

# Fire Risk Assessment

## Meadow Avenue (Willow)



**Charlemont Farm, West Bromwich,  
B71 3EN.**

**Date Completed:** 22nd January 2024

**Review Period:** 12 months

**Officer:** Anthony Smith **Fire Risk Assessor**

**Checked By:** Tony Thompson **Fire Safety Manager**

**Current Risk Rating = Trivial**

**Subsequent reviews**

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>

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## Section

# 0

## Introduction

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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.

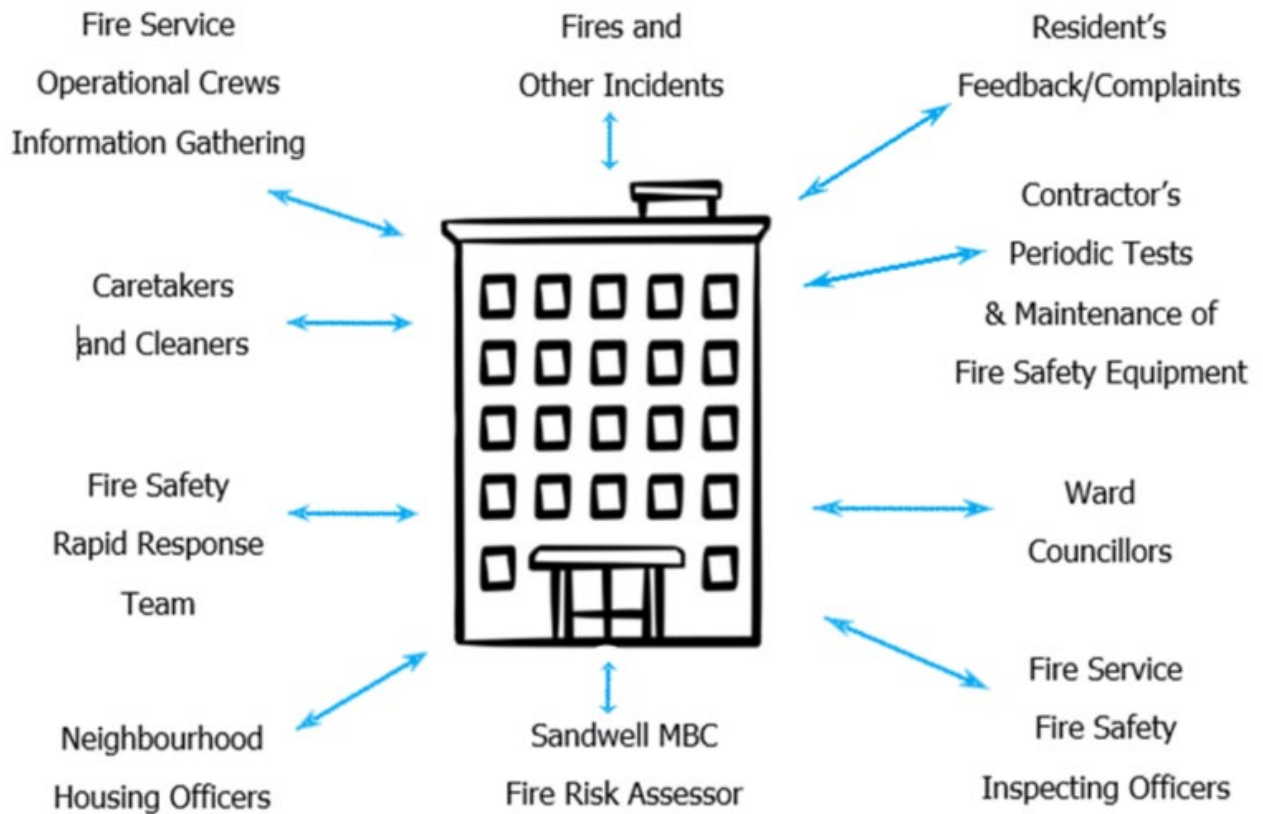
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

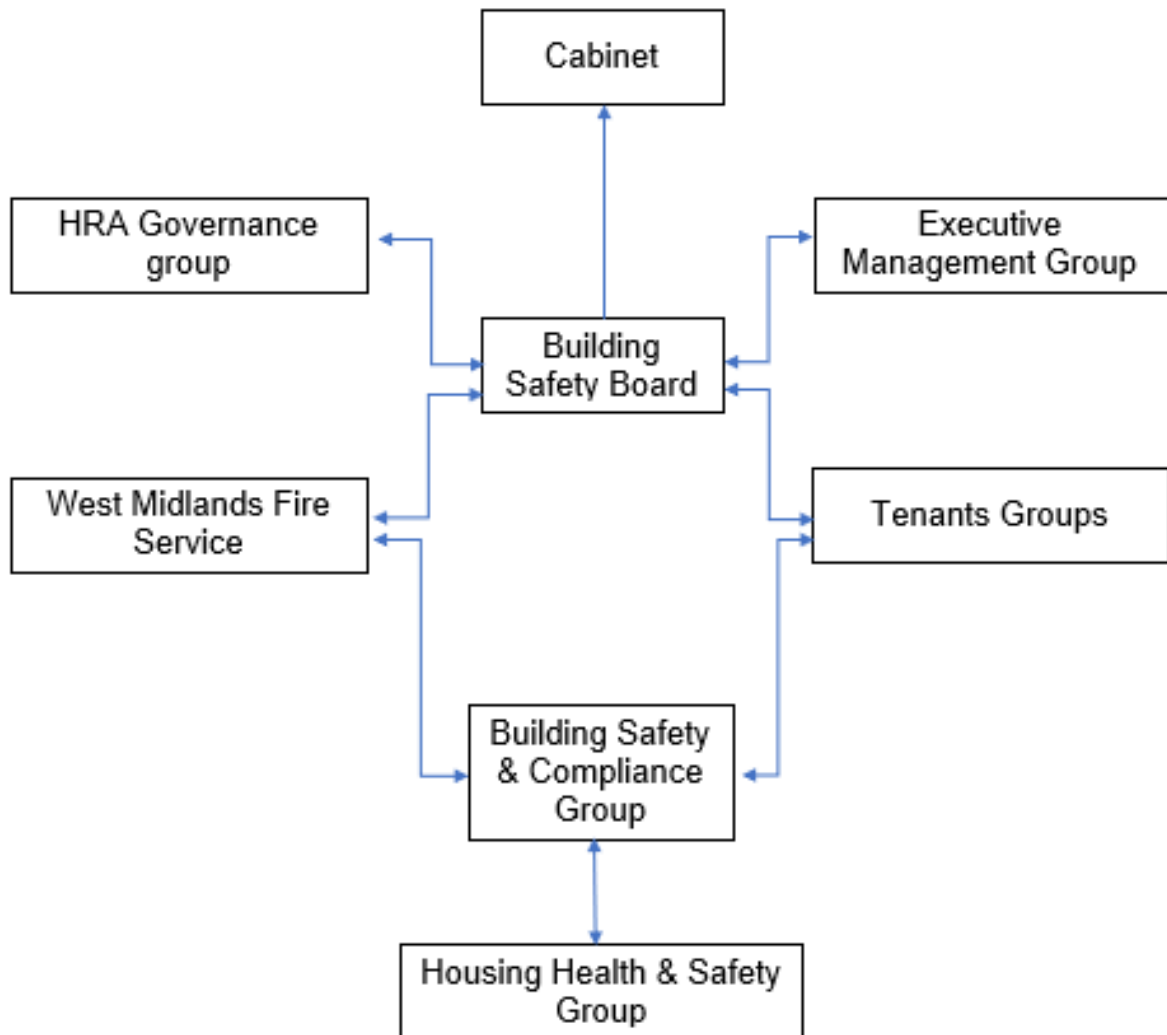
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The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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.

