

# Fire Risk Assessment

## Oak Court



**Acacia Avenue, Yew Tree Estate,  
WS5 4BH**

**Date Completed: 22/02/2024.**

**Review Period: 12 months**

**Officer: L. Conway Fire Risk Assessor**

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

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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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.

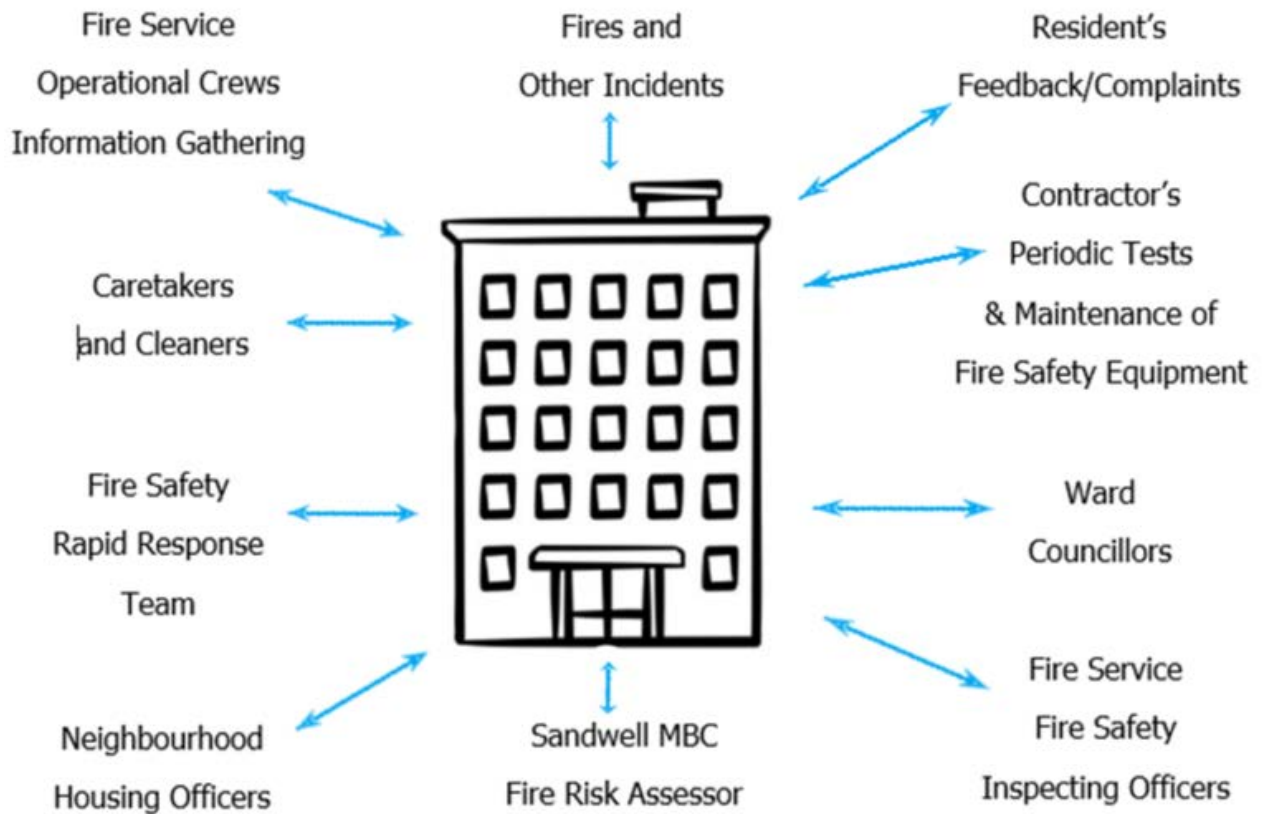
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

