Fire Risk Assessment

Allen House

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

Date Completed: 08/11/2024
Review Period: 12 months
Officer: C. Hill **Fire Risk Assessor**
Checked By: A. Jones **Fire Risk Assessor**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

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*".

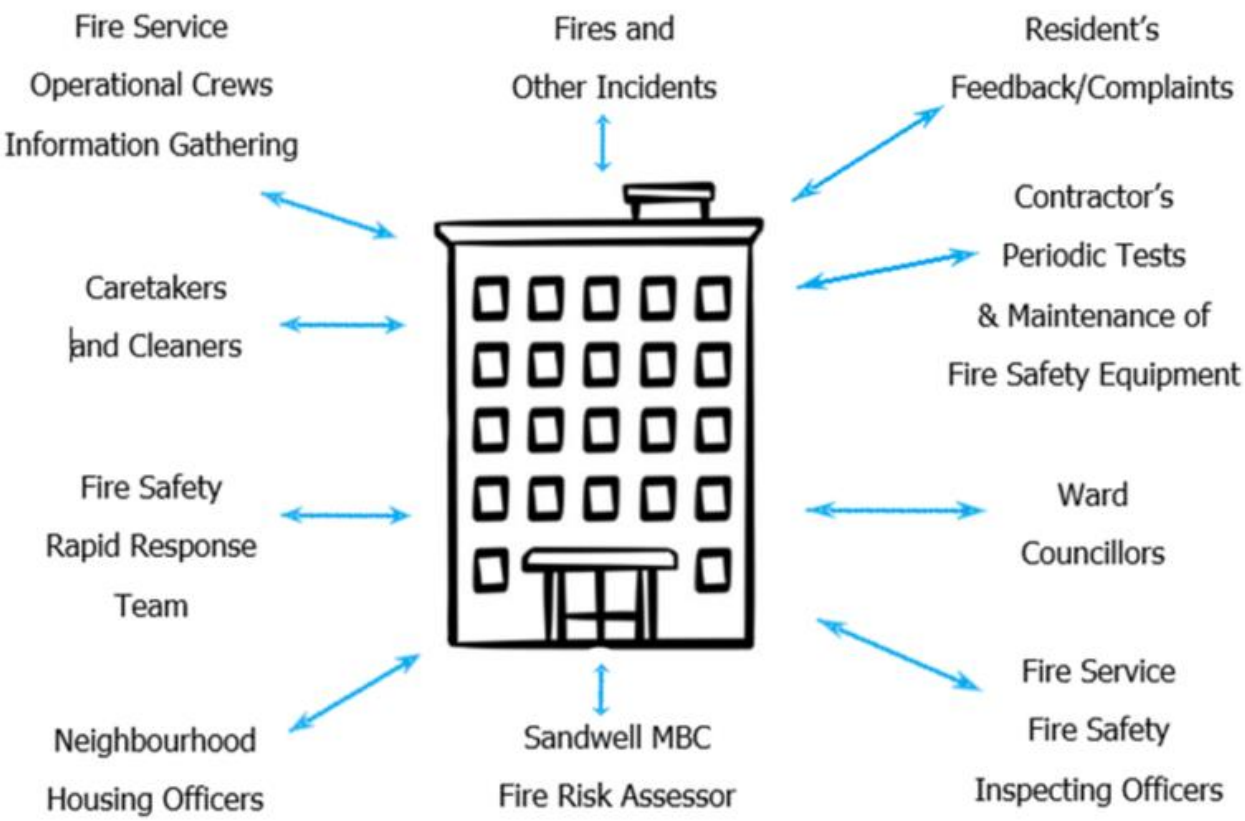
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