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**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
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>Brickwork from ground to 1<sup>ST</sup> floor. Fire classification A1.</p> <p>Wetherby EW1 render system 1<sup>st</sup> to 8th floor. Fire classification A2</p> <p>Trespa HPL panels to balconies. Fire classification B-s1, d0.</p> <p>Aluminium panels. Fire classification A1.</p> <p>Timber screening to balcony 205 to be removed.</p> <p><i>Resolved</i></p>	<p>Trivial</p>

<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b></p> <p>There are two protected stairs that provide sufficient means of escape.</p> <p>Detection for AOV present in lobbies and front stairwell landings.</p> <p>Emergency lighting is provided to communal corridors and stairs.</p> <p>The communal landings and stairs are protected by Notional self-closing FD 30S doors.</p> <p>Self-closing device to be fitted to flat entrance door 163.</p>	<p>Tolerable</p>
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Fire detection within sampled flats is installed to LD2 standard.</p> <p>Automatic opening vents are installed to the front stairwell.</p> <p>A deluge system is provided to the bin store.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b></p> <p>The premises have a sufficient emergency / escape lighting system.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-</p>	<p>Trivial</p>



	<p>hour horizontal fire resistance around flats stairwells and lift shafts.</p> <p>All communal &amp; flat entrance doors are minimum 30-minute fire doors with intumescent strips &amp; cold smoke seals, including those in 1-hour rated walls.</p> <p>All service / storage cupboard doors are minimum 44mm 30-minute fire doors.</p>	
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The dry riser outlets serve all floors from 1<sup>st</sup> to 8<sup>th</sup>.</p> <p>Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.</p> <p>Dry riser inlet located within ground floor dry riser cupboard.</p> <p>There is a deluge system in the bin store.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>Escape signage is present.</p> <p>LPG cylinder warning signs displayed in lift.</p> <p>Wayfinding signage is present.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p>	Trivial

	All staff receive basic fire safety awareness training.	
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>The fixed electric tests should be done every 5 years, last test date: 01/2022</p>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p>	Trivial
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>A door entry system prevents unauthorised access.</p> <p>Perimeter lighting is in place.</p> <p>CCTV is in operation.</p>	Trivial
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>Residents instructed not to bring L.P.G cylinders into block.</p>	Trivial

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

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

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm</b>	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 corrective works to flat entrance door 163 and the removal of the timber screening to balcony of flat 205.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include Nominal FD30s doors to flat entrances, Notional 30-minute fire doors upgraded with intumescent strips / cold smoke seals to lobby & stairwell. Notional 30-minute fire doors to service cupboards also with intumescent strips and cold smoke seals, with one-hour doors to the lift motor room. Suitable smoke detection to LD2 standard within flats, automatic smoke ventilation system to the front stairwell and a Stay Put – Unless policy.

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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:

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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## Section

# 2

## People at Significant Risk of Fire

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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.

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**Section**

**3**

**Contact Details**

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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*

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## Section

# 4

## Description of Premises

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Meadow Avenue 145-215 (Willow House)  
Charlemont Farm,  
West Bromwich,  
B71 3EN

### Description of the Property

The high-rise block was constructed in 1962. The block consists of 9 storeys (inclusive of the ground floor).

Each of the floors contains 4 number dwellings.



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



The fire fighters' white box is located above and to the left of the main entrance. The location of service isolation points for gas, electricity and water are detailed on a plan located in the fire fighter's white box. The box will contain a drop latch key.

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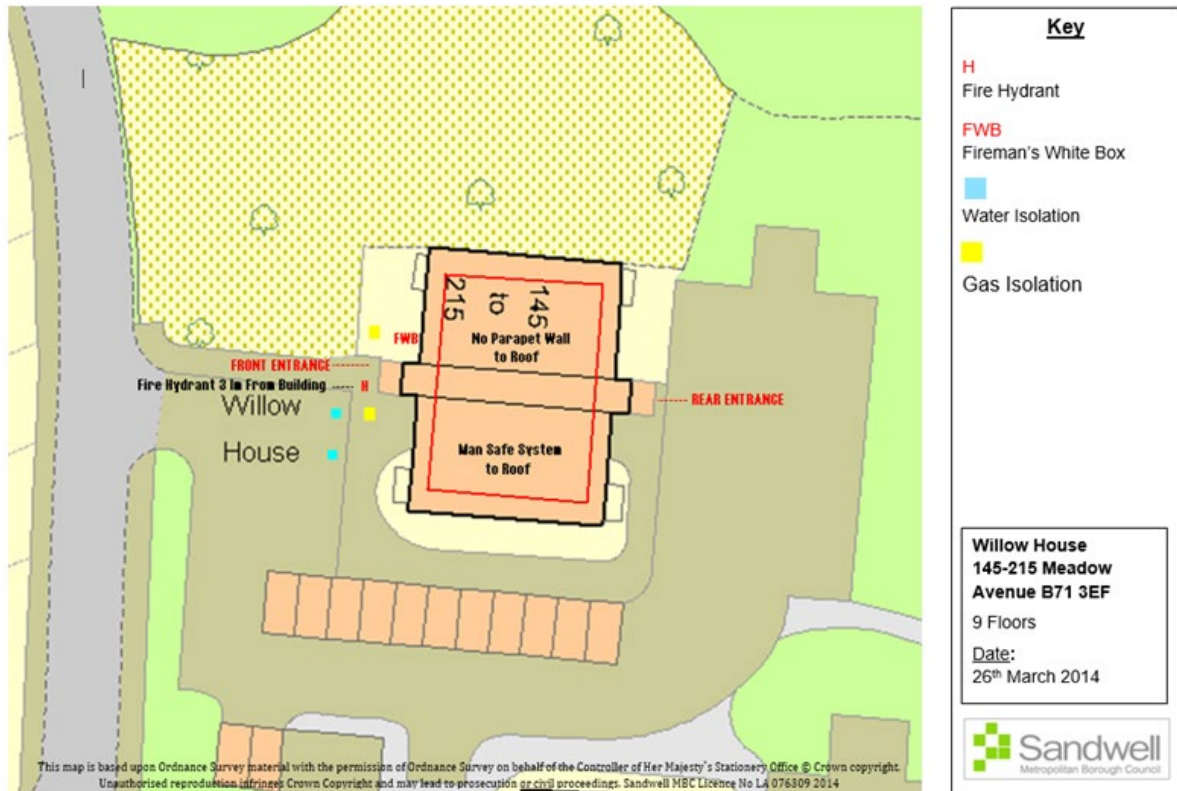