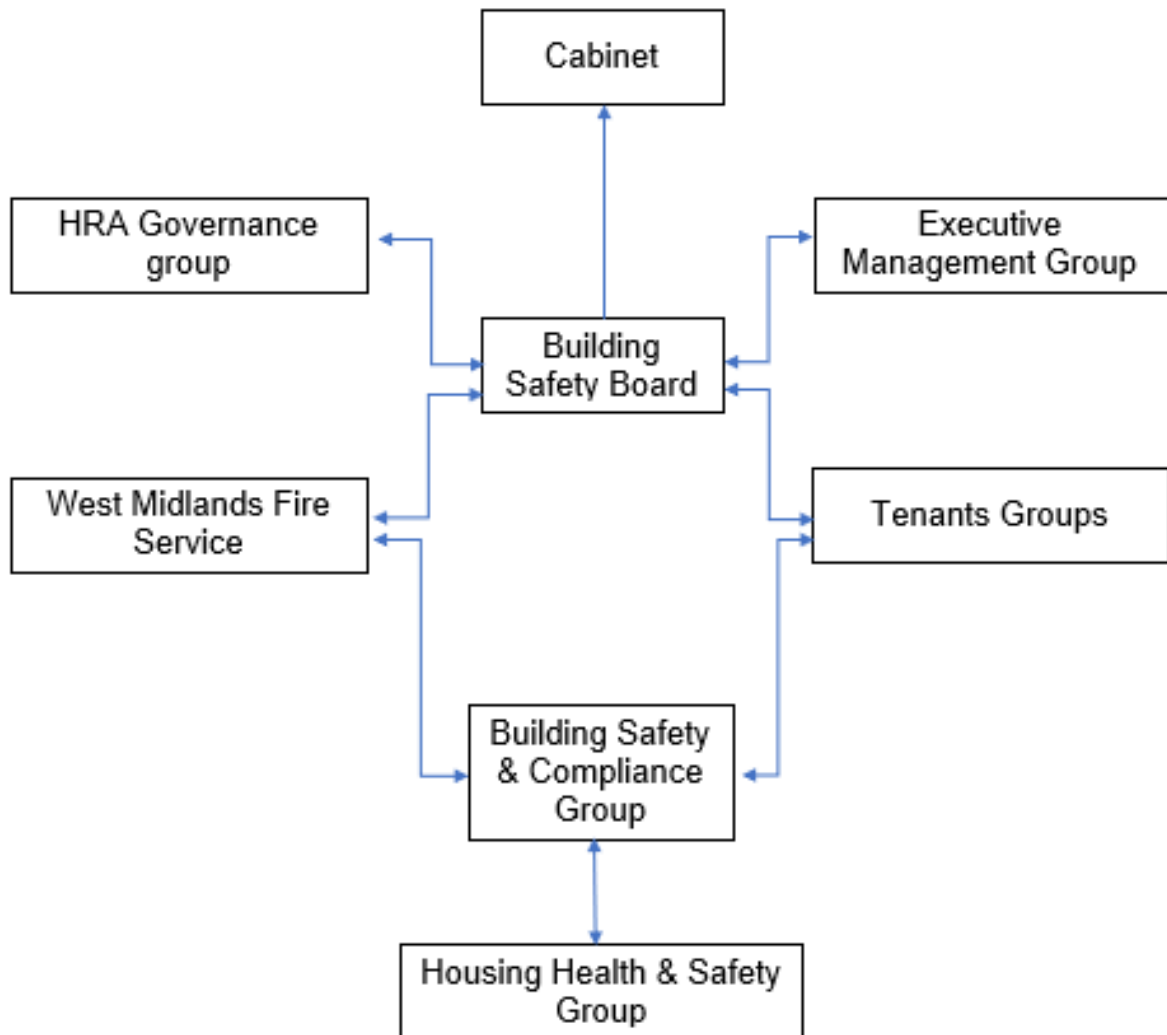
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The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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>external façade of the building consists predominantly of traditional concrete masonry construction.</p> <p>Balconies are constructed using a cantilevered concrete slab as a base with timber rails and glass panes</p> <p>Combustible items were found on balconies such as fire loading and screening attached to balcony .</p>	<p>Tolerable</p>

<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b></p> <p>The site has two sets of staircases that provides a means of escape located at the front and the rear of the building The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors and good compartmentation between lobby areas, staircases, and dwellings.</p> <p>ventilation by the means of a natural louver vents in the rear elevation staircase and openable windows to the front elevation with an AOV being utilised atop of the stairs.</p> <p>Communal doors missing intumescent strips, ironmongery not being secured to doors correctly and doors not self-closing into frame correctly.</p>	<p>Tolerable</p>
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></p> <p>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.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b></p> <p>The premises have a sufficient emergency lighting system in accordance with BS 5266.</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 30-minute horizontal fire resistance around flats, stairwells and lift shafts. All doors are a minimum nominal/notional 30-minute fire resistant with intumescent strips &amp; cold</p>	<p>Tolerable</p>



	<p>smoke seals, including those in 1-hour rated walls, the premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire.</p> <p>Fire stopping required in hole above door in communal area, communal dry riser inlet door does not secure correctly</p> <p>Some communal doors within the block could not be secured correctly</p>	
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed, riser outlets are available on each floor of the block, Portable fire extinguisher (CO2) is provided to the lift motor room, hydrant can be located at the front of the building with adequate signage, bin room is protected by a deluge/sprinkler system.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>Appropriate signage has been placed within the block including fire action notices, and fire door keep shut signs. The block has Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift, Signage depicting the floor location of each flat is fitted to the ground floor lobby wall</p> <p>During the FRA signage had been removed for decorative works that was taking place in the block</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>all employees are encouraged to complete 'In the line of fire' training on an annual basis</p>	Trivial

<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 18/12/2021, gas is installed within the block, smoking is prohibited in any communal areas.</p>	<p>Trivial</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>There is a regular Cleaning Service to the premise, refuse hoppers are accessed on each floor of the rear staircase, regular checks by Caretakers minimise risk of waste accumulation.</p>	<p>Trivial</p>
<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>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>Restricted access to the premises by means of a door entry system, there has been no reported fire incidents since the last FRA</p>	<p>Trivial</p>
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>There are no storage facilities for residents other than in their own flats within the block.</p>	<p>Trivial</p>

### 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

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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 risks associated with combustibles on balconies and doors along the means of escape.

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 nominal fire doors to flat entrances & communal corridors / landings, and service cupboards alongside suitable smoke detection to a minimum of LD3 standard within flats, with openable windows and automatic smoke ventilation on the front elevation atop the staircase and natural louver vents at the rear staircase accompanied with a stay put unless policy for the premise.

