officer: C. Hill Fire Risk Assessor

Checked By: A. Jones Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

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, but the Council will as a minimum review:

- High Risk Residential Buildings annually
- Other Buildings every 3 years

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.

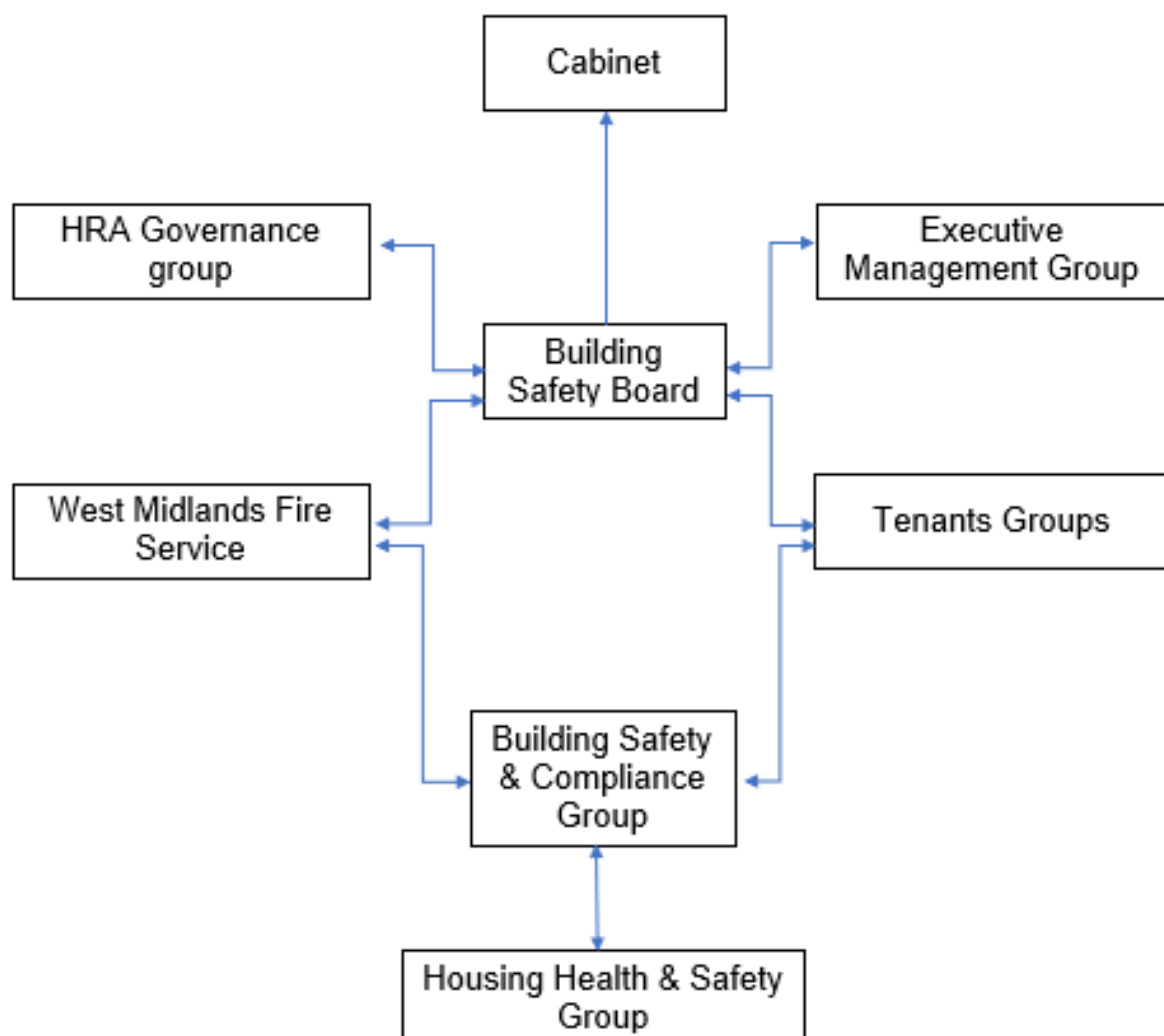
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



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, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope Side elevations have Wetherby mineral wool silicone render system – A2 fire classification.</p> <p>Masonry finish to the front and rear.</p> <p>Individual balconies to flats are cantilevered concrete with a steel and glass balustrade. Exterior window frames are powdered coated aluminium.</p> <p>Flats 33, 42, 43, 54, 59, 61 have installed combustible items to be removed from balcony.</p>	Tolerable

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>There are 2 protected staircase's that provide a sufficient means of escape.</p> <p>All communal doors along the means of escape are self-closing notional fire doors upgraded with combined intumescent strips / cold smoke seals.</p> <p>There are 2 final exit doors.</p> <p>AOV to 7th floor rear stairwell. Louvre vents to all floor front stairwell.</p>	<p>Trivial</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within flats is installed to LD2 or LD1 standard.</p> <p>Automatic opening vents are installed to the rear stairwell on the 7th floor only.</p> <p>A fire suppression system is provided to the bin store.</p>	<p>Trivial.</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency / escape lighting system.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts.</p> <p>All doors are FD30s doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.</p>	<p>Tolerable</p>

	<p>2 x service cupboard doors require replacement intumescent strip / cold smoke seal below bottom hinge.</p> <p>Stop tap panel adjacent flat 43 is damaged and requires replacement.</p> <p>Fire stopping to 2 x small cable penetration above flats 37 & 51</p>	
Section 11	<p>Fire Fighting Equipment</p> <p>There is a fire hydrant adjacent the front main entrance.</p> <p>The dry riser serves all floors.</p> <p>There is a CO2 fire extinguisher within the lift motor room.</p> <p>There is a fire suppression system in the bin store.</p> <p>Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Sufficient signage is displayed throughout the building.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years. The last test date was 24/08/20</p>	Trivial

Section 15	Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting is in place.	Trivial
Section 18	Storage Arrangements There are no storage facilities for residents within the communal areas. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm Moderate Harm Extreme Harm

In this context, a definition of the above terms is as follows:

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment, including the installation of combustible screening / netting to some balcony's, the requirement for minor fire stopping to 2 x cable penetrations and re-instatement of a missing stop tap cover.

