Fire Risk Assessment

Wallace House

Badsey Rd, Oldbury,
B69 1ER

Date Completed: 10/06/2024.

Review Period: 12 months

Officer: C. Hill **Fire Risk Assessor**

Checked By: J Blewitt **Team Lead Fire Safety & Facilities**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0 Introduction

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

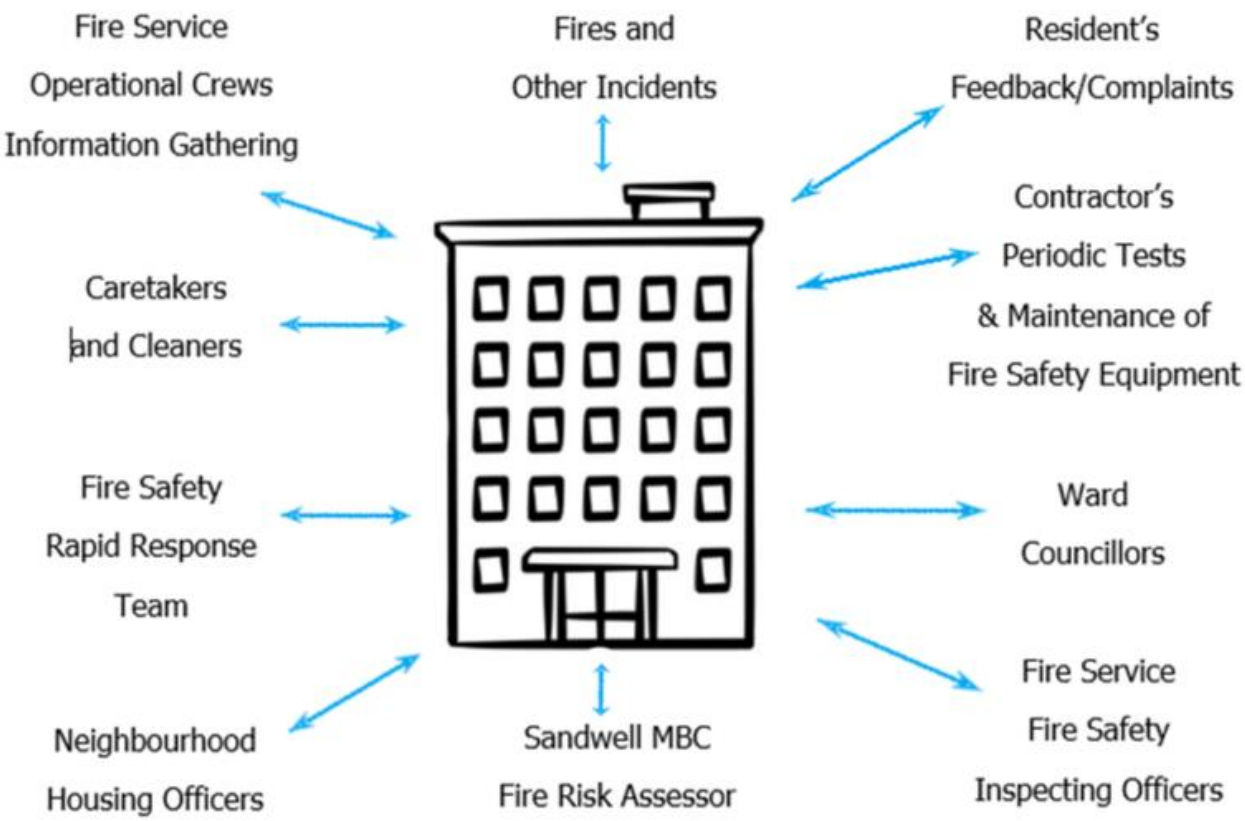
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

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

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

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

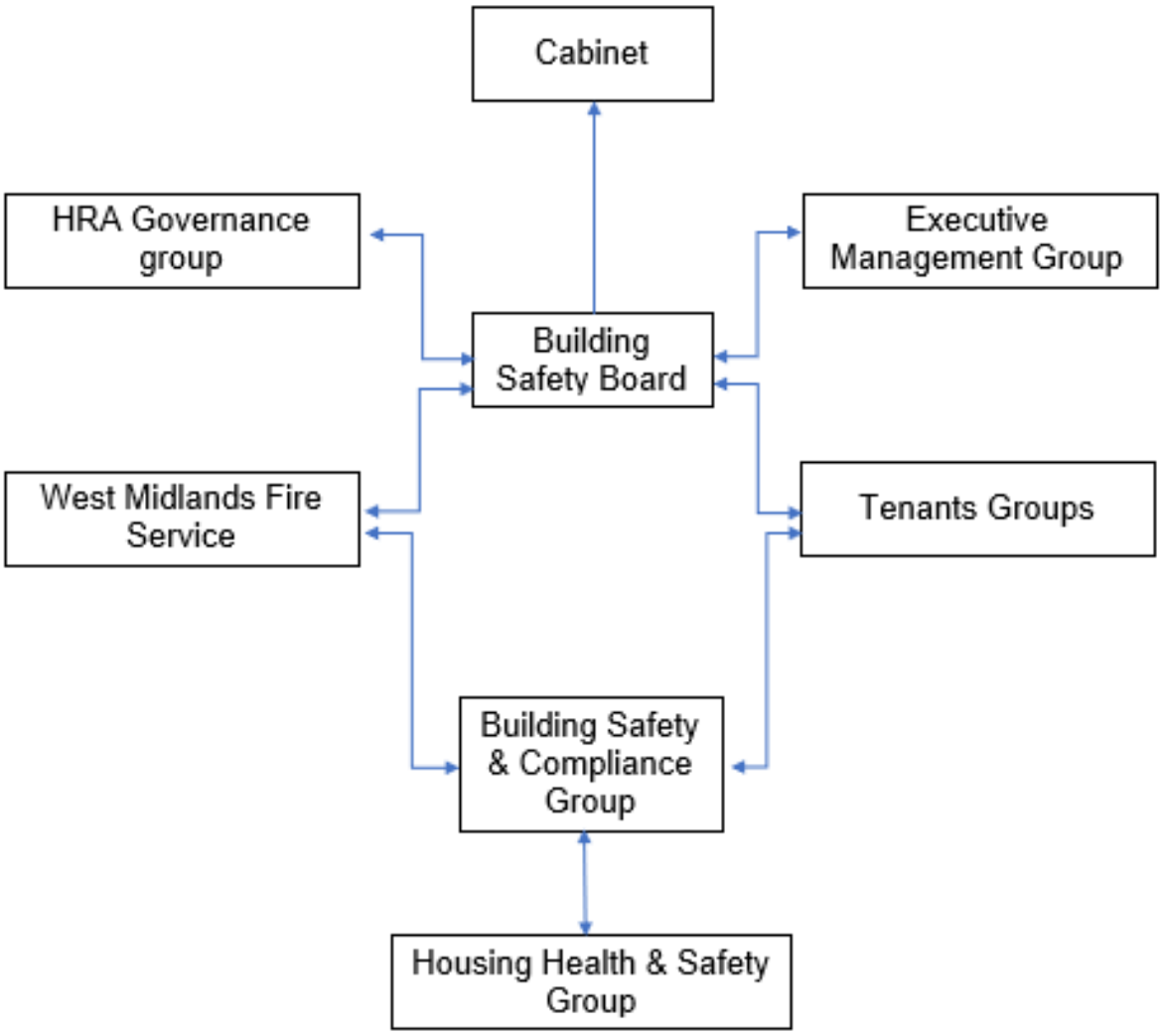
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section 1 Significant findings

