

Fire Risk Assessment

Wesley Court



**Southbank Rd, Oldbury,
Cradley Heath, B64 6LQ**

Date Completed: 21/10/22

Officer: C Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Trivial

Subsequent reviews

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

Contents

Section 0	Introduction	
Section 1	Significant Findings (executive summary)	
Section 2	People at Significant Risk of Fire	
Section 3	Contact Details	
Section 4	Description of Premises	
Section 5	Building Plan	
Section 6	External Envelope	
Section 7	Means of Escape from Fire	
Section 8	Fire Detection and Alarm Systems	
Section 9	Emergency Lighting	
Section 10	Compartmentation	
Section 11	Fire Fighting Equipment	
Section 12	Fire Signage	
Section 13	Employee Training	
Section 14	Sources of Ignition	
Section 15	Waste Control	
Section 16	Control and Supervision of Contractors and Visitors	
Section 17	Arson Prevention	
Section 18	Storage Arrangements	
Section 19	Additional Control Measures; Fire Risk Assessment – Level 2 Action Plan	
Appendix 1	Significant Hazards on Site and Information to be provided for the Fire Service	

Section

0

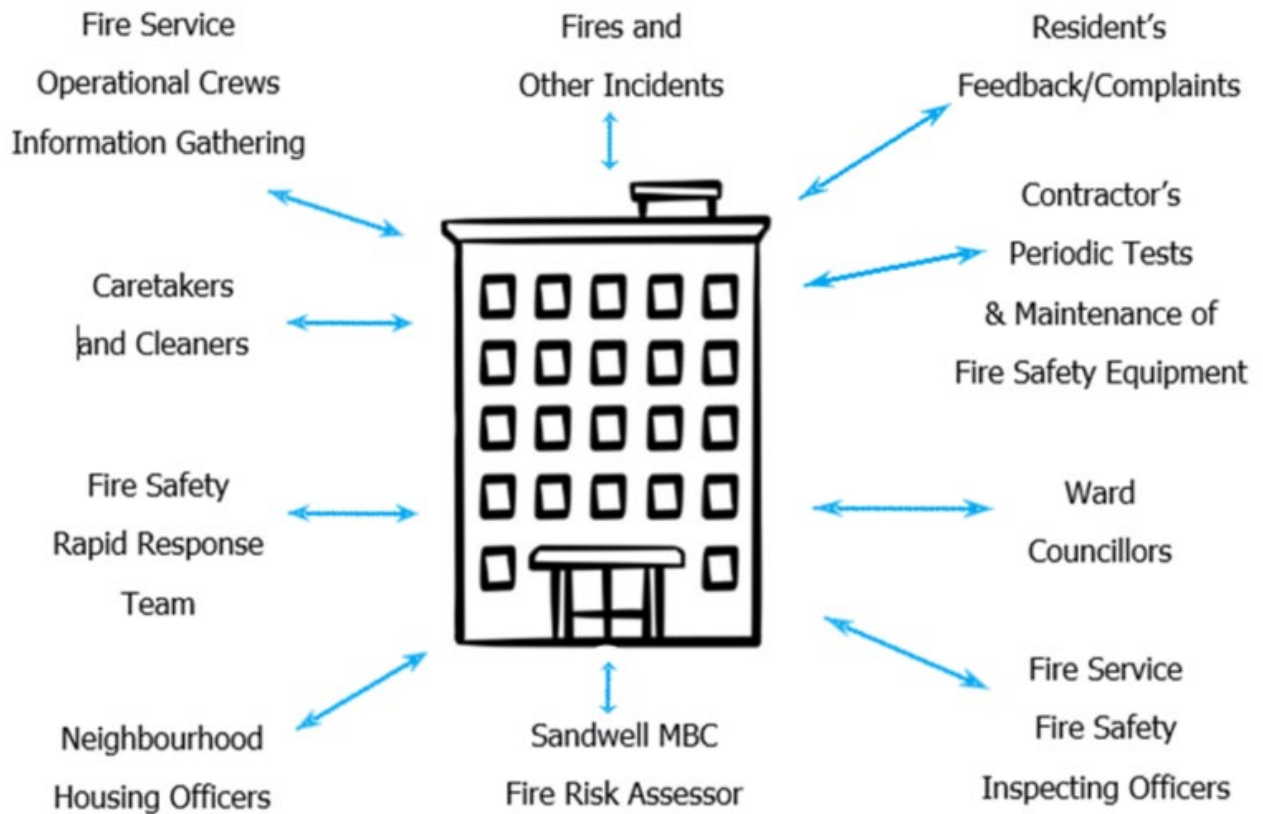
Introduction

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

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

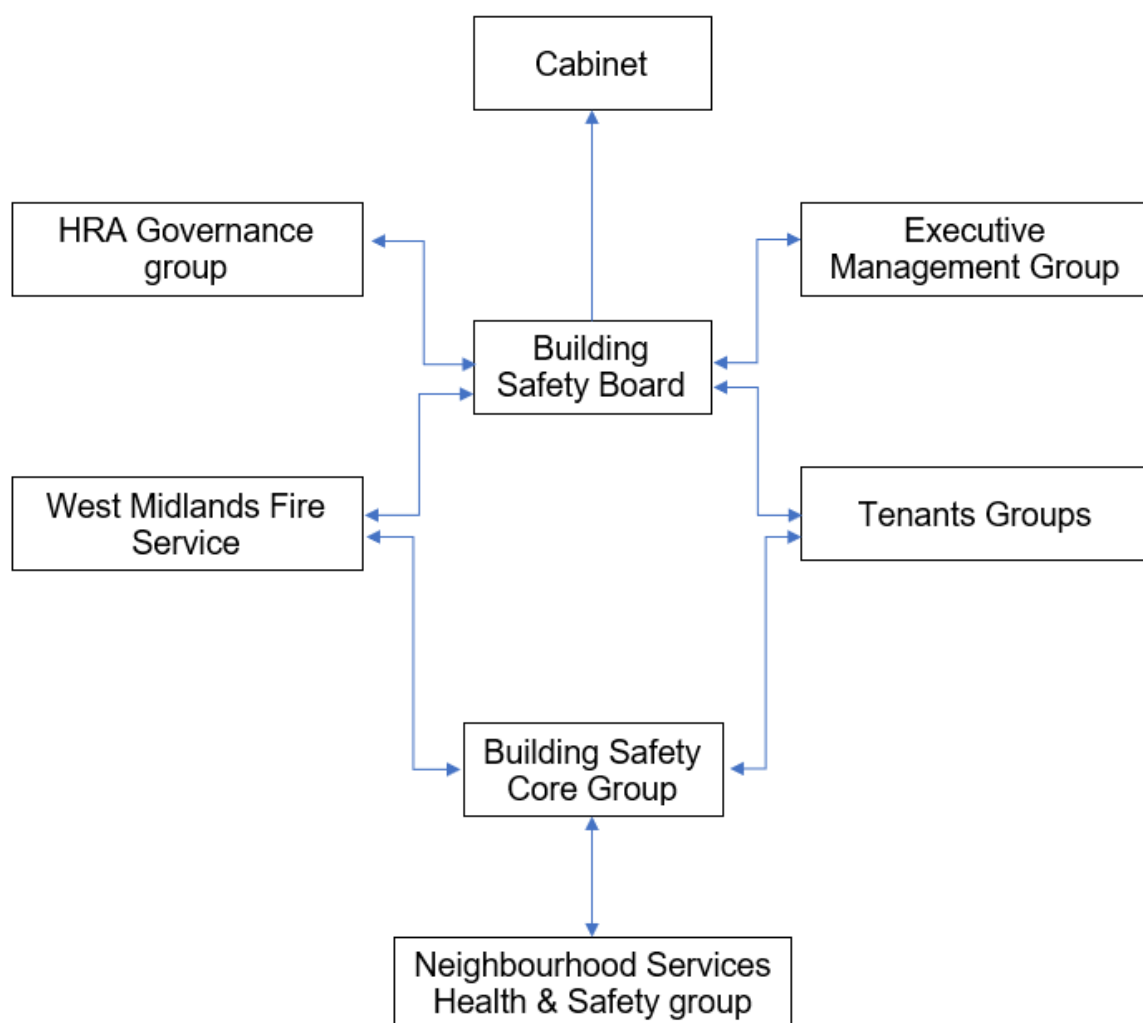
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 or smoke or advised to leave by the emergency services.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope Resin-Stenni panels - Ground & 1st Floor (Fire classification B-s1-d0). 2 nd floor upwards are brick.	Trivial
Section 7	Means of Escape from Fire The block has a single staircase that provides a sufficient means of escape. There are 2 final exit doors at ground level plus there are a further two serving the basement level.	Trivial

