

Fire Risk Assessment

Addenbrooke Court



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

Date Completed: 09/07/24

Officer: C Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

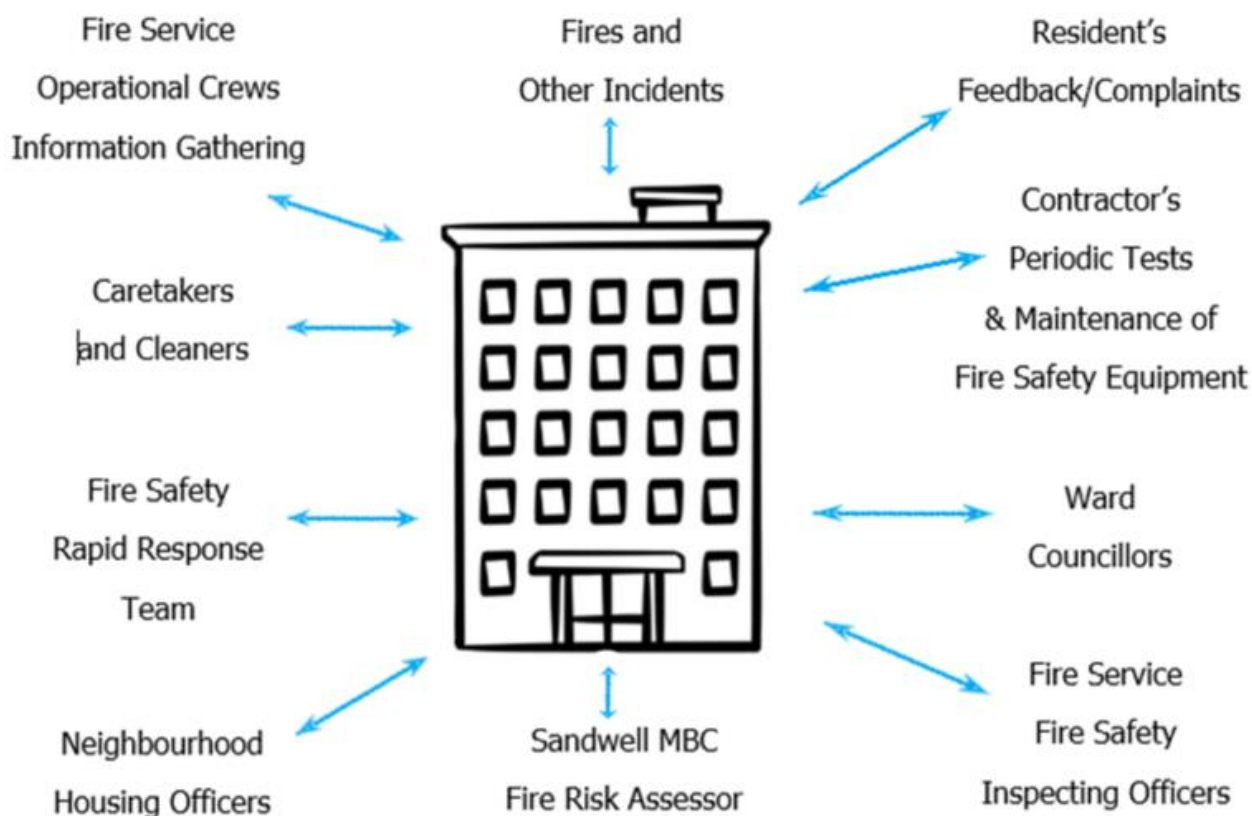
Introduction

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.

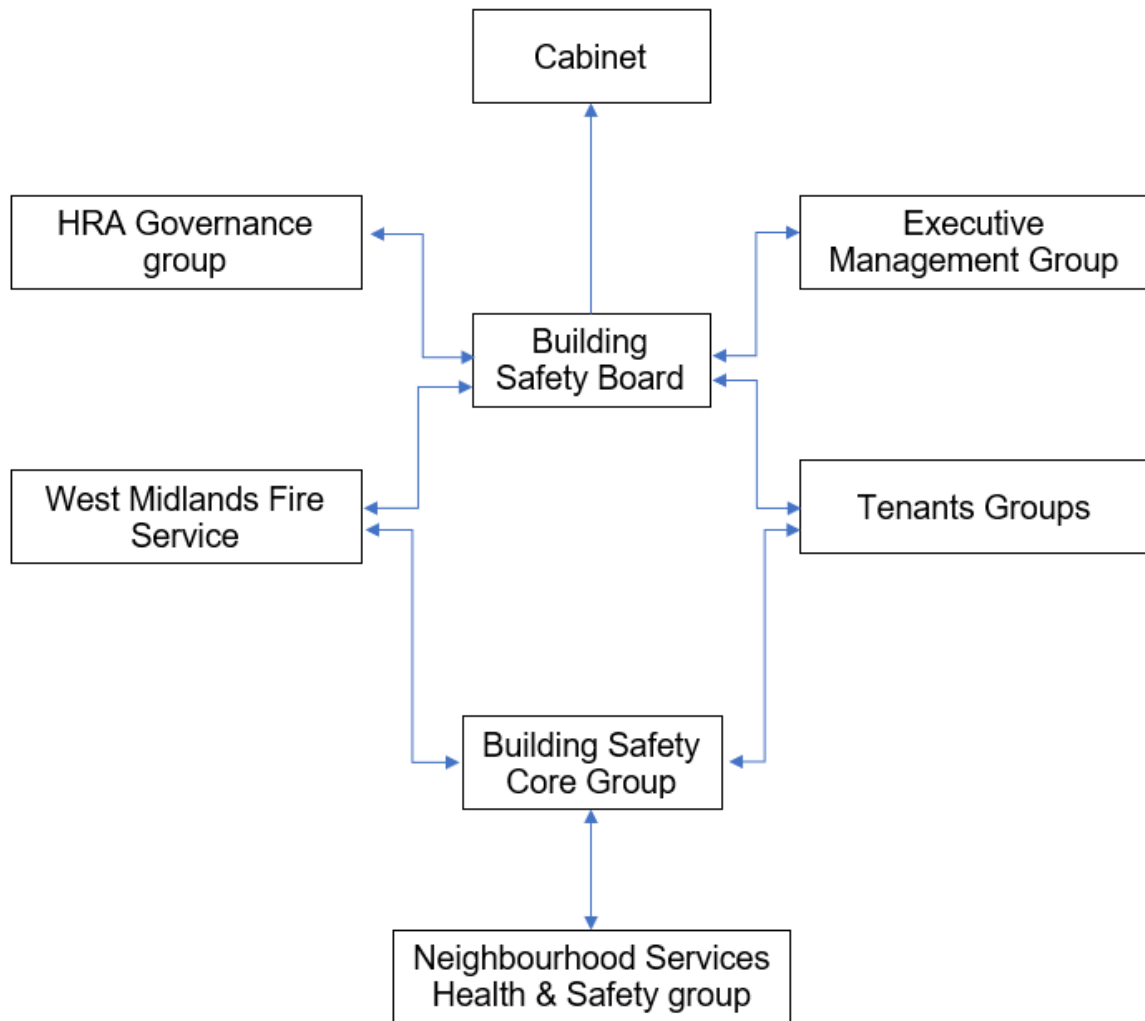
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

	<p>Two flat entrance doors require adjustment to fully self-close into frame.</p> <p>One flat door requires attention to self-closer arm and requires section of intumescent strip.</p> <p>One damaged flat entrance door has had a replacement door ordered.</p> <p>One damaged flat entrance door requires replacement.</p> <p>Two pushchairs to be removed from corridors.</p> <p>2 x mobility scooters in corridors.</p> <p>Defective AOV on 1st floor.</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 LD1 or LD2 standard.</p> <p>Fire suppression system to be store.</p> <p>Fire Alarm System in server room / no evidence of 6 monthly testing</p>	<p>Tolertable</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>No emergency lighting in basement.</p>	<p>Trivial</p>

