

# Fire Risk Assessment

## Addenbrooke Court



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

**Date Completed: 17/10/22**

**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>

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## Section

# 0

## Introduction

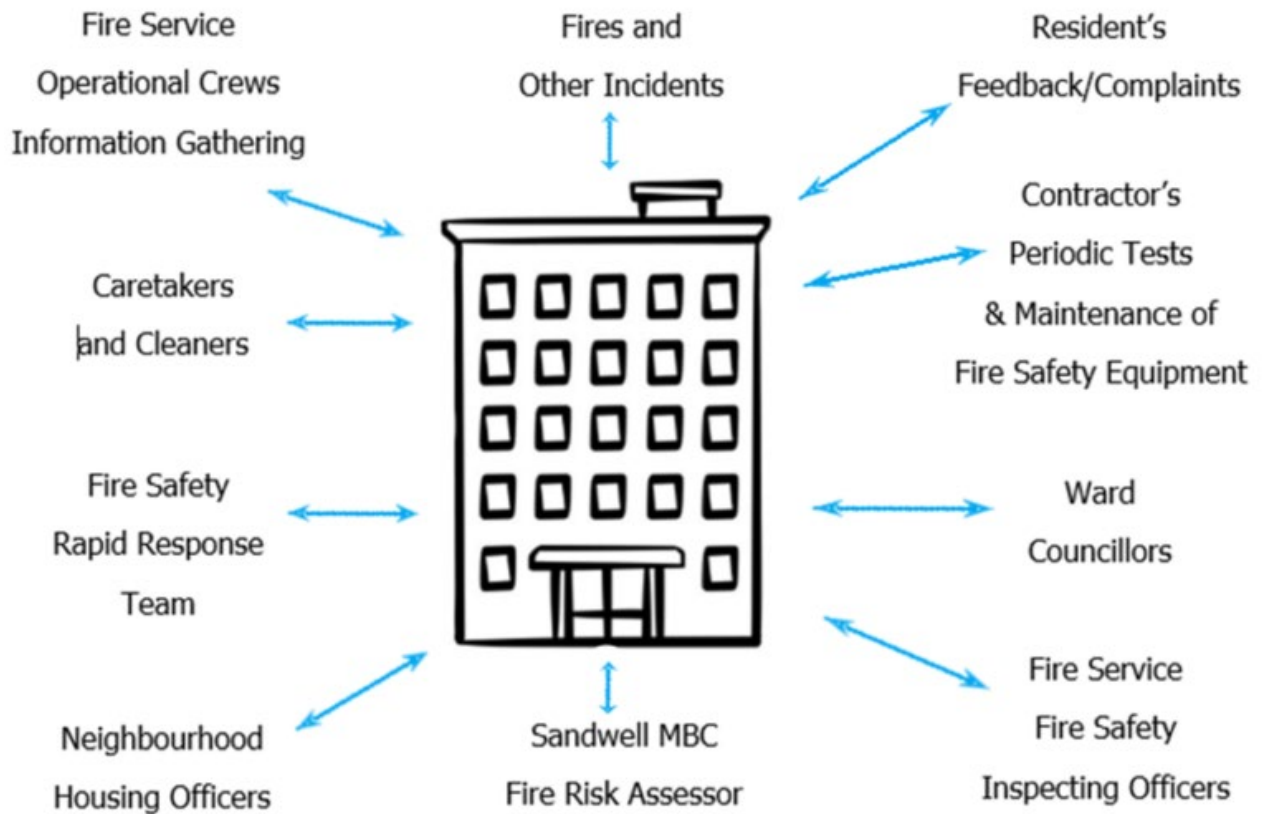
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment 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.

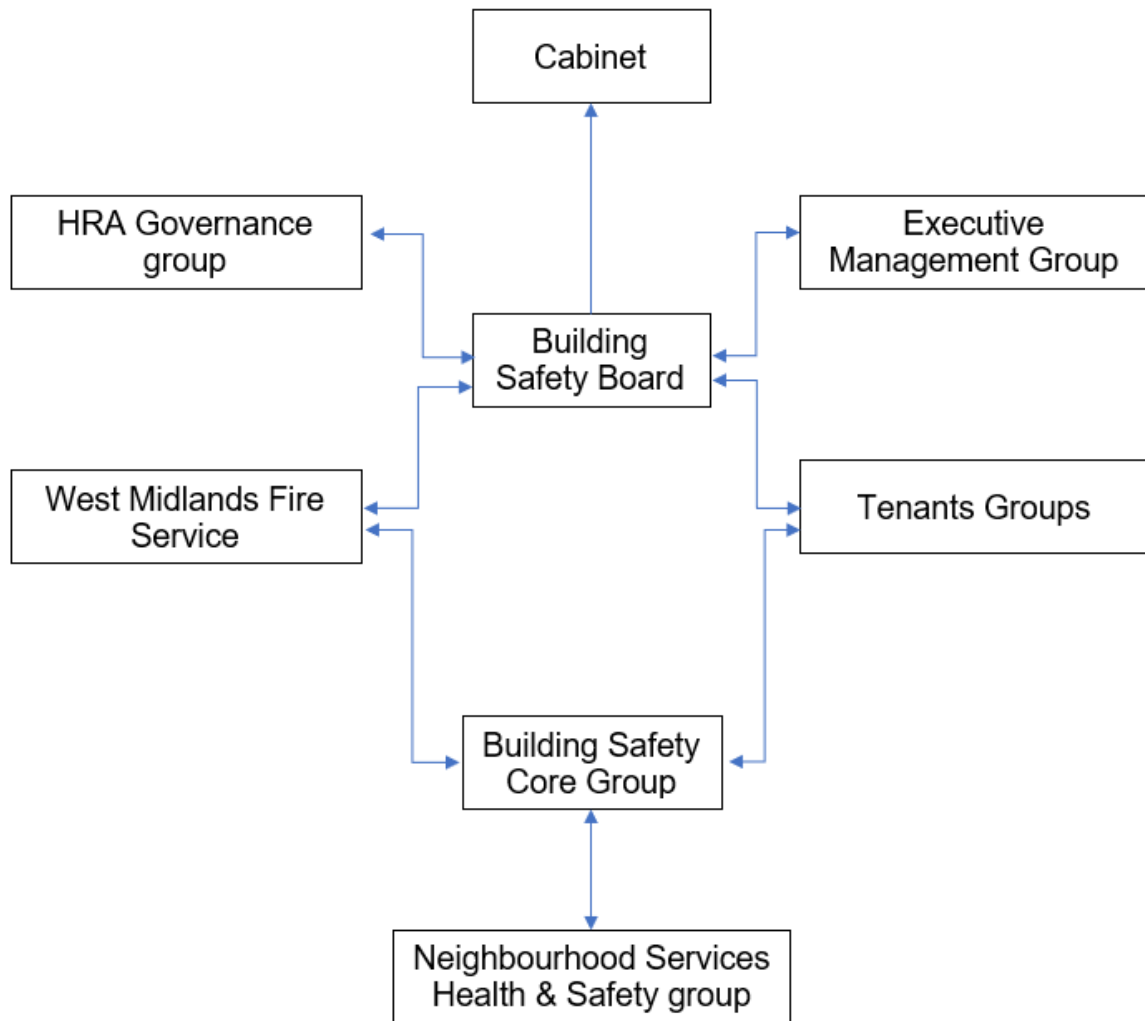
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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## 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
<a href="#">Section 6</a>	<p><b>External Envelope</b> Resin-Stenni panels - Ground &amp; 1st Floor (Fire classification B-s1-d0). 2<sup>nd</sup> floor upwards are brick.</p> <p>Telecommunication devices are installed to the roof.</p>	Trivial
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b> The block has a single staircase that provides a sufficient means of escape. There are 4 final exit doors at ground level inclusive of two accessed via the community rooms. There are a further two serving the basement level.</p>	Tolerable