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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:

Risk level	Action and timescale
<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

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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Oak Court (41-72)  
Acacia Avenue  
Yew Tree Estate  
WS5 4HB

**Description of the Property**

The high-rise block was constructed in approximately 1965 out of concrete with masonry infill. cladding materials consisting of concrete, brick and glass. The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings (32 total) coming off a lift lobby.



There is an entrance/ exit to the front elevation to the block with an additional rear entrance/exit to the rear elevation. Front entrance acts as the main access point to the block.



(Front)



(Rear)

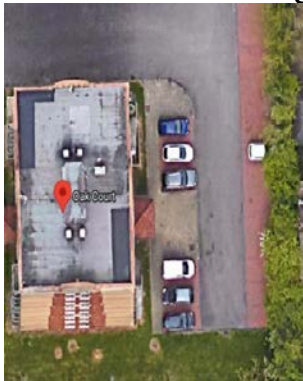
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Front and rear entrances have a fob reader installed giving access to the block with the front entrance also utilising an override switch in the form of a drop latch giving access to the fire service.



The residents at the block have access to an external car park at the rear of the building



Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock with



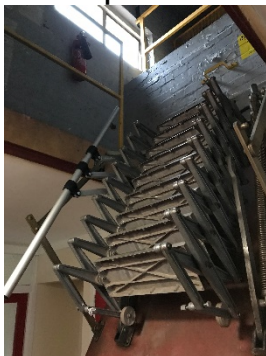
The block has 2 protected staircases that can be accessed from the ground floor to the 7<sup>th</sup> separated from the lift/flat lobby areas.



The block has a lift car that serves 7 floors from ground to 7<sup>th</sup> with. Lift car can hold up to 600kg.



Lift motor room is located within the roof space accessed via a loft hatch and zip ladder from the 7<sup>th</sup> floor



Firefighters white box is located to the left of the main access point of the building. there is also redundant fire fighter control switches in this area



There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby under the staircase. 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).



Fire hydrant can be located at the rear of the building.



The dry riser inlet cupboard is in the ground floor lift lobby. It is accessed utilising a triangular budget key and has adequate signage.



Dry riser outlets are available on each floor lobby (1<sup>st</sup> – 7<sup>th</sup>) also secured within cupboards utilising Budget Locks.

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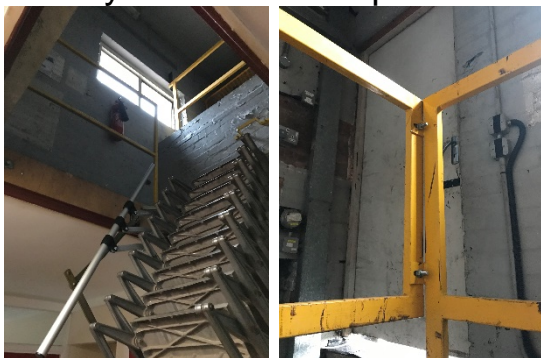
Automatic opening vents are installed atop the front staircase only with louver vents located at the rear staircase.



The lift car has an override facility located on the ground floor above the lift lobby doors



The building has a flat roof with access via the lift motor room accessed via a drop latch and zip ladder then leading to a full height door that takes you to the roof space.



## On Arrival Information For WMFS

Address: Oak Court Acacia Avenue WSS 4HB	Survey date: 03/04/2023	<b>ON ARRIVAL INFORMATION</b>
<b>BUILDING LAYOUT</b>		
Size: Width, breadth and height		
Construction	Wates, concrete brick	
Number of floors	8 including ground floor	
Layout	<p>The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 8<sup>th</sup> floor, aluminium ladders stored in the 8<sup>th</sup> floor storage cupboard grants access to the lift motor room via a trap door. A full height door then grants access to the main roof. Equipment on roof</p> <p>2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block.</p> <p>Corridors and stairs are protected by FD30s doors.</p> <p>2 sets of ingress / egress points to the block with the override switch at the MAP (main access point) , with a FWB and fire hydrant</p>	
Lifts	1	
Types of entrance doors	Individual flat doors are predominantly FD30s rated 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 ceiling trap with zip ladder located on 7 <sup>th</sup> floor landing to lift lobby, then a half height timber door leads out on to the roof.	
Occupants	Approx. 68 based on an average of 2 occupants per flats (32 flats)	
Evacuation strategy	Stay Put Unless- The escape strategy is 'Stay Put Unless'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke	
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.	
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building	
<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 (twin valve) secured with a type 54 suited mortice lock.	
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A Firefighter control switch is located within the ground floor lobby	
Smoke control vents	Automatic smoke ventilation is employed to the head of the rear staircase, There is master reset key switch located on the top floor, The front staircase top floor window is naturally ventilated using louvres, Communal windows (other than smoke vents) can be opened without the need for a key	
Sprinkler system	A water suppression system is provided to the refuse chute bin store	
<b>DANGEROUS SUBSTANCES</b>		
Location, type, and quantity	<p>1ST , 3RD &amp; 5TH FLOOR LANDING INCINERATOR CUPBOARD FLUE PIPES CEMENT – UNSEALED – PRESUMED – CHRYSOTILE</p> <p>LIFT MOTOR ROOM ROOF – BITUMEN – SEALED</p> <p>MAIN ROOF AREA FLUE PIPES X 3 FROM INCINERATORS – CEMENT - UNSEALED - PRESUMED - CHRYSOTILE</p>	
<b>SERVICES</b>		
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 Rise
Number of Floors	8 (including ground)
Date of Construction	1965
Construction Type	Wates
Last Refurbished	N/a
External Cladding	Brick
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes, front staircase
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via ceiling trap with zip ladder located on 7 <sup>th</sup> floor landing to lift lobby, then a half height timber door leads out on to the roof
Equipment on roof (e.g. mobile phone station etc)	No