It has also been noted that there are two designated disability car parking spaces to the south facing side elevation. Vehicles are a potential ignition source however, there are no electric vehicle charging points so the risk to the building is currently deemed low. This information has been recorded within section 19 / observations with a recommendation to consider relocating the carparking spaces under future refurbishment projects.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include nominal FD30s composite doors to flat entrances, notional 30 minute fire doors upgraded with intumescent strips and cold smoke seals to communal doors and service cupboards, combined with suitable smoke detection to LD2 / LD1 standard within flats, 2 protected staircases, automatic smoke ventilation, and a Stay Put – Unless policy.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been completed.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

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 takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

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

Shokat Lal

Directorate of Place

Alan Lunt

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Rushpal Dhaliwal

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

33-64 Horton Street
Tipton
West Midlands
DY4 7JW

Description of the Property

This high-rise block was built in approximately 1960 of Waites concrete / brick construction. The side elevations were clad with a Wetherby mineral wool, silicon render system, fire classification A2 during a 2009 refurbishment. The front and rear elevations are traditional masonry with no cladding.



The block consists of 8 storeys (inclusive of the ground floor) with 4 number dwellings to each floor.



The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation.



Both entrances have a door entry system with a fob reader installed. The front entrance only, has a firefighter door override switch by use of a drop latch key.



There are two protected staircases and a single lift car that serve all floors.



There is a single waste disposal chute accessed on all floors within the front staircase. The bin store is right of the main entrance. Key is stored in the firefighter's white box.

Fire Risk Assessment



Service cupboards containing resident's electricity meters are in each lift lobby.



The building safety notice is displayed in the ground floor lobby.



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 building was subject to a fire safety audit by the enforcing authority West Midlands Fire Service on 11th January 2024.

On arrival Information (for WMFS)



There is a firefighter's white box externally to the left-hand side of the main entrance to the front of the building. The box contains keys for the building and is secured with a bridge-door padlock. All keys are the same for the neighbouring three blocks, each block has its own set within its own firefighter's white box.



Access is gained via the firefighter's door override switch utilising the drop latch key in the white box.



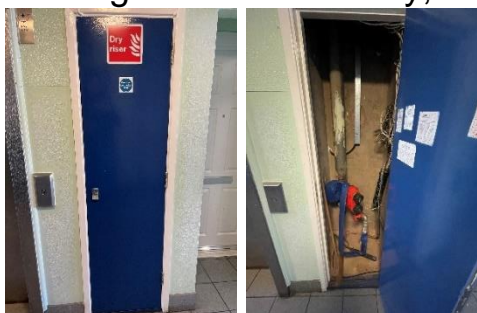
There is a Secure Premise Information Box (PIB) located in the ground floor rear entrance lobby. It is a Gerda box that utilises a standard WMFS suited key. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and documents for those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).



The nearest hydrant is to the left hand side of the front entrance.



The dry riser inlet is next to the ground floor lift car. Accessed is gained utilising the suited 54 key, also contained in the white box.



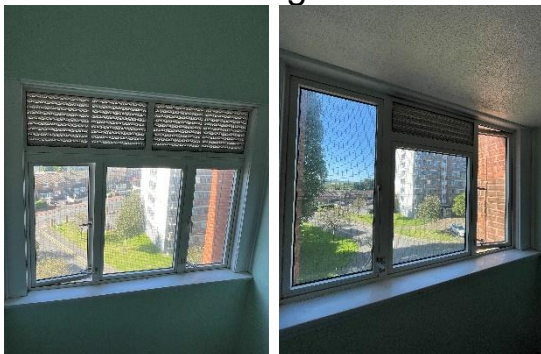
Dry riser outlets are available on each floor within the secured cupboards next to the lift car.



Automatic opening vents are installed to the 7th floor rear staircase. The override switch is on the 7th floor landing wall. Key is in the firefighter's white box.



Natural ventilation is employed to the front staircase via a louvred vents on all floor landings



There is a firefighter's lift override switch to the right-hand side of the lift car. This is operated by the drop latch key.



Access to the lift motor room is obtained via a ceiling hatch from the 7th floor lobby. The access ladder is stored within the 7th floor dry riser cupboard. Keys to the riser cupboard, the padlocks and mortice lock on the ceiling hatch are in the firefighter's white box (riser cupboard and hatch mortice lock are the same key 54 suited key).



Access to the flat roof is via a door within the lift motor room, 54 suited key.



A man-safe system has been installed to the roof.