<p>Section 10</p>	<p>Compartmentation The block has sufficient compartmentation with doors notional upgraded FD30s doors within communal areas and a combination of certified and nominal FD30s doors to individual flat entrance doors.</p> <p>Firestop hole in community room kitchen ceiling.</p> <p>Cleanings cupboard door requires intumescent strip / css and intumescent vent.</p> <p>Fire stopping required above 4 ground floor communal doors.</p> <p>GRP Fiberglass panels in ground floor communal door to stairwell require re-fitting.</p>	<p>Tolerable</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.</p> <p>Portable fire extinguishers are located in the lift motor room, comms room, server room, community rooms and decommissioned laundry.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage Sufficient mandatory signage is displayed throughout the building.</p> <p>Directional exit signage to be installed in basement.</p>	<p>Tolerable</p>
<p>Section 13</p>	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>

Section 14	<p>Sources of Ignition The fixed electric tests should be done every 5 years, last test date 24/08/23</p>	Trivial
Section 15	<p>Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Euro bins are secured in bin room.</p>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
Section 17	<p>Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting is in place and CCTV is in operation.</p>	Trivial
Section 18	<p>Storage Arrangements Residents are instructed not to bring L.P.G cylinders into block. No flammable liquids are stored on site.</p>	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 including the removal of mobility scooters from communal areas, fire stopping work above 4 ground floor communal doors, a defective 1st floor AOV (stuck in the open position) and 2 flat entrance doors that are to be replaced following damage.

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 fire doors to flat entrances, upgraded notional communal doors and service cupboards, combined with suitable smoke detection to LD1 or 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.

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

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

Section

3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive

Shokat Lal

Executive Director of Place

Alan Lunt

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

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

Addenbrooke Court
Southbank Road
Cradley Heath
B64 6LJ

Description of the Property

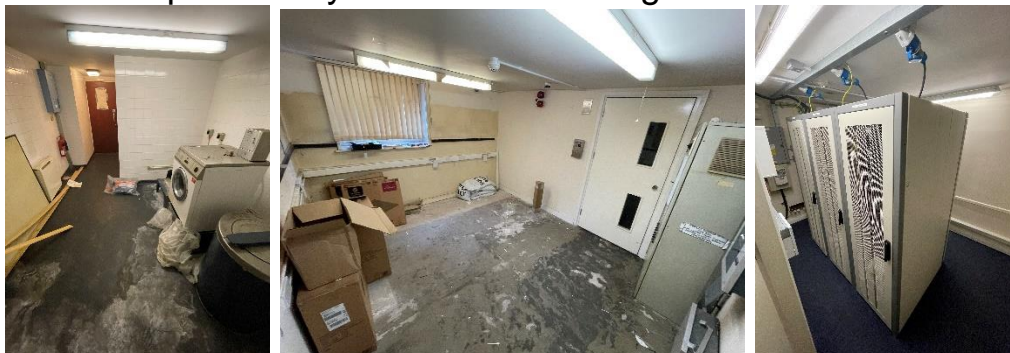
This high-rise block was constructed in 1967 of traditional concrete and brick construction. There are 16 storeys (inclusive of the ground floor) and a further basement level accessed via external concrete stairs to the side elevations.



The ground floor contains 3 dwellings. Each floor above contains 6 number dwellings and the 15th floor has 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 ground floor area also contains a former communal laundry (decommissioned), 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 or via the concierge button.



There is also a community 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.



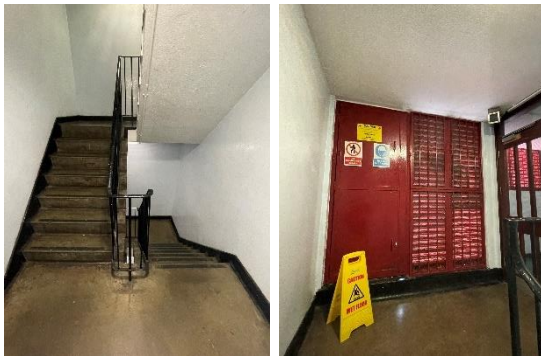
The block has a main entrance to the front elevation and a further exit located on the rear elevation. Both front and rear entrances have a door entry system with a fob reader installed. The front entrance has a firefighter's override by use of a drop latch key.



There are 2 further exit doors from the community meeting rooms, one to the front and one to the rear of the building.



There is a single staircase which provides a sufficient means of escape. The stairwell is ventilated via a louvre vent.



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.

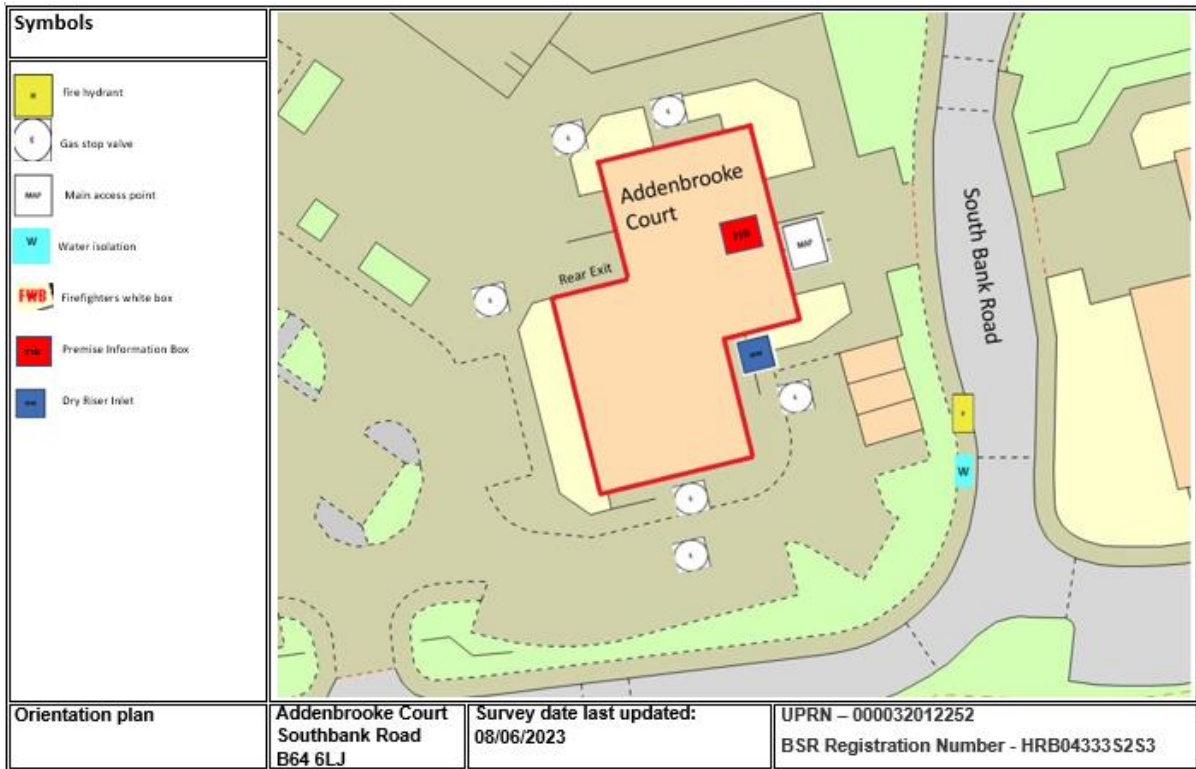


There is a water booster pump station at this premise which serves both Addenbrooke and Wesley Court.



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.