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

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Brickwork up to 1st floor – Ibstock Rocksheild brick slips. Above 1st floor mixture of insulated Alsecco mineral wool render (Fire Classification A2) and high density Stonewool Panels by Rockwool (Fire Classification A1).	Trivial
Section 7	**Means of Escape from Fire** There is a single protected staircase that provides a sufficient means of escape.	Tolerable

	AOVs are present on all floors above aground floor. 1 x AOV on the 12th floor is defective and has been reported to WMFS whilst awaiting repair. 2 x Ventilation shaft panels to be re-instated in the 12th floor roof voids. Bicycle in communal corridor on 3rd floor. Flat 49 entrance doors requires repair to slamming edge trim.	
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to LD1 & LD2 standard. A fire suppression system is provided to the bin store.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient central fed supply emergency lighting system.	Trivial
Section 10	**Compartmentation** 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. Communal & flat entrance doors are 30-minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.	Tolerable

	Trunking in communal corridor by flat 36 requires securing.	
Section 11	**Fire Fighting Equipment** There is a fire hydrant adjacent the front main entrance. The dry riser inlet is located in the main entrance foyer. The dry riser serves all floors above ground. There is a C02 fire extinguisher within the lift motor room and caretaker's office. There's a fire suppression system in the bin store. Maintenance contracts are in place to service the dry riser, chute closure plate & suppression system twice yearly and the fire extinguishers annually.	Trivial
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. Confirmation required that the last inspection was within 5 years.	Tolerable
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation.	Trivial

	Refuse containers are secured within the bin store at lower ground level.	
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally**,** and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access. Perimeter lighting is in place. CCTV is in operation.	Trivial
Section 18	**Storage Arrangements** There are 2 x ground floor storage rooms and 3 x storage cupboards utilised by the caretaking team. 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 potential fire hazards that have been highlighted within the risk assessment, including the repairs required to flat 49 entrance door, a bicycle parked in the 3rd floor means of escape and the likelihood that an EICR to the incoming electrical supply may now be overdue.

After considering the use of the premise and the occupants within the block and taking into account the defective AOV on the 12th floor the consequences for life safety in the event of a fire would be slight harm. This is due to an order being raised to replace the AOV in a timely manner, there being sufficient compartmentation to include nominal FD30s doors to flat entrances & communal corridors / landings, alongside suitable smoke detection to a minimum of LD3 standard within flats and a Stay Put – Unless policy.

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

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

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

Section 3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.
The Chief Executive has put a structure in place to support the management of the site.
This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive
Shokat Lal

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

Housing 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

Wallace House

Description of the Property

This high-rise block was designed & constructed in approximately 1961 for general needs housing, utilising a concrete frame with Wimpey no fines / brick infill along with a flat roof construction. A steel framed pitched roof with aluminium standing seam PIR/PUR boards was added during 2018 refurbishment works.

The block consists of 13 storeys (inclusive of the ground floor). The ground floor has a total of four number dwellings, flats 1 & 2 are occupied 71 & 72 are incomplete and void. Each of the floors from the first to 11th floors contain 6 number dwellings (3 each side). The 12th floor has 2 number dwellings and access to the roof. The total number of dwellings is 70 not including the 2 incomplete flats.

There is a single staircase which provides a sufficient means of escape.

The block has a main entrance/exit to the front and a further two entrances / exits located on the rear elevation including one from the stairwell.



Each entrance is accessed using a door entry system with a fob reader. Additionally, there is a firefighter override switch to the front entrance only that is operated by use of a drop latch key.


There are two lift cars both of which serve alternate floors, but travel is limited to floor 11. The 12th floor is accessed via the internal staircase. The capacity for each lift is 8 persons or 600kg.

There is a Caretakers / Cleaners Welfare Office located on the ground floor; access is obtained both internally and externally room utilising the suited 54 lock key. There are three secured storage cupboards within this room.