Fire Risk Assessment

Address: Block 33-64 Horton Street DY4 7LA		Survey date: 18/09/2024	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Building height	21.6 metres		
Construction	Wates, concrete brick, Wetherby mineral wool silicon renders system to side elevations (fire classification A2)		
Number of floors	8 including ground floor		
Layout	<p>The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 7th floor, aluminium ladders stored in the 7th floor storage cupboard grants access to the lift motor room via a trap door. A full height door then grants access to the main roof.</p> <p>2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block.</p> <p>Corridors and stairs are protected by FD30s doors.</p> <p>2 sets of ingress / egress points to the block with the override switch, FWB and fire hydrant located nearest the MAP (main access point)</p>		
Lifts	1		
Types of entrance doors	Individual flat doors are FD30s of composite construction. Communal doors within the block are notional timber FD30s		
Rubbish chutes/ bin rooms	Yes		
Common voids	No		
Access to roof/ service rooms	Aluminium ladder (stored in dry riser 7 th floor cupboard) gives access into motor room through a trap (top floor landing). A full height door then allows access onto the main roof.		
Occupants	Approx. 68 based on an average of 2 occupants per flats (32 flats)		
Evacuation strategy	Stay Put Unless- 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		
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
FIREFIGHTING SYSTEMS			
Water supplies	Fire hydrant is located at the front entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.		
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.		
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift. A Firefighter lift control switch is located within the ground floor lobby		
Smoke control vents	Automatic smoke ventilation is employed to the head of the rear staircase, <u>There</u> is master reset / control switch located on the 7 th floor rear staircase landing. The front staircase is naturally ventilated by louvres to all floors. Communal windows (other than smoke vents) can be opened without the need for a key.		
Sprinkler system	A water suppression system is provided to the refuse chute bin store		
DANGEROUS SUBSTANCES			
Location, type, and quantity	<p>ALL BALCONIES – RAINWATER PIPE – CEMENT- SEALED – PRESUMED – CHRYSOTILE</p> <p>FLAT ROOF MINERAL FELT TO LIFT MOTOR-FRONT AND REAR ENTRANCES – BITUMINOUS</p>		
SERVICES			
Electricity	Electric meter cupboards located on each floor of the block		
Gas	Gas isolation within individual flats.		

High/Low Rise	High
Number of Floors	8
Date of Construction	1960
Construction Type	Wates Concrete / Brick
Last Refurbished	2009
External Cladding	Front and rear elevations have no cladding (still original brickwork. Gable walls have Wetherby Mineral wool silicone render system (fire rating A2)
Number of Lifts	1
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes – 7 th floor rear staircase. Louvre vents to front staircase.
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Aluminium ladder (stored in dry riser) gives access into motor room through a trap (top floor landing). A full height door then allows access onto the main roof
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 32 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

