

Fire Risk Assessment

Hamstead House



**Coniston Crescent,
Great Barr, B43 5NT**

Date Completed: 24/04/24

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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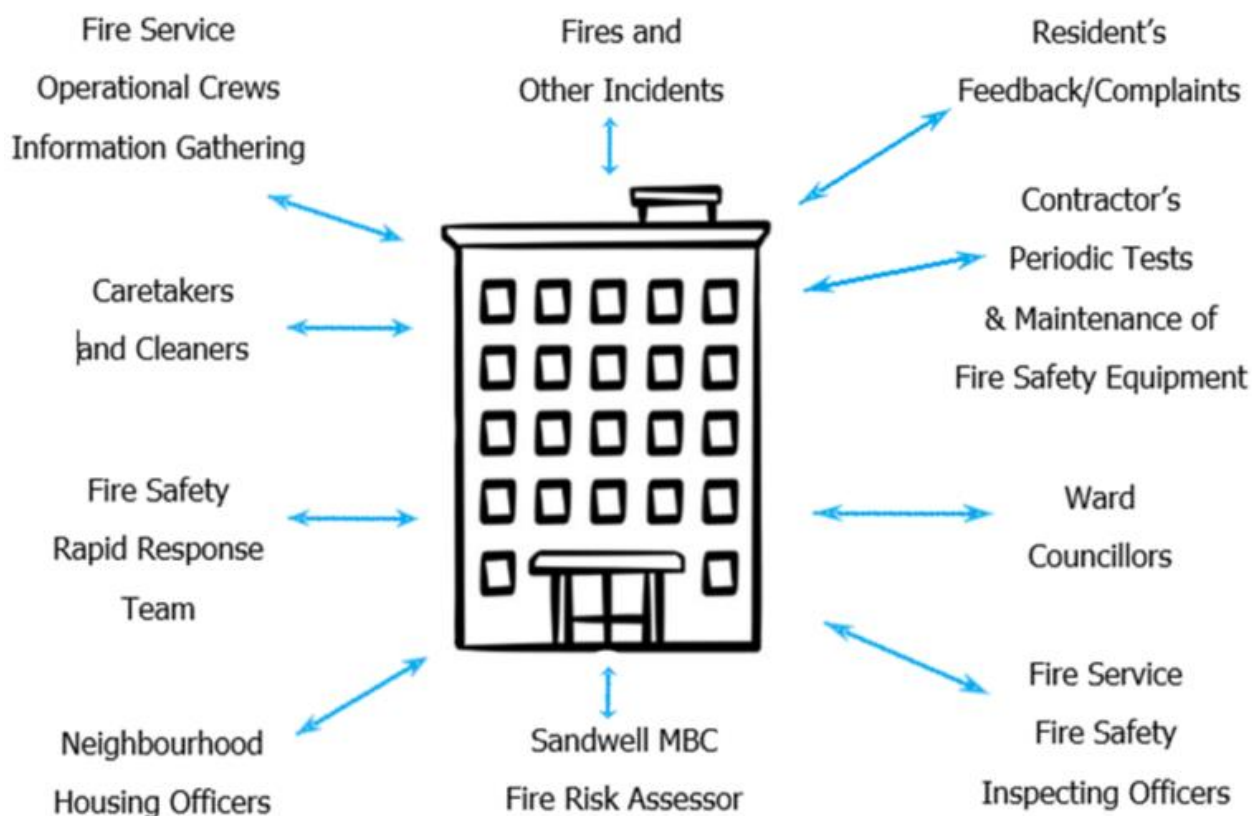
Introduction

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.

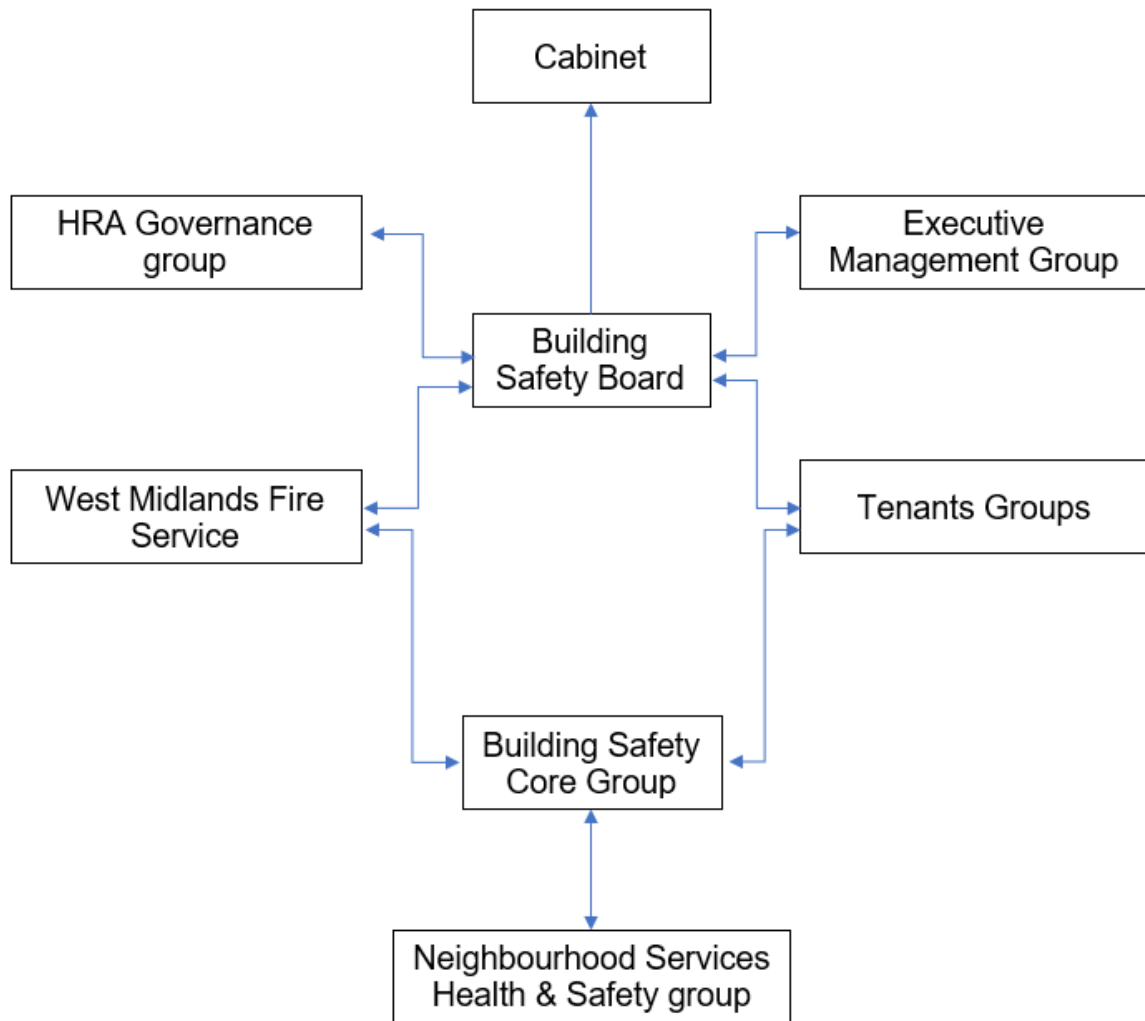
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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</p> <p>The side elevations are brick. Front & rear elevations have Alumasc insulated mineral wool render (class A2). The fronts of the balconies are clad with Marley Eternit fibre cement boards.</p> <p>Telecommunication devices are installed to the roof.</p>	Trivial
Section 7	<p>Means of Escape from Fire</p> <p>The block has 2 protected stairwells with one on each side elevation of the building. Both</p>	Tolerable