	<p>Some doors require missing cold smoke seal replacing.</p> <p>Flat 20 entrance door damaged requires replacement.</p> <p>Some communal doors require adjustment due to excessive gaps or not reliably self-closing into frame.</p> <p>Loose stud wall between flats 26 &amp; 27</p> <p>Bicycle &amp; Pram in communal corridor 5<sup>th</sup> floor</p>	
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></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>There is a fire alarm panel that serves the ground floor server room only.</p> <p>Smoke / fire detection in flats is to LD2 standard.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b></p> <p>The premise has sufficient emergency/escape lighting system in accordance with BS 5266</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b></p> <p>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 FD30.</p> <p>Enhance fire stopping to cable penetrations between floors in service cupboards.</p>	<p>Trivial</p>



<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b>            Dry risers are present have sufficient signage and are checked as part of the caretaker's duties. Maintenance contracts are in place to service the valves twice per year.</p> <p>Portable fire extinguishers are located in the server room, community room &amp; kitchen, lift motor room and laundry room.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b>            Sufficient signage is displayed throughout the building.</p> <p>The Fire Action Notices are currently under review.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b>            All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b>            The fixed electric tests should be done every 5 years, last test date: 23/02/18</p>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b>            Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Euro bins are secured in bin room.</p>	Trivial
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b>            Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b>            A door entry system prevents unauthorised access. Perimeter lighting is in place and CCTV is in operation.</p>	Trivial



**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

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## 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:

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need be
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.

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<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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## **Section 2**

### **People at Significant Risk of Fire**

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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.

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**Section**  
**3**

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## Contact Details

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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*

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## Section 4

# Description of Premises

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Addenbrooke Court  
Southbank Road  
Cradley Heath  
B64 6LJ

### 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 elevation.



Each of the floors contains 6 number dwellings apart from the ground and the 15<sup>th</sup> floor which contain 3 number dwellings.

ADDENBROOKE COURT	
GROUND FLOOR	4 - 6
1st FLOOR	7 - 12
2nd FLOOR	13 - 18
3rd FLOOR	19 - 24
4th FLOOR	25 - 30
5th FLOOR	31 - 36
6th FLOOR	37 - 42
7th FLOOR	43 - 48
8th FLOOR	49 - 54
9th FLOOR	55 - 60
10th FLOOR	61 - 66
11th FLOOR	67 - 72
12th FLOOR	73 - 78
13th FLOOR	79 - 84
14th FLOOR	85 - 90
15th FLOOR	91 - 93

The block has a main entrance to the front elevation and a further exit located on the rear elevation. Both front and rear entrances have a door entry system with a fob reader installed. The 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.



The Firefighters white box is to the left hand side of the front entrance, alongside the firefighters lift override switch. The dry riser inlet is further to the left of the main entrance but on the end elevation.





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.

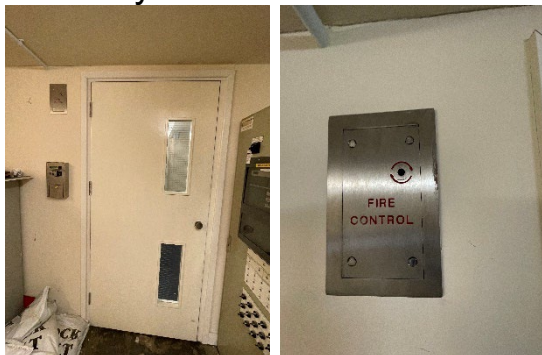
There are two lift cars that serve alternate floors. The lift only goes up to the 14<sup>th</sup> floor, access to the 15<sup>th</sup> floor is via a staircase. The capacity for each lift is 8 persons or 600kg. The lift motor room is accessed via full height metal door (54 suited locked) on 15<sup>th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



There are telecommunication devices installed to the roof.



The ground floor area contains a former communal laundry, Community Room, COMM's / CCTV server room (secure). Access can be gained to the comms room with a 54 key. Access to the server room door within the comms room can be gained via the firefighters override with a drop latch key.



There is also a play Centre / Crèche / Meeting area that consists of two number rooms, hallway, kitchen and toilets. There is a fire escape door in each of the two rooms to facility emergency escape. These doors are fitted with panic furniture. Meetings are facilitated by the Neighbourhoods Partnerships Community Development Team with access currently available every Monday until 12/12/22.

There is a water booster pump station at this premise which serves both Addenbrooke and Wesley Court.



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.

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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 <sup>nd</sup> floor upwards are brick.
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	Yes – Protects the Server Room
Refuse Chute	Yes
Access to Roof	Yes – Full height metal door from the 15 <sup>th</sup> floor stairwell.
Equipment on roof (e.g. mobile phone station etc)	Yes

**Persons at Risk**

Residents / Occupants of 90 flats.

Visitors,

Sandwell MBC employees,

Contractors,

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

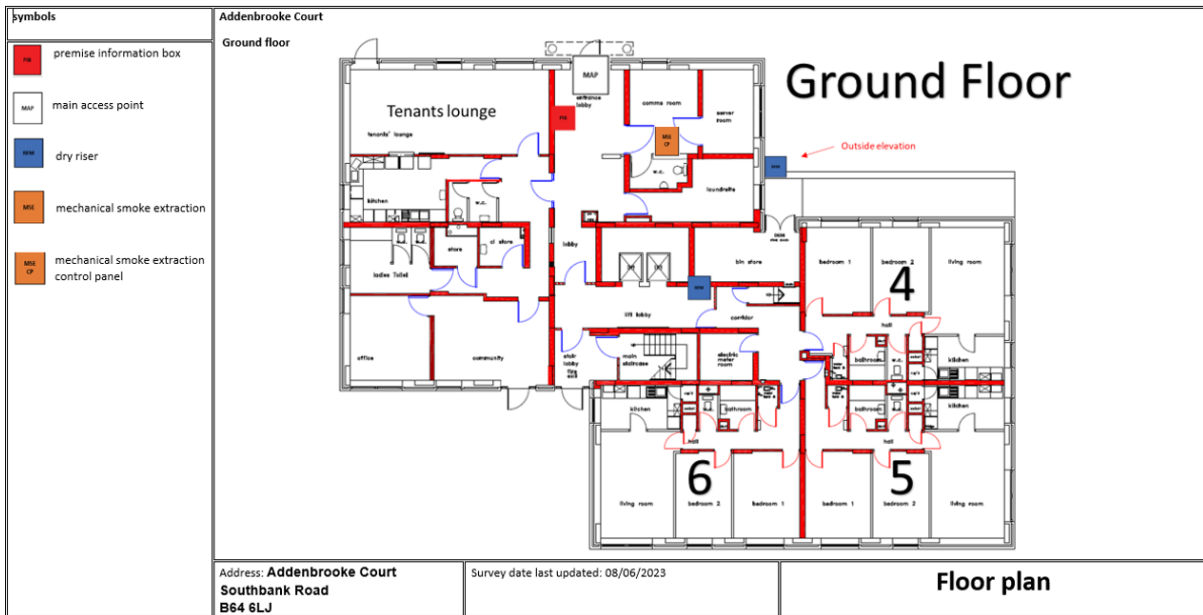
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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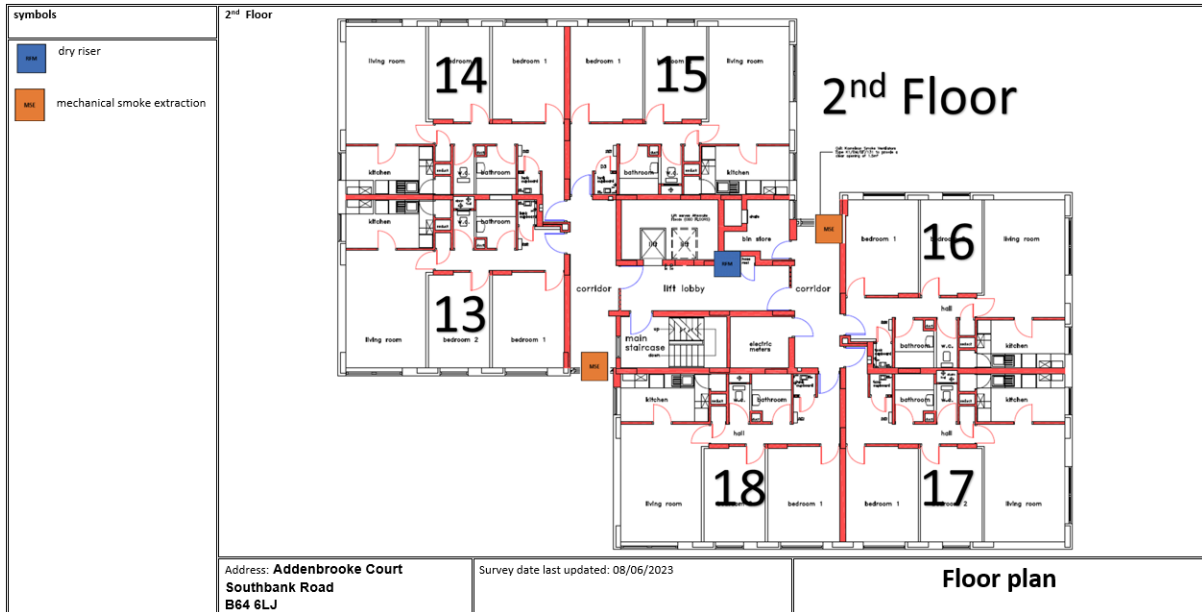
# Section 5

