

Fire Risk Assessment

Mountford House



**1-66, Glover Street,
West Bromwich, B70 6DS**

Date Completed: 14/12/2023

Review Period: 12 months

Officer: C. Hill Fire Risk Assessor

Checked By: J Blewitt 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”*.

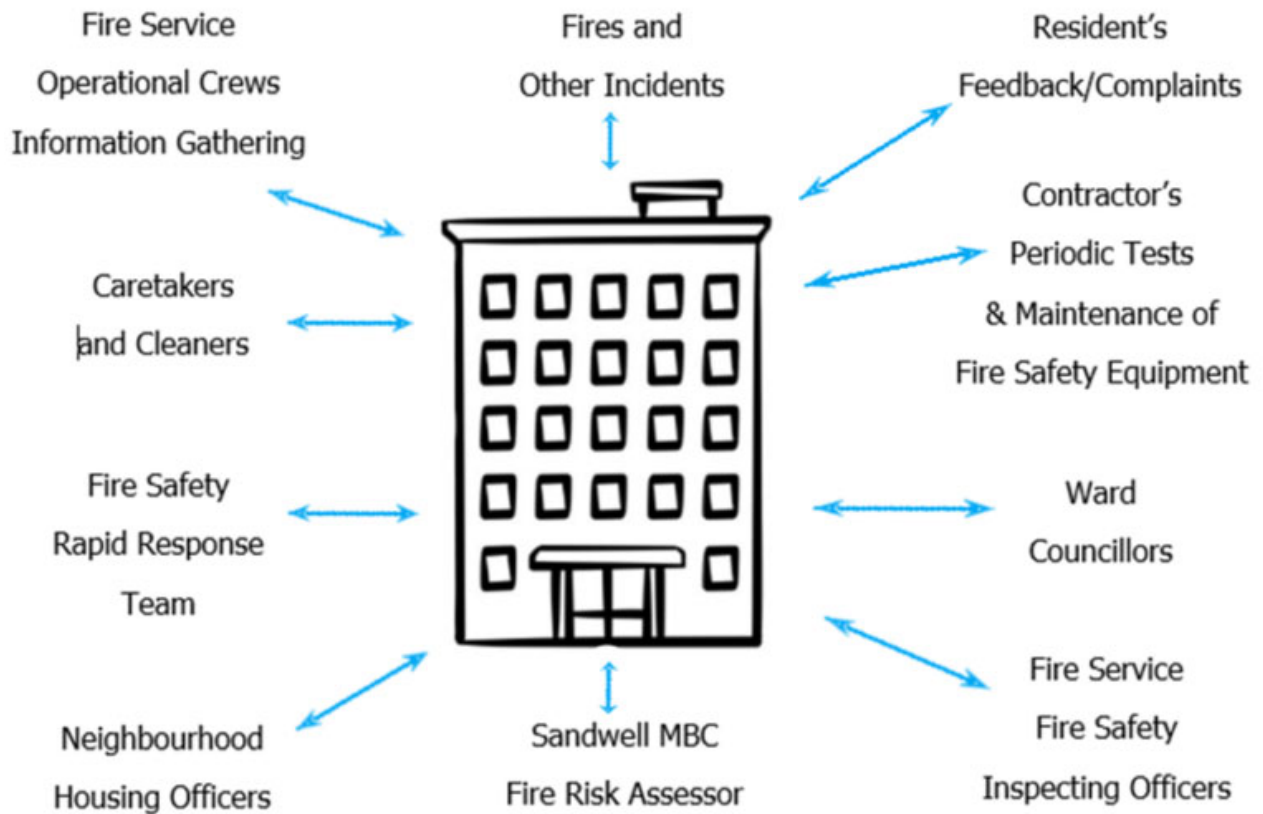
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. 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.