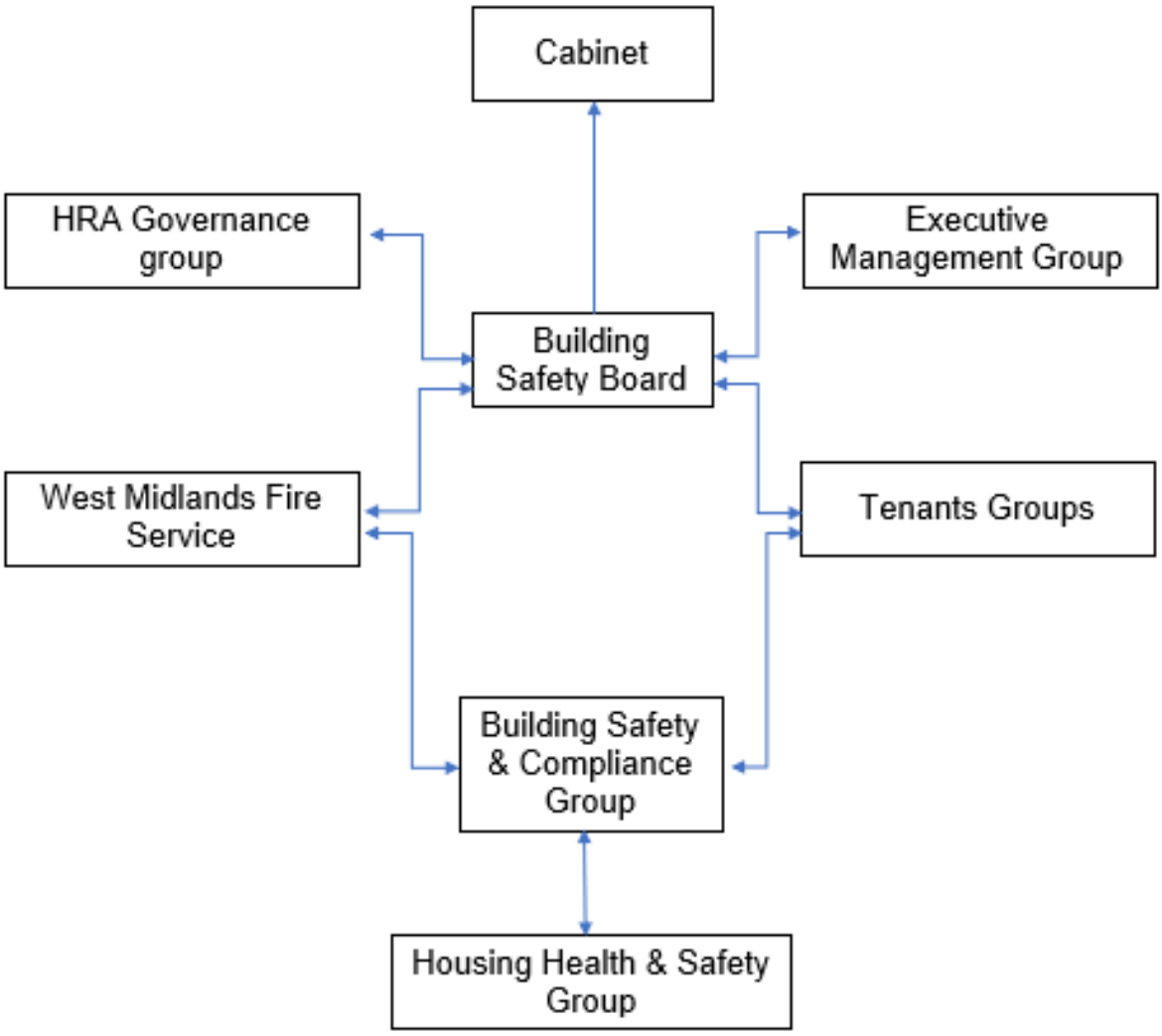
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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	**External Envelope** Traditional masonry to all elevations Rockwool energy saver blown fibre cavity insulation. Balconies constructed with cantilevered concrete and steel and glass balustrade. uPVC frames to communal and flat windows. uPVC doors to balconies.	Trivial

	Ground flats infilled balconies with UPVC door and windows. Powder coated aluminium door to front entrance with timber door to the rear. Telecommunication equipment to the external roof.	
Section 7	**Means of Escape from Fire** There are 2 protected staircase's that provide a sufficient means of escape. AOV system to front stairwell. Communal doors are predominantly upgraded notional FD30s Flat 20 requires replacement fire door set due to damaged frame.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to LD2 standard. Fire suppression system is provided to the refuse chute bin store	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency lighting system in accordance with BS 5266.	Trivial
Section 10	**Compartmentation** 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.	Tolerable

	Communal doors / screens are predominantly upgraded notional 30-minute fire doors with combined intumescent strips / cold smoke seals and self-closing devices. 2 x communal doors are nominal FD30s fire doors Refit vertical bead and fire stop fibre optic cable to flat 31 entrance door. All service / storage cupboard doors are minimum 30-minute fire doors and are secured with suited locks. Fire stop hole in 6th floor service cupboard.	
Section 11	**Fire Fighting Equipment** There is a fire hydrant adjacent the front main entrance. Dry riser inlet in ground floor lift lobby. Dry riser outlets on all floors from 1-8. Door mat obstructing dry riser cupboard on 8th floor. There is a C02 fire extinguisher within the lift motor room. There is a deluge system in the bin store.	Tolerable
Section 12	**Fire Signage** Temporary signage depicting all floors and flats location is present to the ground floor. Wayfinding signage identifying flats and floors installed to all landings and opposite lifts on all floors.	Tolerable

Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be done every 5 years, the last test date was 18/01/2024. Recommendations highlighted in the report are managed by the in house electrical team.	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally**,** and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access. Street lighting surrounds the building	Trivial
Section 18	**Storage Arrangements** There are no storage facilities for residents other than in their own flats.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment, including a damaged flat entrance door / frame and minor fire stopping works.

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 LD2 standard within flats, automatic smoke ventilation system to the front staircase, natural ventilation to the rear and a Stay Put – Unless policy.

A number of observations have been listed for consideration during future improvement works noting that the safety of residents is not jeopardised by these, and all reasonable steps have been taken to reduce any known risks.

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

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

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

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

Section 2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

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

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

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

Section 3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.
The Chief Executive has put a structure in place to support the management of the site.
This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive
Shokat Lal

Directorate of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Ager

Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Fire Risk Assessor(s)
Carl Hill
Louis Conway
Anthony Smith
Adrian Jones

Resident Engagement Officer - Fire Safety
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

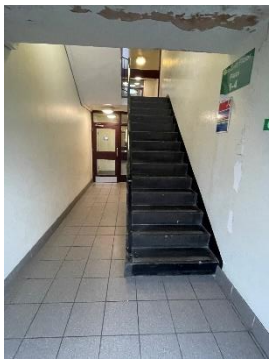
This high-rise block was constructed in 1965 of concrete frame with masonry infill (wates). The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, the ground floor flats 1-4 are accessed externally.