## Building Plan

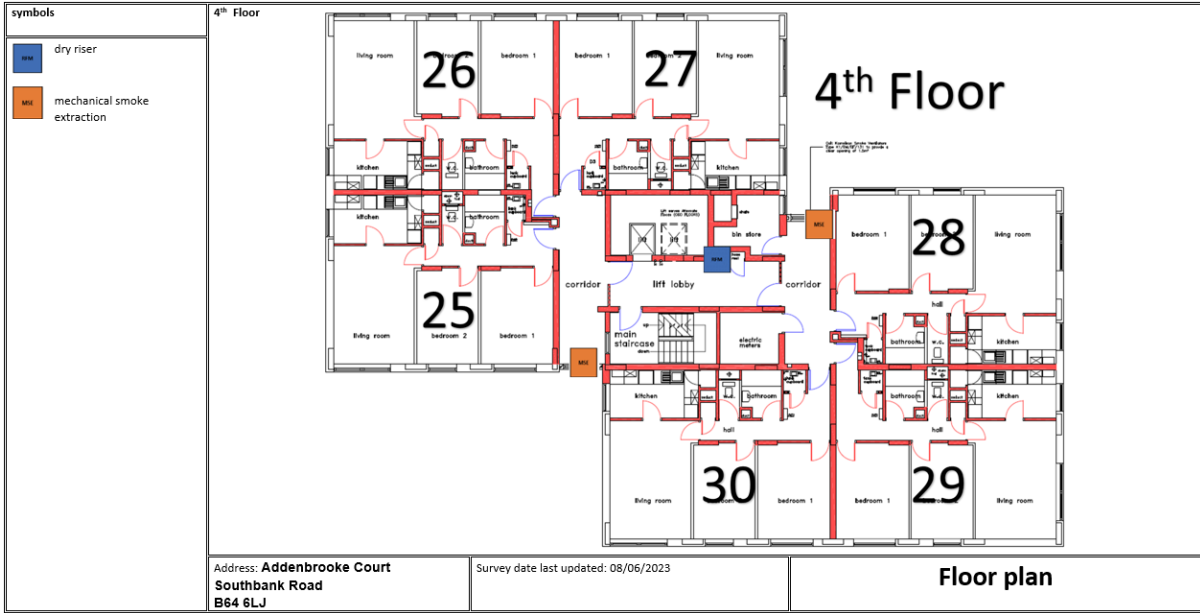
A typical floor layout showing horizontal lines of compartmentation, premise information box, dry riser & AOVs.



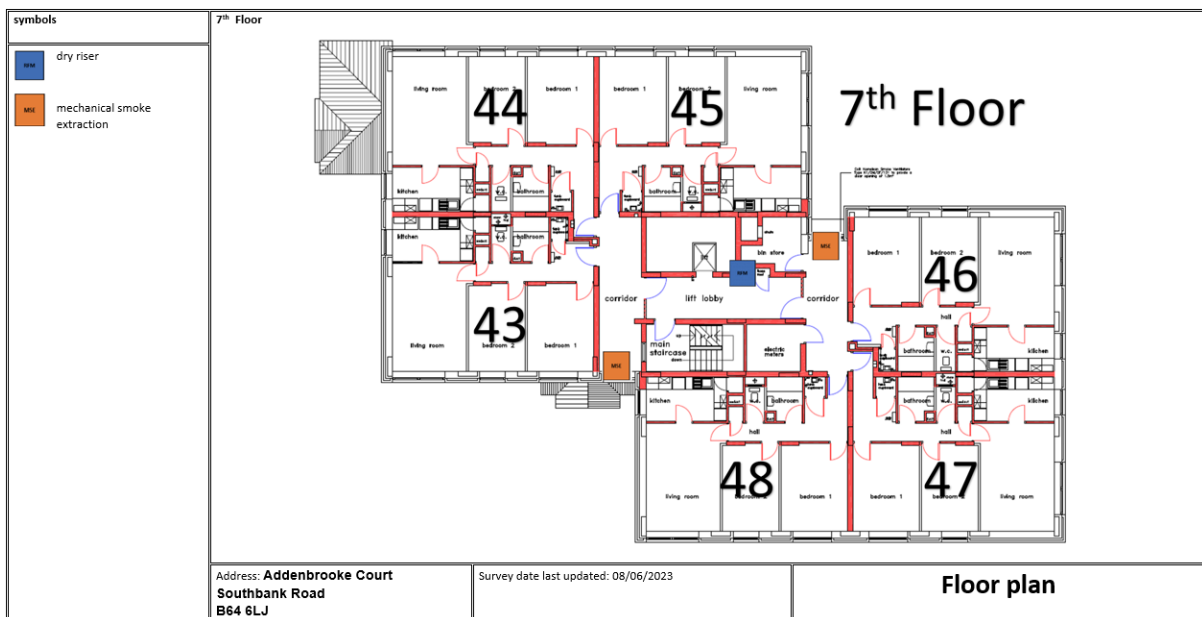
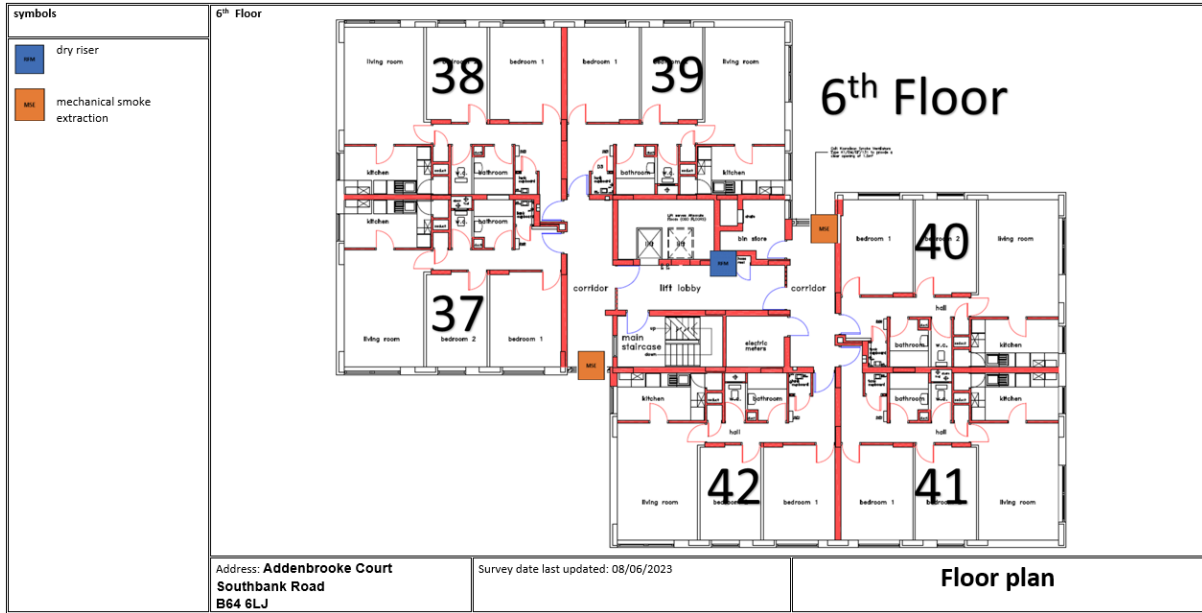
# Fire Risk Assessment



