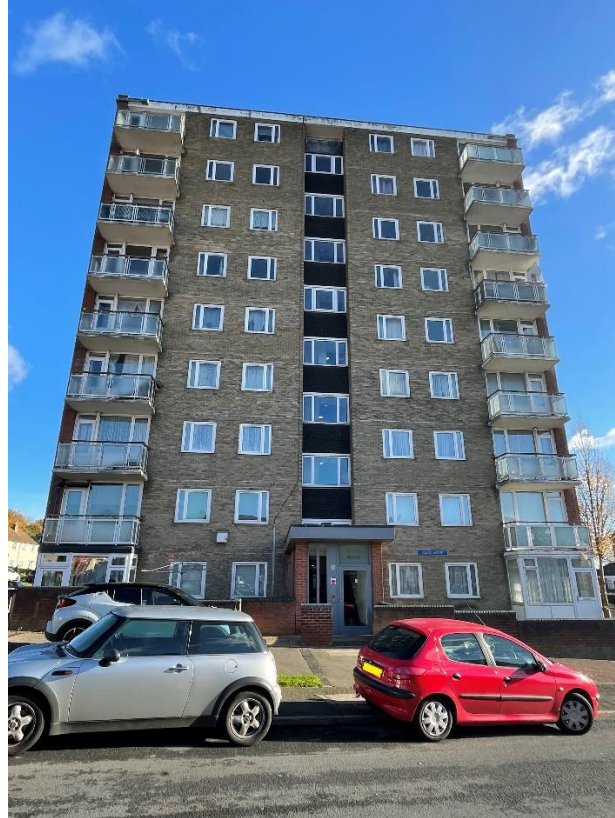


Fire Risk Assessment

Allen House



**1-36, West Road,
Great Barr, B43 5PS**

Date Completed: 24/11/2023

Review Period: 12 months

Officer: C. Hill Fire Risk Assessor

Checked By: T. Thompson Fire Safety Manager

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”*.

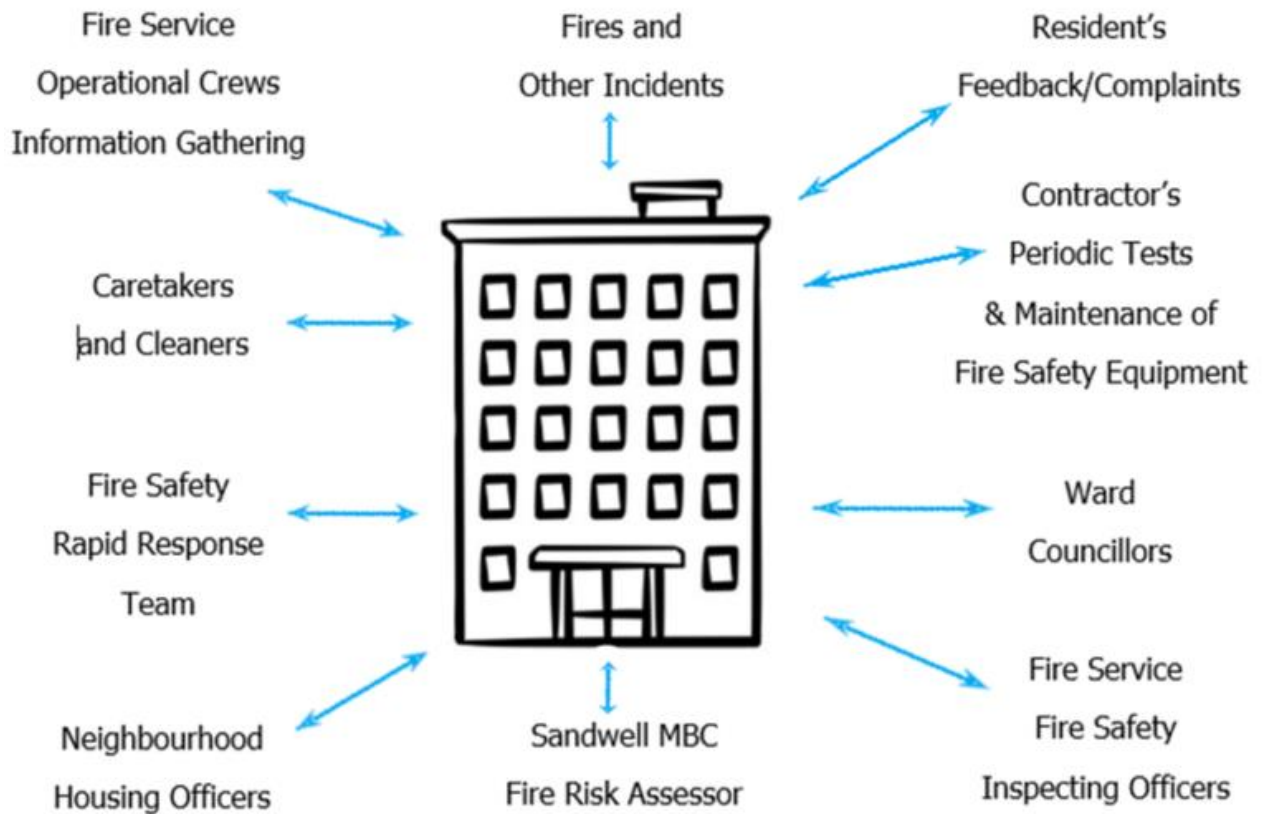
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