	<p>stairwells have AOV's and provide a sufficient means of escape.</p> <p>Repairs to flat 50 entrance door has been requested by SMBC repairs team.</p> <p>Replacement of flat 55 entrance door has been requested by SMBC repairs team.</p> <p>Cable trunking above flat 40 entrance door requires securing.</p>	
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>	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 block has sufficient compartmentation with upgraded notional FD30s rated fire doors to communal corridors and stairwell landings and nominal FD30s to individual flat entrance doors.</p>	Trivial
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 extinguishers are located in the community room, lift motor room and caretaker's office.</p>	Tolerable

	Fire Blanket to be fixed to wall in kitchenette / community room,	
Section 12	Fire Signage Sufficient signage is displayed throughout the building.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electric tests should be done every 5 years, last test date: 28/12/21	Trivial
Section 15	Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Euro bins are secured in bin room at the rear.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary. The community room is limited to a maximum occupancy of 30 persons.	Trivial
Section 17	Arson Prevention A door entry system prevents unauthorised access and perimeter lighting is in place.	Trivial
Section 18	Storage Arrangements Storage cupboards on each floor have nominal FD30s timber fire doors and are kept locked. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

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

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

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

Low Medium High

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

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

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

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

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

Slight Harm Moderate Harm Extreme Harm

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

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment such as loose cable trunking above a flat entrance door, fire blanket that is not fixed to a wall in a suitable location within the community room kitchenette, and the two flat entrance doors that require repair / replacement which has already been requested via SMBC's repairs team.

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 / service cupboards, upgraded notional FD30s doors to corridors and stairwells combined with suitable smoke detection to LD2 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

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

Hamstead House
Coniston Crescent
Great Barr
B43 5NT

Description of the Property

The high-rise block was constructed in 1961 of traditional brick and concrete construction. There are 11 storeys (inclusive of ground floor) with 4 number dwellings to the ground floor and 8 number dwellings on each floor from the first to the tenth.



Hamstead House		
10th	FLOOR	75 - 82
9th	FLOOR	67 - 74
8th	FLOOR	59 - 66
7th	FLOOR	51 - 58
6th	FLOOR	43 - 50
5th	FLOOR	35 - 42
4th	FLOOR	27 - 34
3rd	FLOOR	19 - 26
2nd	FLOOR	11 - 18
1st	FLOOR	3 - 10
Ground	FLOOR	1 - 2, 83 - 84

The ground floor also consists of a former laundry room now cleaners store, community room ([see section 16](#)), caretaker's office and toilets.

The block has a main entrance to the front elevation, a side exit on each side elevation to the protected stairwells, and an exit to the rear elevation. All 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 also an exit from the ground floor community room on the front elevation of the block.



There are two protected stairwells with one on each side elevation. Both have automatic opening vents employed.



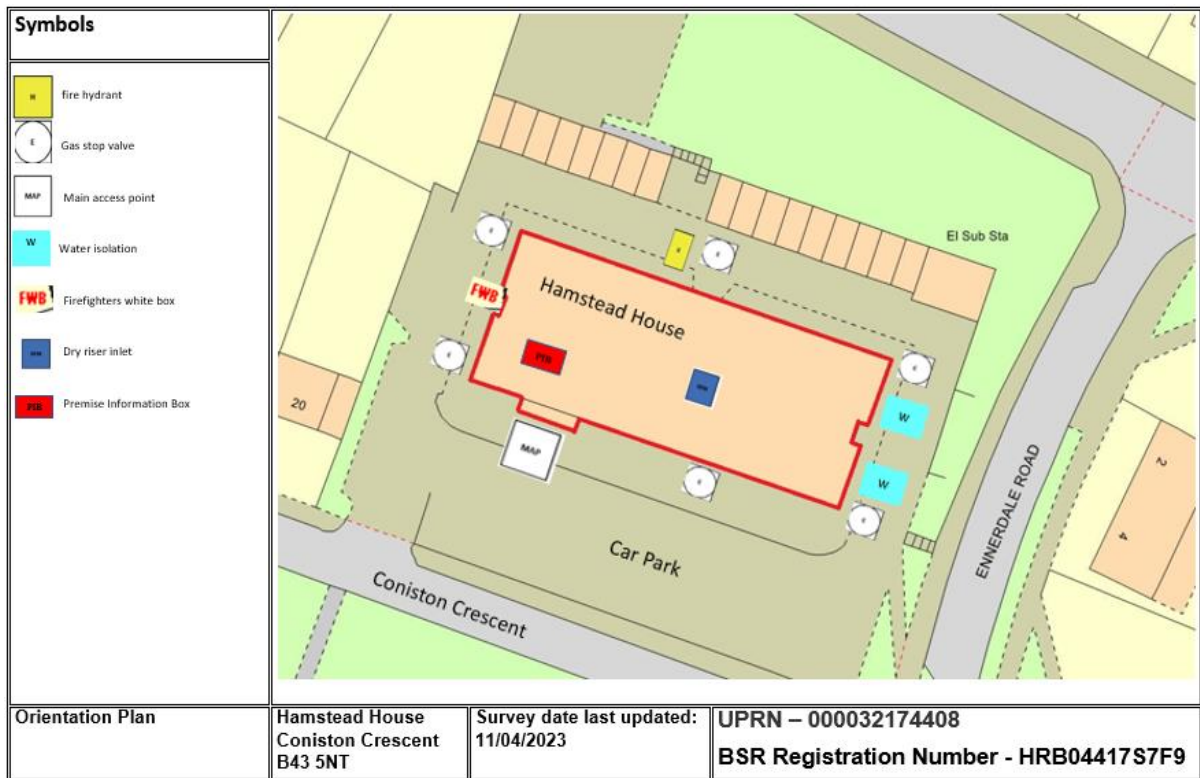
There are two lift cars that serve alternative floors.



There is a water booster pump located in garage number 1 adjacent the electrical sub-station at the rear of the block.