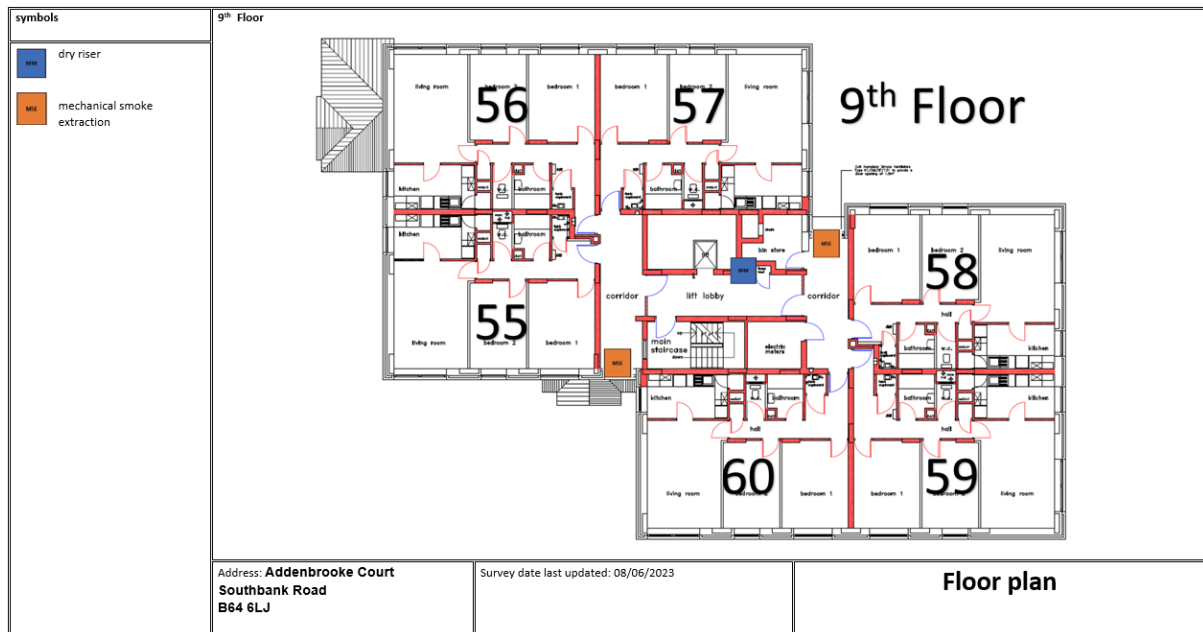
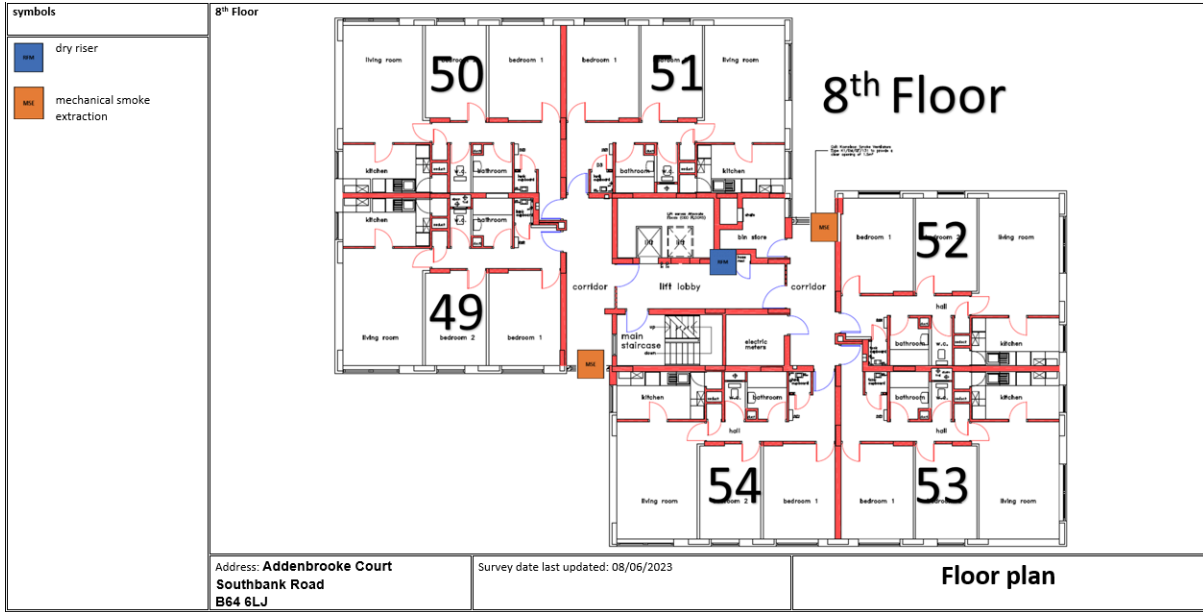
# Fire Risk Assessment



# Fire Risk Assessment

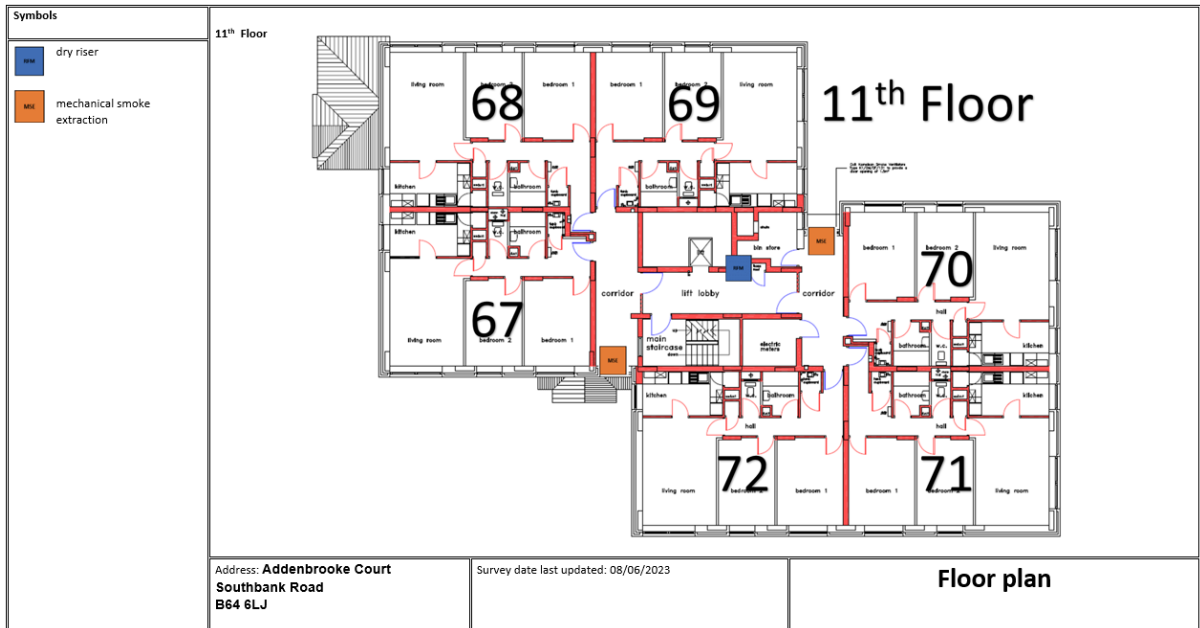
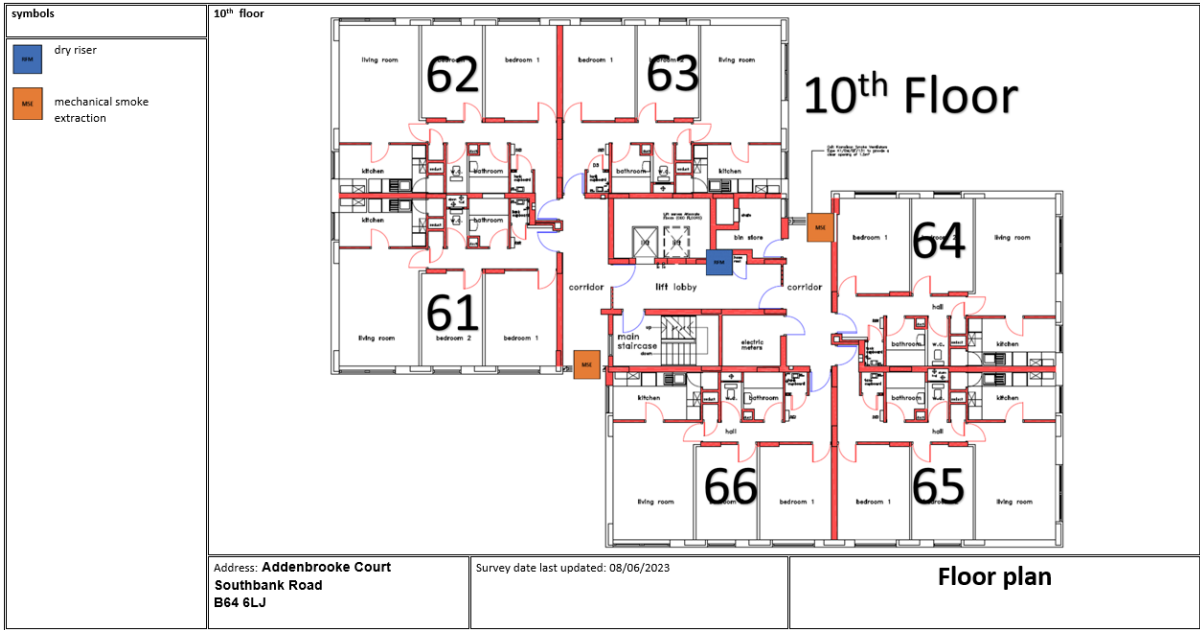


