

Fire Risk Assessment

Astbury Court



**Hereford Road, Oldbury,
B68 0QG**

Date Completed: 07/05/24.

Officer: C Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

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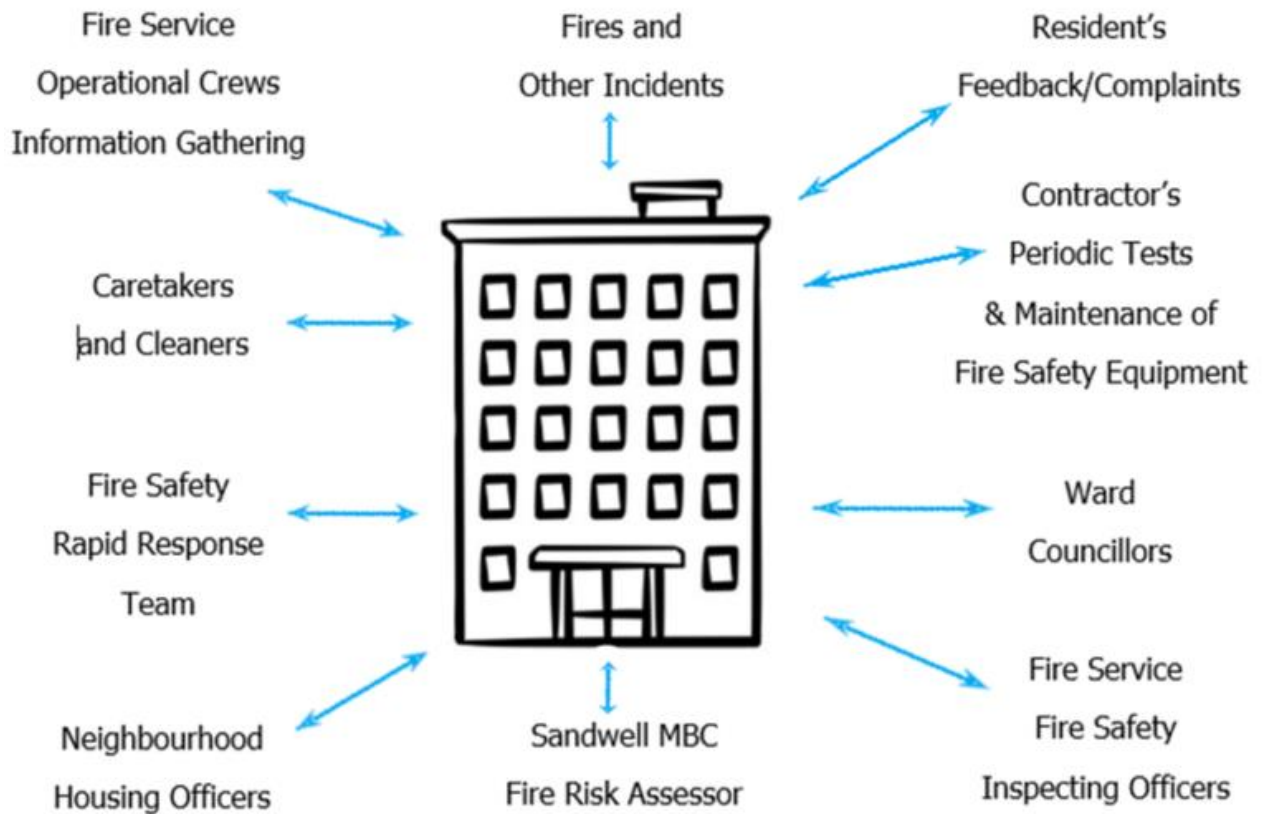
Introduction

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

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

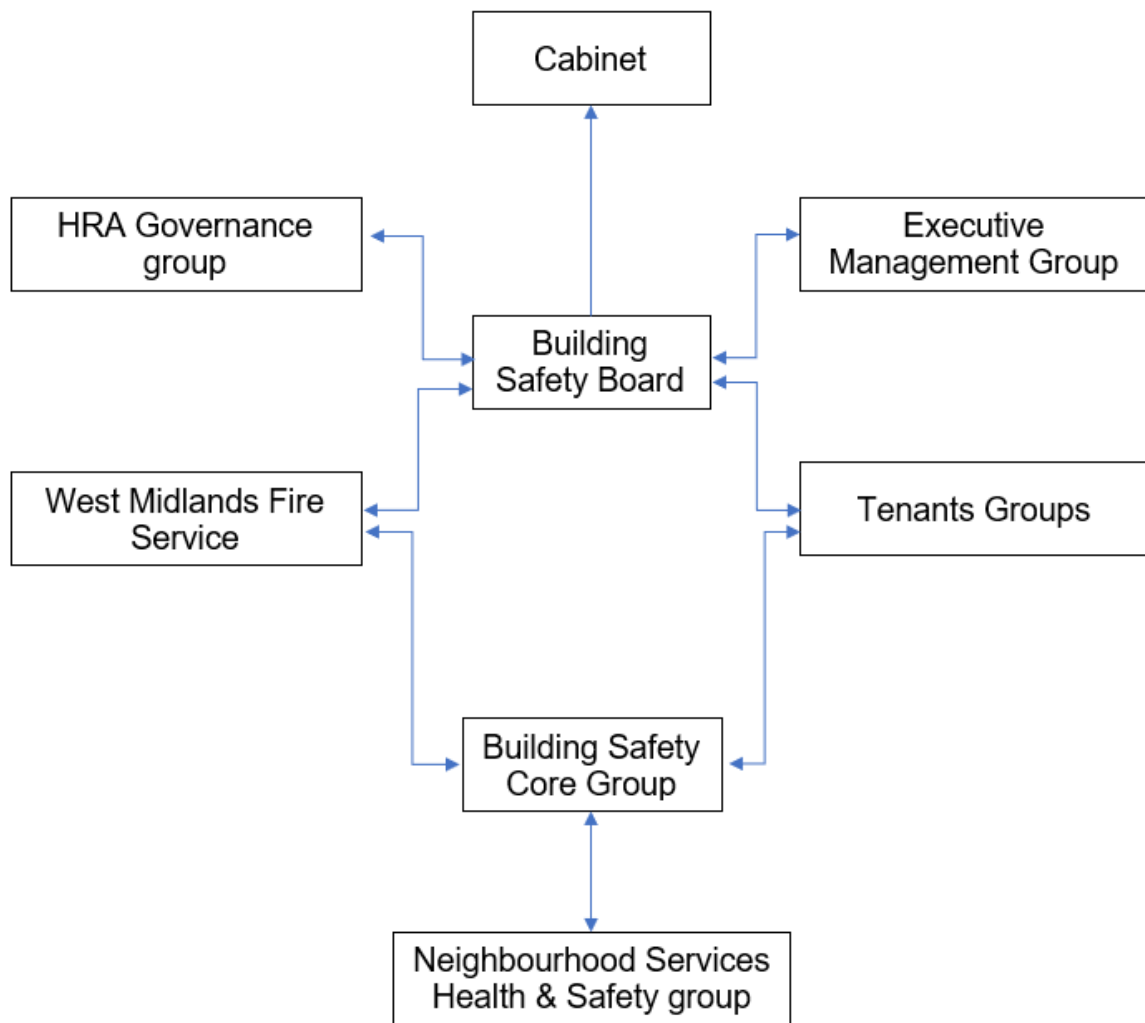
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