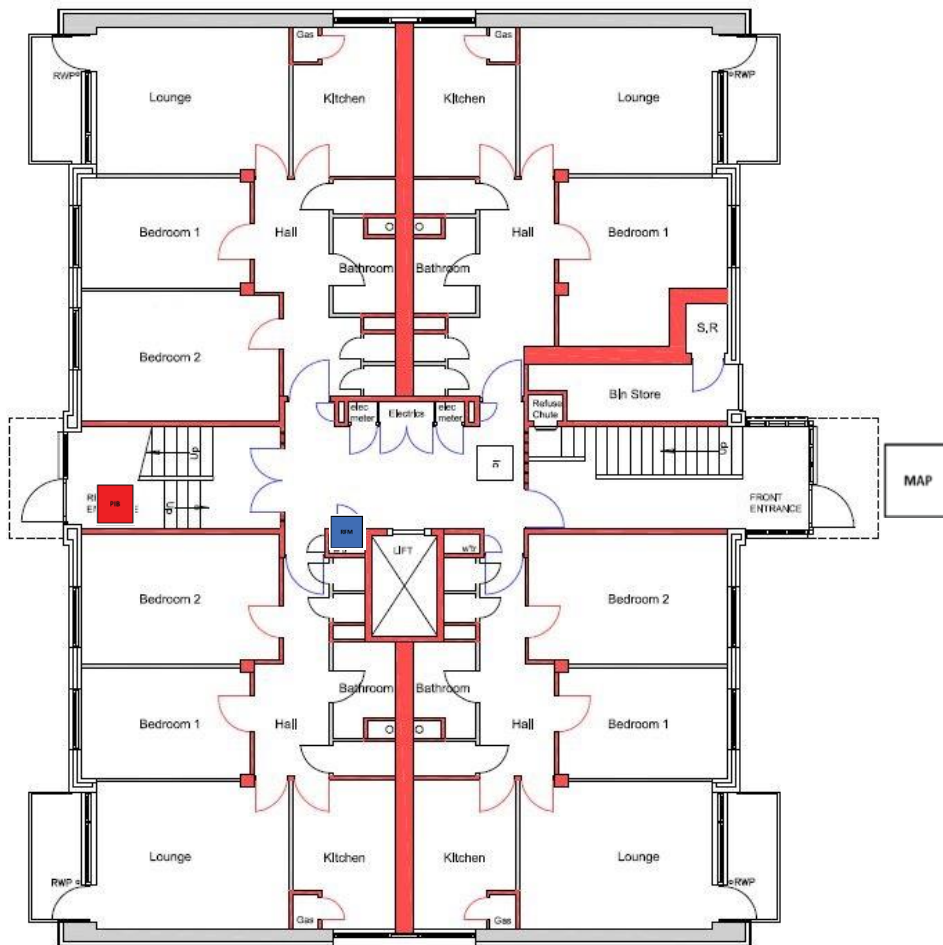
Building Plan

A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

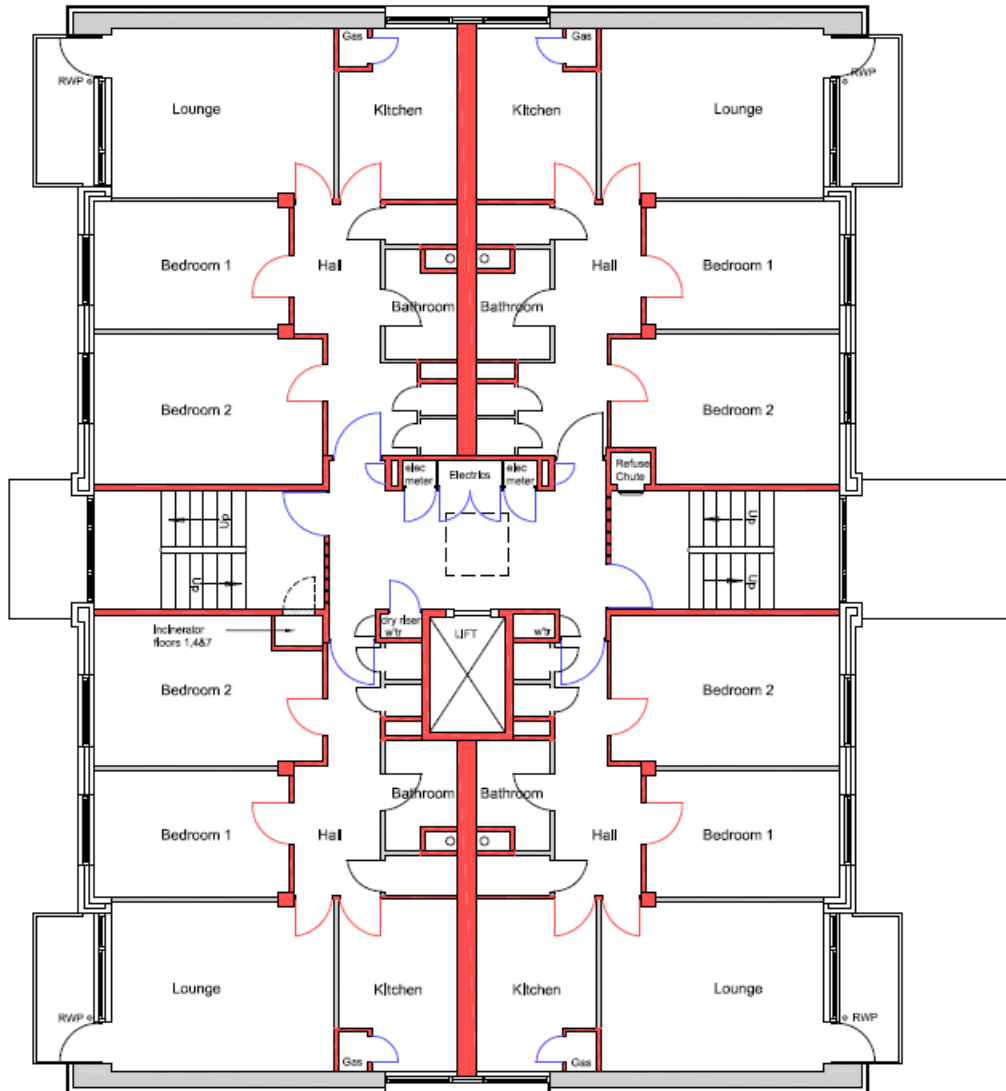
The plans have been shared with WMFS electronically via their portal.