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.

Flats 1-4 have independent access via external doors.

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 rear 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 distance from the riser outlet to:

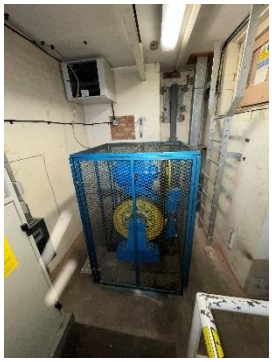
- the furthest point on the fire floor is 12m
- the furthest point on one floor above is 30m
- the furthest point two floors above is 40m

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.

Address: Allen house, West Rd, Birmingham B43 5PS	Survey date: 11/11/2024	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Height	21.6 metres
Construction	Concrete brick construction with no external cladding.
Number of floors	9 including ground floor
Layout	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 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. 3 smoke extraction vents located on the staircase closest to the main entrance on floors 1, 5 and 8. Smoke extraction control panel in the lobby of the main entrance door. Louvre vents on all floors to the rear staircase landings.
Lifts	1 (There are no firefighter override controls).
Types of entrance doors	Jeld Wen FD30s timber doors or FD30s composite to flat entrances, timber FD30s doors to communal areas
Rubbish chutes/ bin rooms	Yes
Common voids	No
Access to roof/ service rooms	The lift 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
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 rear 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/shafts. There are no firefighter override controls for the passenger lift.
Smoke control vents	Automatic smoke ventilation is employed on the staircase nearest the main entrance door on floors 1,5 and 8 with louvre vents on each floor of the rear staircase. The information panel and override switch are located in the ground floor entrance lobby.
Sprinkler system	A fire suppression system is provided to the bin store

DANGEROUS SUBSTANCES

Location, type, and quantity	ALL LANDING CEILINGS AND WALLS, TEXTURED COATING, PAINTED , 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	2007
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 lift 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.