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

Section

1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope Clad up to 1st floor with blue class B engineering brickwork. Above the 1st floor there is solid Alumet 3mm aluminium panel cladding system and Lockclad terracotta tile system. The cladding was installed in 2018.</p>	Trivial
Section 7	<p>Means of Escape from Fire The block has a single staircase that provides a sufficient means of escape.</p> <p>Flat 30 entrance door not reliably self-closing.</p> <p>Flat 13 entrance door not reliably self-closing.</p>	Tolerable

	Flat 1 entrance door requires cold smoke seal, re-fit door jam and adjust the self-closer.	
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Smoke detection within the block has been installed to the communal corridors and stairwells which is linked to the automatic smoke ventilation system (AOV).</p> <p>Smoke detection in sampled flats is minimum LD3</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premise has sufficient emergency/escape lighting system in accordance with BS 5266</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 around flats stairwells and lift shafts. All doors are minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.</p> <p>Cable penetration by flat 34 to be fire stopped.</p> <p>Boxing around stop taps to be corrected on 1st & 2nd floor.</p> <p>Rising main is fire stopped at penetrations within shaft.</p>	Tolerable
Section 11	<p>Fire Fighting Equipment</p> <p>Dry risers are present have sufficient signage and are checked as part of the caretaker's duties. Maintenance contracts are in place to service the valves twice per year.</p> <p>Portable fire extinguisher is in the lift motor room.</p>	Trivial

Section 12	<p>Fire Signage Sufficient signage is displayed throughout the building.</p>	Trivial
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition The fixed electric tests should be completed every 5 years. Information on site suggests the last test date exceeds 5 years.</p> <p>Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.</p>	Tolerable
Section 15	<p>Waste Control Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Euro bins are secured in bin room at the rear.</p>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
Section 17	<p>Arson Prevention A door entry system prevents unauthorised access and perimeter lighting is in place.</p>	Trivial
Section 18	<p>Storage Arrangements Residents instructed not to bring L.P.G cylinders into block.</p> <p>Cleaners / caretakers cupboards are kept locked.</p> <p>There are no storage facilities for residents other than in their own flats.</p>	Trivial

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 normal fire hazards that have been highlighted within the risk assessment such as the replacement of one damaged flat entrance door and remedial works to 2 flat entrance doors.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include nominal FD30s fire doors to flat entrances, nominal FD60 to service cupboards, upgraded notional FD30s doors to most stairwell landings, nominal FD30s double leaf doors to corridors & lobbies, combined with suitable smoke detection to a minimum of LD3 standard within flats, automatic smoke ventilation system to each floor 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 be
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 is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Where this is known and PEEPs have been completed, it will be captured in this fire risk assessment along with any building layout or working practices placing people at significant risk of fire.

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

Executive Director of Place

Alan Lunt

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

Adrian Jones

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Neighbourhood Office Manager

Rachel Price

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

Astbury Court
Hereford Road
Oldbury
B68 0QG

Description of the Property

The high-rise block was constructed in 1964 of in-situ concrete frame with masonry infill. There are 8 storeys (inclusive of ground floor) with 6 number dwellings on each floor.



The block has a main entrance to the front elevation, and an exit to the rear elevation. Both entrances have a door entry system with fob reader access. The front entrance also has a firefighter override facility by use of a drop latch key.



There is a single protected stairwell which provides a sufficient means of escape.