On arrival Information (for WMFS)



The Firefighters white box is to the left-hand side of the front entrance, above the firefighters lift override switches.



Access to the building is gained via the firefighter's door override switch utilising the drop latch key from the white box.



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



The nearest fire hydrant is – footpath front of the building near the garage housing the water booster pump station.



The dry riser inlet is located on the side elevation adjacent the bin store. Facing the front of the main entrance this is to the left-hand side of the main entrance adjacent the bin store.



Dry riser outlets are available on each floor next to the lift car. The 15th floor Riser inlet is in the corridor between the landing and lobby doors. The cupboards are accessed using the suited 54 key.



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



Automatic Opening Vents (AOV) have been installed to the corridors on each floor above ground. The control panel is in the COMM's room which is the first door on the left from the main entrance. Repeater panels are on each floor within the service cupboards.



The fire alarm panels (and system) in the COMMs room has been decommissioned. [Refer to section 8.](#)



The fire alarm panel and system in the server room (accessed utilising firefighter override switch) provides detection to the server room only. [Refer to section 8.](#)



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



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



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).



Telecommunications equipment have been installed on the roof.



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 plus single basement level.
Date of Construction	1967
Construction Type	Tarmac
Last Refurbished	1995
External Cladding	Resin-Stenni panels - Ground & 1st Floor predominantly also small areas to 2 nd and 3 rd floor. (Fire classification B-s1-d0). 2 nd floor upwards is 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

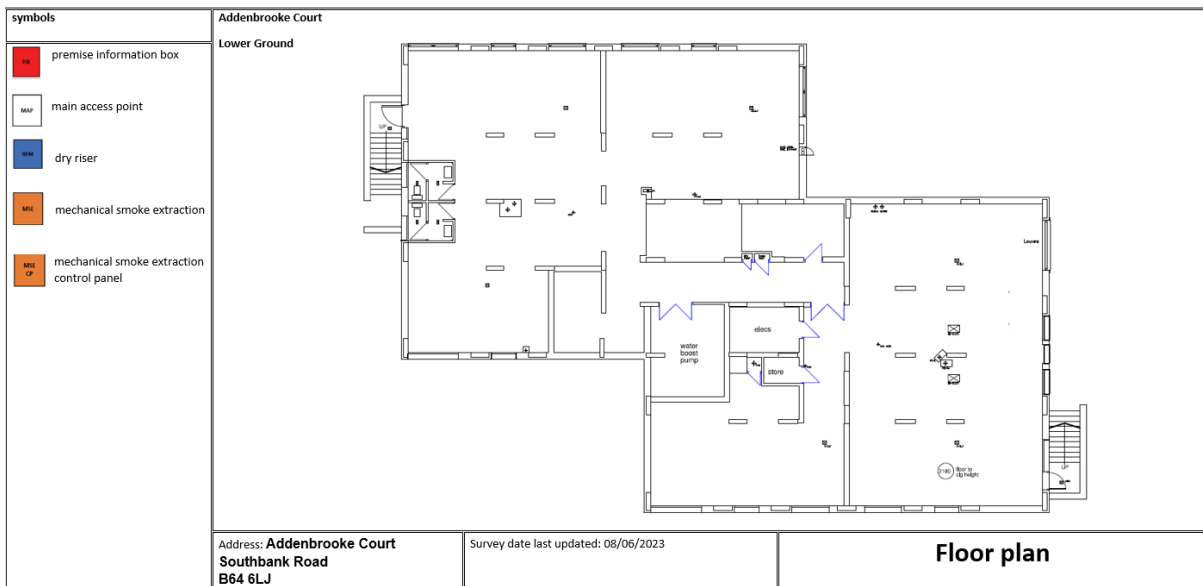
Residents / Occupants of 90 flats,
 Visitors,
 Sandwell MBC employees,
 Contractors,
 Service providers (e.g. meter readers, delivery people etc)
 Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

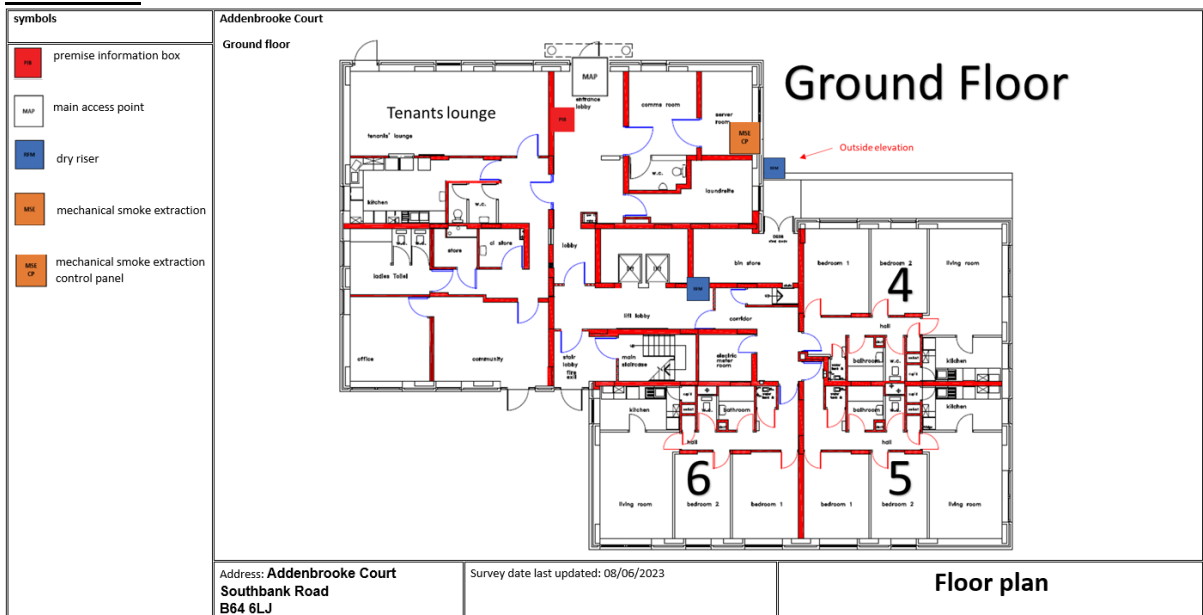
Building Plan

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

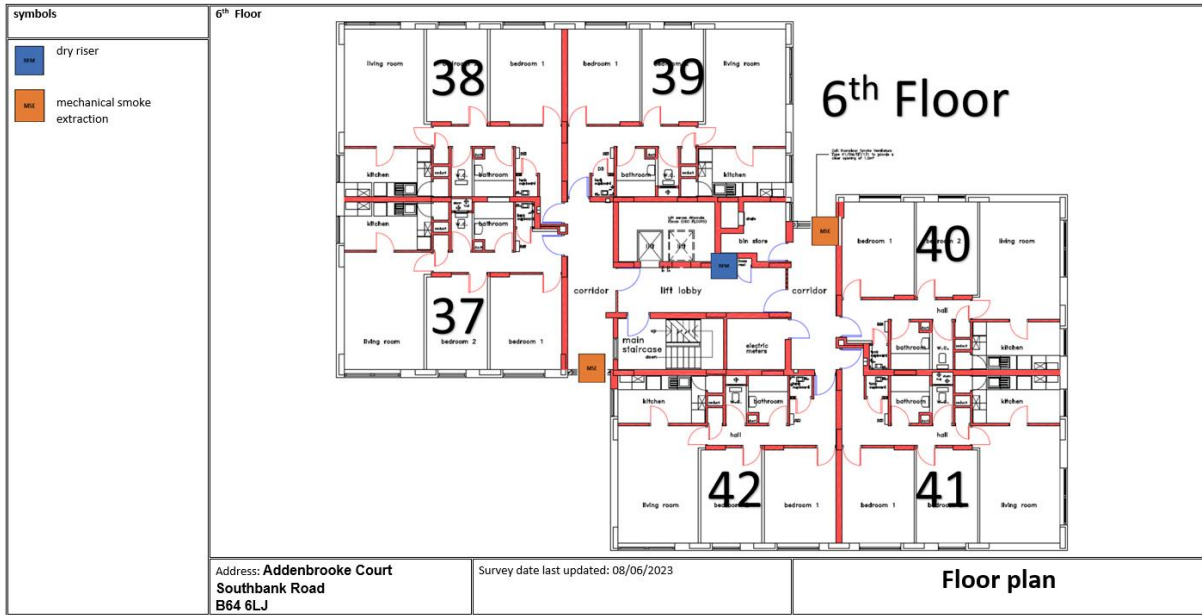
Basement.