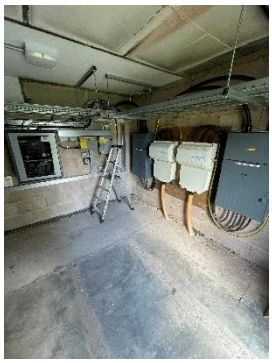


Beside the caretaker's office there's a room that in the future may be considered for storage of mobility scooters. Currently the room is used for the storage of grit, basic workshop and as a faith room. The room is secured and not accessible to residents.


There's a further door adjacent the caretaker's office which leads to toilet facilities and a further storage area which is currently unused.

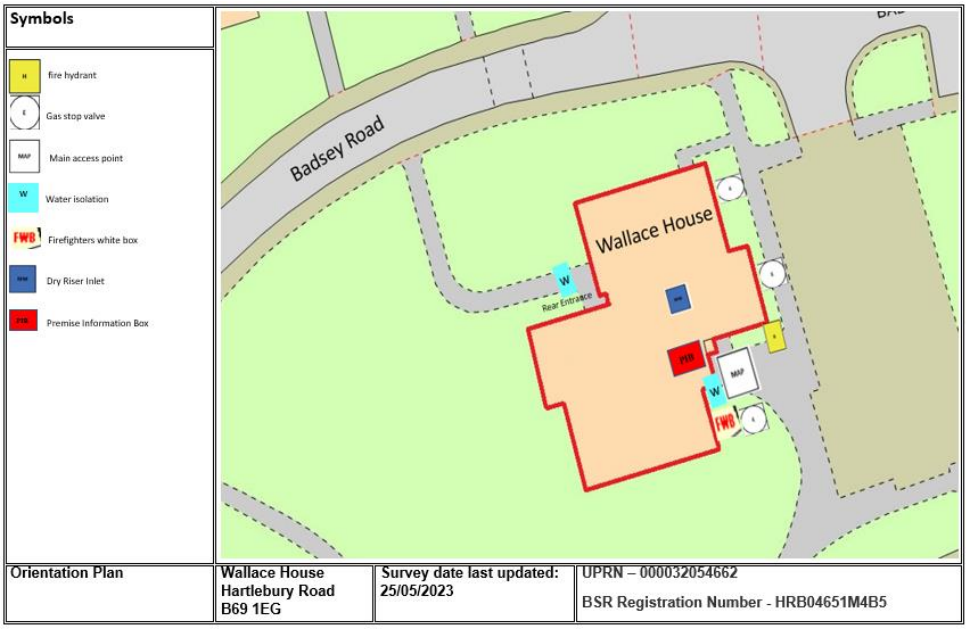


The incoming electrical supply is housed in a secured room accessed externally. Server equipment and the emergency lighting battery supply are also present in this room.


The incoming electrical supply and battery system for the emergency lighting are housed in a service cupboard accessed externally left of the main entrance to the building.

On arrival Information (for WMFS)



There is a firefighter's white box externally to the left-hand side of the main entrance to the front of 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 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).

The fire hydrant is in front of the main entrance besides the corner of the building.


There is a dry riser system at Wallace House. The riser inlet is to the right-hand side in the main entrance foyer and is secured with a fire service bridge door padlock.


Dry riser outlets are available on each floor above ground opposite the stairwell door / in lift the lobby. The outlets are contained within a dry riser cupboard that is secured with a type 54 suited mortice lock.


The bin store is located to the side of the main entrance and is installed with a fire suppression system & automatic closer plate.

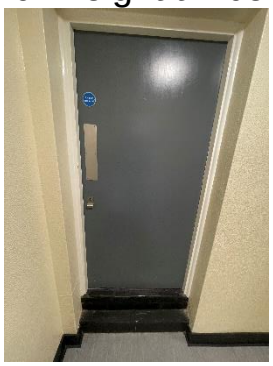

Automatic Opening Vents (AOV) have been installed to the head of protected staircase and in each corridor above the ground floor. The status panel is in the entrance foyer whilst override controls are in a service cupboard on each floor above ground.



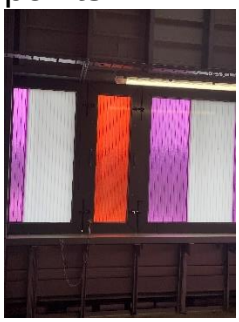
There is a firefighter's lift override switch for each lift between the ground floor lift cars. This is operated by the drop latch key.


The lift motor room is accessed via a full height door on the 12th floor. The key is contained in the firefighter's white box.

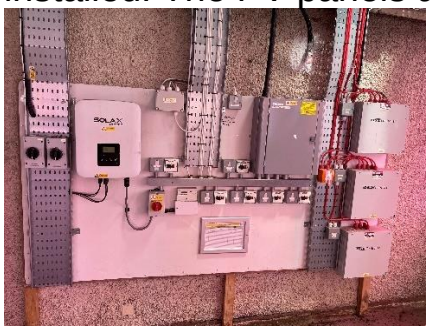
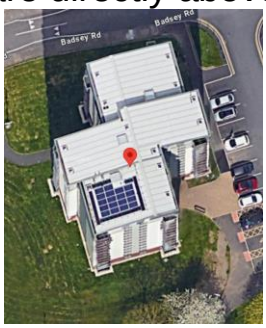

Access to the roof void is gained on the 12th floor (from either wing) via a full height timber door secured with a suited 54 mortice lock.




There are access panels in each void (secured with tower bolts) in the glazed section of the roof loft cladding to facilitate access to the abseil points.




The roof void adjacent the lift motor room has a solar PV system installed. The PV panels are directly above on the outer roof.

The void adjacent to the lift motor room also facilitates access via a looped ladder to the upper roof void. Access is restricted by a further timber door secured with a suited 54 mortice lock.