	<p>Two service cupboard doors require missing Intumescent strip / cold smoke seal reinstating. <i>Resolved 08/11/22</i></p> <p>Two flat entrance doors require adjustment to fully self-close into frame. A further flat entrance door requires an outer letter box plate. <i>Resolved 08/11/22. Replacement door installed 16/03/23</i></p> <p>Some communal doors require adjustment not fully self-closing into frame. <i>Resolved 22/11/22</i></p> <p>Loose handles require fixing on 3 communal doors. <i>Resolved 08/11/22</i></p> <p>Some enhancement required around cable penetrations in service cupboards. <i>Resolved 08/11/22</i></p> <p>One occupier has been burning Incense sticks in communal corridor. <i>Resolved 08/11/22</i></p>	
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Smoke detection within the block has been installed to the communal corridors and is linked to the automatic smoke ventilation system.</p> <p>Smoke / fire detection in flats is to LD2 standard.</p> <p>One resident had covered over the smoke detectors in flat, but removed covers following fire safety advice.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>The premise has sufficient emergency/ escape lighting system in accordance with BS 5266</p>	<p>Trivial</p>

<p>Section 10</p>	<p>Compartmentation The block has sufficient compartmentation with doors being FD30s rated fire doors within communal areas and individual flat entrance doors. Dry riser cupboard doors are to FD30s. Enhance fire stopping to cable penetrations between floors in service cupboards. <i>Resolved 08/11/22</i></p>	<p>Trivial</p>
<p>Section 11</p>	<p>Fire Fighting Equipment 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. Portable fire extinguishers are located in the lift motor room and the former superintendent's office.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage Sufficient signage is displayed throughout the building. The Fire Action Notices are currently under review.</p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition The fixed electric tests should be done every 5 years, last test date unknown. <i>Resolved tested 02/11/22</i></p>	<p>Trivial</p>
<p>Section 15</p>	<p>Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Euro bins are secured in bin room.</p>	<p>Trivial</p>

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 and CCTV is in operation.	Trivial
Section 18	Storage Arrangements Cupboard doors are FD30s rated 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 hazards that have been highlighted within the risk assessment.

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 FD30s rated fire doors to flat entrances, communal doors and service cupboards, 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 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 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

Kim Bromley Derry (Interim Director)

Director of Housing

Gillian Douglas

Business Manager Surveying and Fire Safety (Building Safety Manager)

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Resident Engagement Officer - Fire Safety

Lee Mlilo

Neighbourhood Office Manager

Prabha Patel

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

Wesley Court
Southbank Road
Cradley Heath
B64 6LQ

Description of the Property

This high-rise block was constructed in 1967 of traditional concrete and brick construction. There are 16 storeys (inclusive of the ground floor) and a further basement level accessed via external concrete stairs to the side elevations.



Each of the floors contains 6 number dwellings apart from the ground and the 15th floor which contains 3 number dwellings.

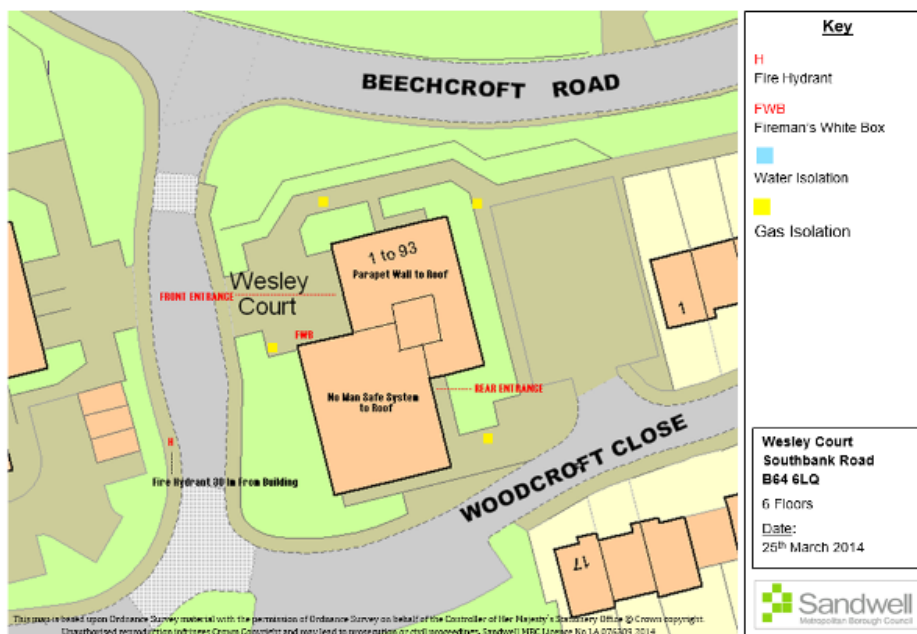


The block has a main entrance to the front elevation, and an exit from the protected stairwell to right of the main entrance. Both entrances have a door entry system with a fob reader installed. The main front entrance has a firefighter's override by use of a drop latch key.



The location of service isolation points for gas, electricity and water are detailed on a plan located in the fire fighters white box.

Fire Risk Assessment



The Firefighters white box is to the right-hand side of the front entrance, alongside the firefighters lift override switch.



The dry riser inlet is located on the side elevation adjacent the bin store. Stood in front of the main entrance this is to the right-hand side of the block / Woodcroft Close.



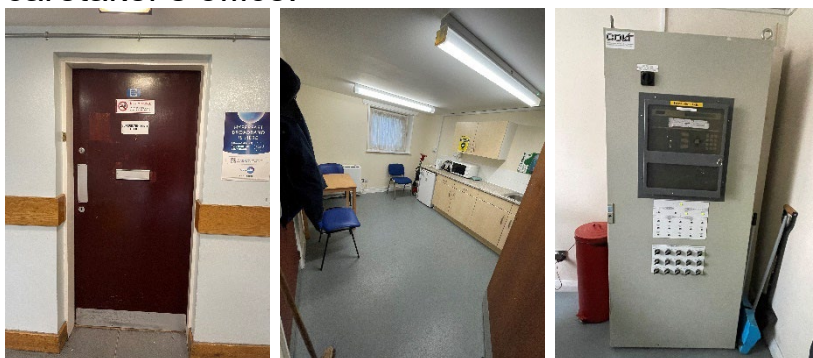
The communal electricity supply can be isolated from the basement electric meter cupboard.

The supplies to the flats are contained within the electrical riser cupboards on each floor.

There are two lift cars that serve alternate floors. The lift only goes up to the 14th floor, access to the 15th floor is via a staircase. The capacity for each lift is 8 persons or 600kg. The lift motor room is accessed via full height metal door (54 suited locked) on 15th floor stairwell, then through a further full height metal door directly from the roof (none suited lock).



There is a door adjacent the main entrance labelled Superintendents Office. This door leads to a WC, caretakers office, store room and welfare / kitchen area. The smoke control main panel is in the caretaker's office.