### Persons at Risk

Residents / Occupants of 32 flats

Visitors,

Sandwell MBC employees,

Contractors,

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

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

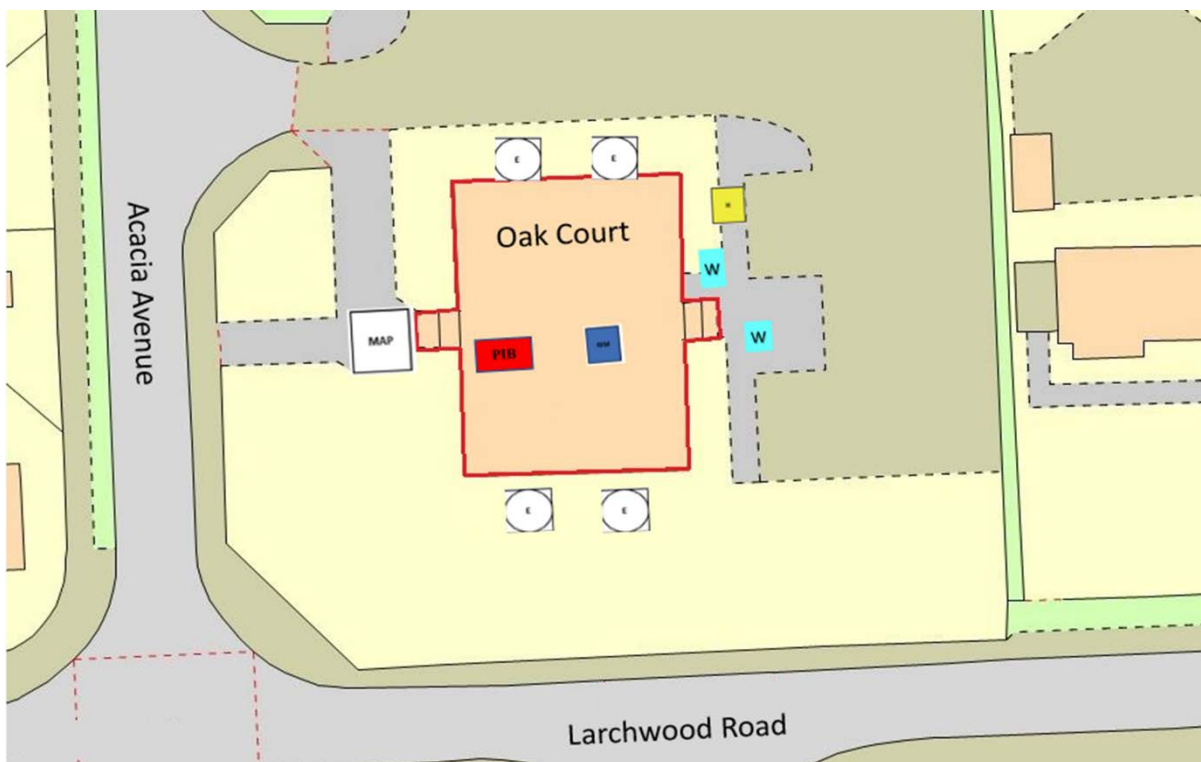
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## Section

# 5

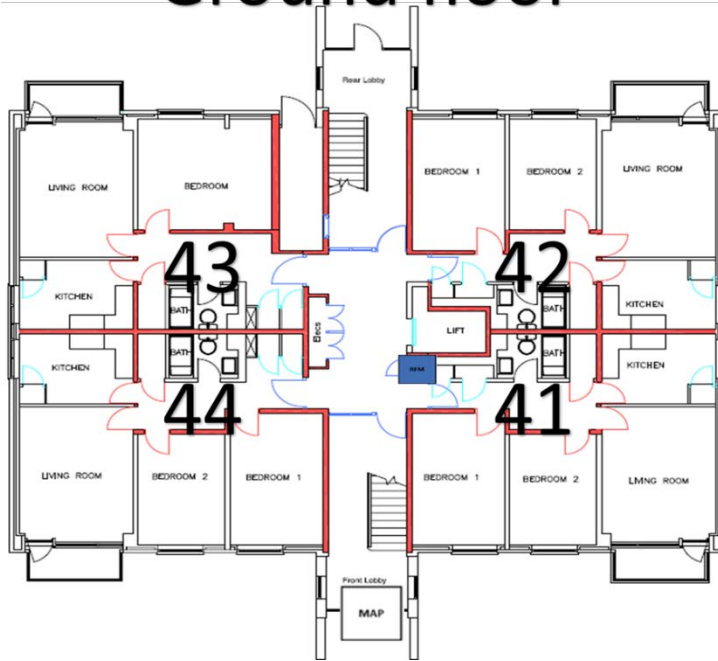
## Building Plan

An orientation plan of the outside of the block and its surrounding areas. 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.