Address: Wallace House Hartlebury Road B69 1EG	Survey date: 25/05/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT		
Size: Height	32.2 metres – 13 Storeys	
Construction	Insitu concrete frame with Wimpey no fines concrete / brick infill. Brickwork to the 1st floor (Ibstock Rockshield Brick Slips). Above 1st floor there is a mixture of insulated Alsecco mineral wool render (fire classification A2) and high density Stonewool Panels by Rockwool (fire classification A1).	
Number of floors	13 floors	
Layout	The block consists of 13 storeys (inclusive of the ground floor) Each of the floors from the 1st to 11th floors inclusive contain 6 number dwellings (3 each side). The 12th floor has 2 number dwellings and provides access to the roof. The ground floor consists of 2 number dwellings, 2 void flats, caretakers offices, restrooms, and 2 store rooms. Roof space is accessed via full height timber doors on the 12th floor. The block has 3 entrance/exits. Main access point at the front elevation and a further 2 access point at the rear of the block. Main access point has a drop latch system granting access to the building. Server room that is accessed externally from the side elevation of the block and contains the electrical incoming supply and battery system for the emergency lights. 2 lifts and 1 staircase that serve the building. The lifts serve alternate floors serving till the 11th floor and the staircase serves all floors. Stairwell is of concrete construction and is protected with good compartmentation. The block is split in the middle via the lift lobby areas with 3 flats to the left and right-hand sides of the lobby compartmented via a FD30S timber door.	
Lifts	2 lifts that serve alternate floors. Both lifts can be accessed from the ground floor lift lobby. Lift override switch located on the ground floor.	
Types of entrance doors	Flat doors are nominal FD30s composite doors sets.	
Rubbish chutes/ bin rooms	Yes, secured behind nominal FD30s timber doors and with natural ventilation coming by means of louver vents	
Common voids	Yes	
Access to roof/ service rooms	Access to roof is via full height timber doors secured with suited 54 lock on the 12th floor leading out on to the roof. The roof is split into two halves with a separate door to each. The upper roof can be accessed via the vertical looped ladder and through full height timber door secured with a suited 54 mortice lock The lift motor room is located on the 12th floor; access is obtained via a full height door (secured with a suited mortice lock) from the communal landing. Solar PV equipment is in the roof void nearest the lift motor room.	
Occupants	Approx. 140 based on an average of 2 occupants per flats (70 flats)	
Evacuation strategy	Stay Put Unless- The escape strategy is 'Stay Put Unless'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building, you should stay put unless you are affected by fire or smoke	
Fire alarm/ evacuation alarm	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 at the 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 that can be controlled.	
Smoke control vents	Automatic smoke ventilation is employed with the controls to each smoke vent located in the service cupboards on each floor. With a repeater panel on the ground floor showing the status of each vent and a master control switch located adjacent this.	
Sprinkler system	A drenching system is provided to the refuse chute bin store.	
DANGEROUS SUBSTANCES		
Location, type, and quantity	LIFT MOTOR ROOM 300mm DIA PIPE - CEMENT - SEALED – PRESUMED – CHRYSOTILE	
SERVICES		
Electricity	Server room that is accessed externally from the side elevation of the block, service cupboards located on each floor of the block. Solar PV system in roof void	
Gas	Gas service risers are external to the building. Isolation points can be located via the orientation plan.	

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service

High/Low Rise	High
Number of Floors	13
Date of Construction	1961
Construction Type	Concrete frame, Wimpey no fines / brick infill.
Last Refurbished	2018/19
External Cladding	Brickwork up to 1st floor – Ibstock Rocksheild brick slips Above 1st floor mixture of insulated Alsecco mineral wool render (Fire Classification A2) and high density Stonewool Panels by Rockwool (Fire Classification A1), Balcony balustrades are also Rockwool Stonewool panels.
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	Server room only.
Refuse Chute	Yes
Access to Roof	Access to roof is via full height timber doors on the 12th floor leading on to the lower roof voids. The roof is split into two halves with a separate door to each. The upper roof can be accessed via the vertical looped ladder and through full height timber door.
Equipment on roof (e.g. mobile phone station etc)	Solar PV panels

Persons at Risk

Residents / Occupants of 70 flats (2 flats to ground floor are void / unoccupied),
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