The building benefits from a water booster pump station which also serves the neighbouring block Addenbrooke Court. This located adjacent Addenbrooke's front main entrance.



It's understood that that building will in time undergo significant refurbishment works, however the commencement date is unknown due to other projects that are yet to be completed.

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

The enforcing authority is West Midlands Fire Service.

High/Low Rise	High-Rise
Number of Floors	16
Date of Construction	1967
Construction Type	Tarmac
Last Refurbished	1995
External Cladding	Resin-Stenni panels - Ground & 1st Floor (Fire classification B-s1-d0). 2 nd floor upwards are brick.
Number of Lifts	2

Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	1
Access to Roof	Full height metal door provides access to the roof. A further full height metal door provides access to the motor room from the roof area.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 92 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

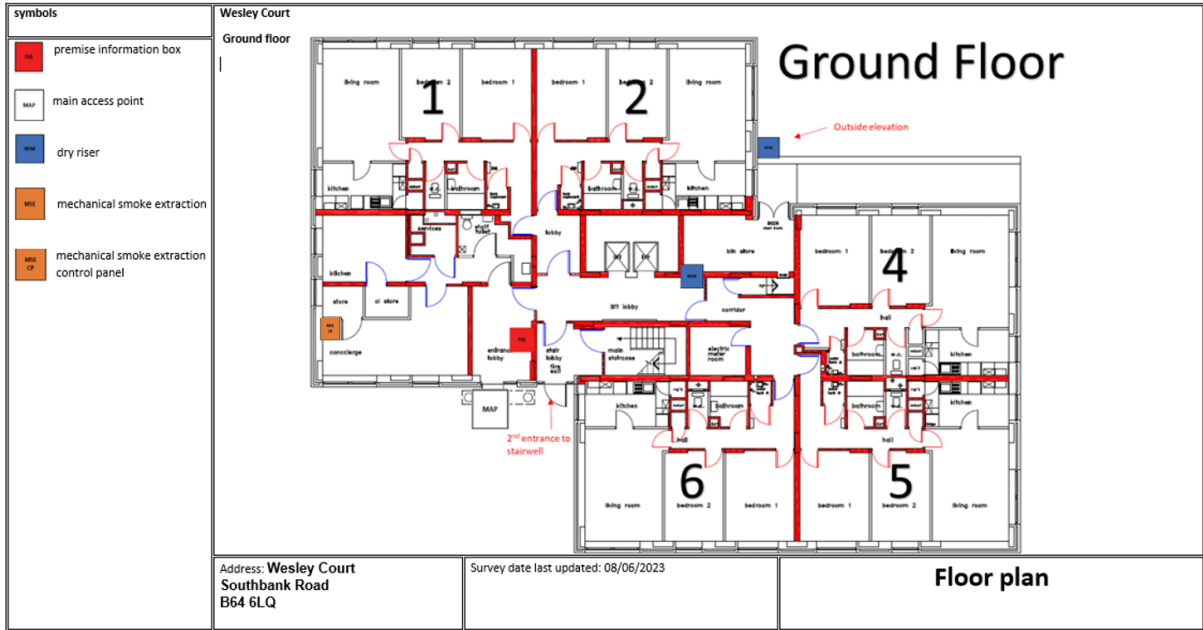
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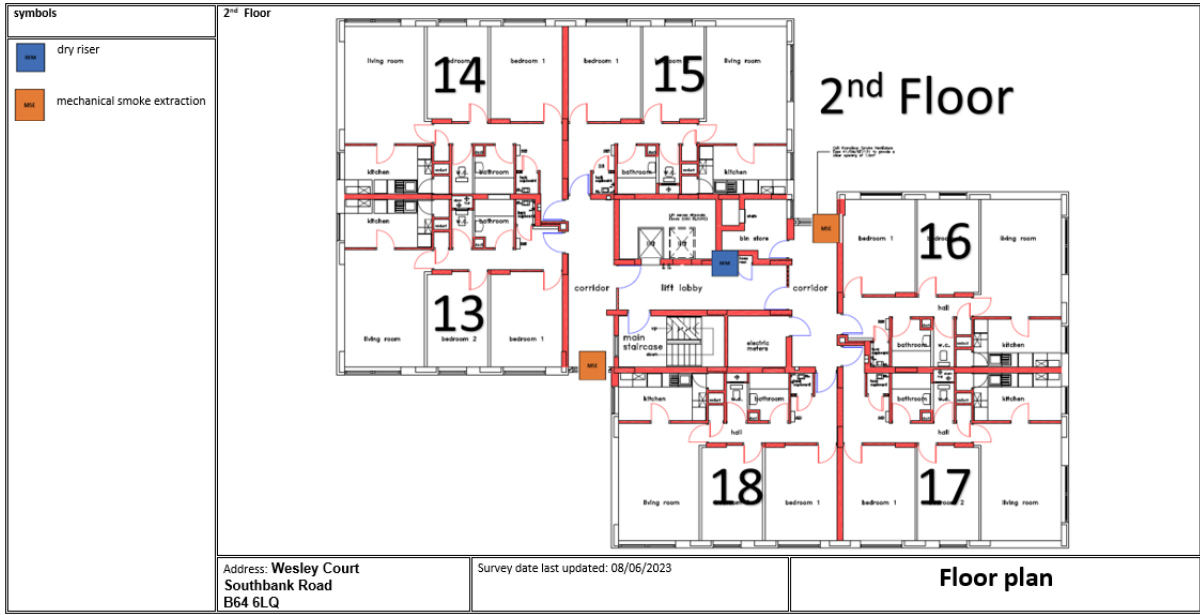
Building Plan

A typical floor layout showing main access point, premise information box, horizontal lines of compartmentation, dry riser, and AOVs etc.