On arrival Information (for WMFS)



The firefighter’s white box is located to the left-hand side of the main entrance on the side elevation. 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 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 protected staircases between the 1st/2nd and 5th/6th stairwell floor. The status panel is on the left-hand wall in the entrance lobby. Smoke detectors for the system are installed to all corridors and both stairwells. The vents can be opened / closed manually using the control switches at ground and 9th floors in each staircase.



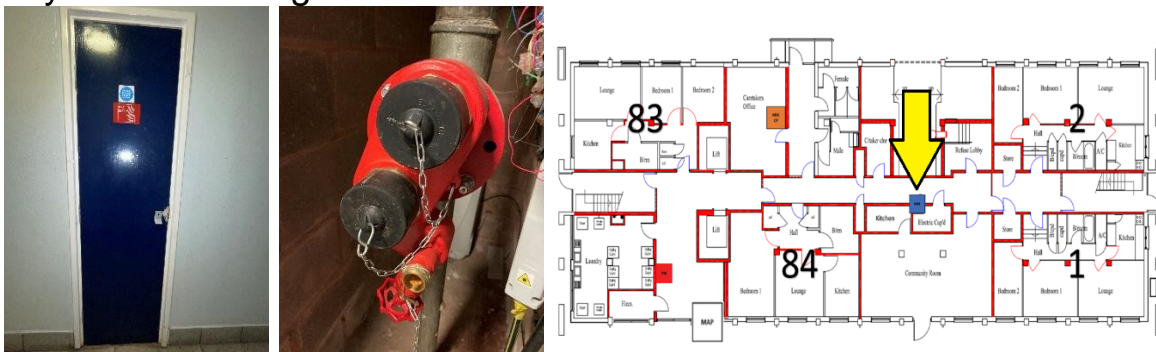
A louvre vent to the head of each staircase provides natural ventilation.



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



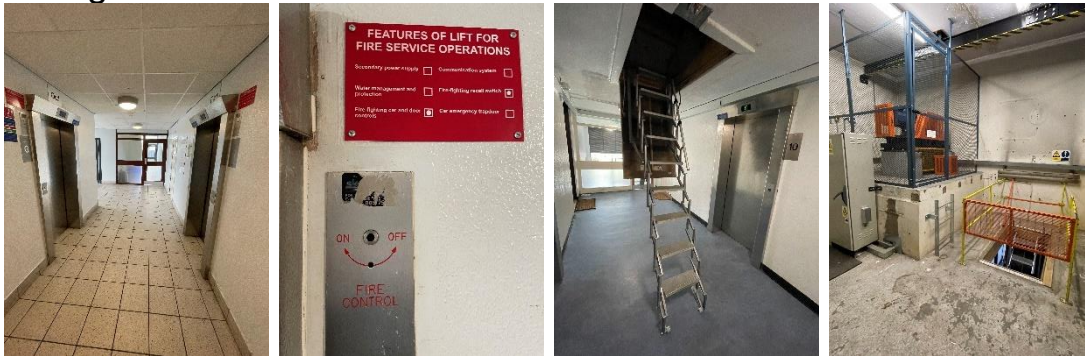
The Dry Riser inlet valve is located in a cupboard within the central ground floor corridor. The cupboard is accessed utilising the suited 54 key from the firefighter's box.



Dry riser outlets are available on each floor above in cupboards secured with the suited 54 key.



There are two lift cars that serve alternate floors (odds & evens). The capacity of each lift is 600kg and the lift motor room accessed via ceiling hatch located on the 10th floor. Each lift has an override switch for Firefighters.



To release the ceiling hatch, remove the padlock and then release the catch.



There is a full height door (secured by suited 54 type mortice lock) within the lift motor room that provides access to the roof. There are telecommunication devices located on the roof.



The bin store is located at the rear of the building and is installed with a fire suppression system and automatic chute closer plate with manual override. 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: Hamstead House, Coniston Crescent, B43 5NT		Survey date: 11/04/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT			
Size: Height	25 metres		
Construction	Wattles. Concrete/ Brick. The façade to the side elevations is brick. Front & rear elevations have insulated Rockwool render. The fronts of the balconies are clad with Marley Eternit Fibre Cement Board.		
Number of floors	11 including ground floor.		
Layout	<p>The block consists of 11 storeys (inclusive of the ground floor) Each of the floors contains 8 number dwellings except the ground floor which consists of 4. The ground floor also consists of a former laundry room now cleaners store, community room, caretaker's office and toilets.</p> <p>The block has 4 entrance/exit points. Main access point at the front elevation, 2 entrance/exits to the side elevation (the entrance/exit to the left of left of the MAP is where the FWB is located) , further entrance/exit to the rear elevation (this is nearest the nearest entrance/ exit to the fire hydrant). This can all be identified on the orientation plan.</p> <p>2 staircases that serve all floors of the block staircases are located either end of the block.</p> <p>2 lifts that serve opposite floors however both access the 10th floor.</p> <p>Stairwell is protected with good compartmentation and provided with Automatic smoke vents on 1st/2nd and 5th/6th floors. Also, a louvre vent to the head of each staircase.</p> <p>4 dwellings each side of a long corridor that is compartmented using FD30s doors, corridor contains storage cupboards, service cupboards, chute room and dry riser.</p>		
Lifts	2 lifts alternating floors. Both lifts can be accessed from the ground floor lift lobby.		
Types of entrance doors	Flat entrance doors are predominantly nominal FD30s Permadoor construction. Some doors are nominal timber flush FD30s.		
Rubbish chutes/ bin rooms	Yes, secured behind nominal FD30s timber doors		
Common voids	No		
Access to roof/ service rooms	Access to motor room via ceiling hatch / zip ladder on 10 th floor. A further full height door (54 suited mortice lock) then leads out on to the roof. Ceiling hatch released by removing padlock and operating catch.		
Occupants	Approx. 164 based on an average of 2 occupants per flats (84flats)		
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	Early warning limited to hard wire or battery smoke alarms within each of the resident's flats. A fire suppression system is provided to the refuse chute bin store.		
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building		
FIREFIGHTING SYSTEMS			
Water supplies	Fire hydrant is located at the rear entry/ exit to the building, fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans provided		
Fire mains	The dry riser inlet (twin valve) is located on the ground floor of the block and can be located on the floor plans.		
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block.		
Smoke control vents	Automatic smoke ventilation is employed on the staircase between floors 1 st /2 nd and 5 th /6 th floor There are override key switches located at ground floor and 9 th floor in the stairwells. Control switches are also in the caretaker's office.		
Sprinkler system	A fire suppression system is provided to the refuse chute bin store.		
DANGEROUS SUBSTANCES			
Location, type, and quantity	N/A		
SERVICES			
Electricity	Electric meter cupboards located on each floor of the block (138 key)		
Gas	Gas isolation points located on the orientation plan		