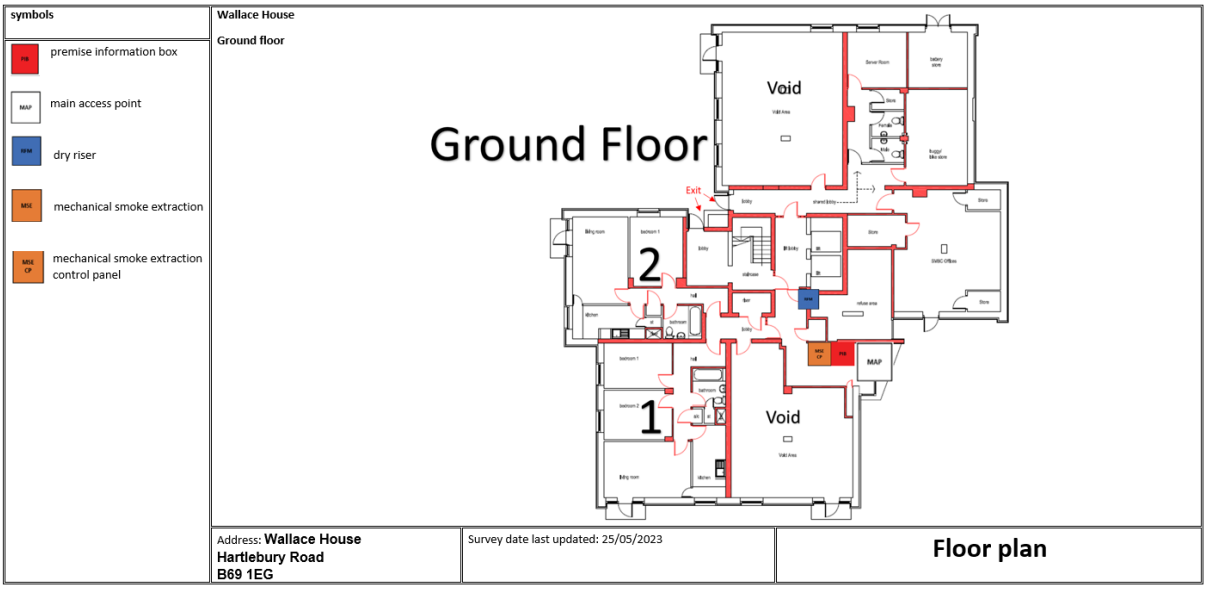
Section 5

Building Plan

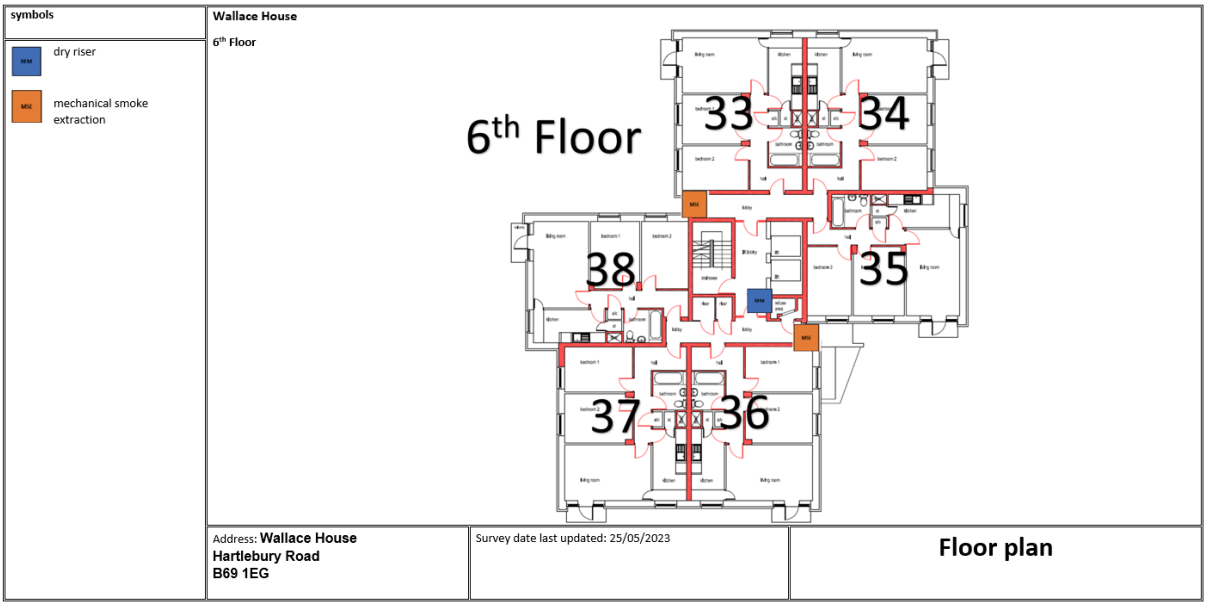
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

