

Fire Risk Assessment

Scott House



**Langdale Road
Great Barr, B43 5RD**

Date Completed: 21/10/2024

Review Period: 12 months

Officer: C. Hill Fire Risk Assessor

Checked By: A. Jones Fire Risk Assessor

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

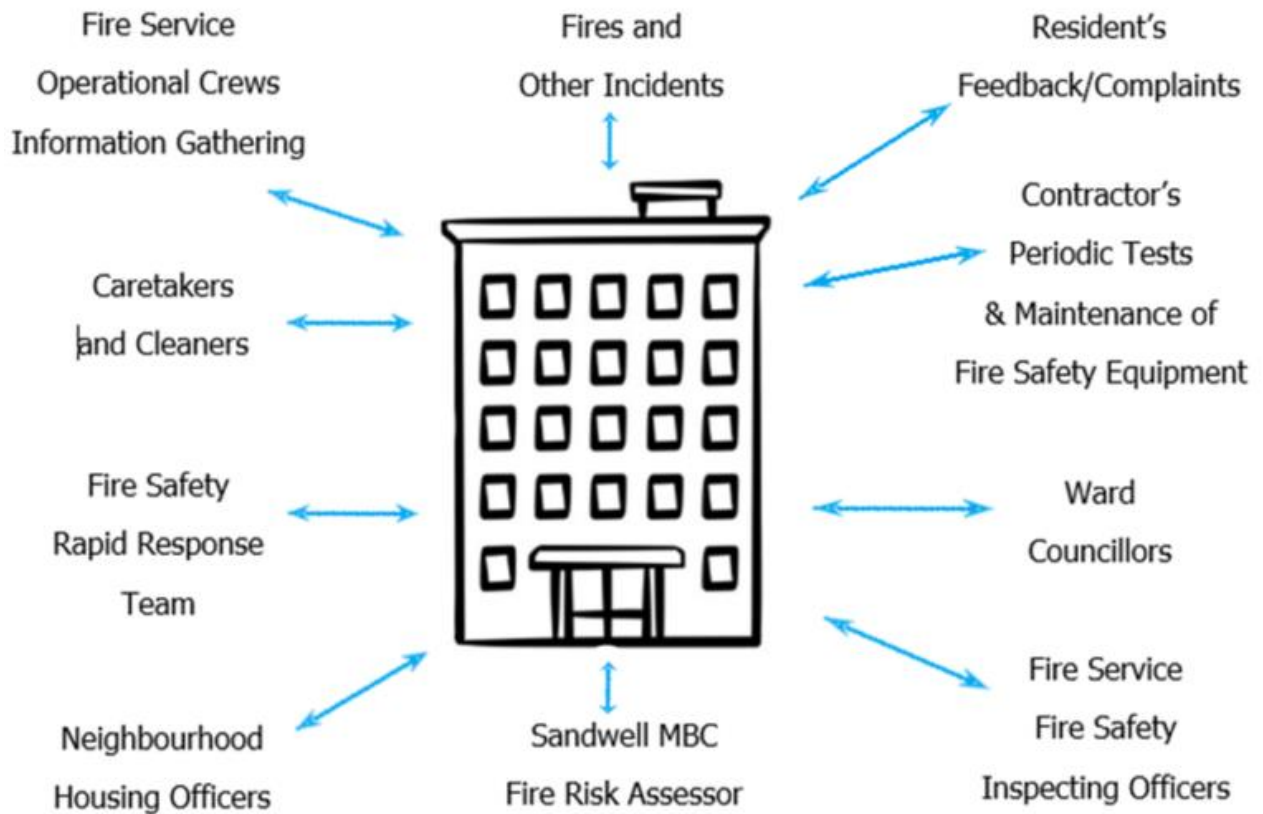
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedb ack_and_complaints or by phone on 0121 569 6000.