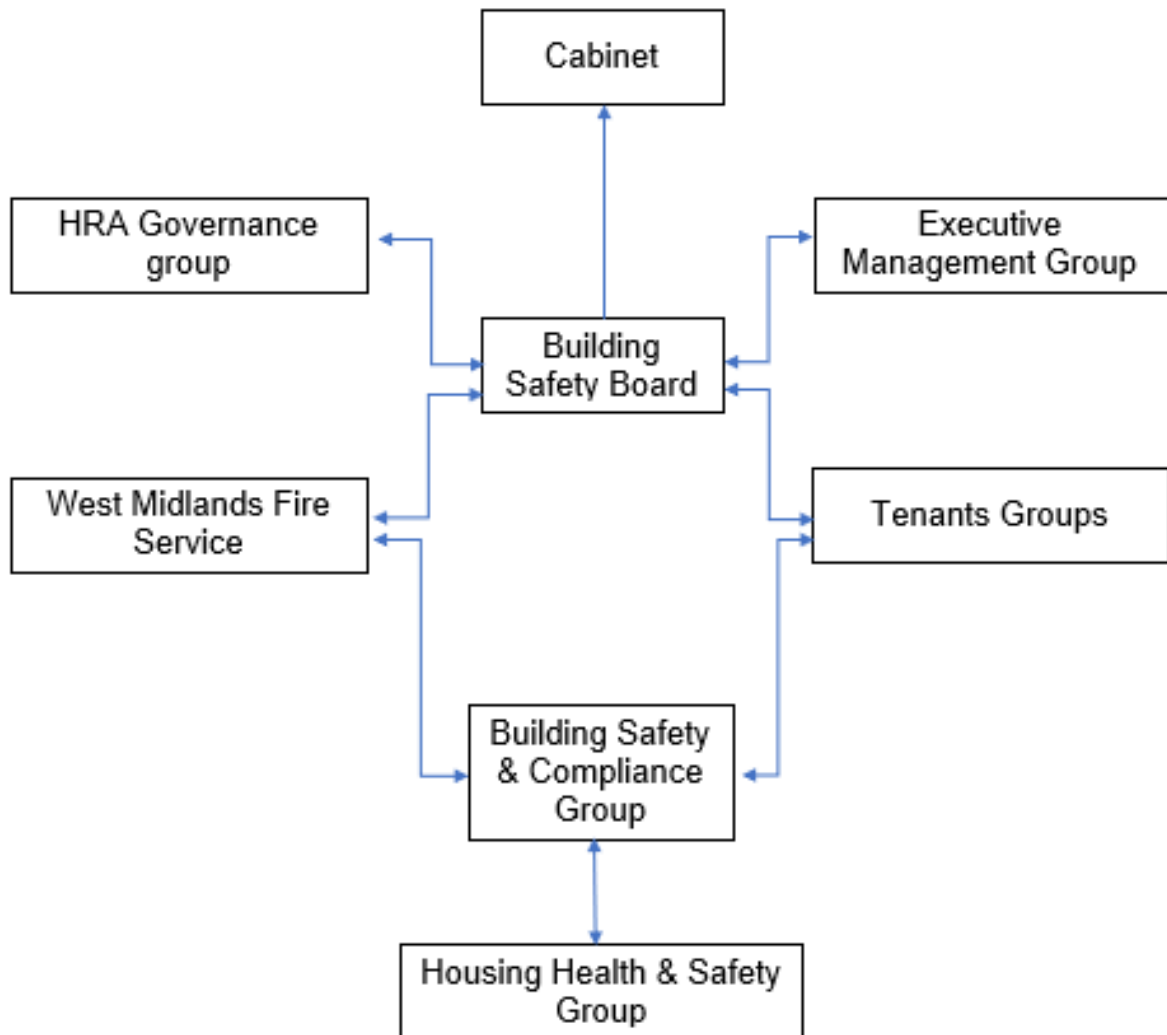
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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</p> <p>Traditional masonry to all elevations</p> <p>Rockwool energy saver blown fibre cavity insulation.</p> <p>Balconies constructed with cantilevered concrete and steel and glass balustrade.</p> <p>Anti-bird netting and or screening to balconies of flats 13, 15, 20, 23, 24, 25, 27, 30, 35</p>	Tolerable

	<p>uPVC frames to communal and flat windows.</p> <p>uPVC doors to balconies.</p> <p>Powder coated aluminium door to front entrance with timber door to the rear.</p> <p>Telecommunication equipment to the external roof.</p>	
Section 7	<p>Means of Escape from Fire</p> <p>There are 2 protected staircase's that provide a sufficient means of escape.</p> <p>Flat 7 nominal entrance timber door has split along edge.</p> <p>Flat 36 nominal entrance timber door partially missing cold smoke seal.</p>	Tolerable
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within flats is installed to LD1 & LD2 standard.</p> <p>Automatic opening vents are installed to both stairwells.</p> <p>A deluge system is provided to the bin store.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency lighting system in accordance with BS 5266.</p>	Trivial