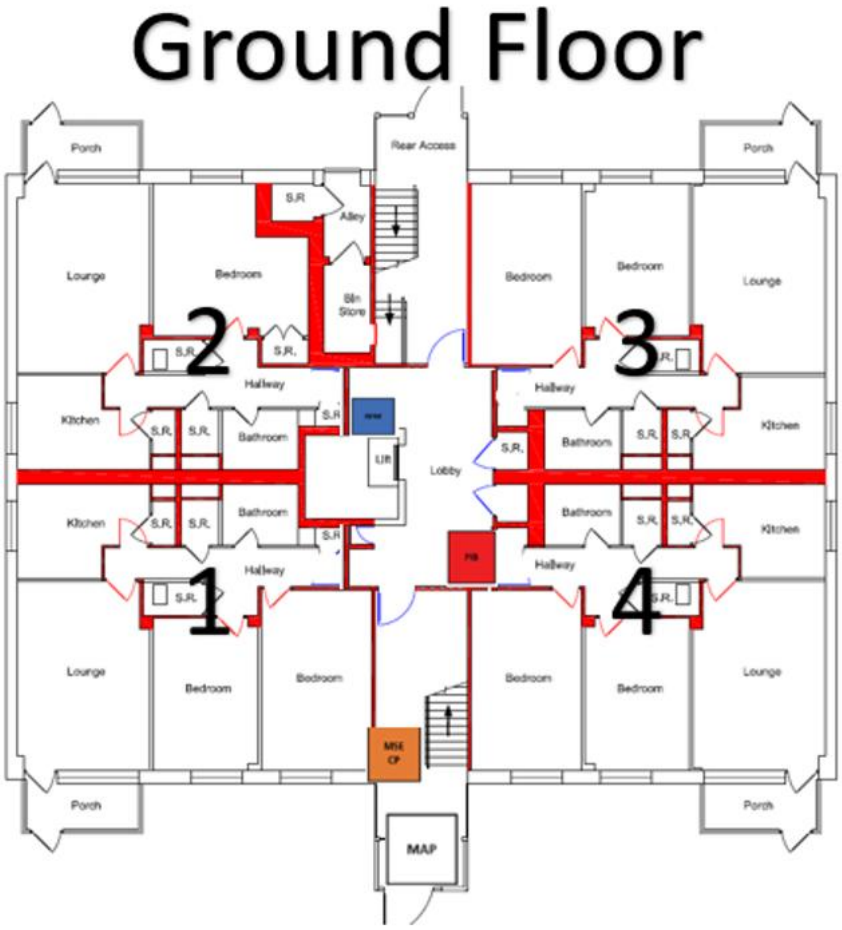
PIB premise information box

MAP main access point

RFM dry riser

MSE mechanical smoke extraction

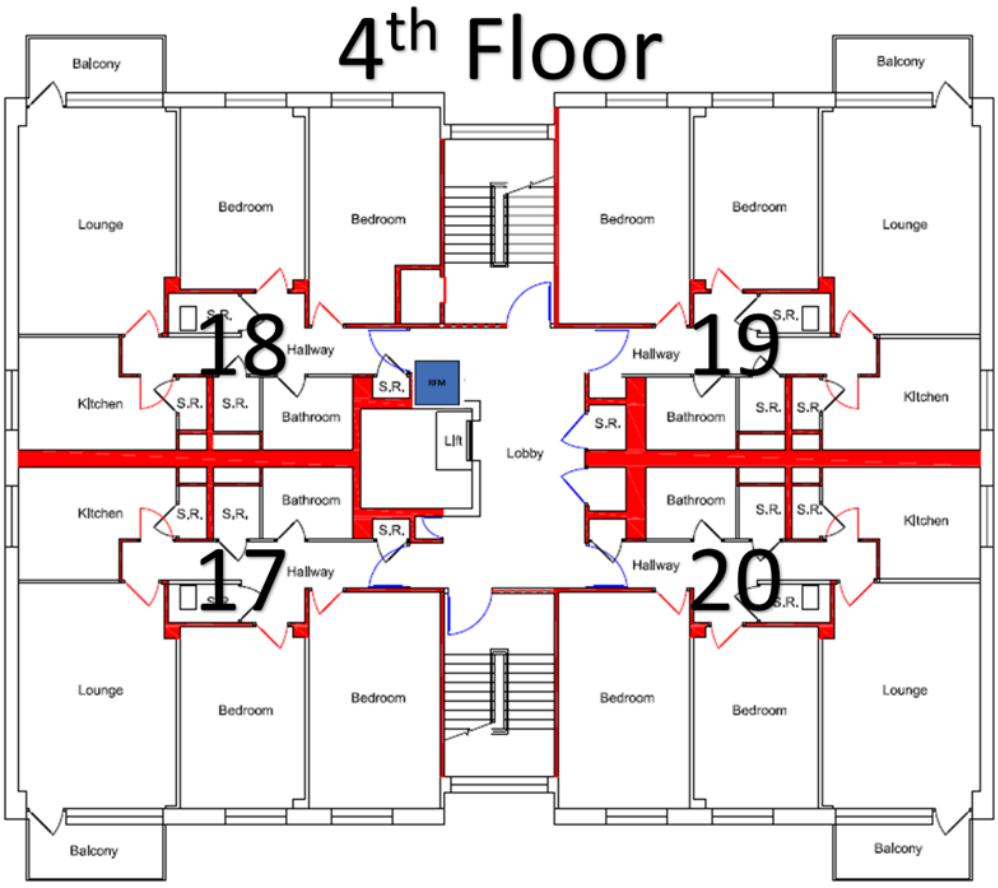
MSE CP mechanical smoke extraction control panel



Typical upper floor 1st – 7th

dry riser

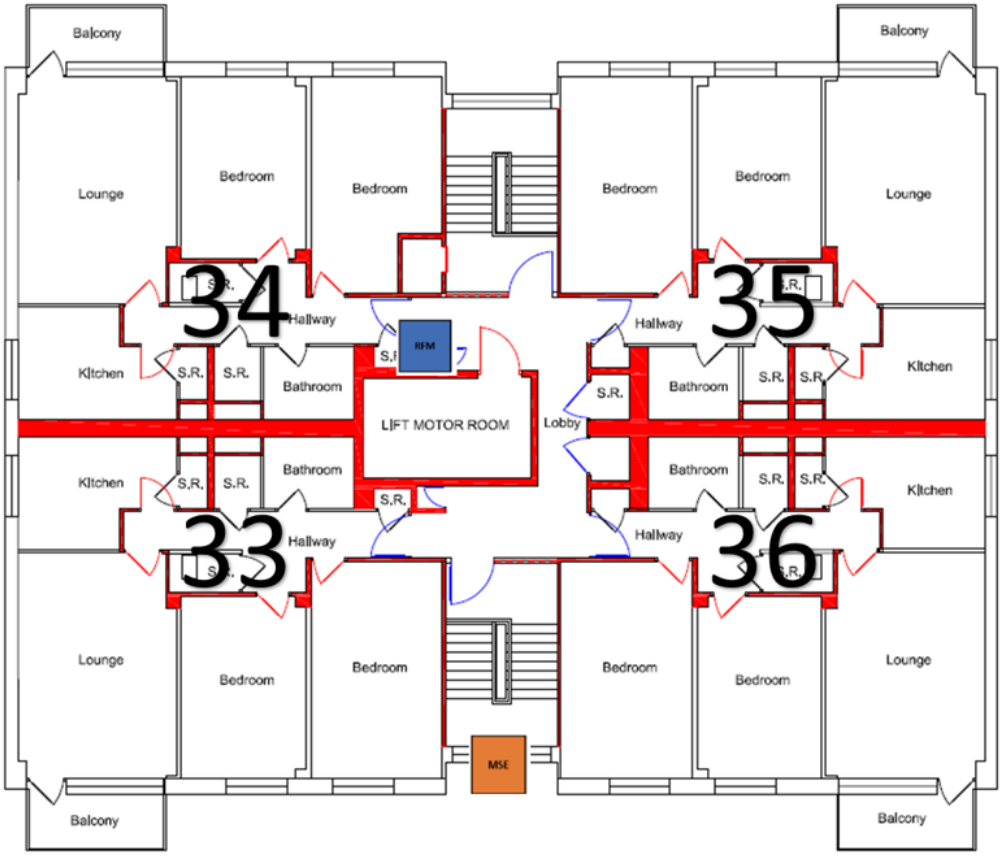
mechanical smoke extraction



RFM dry riser

MSE 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

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

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

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This combination of materials do present an acceptable level of fire risk. This is based on the information available at the time of this FRA.