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

- High Risk Residential Buildings annually
- Other Buildings every 3 years

The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

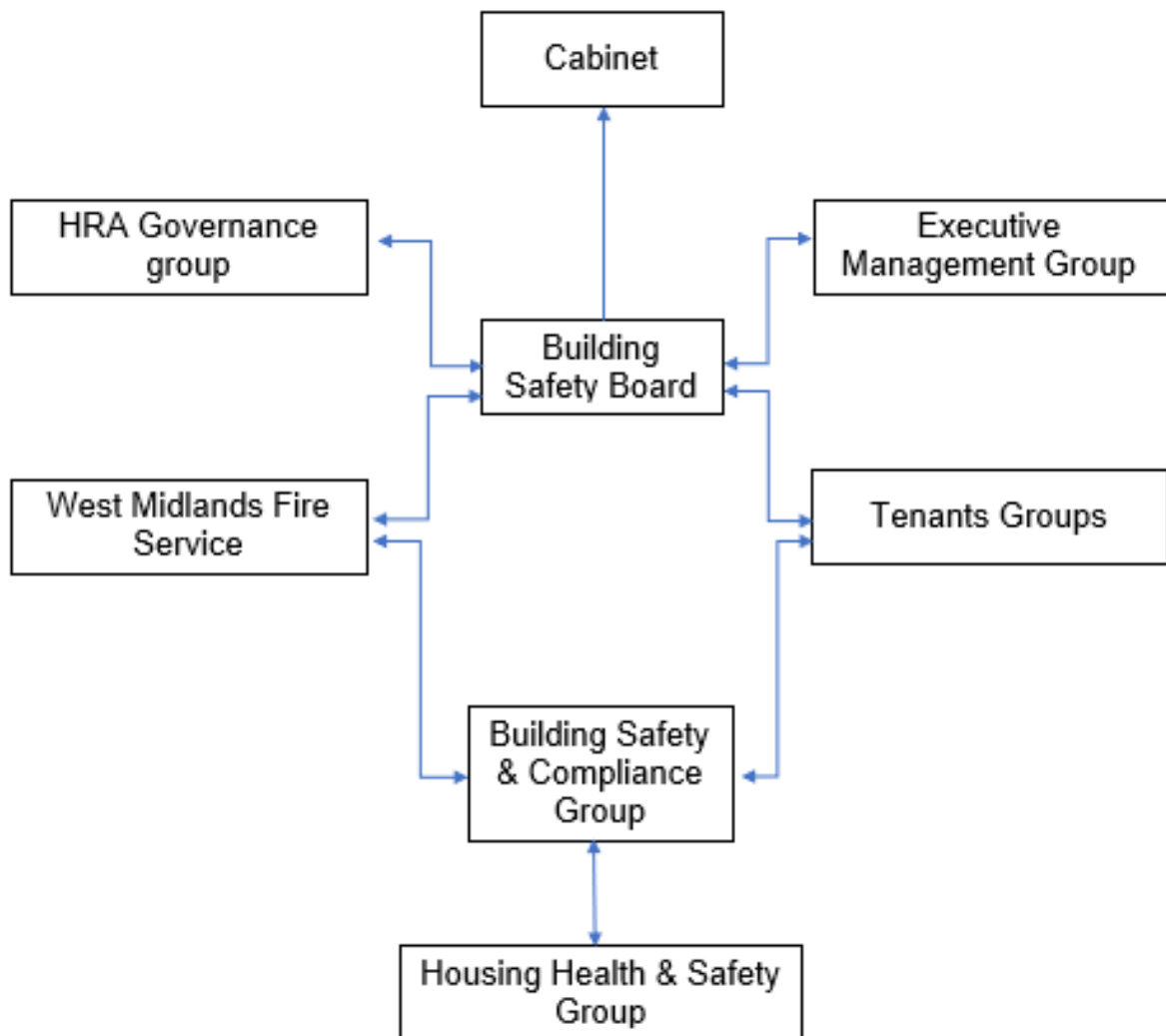
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005. Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors, and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues. A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

Include a brief summary of protective and preventative measures where relevant along with any issues found.

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope Brick to side elevations. Alumasc mineral wool render (Fire Classification A2) Combustible screening to flat 12 balcony.	Tolerable
Section 7	Means of Escape from Fire There are two protected staircases with automatic smoke ventilation that provide a suitable means of escape.	Tolerable

	<p>All communal doors along the means of escape are self-closing notional fire doors with combined intumescent strips / cold smoke seals & vision panels.</p> <p>There are 2 final exit doors.</p> <p>Flat entrance door 29 not positively closing.</p>	
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within flats is installed to LD2 standard with smoke detectors to the hall / lounge and a heat detector within the kitchen.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient emergency / escape lighting system.</p>	Trivial
Section 10	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance.</p> <p>All doors are minimum 30-minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.</p> <p>Lift motor room doors requires a cold smoke seal.</p> <p>6th door landing door hinge requires attention.</p> <p>5th floor service cupboard door defective cold smoke seal to be replaced.</p> <p>Loose door handle on 2nd floor landing door requires attention.</p>	Tolerable

<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>The dry riser serves all floors from Ground to the 8th floor.</p> <p>There is a C02 fire extinguisher within the lift motor room.</p> <p>There is a deluge system in the bin store.</p> <p>Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage</p> <p>Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.</p> <p>Photoluminescent wayfinding signage depicting floor level and flat numbers are fitted to the walls on all floors adjacent the lift car's and to the wall of each landing on the communal staircase.</p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p> <p>Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Safety.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years, last test date: 31/07/2021.</p>	<p>Trivial</p>
<p>Section 15</p>	<p>Waste Control</p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p>	<p>Trivial</p>