# Fire Risk Assessment

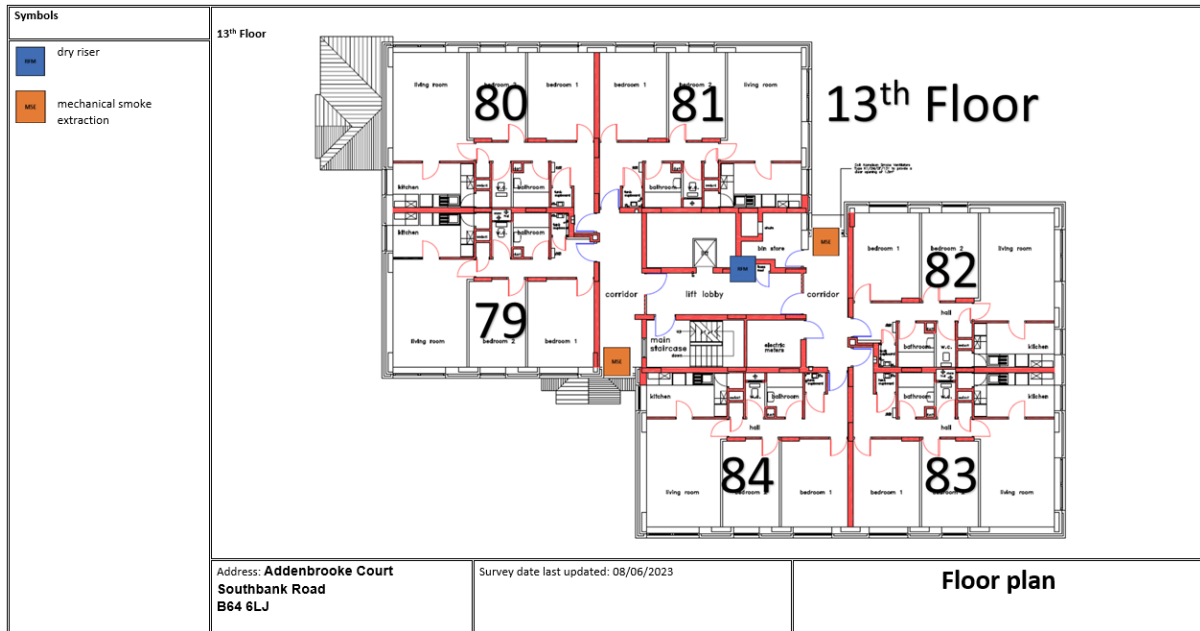
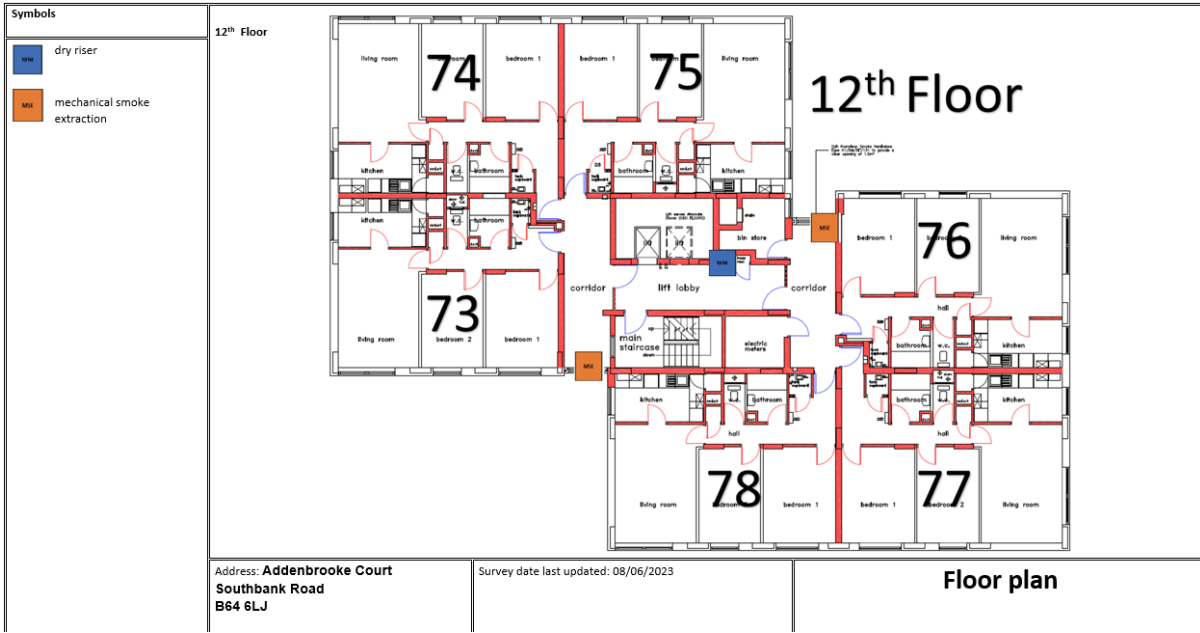