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) There appears to be a number of items stored on the balcony of flat 11, 2nd floor . It could not be determined if any those items are combustible. Any combustible items that would contribute to fire loading should be removed to avoid potential fire spread. Email sent to the housing officer for further investigation.

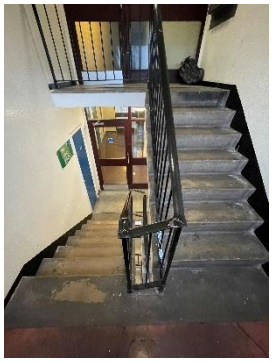
9) Timber decking boards installed to the front garden of ground floor flat 2. The decking is sufficient distance from the rear entrance and neighbouring flats therefore deemed to be of low risk.

10) Flats 1 – 4 have UPVC external access doors and infilled UPVC balcony windows.

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 approximately 955mm from hand rail to wall.



2) The staircase width is reduced to approximately 920mm on one flight between the 4th and 5th floor due to the dividing wall.

3) All flats above the ground floor are within 2 metres of the nearest protected stairwell. The maximum travel distance to an alternative stairwell is 5.6 metres.

4) The corridor lobby on the 8th floor is approximately 970mm wide due to the position of the lift motor room.


5) None of the corridors that form part of the means of escape are dead ends.

6) The means of escape are protected to prevent the spread of fire and smoke.

7) 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.


8) Nominal communal landing / staircase doors were noted to the 6th floor adjacent flat 27 and to the 3rd floor adjacent flat 15 / rear staircase. Both doors are FD30s 44mm timber hardwood with Pyroguard vision panels.



9) 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).

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

11) 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.

12) 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.

13) 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.



14) Communal windows to each stairwell are openable. Louvre vents on all floors above ground provide natural ventilation to the rear staircase. An additional louvre vent is present to the head of each staircase.


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


16) 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.

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

18) 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.

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

20) Individual flat doors are predominantly nominal 44mm timber fire door sets with intumescent strips, cold smoke seals and self-closing devices. Doors to flats 11, 17, 19, 27, 32, 35 are FD30s composite door sets. Flats 1-4 are accessed externally; doors don't open into a common area and therefore don't require fire rated door sets.

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

    a) Flat 24 Leaseholder property – Short section of intumescent strip / cold smoke seal on slamming edge slightly loose. Occupier has temporary repaired

    b) Flat 20 – Significant damage to the frame around the latch resulting in the door failing to fully self-close (the tenant has attempted to repair). Also, the screws to the top hinge are not fully seated. Door and frame set will need to be replaced.

c) Flat 19 – Door is correct.

d) Flat 5 – Door is correct.

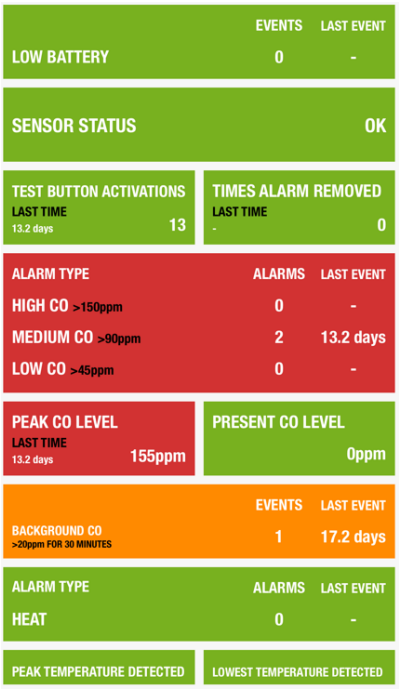
Section 8

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 LD2 Standard.

   Flat 24 – LD2
   Flat 20 – LD2
   Flat 5 – LD2
   Flat 19 – LD2. The occupier said that the combined heat / CO detector in the kitchen had previously been randomly bleeping. Analysis of the detector's data revealed that there had previously been a CO activation 13.2 days prior registering 155 PPM. The CO level during this FRA was zero. The SMBC gas team were notified to conduct a precautionary inspection of the gas appliances within this flat.



LD1 all rooms except wet rooms
LD2 all-risk rooms e.g. Living Room, Kitchens, and Hallway.
LD3 Hallway only

3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put - Unless policy is in place.

4) A fire suppression system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. The control panel for the system is located in the service cupboard / ground floor lift lobby.

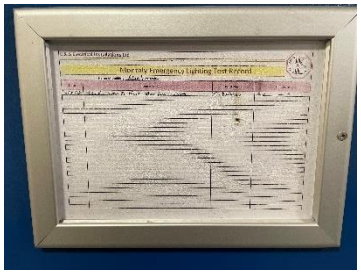
Section 9

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) There's a nominal FD60s service cupboard door on each floor lobby, secured with a mortice type suited lock. The adjacent service cupboard is equipped with a nominal steel door with an internal fire resistant board lining, minimum 30 minutes fire resistance. These doors are secured with a suited cylinder lock.