There is a Secure Premise Information Box (PIB) located in the lobby. It is a Gerda box that utilises a standard WMFS suited key. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and documents for those with vulnerabilities who may require additional consideration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



## Orientation Plan

The location of service isolation points for gas, electricity and water are detailed on a plan located in the fire fighters white box.



On arrival Information (for WMFS)

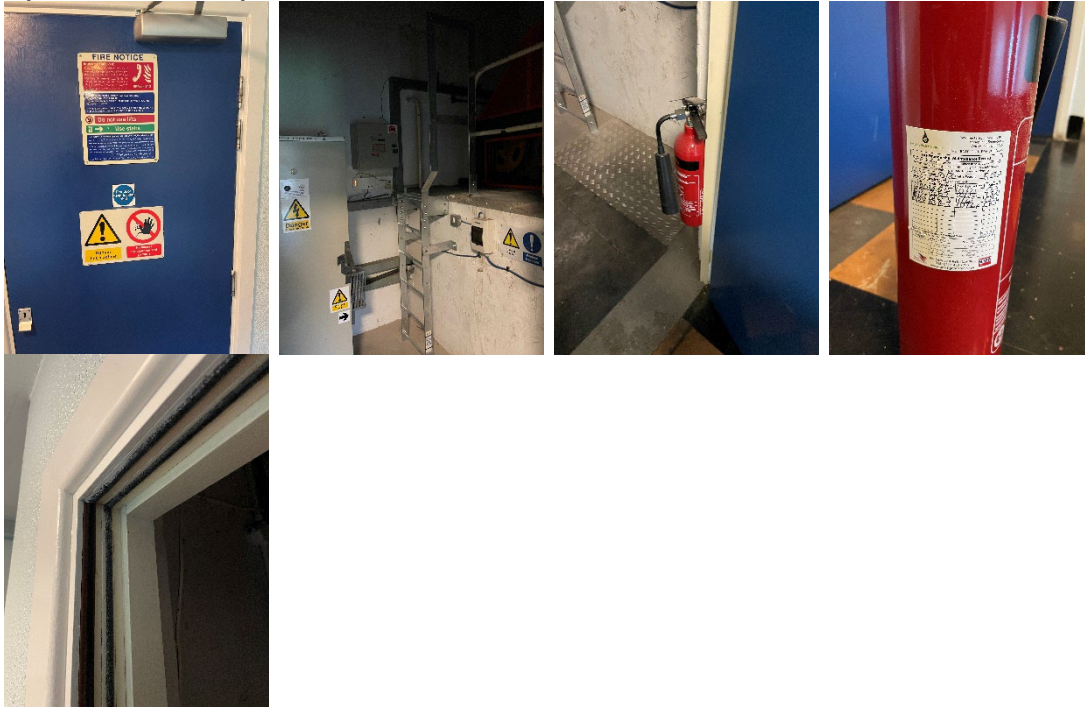
Address: Willow House 146-216 Meadow Avenue B71 SEF		Survey date: 17/03/2023	ON ARRIVAL INFORMATION
<b>BUILDING LAYOUT</b>			
Size: Width, <del>breadth</del> and height			
Construction	Wales, concrete brick, brickwork up to 1 <sup>st</sup> floor then rockwool insulated render system		
Number of floors	9 including ground floor		
Layout	The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 7 <sup>th</sup> floor then use staircase to access the 8 <sup>th</sup> floor and the lift motor room that is also located on this floor.  2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block.  3 smoke extraction vents located on front staircase only on floors 1, 5 and 8 with the rear of the block having louvre vents, the control panel located within the lobby area nearest the main access point.  Corridors and stairs are protected by FD30s doors.		
Lifts	1		
Types of entrance doors	Individual flat doors are FD30s rated <del>fireproof</del> of composite construction. Communal doors within the block are timber FD30s		
Rubbish chutes/ bin rooms	Yes		
Common voids	No		
Access to roof/ service rooms	Access to motor room via full height timber door from 8 <sup>th</sup> floor landing, with a fixed steel ladder to upper level. This a further fixed vertical steel ladder, through a three-quarter size steel door 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		
<b>FIREFIGHTING SYSTEMS</b>			
Water supplies	Fire hydrant is located at the entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.		
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (6mm valve) secured with a type 54 suited mortice lock.		
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A firefighter control switch is located within the ground floor lobby		
Smoke control vents	Automatic smoke ventilation is employed on both sets of staircases on floors 1, 5 and 8 with the control panel located within the lobby area nearest the main access point.		
Sprinkler system	A water suppression system is provided to the refuse chute bin store		
<b>DANGEROUS SUBSTANCES</b>			
Location, type, and quantity	FLOORS TO ALL COMMUNAL LANDINGS THERMOPLASTIC - SEALED PRESUMED CHRYSOTILE		
<b>SERVICES</b>			
Electricity	Electric meter cupboards located on each floor of the block		
Gas	Gas isolation points located at nearest the main access point of the block and also on the orientation plan		

There is one lift car that serves the floors but only goes to floor 7 as the lift motor room is located on the top floor.



The lift motor room is located on the 8<sup>th</sup> Floor. Access to motor room via full height 60-minute timber fire door. A steel ladder provides access to

the upper level then a further fixed vertical steel ladder provides access up to a three-quarter size steel door that leads out on the roof.