High/Low Rise	High Rise
Number of Floors	11
Date of Construction	1961
Construction Type	Wates
Last Refurbished	2007 / 2008
External Cladding	The side elevations are brick. Front & rear elevations have Alumasc insulated mineral wool render (class A2). The fronts of the balconies are clad with Marley Eternit fibre cement boards (class A2).
Number of Lifts	2
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via ceiling hatch door / zip ladder on 10 th floor. A further full height door (54 suited mortice lock) then leads out on to the roof.
Equipment on roof (e.g. mobile phone station etc)	Yes

Persons at Risk

Residents / Occupants of 84 flats

Visitors,

Sandwell MBC employees,

Contractors,

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

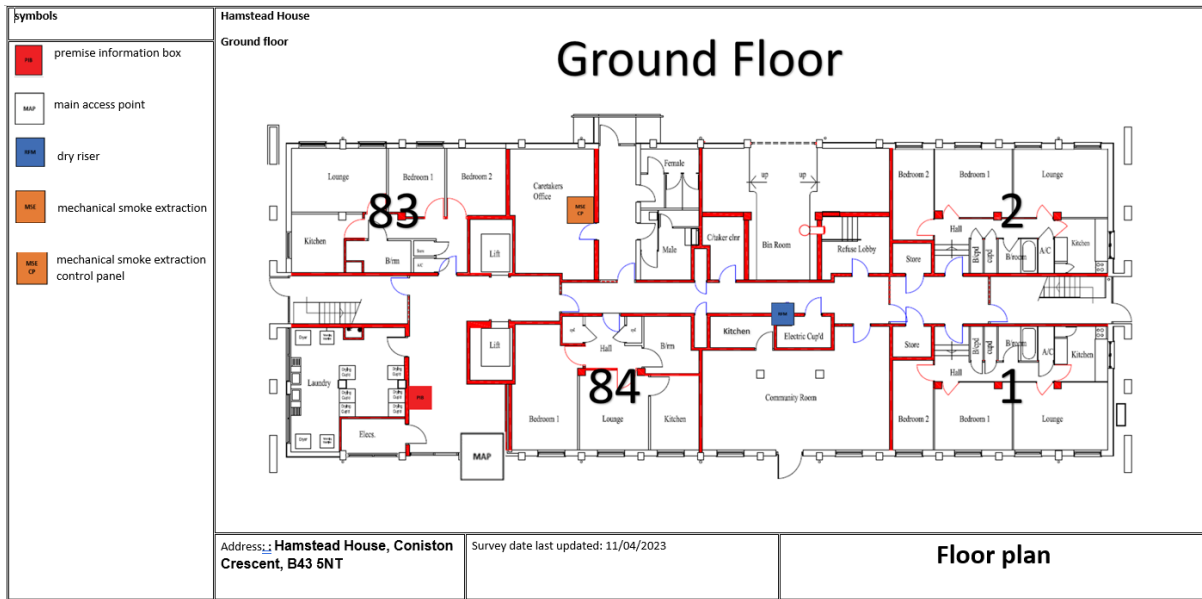
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

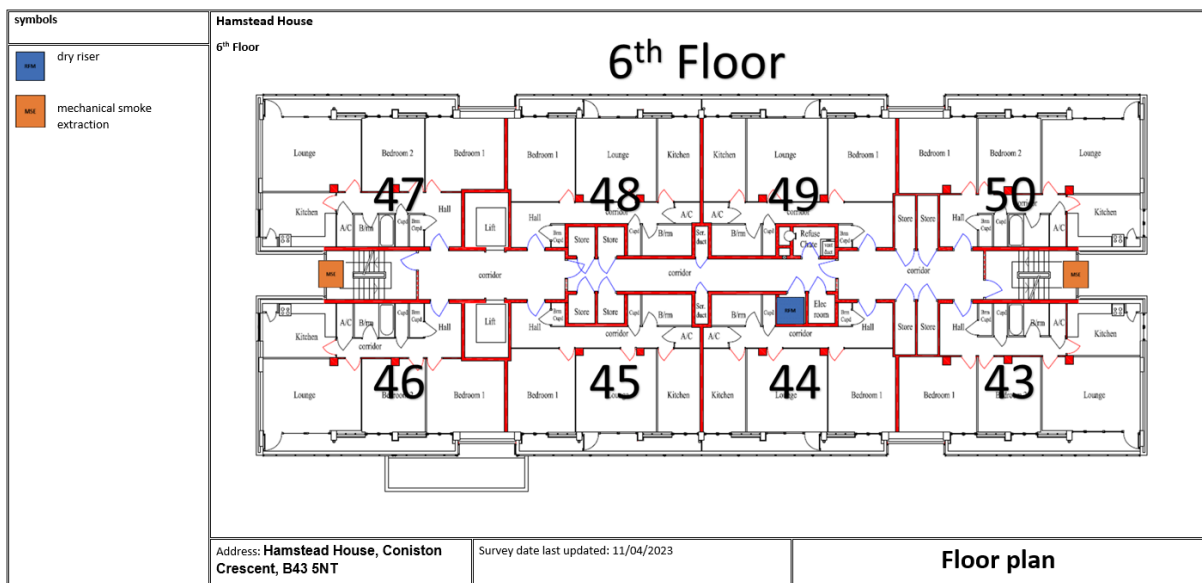
Building Plan

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

Ground Floor



Typical Upper Floor



Section 6

External envelope

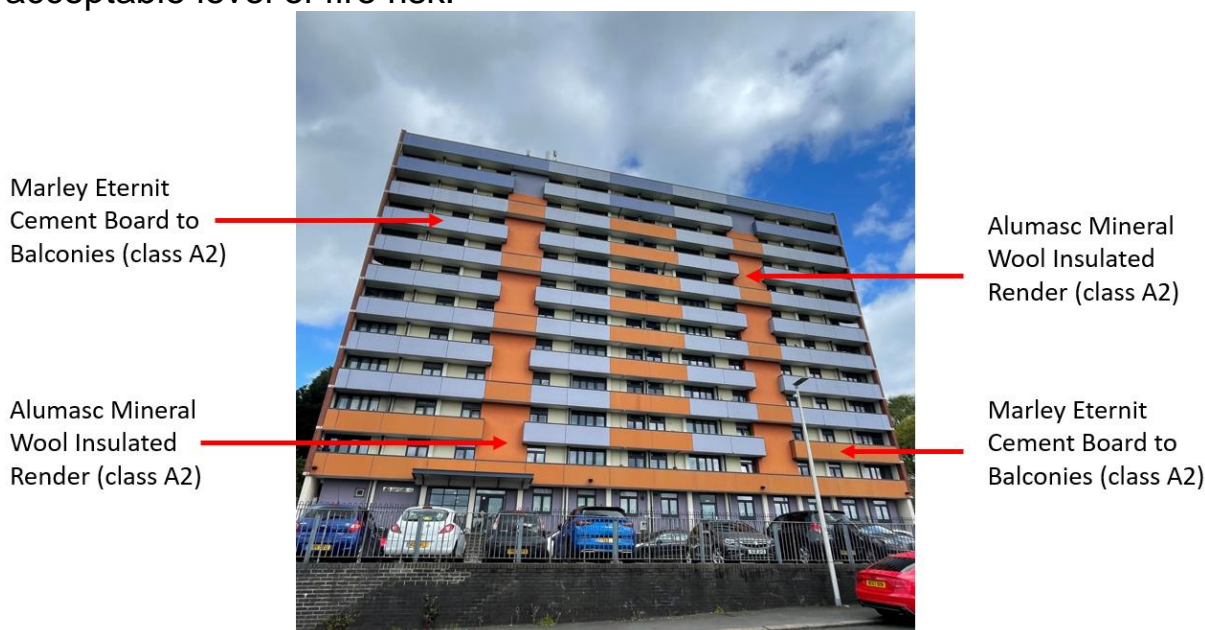
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