	<p>A fire suppression system is provided to the bin store.</p> <p>Recycling containers at front of building overflowing.</p>	
Section 16	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
Section 17	<p>Arson Prevention</p> <p>A door entry system prevents unauthorised access.</p> <p>Perimeter lighting is in place.</p>	Trivial
Section 18	<p>Storage Arrangements</p> <p>Residents instructed not to bring L.P.G cylinders into block.</p> <p>Tubs of paint and trestles have been stored in the 2nd floor service cupboard.</p>	Tolerable

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

Slight Harm Moderate Harm Extreme Harm

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment, including the installation of combustible screening to a balcony, a flat entrance door self-closing device requiring adjustment and four communal / service cupboards door requiring minor attention.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include 30 minute fire doors with intumescent strips and cold smoke seals to flat entrances, communal doors and service cupboards, combined with suitable smoke detection to LD2 standard within flats, automatic smoke ventilation system to each staircase and a Stay Put – Unless policy.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

Section

3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site. This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive

Shokat Lal

Directorate of Place

Alan Lunt

Assistant Director Asset Management & Improvement

Sarah Ager

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

Resident Engagement Officer - Fire Safety

Abdul Monim Khan

Housing Office Manager

Lisa Ellis

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

Section 4

Description of Premises

Scott House
Langdale Road
Great Barr
B43 5RD

Description of the Property

This high-rise block was built in approximately 1967 of concrete / brick construction. During 2008 refurbishment works, the front and rear elevations were clad with an Alumasc mineral wool render (Fire classification A2), and the side elevations are clad with brickwork.



The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings.



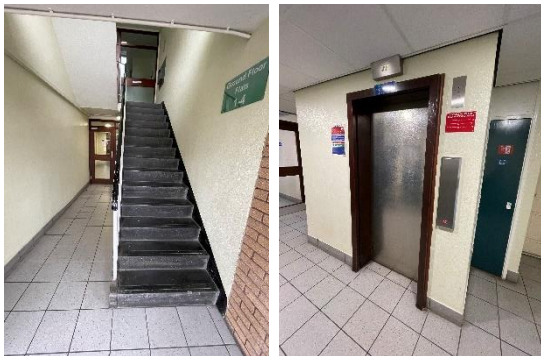
The block has a main entrance to the front elevation and a further exit located on the rear elevation.



Both entrances have a door entry system with a fob reader installed. The front entrance only, has a firefighter door override switch by use of a drop latch key.



There are two protected staircases and a single lift car that serve all floors.



There's a single waste disposal chute accessed on all floors within the rear staircase. The bin store is to the righthand side of the rear entrance. The key is stored in the firefighter's white box.



Service cupboards containing resident's electricity meters are in each lift lobby on all floors.



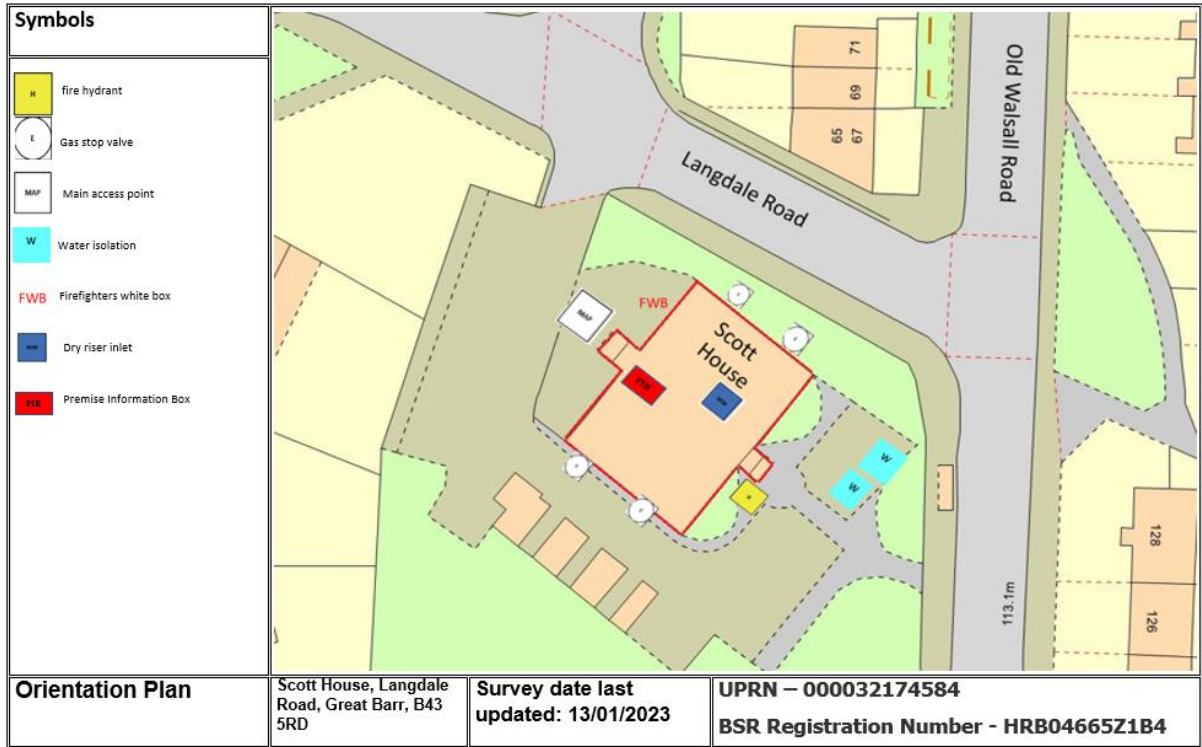
The building safety notice is displayed in the ground floor lobby.