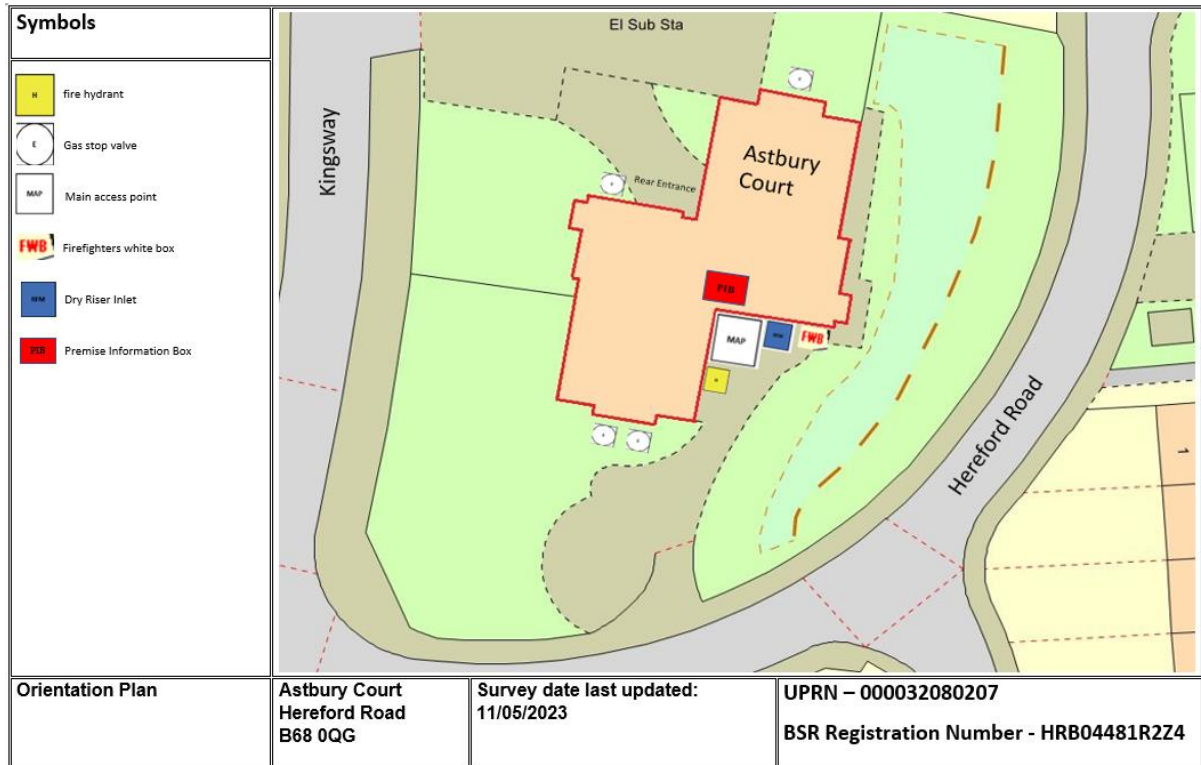
There is a single lift car that serves all floors. The capacity of the lift is 8 persons or 630kg.



There is a water tank & booster pump located in a room accessed via the bin store at the rear of the building.



On arrival Information (for WMFS)



The firefighter's white box is located to the right-hand side of the main entrance to the building. The box contains all 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 (main entrance) utilising the drop latch key or the door fob from the white box.



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



Automatic Opening Vents (AOV) have been installed to the lift lobby and each corridor on all floors above ground. The system can be put into natural ventilation mode which will allow the vents to open 100mm (operating instructions below).

Open

1. Turn key to 'Open' position and release.
2. Vent opens to 100mm in Natural Ventilation Mode, remove key.

Close

1. Turn key to 'Close' position and release.
2. Vents will close fully.

Whilst the system is in natural ventilation mode if an activation occurs all vents will close apart from the vent on the floor where the detector has activated.



The fire hydrant is adjacent the front entrance to the building.



The Dry Riser inlet valve is located in an external cupboard adjacent the front main entrance. The cupboard is accessed utilising the suited 54 key from the firefighter's box.



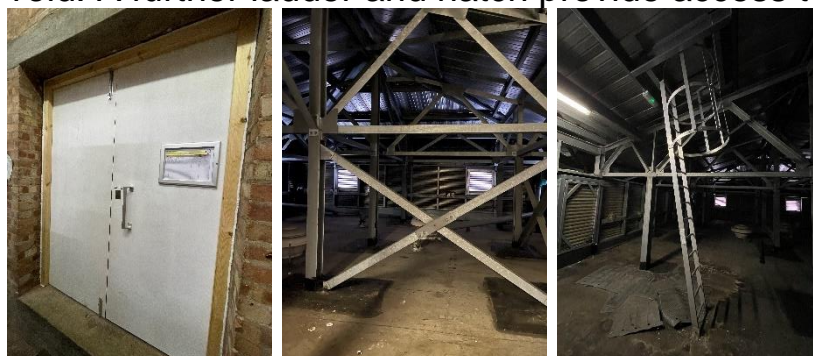
Dry riser outlets are available on each floor and are secured in the shut position with a cable tie.



There is a single lift car that serves all floors. The capacity of the lift is 630kg and the lift motor room accessed via ceiling hatch located on the 7th floor. The hatch is opened with a 54 suited key and the lift has an override switch for Firefighters.



There are full height nominal FD30s doors (secured by suited 54 type mortice lock) within the lift motor room that provide access to the roof void. A further ladder and hatch provide access to the external roof.



The bin store is located at the rear of the building and is installed with a fire suppression system and manual only chute closer plate. The key is in the firefighter's white box.