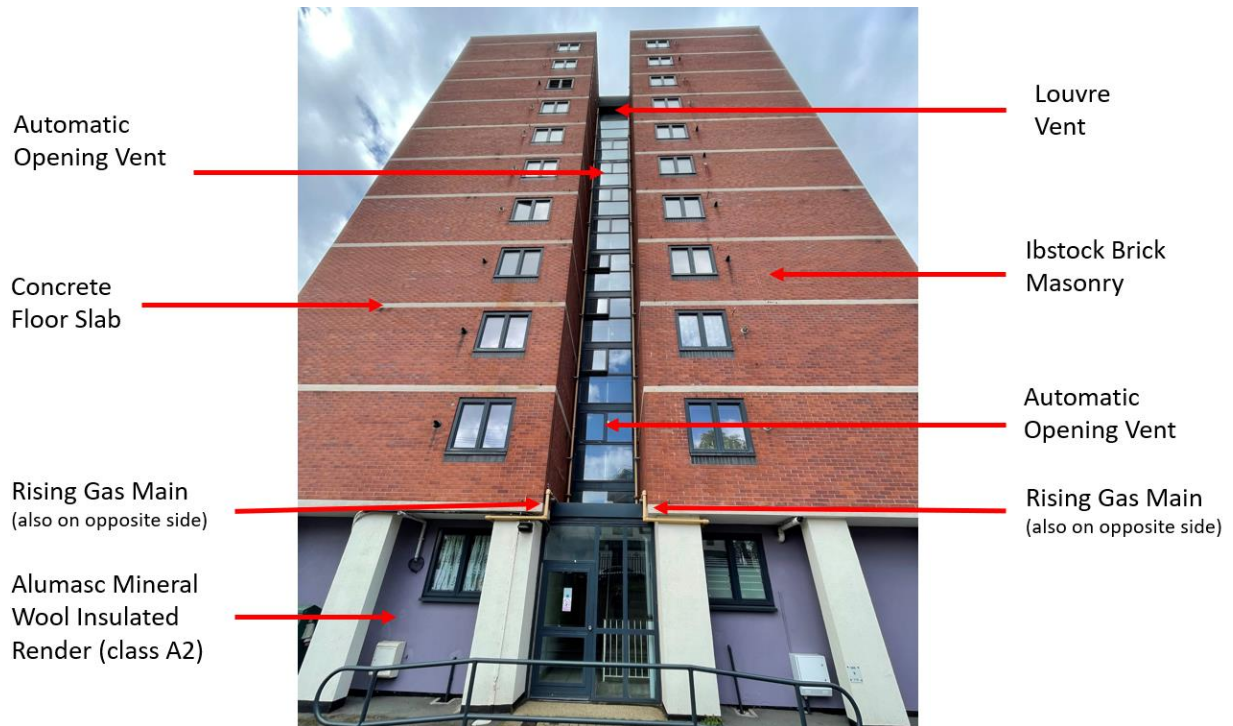
Details of the known external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022.

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, 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.





1. Hamstead House has 3 separate areas of cladding consisting of.

- Ibstock brick masonry.
- Alumasc mineral wool insulated render (class A2).
- Marley eternit cement fibre board (class A2).

2. The flat roof consists of Polyurethane membrane on PIR/PUR insulation.



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 site has two staircases that are 985mm in width that provide a means of escape to all floors. Each floor has access to both staircases.



- 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.
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- 5) The communal landing / staircases are protected by use of notional FD30s timber fire doors with vision panels. It was noted on the 10th floor that a replacement nominal FD30s timber fire has been installed.



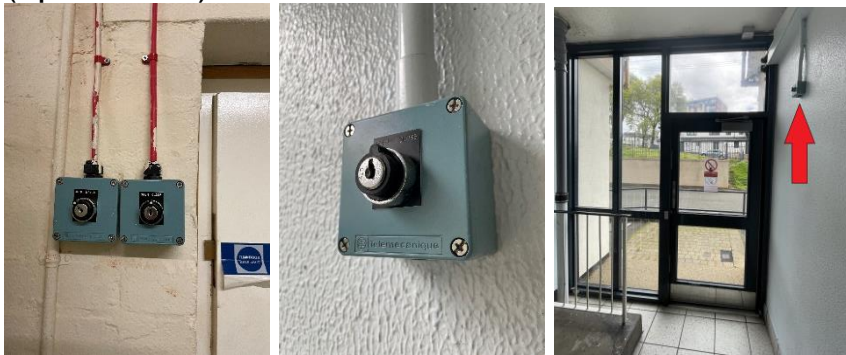
- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) The final exit doors have door entry systems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



- 8) 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 located between the 1st/2nd and 5th/6th stairwell floors.
-



- 9) There are control switches located in the caretaker's office (auto / manual & open/close) and on the ground and 9th floor stairwells (open/close).



- 10) There is a louvre vent to the top of each stairwell.



- 11) 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.

- 12) 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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- 13) Dry riser cupboard doors are nominal FD30s timber fire doors, kept locked / secured with type 54 suited mortice lock(s). The riser inlet is located on the ground floor communal corridor adjacent the electrical service cupboard & community room.



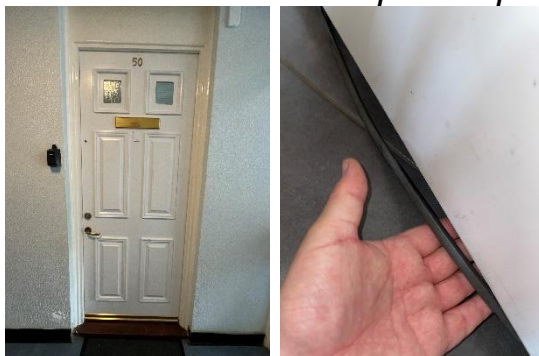
- 14) Electric meter cupboard doors are nominal FD30s timber fire doors, secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters.