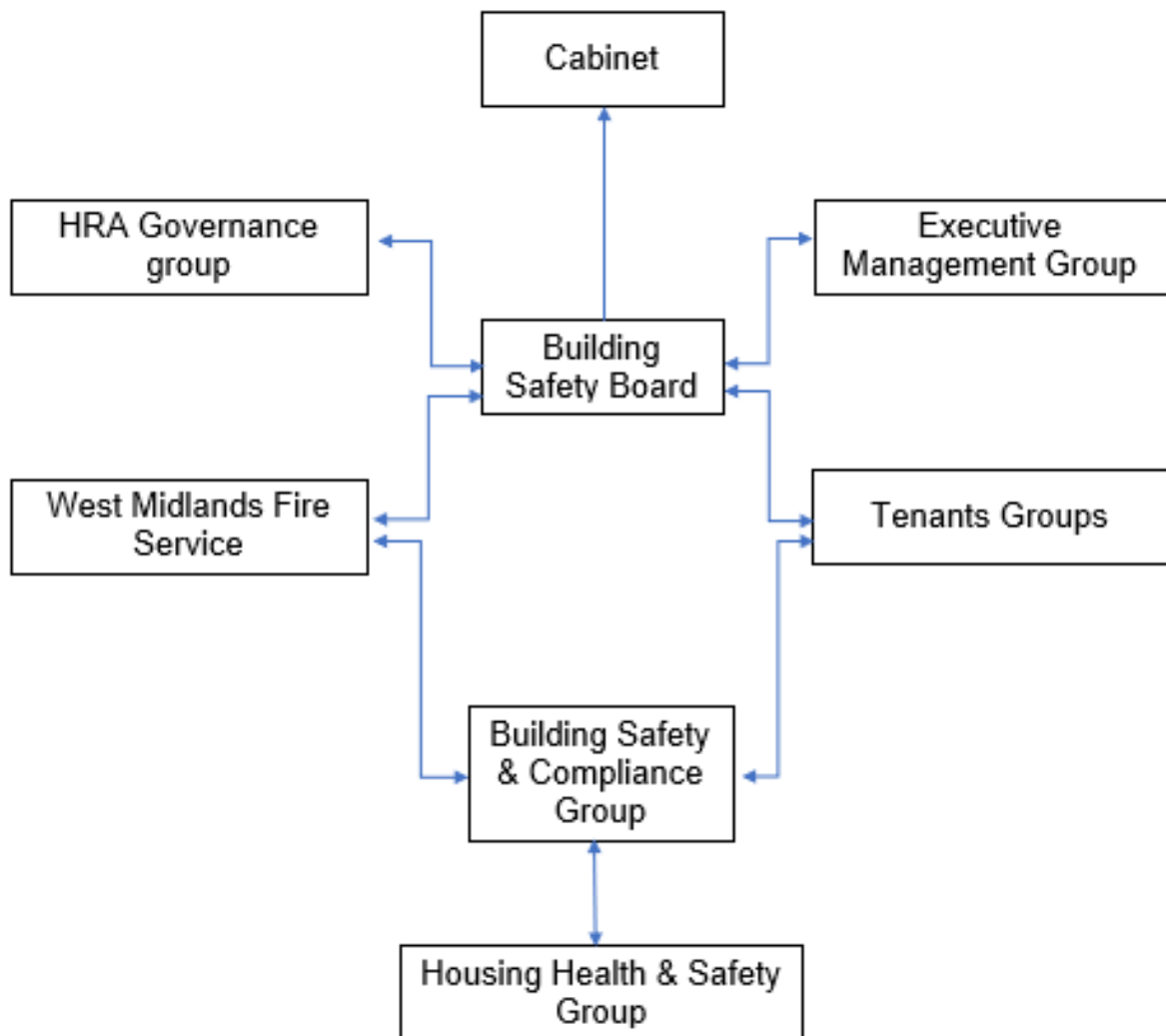
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 Blockwork from ground to 1st floor.</p> <p>Wetherby EWI render system class A2 rated 1st to 16th floor.</p> <p>Trespa Meteon HPL to the front & rear elevations class B,s1.d0.</p> <p>PPC Aluminium spandrel panels to front & rear.</p> <p>Rockwool insulation to external walls.</p>	<p>Trivial</p>

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>There is 1 protected staircase that provides a sufficient means of escape.</p> <p>All communal doors along the means of escape are self-closing 44mm notional fire doors with combined intumescent strips / cold smoke seals & vision panels.</p> <p>Lobby doors to ground floor are to FD60 standard doors.</p> <p>Flat 61 – Entrance door requires adjustment to enable reliable self-closing</p> <p>Flats 35 – Requires self-closer reinstating to entrance door.</p> <p>Detection for AOV present in lobbies & stairwell landings.</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within sampled flats is installed to LD2 standard with smoke detectors to the hall / lounge and a heat detector within the kitchen.</p> <p>Automatic opening vents are installed to the stairwell.</p> <p>A deluge 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 communal & flat entrance doors are minimum 30-minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.</p> <p>All service / storage cupboard doors are minimum 44mm 30-minute fire doors. Majority are 54mm 1-hour fire doors.</p> <p>Firestopping required around the back of the dry riser inlet pipe.</p>	<p>Tolerable</p>
<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>There is a fire hydrant adjacent the rear entrance.</p> <p>The dry riser outlets serve all floors from 1st to 16th.</p> <p>There is a CO2 fire extinguisher within the lift motor room.</p> <p>There is a deluge 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>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage</p> <p>LPG cylinders warning signs are required.</p> <p>Escape signage is present.</p>	<p>Tolerable</p>

<p>Section 13</p>	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years, last test date: 21/05/2019.</p>	<p>Trivial</p>
<p>Section 15</p>	<p>Waste Control</p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Refuse containers are secured within the bin store.</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention</p> <p>A door entry system prevents unauthorised access.</p> <p>Perimeter lighting is in place.</p> <p>CCTV is in operation.</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements</p> <p>There is a cleaner's store located on the ground floor.</p> <p>There is a landlord's stored accessed externally.</p> <p>Residents instructed not to bring L.P.G cylinders into block.</p>	<p>Trivial</p>

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 requirement of firestopping to the rear of the dry riser inlet cabinet and the corrective works to ensure flats 35 & 61 entrance doors can reliably self-close.

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 FD30s doors to flat entrances, notional 30-minute fire doors upgraded with intumescent strips / cold smoke seals to lobby & stairwell doors and nominal 60-minute fire doors to service cupboards also with intumescent strips and cold smoke seals, alongside suitable smoke detection to LD2 standard within flats, automatic smoke ventilation system to the stairwell 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.

At the time of the writing this fire risk assessment there were no recorded PEEP's within the building.

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

Interim Director of Housing

Dean Epton

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 (Trainee)

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Lisa Ellis

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change

Section

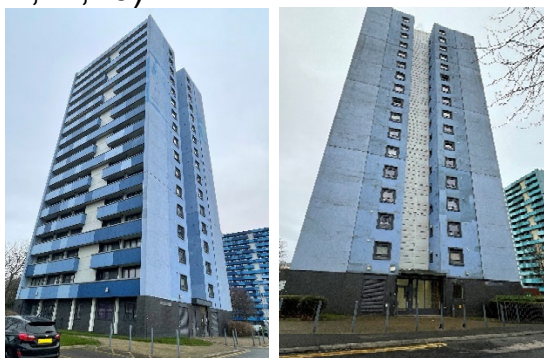
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Description of Premises

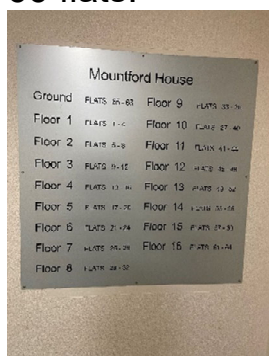
Mountford House
Glover Street
West Bromwich
B70 6DS

Description of the Property

This high-rise block was constructed in 1965 of Waites concrete / brick construction with a flat roof construction. The external wall system to all elevations was installed during a refurbishment in 2010 and includes blockwork to 1st floor level, and a combination of Wetherby insulated EWI render system (class A2) from 1st to 16th floor levels and Trespa Meteon high pressure laminate cladding to the balconies (Class B,s1,d0).