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 Rise
Number of Floors	9
Date of Construction	1962
Construction Type	Waites
Last Refurbished	2009
External Cladding	Brickwork to 1 <sup>st</sup> floor. Rockwool insulated render system. Fire classification A2. Aluminium panels. Fire classification A1. HPL panels to balcony. Fire classification B-s1, d0.
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes (front stairs only floors 8, 5 and 1). Rear stairs have louvre vents.
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via full height timber door from 8 <sup>th</sup> floor landing, with a fixed steel ladder to upper level. Then a further fixed vertical steel ladder, through a three-quarter size steel door leading out on the roof.
Equipment on roof (e.g. mobile phone station etc)	No

**Persons at Risk**

Residents / Occupants of 36 number of flats.

Visitors,

Sandwell MBC employees,

Contractors,

Service providers (e.g. meter readers, delivery people etc)

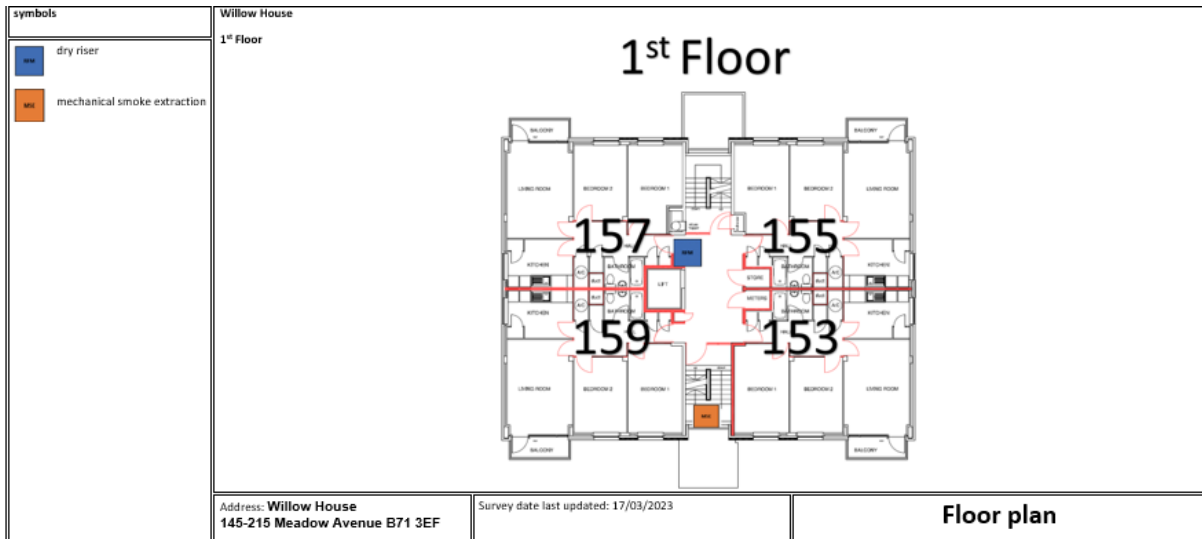
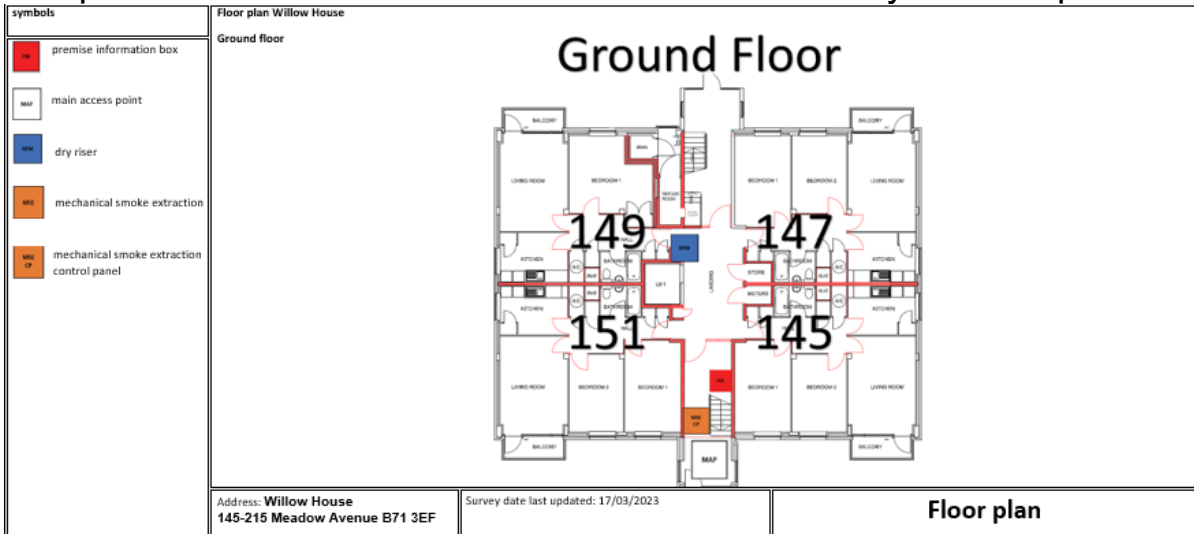
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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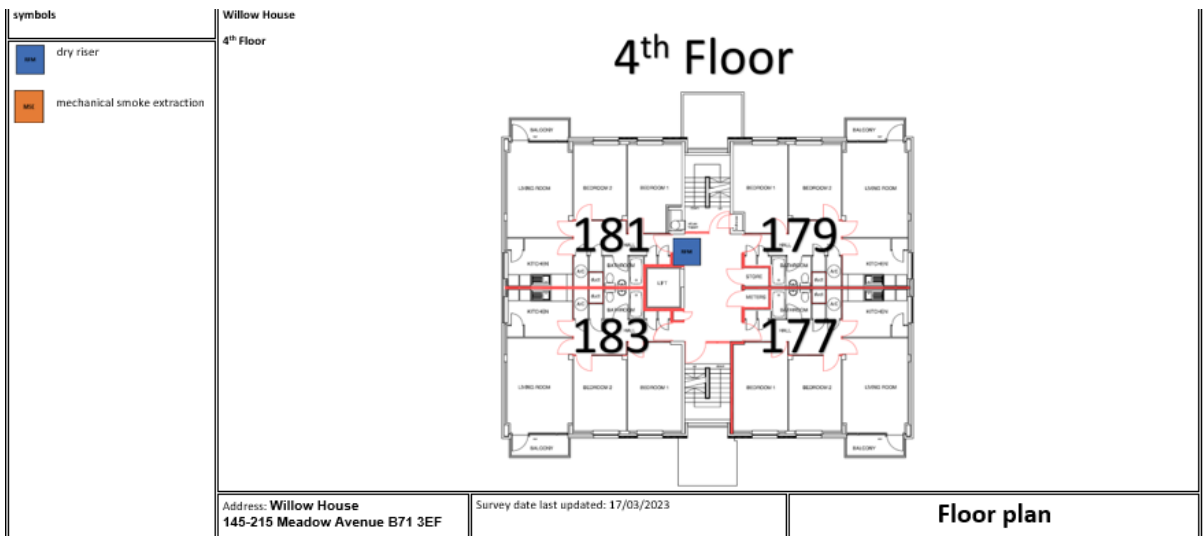
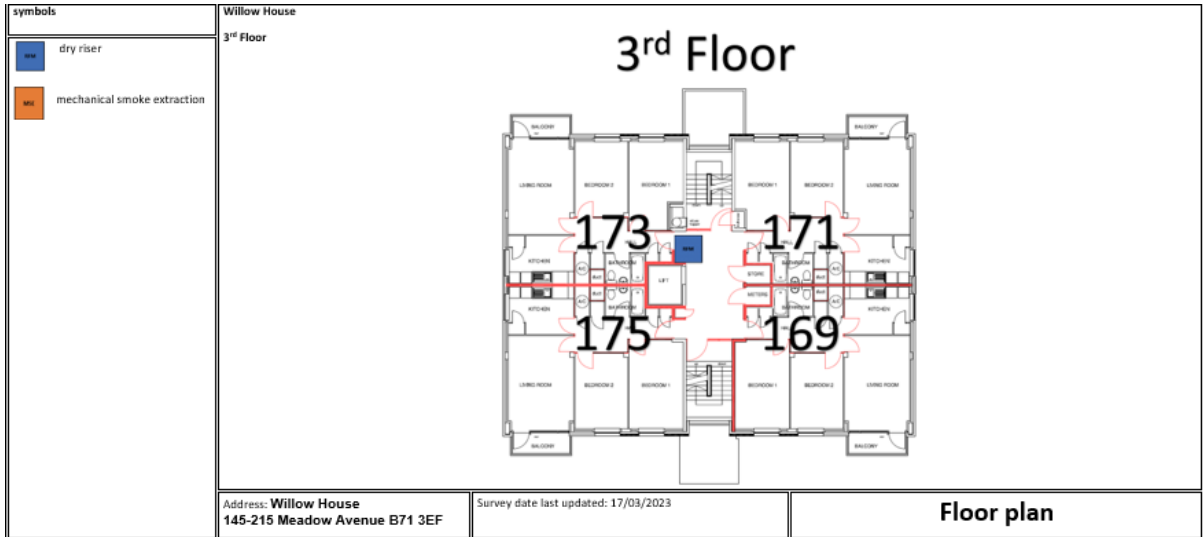
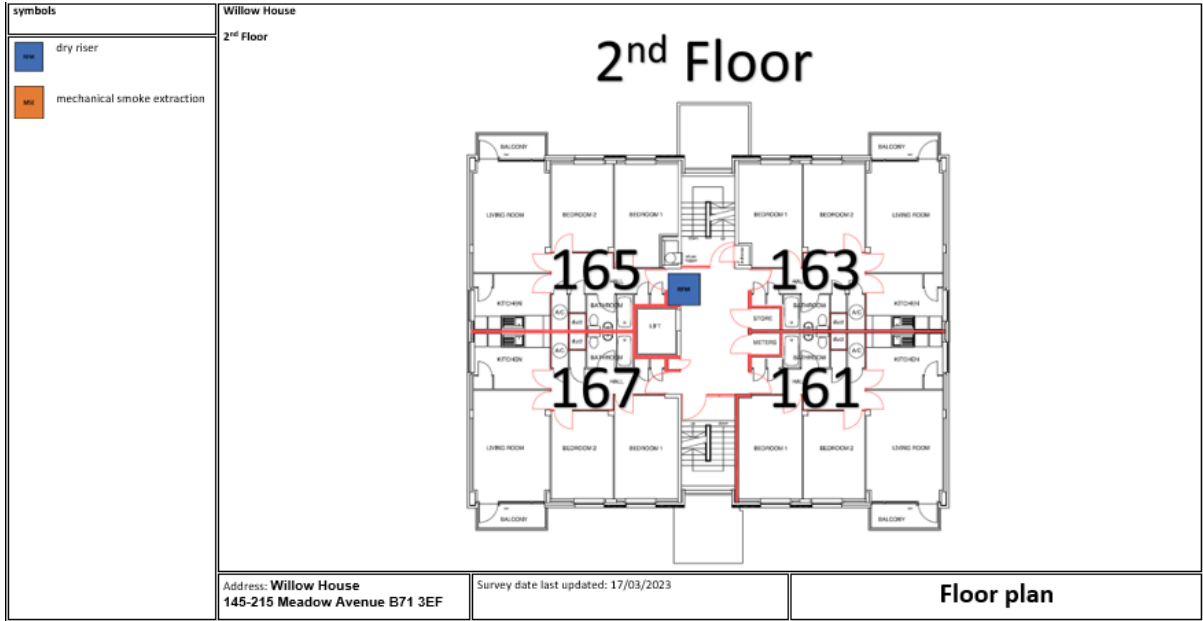
**Section  
5**