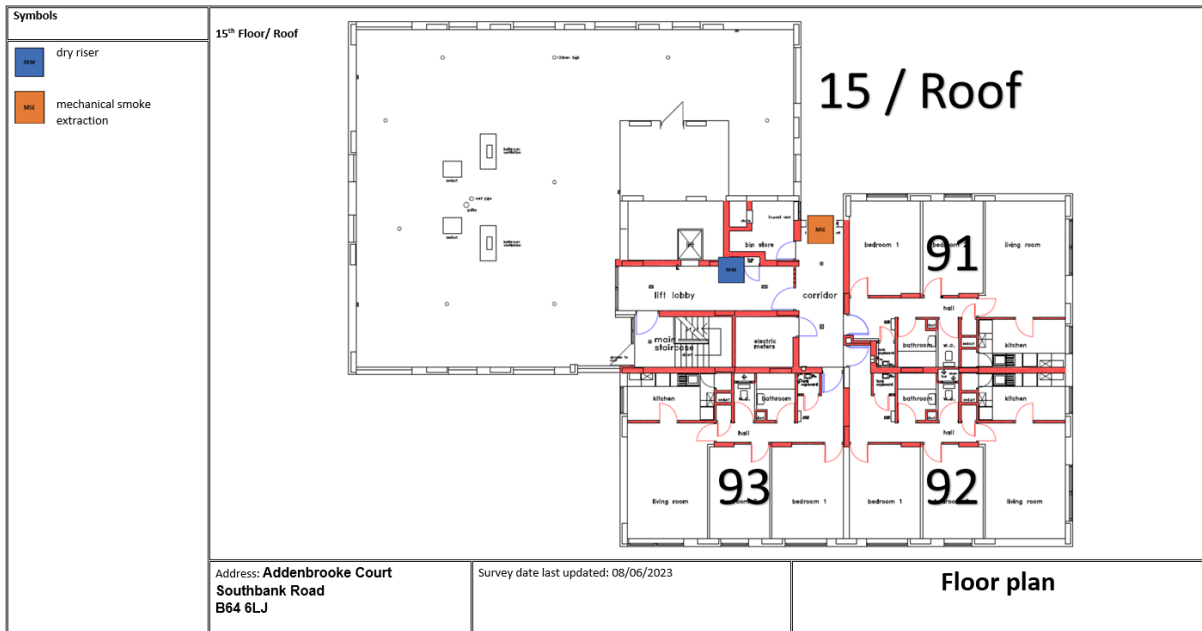
Ground.



Typical Upper Floor.



15th floor and roof.



Section

6

External envelope

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

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

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

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

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA.

The combination of the materials to the external wall system do present an acceptable level of fire risk.

Fire Risk Assessment



1. Ground to 1st floor - Resin-Stenni panels, fire classification B-s1-d0. Also, small areas to 2nd and 3rd floor.



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.
 4. Windows that form part of the AOV system are powder coated aluminium units.
-

Section
7

Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape and is 970mm in width. There is a ventilated panel to the 15th floor.



- 2) Each landing has a Georgian wired glazed hardwood unit to the corridor.



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



- 4) None of the corridors that form part of the means of escape are dead ends.
-

- 5) The means of escape are protected to prevent the spread of fire and smoke.
- 6) The communal landing / staircases are protected by use of notional FD30s fire doors with vision panels. It was noted that some communal doors have been replaced with nominal FD30s fire doors.



- 7) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 8) 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.



- 9) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. The main control panel is located in the COMMs room (left of the main entrance lobby door) with repeater panels in the service cupboards on each floor. These service cupboards are secured with 138 suited mortice locks.
-



- 10) The AOV to the first floor lobby by flats 10, 11, 12 is defective and stuck in the open position due to the hinges failing. The assessor has been informed that replacement hinges are no longer available therefore, a solution to resolve the issue is likely to involve commissioning an engineering firm to re-manufacture the hinges.



- 11) It was noted that due to the AOV being stuck in the open position there is a small amount of rubbish that has blown in and has become trapped between the AOV and the mesh grill. This will need to be monitored to prevent a build-up of combustible waste.



- 12) The chute rooms on each floor have a louvre vent and notional upgraded FD30s timber door.
-



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

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



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



16) The basement is ventilated by means of louvre vents.



17) 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

18) Mobility scooter in communal corridor outside flats 73, 74, 75.



19) Rug outside flats 53 & 54 in communal corridor is unsuitable / slippery under foot.



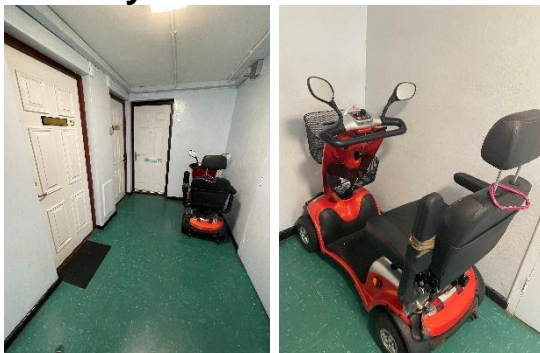
20) Rug outside flats 50 & 51 in communal corridor is unsuitable / slippery under foot.



21) Plastic dog bed in communal corridor outside flats 34, 35, 36 is already being dealt with by the housing officer due to an aggressive tenant.

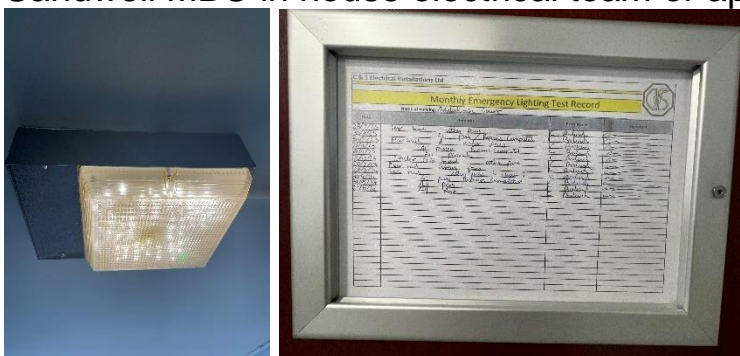


22) Mobility scooter in communal corridor outside flats 28, 29, 30.



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

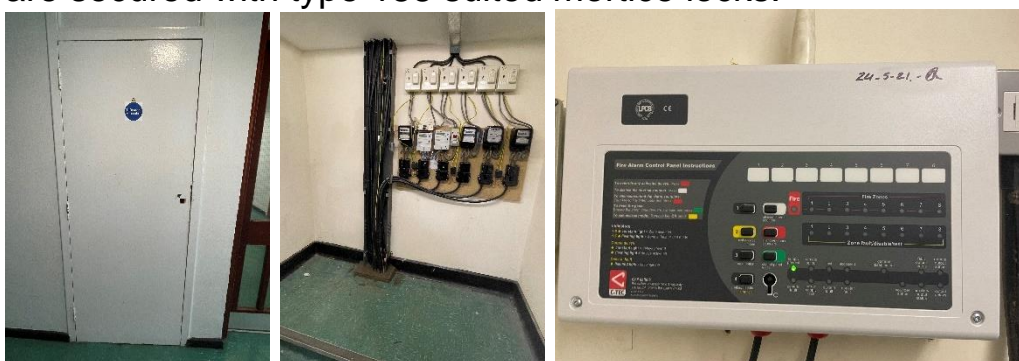
23) Emergency lighting is provided to communal landings, stairs and community rooms. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.