The block consists of 17 storeys (inclusive of the ground floor) with 2 number dwellings to the ground floor and 4 to each floor above, total of 66 flats.



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



The main entrance to the front elevation has a door entry system with a fob reader installed. The entrance to the rear elevation is accessed by the installed fob reader. The front entrance only, has a firefighter override by use of a drop latch key.



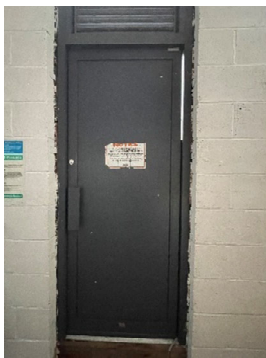
All floors are served with one of two lift cars (odds & evens) and a single protected staircase.



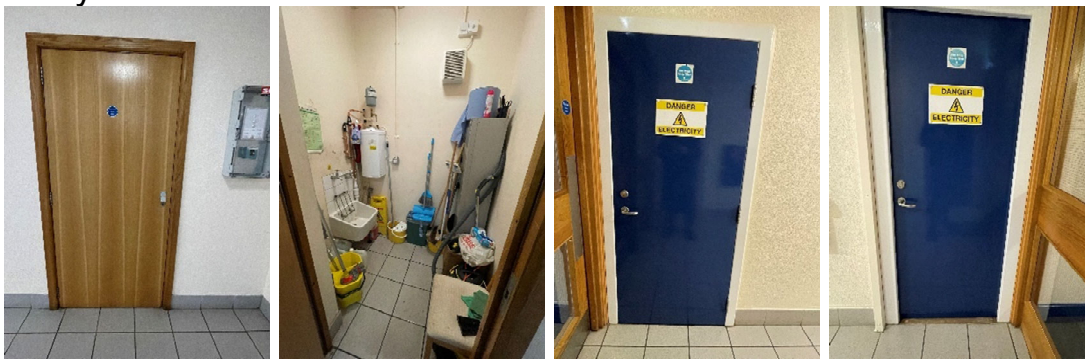
Access to the lift motor room is obtained via a ceiling hatch with zip ladder from 16th floor lobby. The hatch & ladder are accessed via a suited key and padlock. The key is stored within the firefighter's white box.



Access to the exposed flat roof area is gained via a door from the lift motor room.



There is a cleaner's store cupboard and service risers to the ground floor lobby area.



There is a refuse chute installed to the rear of the building with access to a hopper on each floor. Each chute room benefits from natural ventilation and is compartmented with a 30-minute notional fire door. The bin store is accessed via roller shutter adjacent the rear entrance.

Fire Risk Assessment



There is a service corridor with electrical switchgear to the right-hand side of the rear entrance. This is accessed with a suited cylinder key via the roller shutter door.



There is a landlord's storage area to the left-hand side of the front main entrance. This is accessed with a suited cylinder key via the roller shutter door.



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.



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



There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key held on each fire appliance. 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).



There is a firefighter's lift override switch for each lift between the ground floor lift cars. They are operated by the drop latch key.



The fire hydrant is adjacent the rear entrance.



The dry riser inlet is internal and adjacent the ground floor lift cars. It is accessed utilising a suited bridge door padlock.



Dry riser outlets are available on each floor lobby. Each outlet is within a riser cupboard accessed with a suited 54 key and secured in the off position by cable tie.

Fire Risk Assessment

Automatic opening vents are installed to the staircase between floors 1st & 2nd, 6th & 7th also on the 16th. The information panel & override switch are adjacent the ground floor lift cars. There is a second override switch on the 16th floor landing.



AOV smoke detectors are installed to the lobby, stairwell landing & area between the lobby / stairwell & chute room doors on floors 1 to 16.



Address: Mountford House Glover Street B70 6DS		Survey date: 07/03/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Width, breadth and height			
Construction	Wattles, Concrete brick construction - Brickwork to 1 st floor. The gable walls are insulated Rockwool render. The balcony details to the front and rear elevations have high density laminate board.		
Number of floors	17 including ground floor		
Layout	<p>The block consists of 17 storeys (inclusive of the ground floor) Each of the floors contains 4 number dwellings except the ground floor which has 2.</p> <p>The ground floor consists of large main entrance/ lobby area, 2 dwellings, lift lobby area</p> <p>The block has 2 exits from communal areas at the MAP and rear entrance of the block</p> <p>2 lifts that serve alternating floors one serving odd floors and the other serving even floors.</p> <p>Stairwell is protected with good compartmentation provided with openable windows on each floor and natural ventilation to each floor of the block. Smoke vents located on floors 2,7 and 16</p>		
Lifts	2 lifts that serve alternating floors one serving odd floors and the other serving even floors. Both lifts can be accessed from the ground floor lift lobby.		
Types of entrance doors	Flat entrance doors are composite Permadoor		
Rubbish chutes/ bin rooms	Yes, secured behind notional 30 minute timber fire doors.		
Common voids	No		
Access to roof/ service rooms	Access via a metal trap door on 16 th floor up a metal zip ladder into the lift motor room. A full height timber door then allows access onto the main roof.		
Occupants	Approx. 132 based on an average of 2 occupants per flats (66 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	The building consisting of Early warning 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.		