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

Fire Risk Assessment

Address: Aetbury Court Hereford Road B68 0QG	Survey date: 07/05/2024	ON ARRIVAL INFORMATION
BUILDING LAYOUT		
Size: Width, breadth and height		
Construction	Concrete Brick construction - Brickwork up to 1 st floor- blue class B engineering Above first floor around balconies and windows, solid Alumet 3mm aluminium cladding panel system (class A2-s1,d0) with rockwool insulation and horizontal and vertical fire stopping. Other area above 1 st floor Lock clad terracotta tile system. Pitched roof is a steel framed construction with aluminium standing seam mineral wool core.	
Number of floors	8 floors including the ground floor with a loft space.	
Layout	<p>The block consists of 8 floors (inclusive of the ground floor) Each of the floors contains 6 number dwellings with the top floor granting access to a loft space. Via a steel ladder and hatch. 3 dwellings either side of a lift lobby area, the lift lobby and dwelling areas are separated via FD30s doors. Protected stairwell serving all floors of the building. The block has 2 final exit/entrances.</p> <p>1 lift that serves all floors that is located in the centre of the block. Good compartmentation between dwellings with a protected staircase separate from the lobby areas on each floor.</p> <p>Smoke vents master control switch located in the main entrance lobby with individual windows operable via controls in the service cupboards of each floor.</p>	
Lifts	1 lift that serves all floors.	
Types of entrance doors	Flat entrance doors are predominantly FD30s Russel Fire Door construction.	
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber doors.	
Common voids	No	
Access to roof/ service rooms	Steel vertical ladder gives access into motor room through a trap (top floor landing). A pair of full height double doors allows access into the roof void. A further metal ladder through allows access onto the main roof. Access to the perimeter edge roof is via ¾ height steel doors	
Occupants	Approx. 96 based on an average of 2 occupants per flats (48 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 or advised to leave by the emergency services.	
Fire alarm/ evacuation alarm	The building consisting of early warning 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 5m from the Main Access Point of the building, fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building	
Fire mains	The dry riser inlet (twin valve) can be found at the Main Access Point external to the building.	
Firefighting shafts	No firefighting lifts/shafts however there is a lift with an override switch and a lift motor room in the loft space of the block	
Smoke control vents	Automatic smoke ventilation is employed to each floor above ground in the block. The master reset and control switch is located in the main entrance to the building. Controls for windows are located within the service cupboard of each floor of the block	
Sprinkler system	A suppression system is provided to the refuse chute bin store.	
DANGEROUS SUBSTANCES		
Location, type, and quantity	LIFT MOTOR ROOM - ROOF - <u>BITUMENOUS</u>	
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	8
Date of Construction	1964
Construction Type	In-situ concrete frame with masonry infill.
Last Refurbished	2007
External Cladding	Brickwork up to 1 st floor- blue class B engineering Above first floor around balconies and windows, solid Alumet 3mm aluminium cladding panel system (class A2,s1,d0), with rockwool insulation and horizontal and vertical fire stopping Other areas above 1 st floor Lockclad terracotta tile system.
Number of Lifts	1
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Steel vertical ladder gives access into motor room through a ceiling hatch (top floor landing). A pair of full height double doors allows access into the roof void. A further metal ladder through allows access onto the main roof. Access to the perimeter edge roof is via $\frac{3}{4}$ height steel doors
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 48 flats

Visitors,

Sandwell MBC employees,

Contractors,

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

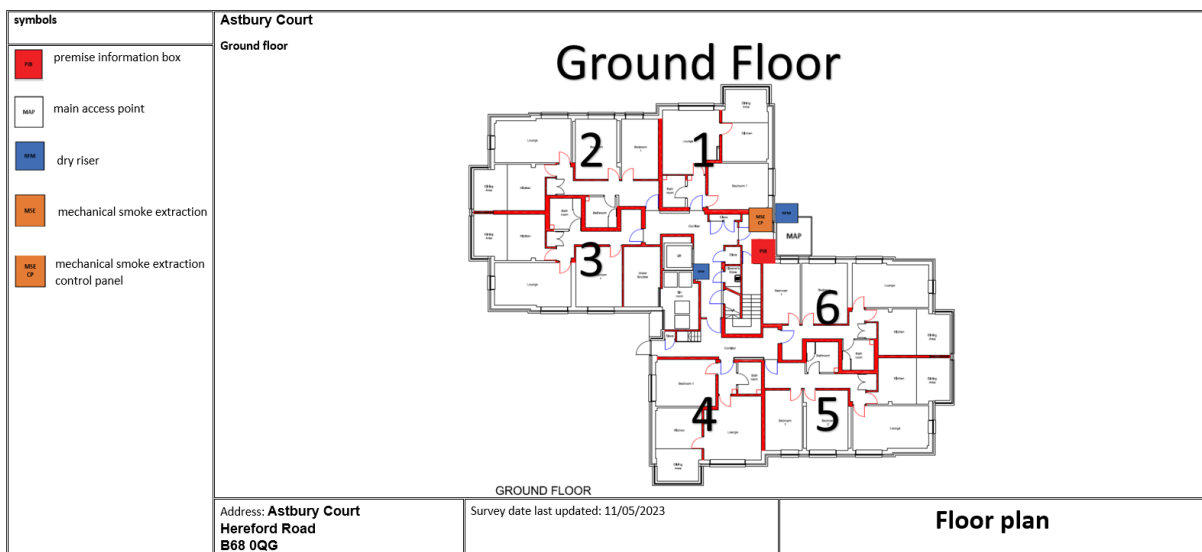
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