Ground floor

-  premise information box
-  main access point
-  dry riser



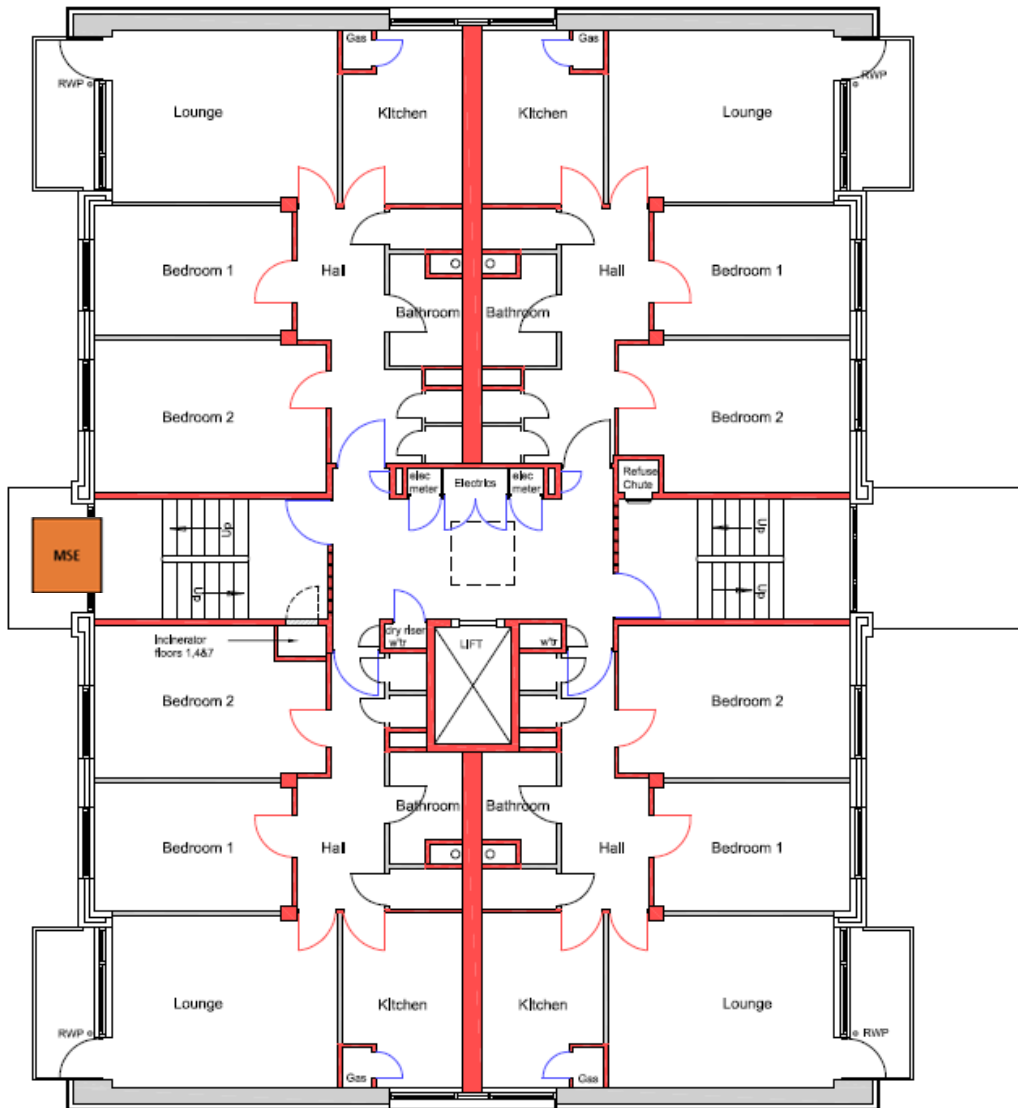
Floors 1-6



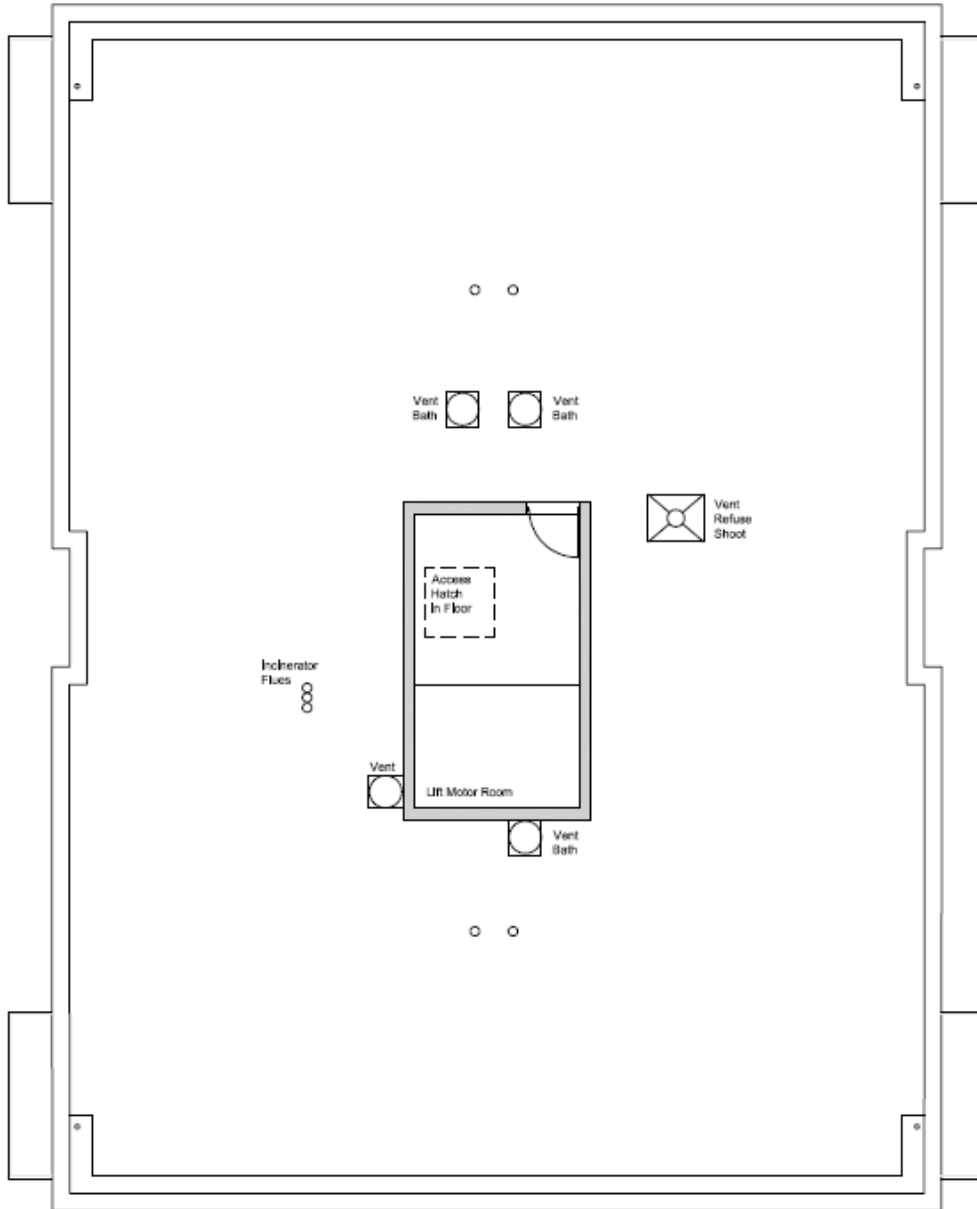
Floor 7



mechanical smoke extraction



Roof



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.

Details of the known external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022.

However, a third party approved contractor has been appointed to carry out External Wall Assessments of Sandwell Metropolitan Borough Councils Higher Risk Buildings .

When completed, should the survey identify any materials that weren't previously known then WMFS will be informed via their portal.

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA.

The addition of combustible screening / netting to some balconies could potentially support the surface spread of flame in that area which is an unnecessary risk. Once this is removed the level of risk presented by materials present to the external envelope of this building would become acceptable.

Details of the external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022

- 1) The front and rear elevations are traditional masonry.