6) The 1st floor lobby cleaner's cupboard is secured with a nominal FD30s timber door with suited mortice lock.

7) All other service / riser cupboard doors to lobbies are nominal FD30s, locked with suited mortice locks.

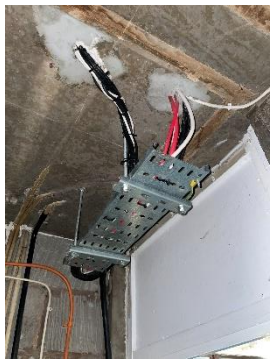
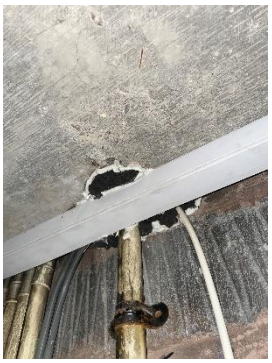
8) Void service cupboards were noted in the rear stairwell on floors 1, 4 & 7. All cupboards are secured with nominal FD30s fire doors with combined intumescent strips and cold smoke seals, with suited mortice locks.

9) The lift motor room is secured with a 54mm nominal FD60s door.

10) There's 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.



11) A variety of methods / materials have been used to achieve fire-stopping including fire mortar, fire rated sponge and intumescent mastic.

12) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.

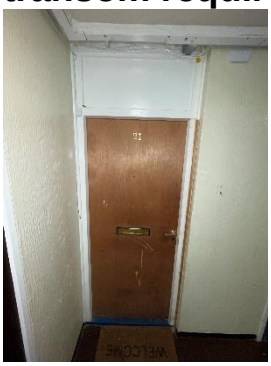
13) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

14) 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, 32, 35 are FD30s composite door sets.

15) 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 building's 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. Were minor shortcomings have been identified actions have been created for corrective works.

16) Nominal communal landing / staircase doors were noted to the 6th floor adjacent flat 27 and to the 3rd floor adjacent flat 15 / rear staircase. Both doors are FD30s 44mm timber hardwood with Pyroguard vision panels.


17) **7th floor flat 31 – vertical beading slamming side of frame is coming away from door frame. Fibreoptic cable noted through transom requires firestopping / intumescent mastic.**



18) **6th floor firestopping required to small hole in ceiling of service cupboard between flat 25 and lift.**

19) **5th floor communal / landing door by flat 23 – excessive gap approximately 15mm slamming edge from handle down. Door may require re-lipping.**


20) 4th floor cupboard on landing is missing screws from all hinges.

21) Cables from service cupboards in common areas is housed in metal trunking.


22) Plastic trunking was evident within some service cupboards.


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).

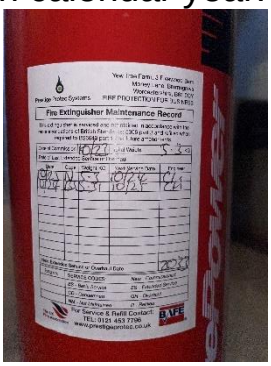

2) The riser outlets are available on each floor lobby (1st – 8th) also secured within cupboards by suited 54 key & mortice locks.


3) A floor mat outside flat 34 snags on the dry riser cupboard door. Firefighters would need to remove the mat to access the outlet.

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

5) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.

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



7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly. The control panel is located on the wall within the ground floor service cupboard (suited 138 key & mortice lock).



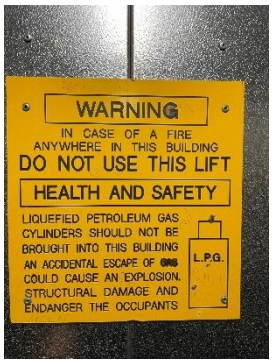
Section 12

Fire Signage

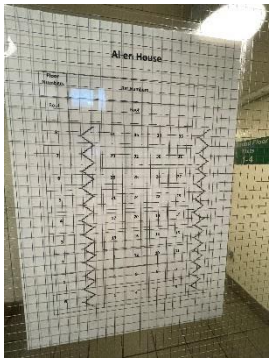
1) All fire doors display appropriate signage. **Ground floor dry riser inlet cupboard door is missing riser signage.**

2) Fire Action Notices are displayed throughout the building.

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



4) Temporary signage to the ground floor is present depicting the floor location of each flat within the building. Floorplans within the premise information box will also support fire service operations. Permanent signage will be installed during the next refurbishment programme.



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

6) Directional fire escape signage has been installed to the ground floor stairwells.

Section 13

Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

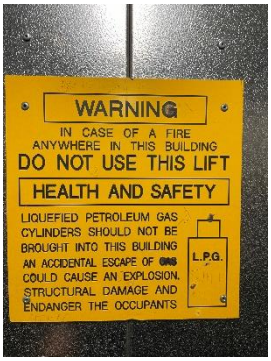
2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located are within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.

4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.

5) Fire safety information has been provided as part of tenancy pack.

6) Building safety and evacuation notices are displayed in common areas and lift cars.



7) Information regarding use of fire doors and the Stay Put unless fire evacuation strategy is provided to residents.