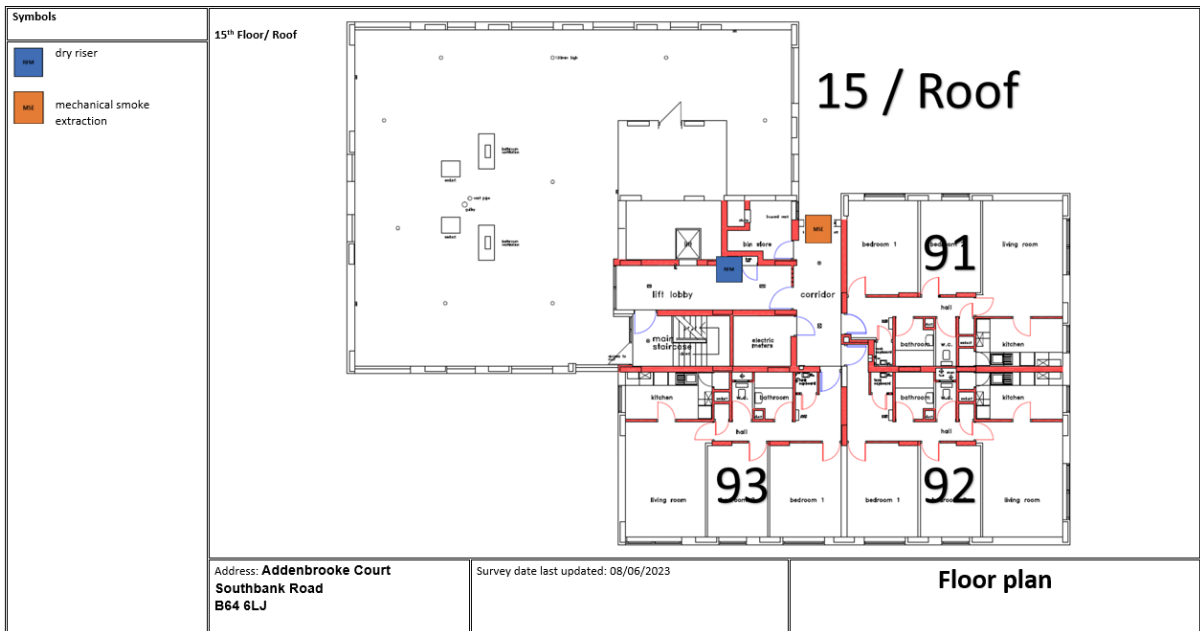
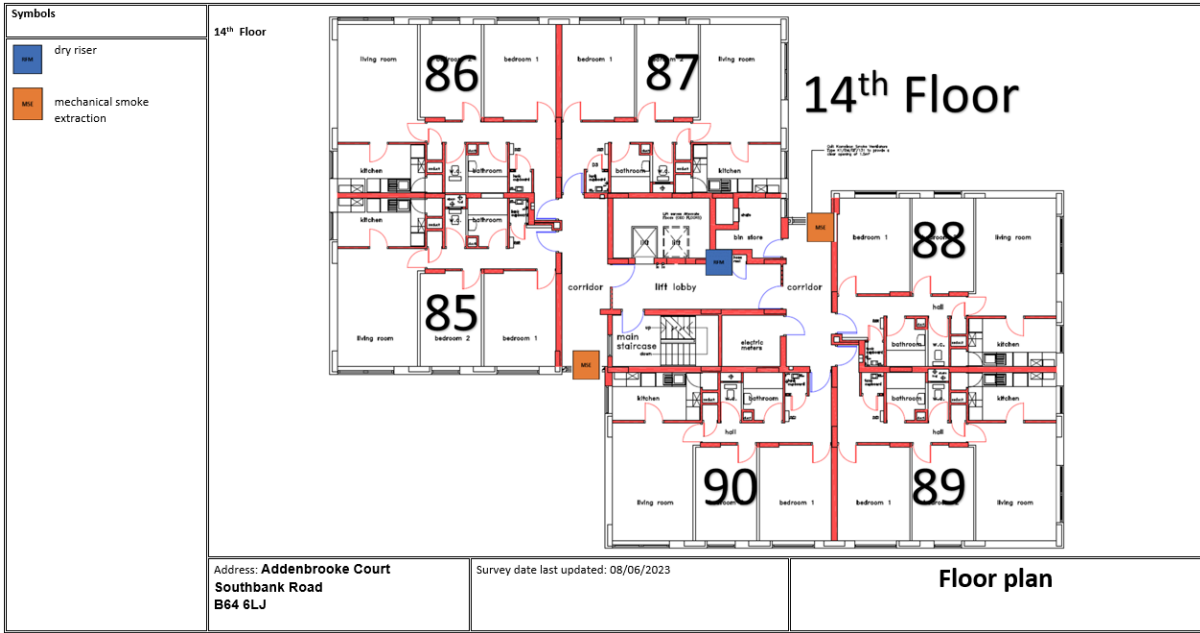
# Fire Risk Assessment



# Fire Risk Assessment



# Fire Risk Assessment



**Section**  
**6**

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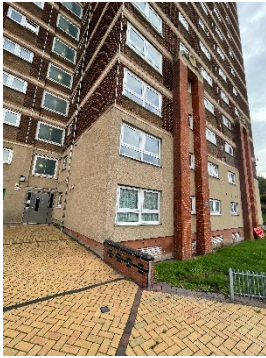
## **External envelope**

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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 1<sup>st</sup> floor - Resin-Stenni panels, fire classification B-s1-d0
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2. 2<sup>nd</sup> to 15<sup>th</sup> floor is traditional brick masonry.



3. Individual flats do not have balconies and windows are UPVC framed double glazed units.

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## Section 7

## Means of Escape from Fire

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- 1) The site has a single staircase that provides a means of escape.

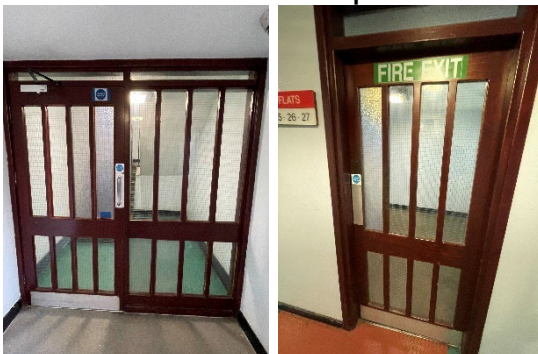


- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



- 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.
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- 8) Automatic smoke ventilation is employed and installed on each floor. 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.



- 9) The smoke vent reset control panels are located within the electrical service cupboards on each floor, secured with a suited type 138 mortice lock.



- 10) There is an indicator / control panel located on the wall of the ground floor Comms / Server room. This provides control over each individual vent and displays the status of the system. It was noted that the Test Lamps reset button has signs of wear however the system displays as healthy.



11) The chute rooms on each floor have a natural louvre vent / screen and FD30s door. The ground floor chute room door is FD30 with a 25mm rebate.

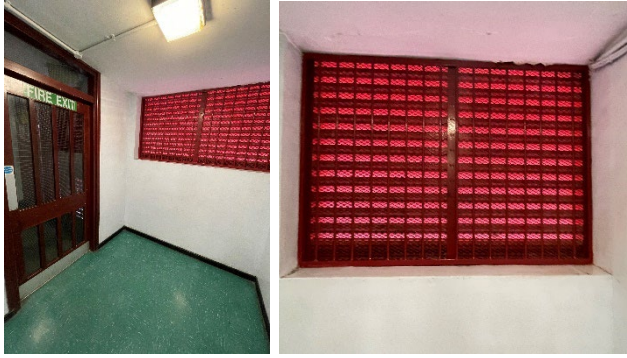


12) The protected stairwell is ventilated by means of a full height louvre vent adjacent the roof access door.

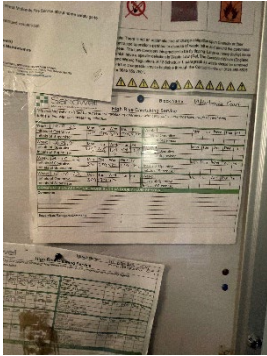


13) The 15<sup>th</sup> floor communal corridor is also ventilated by means of a louvre vent.

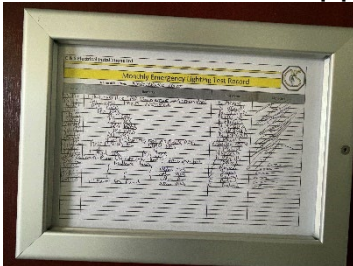




- 14) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be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



- 15) 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.



- 16) Dry riser cupboard doors are FD30 rated, kept locked / secured with type 54 suited mortice lock(s).
-



- 17) Service cupboards are FD30s rated and contain resident's electricity metres, automatic smoke ventilation reset panels and are secured with type 38 suited mortice locks. **1st floor service cupboard door is missing its cold smoke seal.**



- 18) The surface coatings to the communal areas are Class 0 rated.
- 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.
- 20) Individual flat doors are FD30s rated composite doors sets manufactured by Permadoor & IG Doors. Flats 19, 22, 26, 45, 53, 67, 69, 81 have timber FD30s.