<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 doors are notional 30-minute fire doors upgraded with combined intumescent strips / cold smoke seals.</p> <p>2 x communal doors are significantly warped (3rd & 6th floor)</p> <p>1 x communal fire door with just 2 hinges & missing screws.</p> <p>Replace broken screws to hinges in communal fire door.</p> <p>All service / storage cupboard doors are minimum 30-minute fire doors and are secured with suited locks.</p> <p>Fire stop hole in 1st floor service cupboard.</p>	<p>Tolerable</p>
<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>There is a fire hydrant adjacent the front main entrance.</p> <p>Dry riser inlet in ground floor lift lobby.</p> <p>Dry riser outlets on all floors from 1-8.</p> <p>There is a C02 fire extinguisher within the lift motor room.</p> <p>There is a deluge system in the bin store.</p>	<p>Trivial</p>

Section 12	<p>Fire Signage</p> <p>Signage depicting all floors and flats location is not present within the ground floor.</p>	<p>Tolerable</p>
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
Section 14	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years, the last test date could not be determined.</p>	<p>Trivial</p>
Section 15	<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>
Section 16	<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>
Section 17	<p>Arson Prevention</p> <p>A door entry system prevents unauthorised access.</p> <p>Street lighting surrounds the building</p>	<p>Trivial</p>

Section 18	Storage Arrangements Cardboard boxes stored in ground floor service cupboard. There are no storage facilities for residents other than in their own flats.	Tolerable
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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 addition of anti-bird netting and or screening to 9 x balconies.

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 30 minute fire doors to flat entrances & communal corridors / landings, alongside suitable smoke detection to a minimum of LD2 standard within flats, automatic smoke ventilation system to each staircase 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.

Property No	Referral date	Date completed	Review date	Additional observations

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 4

Description of Premises

Allen House
West Road
Great Barr
B43 5PS

Description of the Property

This high-rise block was constructed in 1965 of concrete frame with masonry infill (wates). The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, the ground floor flats 1-4 are accessed externally.



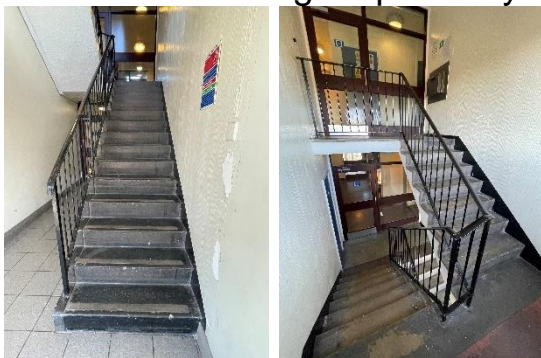
The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation.



Both the front & rear entrance have a door entry system with a fob reader installed. Each entrance also has a firefighter override switch which is operated by use of a drop latch key.



Floors ground to 8 are served by 2 protected staircases to the front and rear of the building respectively.



Floors ground to 7 are served with a single lift car. The lift motor room is on the 8th floor.



The bin store is situated to the right-hand side of the rear entrance.



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 all keys for the building and is secured with a bridge-door padlock.



Firefighters can gain access by operating the door override switch at each entrance, 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 a plan to indicate the location of those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).



The fire hydrant is in front of the main entrance to the left-hand side of the wall.



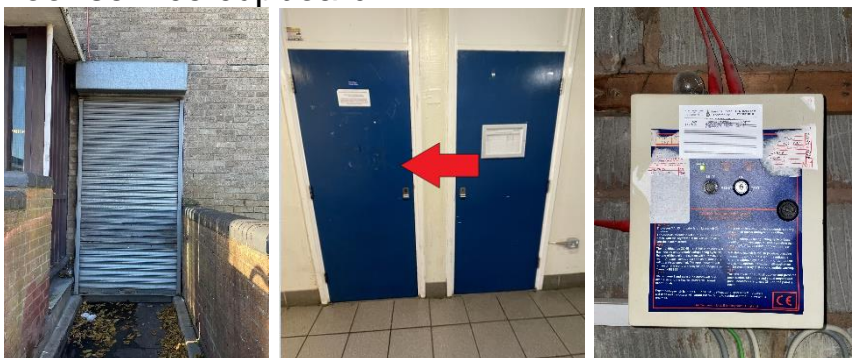
The dry riser inlet cupboard is in the ground floor lift lobby. It is accessed utilising the key contained in the white box (suited 54 key & mortice lock).



Dry riser outlets are available on each floor lobby (1st – 8th) also secured within cupboards by suited 54 key & mortice locks.



The bin store is protected with an Autoquench sprinkler system (suited cylinder key). The control panel is located on the wall within the ground floor service cupboard.



Automatic opening vents are installed to the front staircase. The information panel & firefighter override switch are immediately left the main front entrance.



The lift car serves to the 7th floor with the motor room being located on the 8th. The lift system has **no** override facility for firefighters to secure the lift / landing controls.



Access to the flat roof is via a small door within the lift motor room.