IMPORTANT NOTICE

FIRE DOORS

Fire doors are crucial life safety devices, designed to restrict the spread of smoke and fire for a substantial period of time.

You must ensure:
- Fire doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

You must NOT:
- Alter or change your flat front door or internal doors without prior consent from Sandwell Council.

We will:
- Ensure caretakers check communal fire doors.
- Carry out an audit of communal fire doors every 12 weeks.
- Check your flat entrance fire door every year.

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

This information is provided in line with the Fire Safety (England) Regulations 2022 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of fire doors.

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:
Name: Contact Centre
Phone: 0121 569 6000
Email: customer_services@sandwell.gov.uk
On-line: My Sandwell Account

Sandwell

Use QR Code to access Fire Safety Advice

Fire safety advice

Sandwell

We are committed to educating residents about fire safety and what you should do in the event of a fire in your own home or another part of the building.

What to do if a fire breaks out in your flat

1. Leave the room where the fire is and close the door.
2. Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you. Do not stay to put out the fire.
3. Use the staircase to exit the building. Do not use the lift.
4. Dial 999 and wait for the fire service to arrive. Do not re-enter the building.

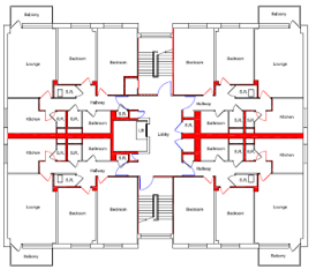
What to do if you see or hear a fire in another flat or part of the building

1. It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you. If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
2. If you are instructed to leave by a member of the emergency services, you should do so immediately.
3. In either case, use the staircase to exit the building. Do not use the lift.

'Stay Put/Unless' is an evacuation strategy used in purpose-built blocks of flats. It is in place to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 6000.

8) 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 ALLEN HOUSE		FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)		SAVE LIVES, DON'T DO THIS (red background)	
	Mains electrical system is tested every 5 years	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE			Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
	Gas supply tested annually				Stairs and corridors are escape routes and must be kept clear
	Water supplies checked in line with water hygiene regulations				Emergency lighting comes on in the event of power failure and is checked monthly
	There is 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.	THIS BUILDING IS DESIGNED TO SUPPORT A ***STAY PUT*** POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT ***UNLESS*** AFFECTED BY FIRE OR SMOKE.			Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
	The external façade is traditional brick with Rockwool Energy Saver blown fibre insulation within the cavities. All materials are class A1 limited combustibility.	Fire safety advice Further information available at www.Sandwell.gov.uk, your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_mlilo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk Sandwell FRAs			Bin rooms have sprinkler protection activated by smoke alarms

Section 14

Sources of Ignition

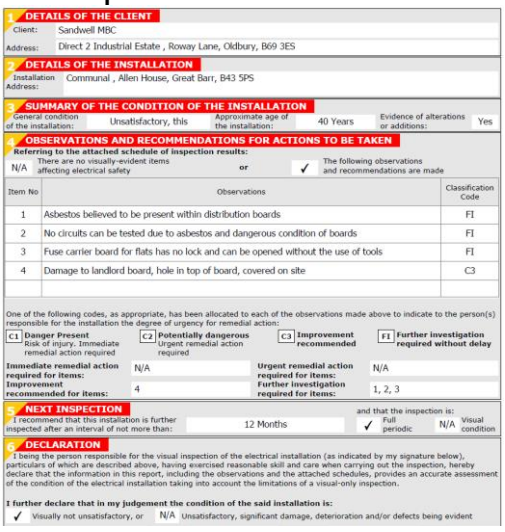
1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.

2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.

4) The 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.

5) The fixed electrical installation shall be tested every 5 years. The date of the last inspection was 18/01/2024. There were 3 observations and recommendations recorded on the report that that will be managed by the inhouse electrical team. The engineer has reported that the installation is not visually unsatisfactory**.**



1 DETAILS OF THE CLIENT

Client: Sandwell MBC

Address: Direct 2 Industrial Estate , Roway Lane, Oldbury, B69 3ES

2 DETAILS OF THE INSTALLATION

Installation Address: Communal , Allen House, Great Barr, B43 5PS

3 SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation: Unsatisfactory, this | Approximate age of the installation: 40 Years | Evidence of alterations or additions: Yes

4 OBSERVATIONS AND RECOMMENDATIONS FOR ACTIONS TO BE TAKEN

Referring to the attached schedule of inspection results:

N/A There are no visually-evident items affecting electrical safety | or | ✓ The following observations and recommendations are made

Item No	Observations	Classification Code
1	Asbestos believed to be present within distribution boards	FI
2	No circuits can be tested due to asbestos and dangerous condition of boards	FI
3	Fuse carrier board for flats has no lock and can be opened without the use of tools	FI
4	Damage to landlord board, hole in top of board, covered on site	C3

One of the following codes, as appropriate, has been allocated to each of the observations made above to indicate to the person(s) responsible for the installation the degree of urgency for remedial action:

C1 Danger Present – Risk of injury. Immediate remedial action required | C2 Potentially dangerous – Urgent remedial action required | C3 Improvement recommended | FI Further investigation required without delay

Immediate remedial action required for items: N/A | Urgent remedial action required for items: N/A

Improvement recommended for items: 4 | Further investigation required for items: 1, 2, 3

5 NEXT INSPECTION

I recommend that this installation is further inspected after an interval of not more than: 12 Months and that the inspection is: ✓ Full periodic | N/A Visual condition

6 DECLARATION

I being the person responsible for the visual inspection of the electrical installation (as indicated by my signature below), particulars of which are described above, having exercised reasonable skill and care when carrying out the inspection, hereby declare that the information in this report, including the observations and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the limitations of a visual-only inspection.