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



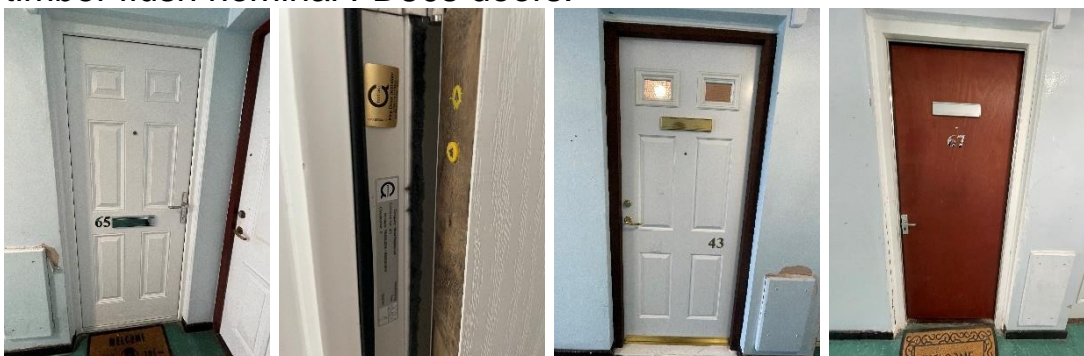
- 25) Service cupboards are notional FD30s, and contain resident's electricity metres, automatic smoke ventilation repeater panels and are secured with type 138 suited mortice locks.



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

- 27) 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.

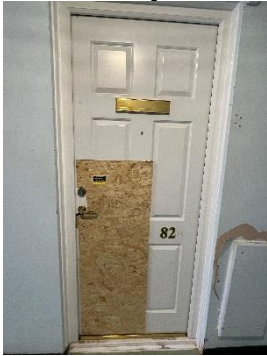
- 28) Individual flat doors are a mixture of nominal FD30s composite doors sets and FD30s rated composite door sets displaying the BM TRADA Q-Mark . Flats 22, 26, 32, 45, 53, 67, 81, all have timber flush nominal FD30s doors.



29) Repairs to superficial surface damage have been carried out to some flat entrance doors using intumescent filler. All repairs were noted as sufficient.



30) Emergency repair using sterling board to flat 82 entrance door. Confirmation required that a new FD30s door has been requested.



31) Emergency repair using sterling board to flat 25 entrance door. Door replacement job number is JM 13840042.



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

A. Flat 79 – Entrance door not reliably self-closing.



B. Flat 77 – Door is correct.



C. Flat 67 – Entrance door not reliably self-closing.



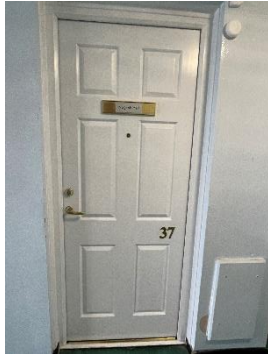
D. Flat 65 – Door is correct.



E. Flat 43 – Door is correct.



F. Flat 37 – Door is correct.



G. Flat 32 – Combined intumescent strip partially missing on lock side. Self-closing device arm catching on door leaf.



33) Flat 63 entrance door has been painted. This is deemed to be of low risk.



34) The fire rating of individual door mats to flat entrances is unknown but deemed to be of low risk.



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 LD1 or LD2 Standard.

Flats accessed were 79 LD1, 77, LD1, 67 LD2, 65 LD1, 43 LD1, 37 LD2, 32 LD2.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) Hardwired smoke detectors have been installed within the ground floor community rooms.



- 4) There is no effective means for detecting an outbreak of fire to the remaining 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

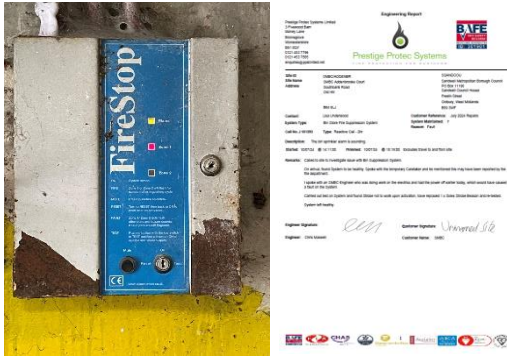
- 5) In addition to the LD1 / LD2 fitted system, some flats also had a smoke detector within the hall that was previously part of a former system linked to the now decommissioned fire alarm panels within the ground floor comm's room. Residents were aware that this detector was now redundant.



- 6) It was noted that these 2 decommissioned fire alarm panels have been labelled as not in use however, it is recommended that they are removed as part of any future renovation program.
- 7) Automatic smoke ventilation is employed and referred to in section [7.9](#).
- 8) A fire suppression 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.



- 9) The control panel is within the bin store on the right hand side wall. At the time of the survey the control panel buzzer was sounding which indicates fault. The contractor was immediately informed to attend for inspection & repair. Update from contractor (10/07/24) confirmed that a strobe light had been replaced and the system is healthy.
-



10) 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. **Evidence of periodic testing couldn't be determined.**



11) There is a break glass call point adjacent the fire alarm panel.



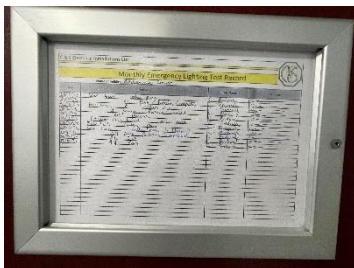
**Section
9**

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, ground floor rooms and lift motor room. There is no emergency lighting within the basement.



- 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 communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 5) Service cupboards to communal landings are notional upgraded fd30s timber doors that are secured with a suited 138 mortice lock. Residents have been provided with keys for access to their meters.