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.

On arrival Information (for WMFS)



There is a firefighter’s box externally to the right-hand side of the main entrance to the front of the building. The box contains keys for the building and is secured with a bridge-door padlock.



Access to the building is gained via the firefighter’s door override switch / front entrance, utilising the drop latch key from the firefighter’s box.



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



The nearest hydrant is to the left hand side of the front entrance.



The dry riser inlet is to the right hand side of the ground floor lift car. Accessed is gained utilising the suited 54 key, also contained in the white box.



Dry riser outlets are available on each floor above ground within the secured cupboards to the right hand side of the lift car (lift motor room on 8th floor / flat 34). Accessed is gained utilising the suited 54 key, also contained in the white box.

The distance from the riser outlet to:

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



Automatic opening vents are installed to the front and rear protected stairwells. The status panel and override switch are in the ground floor front entrance lobby.



Natural ventilation is employed via louvred vents to the head of each stairwell.



There is a firefighter's lift override switch to the right-hand side of the lift car. This is operated by the drop latch key contained within the firefighter's box.



The lift motor room is located on the 8th floor; access to motor room is via full height door (suited 54key in firefighter's box) from the 8th floor lobby. Access to the roof is via a fixed ladder / small door from the lift motor room.



Fire Risk Assessment

Address: Scott House, Langdale Road, Great Barr, B43 5RD		Survey date: 30/10/2024	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Height	21.6 metres		
Construction	Concrete brick construction. Brickwork to side elevations. The front and rear elevations are insulated Rockwool render.		
Number of floors	9 including ground floor.		
Layout	<p>The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 7th floor then use staircase to access the 8th floor and the lift motor room that is also located on this floor.</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>2 smoke extraction vents located on both staircases on floors 4 and 7 with the control panel located within the lobby area nearest the main access point.</p>		
Lifts	1		
Types of entrance doors	Individual flat doors are FD30s rated Manse Masterdoor of composite construction.		
Rubbish chutes/ bin rooms	Yes / Chutes within rear staircase.		
Common voids	No		
Access to roof/ service rooms	The motor room is located on the 8th floor; access to motor room via full height door (secured with a suited 54 mortice lock) from 8th floor landing, with further fixed steel ladder's leading up to the external roof area.		
Occupants	Approx. 72 based on an average of 2 occupants per flats (36 flats)		
Evacuation strategy	Stay Put Unless- The escape strategy is 'Stay Put Unless'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke		
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
FIREFIGHTING SYSTEMS			
Water supplies	Fire hydrant is located at the front entrance of the building, fire hydrant location/ water isolation points are seen on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans in PIB.		
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 on both sets of staircases on floors 4 and 7 with the control panel located within the lobby area nearest the main access point. Louvre vents located at the top the staircase on the 8 th floor		
Sprinkler system	A water suppression system is provided to the refuse chute bin store		
DANGEROUS SUBSTANCES			
Location, type, and quantity	<p>ALL STAIR WELLS TEXTURED COATING – PAINTED, PRESUMED, CHRYSOTILE</p> <p>ALL CEILINGSTEXTURED COATING - PAINTED, PRESUMED, CHRYSOTILE</p> <p>ELECTRICAL SWITCH GEAR IN CUPBOARDS PAPER/FLASH GAURDS - UNSEALED, PRESUMED, CHRYSOTILE</p> <p>ALL LANDING WALLS AND CEILINGS TEXTURED COATING - PAINTED, PRESUMED, CHRYSOTILE</p>		
SERVICES			
Electricity	Electric meter cupboards located on each floor of the block		
Gas	Gas isolation points located on the orientation plan		

High/Low Rise	High Rise
Number of Floors	9
Date of Construction	1967
Construction Type	Wates Concrete / Brick
Last Refurbished	2007
External Cladding	Brickwork to side elevations. The front and rear elevations are insulated Rockwool render
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Full height timber door into motor room from landing with 2 number small vertical ladders leading to a half height door out on to the roof
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 36 flats,