I further declare that in my judgement the condition of the said installation is:

✓ Visually not unsatisfactory, or | N/A Unsatisfactory, significant damage, deterioration and/or defects being evident

6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.

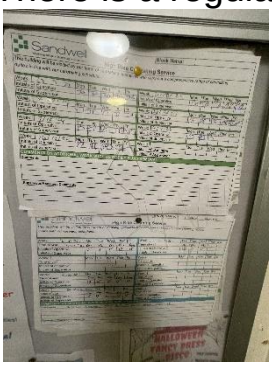
7) Portable heaters are not allowed in any common parts of the premises.

8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is internal to the building.

Section 15

Waste Control

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



2) Refuse 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 evidence of minor arson to signage in the lift car.

4) The perimeter of the premises is well illuminated with street lighting.

5) There have been no reported fire incidents since the last FRA (November 2023).

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.

Section 19

Additional Control Measures; Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

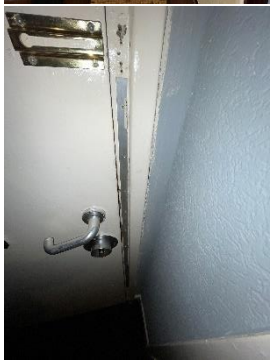
P2 Arrange and complete within 1-3 Months of assessment date

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

P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment
Action Plan

Name of Premises or Location:	Allen House 1-36
Date of Action Plan:	15/11/23
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/21b	Flat 20 – install new FD30s flat entrance door & frame / transom set replacing existing damaged door / frame. *Approximate measurements of existing door set.* *Door 1965 x 833mm* *Frame 2470 x 930mm*	 	P3	Within 3-6 months Repairs	

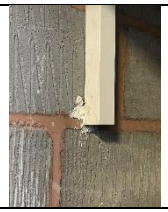
10/17	7th floor flat 31 – re-fit vertical bead and fire stop hole in transom were fibre optic cable penetrates.	 	P2	Within 1-3 months Fire Rapid Response	
10/18	6th floor service cupboard next to flat 25 – fire stop hole in ceiling.		P2	Within 1-3 months Fire Rapid Response	

10/19	5th floor communal / landing door by flat 23 – Reduce excessive gap, from handle side down, door may require re-lipping.		P2	Within 1-3 months Fire Rapid Response	
10/20	4th floor landing service cupboard replace missing screws in hinges.		P2	Within 1-3 months Fire Rapid Response	
11/3	Flat 34 to remove floor mat which obstructs access to dry riser cupboard.		P2	Within 1-3 months Housing Manager	

12/01	Ground floor riser cupboard requires signage.		P2	Within 1-3 months Fire Rapid Response	

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 during the next refurbishment programme.	
Relocate telecommunication equipment in the 7th floor lift lobby service cupboard to a more suitable location during the next refurbishment programme.	

Replace plastic trunking for cables in some service cupboards with a metal alternative with intumescent pads or pillows.	
Install firefighter override controls to the lift system.	n/a

Signed

	Fire Risk Assessor	Date: 14/11/2024
Adrian Jones	Quality Assurance Check	Date: 15/11/2024

Appendix 1

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

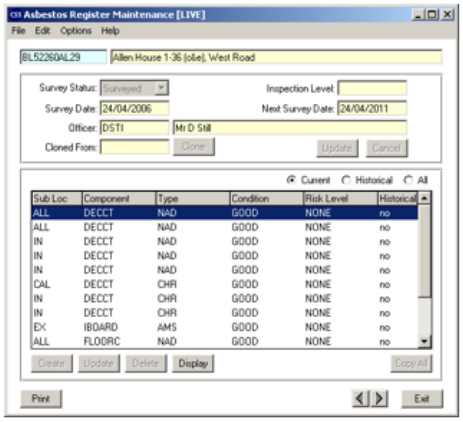
Name of property: Allen House

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). *Include survey*

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 ✓	Site Check
Reason for request		**HSG 264 - Survey Report Type**		Date	19/03/2014		
Investment Void		Refurbishment Survey		**Property Description**			
Investment Tenanted		Management Survey	✓	*9 STOREY HIGH RISE BLOCK*			
R & M Void		SHAPE Interrogated.	✓				
R & M Tenanted		No Existing SHAPE Data.	✓				
Medical / Emergency - Heating Works		Existing SHAPE Data.					
Communal Areas	✓	Refurb Surveys Interrogated ?				Year Built	1967



Notes / including details of similar property surveys completed.
REVIEWED BY S.HARRISON / DON WEBB ON 09/11/2016.

Reviewed by G.Carington – 25/05/2022

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	1-36 ALLEN HOUSE, WEST ROAD, GREAT BARR, B43 5PS						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
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 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, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

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

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

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