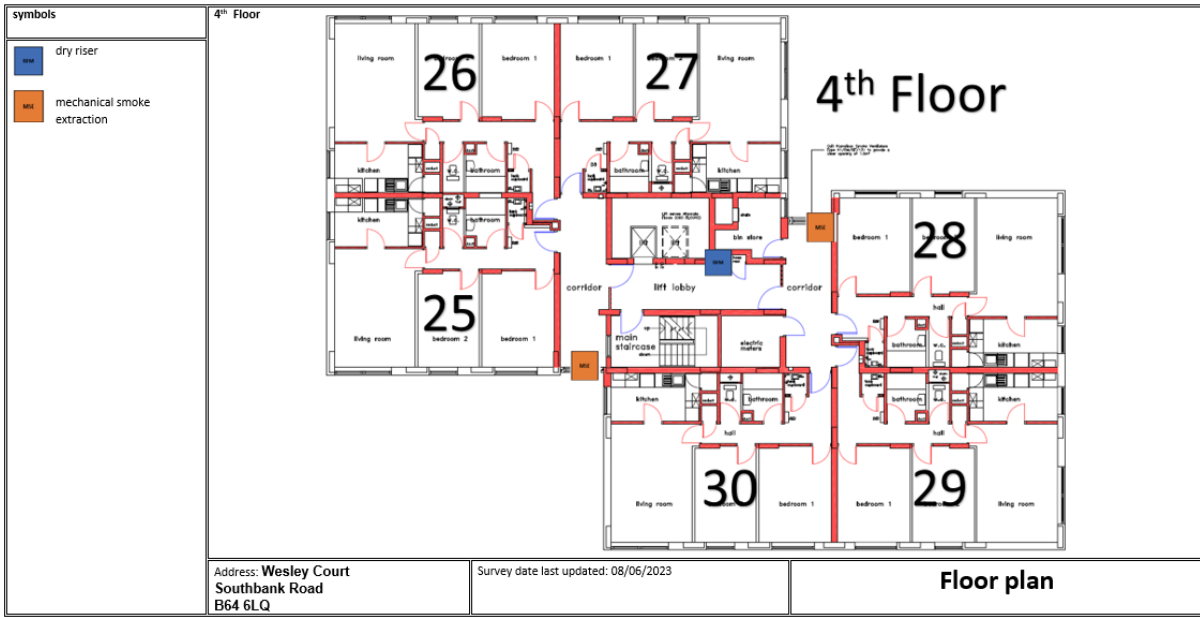
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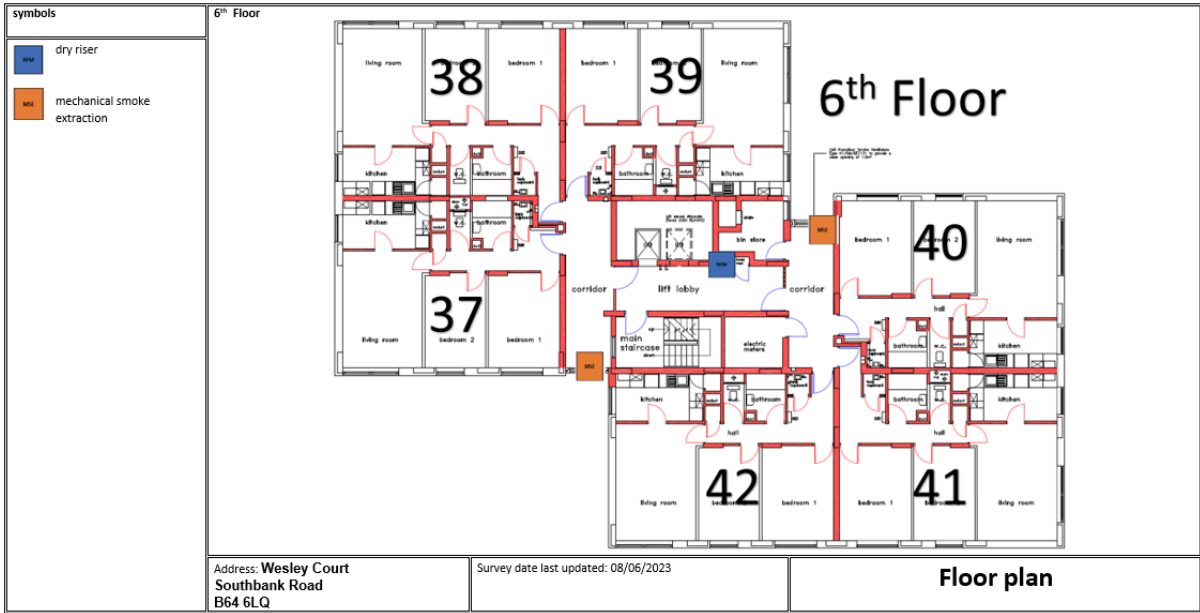
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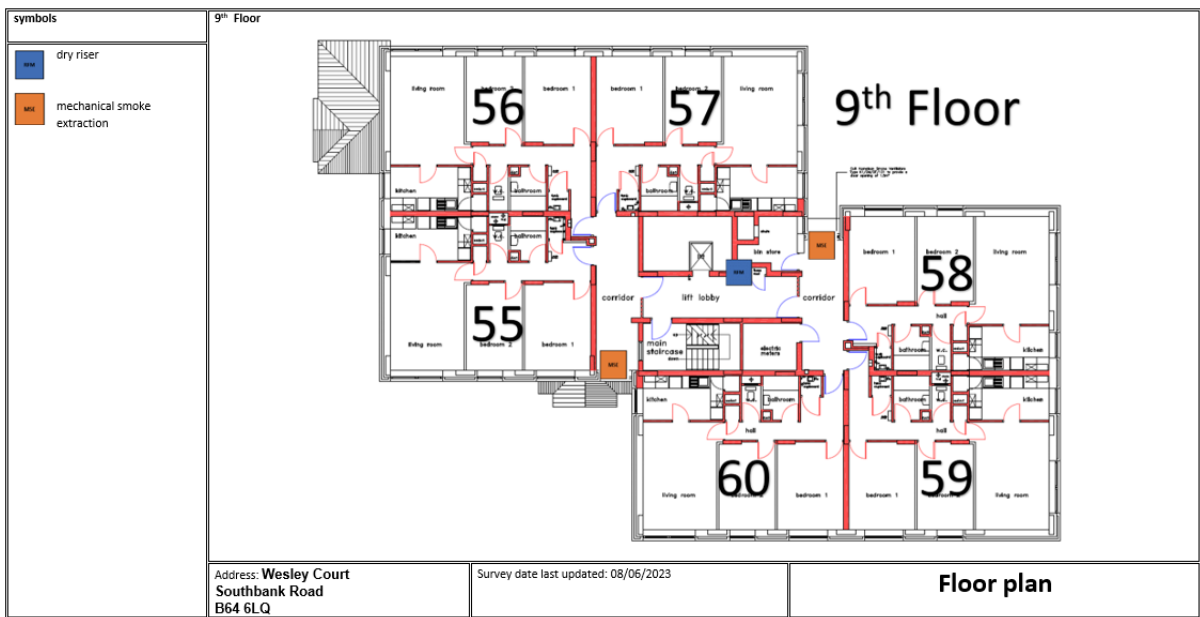
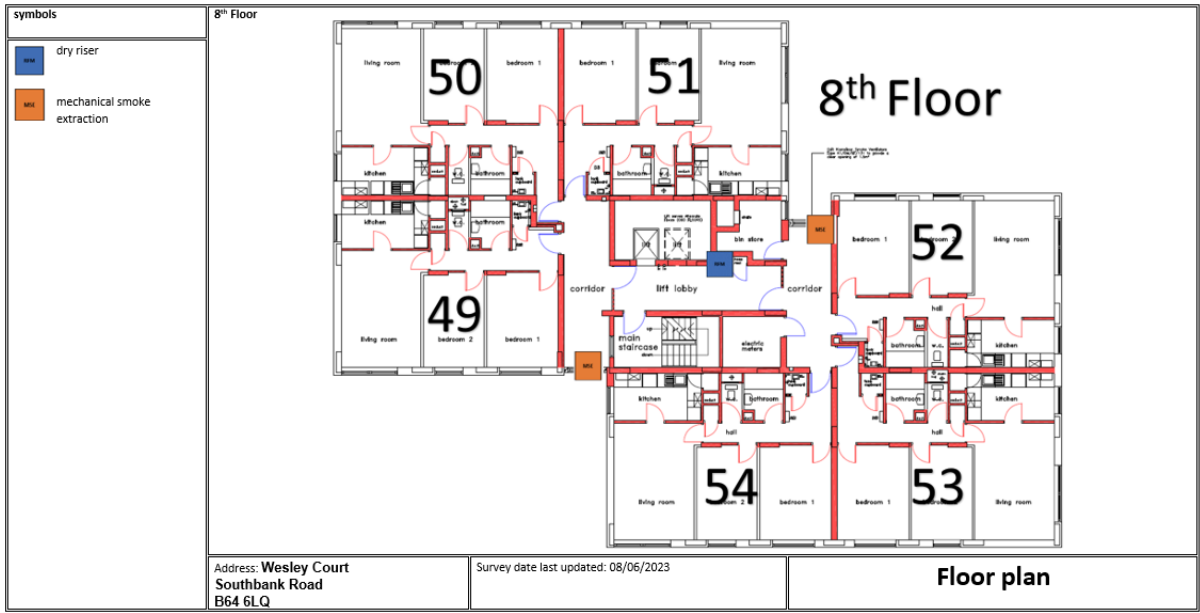