- 15) The building has sufficient passive controls that provide effective compartmentation 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 FD30s rated composite doors sets manufactured by Permadoor / Nationwide or IG. Flats 16, 17 & 37 have timber flush FD30s entrance door.

- 17) 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 50, door is not reliably self-closing due to seal along the bottom of the door. *Repair requested JM 13382489.*



B. Flat 49, door was correct.



C. Flat 42, door was correct.



D. Flat 40, door was correct.



E. Flat 20, door was correct.



- F. Flat 55 entrance door was not inspected on both sides (occupier not home) however it was noted that the door is bowed and there is damage to the frame. *Urgent replacement has been requested 29/4/24 (within 28 days). The assigned job number is JM13779319.*



- 18) Individual door mats are present outside many flat entrance doors within the block, fire rating of these is unknown.
- 19) There are communal windows on multiple floors in both stairwells some are not openable because of handles missing and have been screwed shut. Signage states windows have been secured for safety. This is not a fire safety concern as smoke control is still present via AOV's between floors 1st / 2nd & 5th / 6th and a louvre vent system to the top of each stairwell.



- 20) 5th floor by flat 40 – Trunking not adequately secured above flat 40 entrance door.



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.

Flats 20, 40, 42, 49, 50 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. The panel is located in the ground floor cleaner's cupboard. The frequency for the maintenance checks is twice per year (April and October) of each calendar year.



- 5) Automatic smoke ventilation is employed and is covered in [section 7.8](#)

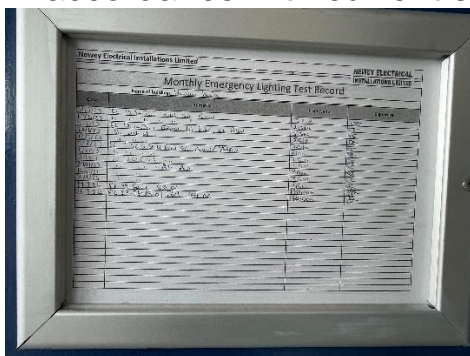
Section 9

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 and lift motor room.



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



Section 10

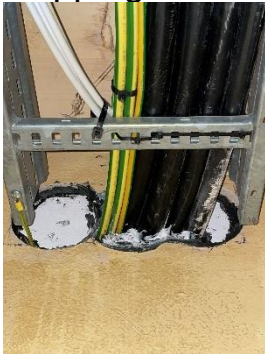
Compartmentation

This section should be read in conjunction with Section 4

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 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 metal trunking protected by intumescent pads or pillows.



- 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 and intumescent pillows.



- 9) The Envirovent extraction unit within the cleaner's cupboard is mounted on Supalux board and coupled to steel ducting that penetrates the wall to an electrical intake room before venting to the outside. Supalux is also fixed to the reverse.



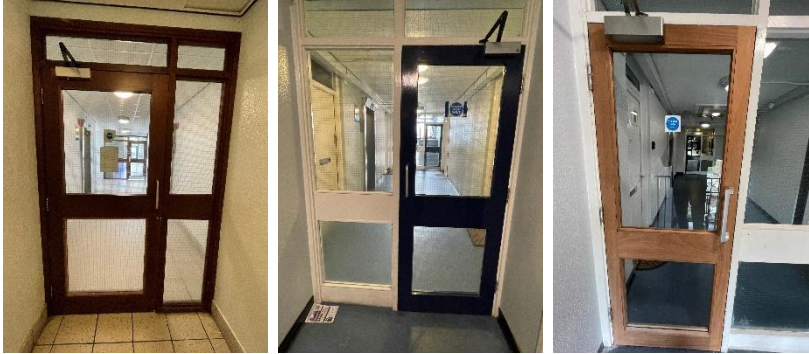
- 10) Individual flat doors are nominal FD30s composite fire door construction manufactured by Permadoor / Nationwide / IG or Hurst Doors. Flats 16, 17 & 37 have timber flush FD30s entrance doors.
-

Fire Risk Assessment

1 Hamstead House;Coniston Crescent	Permadoor	Glazed
2 Hamstead House;Coniston Crescent	Permadoor	Glazed
3 Hamstead House;Coniston Crescent	Permadoor	Glazed
4 Hamstead House;Coniston Crescent	Permadoor	Glazed
5 Hamstead House;Coniston Crescent	Permadoor	Glazed
6 Hamstead House;Coniston Crescent	Permadoor	Glazed
7 Hamstead House;Coniston Crescent	Permadoor	Glazed
8 Hamstead House;Coniston Crescent	Permadoor	Glazed
9 Hamstead House;Coniston Crescent	Permadoor	Glazed
10 Hamstead House;Coniston Crescen	Permadoor	Glazed
11 Hamstead House;Coniston Crescen	Permadoor	Glazed
12 Hamstead House;Coniston Crescen	Permadoor	Glazed
13 Hamstead House;Coniston Crescen	Permadoor	Glazed
14 Hamstead House;Coniston Crescen	Nationwide	Glazed
15 Hamstead House;Coniston Crescen	Permadoor	Glazed
16 Hamstead House;Coniston Crescen	Timber door	Not glazed
17 Hamstead House;Coniston Crescen	Timber door	Not glazed
18 Hamstead House;Coniston Crescen	Permadoor	Glazed
19 Hamstead House;Coniston Crescen	Permadoor	Glazed
20 Hamstead House;Coniston Crescen	Permadoor	Glazed
21 Hamstead House;Coniston Crescen	Permadoor	Glazed
22 Hamstead House;Coniston Crescen	Permadoor	Glazed
23 Hamstead House;Coniston Crescen	Permadoor	Glazed
24 Hamstead House;Coniston Crescen	Permadoor	Glazed
25 Hamstead House;Coniston Crescen	Permadoor	Glazed
26 Hamstead House;Coniston Crescen	Permadoor	Glazed
27 Hamstead House;Coniston Crescen	Permadoor	Glazed
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30 Hamstead House;Coniston Crescen	Permadoor	Glazed
31 Hamstead House;Coniston Crescen	Permadoor	Glazed
32 Hamstead House;Coniston Crescen	Permadoor	Glazed
33 Hamstead House;Coniston Crescen	Permadoor	Glazed
34 Hamstead House;Coniston Crescen	Permadoor	Glazed
35 Hamstead House;Coniston Crescen	Permadoor	Glazed
36 Hamstead House;Coniston Crescen	Permadoor	Glazed
37 Hamstead House;Coniston Crescen	Timber door	Not glazed
38 Hamstead House;Coniston Crescen	Permadoor	Glazed
39 Hamstead House;Coniston Crescen	Permadoor	Glazed
40 Hamstead House;Coniston Crescen	Permadoor	Glazed
41 Hamstead House;Coniston Crescen	Permadoor	Glazed
42 Hamstead House;Coniston Crescen	Permadoor	Glazed
43 Hamstead House;Coniston Crescen	Permadoor	Glazed
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47 Hamstead House;Coniston Crescen	Permadoor	Glazed
48 Hamstead House;Coniston Crescen	Permadoor	Glazed
49 Hamstead House;Coniston Crescen	Permadoor	Not glazed
50 Hamstead House;Coniston Crescen	Permadoor	Glazed
51 Hamstead House;Coniston Crescen	Permadoor	Glazed
52 Hamstead House;Coniston Crescen	Permadoor	Glazed
53 Hamstead House;Coniston Crescen	Permadoor	Glazed
54 Hamstead House;Coniston Crescen	Permadoor	Glazed
55 Hamstead House;Coniston Crescen	Permadoor	Glazed
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63 Hamstead House;Coniston Crescen	Permadoor	Glazed
64 Hamstead House;Coniston Crescen	Permadoor	Glazed
65 Hamstead House;Coniston Crescen	Permadoor	Glazed
66 Hamstead House;Coniston Crescen	Permadoor	Glazed
67 Hamstead House;Coniston Crescen	Permadoor	Glazed
68 Hamstead House;Coniston Crescen	Nationwide	Glazed
69 Hamstead House;Coniston Crescen	Permadoor	Glazed
70 Hamstead House;Coniston Crescen	Permadoor	Glazed
71 Hamstead House;Coniston Crescen	Permadoor	Glazed
72 Hamstead House;Coniston Crescen	Permadoor	Glazed
73 Hamstead House;Coniston Crescen	Permadoor	Glazed
74 Hamstead House;Coniston Crescen	Permadoor	Glazed
75 Hamstead House;Coniston Crescen	Hurst	Not Glazed
76 Hamstead House;Coniston Crescen	Permadoor	Glazed