Fire Risk Assessment

FIREFIGHTING SYSTEMS	
Water supplies	Fire hydrant is located 1m from the buildings rear access point fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located in the ground floor lobby. The dry riser outlets are located on each floor above within the lobby area.
Fire mains	The dry riser inlet (twin valve) is located on the ground floor of the block towards the rear entrance under the staircase secured with bin store padlock with adequate signage
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block.
Smoke control vents	Automatic smoke ventilation is employed. There are master reset key switches located on the ground floor nearest Main access point next to the fire alarm panel.
Sprinkler system	A drenching system is provided to the refuse chute bin store.
DANGEROUS SUBSTANCES	
Location, type, and quantity	ROOF PIPE CEMENT - SEALED - PAINT CHRYSOTILE ALL CEILINGS COMMUNAL AND STAIRWELLS TEXTURED COATING - SEALED PRESUMED CHRYSOTILE ROUND FLOOR REAR CUPBOARD PIPE CEMENT - UNSEALED PRESUMED CHRYSOTILE
SERVICES	
Electricity	Electric meter cupboards located on each floor of the block and can be seen on the floor plans for the block
Gas	Gas isolation points located on the orientation plan

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service

High/Low Rise	High
Number of Floors	17
Date of Construction	1965
Construction Type	Concrete / Brick
Last Refurbished	2009
External Cladding	Brickwork to 1 st floor. The gable walls are insulated rockwool render. The balcony details to the front and rear elevations have high pressure laminate board.
Number of Lifts	Two
Number of Staircases	One
Automatic Smoke Ventilation to communal area	Yes, to stairwell.
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access via a metal trap door on 16 th floor up a metal zip ladder into the lift motor room. A full height timber door then allows access onto the main roof.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 66 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

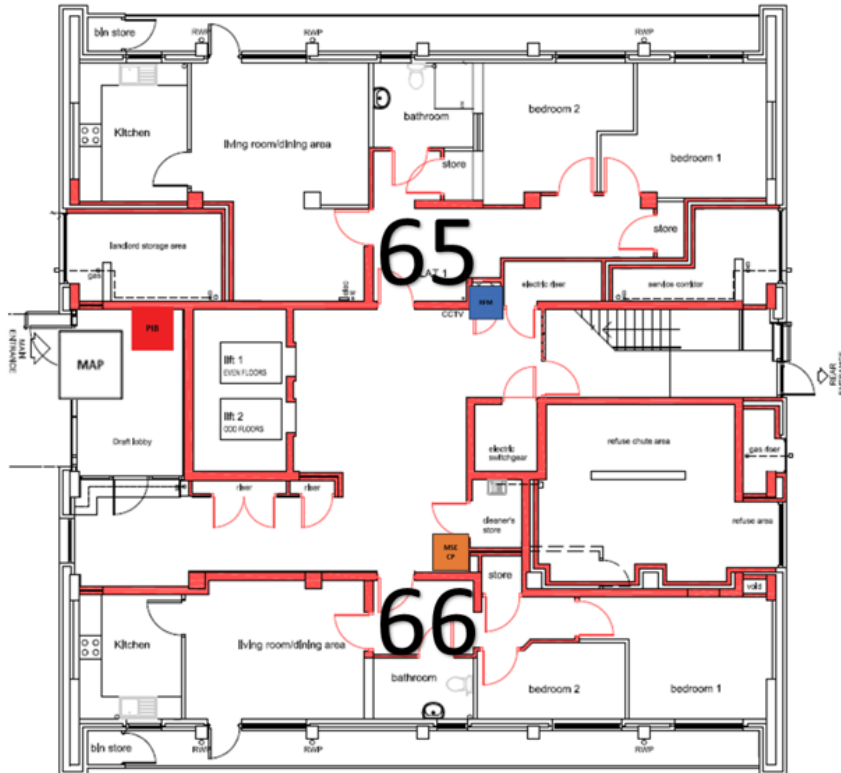
Building Plan

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.

-  premise information box
-  main access point
-  dry riser
-  mechanical smoke extraction
-  mechanical smoke extraction control panel

Ground Floor





dry riser






mechanical smoke extraction

Typical upper floor

7th Floor



Fire Risk Assessment

-  dry riser
-  mechanical smoke extraction
-  mechanical smoke extraction control switch

16th Floor



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

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Mountford House.

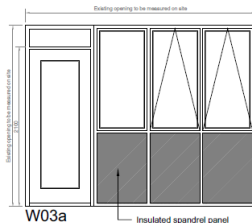
It is deemed that the combination and application of these materials present an acceptable level of fire risk.





1) Mountford House has 4 separate areas of external cladding;

- Blockwork ground to first floor.
- Trespa Meteon high pressure laminate panels to balconies and concrete panels (class B,s1,d0).
- PPC Aluminium spandrel panels fixed beside flat windows.



- Wetherby EWI render system (class A2) – 1st – 16th floors.

2) Mineral wool manufactured by Rockwool (class A1) has been used to insulate the external wall system.

3) Entrance doors and communal windows are powder coated aluminium glazed units.



4) Individual flat windows are powder coated aluminium faced timber composite double glazed units.



5) Mesh / netting installed externally over ventilated chute lobbies.



6) The roof to the block is flat and consists of single ply membrane on PIR/PUR board. This is a new roof membrane laid over the existing roof construction.

Section 7

Means of Escape from Fire

- 1) The site has a single protected staircase that provides a sufficient means of escape. Each staircase in width is 990 mm 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 self-closing 44mm notional 30-minute timber fire doors with vision panels. All doors have been upgraded with combined intumescent strips / cold smoke seals. [Refer to section 10/12.](#)
-



- 6) The ground floor lobby is protected by use of nominal 54mm FD60s doors and combination frames. These doors were installed during the 2010 refurbishment.



- 7) 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).
- 8) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 9) 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.