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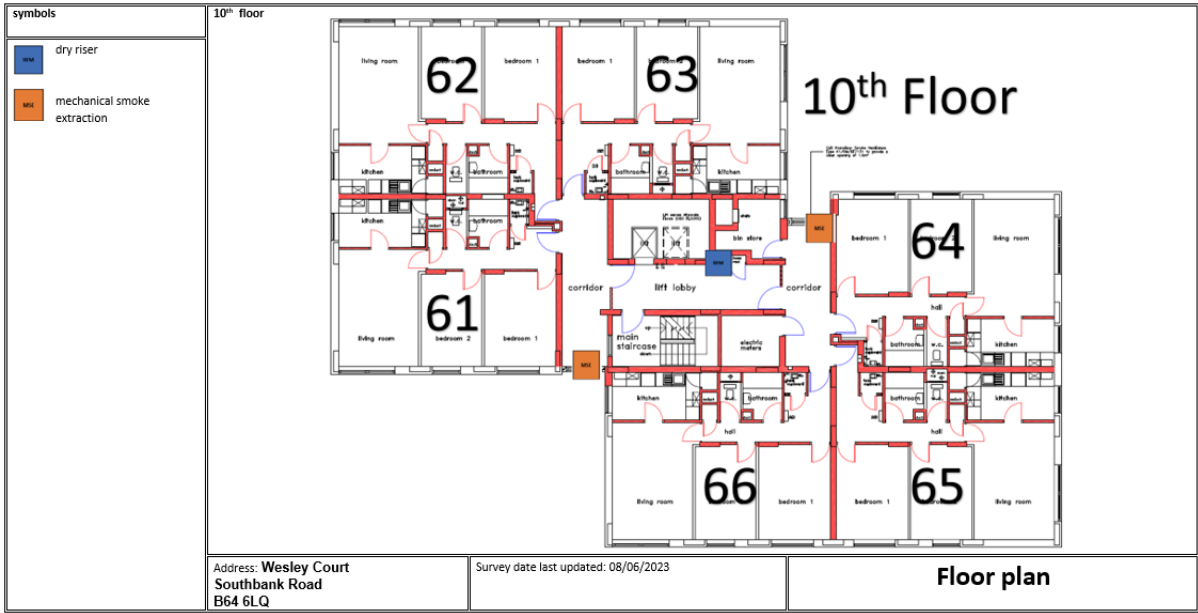
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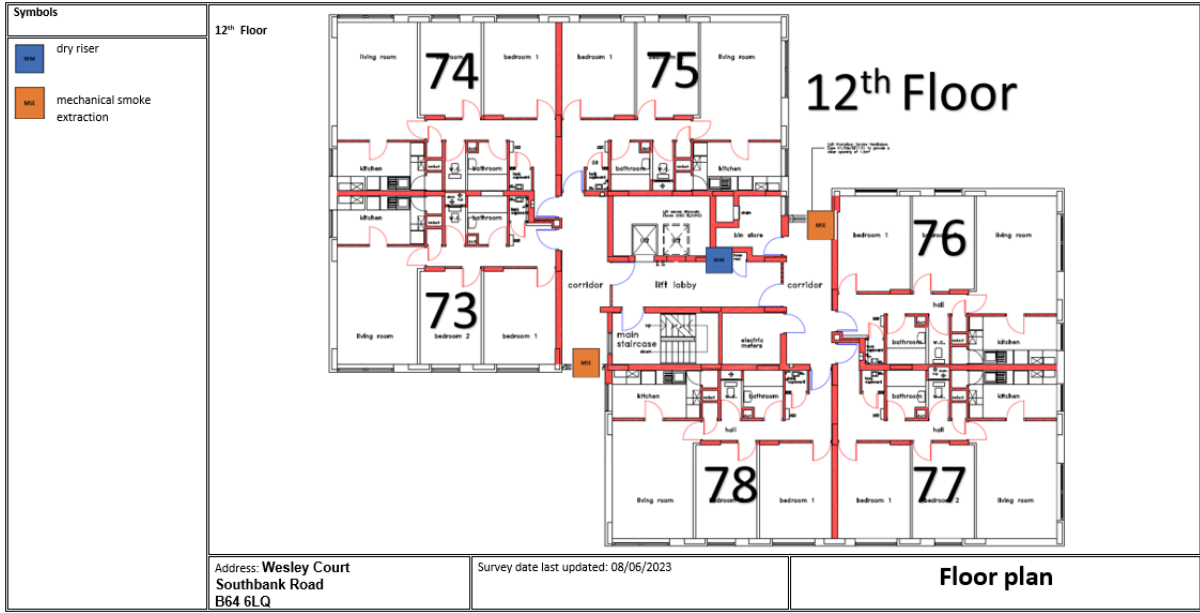
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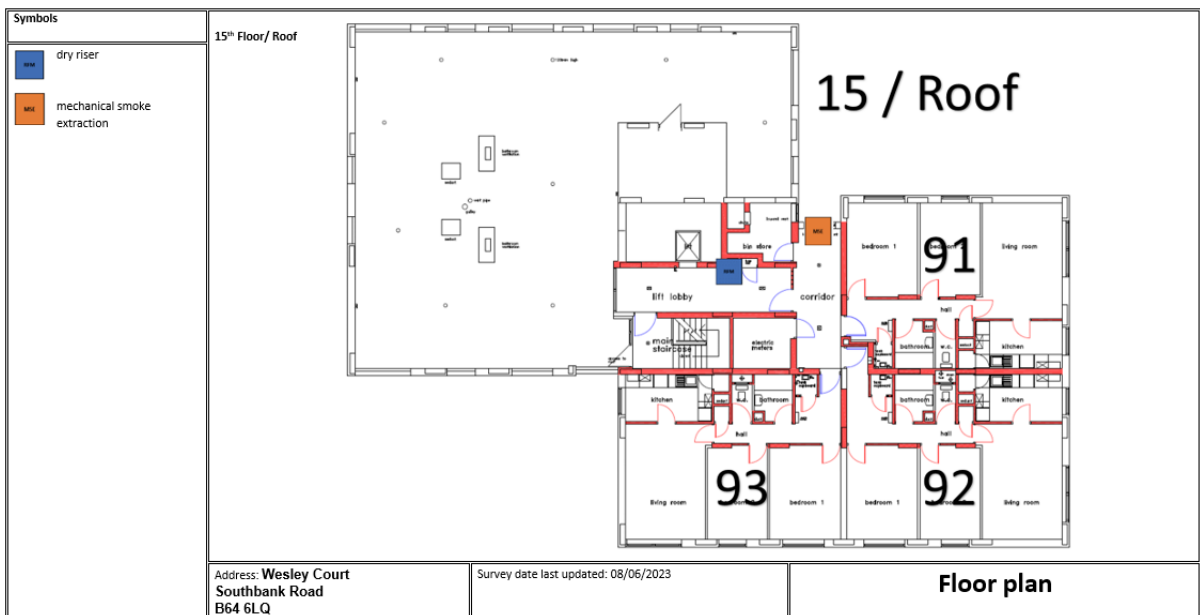
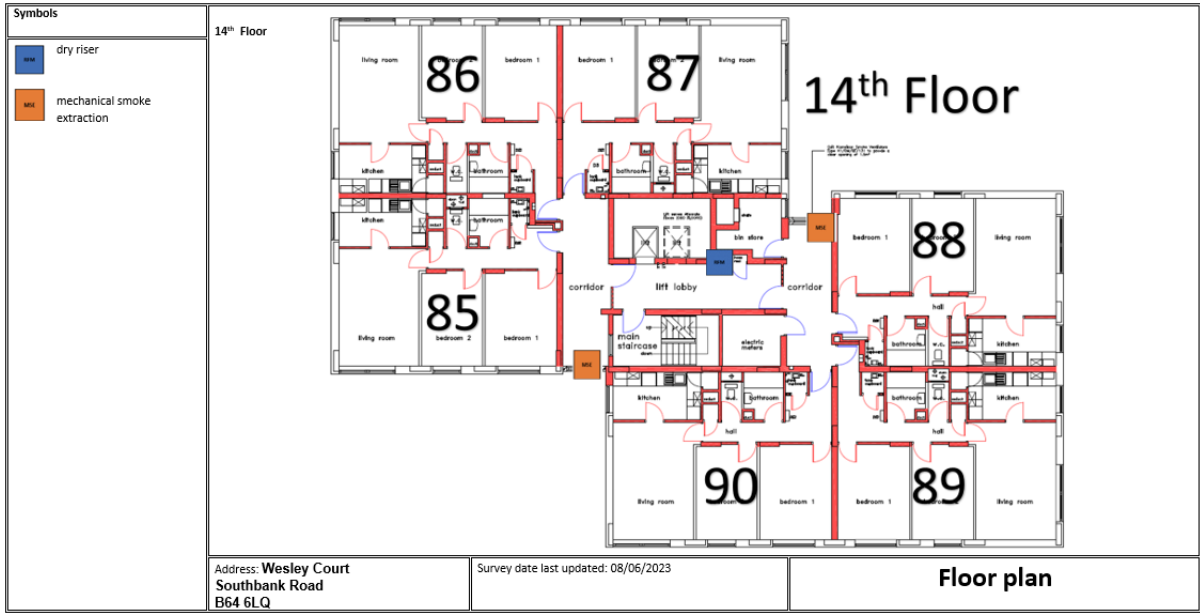
Fire Risk Assessment