Fire Risk Assessment

Address: Allen house, West Rd, Birmingham B43 SPS		Survey date: 30/01/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Width, breadth and height			
Construction	Concrete brick construction with no external cladding.		
Number of floors	9 including ground floor		
Layout	<p>The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, the ground floor flats are accessed externally with no access via the communal areas</p> <p>Lift and two sets of staircases granting access to upper floors, with four flats on each floor and the lift motor room accessed on the 8th floor.</p> <p>3 smoke extraction vents located on the staircase closest to the main entrance on floors 1, 5 and 8 with louver vents on all floors on the rear staircase smoke extraction control panel in the lobby of the main entrance door</p>		
Lifts	1		
Types of entrance doors	Jeld Wen FD30s timber doors to flat entrances and timber FD30s doors to communal areas		
Rubbish chutes/ bin rooms	Yes		
Common voids	No		
Access to roof/ service rooms	The motor room is located on the 8th floor; access to motor room via full height door (secured with a suited 54 mortice lock) from 8th floor landing, with further fixed steel ladder's leading up to the FD30s rated fire door into the enclosed roof void (secured with a suited 54 mortice lock) There is a vertical ladder and sky light leading out on the roof		
Occupants	Approx. 72 based on an average of 2 occupants per flats (36 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 1m from the front entrance of the building, fire hydrant located/ 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 or shafts.		
Smoke control vents	Automatic smoke ventilation is employed on the staircase nearest the main entrance door on floors 1,5 and 8 with louver vents on each floor of the rear staircase. There are master reset key switches located on the ground floor.		
Sprinkler system	A sprinkler system is provided to the bin store		
DANGEROUS SUBSTANCES			
Location, type, and quantity	ALL LANDING CEILINGS AND WALLS, TEXTURED COATING, <u>PAINTED</u> , CHRYSOTILE. ALL LANDINGS AND STAIR WELLS FLOOR TILES, THERMOPLASTIC, SEALED, PRESUMED CHRYSOTILE		
SERVICES			
Electricity	Electric meter cupboards located on each floor of 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	9
Date of Construction	1965
Construction Type	Concrete / Masonry (Wates)
Last Refurbished	2009
External Cladding	None
Number of Lifts	1
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes, to stairwells.
Fire Alarm System	No
Refuse Chute	Yes – rear staircase
Access to Roof	Full height timber door into motor room from landing with 2 number small vertical ladders leading to a half height door out on to the roof
Equipment on roof (e.g. mobile phone station etc)	Yes

Persons at Risk






Residents / Occupants of 36 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