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

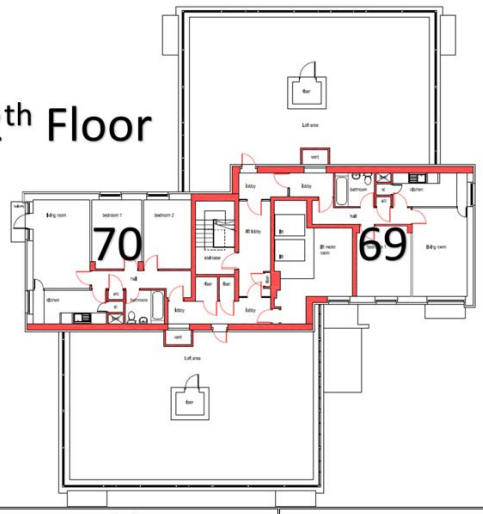
Ground Floor

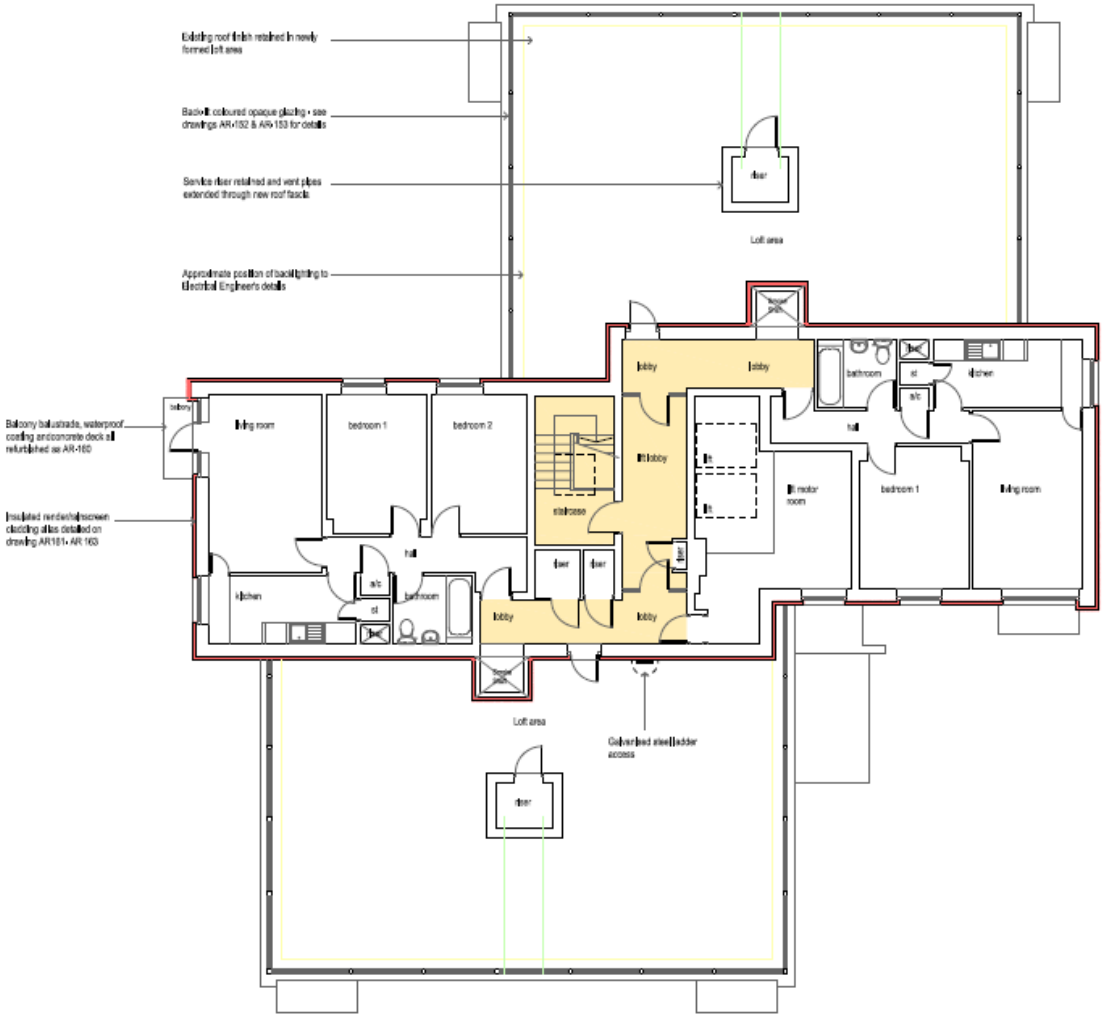


Typical Upper Floor



Twelfth Floor

Symbols	Wallace House 12th Floor	
dry riser mechanical smoke extraction		
	Address: **Wallace House** **Hartlebury Road** **B69 1EG**	Survey date last updated: 25/05/2023
		Floor plan



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.

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

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA, including recent email confirmation from the contactor who completed the 2018 refurbishment works, which confirms that the same product as the main rainscreen cladding *(Rockwool Stonewool Panels)* was used to construct the balcony balustrades.

The combination of the materials to the external wall system (listed below) that were installed during the 2018 refurbishment of the building in conjunction with a non-combustible mineral wool insulation present an acceptable level of fire risk.

1) Wallace House has three separate areas of cladding consisting of;

   - Ibstock Brick-slips up to 1st floor level.
   - Alsecco EWI Mineral Wool Render (Class A2)
   - High Density Stone Wool Panels (Class A1) including to balconies.

2) The steel framed pitched roof with aluminium standing seem PIR/PUR core panels was constructed over the original flat roof during the 2018/19 refurbishment works.

3) Windows & balcony doors to flats are double glazed powder coated aluminium externally and timber internally. Communal windows are double glazed powder coated aluminium.

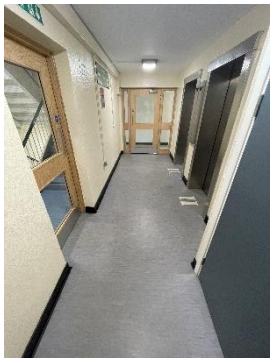

4) Each flat within the block has access to an individual balcony. The balconies are constructed utilising a cantilevered concrete with steel and high density Stonewool Panels.

Section 7

Means of Escape from Fire

1) The site has a protected staircases that provides a sufficient means of escape which is 1020mm in width from balustrade to wall.

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 landing / staircase is protected by use of nominal FD30s timber fire doors with vision panels.

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

7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

8) The final exit door has a door entry system installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.

9) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. Communal windows can only be opened by operating the automatic smoke vents.

10) Automatic opening vents have been installed to the head of protected staircase and in each corridor above the ground floor. It was noted that the opening vents in the 12th floor corridors are of a different design to other corridors within the building.



11) **Access panels were noted as missing from both ventilation shafts on the 12th floor. Once the repairs to the AOV (below) are completed access panels should be re-instated.**


12) **The automatic opening vent adjacent flat 69 / 12th floor didn't open when tested during this FRA. Further inspection revealed that the AOV wasn't connected to power and the actuator appeared to be missing. WMFS will need to be informed via their portal if longer than 24hrs to repair.** *WMFS have been informed, order raised to correct the defective, 6-8 weeks lead time.*


13) There's a repeater panel located on the wall of the ground floor lobby that provides the status of the system.

14) The manual override and master reset for the entire system is located next to the repeater panel.

15) Individual override / reset controls for each corridor AOV are located in service cupboards on each floor (single door secured with a 54 lock). It should be noted that the system installed is fully automated and each vent is independently controlled by a localised smoke detector. Once smoke has cleared the system will automatically reset.

16) 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.

3rd floor near flats 15,16,17 – Childrens bicycle parked in communal corridor.

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

17) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.

18) 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.

19) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.

20) Individual flat doors are nominal FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices.

21) 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 57 – Door was correct.

b) **Flat 49 – Trim is coming away from slamming edge. Tenant has made a temporary repair; door was observed closing correctly.**

c) Flat 29 – Door was correct.

d) Flat 15 – Door was correct.

e) Flat 5 – Door was correct.

f) Flat 3 – Door was correct.

Section 8

Fire Detection and Alarm Systems

1) Early warning within flats is limited to hard wire or battery smoke alarms. 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 or LD2 Standard.