Fire Risk Assessment



Fire Risk Assessment



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.

A breakdown of the materials used is listed below and at the time of this fire risk assessment it was determined that they present an acceptable level of fire risk.

1. Ground to 1st floor - Resin-Stenni panels, fire classification B-s1-d0



2. 2nd to the 15th floor is traditional brick masonry.
 3. Individual flats do not have balconies and windows are UPVC framed double glazed units.
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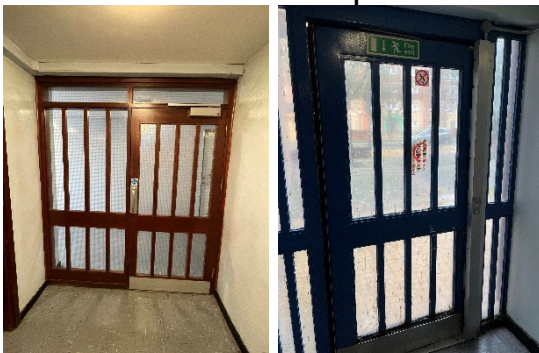
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Means of Escape from Fire

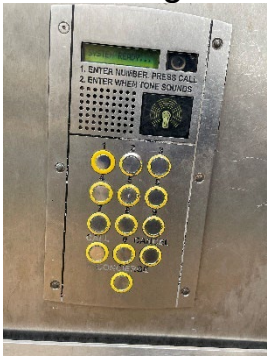
- 1) The site has a single staircase that provides a means of escape and is 970mm in width.



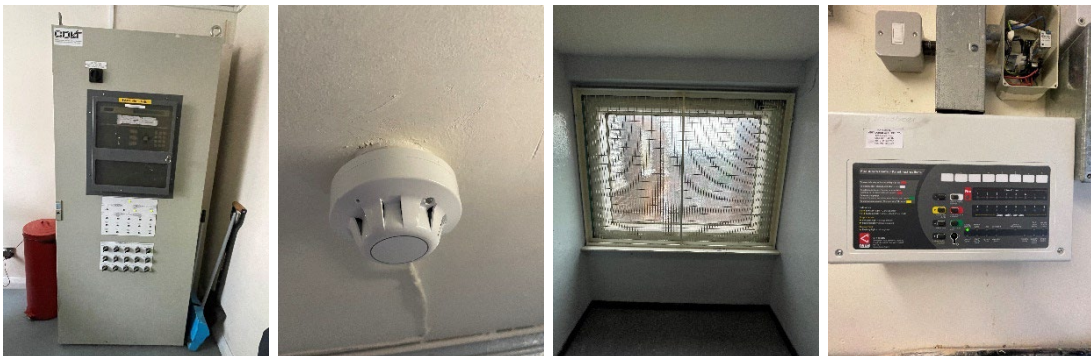
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircases are protected by use of FD30s 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) 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 are twice per year (April and October) of each calendar year. The main control panel is located in the caretaker's office (ground floor superintendent's office) with repeater panels in the service cupboards on each floor. These service cupboards are secured with 138 suited mortice locks.



- 9) The chute rooms on each floor have a natural louvre vent / screen and FD30s door. Fire Door Keep Shut signs to the chute room doors on the 4th & 11th floor were installed at the time of the visit by the caretaker to replace defective / missing signs.



- 10) Communal windows can only be opened by operating the automatic smoke vents.

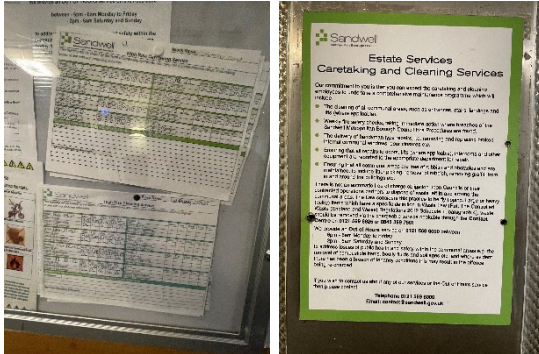
- 11) The protected stairwell is naturally vented by means of a full height louvre vent adjacent the roof access door.



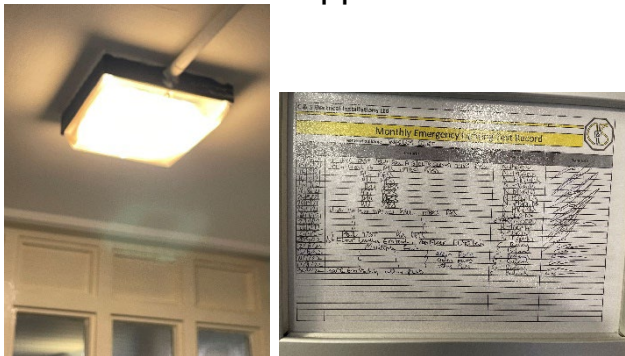
- 12) The 15th floor corridor is vented by means of a louvre vent.



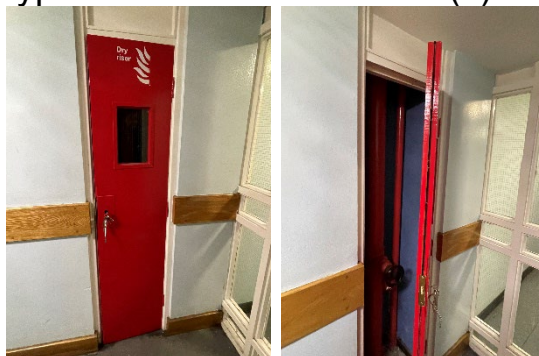
13) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed



14) 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.



15) Dry riser cupboard doors are FD30s, kept locked / secured with type 54 suited mortice lock(s).



16) Service cupboards are FD30s, and contain resident's electricity metres, automatic smoke ventilation reset panels and are secured with type 138 suited mortice locks.

A. 13th floor cupboard door requires combined intumescent / cold smoke seal.



B. 1st floor cupboard requires combined intumescent / cold smoke seal on leading edge.



17) Surface coatings to the communal areas are class 0 rated.

18) 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.

19) Individual flat doors are FD30s composite doors sets manufactured by Permadoor. Flats 83, 71, 66, 60, 49, 39, 35, 28 all have timber flush FD30s doors.



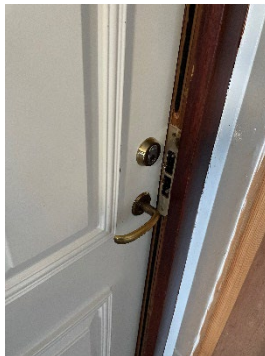
20) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

Flats accessed were 80, 73, 69, 43, 40, 33, 35, 23, 21, none of which had been tampered with however;

A. Flat 40 – Entrance door doesn't reliably self-close into frame, rubs on threshold.



B. Flat 23 – Entrance door doesn't reliably self-close into frame. 16/03/23 replacement FD30s composite door set fitted.



21) The fire rating of individual door mats to flat entrances is unknown.