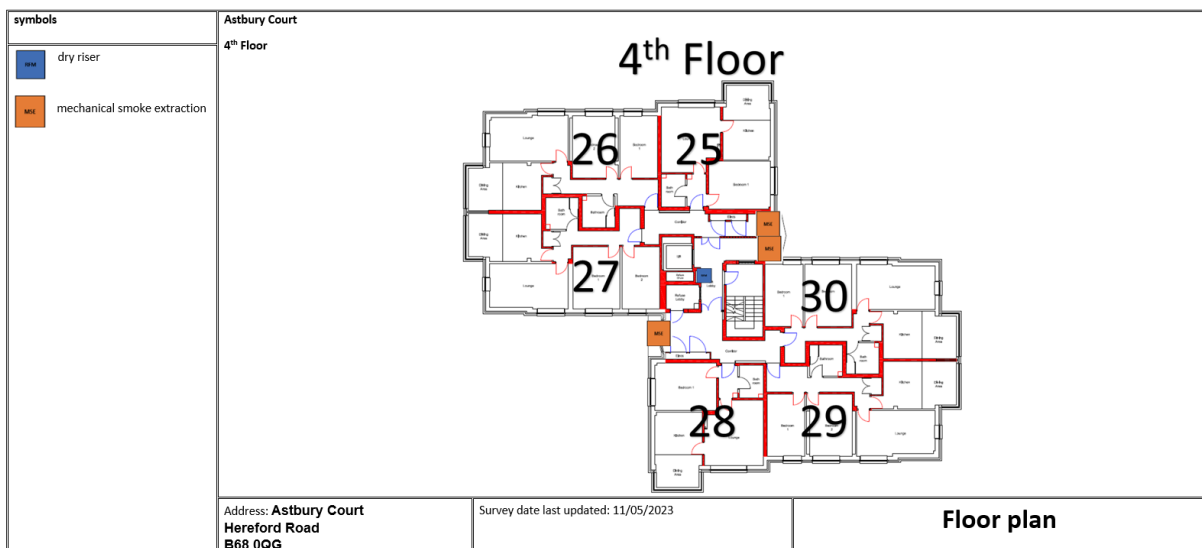
Building Plan

A typical floor layout showing horizontal lines of compartmentation, emergency lighting, fire detection is attached and AOVs etc.

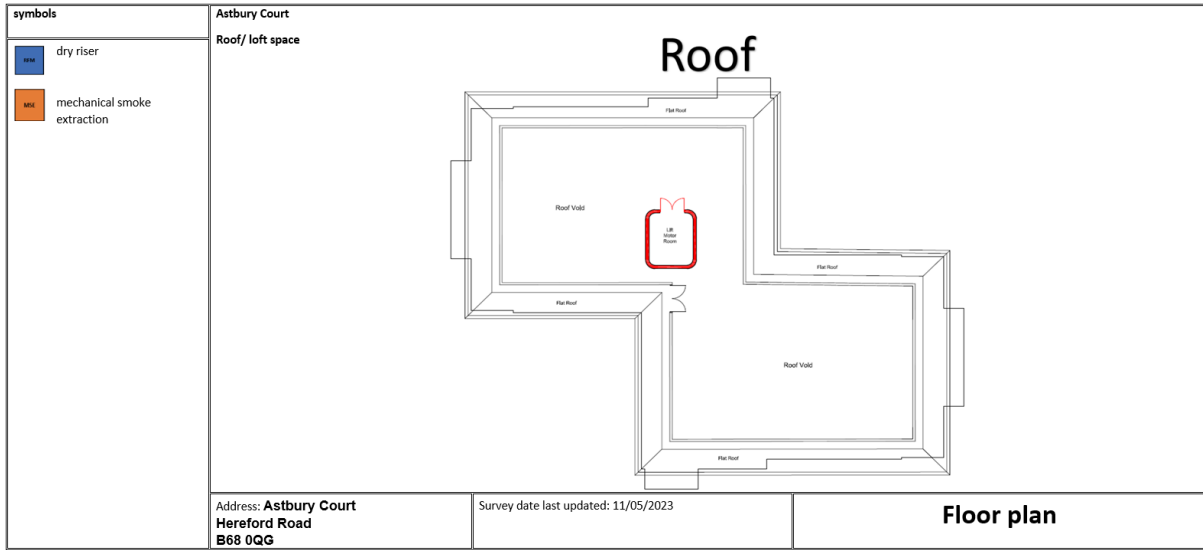
Ground Floor



Typical Upper Floor



Roof Void



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

However, SMBC are currently procuring the services of a suitable contractor to conduct an intrusive external wall survey of the building.

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, and with limited onsite resources.

It is deemed that the combination and application of these materials in conjunction with a non-combustible mineral wool insulation present an acceptable level of fire risk.

Solid Alumet 3mm
aluminium cladding panel
system (class A2,s1,d0)

Brickwork up to 1st
floor- blue class B
engineering



Lockclad terracotta
tile system

1. Astbury Court has 3 separate areas of cladding consisting of.
 - Brickwork up to 1st floor - blue class B engineering.
 - Solid Alumat 3mm aluminium cladding panel system (class A2,s1,d0).
 - Lockclad terracotta tile system.

2. The pitched roof was installed during 2007 refurbishment works and consists of a steel frame & aluminium standing seam mineral wool core construction.

3. Windows to flats are composite timber framed with external powder coated aluminium finish. Communal windows are powder coated aluminium.

Section

7

Means of Escape from Fire

- 1) The building has a single staircase that provides a suitable & sufficient means of escape and was measured at 1130mm wide to the first flight then 1070 thereafter.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal staircase is protected by use of nominal 54mm FD60 timber fire door with vision panels to the ground and 7th floor. All other floors benefit from notional FD30s timber fire doors with vision panels. Doors to lobbies and corridors are nominal double leaf FD30s timber fire doors also with vision panels.