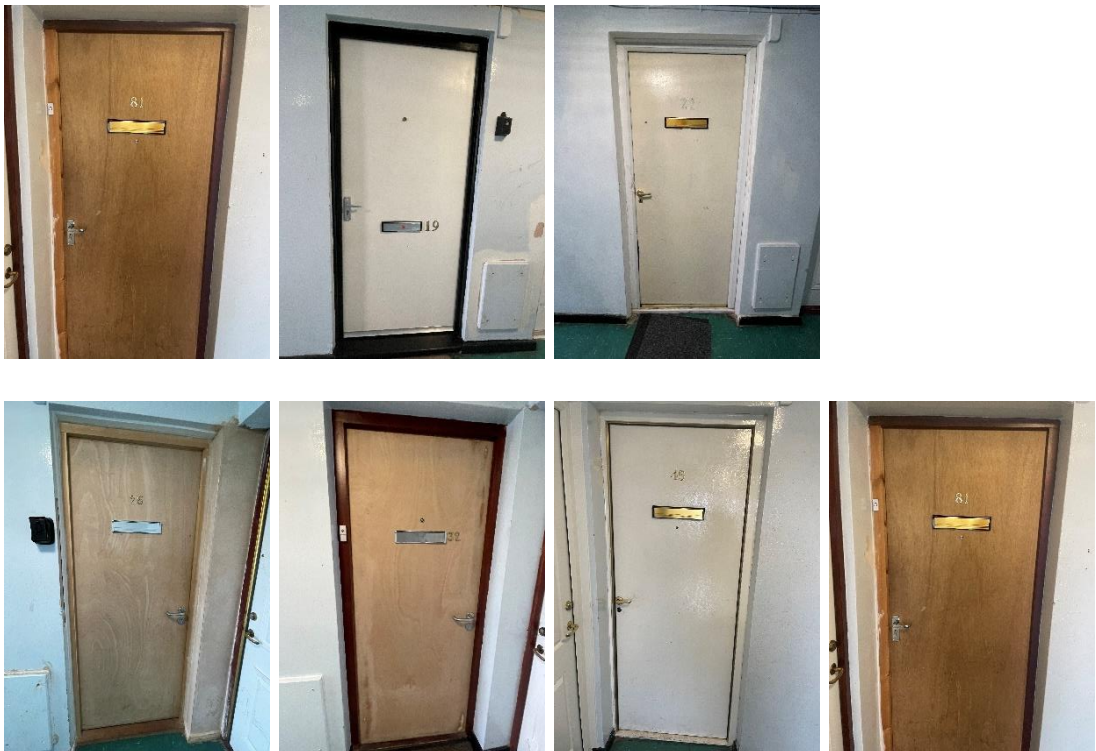


- 6) A variety of methods / materials have been used to achieve fire-stopping including Envirograf Fire Mortar around cable penetrations and intumescent pads or pillows within trunking.



- 7) Individual flat doors are a mixture of nominal FD30s composite doors sets and FD30s rated composite door sets displaying the BM TRADA Q-Mark.

Flats 22, 26, 32, 45, 53, 67, 81, all have timber flush nominal FD30s doors.



- 8) Doors to chute rooms are notional timber upgraded FD30s.



- 9) The communal landings / staircase and corridors are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the building's construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. It has been recognised that all of the landing / staircase and corridor notional doors in this block have been upgraded with combined intumescent strips & cold smoke seals to enhance their original design and minimise departures from today's standards. Were minor shortcomings have been identified actions have been created for corrective works. It was noted that some doors have been replaced with nominal FD30s timber doors.



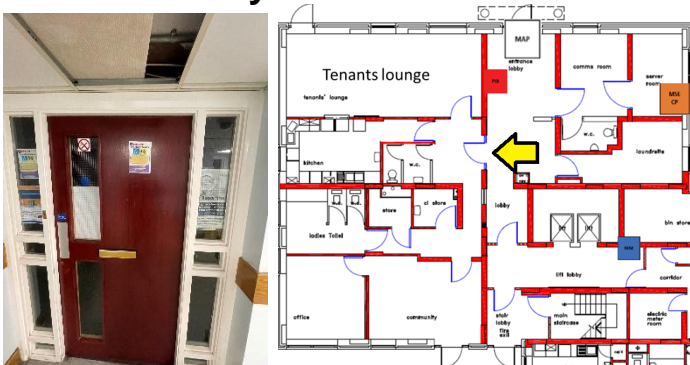
- 10) Fire stopping required to hole in kitchen ceiling where the extraction unit has been removed.
-



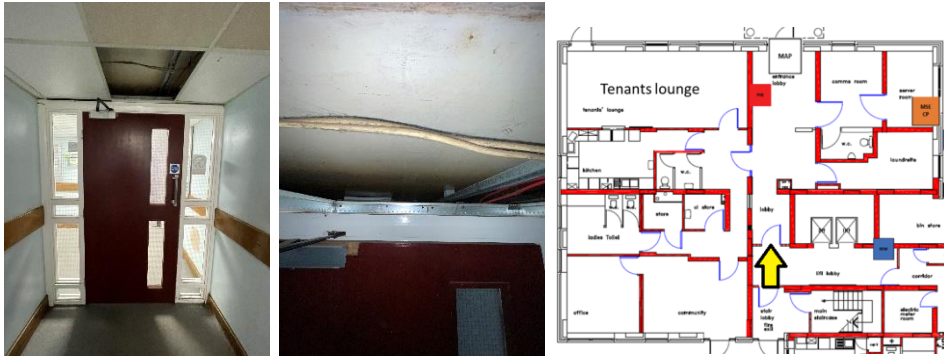
- 11) Cleaners' cupboard notional fire door within the community room area requires intumescent strip, cold smoke seal and replacement intumescent vent. Cupboard contains electrical switchgear.



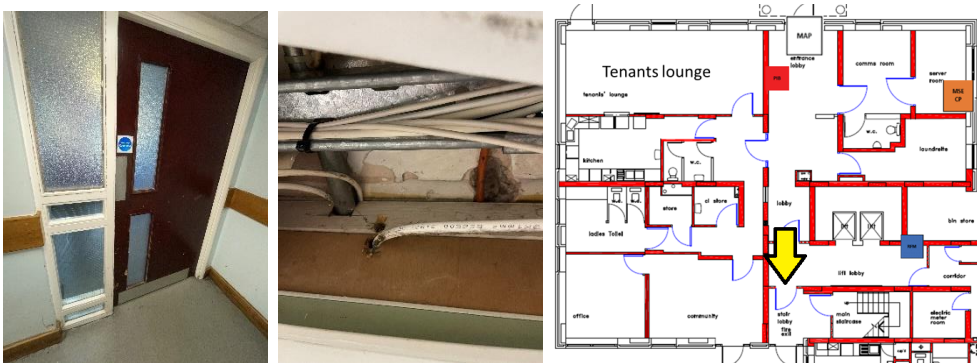
- 12) Enhance fire stopping above community room door from entrance lobby.



- 13) Fire stop above communal door from entrance lobby to lift lobby. Also, architrave is coming away requires fixing.
-



14) Fire stop penetrations above communal door from lift lobby to stairwell.

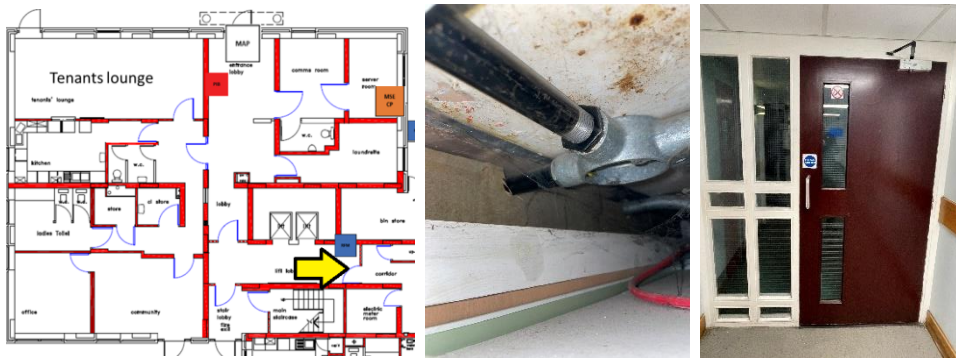


15) Communal door from lift lobby to stairwell, 3 x Fyberglaze GRP panels are loose and require refixing. Upper panel in combination frame is poorly fitted and loose. Upper panel in door - beading / panel not secure. Lower panel moves / not secure.



16) Firestop penetration holes above communal door from lift lobby to ground floor flats adjacent Dry Riser cupboard.

Fire Risk Assessment



17) Access panels to stop taps are fixed to timber batons.



Section

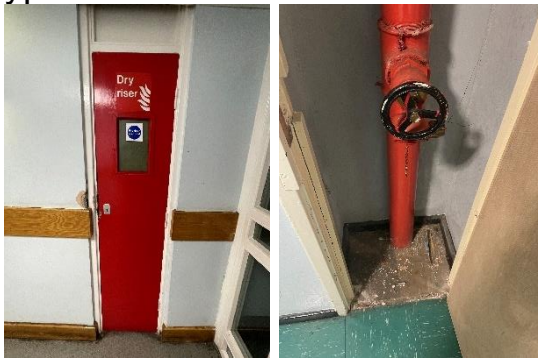
11

Fire Fighting Equipment

- 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) 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) The wet riser has been decommissioned.