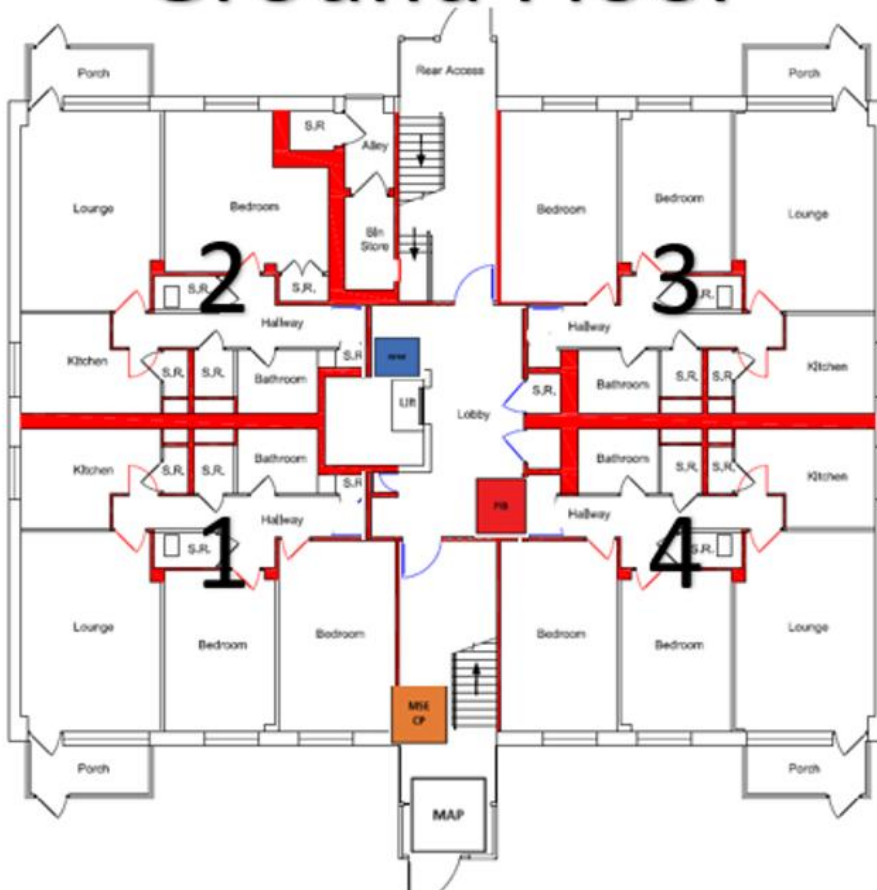
Building Plan

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



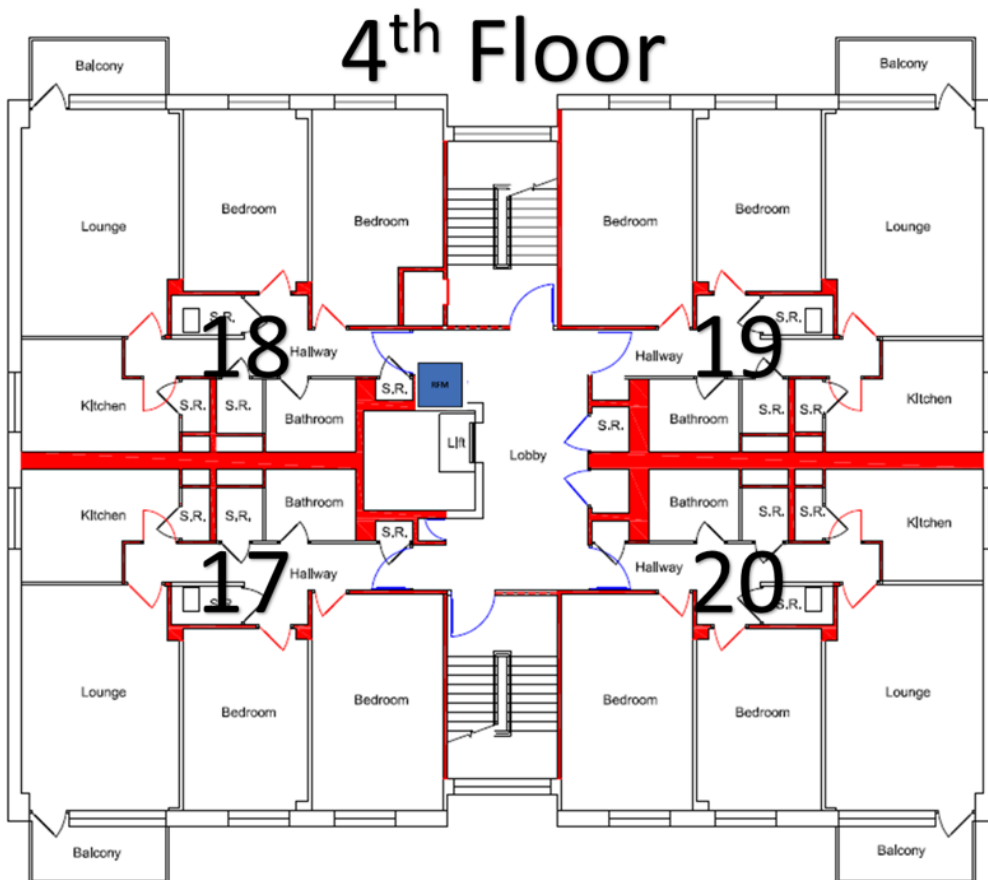
Typical upper floor 1st – 7th





dry riser

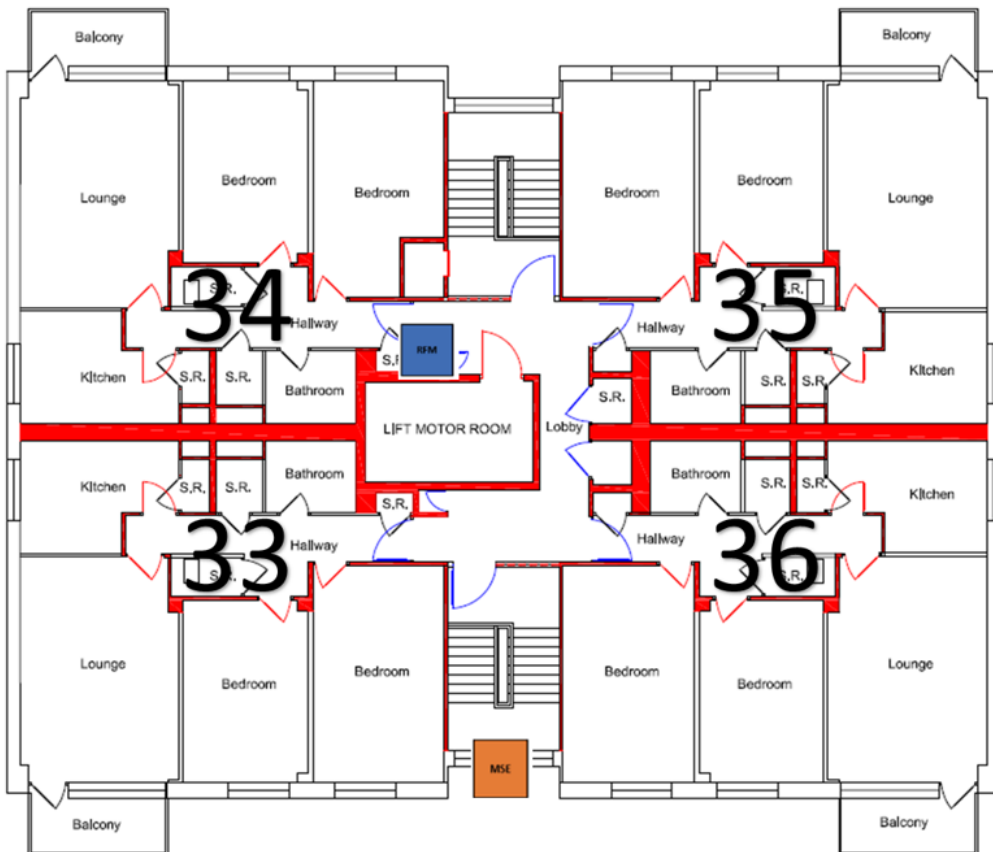


mechanical smoke extraction



-  dry riser
-  mechanical smoke extraction

8th 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 Allen House.

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.

- 1) All elevations are traditional masonry.