Visitors,

Sandwell MBC employees,

Contractors,

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

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

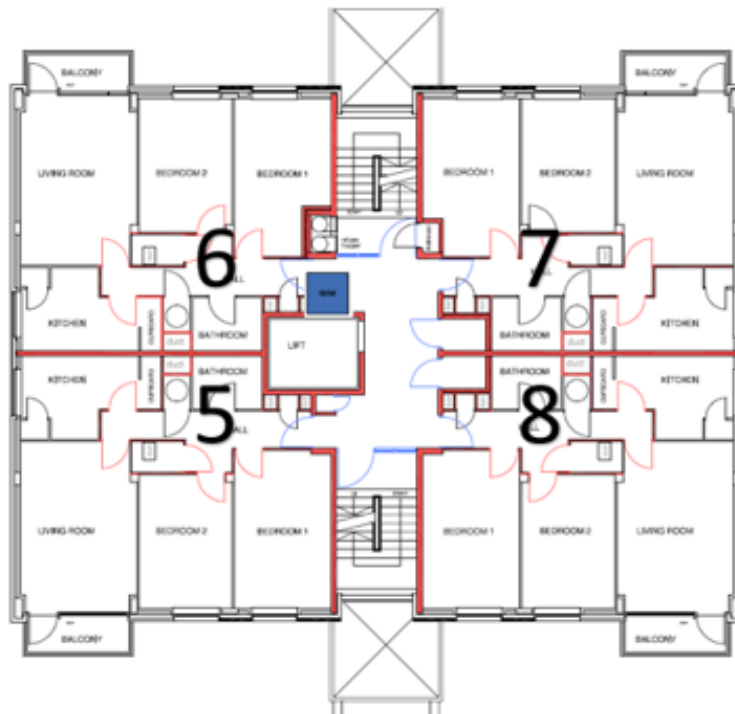
Section 5

Building Plan

A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

The plans have been shared with WMFS electronically via their portal.

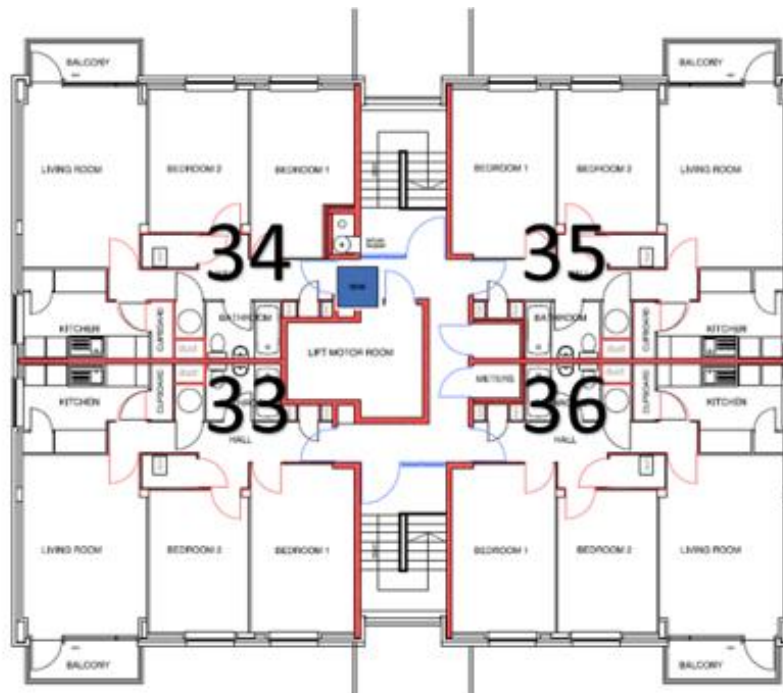
Ground Floor



Typical Upper Floor



8th Floor



Section

6

External envelope

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

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

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

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

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA.

The addition of combustible screening to one balcony could potentially support the surface spread of flame in that area which is an unnecessary risk. Once this is removed the level of risk presented by materials present to the external envelope of this building would become acceptable

Fire Risk Assessment



1) Scott House has 2 separate areas of cladding consisting of;

- Brickwork (Non-combustible) to both side elevations.



- Alumasc mineral wool render (Fire Classification A2)



- 2) Flat 12 was noted to have installed combustible screening to the balcony.



Section 7

Means of Escape from Fire

- 1) The premise has two staircases (approximately 1100mm in width from the rail to the wall) that provides a means of escape. All flats are within approximately 2 metres of a staircase.



- 2) All corridors are of adequate width (at least 0.95 M) and will be maintained clear to that width as a minimum.



- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircases are protected by use of self-closing 44mm notional timber 30-minute fire doors upgraded with vision panels & intumescent strips / cold smoke seals.



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



- 9) Automatic smoke ventilation is employed. This is tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.



- 10) Communal windows can be opened without the need for a key and have restrictor devices fitted.



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



- 12) Communal areas are kept free of flammable items. The communal areas are checked on a daily 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) Doors to dry riser cupboards are nominal FD30s, kept locked / secured with type 54 suited mortice lock(s).



- 14) Doors to electricity meter cupboard doors are nominal FD30s, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters.