- 5) 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.
- 6) 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
- 7) Maintenance contracts in place for maintenance of the extinguishers. The frequency for the maintenance checks are once (October) of each calendar year
- 8) There is a fire blanket installed within the kitchen area.



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



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



- 7) 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 some landing doors and to the server room door.

Furthermore, it would be beneficial if directional fire escape signage was installed to the basement area because of the lack of emergency lighting and direct sight of an exit is not possible from all areas.



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers.
- 4) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 6) Fire safety information has been provided as part of tenancy pack
- 7) Building safety and evacuation notices are displayed in common areas and lift cars.



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

Fire Risk Assessment



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



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

BUILDING SAFETY INFORMATION	Sandwell ADDENBROOKE COURT	FIRE SAFETY INFORMATION
TO KEEP YOU SAFE WE DO THIS <small>(See background)</small>	TO KEEP YOURSELF AND OTHERS SAFE, DO THIS <small>(See background)</small>	SAVE LIVES, DON'T DO THIS <small>(See background)</small>
Main electrical system is tested every 5 years	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY, DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE.	Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
Gas supply tested annually		Stairs and corridors are escape routes and must be kept clear
Water supplies checked in line with water hygiene regulations		Emergency lighting comes on in the event of power failure and is checked monthly
There is a 4 yearly check of the structural condition		Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
An asbestos survey has been completed and available on request		Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
This building has protection against lightning strikes. The system is checked annually		Smoke and heat detector/alarms are in resident's flats only
There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.		Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
The external façade is Resin-Styrene panels - Ground & 1st Floor, 2nd floor upwards are brick.	Further information available at www.sandwell.gov.uk visit My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000. See fire@sandwell.gov.uk Addenbrooke_know@sandwell.gov.uk	Bin rooms have sprinkler protection activated by smoke alarms

Section 14

Sources of Ignition

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



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime and 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) Portable electrical equipment within the kitchen is also subject to PAT testing.



- 5) It was noted that the cooker that was previously installed in the community kitchen, has now been removed.

- 6) The fixed electrical installation shall be tested every 5 years. The last test date is 24/08/2023.



- 7) 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 notional timber FD30S door.
- 8) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 9) Portable heaters are not allowed in any common parts of the premises.
- 10) 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.

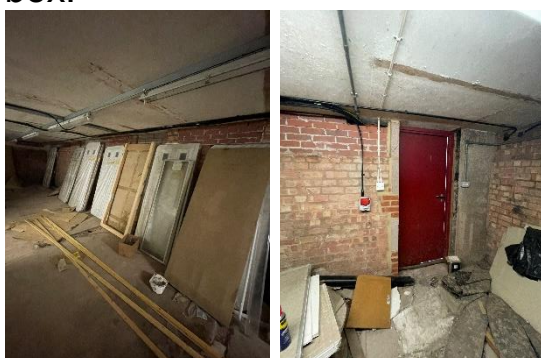


- 3) CCTV has been installed throughout the building and covers all floors, stairs, lifts and external areas. The system is monitored 365 days per year by the centralised CCTV control room located at the Sandwell MBC Operations and Development Centre, Roway Lane, Oldbury, B69 3ES.
 - 4) There is no current evidence of arson.
 - 5) The perimeter of the premises is well illuminated.
 - 6) There have been no fire incidents since the last FRA dated October 2022.
-

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
(Notice displayed in lifts)
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) All store cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.
- 6) The basement appears to have become an area where by surplus SMBC materials and items are being stored. The basement is secured by a non-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 Level 2 Action Plan



Name of Premises or Location:

Addenbrooke Court

Date of Action Plan:


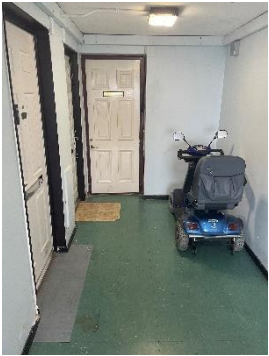

12/07/2024

Review Date:




<Insert date>

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

7/10	Replace defective hinges to 1 st floor AOV that remains in the open position		P3	Within 3-6 months of action plan Asset Management.	
7/18	Mobility scooter in communal corridor outside flats 73,74,75 to be removed from communal corridor.		P2	Within 1-3 months of action plan. Housing Manager.	
7/19	Remove rug outside flats 53 & 54		P2	Within 1-3 months of action plan. Housing Manager.	




Fire Risk Assessment

7/20	Remove rug outside flats 50 & 51		P2	Within 1-3 months of action plan. Housing Manager.	
7/22	Mobility scooter in communal corridor outside flats 28, 29, 30 to be removed from communal corridor.		P2	Within 1-3 months of action plan. Housing Manager.	
7/30	Flat 82 install emergency FD30s fire door		P1	Within 7-10 days of action plan Repairs.	


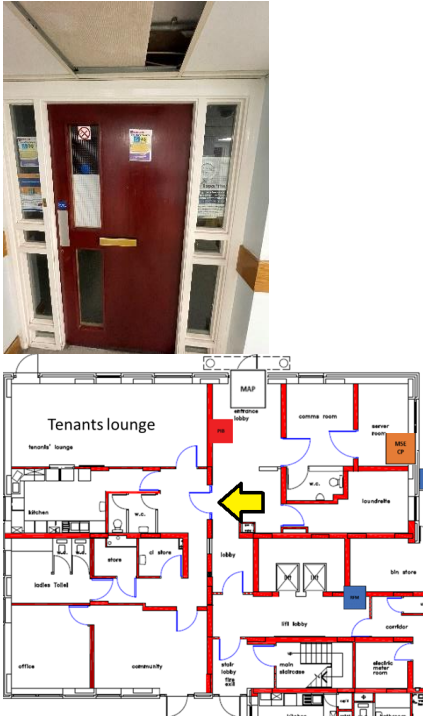
Fire Risk Assessment

7/32a	Flat 79 – Adjust self-close to ensure entrance door reliably self closes		P2	Within 1-3 months of action plan. Fire Rapid Response JM:14498911	23/07/2024
7/32c	Flat 67 - Adjust self-close to ensure entrance door reliably self closes		P2	Within 1-3 months of action plan. Fire Rapid Response JM14499015	
7/32g	Flat 32 – Replace missing section of combined intumescent / CSS strip. Self-closing arm catches on door leaf refit / adjust as necessary.		P2	Within 1-3 months of action plan. Fire Rapid Response JM:14499059	23/07/2024


Fire Risk Assessment

					
8/10	Fire Alarm system within server room should be tested / inspected 6 monthly.		P2	Within 1-3 months of action plan. Electrical.	
10/10	Firestop hole in community room kitchen where extraction unit has been removed.		P2	Within 1-3 months of action plan. Fire Rapid Response JM:14495991	23/07/2024


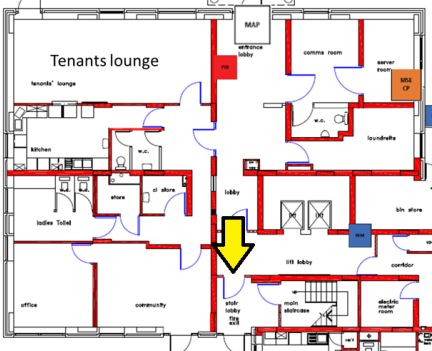

Fire Risk Assessment

<p>10/11</p>	<p>Cleaners' cupboard in community room area – install intumescent strip / cold smoke seal to door. Also, install intumescent grill to door.</p>		<p>P2</p>	<p>Within 1-3 months of action plan. Fire Rapid Response JM:14496012</p>	<p>23/07/2024</p>
<p>10/12</p>	<p>Fire stop above community room door from entrance lobby.</p>		<p>P2</p>	<p>Within 1-3 months of action plan. Fire Rapid Response JM:14496020 JM14518567</p>	<p>More materials</p>