- 2) Rockwool Energy Saver blown fibre (classification A1) has been used to insulate the existing cavity walls.
 - 3) Telecommunications equipment has been installed to the flat roof.
-

- 4) The entrance door to the front is powder coated aluminium unit whilst to the rear the door is of timber construction.



- 5) Communal windows are uPVC framed units.



- 6) Individual flat windows and doors on balconies are uPVC double glazed units.



- 7) The balconies are constructed utilising cantilevered concrete with a steel and glass balustrade.



8) Flat 13 – Rolled carpet disposed on balcony.



9) Flat 15 - Combustible netting has been installed to the balcony.



10) Flat 20 – Combustible screening installed to balcony.



11) Flat 23 – Combustible netting installed to balcony.



- 12) Flat 24 – Combustible netting installed to balcony (leaseholder).



- 13) Flat 25 – Decorative combustible trellis / screening installed to balcony.



- 14) Flat 27 - Combustible netting installed to balcony.



- 15) Flat 30 – Combustible screening / netting installed to balcony.



16) Flat 35 – Combustible screening installed to balcony.



17) A temporary scaffolding structure was noted to the rear elevation during the assessment. The risk is considered as trivial.



Section 7

Means of Escape from Fire

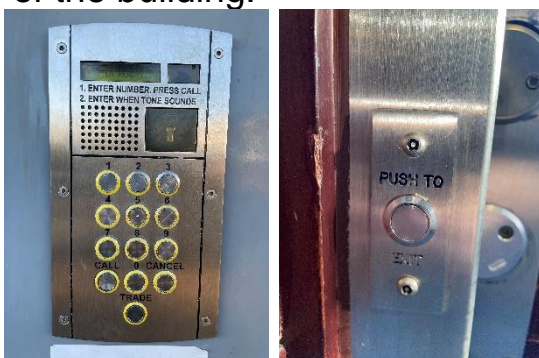
- 1) The site has 2 protected staircases that provide a sufficient means of escape. Each staircase in width is 1015mm from hand rail to wall.



- 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.



- 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. 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) Automatic opening vents have been installed to the front stairwell. The information panel and firefighter override switch are located in the ground floor front entrance lobby.



- 11) Communal windows to each stairwell are openable. Louvre vents provide additional ventilation to the rear staircase.



- 12) The refuse chute hoppers are fitted with intumescent strips and smoke seals. Hoppers are in the rear stairwell.



- 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.

Discarded furniture was noted in the ground floor lift lobby however, this was immediately removed by caretaking staff.



- 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 landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.



- 16) Dry riser inlet & outlets are on lobbies and housed in cupboards with nominal 44mm 30-minute fire doors with combined intumescent strips & cold smoke seals.



- 17) Service cupboard doors on lobbies are nominal 54mm timber fire doors offering a minimum 30 minutes fire resistance and secured with a mortice type suited lock. Residents have been provided with a key for access to their electricity meters.



- 18) Some service cupboard doors were noted as steel construction with an internal 30-minute fire resistant board lining. These doors are secured with a suited cylinder lock.



- 19) There is a service cupboard in the 7th floor lift lobby which contains equipment linked to the telecommunications equipment on the roof. There is an extraction fan within the cupboard which draws air through an intumescent louvre vent within the door. The fan then exhausts air through an intumescent louvre vent above to the transom. The air temperature within the cupboard is monitored by a sensor which is linked to the client via telemetry. The cupboard is secured with a nominal 30-minute steel fire door.



- 20) There is a cleaner's store cupboard in the 1st floor lift lobby secured with a 30-minute nominal fire door and suited 54 key mortice lock.



- 21) Void service cupboards were noted in the rear stairwell on floors 1, 4 & 7. All cupboards are secured with nominal 30-minute fire doors with combined intumescent strips and cold smoke seals, with suited 54 key mortice locks.



- 22) The surface coatings to the communal areas are Class 0 rated.
- 23) 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.
- 24) Individual flat doors are predominantly nominal 44mm timber fire door sets with intumescent strips, cold smoke seals and self-closing devices. Doors to flats 11, 17, 19, 27, 35 are FD30s composite door sets.
- 25) 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 7 – Minor split in door leaf requires repair.



b) Flat 32 – FD30s composite door set was correct.



c) Flat 36 – Cold smoke seal missing from section of combined strip.



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 LD1 & LD2 Standard.

Flat 36 – LD2

Flat 32 – LD1

Flat 7 - 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 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 service cupboard / ground floor lift lobby.



Section

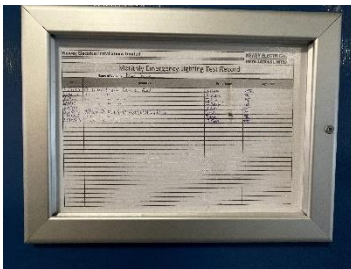
9

Emergency Lighting

- 1) The premises has a sufficient emergency 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.



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 intumescent strips & 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 nominal fire doors with a minimum of 30 minutes fire resistance, locked with suited cylinder or mortice locks.
- 6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.



- 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 predominantly nominal 44mm timber fire door sets with intumescent strips, cold smoke seals and self-closing devices. Doors to flats 11, 17, 19, 27, 35 are FD30s composite door sets.