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.

Flat entrance doors at 21, 26, 27, 28, 30, 37, 59, 60, 69, 77 showed no signs of tampering.

**22) Flat 20 entrance door & frame has been damaged by what appears to be signs of a forced entry. The external face of the door has also been damaged by attempts to fit an additional lock. It was not possible to gain entry to assess the internal side. It is recommended that this door is replaced with a new FD30s rated door set.**



23) Flat 75 – there is an area of burn damage to the bead around the frame of the entrance door. This has not caused any significant damage to the door or frame. Occupier was not home.



24) The fire rating of individual door mats to flat entrance doors is unknown.

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**25) 1<sup>st</sup> floor – stairwell door binds and doesn't reliably self-close into frame.**



**26) 2<sup>nd</sup> floor stairwell door has loose handle.**



**27) 4<sup>th</sup> Floor - Between flats 26 & 27 entrance doors the stud wall has been dislodged following a forced entry to flat 26. Compartmentation to the flats is intact and the wall is still secured on one side however should the wall come fully away**

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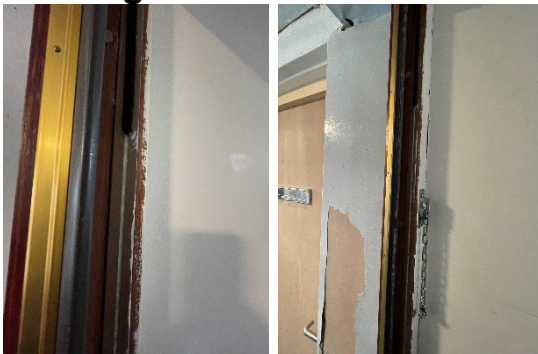
it could compromise the means of escape for some individuals.



28) 4<sup>th</sup> Floor - Flat 26 entrance door requires cold smoke seal to top of frame.



29) 4<sup>th</sup> Floor - Flat 27 entrance door section of cold smoke seal missing from side of frame.



30) 4<sup>th</sup> Floor – Door to protected stairwell not reliable self closing into frame and there is a screw missing from one of the hinges.

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**31) 4<sup>th</sup> Floor – Communal door near to flat 28 doesn't reliably self-close into in frame, binds on hinge side.**

**32) 4<sup>th</sup> Floor - Chute room door not reliable self-closing into frame. Door binds on hinge side.**

33) 5<sup>th</sup> floor – Covers are missing to a section of trunking either side of the communal door near to flat 31. Compartmentation is maintained. Cable management will be upgraded as part of a future refurbishment.



**34) 5<sup>th</sup> floor by flats 34, 35, 36 – Bike and pushchair in communal corridor.**



**35) 9<sup>th</sup> floor – communal door near to flat 55 has a loose handle and excessive gap on leading edge.**

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**36) 10<sup>th</sup> floor – Communal door by flat 64 excessive gap on leading edge.**



**37) 11<sup>th</sup> floor – Communal door by flat 70 excessive gap on leading edge.** It was also noted that the beading to one of the vision panels has been poorly installed with poor workmanship to mitred joints however glazing is sufficiently secured.



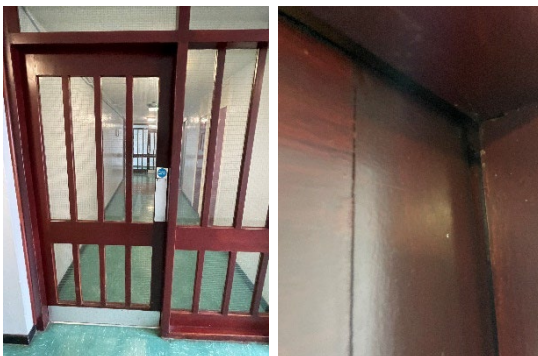
**38) 12<sup>th</sup> floor – Communal door near to flat 76 doesn't reliably close fully into frame leading lower edge.**



**39) 12<sup>th</sup> Floor – Section of beading is missing to glazing on communal door near to flat 73.**



**40) 13<sup>th</sup> floor – Communal door by flat 82 doesn't reliable self-close into frame.**



**41) Ground floor server / concierge room is untidy with items consisting of cabling, cardboard, redundant equipment having been discarded on floor.**

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- 42) The batwing type cold smoke seal to the community room door is missing in parts and or worn away.



## Section 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard.

Flats accessed were 21, 26, 27, 28, 30, 37, 59, 60, 69, 77.

*For information*

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*LD1 all rooms except wet rooms*

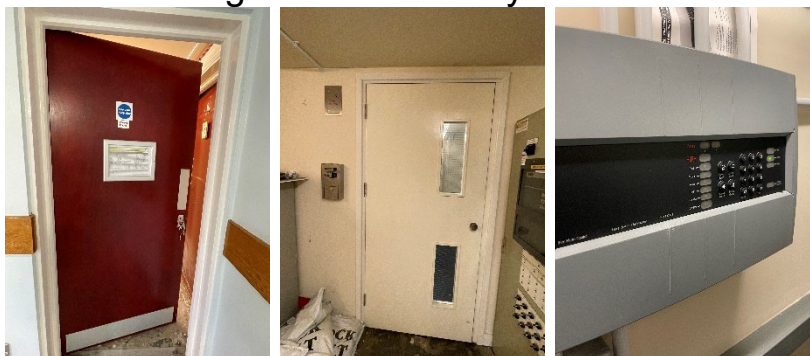
*LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.*

*LD3 Hallway only*

- 3) In addition to the LD2 fitted system, some flats also had a smoke detector within the hall that was previously part of a former system linked to the now redundant fire alarm panel within the ground floor comm's room. Residents were aware that this detector was now decommissioned.



- 4) 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
- 5) There is a fire alarm panel located within the CCTV server (comms) room adjacent to the main front entrance on the ground floor. This system only protects the server room. Access is obtained via the use of a suited type 54 key for the door off the communal corridor and then via entry-com link to the Concierge Team or firefighter override key.



- 6) There is Break Glass Call Point adjacent the fire alarm panel.
-



- 7) It was noted that there are 2 decommissioned fire alarm panels within the room between the server room and corridor off ground floor / main entrance lobby. Although both panels have been labelled as not in use it is recommended that they are removed as part of any future renovation program.



- 8) Automatic smoke ventilation is employed and is covered in is covered in [Section 7](#)
- 9) 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.



- 10) The control panel is located within the bin store secured with a suited type bin house padlock.
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## Section 9

## Emergency Lighting

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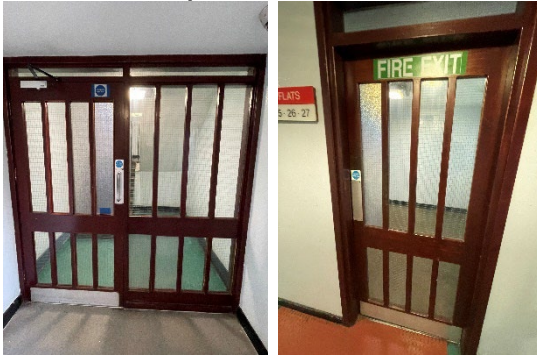
- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
  - 2) The self-contained units are provided to the communal landings, stairs and lift motor room.
  - 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.
-







- 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.



- 9) Cable penetrations between floors in service cupboards have been fire stopped with a filler of unknown specification. Remove filler and enhance fire stopping with appropriate material.





- 1) The dry riser inlet cabinet is located to the left of the front main entrance on the side elevation and is secured with a Firefighters bridge door padlock.