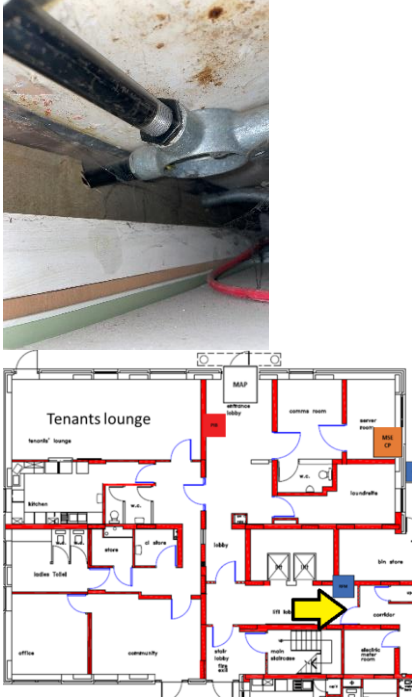
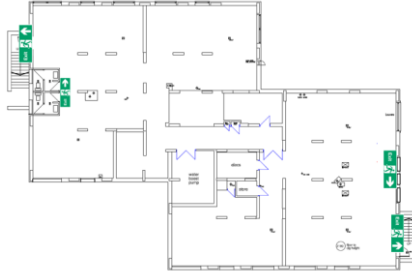
Fire Risk Assessment

<p>10/13</p>	<p>Fire stop above communal door from entrance lobby to lift lobby. Re-fix architrave.</p>		<p>P2</p>	<p>Within 1-3 months of action plan. Fire Rapid Response JM:14496152 JM:14518590</p>	<p>More materials</p>
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Fire Risk Assessment



10/14	Fire stop penetrations above communal door from lift lobby to stairwell.	 	P2	Within 1-3 months of action plan. Fire Rapid Response JM:14496168	23/07/2024
10/15	3 x Fibreglaze GRP panels are loose and to be correctly re-fixed.		P2	Within 1-3 months of action plan. Fire Rapid Response JM:14498310	23/07/2024

Fire Risk Assessment

<p>10/16</p>	<p>Fire stop holes above communal door from lift lobby by dry riser cupboard.</p>		<p>P2</p>	<p>Within 1-3 months of action plan. Fire Rapid Response JM:14498749</p>	<p>23/07/2024</p>
<p>12/7</p>	<p>Install directional exit signage to basement as per the plan.</p>		<p>P2</p>	<p>Within 1-3 months of action plan. Fire Rapid Response</p>	<p>Signs on order</p>

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 09/07/2024
	Premise Manager	Date: 16/07/2024

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

Observations	
Flat 2 entrance door has superficial damage to surface. Replacement should be considered under any future door program.	No image
Cabling within some service cupboards is generally untidy and not contained with trunking. Cabling could be installed within trunking as part of any future refurbishment project.	No image
Upgrade all notional communal fire doors to certified FD30s should be considered as part of a future refurbishment project.	No image

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


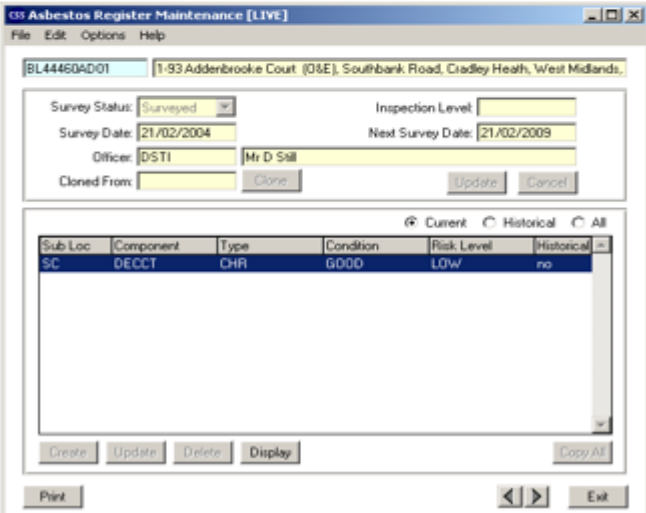

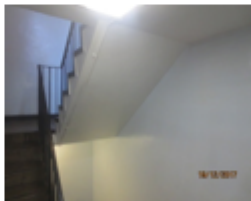

Name of property: Addenbrooke Court

Updated: 1st July 2017

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

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

Fire Risk Assessment

Asbestos Survey		Property Address	1-93 Addenbrooke Court, Southbank Road, B64 6LJ		✓ Office Use					
Surveyed by	D Webb / S Harrison		Date	03/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	29/12/2014					
Investment Void		Refurbishment Survey		16 STOREY HIGH RISE BLOCK						
Investment Tenanted		Management Survey				✓				
R & M Void		SHAPE Interrogated.				✓				
R & M Tenanted		No Existing SHAPE Data.								
Medical / Emergency - Heating Works		Existing SHAPE Data.				✓				
Communal Areas	✓	Refurb Surveys Interrogated ?				Year Built	1967			
						Notes / including details of similar property surveys completed. NO ACCESS TO SERVER AND COMMUNITY ROOMS <div style="display: flex; justify-content: space-around;">   </div> Please see attached photos to show textured coating of Stairwell Soffit/Ceilings				
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES				
										

Fire Risk Assessment

Sample Locations		Property Address 1-93 Addenbrooke Court, Southbank Road, B64 6LJ						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	LABORATORY	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
LIFT MOTOR ROOM – FAN FLUE PIPE	CEMENT	-	UN-SEALED	PRESUMED	CHRYBOTILE	NO	NO	
CONCRETE PLINTHS/COLUMNS	TEXTURED COATING	-	PAINT SEALED	DW911/002	NO ASBESTOS DETECTED	NO	NO	
MAIN ROOF ENTRANCE SOFFIT	TEXTURED COATING	-	PAINT SEALED	DW911/001	NO ASBESTOS DETECTED	NO	NO	
9 TH FLOOR LANDING WALLS	TEXTURED COATING	-	PAINT SEALED	JD 25 / 001	NONE DETECTED	NO	NO	
5 TH FLOOR LANDING WALLS	TEXTURED COATING	-	PAINT SEALED	JD 25 / 002	NONE DETECTED	NO	NO	
1 ST FLOOR LANDING WALLS	TEXTURED COATING	-	PAINT SEALED	JD 25 / 003	NONE DETECTED	NO	NO	
COMMUNAL STAIRWELL CEILINGS/ SOFFIT	TEXTURED COATING	-	PAINT SEALED	DS 6615	CHRYBOTILE	NO	NO	
ALL DRY RISER AND WET RISER CUPBOARDS FLOOR TILES	9" THERMOPLASTIC	-	SEALED	PRESUMED	CHRYBOTILE	NO	NO	
DRAINAGE PIPE LOCATED IN BASEMENT INSPECTION COVER	GASKET	-	SEALED	DW314/001	NO ASBESTOS DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
MAIN ROOF COVERING	BROWN MINERAL FELT							
ALL TRANSOMS TO DRY RISER, WET RISER AND ELECTRIC METER CUPBOARDS	SUPALUX							
OFFICE LOCATED IN THE BASEMENT THE OFFICE TOILET AREA W/C CISTERN	PLASTIC							
BASEMENT BACK WALL TO DRY RISER INLET	SUPALUX							
ALL STOP TAP ACCESS PANELS	SUPALUX							

Fire Risk Assessment

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the [project](#). All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

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

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

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to quote his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.