10) Automatic smoke ventilation is employed. 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.

11) Automatic opening vents have been installed to the stairwell between the 1st/2nd, 6th/7th and the 16th floor.



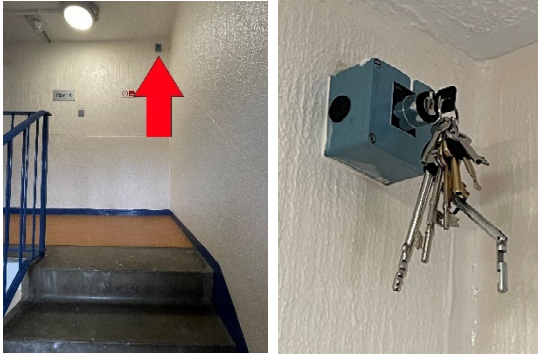
12) AOV smoke detectors are installed to the lobby, stairwell landing & stairwell lobby / chute room doors on floors 1 to 16.



13) The control panel and override switch has been installed to the ground floor lift lobby.



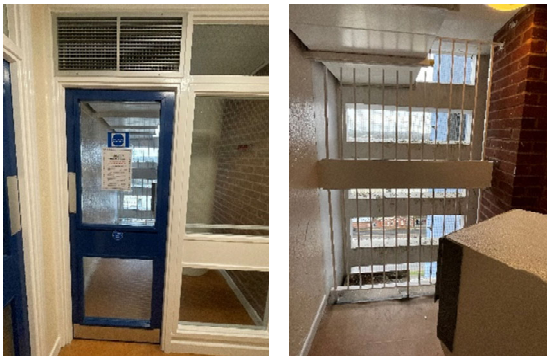
14) An alternative override switch has been installed to the 16th floor stairwell landing.



15) A ventilation grill was noted to the head of the staircase.

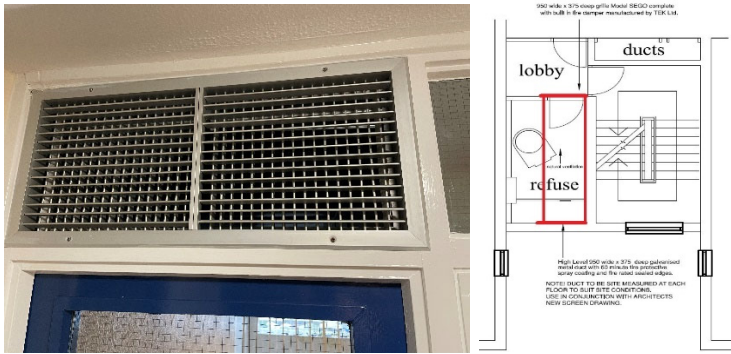


16) The chute room doors on each floor are 44mm notional 30-minute fire doors with combined intumescent strips & cold smoke seals and overhead self-closing devices. The chute rooms benefit from natural ventilation.



17) A high-level metal duct provides ventilation to stairwell lobbies on each floor. The duct has been installed with a grill with built in fire damper and has been coated with a 60-minute fire protective coating.

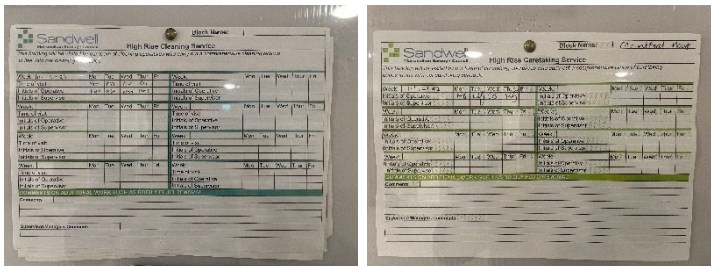
Fire Risk Assessment



- 18) Communal windows to stairwell are openable except for those as part of AOV system.



- 19) 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.



- 20) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.

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



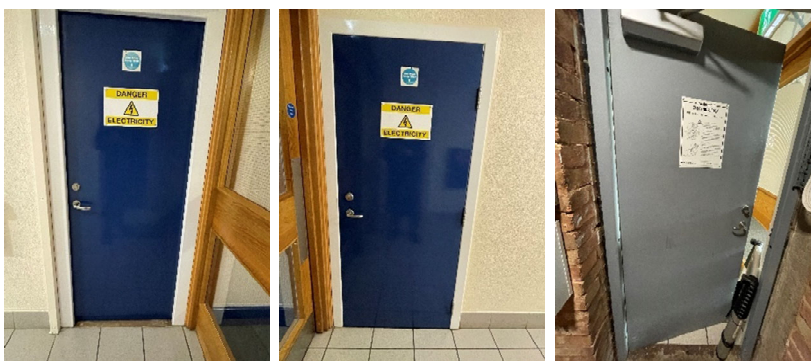
- 22) Dry riser outlets on lobbies are housed in secured service cupboards (suited 54 mortice lock) with 54mm nominal 60-minute fire doors, deliveries are secured by cable tie.



- 23) Service cupboards in lobbies on 1st to 16th floors are 54mm nominal 60-minute doors. Doors are secured with suited 138 mortice locks, tenants have keys to access their meters.



- 24) Service cupboards to the ground floor contain electrical switchgear and are secured with nominal fire doors with a steel rear and frame. The doors are a minimum 30-minute fire resistance.
-



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

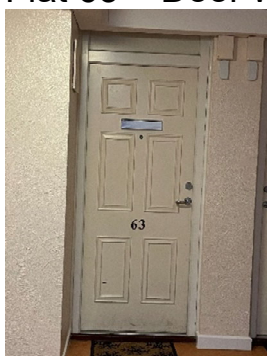
26) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.

27) Individual flat doors are FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Sampling revealed the doors are manufactured by Permadoor.



28) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

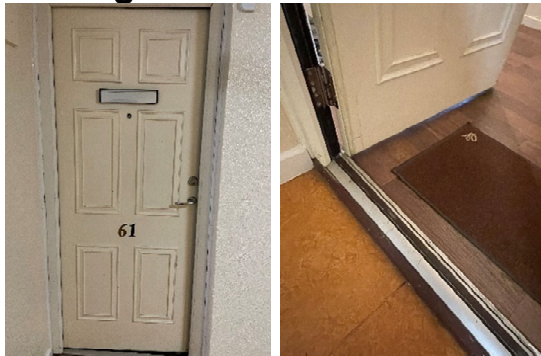
a) Flat 63 – Door was correct.



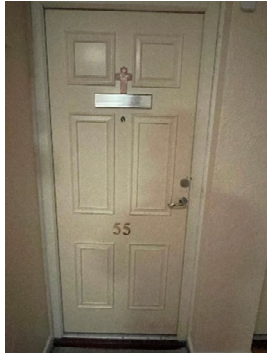
b) Flat 62 – Door was correct.



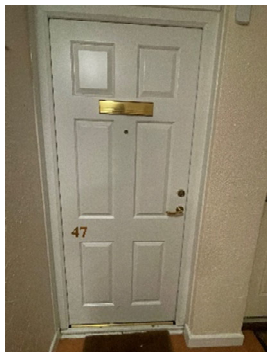
c) Flat 61 – Door binds on threshold and not reliably self-closing.



d) Flat 55 – Door was correct.



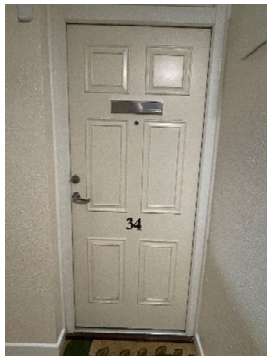
e) Flat 47 - Door was correct.



f) Flat 35 – Connecting arm removed from self-closer.



g) Flat 34 – Door was correct.



h) Flat 36 – Door was correct.

Section 8

Fire Detection and Alarm Systems

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

Flats sampled - 63, 62, 61, 55, 47, 36, 35, 34.

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 sprinkler or deluge 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 electrical 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. A works order has been created with the contractor to rectify defects that were identified during Novembers test.

NEWVEY ELECTRICAL INSTALLATIONS LIMITED **EMERGENCY LIGHTING MONTHLY SERVICE REPORT**
Customer Number: 2025MSP/02190

1. DETAILS OF THE CLIENT
 Name: Council HSE
 Address: Direct 2 Industrial Estate, Rowley Lane, Oldbury, B69 3ES

2. DETAILS OF THE INSTALLATION ADDRESS
 Installation: Roundtop House, B76 6DS
 Address:

3. EXTENT AND LIMITATIONS OF THE INSTALLATION
 3.1 extent of the equipment and locations of the inspection equipment:
 All emergency lights and systems

4. EMERGENCY LIGHTING TESTS

No.	Light Type	LED	Light Emergency	Light Voltage	Light Voltage	Comments
1	Pass	Pass	Fail	<15	Systems x17. Emergency lights 7,17,23,28,46, EPOTS 17,19,20,22,29,39,46, not passed.	

5. ADDITIONAL COMMENTS
 N/A

6. DETAILS OF THE CONTRACTOR
 Trading Name: Newvey Electrical Installations Ltd
 Address: Hingley House, 50-59 Baddal Hill Road, Cradley Heath, West Midlands
 Registration Number (if applicable): 014546
 Telephone Number: 01354 566668
 Provider: BS4 SR

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 a minimum 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 as 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 54mm 60-minute nominal fire doors with 4 hinges per door, intumescent strips and cold smoke seals. Door are kept locked with suited 38 key mortice locks.



- 6) Service cupboards to the ground floor contain electrical switchgear and are secured with nominal fire doors with a steel panel to rear leaf and steel frame. The doors are a minimum 30-minute fire resistance. Doors are secured with cylinder key contained in firefighters box.



- 7) Dry riser outlets on lobbies are housed in secured service cupboards (suited 54 mortice lock) with 54mm nominal 60-minute fire doors with intumescent strips and cold smoke seals.



- 8) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.
- 9) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 10) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 11) Individual flat doors are FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Sampling revealed the doors are manufactured by Permadoor. Defects were noted to flats 61 & 35 which has been documented in section 7/28.
-

- 12) The communal landings & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels and 25mm rebates. 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.



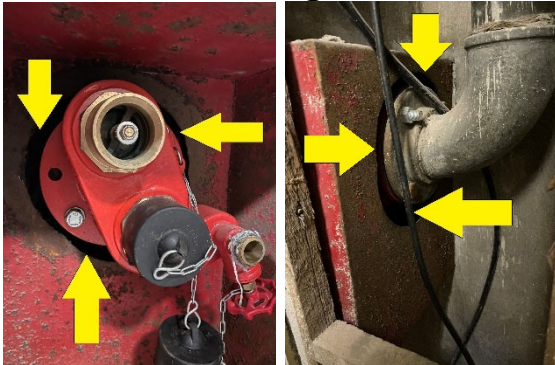
- 13) Communal timber doors to the ground floor lobby are nominal 54mm to FD60s standard. These doors were installed during the 2010 refurbishment.



- 14) Ground floor timber cupboard doors are nominal 54mm to FD60 standard.



- 15) Fire stopping required to rear of riser inlet. Significant draught was noted from service corridor behind containing electrical switch gear.



- 16) Lift motor room is ventilated to outdoors with a louvre vent. The access hatch to the motor room is secured with a suited padlock.



- 17) Access panels to service pipework are Supalux and bedded on intumescent mastic.