- 22) Ground floor communal door by service cupboard / dry riser has a loose handle.**



- 23) Ground floor communal door, lower glass is loose behind beading near flat 2.**



- 24) Small amount of plastic trunking has been used for cabling above communal door on ground floor by the chute room door.**



25) Communal door on 13th floor by flat 82, not reliably self-closing into frame.



26) 11th floor by flat 72 firestopping is required to a small hole on service cupboard wall, light can be seen passing through.



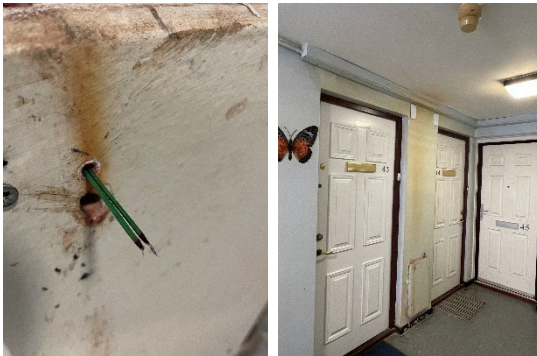
27) 9th floor outside flats 56 & 57 there is a pushchair in the communal area.



28) 8th floor - The handle is loose on both the stairwell door and communal door by flat 49.



29) 7th floor - Incense sticks were found alight and wedged in a crevice outside flat 43. There is a significant amount of yellow staining to the wall above and therefore it is presumed that the burning of incense sticks in this location is a regular occurrence. At the time of this discovery the occupants of flat 43 were informed that this activity is prohibited within any communal area. The occupant was receptive to the advice given however the message should be reaffirmed by means of further communication from the housing officer.



30) 4th floor Flat 30 – Outer letter box plate is missing.



31) 1st floor communal door by flat 7 not reliably self-closing fully into frame.



32) There were several unconnected cables tied around fittings within a basement corridor. It is presumed that the cables were put there to facilitate a WMFS training exercise. The cables were subsequently removed at the time of the FRA.



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 subject 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 accessed were 80, 73, 69, 43, 40, 33, 35, 23, 21.

Whilst sampling detection in flat 73 it was noted that there wasn't a Carbon Monoxide detector present. This was rectified the same day by the inhouse gas team.

In flat 21 the 2 detectors within hall were found to be covered over. The occupier stated that they did this as temporary measure only, to avoid false actuations whilst cooking. The covers were immediately removed, and appropriate fire safety advice was given to which the occupier was receptive.



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) Automatic smoke ventilation is employed and referred to in [section 7.8](#)
- 5) A sprinkler system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.



- 6) The control panel is located in the ground floor service cupboard accessed via the lobby area.



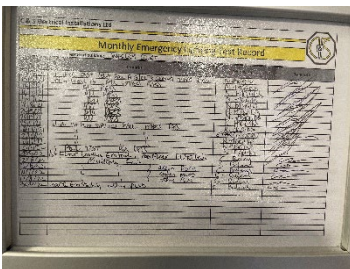
**Section
9**

Emergency Lighting

- 1) The premises have 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 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 service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters. **The identity and therefore suitability of previously used firestopping products around cable penetrations in service cupboards between floors could not be determined, therefore it is recommended to enhance this firestopping with a suitable modern-day product.**



5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows.

Floor No.	Electric Meter Cupboard					Dry Riser					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Floor No.		
	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials												
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Felt	Intu Pads	Intu Pillows	Intu Wreapa	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Felt	Intu Pads	Intu Pillows	Intu Wreapa	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Felt	Intu Pads	Intu Pillows	Intu Wreapa	Rockwool	
B																												B
G			✓	✓	✓																							G
1			✓	✓	✓																							1
2			✓	✓	✓																							2
3			✓	✓	✓				✓																			3
4			✓	✓	✓																							4
5			✓	✓	✓																							5
6			✓	✓	✓																							6
7			✓	✓	✓				✓																			7
8			✓	✓	✓				✓																			8
9			✓	✓	✓																							9
10		✓	✓	✓	✓				✓																			10
11			✓	✓	✓																							11
12		✓	✓	✓	✓																							12
13			✓	✓	✓																							13
14		✓	✓	✓	✓				✓																			14
15			✓	✓	✓																							15
16			✓	✓	✓																							16
Communal doors free from defects		✓		Communal windows free from defects		✓		Flat doors free from defects		✗		Communal cupboards locked and secure		✓		Communal areas free from tenants stored items		✓		Communal areas free from repairs materials		✓						
Foam Removal & Enhancement Record										Foam, Enhancements & Other Comments:																		
Foam Present But Not Removed This Visit																												
Foam Present & Partially Removed This Visit										✓																		
Foam Present & Fully Removed This Visit																												
No Foam Present																												
No Enhancement Carried Out This Visit																												
Enhancement Carried Out This Visit										✓																		

6) Individual flat doors are FD30s composite fire door construction manufactured by Permadoor and or IG Doors.



Flats 28, 35, 39, 49, 60, 66, 71 & 83 all have timber flush FD30s rated door set.



- 7) The corridors / staircases are protected by use of FD30s fire doors with vision panels.



- 8) Access panels to stop taps are fixed to timber batons.



Section

11

Fire Fighting Equipment

- 1) The dry riser inlet cabinet is located on the side elevation adjacent the bin store room. This is on the side of the block which borders Woodcroft Close.



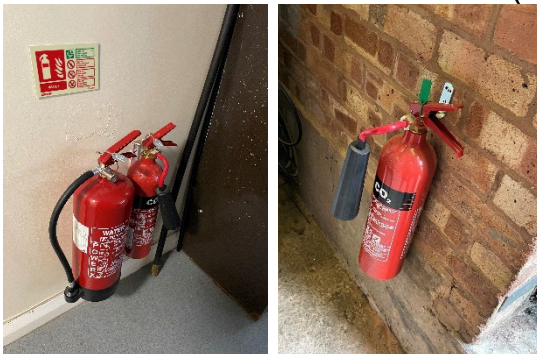
The cabinet door was found to be detached from its hinges however this has since been rectified prior to the FRA being written. The door is secured by means of a budget lock. A budget key has been placed in the white firemans box above the front entrance.



- 2) The dry riser serves the building with outlets on each floor. The outlets are secured in dry riser cupboards secured with a suited 54 type mortice lock.



- 3) The dry riser is checked regularly as part of the Caretakers duties.
- 4) Maintenance contracts are 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. Portable fire extinguisher (CO2 and Foam) and a fire blanket to former Superintendents Room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.



- 6) A sprinkler system is provided to the refuse chute bin store.
[\(refer to section 8\)](#)
-

Section 12

Fire Signage

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



- 2) Fire Action Notices are displayed throughout the building. However, these are currently under review to align with S.M.B.C current guidance of “stay put unless”.



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



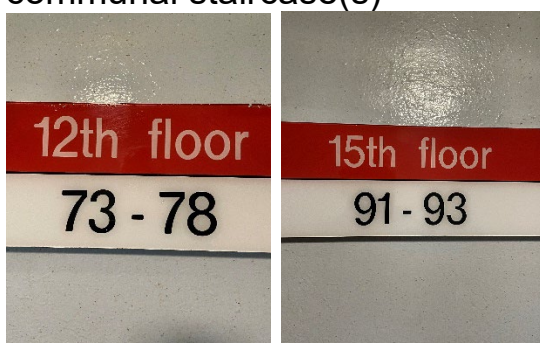
- 4) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.



- 5) Signage depicting floor level and flat numbers fitted to wall adjacent to lift.