Allen House 1-36 (o&e);West Road;Great Barr;Birmingham;		
1 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
2 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
3 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
4 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
5 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
6 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
7 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
8 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
9 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
10 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
11 Allen House;West Road;Great Barr;Birmingham;	Nationwide	Glazed
12 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
13 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
14 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
15 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
16 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
17 Allen House;West Road;Great Barr;Birmingham;	Composite door	Glazed
18 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
19 Allen House;West Road;Great Barr;Birmingham;	Composite door	Not glazed
20 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
21 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
22 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
23 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
24 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
25 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
26 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
27 Allen House;West Road;Great Barr;Birmingham;	IG Doors	Not glazed
28 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
29 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
30 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
31 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
32 Allen House;West Road;Great Barr;Birmingham;	Composite door	Glazed
33 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
34 Allen House;West Road;Great Barr;Birmingham;	Jeld Wen	Not glazed
35 Allen House;West Road;Great Barr;Birmingham;	Composite door	Not glazed
36 Allen House;West Road;Great Barr;Birmingham;	Timber Door	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. 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. Where minor shortcomings have been identified actions have been created for corrective works.

11) Communal landing door 6th floor by flat 27 warped and requires replacement.



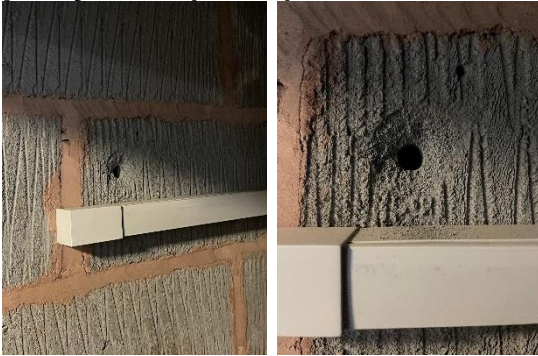
12) Communal landing door 3rd floor by flat 15 warped replacement required.



13) Communal landing door by flat 5 / 1st floor has only 2 hinges plus screw missing from top hinge.



- 14) 1st floor service cupboard fire stopping required to hole in party wall (flat 7) above trunking.



- 15) Communal door to rear staircase / ground floor – 2 x screw heads detached in hinge.



- 16) Metal cable trunking was noted within the communal areas.



- 17) Plastic cable trunking was evident within some service cupboards. Firestopping was noted where cables penetrate party walls to flats.



Section

11

Fire Fighting Equipment

- 1) The dry riser inlet cupboard is in the ground floor lift lobby. It is accessed utilising the key contained in the white box (suited 54 key & mortice lock).

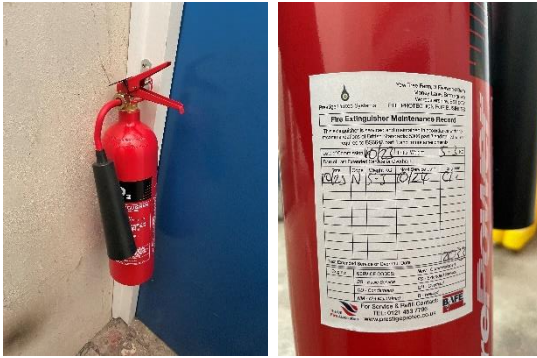


- 2) The riser outlets are available on each floor lobby (1st – 8th) also secured within cupboards by suited 54 key & mortice locks.



- 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 located on the wall within the ground floor service cupboard (suited 138 key & mortice lock).



Section 12

Fire Signage

- 1) All fire doors display appropriate signage.



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



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



- 4) There is no signage present depicting the floor location of each flat within the building in any area of the ground floor. This could potentially delay the initial firefighting response.

- 5) Floor indicator numbers are fitted to the wall of each floor on the communal staircase.



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)

- 6) Directional fire 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) 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 is provided to residents.























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



10) 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.

Fire Risk Assessment

BUILDING SAFETY INFORMATION		 ALLEN HOUSE	FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS <small>(green background)</small>		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS <small>(blue background)</small>	SAVE LIVES, DON'T DO THIS <small>(red background)</small>	
	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  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.		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 <u>must</u> 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 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 stairs are to open automatic vents and not to raise the alarm.
	The external façade is traditional brick. All materials are class A1 limited combustibility. Class A & A1 are the accepted standards following Grenfell.		Bin rooms have sprinkler protection activated by smoke alarms	
	 <small>Fire safety advice</small>	<p style="text-align: center;">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>	 <small>Sandwell FRAs</small>	

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 last inspection could not be determined on site.**
- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of nominal fire doors with a minimum of 30 minutes resistance.

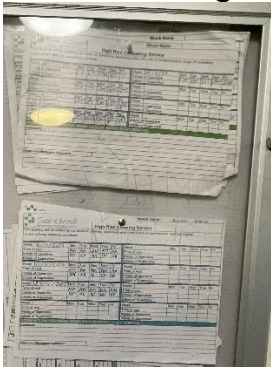


- 6) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual 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 of the rear staircase.



- 3) Refuse containers are located in the bin store to the rear elevation.