- 6) Nominal 30-minute fire screens provide adequate compartmentation between the lift lobby and right-side corridor & stairwell on each floor above ground.



- 7) 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).

- 8) Service cupboard doors are nominal 54mm FD60s timber doors, secured with suited profile cylinder locks. There are no tenant's meters in these cupboards.



- 9) 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.



- 10) 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 is twice per year (April and October) of each calendar year. AOVs are installed to the lift lobby and each corridor on all floors above ground.



- 11) Communal windows on corridors are openable.



- 12) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

- 13) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.
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- 14) A number of flats have floor mats adjacent to front door, fire rating unknown however, it is deemed to be of minimum risk.



- 15) 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 advised to leave by the emergency services.

- 16) Individual flat doors are nominal FD30s rated timber fire doors sets predominantly manufactured by Russell Doors.

- 17) Flat 10 entrance door was noted as missing an outer letterbox plate, had superficial damage to the leaf, and two holes where mortice locks have been removed. A replacement FD30 door set door has been requested & approved. SMBC job number JM-13853737.



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

A. Flat 40, door is correct.



B. Flat 41, door is correct.



C. Flat 32, door is correct.



D. Flat 29, door is correct.



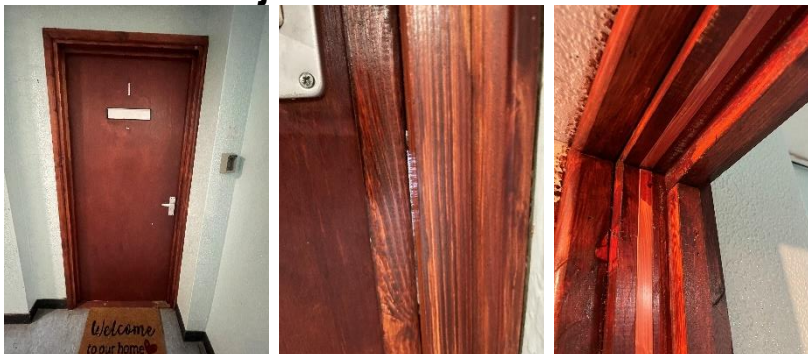
- E. Flat 30, entrance door in not reliably self-closing fully into frame, requires adjustment and corner of draught seal re-seating (hinge side top).**



- F. Flat 13, entrance door fouls on frame top corner slamming edge and stick on foam to hinge side of frame to be removed. Both contribute to door not reliably self-closing fully into frame.**



- G. Flat 1, door not positively engaging to catch when self-closing, has no cold smoke seal, day light can be seen between door jam and frame slam side near handle.**



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 LD1, Ld2 or LD3 Standard.

Flats 13 (LD2), 29 (LD1), 30 (LD2), 40 (LD3), 41(LD3) where all accessed.

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 fire suppression system is provided to the refuse chute bin store. An approved contractor maintains the system.
 - 5) Automatic smoke ventilation is employed, [see section 4](#).
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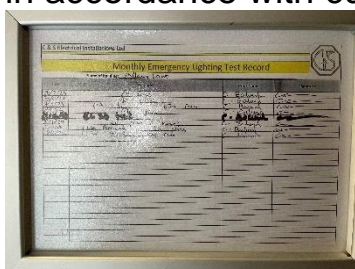
Section 9

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, lift motor room and roof void.



- 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.



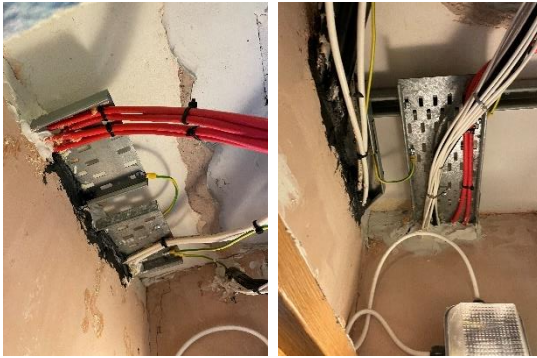
Section

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 the lift shaft. All doors are minimum 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 has 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 corridors are locked with suited keys. It was noted that cabling from service cupboards is run through & secured to cable trays above the false ceilings. Fire stopping was evident where cables penetrate walls.
-



- 6) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team
- 8) A variety of methods / materials have been used to achieve fire-stopping including rockwool fibre slabs with intumescent coating, Supalux fire resistant board and intumescent mastic.



- 9) Fire stopping required to cable penetration by flat 34 door / 5th floor.



- 10) Repairs are required to close off the boxing / access panel around the stop tap to flat 13 / 2nd floor.
-



11) Replace missing screws x 5 to secure boxing / access panel adjacent flat 9 / 1st floor.



12) Individual flat doors are nominal timber FD30s fire door sets manufactured by Russell Doors.

1 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
2 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
3 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
4 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
5 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
6 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
7 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
8 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
9 Astbury Court; Hereford Road; Oldbury; West Midl.	Russell doors	Not glazed
10 Astbury Court; Hereford Road; Oldbury; West Mid	Timber flush	Not glazed
11 Astbury Court; Hereford Road; Oldbury; West Midl	Russell doors	Not glazed
12 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
13 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
14 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
15 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
16 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
17 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
18 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
19 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
20 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed

21 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
22 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
23 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
24 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
25 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
26 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
27 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
28 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
29 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
30 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
31 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
32 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
33 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
34 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
35 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
36 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
37 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
38 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
39 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
40 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
41 Astbury Court; Hereford Road; Oldbury; West Mid	Russell doors	Not glazed
42 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
43 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
44 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
45 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
46 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
47 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed
48 Astbury Court; Hereford Road; Oldbury; West Mic	Russell doors	Not glazed

- 13) The communal staircase is protected by use of nominal 54mm FD60 timber fire door with vision panels to the ground and 7th floor. All other floors benefit from notional upgraded FD30s timber fire doors with vision panels. 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 which is evident at Astbury Court.