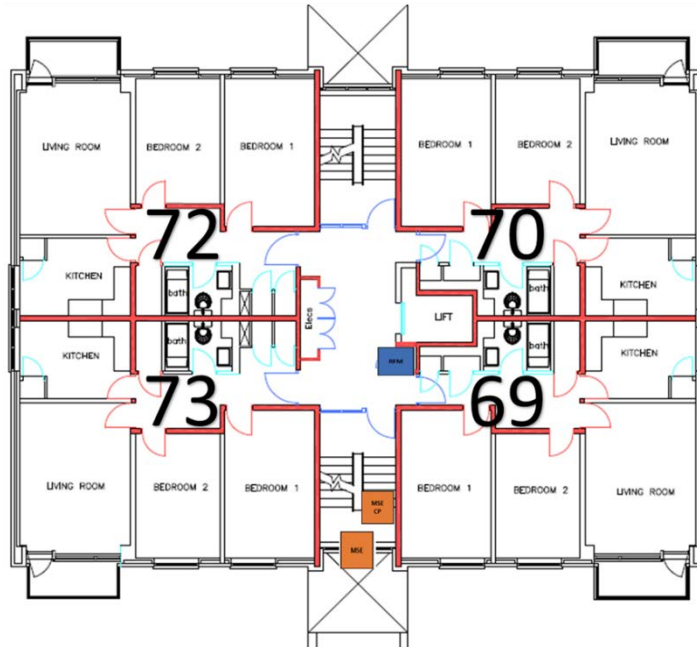


- fire hydrant
- Gas stop valve
- Main access point
- Water isolation
- Firefighters white Box
- Dry Riser
- Premise Information Box

# Ground floor



# 7th Floor





## Section 6

### External envelope

Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

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

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system Of Oak Court.

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



- 1) The building is predominantly a traditional concrete masonry construction. Originally constructed of in situ concrete frame with masonry infill (Wates)



External facade is made up of four materials, concrete 6%, Brick 53%, Glass(main Building) 31%, and Glass to balconies 11% these materials are to an A1 rating.

- 2) Front and rear entrance/exit is constructed of an aluminium door and frame with double glazing.



(front)



(Rear)

- 3) Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock constructed of timber with natural ventilation in the form of louver vents on door.



- 4) Residents have access to balconies; balconies are constructed using a cantilevered concrete slab as a base with glass balustrade



- 5) Residents individual flat windows and balcony doors are double glazed units within a UPVc frame.



- 6) Communal windows are double glazed units within a powder coated aluminium frame with louver vents at the rear and openable windows at the front with an AOV atop the front staircase.



- 7) It was noted that some balconies may have had combustible materials in the form of hanging washing this is deemed acceptable risk due to the likelihood of a fire starting in this area being low and combined with the temporary nature of the activity.
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- 8) Flat 44 timber screening attached to the ground floor balcony.



- 9) Flat 47 Screening attached to 1<sup>st</sup> floor balcony.



- 10) Flat 46 Fire loading present on balcony



## Section

# 7

## Means of Escape from Fire

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- 1) The site has two sets of staircases that provides a means of escape located at the front and the rear of the building with stairwells ranging from 980mm - 1000mm



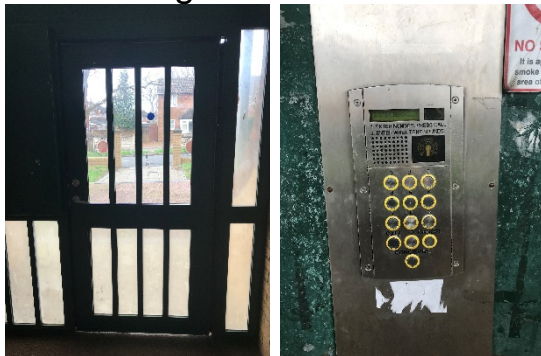
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) There are no corridors that form a part of the means of escape that are a dead end.
- 4) The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors and good compartmentation between lobby areas, staircases, and dwellings.
- 5) The communal landing / staircases are protected by use of self-closing 44mm notional 30-minute timber fire doors with vision panels. All doors have been upgraded with combined intumescent strips / cold smoke seals.



- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



- 7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.



- 9) Automatic smoke ventilation is employed. This is tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. AOV's are located at the top of the front staircase. Detection for the AOV's within the communal areas.



- 10) There is ventilation to the block by the means natural louvre vent / screens within the rear staircase along the communal windows, as well as opening windows along the front staircase.



- 11) Communal windows can only be opened within the front staircase for the block



- 12) Communal areas should be 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.



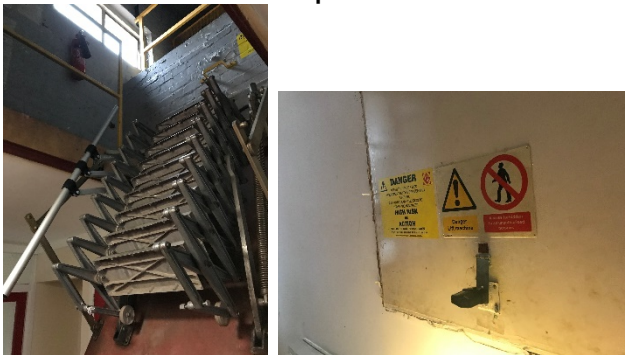
- 14) Dry riser cupboards are notional 44mm, 30-minute fire doors with combined intumescent strips & cold smoke seals through the block.