- 2) The side elevations were clad with a Wetherby mineral wool, silicon render system, fire classification A2 during a 2009 refurbishment.



- 3) Each flat within the block has access to an individual balcony. These are cantilevered concrete with a steel and glass balustrade.

- a) Flat 33 decorative screening / trellis installed to balcony.**



- b) Flat 61 screening installed to balcony.**
-



- c) **Flat 43 screening installed to balcony. Tenant spoke to the assessor during the survey and agreed to remove the screening.**



- d) **Flat 59 decorative trellis installed to balcony.**



- e) **Flat 42 decorative trellis installed to balcony. *Bamboo screening was removed from this balcony following the previous FRA 2023.***



f) Flat 54 anti-bird netting installed to balcony.



- 4) Communal windows are single glazed units housed in powder coated aluminium frames. Flat windows are double glazed units housed in timber frames with an external powder coated aluminium face.



- 5) The front and rear entrances to the building have powder coated aluminium doors.



- 6) Rainwater downpipes penetrate each balcony floor slab. The type of downpipe is unknown however taking into account the open balconies, they are maintained free of combustibles, the risk is deemed minimal.



Section 7

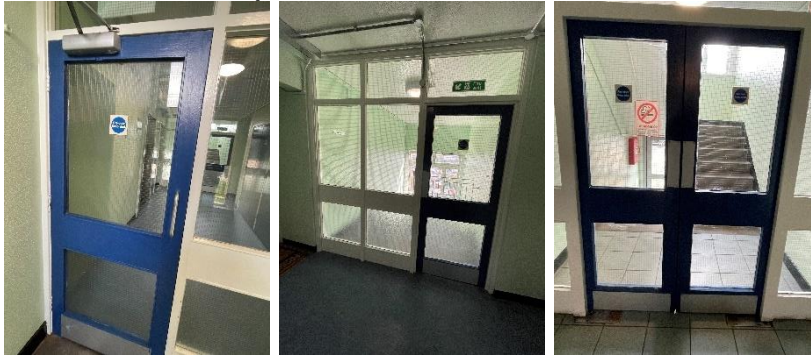
Means of Escape from Fire

- 1) The site has 2 protected staircases that provide a sufficient means of escape. Each staircase in width is 986mm from hand rail to wall.

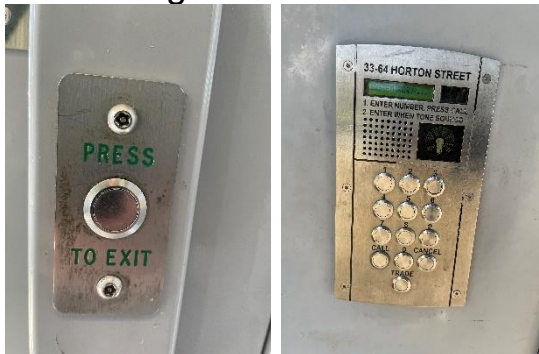


- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
 - 3) None of the corridors that form part of the means of escape are dead ends
 - 4) The means of escape are protected to prevent the spread of fire and smoke.
 - 5) The communal landing / staircases are protected by use of upgraded notional & nominal self-closing 44mm 30-minute timber
-

fire doors with vision panels. All doors have been upgraded with intumescent strips / cold smoke seals. [Refer to section 10/10](#)



- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) 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.



- 9) Automatic smoke ventilation is employed to the head of the rear staircase. This is tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.
-



- 10) There is a master reset switch located on the 7th floor rear staircase landing. The switch is operated by a key which can be found in the firefighter's white box.



- 11) The waste disposal chutes are located on each landing to the front staircase. Hoppers are 1.½ hour fire rated to BS 476 part 8



- 12) Communal windows are lockable however, all windows were noted as unlocked and openable.



- 13) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 14) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.



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



- 16) Dry riser inlet / outlets on lobbies are housed in cupboards with FD30s doors and secured by suited 54 key mortice locks.



- 17) Service cupboards are 44mm nominal fire doors with intumescent strips and cold smoke seals, secured with type 138 suited mortice locks to allow residents access to their electricity meters.

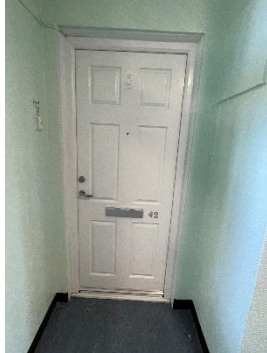


- 18) The surface coatings to the communal areas are Class 0 rated.
- 19) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.
- 20) Individual flat doors are nominal FD30s composite doors with the majority being manufactured by Permadoor. Flat 57 has an FD30s composite manufactured by IG Doors.
- 21) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc. Despite best endeavours it wasn't possible to sample any further doors during the survey.

- a) Flat 58 – Door is correct.



b) Flat 42 – Door is correct.



c) Flat 40 - Door is correct.



22) Other than door mats the communal areas were noted as sterile.

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

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to LD2 or LD1 Standard.

Flat 58 – LD1

Flat 42 – LD2

Flat 40 – LD2

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place
- 4) A fire suppression system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. The control panel for the system is located in the ground floor lobby service cupboard.