- 6) Floor indicator numbers are fitted to the wall of each floor on the communal staircase(s)



- 7) Floor indicator numbers are stencilled on the floor adjacent to the lift car on each floor.



- 8) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout, however there is a directional fire escape sign above the final exit door at the bottom of the protected stairwell.



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
 - 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
 - 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers are located within the lift motor room and the former Superintendents Room. Caretaking Teams are not expected to tackle fires in this area.
 - 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.
-

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. Portable appliances sampled had recently been tested.



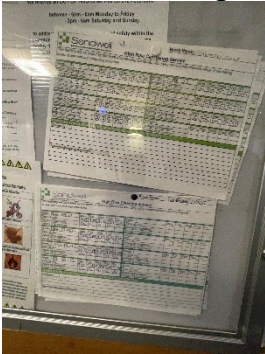
- 4) The fixed electrical installation shall be tested every 5 years. The last test date could not be determined on site. **An email has been sent to the inhouse electrical services team for further information.**
-

- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secured with a suited 138 type mortice lock and protected by means of a FD30S door.
- 6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is external to the building.

**Section
15**

Waste Control

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



- 2) Refuse containers emptied regularly.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
 - 4) 'Out of Hours' service in place to remove bulk items.
-

**Section
16**

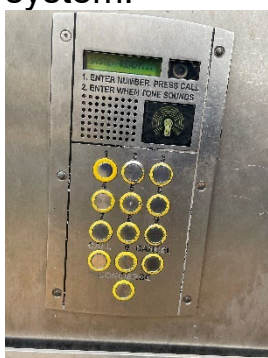
Control and Supervision of Contractors and Visitors

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

**Section
17**

Arson Prevention

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



- 3) CCTV has been installed throughout the building and covers all floors, stairs, lifts and external 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, B69 3ES.



- 4) There is some evidence of arson to the 9th floor landing stairwell signage, resulting in some minor damage from applied heat to the lower left-hand corner. There is also a small area burnt to the vision panel of the lift car door on the 8th floor. Both items are still functional.
-



- 5) The perimeter of the premises is well illuminated.
- 6) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

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


Wesley Court

Date of Action Plan:



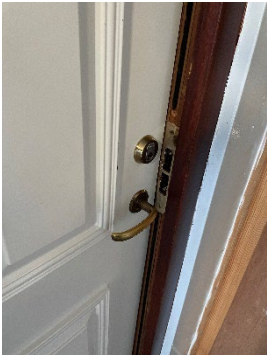
28/10/2022

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/16a	13th floor – Service cupboard door requires intumescent / cold smoke seal		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9860764	08/11/2022




Fire Risk Assessment

07/16b	1 st floor service cupboard door requires intumescent / cold smoke seal.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9860778	08/11/2022
07/20a	Flat 40 entrance door requires adjustment, rubs on threshold and doesn't reliably self-close into frame.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9860796 JM:10206804	16/02/2023
07/20b	Flat 23 entrance door requires adjustment, doesn't reliably self-close into frame.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9860833 JM:10206846 Replacement FD30s	16/03/2023



Fire Risk Assessment

				Composite door set installed.	
07/22	Ground floor communal door requires loose handle fixing.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9861053	08/11/2022
07/23	Ground floor communal door by flat 2 requires loose glass panel securing within frame.		P2	Within 3 months of action plan date. Glazing Repairs. JM9867723	22/11/2022




Fire Risk Assessment

<p>07/25</p>	<p>13th floor communal door by flat 82 not reliably self-closing into frame, requires adjustment.</p>		<p>P3</p>	<p>Within 3 months of action plan date. Rapid Response Fire. JM:9861058 JM:10992120</p>	<p>29/06/2023</p>
<p>07/26</p>	<p>11th floor by flat 72 firestopping required to hole beneath trunking on service cupboard wall.</p>		<p>P2</p>	<p>Within 3 months of action plan date. Rapid Response Fire. JM:9861074</p>	<p>08/11/2022</p>
<p>07/27</p>	<p>Pushchair in corridor outside flats 56 & 57 to be removed.</p>		<p>P2</p>	<p>Within 3 months of action plan date. Housing Manager</p>	<p>08/02/2023</p>

Fire Risk Assessment

07/28	8 th floor – handles are loose & require tightening on both stairwell door and communal door by flat 49.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9861571	08/11/2022
07/29	Contact occupiers of flat 43 and reinforce message not to burn incense sticks in communal corridor.		P2	Within 3 months of action plan date. Housing Manager.	08/11/2022



Fire Risk Assessment

07/30	Flat 30 reinstate outer letterbox plate.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9861591	08/11/2022
07/31	1 st floor communal door by flat 7 not reliable self-closing into frame, requires adjustment.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9861606	08/11/2022
10/04	Enhance firestopping around cable penetrations in all service cupboards.		P2	Within 3 months of action plan date. Rapid Response Fire. JM:9861638	08/11/2022

Fire Risk Assessment

14/04	Confirmation required that the fixed electrical installation has been tested within the last 5 years.	No Photo	P2	Within 3 months of action plan date. Electrical Repairs.	02/11/2022
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Signed

	Fire Risk Assessor	Date: 28/10/2022
	Premise Manager	Date: 28/10/2022

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

Name of property: Wesley Court

Updated: 28th October 2022

Premise Manager:

Tel. No.: 0121 569 2975

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

Fire Risk Assessment

ASBESTOS REGISTER

Property Details			
Reference: BL44460WED4	Address: Block Wesley Court 1-93 (o&e) Southbank Road Cradley Heath West Midlands B64 6LG		
Current Asbestos Entries			
Asbestos Reference	BL44460WED4_Asbestos_3	Description	
Location	Lift Motor Room. Piping. (Room Floor)		
Type	Chrysotile	Material	Cement - Pipe
Extent/Size	0	Sample Reference	PRESUMED
Surface	Unsealed laggings and sprays		
Comments	vent pipe		
Managers Priority	Medium	Overall Risk	High
Asbestos Reference	BL44460WED4_Asbestos_4	Description	
Location	Communal Block Stairways. Fascia Soffit Bargeboard. (Room Floor 50)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size	0	Sample Reference	DS 6616
Surface	Unsealed laggings and sprays		
Comments	communal stairway soffit		
Managers Priority	Medium	Overall Risk	High
Asbestos Reference	BL44460WED4_Asbestos_5	Description	Plinths and columns to roof parapet walls
Location	Roof. Decorative Coatings. (Room Floor 93)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size		Sample Reference	
Surface			
Comments	Plinths and columns to roof parapet walls		
Managers Priority		Overall Risk	Very Low
Asbestos Reference	BL44460WED4_Asbestos_6	Description	Soffit to roof access canopy
Location	Roof. Fascia Soffit Bargeboard. (Room Floor 93)		
Type	Chrysotile	Material	Decorative Coating / Artex
Extent/Size	0	Sample Reference	
Surface	Unsealed laggings and sprays		
Comments	Soffit to roof access canopy		
Managers Priority	Medium	Overall Risk	High
Asbestos Reference	BL44460WED4_Asbestos_2522	Description	All Dry and Wet Riser Cupboards
Location	All Communal Landings. Floor Covering Tiles. (Room Floor)		
Type	Chrysotile	Material	Thermoplastic Floor Tiles
Extent/Size		Sample Reference	
Surface	Unsealed laggings and sprays		
Comments	All Dry and Wet Riser Cupboards		
Managers Priority		Overall Risk	High
Asbestos Reference	BL44460WED4_Asbestos_2523	Description	Basement Area - packing below pipe lagging
Location	Communal Area. Random Sole Objects. (Room Floor)		
Type	Chrysotile	Material	Insulating Board
Extent/Size		Sample Reference	
Surface	Unsealed laggings and sprays		
Comments	Basement Area - packing below pipe lagging		
Managers Priority		Overall Risk	High