- 15) Service/electrical cupboards with lobby areas are notional 44mm 30-minute fire doors, secured with budget locks through the majority of the block



- 16) Lift motor room is located on the 7<sup>th</sup> floor of the block and is accessed via a drop-down hatch and zip ladder.



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



- 18) Noted there is a redundant incinerator cupboard within the communal stairwell

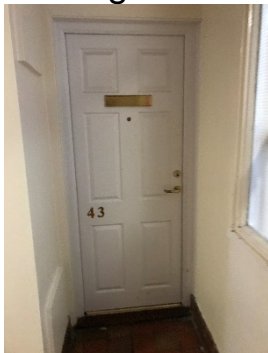


- 19) Noted that there are service cupboards housing stop taps for individual flats protected behind notional 44mm 30-minute fire doors, secured with Budget locks



- 20) 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.

- 21) Individual flat doors are predominantly nominal 44mm composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Manufactured by Permadoor



22) 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.

Access was granted to flats 70, 57, 53

23) Noted fire door keep shut signs had been placed on the final exit doors of the block. These doors are not fire doors and the signage is not needed on final exit doors.

24) The refuse chute hoppers are located within the protected stairwell

25) Aov located at the top of the front communal staircase only



26) Wayfinding signange has been introduced on all floors within the block including lift lobby and each stair landing area. It was noted that during the FRA there was painting taking lpace at the block and some signage had been removed during the process



27) It was noted that some doors had slightly larger gaps around door however due to them being notional door with a 25mm rebate and th doors already being upgraded to include intumescent strips and cold smoke seals this was deemed tolerable

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- 28) **Communal door nearest flat 72 on the top is missing intumescent strips from the top and bottom hinge side of door and ironwork (hinge) requires check**



- 29) **Handle to 5<sup>th</sup> floor rear staircase is loosely fasten attached to door requires tightening**



- 30) **4<sup>th</sup> floor front stairwell door does not fully self close into frame correctly**



- 31) 2<sup>nd</sup> floor communal door nearest flat 52 missing intumescent strip from top hinge side of door

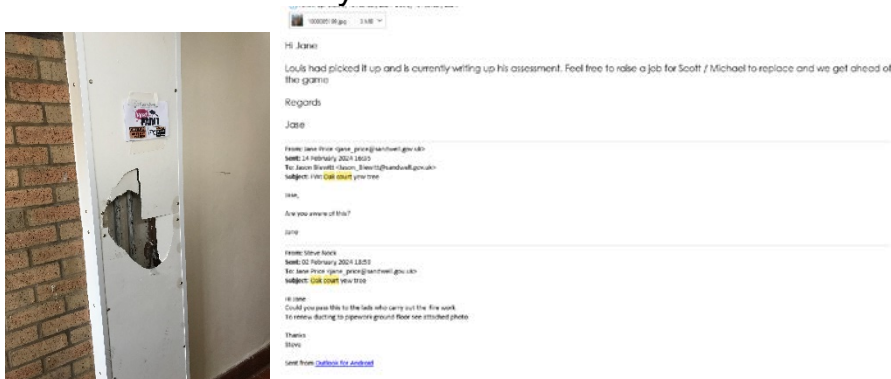


- 32) 1<sup>st</sup> floor Communal door nearest flat 46 missing intumescent strip form top hinge side of door



- 33) Ground Floor rear stairwell door does not self-close correctly into frame

- 34) Noted Damaged conduit was found in the ground floor communal area and has already been actioned



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

Section

8

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## Fire Detection and Alarm Systems

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- 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 a minimum of LD3 Standard.

Flat 53 – LD2 Kitchen, hall and living room

Flat 57 – LD3 Hall Only

Flat 70 – LD3 Hall Only

*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 sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.



## Section

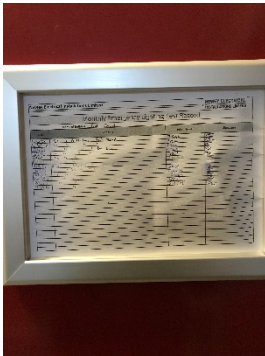
# 9

## Emergency Lighting

- 1) The premises have a sufficient emergency 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.



- 4) Issue with lighting unit on the 4/5<sup>th</sup> floor stairwell, wasp infestation had gotten into the lighting unit this has been actioned and dealt with on 23/02/2024.

Hi Both,

Jase, Following up on our conversation, could you please see that somebody from pest control goes out to address the wasp infestation within the light fitting in the front stairwell between the 4<sup>th</sup> and 5<sup>th</sup> floors, I believe they are all dead but I can't be 100% sure,

John, as the light fitting is loose could we see that one of your team go out and make any necessary repairs needed once the wasps have been removed.

Best regards,

**Louis Conway**  
Trainee Fire Risk Assessor  
Asset Management & Maintenance

Section

10

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## Compartmentation

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

*The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building*

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 30-minute horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum nominal/notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.
  