- 15) The building has sufficient passive controls that provide effective compartmentation 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.
- 16) Individual flat doors are nominal FD30s composite doors with the majority being manufactured by Manse Masterdoor (Flat 27 manufactured by Permadoor).
- 17) Access was 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. Despite best endeavours it wasn't possible to sample any further doors during the survey.
- a) Flat 16 – Door was correct however, there was an artificial wreath on the door with further artificial flowers on the floor. The tenant agreed to remove these unnecessary items.
-



b) Flat 21 – Door is correct.



c) Flat 27 – Door is correct.



d) Flat 31 – Door is correct



e) Flat 29 – The self-closing device requires adjustment to ensure the door reliably closes from all angles. Also, the door slightly fouls on the flooring.



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.

Flat 16 – Detector to hall, one in lounge, kitchen (Heat) LD2
Flat 21 – Detector to hall, one in lounge, kitchen (Heat) LD2
Flat 27 – Detector in hall, one in lounge, kitchen (Heat) LD2
Flat 29 – Detector to hall, one in lounge, kitchen (Heat) LD2
Flat 31 – Detector to hall, one in lounge, kitchen (Heat) LD2

LD1 all rooms except wet rooms

LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.

LD3 Hallway only

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

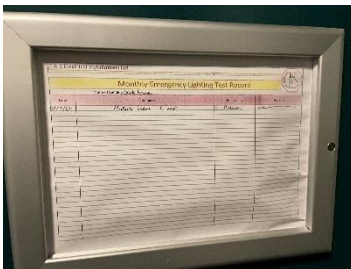
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Emergency Lighting

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



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



Section

10

Compartmentation

This section should be read in conjunction with Section 4

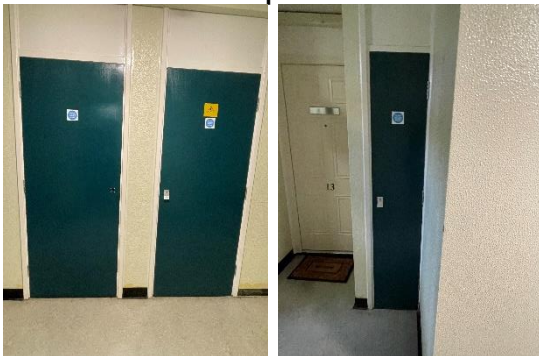
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
 - 2) The premise has sufficient compartmentation 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) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels, 25mm stops & screens. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the building's construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. It has been recognised that all of the landing / staircase notional doors in this block have been upgraded with combined intumescent strips & cold smoke seals to enhance their original design and minimise departures from today's standards (upgraded notional fire door). Were minor shortcomings have been identified actions have been created for corrective works.
-



- 6) Ground floor service cupboards containing resident's electricity meters are nominal 54mm timber fire doors with combined intumescent strip / cold smoke seals.



- 7) Other service cupboards, dry riser cupboards and cleaner's cupboard doors are nominal 44mm timber fire doors combined intumescent strip / cold smoke seals.



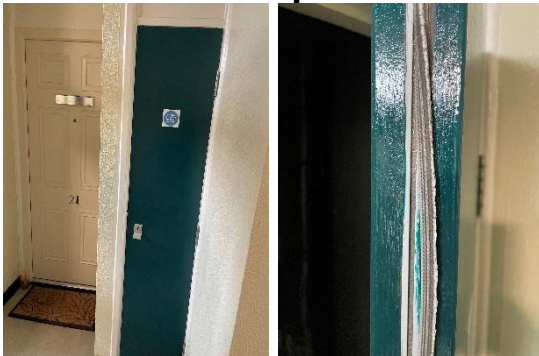
- 8) All service cupboards to communal landings are locked with suited mortice locks.
- 9) The lift motor room door is a nominal 44mm timber fire door with intumescent strip and is secured with a suited mortice lock. **Install combined intumescent strip / cold smoke seal.**
-



- 10) Communal landing door 6th floor / near flat 27 – bottom hinge moves during opening & closing, not adequately fixed.



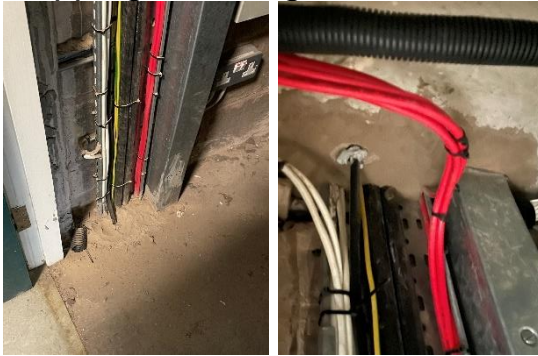
- 11) Service riser door 5th floor near flat 21 – defective combined intumescent strip / cold smoke seal to be replaced.



- 12) Communal landing door 2nd floor loose handle to be secured.



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



- 14) Cabling from service cupboards is contained in metal trunking.