**Building Plan**

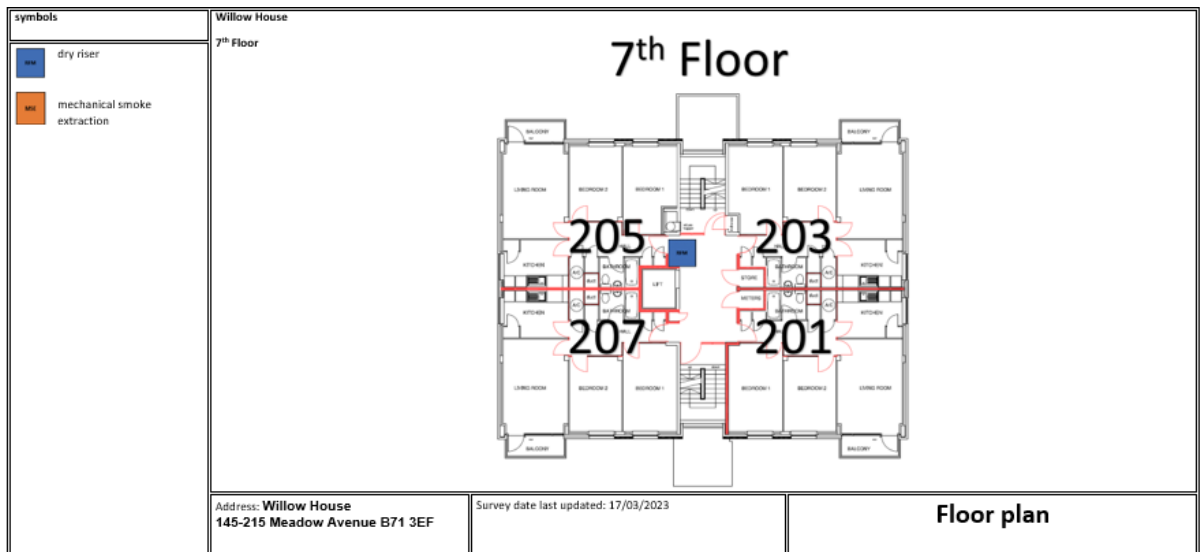
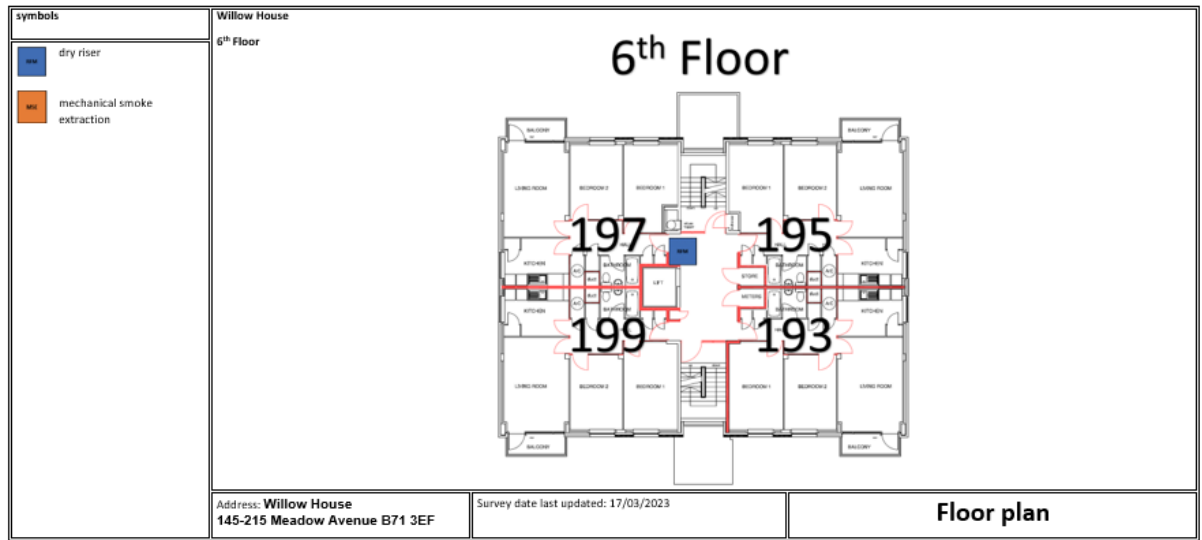
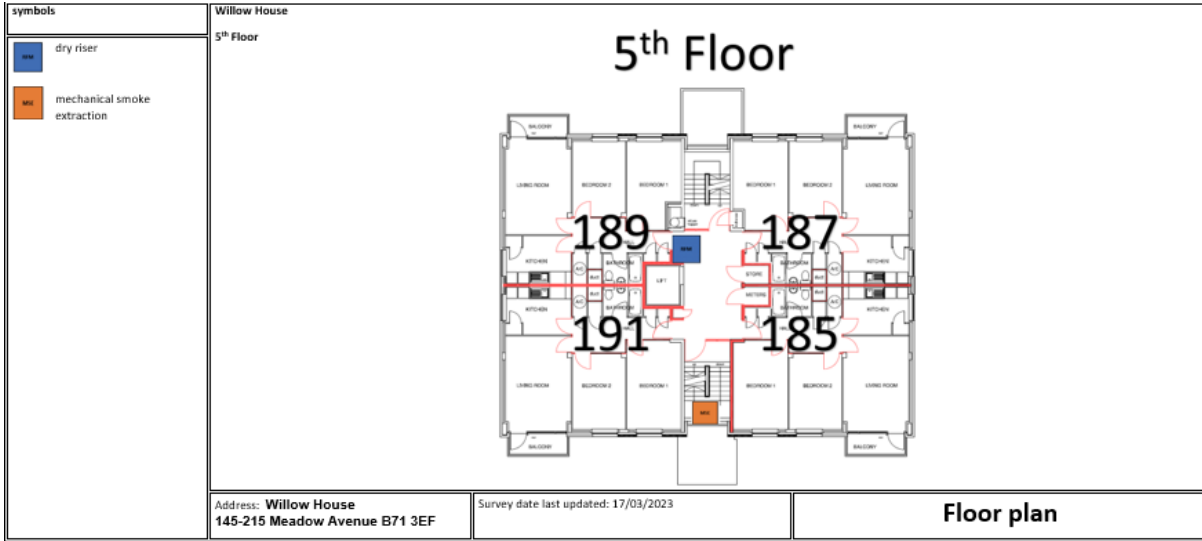
A typical floor layout showing horizontal lines of compartmentation, emergency lighting, fire detection is attached and AOVs etc. The plans have been shared with WMFS electronically via their portal.