Section

11

Fire Fighting Equipment

- 1) The dry riser inlet is internal and adjacent the ground floor lift cars. It is secured with a bridge door padlock.

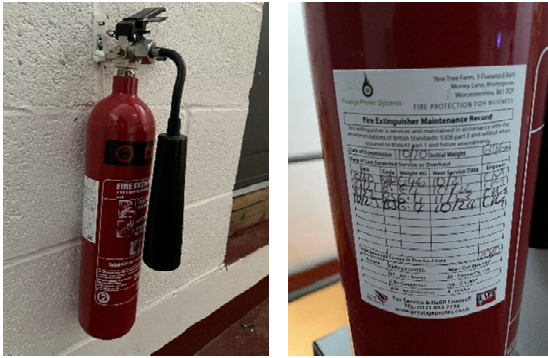


- 2) There are dry riser outlets available on each floor above ground. Each outlet is in a riser cupboard secured with a suited 54 key mortice lock.



- 3) The dry riser is checked regularly as part of the Caretakers duties.
 - 4) 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.
 - 5) 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.
-

Fire Risk Assessment



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



Section 12

Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.

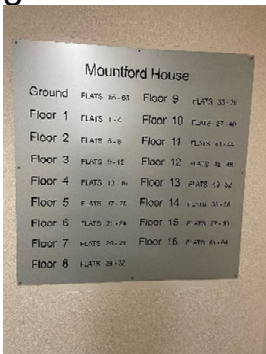


- 2) Fire Action Notices are displayed throughout the building.



- 3) Yellow LPG warning signs are not displayed in the building.

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



- 5) Wayfinding Signage depicting floor level and flat numbers are fitted to the service cupboard doors adjacent the lift.



- 6) Wayfinding Signage depicting floor level has been stencilled to the floor in each lift lobby and fitted to wall of each floor on the communal staircase.



- 7) Directional fire escape signage has been installed.



Please note that the Wayfinding signage will be replaced with Photoluminescent signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022. The provision for the signage has been procured and we are awaiting delivery of the signage)

Section 13

Employee & Resident Training/Provision of Information




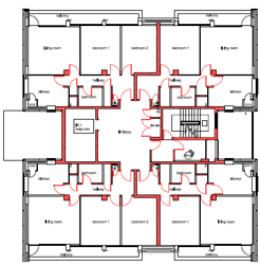











- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently 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) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 6) Fire safety information has been provided as part of tenancy pack.
- 7) Building safety and evacuation notices are displayed in common areas and lift cars.



8) Information regarding use of fire doors and 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 MOUNTFORD HOUSE	FIRE SAFETY INFORMATION	
<p style="text-align: center;">TO KEEP YOU SAFE WE DO THIS (green background)</p>	<p style="text-align: center;">TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)</p>	<p style="text-align: center;">SAVE LIVES, DON'T DO THIS (red background)</p>	
 <p>Mains electrical system is tested every 5 years</p>	<p style="text-align: center;">FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE</p>	 <p>Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005</p>	
 <p>Gas supply tested annually</p>		 <p>Stairs and corridors are escape routes and must be kept clear</p>	
 <p>Water supplies checked in line with water hygiene regulations</p>		 <p>Emergency lighting comes on in the event of power failure and is checked monthly</p>	
 <p>There is 4 yearly check of the structural condition</p>		 <p>Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance</p>	
 <p>An asbestos survey has been completed and available on request</p>		<p style="text-align: center;">THIS BUILDING IS DESIGNED TO SUPPORT A <i>STAY PUT</i> POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT <i>UNLESS</i> AFFECTED BY FIRE OR SMOKE.</p>	<p style="text-align: center;">Flat doors are fire rated to protect the escape route. <i>DO NOT REMOVE THE DOOR CLOSERS</i></p>
 <p>There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.</p>		 <p>Smoke and heat detector/alarms are in resident's flats only</p>	
 <p>The external façade is brick, aluminium panels, mineral wool insulated render (Class A2), & high-density laminate panels (Class B_{s1},D0).</p>	 <p>Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee.millo@sandwell.gov.uk Abdulmonim.Khan@sandwell.gov.uk</p>	 <p>Bin rooms have sprinkler protection activated by smoke alarms</p>	

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 last inspection was 21/05/2019.



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a nominal 54mm timber fire door with intumescent strip & cold smoke seal.
- 6) There is lightning 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.



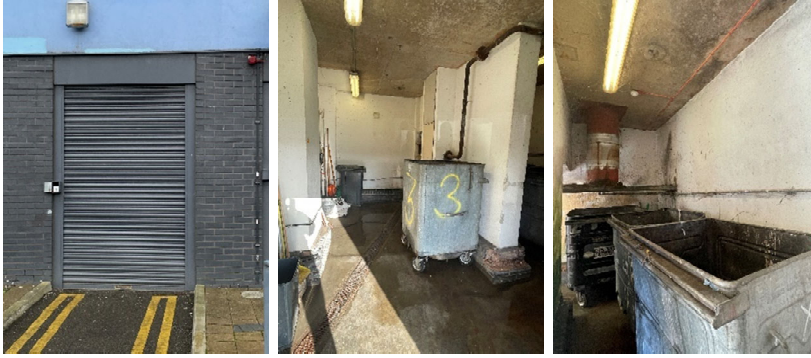
Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse hoppers are accessed on each floor. Each hopper is 90-minute fire rated to BS 476 part 8



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



- 4) Regular checks by Caretakers minimise risk of waste accumulation.
- 5) Recycling waste is collected in containers more than 6 metres away from the building.



- 6) '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) CCTV has been installed to the ground floor lobby, each entrance and around the building.