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

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

- 17) Individual flat doors are nominal FD30s composite doors.

Refer to door sheet below

Fire Risk Assessment

Scott House 1-36 (o&e)	Scott House 1-36 (o&e) Langdale Road, Great Barr, Birmingham;	
Scott House 1-36 (O&E)	1 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	2 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	3 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	4 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	5 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	6 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	7 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	8 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	9 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	10 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	11 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	12 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	13 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	14 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	15 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	16 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	17 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	18 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	19 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	20 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	21 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	22 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	23 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	24 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	25 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	26 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	27 Scott House, Langdale Road, Great Barr, Birmingham	Permadoor
Scott House 1-36 (O&E)	28 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	29 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	30 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	31 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	32 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	33 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	34 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	35 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed
Scott House 1-36 (O&E)	36 Scott House, Langdale Road, Great Barr, Birmingham	Manse Masterdoor Not glazed

18) There's a small round window to each side of the front and rear entrances / protected stairwells all within 1.8 metres of ground floor accommodation (bedroom) window, it is assumed that the glazing is not fire resistant. Taking into consideration the Stay Put – Unless strategy and the two protected stairwells with AOV's installed the risk is deemed low. However, compensatory measures should be considered as part of a future works programme such as installing 60 minute fire resistant glazing, bricking up the window, or installing sprinkler system to the flats.



Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and tested by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

Section

11

Fire Fighting Equipment

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



- 2) There is a dry riser that serves the building. The outlets are contained within the dry riser cupboard that is secured with a type 54 suited mortice lock. The door has signage depicting dry riser.



- 3) Maintenance contracts in place to service the valves twice per year (April and October) with 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.
-

Section 12

Fire Signage

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



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



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



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



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



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located are within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Building safety and evacuation notices are displayed in common areas and lift cars.



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

Fire Risk Assessment

! IMPORTANT NOTICE

FIRE DOORS

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

You must ensure:

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

You must NOT:

- Alter or change your flatfront door or internal doors without prior consent from Sandwell Council.

We will:

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

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

This information is provided in line with the Fire Safety (England) Regulations 2017 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of the doors.

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

Use QR Code to access Fire Safety Advice

Fire safety advice

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

! What to do if a fire breaks out in your flat

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

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

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

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

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

8) Information regarding building safety is contained within a Building Safety Notice. This is affixed to the wall on the ground floor lift lobby of high-rise blocks.

<u>BUILDING SAFETY INFORMATION</u>	 SCOTT HOUSE <small>Metropolitan Borough Council</small>	<u>FIRE SAFETY INFORMATION</u>
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	<b style="background-color: yellow;">FIRE ALARMS DO NOT CONNECT TO FIRE SERVICE IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE	 Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
 Gas supply tested annually	<p style="font-size: x-small; background-color: yellow; text-align: center; margin-top: 10px;">THIS BUILDING IS DESIGNED TO SUPPORT A <i>STAY PUT</i> POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT <i>UNLESS</i> AFFECTED BY FIRE OR SMOKE.</p>	 Stairs and corridors are escape routes and must be kept clear
 Water supplies checked in line with water hygiene regulations		 Emergency lighting comes on in the event of power failure and is checked monthly
 There is a 4 yearly check of the structural condition		 Walls, doors and ceilings around flats provide a minimum of 60 minutes fire resistance
 An asbestos survey has been completed and available on request		Flat doors are fire rated to protect the escape route. DO NOT REMOVE DOOR CLOSERS
 This building has protection against lightning strikes. The system is checked annually		 Smoke and heat detector/alarms are in resident's flats only
 There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly .		 Smoke detectors in stairs and lobbies are to open automatic vents and not to raise the alarm.
 Cladding materials are Brick and Mineral Wool Insulation Render. All materials are classified as A2 or above which means no significant contribution to fire growth.		 Bin rooms have sprinkler protection activated by smoke alarms
 Fire safety advice	Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 see_mfl@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk	 Sandwell Fire Risk Assessments

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 31/07/2021.



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

Section 15

Waste Control

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



- 2) Regular checks by Caretakers minimise risk of waste accumulation.
- 3) 'Out of Hours' service in place to remove bulk items.
- 4) A water suppression system is provided to the refuse chute bin store. An approved contractor maintains the system. The panel is located in the ground floor service cupboard. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.



- 5) Recycling bins are sited at a sufficient distance along the perimeter fencing at the front of the building.



Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section
17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.



- 3) There is no CCTV system in place.
- 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

- 1) Residents instructed not to bring L.P.G cylinders into block.
(Notice displayed in lifts see point)
- 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) External storage sheds detached from the building are provided for resident’s use.



- 6) Tins of paint and trestles stored in the 2nd floor service cupboard containing resident’s meters.