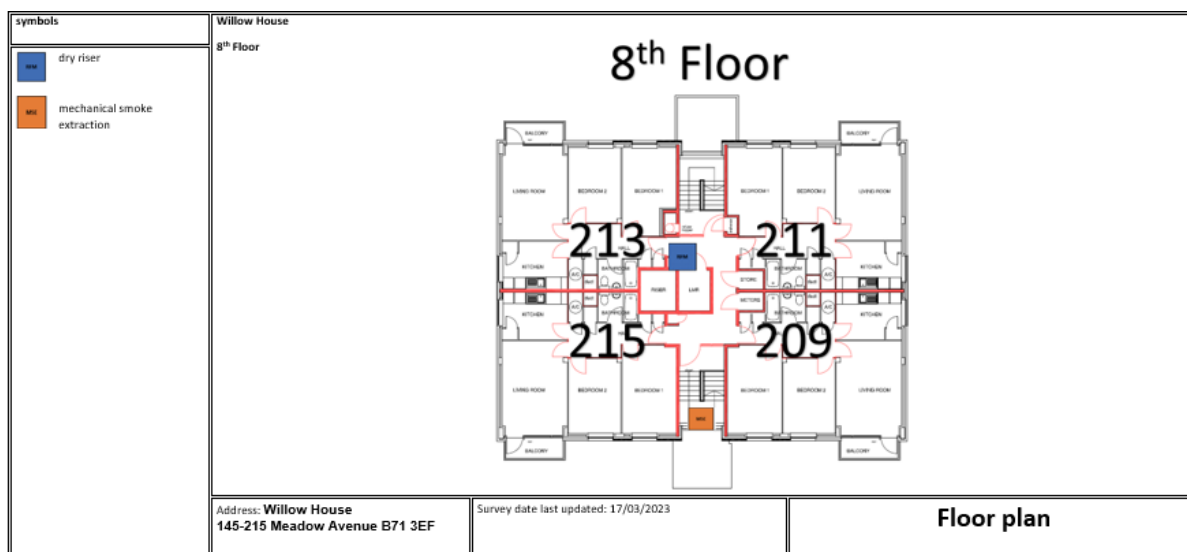
# Fire Risk Assessment



# Fire Risk Assessment







## 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

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

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

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

## Fire Risk Assessment

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Rockwool  
Insulated Render.  
Fire Classification  
A2



High Pressure  
Laminate Board. Fire  
Classification B-s1,d0

Brickwork Fire  
Classification A1

Rockwool  
Insulated Render.  
Fire Classification  
A2.



Aluminium Panels. Fire  
Classification A1.

Brickwork. Fire  
Classification A1.

**1) Timber screening was noted to balcony 205. This should be removed as combustible.**

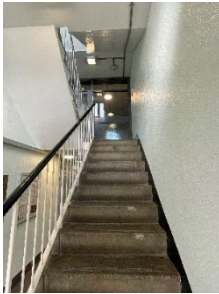


## Section 7

# Means of Escape from Fire

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- 1) The site has two staircases that provides a means of escape and are 1030mm wide.



- 2) All corridors are of adequate width (at least 1070mm) 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 Notional FD30s fire doors with vision panels. These doors have been upgraded with a combined strip consisting of a cold smoke seal and intumescent strip.



- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 9) Automatic smoke ventilation is employed to the front staircase on floors: 1,5 and 7. 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.



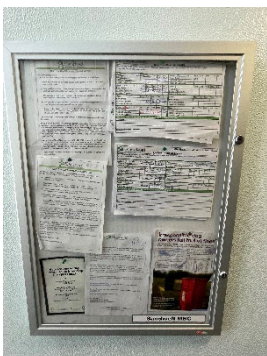
- 10) The rear staircase has louvre ventilation on all floors. Windows can be opened with use of a key.



- 11) Communal windows can be opened with the use of a key.



- 12) 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



- 13) 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.



- 14) Dry riser cupboard doors are FD30s rated, kept locked / secured with type 54 suited mortice lock(s).

- 15) The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.



- 16) Service cupboard doors are FD30S rated, secured with type 138 suited mortice locks. Residents have been provided with a key for access to their electricity meters.



- 17) Surface coatings to the communal areas are Class 0 rated.
-

18) The building has sufficient passive controls that provides 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.

19) Individual flat entrance doors are FD 30S rated Permadoor of composite construction.



20) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with. Flats accessed were: 203, 181, 179, 163 and 151. Residents confirmed smoke detection provision.

**21) Flat entrance door 163 requires a self-closing device.**



## Section

# 8

## Fire Detection and Alarm Systems

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

*For information*

*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 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.





**Section**

**9**

**Emergency Lighting**

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- 1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs and lift motor room.



- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



**Section**

**10**

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**Compartmentation**

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*This section should be read in conjunction with Section 4*

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping 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 lockable. Keys are held centrally unless containing resident's meters
- 6) A variety of methods / materials have been used to achieve fire-stopping refer to table below:

## Fire Risk Assessment

Floor No	Electric Meter Cupboard					Dry Riser					Comms Riser										Floor No																				
	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials						Fire Stopping Materials																			
	Stairsk	Inu Batt	Inu Sponge	Inu AMI Mastic	Greentite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rocwool	Rocwool	Stairsk	Inu Batt	Inu Sponge	Inu AMI Mastic	Greentite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rocwool	Rocwool	Stairsk	Inu Batt	Inu Sponge	Inu AMI Mastic	Greentite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rocwool	Rocwool	Stairsk	Inu Batt	Inu Sponge	Inu AMI Mastic	Greentite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rocwool	Rocwool	
B																																									B
G			✓										✓																												G
1			✓										✓																												1
2																																									2
3																																									3
4			✓										✓																												4
5			✓									✓		✓																											5
6			✓									✓		✓																											6
7			✓									✓		✓																											7
8			✓									✓		✓																											8
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Communal doors free from defects					✓	Communal windows free from defects					✓	Flat doors free from defects					✓	Communal cupboards locked and secure					✓	Communal areas free from tenants stored items					✓	Communal areas free from repairs materials					✓						
<b>Foam Removal &amp; Enhancement Record</b>										<b>Foam, Enhancements &amp; Other Comments:</b>																															
Foam Present But Not Removed This Visit										✓ Foam present in all cupboards																															
Foam Present & Partially Removed This Visit										3rd and 2nd floors unable to check due to contractors working on landings																															
Foam Present & Fully Removed This Visit																																									
No Foam Present																																									
No Enhancement Carried Out This Visit																																									
Enhancement Carried Out This Visit																																									

- 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) The corridors/staircases are protected by the use of Notional fire doors with vision panels. These doors have been upgraded with a combined strip consisting of a cold smoke seal and intumescent strip.



10) Individual flat entrance doors are FD 30S rated Permadoor of composite construction.

Refer to door sheet below

Meadow Avenue 145-215 (O) Willow	145-215 Meadow Avenue (Willow House);Charlemont Farm Estate;West Bromwich;West Midlands		
Meadow Avenue 145-215 (O) Willow	177 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	145 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	147 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	149 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	151 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	153 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	155 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	157 Meadow Avenue;Charlemont Farm Estate;We	IG Doors	Not glazed
Meadow Avenue 145-215 (O) Willow	159 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	161 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	163 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	165 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	167 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	169 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	171 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	173 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	175 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	179 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	181 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	183 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	185 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	187 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	189 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	191 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	193 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	195 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	197 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	199 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	201 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	203 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	205 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	207 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	209 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	211 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	213 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed
Meadow Avenue 145-215 (O) Willow	215 Meadow Avenue;Charlemont Farm Estate;We	Permadoor	Not glazed

11) Access panels to stop taps are fixed to masonry and bedded on Intumescent foam.