- 4) There is no current evidence of arson.
 - 5) The perimeter of the premises is well illuminated.
 - 6) There has been no reported fire incident since the last FRA (June 2021).
-

Section
18

Storage Arrangements

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

Section
19

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

Significant Findings

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 Level 2 Action Plan




Name of Premises or Location:

Mountford House



Date of Action Plan:

20/12/23

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/28c	Flat 61 – adjust entrance door to prevent binding on threshold. (Not self-closing).		P2	Within 1- 3 months Fire Rapid Response	

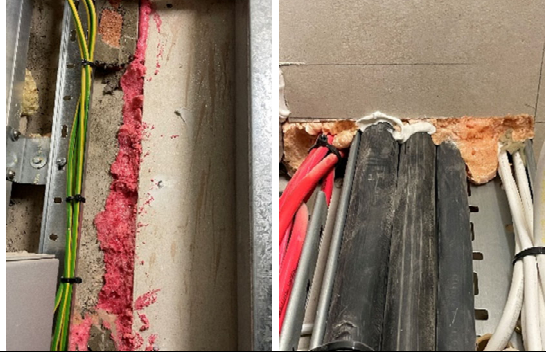
Fire Risk Assessment

<p>7/28f</p>	<p>Flat 35 – Fit connecting arm to self-closer to entrance door.</p>	 A photograph of a white entrance door with a self-closing device mounted above it. The device is a horizontal metal bar with a small light or indicator on it.	<p>P2</p>	<p>Within 1- 3 months Fire Rapid Response</p>	
<p>10/15</p>	<p>Firestop around riser inlet where pipe enters cabinet.</p>	 Two photographs showing firestop details. The top photo shows a pipe entering a wall with a firestop device and yellow arrows pointing to the seal. The bottom photo shows a red firestop device on a riser inlet with yellow arrows pointing to the seal and the device.	<p>P2</p>	<p>Within 1- 3 months Fire Rapid Response</p>	



Fire Risk Assessment

12/3	Install yellow LPG warning sign to each lift car.	N/A	P2	Within 1- 3 months Electrical	
------	---	-----	----	----------------------------------	--

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	
Consideration should be given to enhance fire stopping where fire stopping foam has been utilised in some service & riser cupboards.	

Signed

	Fire Risk Assessor	Date: 21/12/2023
	Quality Assurance Check	Date: 21/12/2023

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


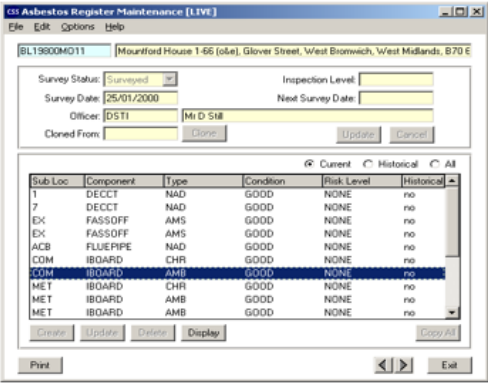

Name of property: Mountford House

Updated: 10/06/2022

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	Mountford House, Maria Street, West Bromwich, B70 6DS.		✓ Office use				
Surveyed by	Danny Hulse	Date	26/02/2014		Checked by	DEREK STILL	Desktop Check	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	21104/2014				
Investment Void		Refurbishment Survey		Property Description 17 Floor Tower Block 					
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 <u>interrogated ?</u>							
						Notes / including details of similar property surveys completed. Revised By G.Carrington – 21/08/17 Reviewed by G.Carrington – 10/06/22			
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 			

Fire Risk Assessment

Sample Locations		Property Address Mountford House, Maria Street, West Bromwich, B70 6DS.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	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								
LIFT MOTOR ROOM INTERNAL WALLS	BOARD	-	NONE	BB1673	AMOSITE	YES	-	
LIFT MOTOR ROOM EXTERNAL WALLS	CEMENT	-	NONE	BB1673	CHRYSOTILE	NO	-	
ROOF PIPE	CEMENT	-	SEALED - PAINT	BB1073	CHRYSOTILE	NO	-	
1 st FLOOR LANDING - COMMUNAL CEILING	TEXTURED COATING	-	SEALED - PAINT	BB1690	NO ASBESTOS DETECTED	-	-	
16 th FLOOR LANDING - COMMUNAL CEILING	TEXTURED COATING	-	SEALED - PAINT	BB1674	NO ASBESTOS DETECTED	-	-	
FLOORS 1 AND 7 - COMMUNAL WALLS	PAINT	-	SEALED	BB4570	NO ASBESTOS DETECTED	-	-	
ALL CEILINGS COMMUNAL AND STAIRWELLS	TEXTURED COATING	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
14 th FLOOR STAIRWELL WALL	TEXTURED COAT	-	SEALED	DH254_001	NONE DETECTED	-	-	
EXTERNAL BINSTORES DUCTING PANELS	BOARD	-	UNSEALED	DH254_002	NONE DETECTED	-	-	
GROUND FLOOR REAR CUPBOARD PIPE	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
LIFT MOTOR ROOM EXTERNAL SIDE CLADDING	CEMENT	-	SEALED	GC1148 / 1	NO ASBESTOS DETECTED	-	-	
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	LOCATION DESCRIPTION	MATERIAL	
ELECTRIC AND DRY RISER CUPBOARDS TRANSOM PANELS	SUPALUX							
VENT COVER PANELS COMMUNAL LANDINGS	SUPALUX							
ROOF FAN VENT PIPES	STEEL							
COMMUNAL LANDINGS - FLOORS 1 TO 16 - FLOOR COVERINGS	VINYL							
GROUND FLOOR LIFT LOBBY FLOOR TILES	CERAMIC							

ABOUT THE REPORT - PLEASE READ

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 MBC's 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! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's 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 compliments 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, ~~Boiler~~ 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.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
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 <u>detected</u> 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 <u>will be</u> 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 practical. 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. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
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.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
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.