- 14) Doors to lobbies and corridors are nominal double leaf FD30s timber fire doors also with vision panels. The slave door is secured by two flush mounted bolts.



- 15) A ground and 7th floor lobby door both show small signs of delamination to the vision panel. This does not adversely affect the doors integrity or ability to see through the panel. The doors are regularly monitored as part of the 12-weekly communal door checks.



- 16) Doors to chute rooms are nominal FD60s self-closing timber fire doors.

- 17) Service cupboard and storage cupboard doors are nominal 54mm FD60s timber fire doors. All doors are secured by either suited mortice or cylinder locks.



- 18) Doors to cupboards housing cabling for internet & phone systems on each floor are nominal flush FD30s locked doors.
-



- 19) Access panels to stop taps are fixed to studwork and masonry in corridors on all floors.



- 20) Ventilation holes were noted in access panels housing the dry rising main on each floor above ground. Adequate firestopping to the penetration was confirmed by removing an access panel to the 7th floor shaft. The Fire Safety, Facilities & Premise manager T. Thompson confirmed that all dry riser penetrations in the shaft were fire stopped in approximately 2017/18. The small ventilation holes in each panel are to prevent condensation when the rising main has been charged.



Section

11

Fire Fighting Equipment

- 1) The dry riser inlet is located to the right-hand side of the main entrance housed within a purpose-built brick cupboard with a small door secured with a type 54 suited mortice lock.



- 2) The dry riser outlets are exposed and located in the lift lobbies of each floor. Each exposed valve is secured with a cable tie. The caretakers check the cable tie is intact as part of their weekday inspections. Dry riser inlet & outlets have appropriate signage.



- 3) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
 - 4) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts are in place for the extinguisher. The frequency for the maintenance checks are 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 and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022



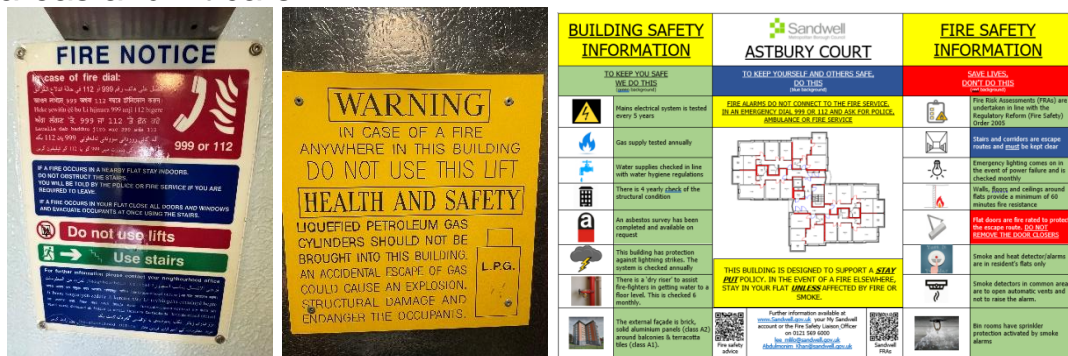
- 6) Directional fire escape signage is displayed throughout the building.



**Section
13**

**Employee & Resident
Training/Provision of Information**

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Building safety and evacuation notices are displayed in common areas and lift cars.



- 6) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 7) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 8) Information regarding use of fire doors is provided to residents.

IMPORTANT NOTICE

FIRE DOORS

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

You must ensure:

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

You must NOT:

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

We will:

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

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

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

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:

Name: Contact Centre
 Phone: 0121 989 8000
 Email: customerservice@sandwell.gov.uk
 OnSite: My Sandwell Account

Sandwell
 Local Authority

Use QR Code to access Fire Safety Advice

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

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 Do not wait for the fire service to arrive. Do not re-enter the building.

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

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

'Stay Put/holden' 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 989 8000.

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.

BUILDING SAFETY INFORMATION	Sandwell ASTBURY COURT	FIRE SAFETY INFORMATION
<p>TO KEEP YOU SAFE WE DO THIS</p> <p> Harn electrical system is tested every 3 years.</p> <p> Gas supply tested annually.</p> <p> Water supplies checked in line with water hygiene regulations.</p> <p> There is a yearly check of the structural condition.</p> <p> An asbestos survey has been completed and available on request.</p> <p> This building has protection against lightning strikes. The system is checked annually.</p> <p> There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.</p> <p> The external facade is brick, solid aluminium panels (class A2) around balconies & terracotta tiles (class A1).</p>	<p>TO KEEP YOURSELF AND OTHERS SAFE, DO THIS</p> <p>FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, FIREBRIGADE OR FIRE SERVICE</p> <p>THIS BUILDING IS DESIGNED TO SUPPORT A STAY PUT POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT UNLESS AFFECTED BY FIRE OR SMOKE.</p> <p>Further information available at www.sandwell.gov.uk, your My Sandwell account or the Fire Safety Liaison Officer on 0121 989 8000. fire.safety@sandwell.gov.uk fire.safety@sandwell.gov.uk</p>	<p>SAVE LIVES. DON'T DO THIS</p> <p> Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005.</p> <p> Stairs and corridors are escape routes and must be kept clear.</p> <p> Emergency lighting comes on in the event of power failure and is checked monthly.</p> <p> Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance.</p> <p> Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS</p> <p> Smoke and heat detector/alarms are in resident's flats only.</p> <p> Smoke detectors in common areas are to open automatic vents and not to raise the alarm.</p> <p> All rooms have sprinkler protection activated by smoke alarms.</p>

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. **Onsite records suggest the last EICR was conducted December 2018. A new EICR was due to be completed by December 2023.**



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a nominal 54mm FD60S door.