- 4) Regular checks by Caretakers minimise risk of waste accumulation.
- 5) '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 with street lighting.
 - 5) There have been no reported fire incidents since the last FRA (July 2021).
-

Section 18

Storage Arrangements

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



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:


Allen House 1-36

Date of Action Plan:

30/11/23

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/8	Flat 13 to remove rolled carpet from balcony		P2	Within 1-3 months Housing Manager	




Fire Risk Assessment

6/9	Flat 15 to remove combustible netting from balcony.		P2	Within 1-3 months Housing Manager	
6/10	Flat 20 to remove combustible screening from balcony.		P2	Within 1-3 months Housing Manager	
6/11	Flat 23 to remove combustible netting from balcony.		P2	Within 1-3 months Housing Manager	




Fire Risk Assessment

6/12	Flat 24 to remove combustible netting from balcony		P2	Within 1-3 months Leasehold Manager	
6/13	Flat 25 to remove combustible trellis / screening from balcony		P2	Within 1-3 months Housing Manager	
6/14	Flat 27 to remove combustible netting from balcony		P2	Within 1-3 months Housing Manager	




Fire Risk Assessment

6/15	Flat 30 to remove combustible netting / screening from balcony		P2	Within 1-3 months Housing Manager	
6/16	Flat 35 to remove combustible screening from balcony		P2	Within 1-3 months Housing Manager	
7/23a	Flat 7 entrance door - repair split in door leaf.		P2	Within 1-3 months Rapid Fire Team JM:12594735 JM:12794029	Carded Carded


Fire Risk Assessment

7/23c	Flat 36 entrance door – Replace missing section of combined cold smoke seal.		P2	Within 1-3 months Rapid Fire Team JM:12594977	15/12/2023
10/11	6 th floor landing door by flat 27 warped / replacement required.		P4	Programmed work exceeding 6 months. Repairs.	
10/12	3 rd floor landing door by flat 15 warped / replacement required.		P4	Programmed work exceeding 6 months. Repairs.	

Fire Risk Assessment

10/13	1 st floor landing door by flat 5 install 3 rd hinge and replace missing screw to top hinge.		P2	Within 1-3 months Rapid Fire Team JM:12595113	19/12/2023
10/14	1 st floor service cupboard - Fire stop hole to party wall (flat 7) above trunking.		P2	Within 1-3 months Rapid Fire Team JM:12595171	19/12/2023
10/15	Ground floor rear staircase door – replace screws to top hinge with detached heads.		P2	Within 1-3 months Rapid Fire Team JM:12794203	10/01/2023

Fire Risk Assessment

12/4	Install signage to ground floor depicting floor location of all flats within block. (JB to source signage)	N/A	P3	Within 3-6 months Rapid Fire Team	JB to source
14/4	Confirm date of last EICR to landlord's supply is within 5years/	N/A	P2	Within 1-3 months Electrical Compliance Manager.	
18/6	Numerous cardboard boxes stored in ground floor service cupboard		P2	Within 1-3 months Caretakers have removed this on 4/12/23	4/12/23

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.



Relocate telecommunication equipment in the 7th floor service cupboard to a more suitable location.



Replace plastic trunking for cables in some service cupboards with a metal alternative with intumescent pads or pillows.



Fire Risk Assessment

Replace timber nominal fire doors to flat entrances with certified FD30s composite doors.



Signed

<i>Chill</i>	Fire Risk Assessor	Date: 04/12/2023
<i>Thompson</i>	Quality Assurance Check	Date: 04/12/2023



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


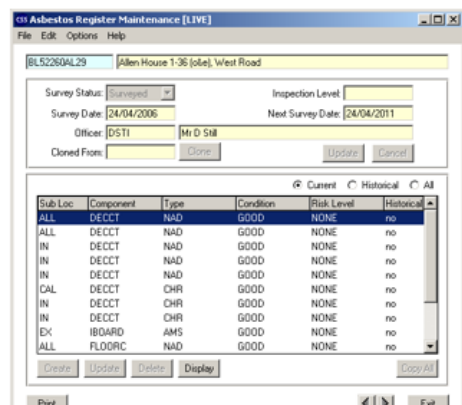

Name of property: Allen House

Updated: 25/05/2022

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		1-36 ALLEN HOUSE, WEST ROAD, GREAT BARR, B43 5PS		✓ Office use	
Surveyed by	Dave Jasper	Date	25/02/2014	Checked by	DEREK STILL	Desktop Check	✓
Reason for request		HSG 264 - Survey Report Type		Date	19/03/2014	 9 STOREY HIGH RISE BLOCK Year Built 1967	
Investment Void		Refurbishment Survey		Property Description 9 STOREY HIGH RISE 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 Interrogated ?					
						Notes / including details of similar property surveys completed. REVIEWED BY S.HARRISON / DON WEBB ON 09/11/2016. Reviewed by G.Carrington - 25/05/2022	
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			
							

Fire Risk Assessment

Sample Locations		Property Address	1-36 ALLEN HOUSE, WEST ROAD, GREAT BARR, B43 5PS					
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								
ALL LANDING CEILINGS AND WALLS	TEXTURED COATING	-	PAINTED	DS 296	CHRYSOTILE	NO	NO	
ALL LANDINGS AND STAIR WELLS FLOOR TILES	THERMOPLASTIC	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
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	PLASTER							
MAIN ROOF COVERING	MINERAL FELT							
INCINERATOR CUPBOARDS TO REAR STAIRWELL- PANELS ABOVE AND BELOW	SUPALUX							
ALL STOREY TRANSOM PANELS	SUPALUX							
INSIDE WALLS IN ALL CUPBOARDS ON LANDINGS	BARE BLOCK OR BRICK							

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 <u>will</u> 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.