   Flats sampled were 57, 49, 29, 15, 5, 3.

   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 corridors, lobbies, landings and stairs. 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) Smoke detectors linked to the Automatic Opening Vents have been installed to the common parts of the building. The vents will automatically open when smoke has been detected.

5) A fire suppression system is provided to the refuse chute bin store. An approved contractor maintains the systems. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.

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 units are provided throughout the common parts of the building including those areas not accessible to the residents such as the lift motor room and roof voids. Emergency power is supplied by a central battery system which is located within the service cupboard housing the incoming electrical supply. The cupboard is accessed externally.


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 a minimum 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.

2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

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

4) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

5) All service cupboards to communal corridors are nominal timber FD60s, locked with suited keys. It was noted that cabling is run through metal trunking protected by intumescent pads or pillows.


6) **Cover to cable trunking by flat 36 is open and requires securing.**

7) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, intumescent collars and intumescent fire batts.



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

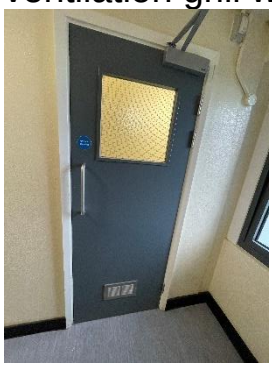
9) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

22) Individual flat doors are nominal FD30s composite fire door sets manufactured by IG doors.

10) The communal corridor and staircase doors are nominal FD30s timber fire doors with vision panels.


11) All cupboard doors to the dry riser, roof voids & cleaner's / caretakers rooms & cupboards are nominal 44mm timber FD30s fire doors.


12) Doors to chute rooms are nominal FD30s with vision panels and ventilation grill with intumescent baffle.



13) Refuse hoppers on all floors are Dartford Metalcrafts type LC conforming to BS1703: 2005 with 4 ¼ hours fire rating to BS476 part 22 and smoke containment to BS476 part 31.1. The hoppers were installed 23/02/23.

14) Access panels to stop taps are fixed to walls via timber rebate strips and found outside the flats of every floor.

Section 11

Fire Fighting Equipment

1) The riser inlet is located within the ground floor lobby, inside a dry riser cabinet and is secured with a firefighter's suited bridge door padlock.


2) The Dry riser outlets are available in cupboards on each floor above ground adjacent the stairwell door. The cupboards are secured with a suited type 54 key mortice lock.


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. Additionally, a further C02 & Water fire extinguisher alongside a fire blanket are provided to the caretaker's office. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.


6) The bin store is protected by fire suppression system and serviced 6 - monthly.

7) There's an automatic closure plate installed to the refuse chute. The system can also be manually operated and is serviced 6-monthly.


Section 12

Fire Signage

1) All fire doors and dry riser outlets display appropriate signage.

2) Fire Action Notices are displayed throughout the building.

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

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

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

6) Directional fire escape signage has been installed 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) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.

5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

6) Fire safety information has been provided as part of tenancy pack.

7) Building safety and evacuation notices are displayed in common areas and lift cars.

8) Information regarding use of fire doors is provided to residents.

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:

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

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

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

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:

Name: Contact Centre

Phone: 0121 569 6000

Email:

On-line: My Sandwell Account

Sandwell

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

Sandwell

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

What to do if a fire breaks out in your flat

1. Leave the room where the fire is and close the door.
2. Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.

   Do not stay to put out the fire.
3. Use the staircase to exit the building.

   Do not use the lift.
4. Dial 999 and wait for the fire service to arrive.

   Do not re-enter the building.

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

1. It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.

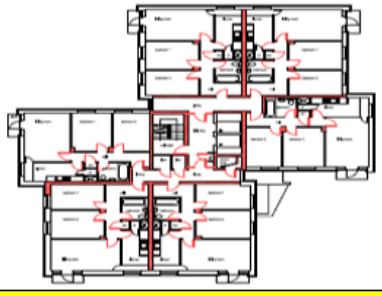
   If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
2. If you are instructed to leave by a member of the emergency services, you should do so immediately.
3. In either case, use the staircase to exit the building.

   Do not use the lift.

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

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

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 Metropolitan Borough Council WALLACE HOUSE	FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)	SAVE LIVES, DON'T DO THIS (red background)	
	Mains 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 4 yearly check of the structural condition.			Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
	An asbestos survey has been completed and available on request			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			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.	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 detectors in common areas are to open automatic vents and not to raise the alarm.
	The external façade is brick slips up to 1st floor. Above 1st floor mixture of insulated render (Fire Classification A2) and Rockwool Stonewool Panels (Fire Classification A1)	Fire safety advice Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_millo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk Sandwell FRAs		Bin rooms have sprinkler protection activated 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) The fixed electrical installation shall be tested every 5 years. **The last inspection was noted as March 2019 therefore may now be overdue.**

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 54mm FD60 timber fire doors.

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.

Section 15

Waste Control

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

2) Refuse hoppers are accessed in each floor within the chute rooms.


3) Refuse containers are located in the bin store at ground level.

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

5) ‘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 is in operation covering the ground floors, lifts and external areas and surrounding areas. The system is monitored 365 days per year by the centralised CCTV control room located at the Sandwell MBC Operations and Development Centre, Roway Lane, Oldbury, B693ES.

4) There are no signs of arson.

5) The perimeter of the premises is well illuminated.

6) There have been no reported fire incidents since the last FRA (4th October 2022).

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block (Notice displayed in lifts).

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”

3) No Flammable liquids stored on site by Caretakers / cleaners.

4) All store cupboards are kept locked.

5) There are no flammable liquids or gas cylinders stored on site.