  - 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
  
  - 3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
  
  - 4) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
  
  - 5) All service cupboards to communal landings are notional fire doors with a minimum of 30 minutes fire resistance, secured with budget locks.
-

- 6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows. Last conducted 2019

Floor No	Dry Riser					Electrical Riser					Gas Riser					BT Riser					Bin Room					Fire Stopping Materials										
	Supalux	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	
B																																				
G																																				
1																																				
2																																				
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Communal doors free from defects	X					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	✓					

- 7) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team
- 8) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 9) Individual flat doors are predominantly nominal 44mm timber/composite fire door sets with intumescent strips, cold smoke seals and self-closing devices of a Permadoor construction. Noted there is also some timber nominal Blank doors fitted



*It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.*



- 10) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops.



- 11) Access panels to stop taps are fixed to masonry and bedded on Intumescent material. However, in some cases stop taps are housed behind 44mm, 30-minute notional doors.



- 12) It was noted that Envirograf trunking had been used within the communal areas to house cabling.



- 13) It was highlighted prior to the risk assessment that several communal doors within the block had missing/ faulty budget locks leaving cupboard doors unsecured.

Whilst conducting the fire risk assessment, it was confirmed that some communal cupboards had not been secured shut and that several defects (see below) were identified to the communal doors. Therefore, these were actioned and completed prior to the completion of the FRA.

*Hi Jane,*

*There are a few communal doors/ cupboards at holly and oak that have some issues I have identified, after having a conversation with Jase he has asked that they are put through as urgent for one of the Fire Rapid Response teams before the risk assessment has been completed to make any necessary repairs Please see bellow the actions needed to complete. We also need to ensure the communal cupboard doors can all be secured correctly.*

*General scope of the works will include repair/ replacement of budget locks, replacing intumescent strips, repair/replace bolt locks.*

*Oak Court*

*4th Floor*

*☒Left side service cupboard – could not secure correctly*

*3rd Floor*

*☒Stop tap cupboard – could not secure correctly*

*2nd Floor*

*☒Front communal stair door nearest flat 52 – missing intumescent strip hinge side*

*☒Right side service cupboard – replace missing bolt lock*

*1st Floor*

*☒Left side service cupboard – replace missing bolt lock from top of door*

*☒Rear communal door nearest flat 46 – replace missing intumescent strip*

*Ground Floor*

*☒Ground floor ensure all communal cupboard doors are secured correctly*

*Any questions Jane let me know.*

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- 14) **Small Hole in wall above door of flat 70 where cabling runs through**



- 15) **Ground floor riser inlet cupboard can not be secured correctly due to damaged/ faulty budget lock**

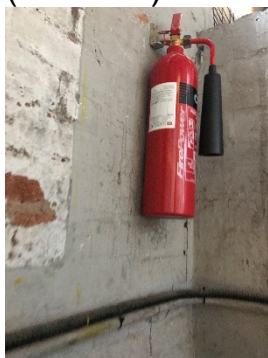
Section

11

## Fire Fighting Equipment

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- 1) The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed. Access is granted utilising a triangular budget key
- 2) The riser outlets are available on each floor lobby (1<sup>st</sup> – 7<sup>th</sup>) also secured within cupboards by Budget Locks.
- 3) The dry riser is checked regularly as part of the Caretakers duties.
- 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
- 5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.



- 6) Fire hydrant can be located at the rear entrance/ exit to the building and can be identified using the orientation plan within the PIB
  - 7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly control panel can be located in the ground floor service cupboard.
-

## Section 12

## Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate, communal cupboard doors display fire door keep shut signs rather than fire door keep locked signage however this is considered a trivia risk



- 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. note the signage had been removed due to the decorating works that was being conducted
- 5) Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift. They meet the requirements set out in the Fire Safety (England) Regulations 2022 noted that during the risk assessment decorating works was taking place and some signs had been removed in order to paint the walls behind (please see email below)



To: Louis Conway  
Cc: Andy Bromwich; Darren Wilkins; Dave Collet; Michael Holowczak; Jack Brennan; Rob Morris; Stacey botwood  
Follow up. Start by 16 February 2024. Due by 16 February 2024.  
You replied to this message on 15/02/2024 09:56.

Fri 16/02/2024 09:46

Louis,  
We are still in process of completing decs to holly and oak court and some of the signage has been tempory removed to allow walls to be painted , I will ask the painters to re apply any removed as soon as possible when decorating to those specific areas are completed

regards

**Rob Hobbs**  
Neighbourhood Repairs Officer



Section  
**13**

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## 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, noted the sign was damaged and needs a replacement.