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



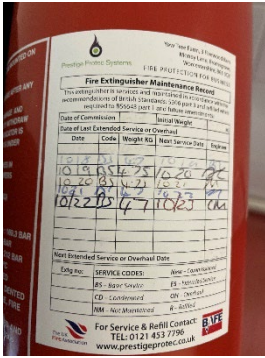
- 3) The dry riser is checked regularly as part of the Caretakers duties.
- 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
- 5) Portable fire extinguishers are provided as follows.
  - CO2 to the lift motor room.
  - CO2 & Foam to the comm's room.
  - CO2 to the laundry room.
  - Water to the community room.
  - CO2 to the Kitchen

Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.

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## Fire Risk Assessment

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6) There is a fire blanket installed within the kitchen area.



7) 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) Directional fire escape signage is displayed.



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## Section 13

## Employee & Resident Training/Provision of Information

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- 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, Comms / Server room, Laundry room, Community room and Kitchen. Caretaking Teams are not expected to tackle fires in this area.
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- 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

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### Sources of Ignition

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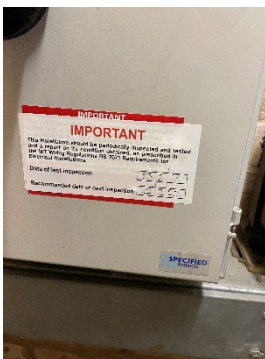
- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



- 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 within the kitchen area had recently been tested.
-



- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 23<sup>rd</sup> February 2018. The electrical intake is within the basement of the building accessed via external doors.



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door with a suited 138 type mortice lock.
- 6) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas risers are external to the building.
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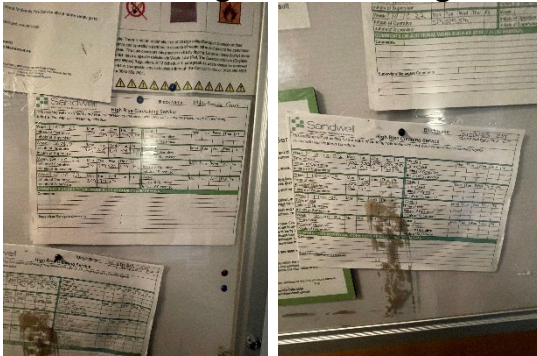
**Section  
15**

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**Waste Control**

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- 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**

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**Control and Supervision of  
Contractors and Visitors**

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- 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

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### Arson Prevention

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- 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 no current evidence of arson.
- 5) The perimeter of the premises is well illuminated.



- 6) There has been 1 reported fire incident since the last FRA. The incident occurred 24/09/22 and involved a 15<sup>th</sup> floor flat. The fire
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was confined to the room of origin with some smoke logging to the rest of the affected flat. The incident was attended by WMFS.

## Section 18

### Storage Arrangements

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- 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.
  - 6) The basement appears to have become an area where by surplus SMBC materials and items are being stored. WMFS have been to site and are aware of the items and although it is not a major concern to them. The basement is secured by a none suited key that is stored in the firefighter’s white box.
-



## 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

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Addenbrooke Court

Date of Action Plan:



21/10/22

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/17	1 <sup>st</sup> floor service cupboard reinstate missing cold smoke seal.		P2	Within 1 – 3 months. Fire Rapid Response JM:9806754	01/11/2022

Fire Risk Assessment


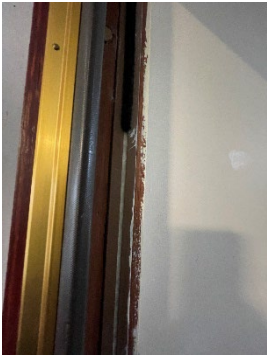

07/22	Flat 20 – replace damaged door with FD30s door set		P1	Within 10 days <b>Repairs</b> JM9964320	09/02/2023
07/25	1 <sup>st</sup> floor – Stairwell door binds doesn't reliable self-close, requires adjustment.		P2	Within 1 – 3 months. Fire Rapid Response JM:9806774	02/11/2022

Fire Risk Assessment

07/26	2 <sup>nd</sup> floor – Stairwell door tighten loose handle.		P2	Within 1 – 3 months. Fire Rapid Response JM:9806798	02/11/2022
07/27	4 <sup>th</sup> floor – Make good damaged / loose stud wall between flats 26 & 27		P2	Within 1 – 3 months. <b>Repairs</b> JM10175922 Passed back to Repairs	21/03/2023



Fire Risk Assessment

<p>07/28</p>	<p>4<sup>th</sup> floor – Flat 26 install cold smoke seal to head of frame</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9806818 JM10176990</p>	<p>09/02/2022</p>
<p>07/29</p>	<p>4<sup>th</sup> floor – Flat 27 reinstate missing cold smoke seal to lock side of frame.</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9806834</p>	<p>03/11/2022</p>
<p>07/30</p>	<p>4<sup>th</sup> floor – Stairwell door requires adjustment, not reliably self-closing into frame. Also replace missing screw to hinge.</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9806855</p>	<p>03/11/2022</p>



Fire Risk Assessment

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07/31	4 <sup>th</sup> floor – Communal door by flat 28 requires adjustment, not reliably self-closing into frame, binds on hinge side.	No Photo	P2	Within 1 – 3 months. Fire Rapid Response JM:9806878	03/11/2022
07/32	4 <sup>th</sup> floor – Chute room door requires adjustment, binds on hinge side, not reliably closing into frame.	No Photo	P2	Within 1 – 3 months. Fire Rapid Response JM:9806887	03/11/2022

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Fire Risk Assessment


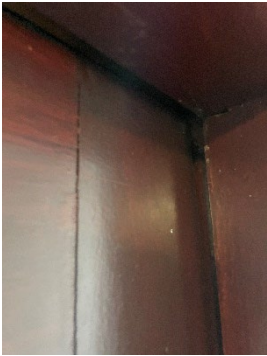

07/34	5 <sup>th</sup> floor – bicycle and pushchair to be removed from communal corridor by flats 34,35,36	 The top photograph shows a black bicycle parked in a communal corridor with a green floor and a window with patterned curtains in the background. The bottom photograph shows a yellow and black pushchair parked in a similar corridor.	P2	Within 1 – 3 months. Housing Manager	07/02/2023
07/35	9 <sup>th</sup> floor – tighten loose handle to communal door by flat 55 and adjust door to correct excessive gap on leading edge.	 A close-up photograph of a dark wood door handle and the leading edge of the door, showing a gap between the door and the frame.	P2	Within 1 – 3 months. Fire Rapid Response JM:9806894	01/11/2022

Fire Risk Assessment

<p>07/36</p>	<p>10<sup>th</sup> floor – communal door by flat 64 requires adjustment to correct excessive gap on leading edge.</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9806894</p>	<p>01/11/2022</p>
<p>07/37</p>	<p>11<sup>th</sup> floor - communal door by flat 70 requires adjustment to correct excessive gap on leading edge.</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9812904</p>	<p>03/11/2022</p>
<p>07/38</p>	<p>12<sup>th</sup> floor - Communal door by flat 76 requires adjustment, not reliably self-closing into frame.</p>		<p>P2</p>	<p>Within 1 – 3 months. Fire Rapid Response JM:9812928</p>	<p>03/11/2022</p>

Fire Risk Assessment

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07/39	12 <sup>th</sup> floor – replace missing section of beading to glazing on communal door by flat 73.		P2	Within 1 – 3 months. Glazing Repairs JM9870504	14/11/2022
07/40	13 <sup>th</sup> floor - Communal door by flat 82 requires adjustment, not reliably self-closing into frame.		P2	Within 1 – 3 months. Fire Rapid Response JM:9814438	03/11/2022
07/41	Ground floor server / concierge room, remove discarded rubbish that's built up on floor.		P2	Within 1 – 3 months. Caretakers	21/01/2023

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Fire Risk Assessment

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07/42	Community room entrance door requires cold smoke seal either batwing or combined intumescent type.		P2	Within 1 – 3 months. Fire Rapid Response JM:9814455	03/11/2022
10/9	Remove unknown red filler from around cable penetrations between floors in service cupboards and enhance firestopping.		P2	Within 1 – 3 months. Fire Rapid Response	In progress

**Signed**

<i>Chill</i>	Fire Risk Assessor	Date: 21/10/2022
<i>Bennett</i>	Premise Manager	Date: 28/10/2022

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