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 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. It was noted that the monthly test for August 2024 was outstanding. This is due to there being a change of contractor and therefore will be promptly rectified. *(email sent to electrical manager).*



Section 10

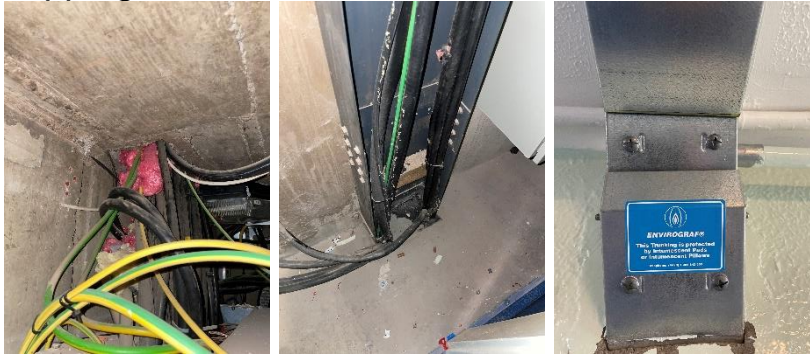
Compartmentation

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 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 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 has not been compromised by third parties and where applicable enhance the fire stopping.
- 3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 4) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 5) All service cupboards to communal landings are locked with suited 138 mortice locks. Residents have been provided with a key for access to their electricity metres.



- 6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pads or pillows. Minor remnants of expanding fire foam within cabling was noted in service cupboards on the ground and 3rd and 6th floor however, enhancement was not required as suitable fire stopping was confirmed from above.



- 7) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 9) Individual flat doors are nominal FD30s composite doors with the majority being manufactured by Permadoor. Flat 57 has an FD30s composite manufactured by IG Doors.

Horton Street 33-64 (O&E)	33-64 Horton Street;Tipton;West Midlands;;		
Horton Street 33-64 (O&E)	33 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	34 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	35 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	36 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	37 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	38 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	39 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	40 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	41 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	42 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	43 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	44 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	45 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	46 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	47 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	48 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	49 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	50 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	51 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	52 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	53 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	54 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	55 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	56 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	58 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	59 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	60 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	61 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	62 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	63 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	64 Horton Street;Tipton;West Midlands;;	Permadoor	Not glazed
Horton Street 33-64 (O&E)	57 Horton Street;Tipton;West Midlands;;	IG Doors	Not glazed

- 10) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels, 25mm stops & screens. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the buildings construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. It has been recognised that all of the landing / staircase notional doors in this block have been upgraded with combined intumescent strips & cold smoke seals to enhance their original design and minimise departures from today's standards (upgraded notional fire door). Where minor shortcomings have been identified actions have previously been created for corrective works.



- 11) The hatch to the lift motor room is a 54mm 60 minute nominal fire door with combined intumescent strips & cold smoke seals.



- 12) Fire stop small hole around penetration above flat 51 entrance door (4th floor).



13) 2nd floor – missing stop tap cover from outside flat 43 to be replaced.



14) 2nd floor right-hand service cupboard slave door is missing a section of combined intumescent strip - cold smoke seal.



15) 1st floor left hand service cupboard / left hand door, a section of combined intumescent strip - cold smoke seal is missing.



16) Fire stop cable penetration above flat 37 entrance door.



Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and tested by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

Section

11

Fire Fighting Equipment

- 1) There is a fire hydrant adjacent the front main entrance.



- 2) The dry riser inlet is located in the ground floor lift lobby.



- 3) There is a dry riser outlet on each floor above to the right hand side of the lift car.



- 4) The dry riser is checked regularly as part of the Caretakers duties.
-

- 5) 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.
- 6) Portable fire extinguisher (CO₂) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.



- 7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly. The control panel is in the ground floor lift lobby service cupboard.



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) Yellow LPG warning signs are displayed within the lift cars.



- 4) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.



- 5) Photoluminescent wayfinding signage depicting floor level and flat numbers are fitted to the walls on all floors adjacent the lift car's and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022



- 6) Directional escape signage has been installed throughout the building.



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 are within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Building safety and evacuation notices are displayed in common areas and lift cars.



- 7) Information regarding use of fire doors is provided to residents.



8) Information regarding the Stay Put unless fire evacuation strategy is provided to residents.



9) Information regarding building safety is contained within a Building Safety Notice. This is affixed to the wall on the ground floor lift lobby of high rise blocks.

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council		FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)		SAVE LIVES, DON'T DO THIS (red background)	
	Mains electrical system is tested every 5 years	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE.			Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
	Gas supply tested annually				Stairs and corridors are escape routes and must be kept clear
	Water supplies checked in line with water hygiene regulations				Emergency lighting comes on in the event of power failure and is checked monthly
	There is a 4 yearly check of the structural condition				Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
	An asbestos survey has been completed and available on request				Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
	This building has protection against lightning strikes. The system is checked annually				Smoke and heat detector/alarms are in resident's flats only
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.				Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
	The external façade is brick and Wetherby mineral wool insulated render (fire classification A2)		Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 5000 lee_mills@Sandwell.gov.uk Abdulmonim_Khan@Sandwell.gov.uk		Bin rooms have sprinkler protection activated by smoke alarms

Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the most recent inspection is 24th August 2020 where the install was deemed as satisfactory.



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of nominal 44mm timber fire doors with intumescent strip & cold smoke seals.

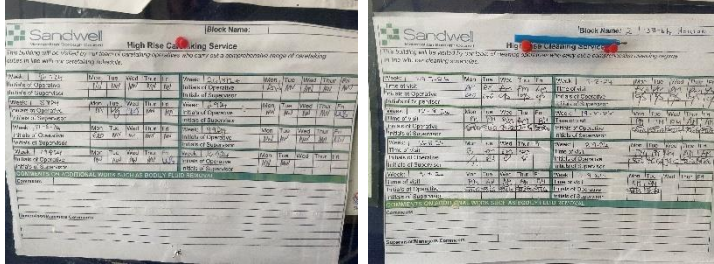
- 6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is internal to the building.



Section
15

Waste Control

- 1) There is a regular Cleaning Service to the premises.