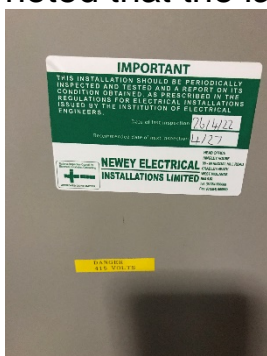




## Section 14

### Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation and signage is present.
- 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 26/04/2022



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 44mm 30-minute door with combined intumescent strips and colds smoke seals
- 6) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. **Gas is installed within the block**

Section  
**15**

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## Waste Control

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- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse hoppers are accessed on each floor within the front stairwell, rubbish had been left in communal areas however was removed while on site



- 3) Refuse containers regularly emptied bin store located at the rear elevation of the block. Noted that the items left outside the bin store have been removed



- 4) Regular checks by Caretakers minimise risk of waste accumulation caretakers and cleaners have access to a break/ welfare room located at the rear of the block.
  - 5) 'Out of Hours' service in place to remove bulk items.
-

Section  
**16**

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## Control and Supervision of Contractors and Visitors

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- 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

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## 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 are no provisions for CCTV within the block.
  - 4) there is no current evidence of arson within the block.
  - 5) The perimeter of the premises is well illuminated with external lighting and street lighting.
  - 6) There has been no reported fire incident since the last FRA
-

Section

18

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## Storage Arrangements

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- 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 - 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:

Oak Court

Date of Action Plan:

22/02/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/08	Flat 44 Remove timber screen from balcony		P3	3-6 months Housing Manager	



Fire Risk Assessment – Oak Court




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06/09	Flat 47 Remove screening from balcony		P3	3-6 months Housing Manager	
06/10	Flat 46 Remove fire loading from balcony		P3	3-6 months Housing Manager	
07/28	Communal door nearest flat 72, replace missing intumescent strips form door and check top hinge		P3	3-6 months Fire Rapid Response	







Fire Risk Assessment – Oak Court

07/29	5 <sup>th</sup> floor rear staircase secure handle to door correctly		P3	3-6 months Fire Rapid Response	
07/30	4 <sup>th</sup> floor front stairwell communal door make good so self closes into frame correctly		P3	3-6 months Fire rapid response	
07/31	2 <sup>nd</sup> floor nearest flat 32 replace missing intumescent strip from top hinge side of door		P3	3-6 months Fire rapid response	

Fire Risk Assessment – Oak Court

07/32	1 <sup>st</sup> floor communal door nearest flat 46 replace missing intumescent strip		P3	3-6 months Fire Rapid Response	
07/33	ground floor rear stairwell communal door make good so door self closes into frame correctly	N/A	P3	3-6 months Fire Rapid Response	
10/14	Fire stop hole above door to flat 70		P3	3-6 months Fire Rapid Response	
10/15	Replace damaged budget lock to ground floor riser inlet cupboard	N/A	P3	3-6 months Fire rapid response	



Fire Risk Assessment – Oak Court

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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

<b>Observations</b>	
Some notional communal landing doors are starting to show signs of general wear and tear due to age of the doors and batwings around the frame of the door. Consideration should be given to upgrade with certified FD30s door sets & combination frames with future improvement works.	
It was noted that some communal cupboard doors cannot be secured correctly due to missing or broken locks and are showing signs of general wear and tear, this issue has been previously highlighted and is being delt with accordingly	

**Signed**

	Trainee Fire Risk Assessor	Date: 29/02/2024
	Quality Assurance Check	Date: 11/03/2024

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

Name of property: Oak Court

Updated: 29/02/2024

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

Sample Locations	Property Address	41-72 OAK COURT, ACACIA AVENUE, WALSALL, WS6 4HB						
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>								
LIFT MOTOR ROOM ROOF	BITUMEN	-	SEALED	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED
MAIN ROOF AREA FLUE PIPES X 3 FROM INCINERATORS	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	-	-
STOP TAP COVERS ON COMMUNAL LANDINGS	BOARD	-	SEALED	GC442 / 1	NO ASBESTOS DETECTED	-	-	-
6 <sup>TH</sup> FLOOR FRONT & REAR STAIRWELL COMMUNAL CEILINGS	TEXTURED COATING	-	SEALED	GC442 / 2	NO ASBESTOS DETECTED	-	-	-
4 <sup>TH</sup> FLOOR FRONT & REAR STAIRWELL COMMUNAL CEILINGS	TEXTURED COATING	-	SEALED	GC442 / 3	NO ASBESTOS DETECTED	-	-	-
1 <sup>ST</sup> FLOOR FRONT & REAR STAIRWELL COMMUNAL CEILINGS	TEXTURED COATING	-	SEALED	GC442 / 4	NO ASBESTOS DETECTED	-	-	-
1 <sup>ST</sup> , 3 <sup>RD</sup> & 5 <sup>TH</sup> FLOOR LANDING INCINERATOR CUPBOARD FLUE PIPES	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	-	-
GROUND FLOOR CEILING AND WALLS	TEXTURED COATING	-	SEALED	DS 9831	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			
MAIN ROOF	MINERAL FELT	5 <sup>TH</sup> & 6 <sup>TH</sup> FLOOR DRYING CUPBOARDS CEILING PANELS	PLYWOOD					
GROUND FLOOR FRONT & REAR ENTRANCES	CARPET	REAR GROUND FLOOR STAIRWELL DUCT BOXING	SUPALUX					
GROUND FLOOR STAIRWELLS AND LIFT AREA	QUARRY TILES	FRONT & REAR STAIRWELL CANOPY SOFFIT	SUPALUX					
1 <sup>ST</sup> TO 7 <sup>TH</sup> FLOOR STAIRS AND COMMUNAL LANDING FLOOR TILES	NON ASBESTOS							
4 <sup>TH</sup> FLOOR FLAT 60 STOP TAP COVER	PLYWOOD							

## Fire Risk Assessment – Oak Court

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been 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 practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.