11) The communal corridors & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the building's

construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. It has been recognised that all of the landing / staircase notional doors in this block have been upgraded with combined intumescent strips & cold smoke seals to enhance their original design and minimise departures from today's standards. It was noted that a replacement nominal FD30s timber fire door has been installed on the 10th floor.



- 12) Access panels to stop taps are fixed to masonry and bedded on Intumescent material.



Section 11

Fire Fighting Equipment

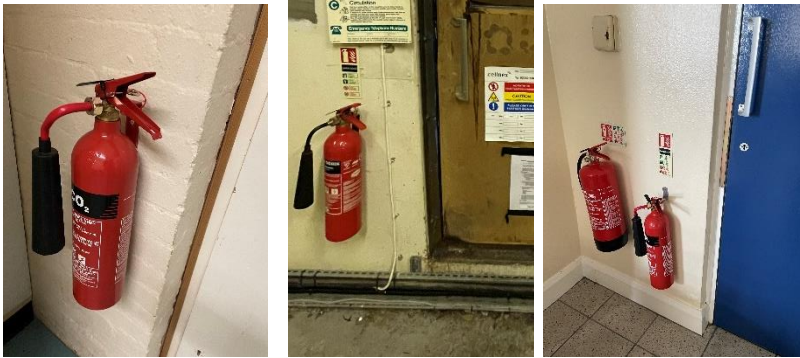
- 1) The dry riser inlet cupboard is located within the ground floor adjacent the service cupboard and community room and is secured with a suited 54 type mortice lock.



- 2) The dry riser outlets that serve the building are located on each floor above ground within cupboards secured by a suited 54 type mortice lock. The doors have signage depicting dry riser.



- 3) The dry riser is checked regularly as part of the Caretakers duties.
 - 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
 - 5) Portable fire extinguisher (CO2) is provided to the lift motor room and caretakers office. A further CO2 plus Foam fire extinguisher has been provided to the community room along with a fire blanket to the community room kitchen. Maintenance contracts are in place for the extinguishers. The frequency for the maintenance checks are once (October) of each calendar year.
-



- 6) The fire blanket in the kitchen should be fixed to the wall opposite the cooking appliance.



- 7) A suppression system is provided to the refuse chute bin store. This is covered in [section 8.4](#)

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) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout however, fire escape signage has been installed to the community room, caretakers' office and front & rear entrances at ground floor level.



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.







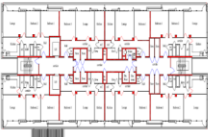













- 6) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 7) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 8) Information regarding use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



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



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

BUILDING SAFETY INFORMATION	 Sandwell HAMSTEAD HOUSE	FIRE SAFETY INFORMATION
TO KEEP YOU SAFE, WE DO THIS <small>(Where Relevant)</small>	TO KEEP YOURSELF AND OTHERS SAFE, DO THIS <small>(Where Relevant)</small>	SAVE LIVES, DON'T DO THIS
 Main electrical system is tested every 5 years.	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE, IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE	 Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005.
 Gas supply tested annually.		 Stairs and corridors are escape routes and must be kept clear.
 Water supplies checked in line with water hygiene regulations.		 Emergency lighting comes on in the event of power failure and is checked monthly.
 There is a yearly check of the structural condition.		 Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance.
 An asbestos survey has been completed and available on request.		Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
 This building has protection against lightning strikes. The system is checked annually.	THIS BUILDING IS DESIGNED TO SUPPORT A STAY PUT POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT UNLESS AFFECTED BY FIRE OR SMOKE.	 Smoke 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.	Further information available at www.sandwell.gov.uk , visit My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6509 fire.safety@sandwell.gov.uk	 Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
 The side elevations externally are brick. The front and rear elevations are FIVE mineral wool render (fire classification A2) & Marley fire cement board clad to balconies (fire classification A2).	 Fire safety advice	 Bin rooms have sprinkler protection actuated by smoke alarms.

Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) Evidence of testing to small kitchen appliances within the caretaker's room was noted.

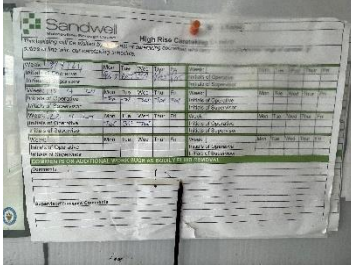


- 5) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 21/12/21.

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. During the FRA the caretaker removed a mattress that had been discarded against the side of the building.



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

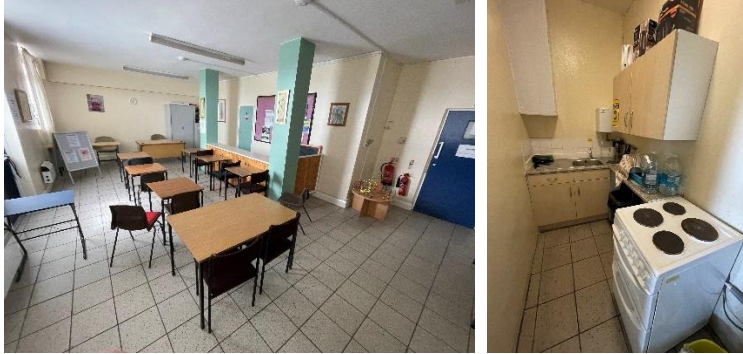
**Section
16**

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.
-

- 5) There is a community room located on the ground floor which is utilised for general meetings and social events such as Bingo.