Section
19

Additional Control Measures.
Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Action Plan



Name of Premises or Location:


Scott House

Date of Action Plan:




04/11/2023

Review Date:




<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/2	Flat 12 – to remove combustible screening installed to balcony.		P2	Within 1 – 3 Months. Leaseholder Manager	

Fire Risk Assessment

7/17e	Flat 29 – Adjust overhead self-closer to ensure door reliably self closes from all angles. Door may also require re-hanging due to slight fouling with floor.		P2	Within 1 – 3 Months. Rapid Fire Team JM 15363616	
10/09	Install combined intumescent strip / cold smoke seal to lift motor room door.		P2	Within 1 – 3 Months. Rapid Fire Team JM15363628	11/11/2024
10/10	6 th floor landing door near flat 27 – secure bottom hinge which moves during operation of door.		P2	Within 1 – 3 Months. Rapid Fire Team JM15363632	11/11/2024

Fire Risk Assessment

10/11	5 th floor service riser cupboard door near flat 21 – replace defective cold smoke seal		P2	Within 1 – 3 Months. Rapid Fire Team JM 15363640	11/11/2024
10/12	2 nd floor landing door near flat 11 - secure loose handle.		P2	Within 1 – 3 Months. Rapid Fire Team JM15363644	11/11/2024
18/6	Remove tubs of paint and trestles from 2 nd floor electricity metre cupboard (flats 9 – 12)		P2	Within 1 – 3 Months. Housing Manager	



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

Observations

There's a small round window to each side of the front and rear entrances / protected stairwells all within 1.8 metres of ground floor accommodation (bedroom) window, it is assumed that the glazing is not fire resistant. Taking into consideration the Stay Put – Unless strategy and the two protected stairwells with AOV's installed the risk is deemed low. However, compensatory measures should be considered as part of a future works programme such as installing 60 minute fire resistant glazing, bricking up the window, or installing sprinkler system to the flats.



Signed

	Fire Risk Assessor	Date: 04/11/2024
 ADRIAN JONES	Quality Assurance Check	Date: 08/11/2024

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


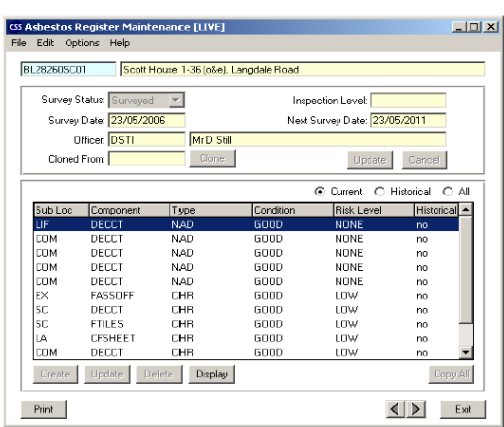

Name of property: **Scott House**

Updated: **26/06/2023**

Premise Manager: **Tony Thompson**

Tel. No.: **0121 569 2975**

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077). <i>Include survey</i>

Asbestos Survey		Property Address	1-36 SCOTT HOUSE, LANGDALE ROAD, GREAT BARR, B43 5RD		✓ Office use
Surveyed by	Dave Jasper	Date	25/02/2014	Checked by	DEREK STILL
				Desktop Check	✓
				Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	02/05/2018
Investment Void		Refurbishment Survey		 9 STOREY HIGH RISE BLOCK Year Built: 1967	
Investment Tenanted		Management Survey	✓		
R & M Void		SHAPE Interrogated.	✓		
R & M Tenanted		No Existing SHAPE Data.			
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓		
Communal Areas	✓	Refurb Surveys Interrogated ?			
				Notes / including details of similar property surveys completed. Reviewed by G.Carrington – 25/05/2022 REVISED DEREK STILL 12/06/2023 TEXTURED COATING TO WALLS	
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 	

Fire Risk Assessment

Sample Locations		Property Address 1-36 SCOTT HOUSE, LANGDALE ROAD, GREAT BARR, B43 5RD						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
GROUND FLOOR COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS 9802 001	NON-DETECTED	-	-	-
COMMUNAL STAIR WALLS	TEXTURED COATING	-	SEALED	DS 9802 002	NON-DETECTED	-	-	-
1 ST FLOOR COMMUNAL WALLS	TEXTURED COATING	-	SEALED	PA 442	NON-DETECTED	-	-	-
4 TH FLOOR COMMUNAL WALLS	TEXTURED COATING	-	SEALED	PA 442	NON-DETECTED	-	-	-
8 TH FLOOR COMMUNAL WALLS	TEXTURED COATING	-	SEALED	PA 442	NON-DETECTED	-	-	-
ELECTRICAL SWITCH GEAR IN CUPBOARDS	PAPER/FLASH GAURDS	-	USEALED	PRESUMED	CHRYSOTILE	NO		
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
INSIDE WALLS IN ALL CUPBOARDS ON LANDINGS	BARE BLOCK OR BRICK							
ALL LANDING CUPBOARD TRANSOMS	SUPALUX							

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
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.