- 2) Refuse containers are located in the bin store which is to the right-hand side of the main entrance. Access is via a motorised roller shutter, key is stored in the firefighter's white box. All refuse containers are emptied regularly.



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

Section 16

Control and Supervision of Contractors and Visitors

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

Section
17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.
- 3) There is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated.



- 5) There have been no reported fire incidents at 33-64 Horton Street since the date of the last Fire Risk assessment (October 2023).
-

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 - Action Plan

Significant Findings

Action Plan

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:


33-64 Horton St

Date of Action Plan:



19/09/24

Review Date:



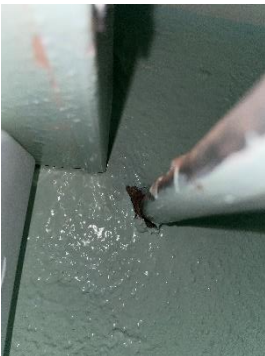
<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/3a	Flat 33 – remove decorative screening / trellis from balcony. <i>Previously requested to remove in 2023.</i>		P2	Within 1-3 months. Housing Manager	




Fire Risk Assessment

6/3b	Flat 61 – remove screening installed to balcony.		P2	Within 1-3 months. Housing Manager	
6/3c	Flat 43 – confirm screening installed to balcony is removed. <i>Tenant confirmed intention to remove to the assessor during the survey.</i>		P2	Within 1-3 months. Housing Manager	
6/3d	Flat 59 – remove trellis installed to balcony. <i>Previously requested to remove 2023</i>		P2	Within 1-3 months. Housing Manager	

Fire Risk Assessment

6/3e	Flat 42 – remove decorative trellis from balcony. <i>Bamboo screening was removed following the FRA 2023</i>		P2	Within 1-3 months. Housing Manager	
6/3f	Flat 54 – Remove anti-bird netting from balcony. <i>Previously requested to remove in 2023.</i>		P2	Within 1-3 months. Housing Manager	
10/12	4 th floor - flat 51 – fire stop small hole above entrance door.		P2	Within 1-3 months Rapid Response Fire	

Fire Risk Assessment

10/13	2 nd floor - flat 43 replace missing stop tap cover with suitable 1hr fire resistant product.		P2	Within 1-3 months Rapid Response Fire	
10/14	2 nd floor R/H service cupboard slave door, replace missing section of combined intumescent strip / css		P2	Within 1-3 months Rapid Response Fire	
10/15	1 st floor L/H service cupboard L/H door replace missing section of combined intumescent strip / css		P2	Within 1-3 months Rapid Response Fire	

Fire Risk Assessment

10/16	1 st floor fire stop cable penetration above flat 37 entrance door.		P2	Within 1-3 months Rapid Response Fire	
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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Observations

Some notional communal landing doors show signs of wear and tear due to age. Consideration should be given to upgrade with certified FD30s door sets & combination frames as part of a future programme.





Fire Risk Assessment

Consider relocating the two disability car parking spaces away from the building and install bollards to prevent vehicles from parking within close proximity.



Signed

	Fire Risk Assessor	Date: 19/09/2024
 Adrian Jones	Quality Assurance Check	Date: 26/09/2024

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


Name of property: 33-64 Horton St

Updated: 23/06/2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077). <i>Include survey</i>

Asbestos Survey		Property Address 33-64 Horton Street, Great Bridge, Tipton, DY4 7JW.				✓ Office use			
Surveyed by	W Colbourne	Date	25/02/2014	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	02/05/2018	Property Description HIGH RISE 7 STOREY Year Built 1964			
Investment Void		Refurbishment Survey							
Investment Tenanted		Management Survey	✓						
R & M Void		SHAPE Interrogated.	✓						
R & M Tenanted		No Existing SHAPE Data.							
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓						
Communal Areas	✓	Refurb Surveys Interrogated ?							
				Notes / including details of similar property surveys completed. Revised By G.Carrington – 23/06/2022					
				Building Surveyors 0121 569 5077		Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			
									

Fire Risk Assessment

Sample Locations		Property Address 33-64 Horton Street, Great Bridge, Tipton, DY4 7JW.							
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT	
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE									
FLOORS 1-7 WALLS	TEXTURED COAT	100m2+	SEALED	BB3338	NONASBESTOS	NO	NO		
FLOORS 1-7 CEILING	TEXTURED COAT	100m2+	SEALED	BB3338	NONASBESTOS	NO	NO		
GROUND FLOOR WALLS	TEXTURED COAT	60m2	SEALED	BB3338	NONASBESTOS	NO	NO		
LIFT MOTOR ROOM	NO ACM'S FOUND								
ALL BALCONIES – RAIN WATER PIPE	CEMENT	-	SEALED	PRESUMED	CHRYSOTILE	NO	-	-	
FLAT ROOF MINERAL FELT TO LIFT MOTOR-FRONT AND REAR ENTRANCES	BITUMINOUS	-	-	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.									
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL				
LIFT MOTOR ROOM CEILING	PLASTERBOARD								
FLOOR 7 DRY RISER CEILING	PLASTERBOARD								
ALL LANDING DUCT COVERS UNLESS STATED ABOVE	SUPALUX PLYWOOD								
GROUND FLOOR TRANSOM PANEL OVER INNER DOOR	SUPALUX PLYWOOD								
GROUND FLOOR HIGH LEVEL BOXING TO TRUNKING NEXT TO FRONT ENTRANCE DOOR	SUPALUX								

About the Report

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell Homes' managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK!

SHAPE: Sandwell Homes' Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Borescope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Blank	Blank
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where possible. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
SP	Strong Presumption that material contains asbestos. Used to qualify possible false negative laboratory results.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.