The room is equipped with a kitchenette, serving area and a quantity of tables & chairs.



Smoke detection is present along with a Co2 & Foam fire extinguisher, there is also a fire blanket within the kitchenette.



There are 2 exits from the room, one is operated by a push bar and leads to a place ultimate safety, the other is inwards opening and leads to a place of relevant safety (protected communal corridor). Because the inward opening door does not open in the direction of escape the flow rate for this is limited to 60 persons.



The dimension of the room is approximately 43m². The floor space factor for this type of room (common room) would suggest a safe area of 1m² per person, however the space occupied by the furnishings / serving area must be taken into consideration.

After discounting the larger of the two exits and taking into account the floorspace factors, it is recommended that the maximum occupancy level for this community room is 30 persons.

This maximum number of occupants may need to be further reduced should additional items that further limit floor space are placed within the room.

**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 minor evidence of arson to a stop tap cover.



- 5) The perimeter of the premises is well illuminated.



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

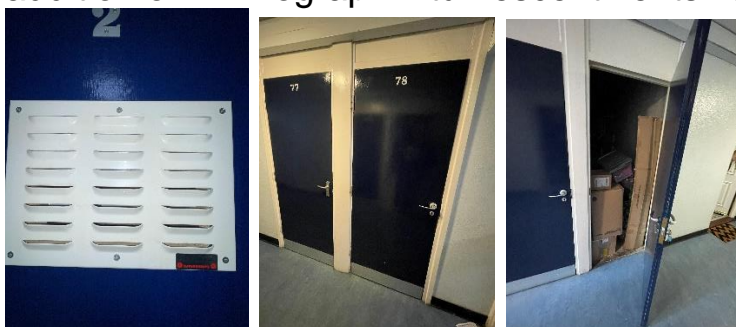
Section 18

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) All store cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.
- 6) Each flat has access to a storage cupboard on the same floor. Cupboard doors are nominal FD30s timber doors and secured by mortice lock. The storage cupboard allocated to flat 2 had the addition of Envirograph intumescent vents fitted.



**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:


Hamstead House

Date of Action Plan:

24/04/24

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/20	Secure trunking above flat 40 entrance door		P2	Within 1-3 months Electrical Compliance Manager	

Fire Risk Assessment

11/6	Fire Blanket to be fixed to wall opposite cooker / next to kitchen door in community room kitchenette.		P2	Within 1-3 months Fire Rapid Response	
------	--	--	----	--	--

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

Observations	

Signed

<i>Chill</i>	Fire Risk Assessor	Date: 30/04/2024
<i>Barrett</i>	Premise Manager	Date: 30/04/2024



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



Name of property: Hamstead House

Updated: 14/06/2023

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
<p>An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).</p>		

Asbestos Survey		Property Address		1-86 HAMSTEAD HOUSE, CONISTON CRESCENT, B43 5NU				✓ Office use																																																																		
Surveyed by	Dave Jasper		Date	26/02/2014		Checked by	DEREK STILL																																																																			
Reason for request		HSG 264 - Survey Report Type		Date	04/03/2014																																																																					
Investment Void			Refurbishment Survey	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Property Description</p> <p>11 STOREY HIGH RISE BLOCK</p> </div> <div style="width: 35%; text-align: center;">  </div> </div>																																																																						
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 <u>Interrogated ?</u>																																																																								
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Asbestos Register Maintenance [LIVE]				Notes / including details of similar property surveys completed.																																																																						
BL12040HA17 Hamstead House 1-84 (ole), Coniston Crescent				REVISED DEREK STILL 14/06/2023 ALL TEXTURED COATING TO COMMUNAL WALLS NONE ASBESTOS. ALL FRONT DOOR FRAMES SILICON																																																																						
Survey Status: Surveyed Inspection Level: Survey Date: 23/05/2006 Next Survey Date: 23/05/2011 Officer: DSTI Mr D Still Cloned From: 				Building Surveyors 0121 569 5077																																																																						
<table border="1" style="width: 100%; border-collapse: collapse; font-size: 8px;"> <thead> <tr> <th>Sub Loc</th> <th>Component</th> <th>Type</th> <th>Condition</th> <th>Risk Level</th> <th>Historical</th> </tr> </thead> <tbody> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>SC</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>LIF</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> <tr><td>ALL</td><td>DECCT</td><td>NAD</td><td>GOOD</td><td>NONE</td><td>no</td></tr> </tbody> </table>				Sub Loc	Component	Type	Condition	Risk Level	Historical	ALL	DECCT	NAD	GOOD	NONE	no	SC	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	LIF	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	ALL	DECCT	NAD	GOOD	NONE	no	Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES				
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Fire Risk Assessment

Sample Locations	Property Address	1-86 HAMSTEAD HOUSE, CONISTON CRESCENT, B43 5NU						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	ASBESTOS REGISTERED	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
ALL STAIR WELLS AND LANDING CEILINGS	TEXTURED COATING	-	PAINTED	DS 2721	NONE DETECTED	-	-	-
ALL LANDING FLOORS-TILES	THERMOPLASTIC	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	-
GROUND FLOOR MENS AND WOMENS TOILETS WALLS	TEXTURED COATING	-	PAINTED	DS 8849	NONE DETECTED	-	-	-
GROUND FLOOR MENS AND WOMENS TOILETS W/C CISTERNS (BLACK)	RESIN	-	SEALED	PRESUMED	AMOSITE	NO	NO	-
10 TH FLOOR COMMUNAL CEILING	TEXTURED COATING	-	PAINTED	DS 8173	NONE DETECTED	-	-	-
LAUNDRY ROOM CEILING	TEXTURED COATING	-	SEALED	GC 1541	NO ASBESTOS DETECTED	-	-	-
ALL COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS 8812	NO ASBESTOS DETECTED	-	-	-
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	LOCATION DESCRIPTION	MATERIAL	
INSIDE WALLS IN ALL CUPBOARDS ON LANDINGS	BARE BLOCK OR BRICK	G/F TOILETS CISTERN (WHITE)	PLASTIC					
ALL LANDING CUPBOARD TRANSOMS	SUPALUX	ALL FRONT DOOR FRAMES TO FLATS AND LANDINGS	SILICON					
ALL LANDING CUPBOARD TRANSOMS	SUPALUX							
ALL LANDING CUPBOARDS WALLS	BLOCK/BRICK							
ALL LANDING FLOORS	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 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, 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.