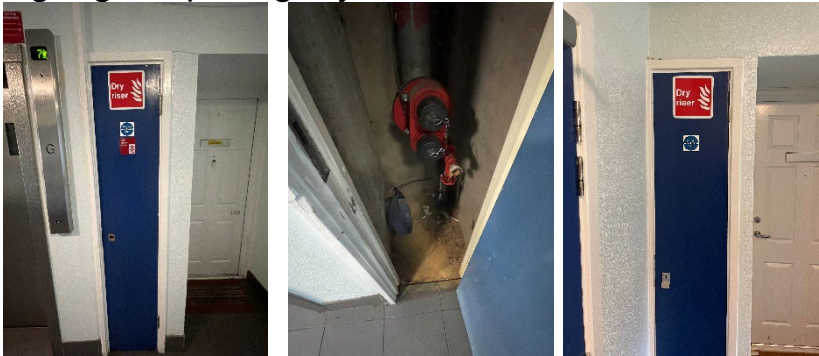


## Section

# 11

## Fire Fighting Equipment

- 1) There is a dry riser that serves the building. The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock. The doors have signage depicting dry riser.



- 2) The dry riser is checked regularly as part of the Caretakers duties.
- 3) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
- 4) Portable fire extinguisher (CO2) is provided to the lift motor room. . Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.



- 5) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly.



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## Section 12

## Fire Signage

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



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



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



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



5) Floor indicator numbers are fitted to the wall on each floor.



6) Floor indicator numbers are fitted to the wall of each floor on the communal staircase(s)



- 7) Wayfinding signage depicting floor level and flat numbers are located within both staircases and the lift lobby. This meets the requirements within the Fire Safety (England) Regulations 2022.



## Section 13

## Employee & Resident Training/Provision of Information

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- 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 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.

<b>BUILDING SAFETY INFORMATION</b>		 <b>WILLOW HOUSE</b>		<b>FIRE SAFETY INFORMATION</b>	
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 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				<b>Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS</b>
	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 <u>monthly</u> .				Smoke detectors in stairs are to open automatic vents and not to raise the alarm.
	The external façade is brick and mineral wool insulated render. All materials are class A1 limited combustibility. Class A & A1 are the accepted standards following Grenfell.		Further information available at <a href="http://www.Sandwell.gov.uk">www.Sandwell.gov.uk</a> your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 <a href="mailto:lee_milto@sandwell.gov.uk">lee_milto@sandwell.gov.uk</a> <a href="mailto:Abdulmonim.Khan@sandwell.gov.uk">Abdulmonim.Khan@sandwell.gov.uk</a>		
		Fire safety advice		Sandwell FRAs	

## 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. It was noted that the last inspection was 01/2022.



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.
- 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. The gas supply is internal.



## Section 15

### Waste Control

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

## section 16

### Control and Supervision of Contractors and Visitors

---

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
  - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
    - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
-

- Health and Safety.
  - Site security.
  - Safety of working and impact on children/school business.
  - Fire risk, if any.
    - Site Emergency Plan.
- b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
- c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
- d) Final Contractor review on completion of works undertaken.

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## Section

# 17

## Arson Prevention

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- 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 CCTV system in place that covers the external perimeter and ground floor.
  - 4) There is no current evidence of arson.
  - 5) The perimeter of the premises is well illuminated.
  - 6) There have been no reported fire incidents since the last FRA.
-

## Section 18

## Storage Arrangements

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- 1) Residents instructed not to bring L.P.G cylinders into block.



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

**Section  
19**

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

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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

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Willow House

Date of Action Plan:

24/01/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/01	Flat 205. Combustible timber screening to balcony to be removed.		P3	Housing Manager 3-6 Months	08/03/2024





Fire Risk Assessment

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07/21	Flat 163. Self-Closer to be replaced. Note resident has closer and said he would replace.		P3	Fire Rapid Team 3-6 Months JM:13148492	12/02/2024
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Signed

	Fire Risk Assessor	Date: 24/01/2024
	Quality Assurance Check	Date: 24/01/2024

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


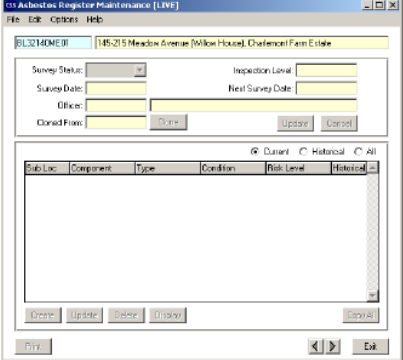
Name of property: Willow House

Updated: 24/05/2022

Premise 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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ). <i>Include survey</i>

<b>Asbestos Survey</b>		Property Address	145-215 Meadow Avenue (Willow House), Charlemont Farm Estate.		✓ Office use					
Surveyed by	D Jones	Date	25/02/2014		Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date		13/04/2018				
Investment Void		Refurbishment Survey		Property Description						
Investment Tenanted		Management Survey		8 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	1961			
						Notes / including details of similar property surveys completed.  Reviewed by G.Carrington – 24/05/22				
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES				

## Fire Risk Assessment

Sample Locations	Property Address	145-215 Meadow Avenue (Willow House), Charlemont Farm Estate.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	ACTION TAKEN ON CONTRACT
<b>IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK &amp; SEEK ADVICE</b>								
F FLOORS TO ALL COMMUNAL LANDINGS	THERMOPLASTIC	-	SEALED	PRESUMED	CHRYSONTILE	NO	NO	
ALL COMMUNAL LANDING WALLS	TEXTURED COATING	-	SEALED	DJ309/003	NO ASBESTOS DETECTED	-	-	-
<b>ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR &amp; ARE CONFIRMED NOT TO BE ACM'S.</b>								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
LIFT MOTOR ROOM CEILING	MINERAL FIBRE BOARD							
MAIN EXTERNAL ROOF	MINERAL FELT							
ALL FLATS TO BLOCK ADJ. ENTRANCE DOOR ACCESS PANELS	SUPALUX							
8 <sup>TH</sup> FLOOR CUPBOARD ADJ. FLAT 215 CEILING	SUPALUX							
8 <sup>TH</sup> FLOOR DRY RISER CUPBOARD CEILING	SUPALUX							