- 6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is enclosed in external risers.

**Section
15**

Waste Control

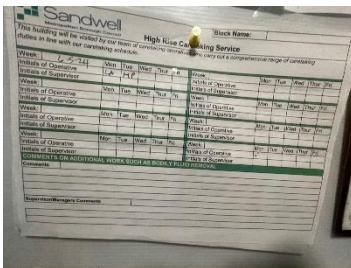
1) There is a regular Cleaning Service to the premises.



2) Refuse containers are in the bin store at the rear of the building and are emptied regularly.



3) Regular checks by Caretakers minimise risk of waste accumulation.



4) 'Out of Hours' service in place to remove bulk items.

**Section
16**

Control and Supervision of Contractors and Visitors

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

**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) CCTV system in place at each entrance.
- 4) The perimeter of the premises is well illuminated.



- 5) There've been no reported fire incidents since the previous FRA.
-

Section 18

Storage Arrangements

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



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

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Astbury Court

Date of Action Plan:


10/05/24

Review Date:

<Insert date>


Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
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Fire Risk Assessment

7/18e	Flat 30 (4 th floor) - Adjust self-closer and re-seat seal (hinge side top) to ensure door reliably self closes.		P2	Within 1-3 months Fire Rapid Response	
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Fire Risk Assessment



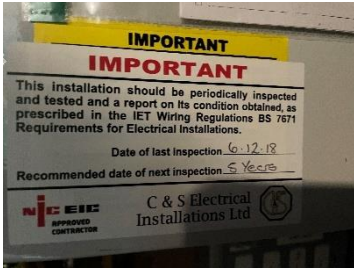
7/18f	Flat 13 (2 nd floor) remove sticky foam from door frame and rehang door to ensure it doesn't foul on slamming side of frame.		P2	Within 1-3 months Fire Rapid Response	
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Fire Risk Assessment

<p>7/18g</p>	<p>Flat 1 – install combined intumescent / CSS around frame. Adjust self-closer to ensure door positively engages catch. Re-fit door jam to remove gap between jam and frame.</p>		<p>P2</p>	<p>Within 1-3 months Fire Rapid Response</p>	
<p>10/09</p>	<p>Fire stop cable penetration above flat 34 door (5th floor)</p>		<p>P2</p>	<p>Within 1-3 months Fire Rapid Response</p>	

Fire Risk Assessment



<p>10/10</p>	<p>Close off boxing to stop tap adjacent flat 13 (2nd floor).</p>		<p>P2</p>	<p>Within 1-3 months Fire Rapid Response</p>	
<p>10/11</p>	<p>Secure boxing / replace missing screws adjacent flat 9 (1st floor)</p>		<p>P2</p>	<p>Within 1-3 months Fire Rapid Response</p>	
<p>14/4</p>	<p>Confirm date EICR to landlord's supply is within the last 5 years</p>		<p>P2</p>	<p>Within 1-3 months Electrical compliance manager</p>	

Fire Risk Assessment

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	

Signed

	Fire Risk Assessor	Date: 10/05/2024
	Premise Manager	Date: 15/05/2024

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


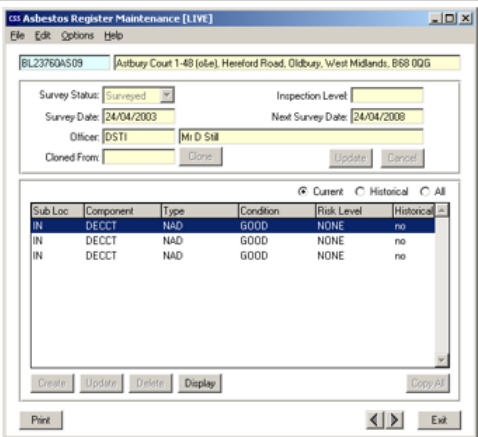

Name of property: Astbury Court

Updated: 24/05/2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey		Property Address	Astbury Court 1 – 48, Hereford Road, Oldbury. B68 0QG		✓ Office use
Surveyed by	Colin Shinner	Date	20/02/14	Checked by	DEREK STILL
Reason for request		HSG 264 - Survey Report Type		Date	19/03/2014
Investment Void		Refurbishment Survey		Property Description High Rise Block 8 Floors 	
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?			
		Year Built	1964		
				Notes / including details of similar property surveys completed. Reviewed by D. Williams – 24/05/2022	
Building Surveyors 0121 569 5077			Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES		
					

Fire Risk Assessment

Sample Locations		Property Address Astbury Court 1 – 48, Hereford Road, Oldbury. B68 0QG					
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE							
7TH, 3 RD , & GROUND FLOOR COMMUNAL WALLS	TEXTURED COATING		SEALED	DS 810	NO ASBESTOS DETECTED	-	-
LIFT MOTOR ROOM ROOF	BITUMENOUS				NOT SAMPLED		REQUEST SAMPL IF TO BE DISTURBED
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.							
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL		
LIFT MOTOR ROOM CEILING	SUPALUX						
ALL FALSE CEILING TILES	MAN MADE MINERAL FIBRE						
FLOORING THROUGHOUT	VINYL						

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 complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

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