Section 19 Additional Control Measures; Fire Risk Assessment - Level 2 Action Plan

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:	Wallace House
Date of Action Plan:	11/06/24
Review Date:	<Insert date>

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).

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

7/11	Re-instate access panels to each ventilation shaft on the 12th floor. *(Repairs / Inspection to the AOVs may need to be completed first)*	 	P2	Within 1-3 months Fire Rapid Response	
7/12	AOV by flat 69 / 12th floor is not functioning and requires actuator & connecting to system.		P2	Within 1-3 months Asset Management	

7/16	Remove bicycle from communal corridor by flats 15,16,17.		P2	Within 1-3 months Housing Manager	
7/21b	Flat 49 – Refix trim on slamming edge of entrance door.		P2	Within 1-3 months Fire Rapid Response	
10/6	Refit cover to trunking by flat 36.		P2	Within 1-3 Months Electrical Compliance Manager	

14/4	Confirm EICR to landlord's supply has been completed within the last 5 years or has been scheduled.		P2	Within 1-3 Months Electrical Compliance Manager	

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

Observations	

Signed

	Fire Risk Assessor	Date: 11/06/2024
	Quality Assurance Check	Date: 13/06/2024

Appendix 1

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

Name of property: Wallace House

Updated: 24/05/2022

Premise Manager: Tony Thompson **Tel. No.:** 0121 569 2975

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

Asbestos Survey | Property Address | **Wallace House, Badsey Road, Oldbury, B69 1ER** | ✓ Office use

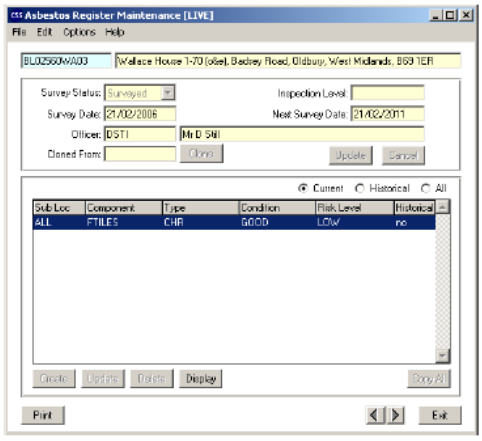
Surveyed by: J.Davis/G.Carrington | Date: 28/01/13 | Checked by: DEREK STILL | Date: 09/10/2013 | Desktop Check | Site Check

Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	
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 ?	

Property Description

13 STOREY HIGH RISE BLOCK
WIMPEY CONSTRUCTION

Year Built: 1962



Notes / including details of similar property surveys completed.

REVISED BY STEVE HARRISON AND DON WEBB 06/03/14

Revised By Don Webb 06/12/16

Revised by A.Ashton and C.Shinner 13/09/2017

Survey revised 24/05/22 by John Davis

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	Wallace House, Badsey Road, Oldbury, B69 1ER						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
LIFT MOTOR ROOM 300mm DIA PIPE	CEMENT	4 lm	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
LIFT MOTOR ROOM 300mm DIA PIPE	CEMENT	2 lm	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
INNER SIDE WALLS OF DRY RISER CUPBOARDS	BOARD	-	PAINT SEALED	DS 6614	NON DETECTED	NO	NO	
~~FLOORS TO ALL LANDINGS~~	~~THERMOPLASTIC TILE~~	~~-~~	~~SEALED~~	~~PRESUMED~~	~~CHRYSOTILE~~	~~NO~~	~~NO~~	
~~PANEL TO GROUND FLOOR CHUTE ROOM WALL~~	~~BOARD~~	~~-~~	~~PAINT SEALED~~	~~GC188 / 01~~	~~AMOSITE~~	~~YES~~	~~YES~~	
~~PANELS TO SERVICE DUCT IN GROUND FLOOR STORE SHED AREA IN SHED NUMBER 56~~	~~BOARD~~	~~-~~	~~PAINT SEALED~~	~~PRESUMED~~	~~AMOSITE~~	~~YES~~	~~YES~~	
~~TRANSOM TO INNER ENTRANCE DOOR TO GROUND FLOOR STORE SHED AREA (55 TO 70)~~	~~BOARD~~	~~-~~	~~PAINT SEALED~~	~~PRESUMED~~	~~AMOSITE~~	~~YES~~	~~YES~~	
FAN DUCT ROOF COVERING	MINERAL FELT	-	SEALED	AA056/001	NONE DETECTED	NO	NO	
MAIN ROOF DECK COVERING	ASPHALT	-	SEALED	AA056/002	NONE DETECTED	NO	NO	
MAIN ROOF	ASPHALT	-	SEALED	DW825/001	NO ASBESTOS DECTECTED	NO	NO	-
ROOF EDGEING	FIBRE GLASS	-	SEALED	DW825/002	NO ASBESTOS DECTECTED	NO	NO	-

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.

LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
PIPES INSIDE ROOF TOP FAN ROOMS	METAL	SOFFIT TO REAR EXIT DOOR	SUPALUX		
ROOF COVERING TO ROOF TOP FAN ROOMS	MINERAL FELT	SHED AREA BOXING VERTICAL TO BACK WALL SRAIGHT IN FRONT OF ENTRANCE DOOR NEXT TO BIN HOUSE DOORS	SUPALUX		
LANDING STOP TAP BOX COVERS TO INDIVIDUAL FLATS	SUPALUX				
11TH FLOOR CEILING PANEL BY CHUTE ROOM	MAN MADE FIBRE BOARD				
PANELS TO SERVICE DUCT IN GROUND FLOOR STORE AREA OPP. SHED 40	SUPALUX				

About the Report

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 Homes' 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!

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

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

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Blank	Blank
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. . All presumed ACM's will be labelled as "Asbestos" where possible. 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.
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.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
SP	Strong Presumption that material contains asbestos. Used to qualify possible false negative laboratory results.
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.