

Fire Risk Assessment

1-12 Falcon Place



Tividale

B69 1PD

Date Completed: 25/10/2023

Review Period: 3 years

Officer: A. Smith Fire Risk Assessor

Checked By: T. Thompson Fire Safety Manager

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”*.

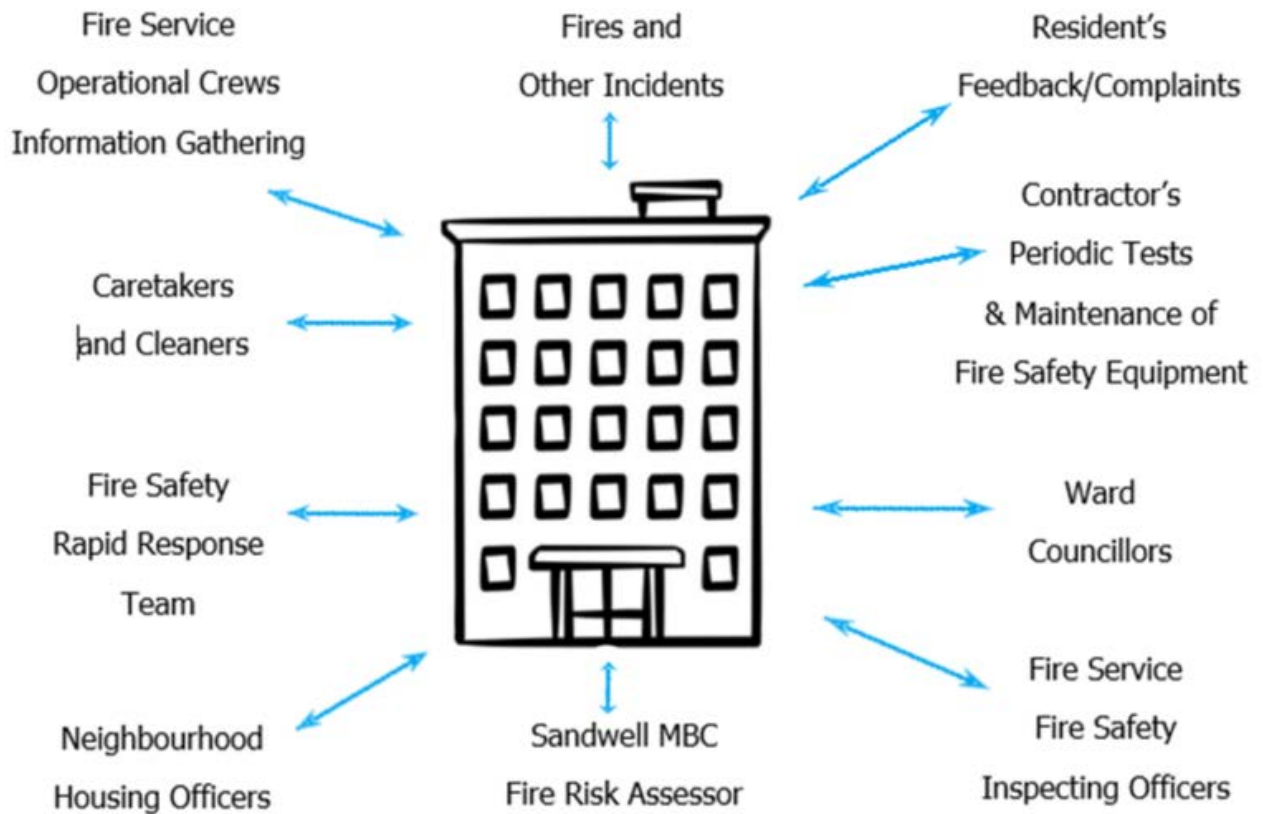
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. 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, but the Council will as a minimum review:

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

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

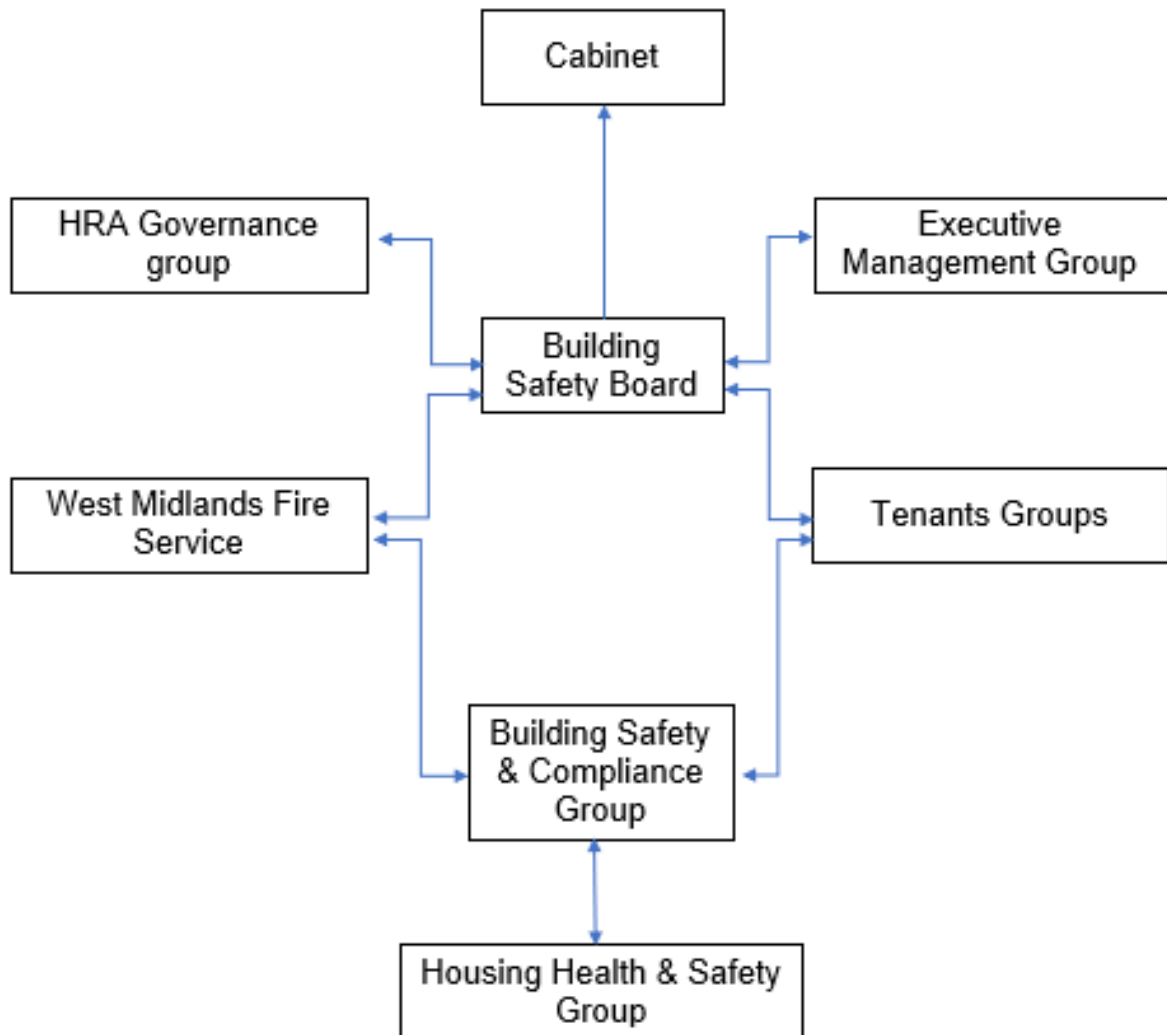
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section

1

Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The exterior of the buildings is predominantly traditional brick construction.</p> <p>Individual flat windows are UPVC double glazed units. The communal windows are Georgian wired glass in a UPVC frame.</p> <p>Concrete interlocking tiles to the pitched roof.</p>	<p>Trivial</p>

Section 7	<p>Means of Escape from Fire The premise has a single staircase as part of the means of escape with three final exit doors with a push to exit button with a failsafe in place.</p> <p>Combustible items noted in staircase.</p>	<p>Tolerable</p>
Section 8	<p>Fire Detection and Alarm Systems From flat sampled Flats have a fire detection system to an LD2 standard.</p>	<p>Trivial</p>
Section 9	<p>Emergency Lighting The premises have a sufficient emergency lighting system in accordance with BS 5266 and has test points strategically located throughout the block.</p>	<p>Trivial</p>
Section 10	<p>Compartmentation The blocks have sufficient compartmentation between dwellings with the use of composite & timber notional FD30s doors and compartment walls. This supports a stay put unless strategy.</p> <p>Services within staircase to be enclosed on first floor, letter plate to flat 10, Combustibles in roof void</p>	<p>Tolerable</p>
Section 11	<p>Fire Fighting Equipment The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>
Section 12	<p>Fire Signage Appropriate signage is in place including no smoking signage.</p>	<p>Trivial</p>
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>

<p>Section 14</p>	<p>Sources of Ignition The fixed electrical installation shall be tested every 5 years. It was noted in the previous risk assessment that the last inspection was 18/02/21</p>	<p>Trivial</p>
<p>Section 15</p>	<p>Waste Control Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block. The block has a refuse chute that leads to a bin room store on the ground floor near the side entrance.</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention A door entry system to the premises is installed to prevent unauthorised access to the block.</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements No storage space within the communal areas and Residents instructed not to bring L.P.G cylinders into block. Residents have access to external storage cupboards.</p>	<p>Trivial</p>

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

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment, including the presence of items being left in the communal areas of the block.

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 a Stay Put Unless policy and sufficient compartmentation to include composite and a notional timber fire door to flat entrances &, combined with suitable smoke / heat detection to LD2 standard (from flat sampled) within flats.

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

Property No	Date completed	Review date	Additional Observations

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

Director of Housing (Interim)

Dean Epton

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 (Trainee)

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing 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

Falcon Place (1-12)
Tividale
B69 1PD

Description of the Property

The Low-rise block was constructed in 1965 and consists of 4 storeys (inclusive of the ground floor). Each of the floors contains 3 number dwellings.

The main entrance is on the front elevation with a further 2 exits located on the rear elevation.



Internal access to the roof can be gained on the Third floor. Residents do not have access to the roof space.



Each Flat (First, Second and Third Floor only) has individual balcony area to their flat.



The bin store located on the ground floor is located near the rear exit. The bin store is not secured with any type of lock. There is a latch present to keep the bin stores closed.



Storage cupboards located externally.



The premise does grant access to a loft space via a loft hatch located in the 3rdnd floor communal area. Residents do not have access to the loft space.

There is a door entry system that utilises the use of a fob reader for residents to gain access to the block, with a drop latch system for emergency services to gain access at the main entrance to the block.



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	Low Rise
Number of Floors	4
Date of Construction	1965
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Loft Hatch Third Floor
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 12 flats (1-12)

Visitors,

Sandwell MBC employees,

Contractors,

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

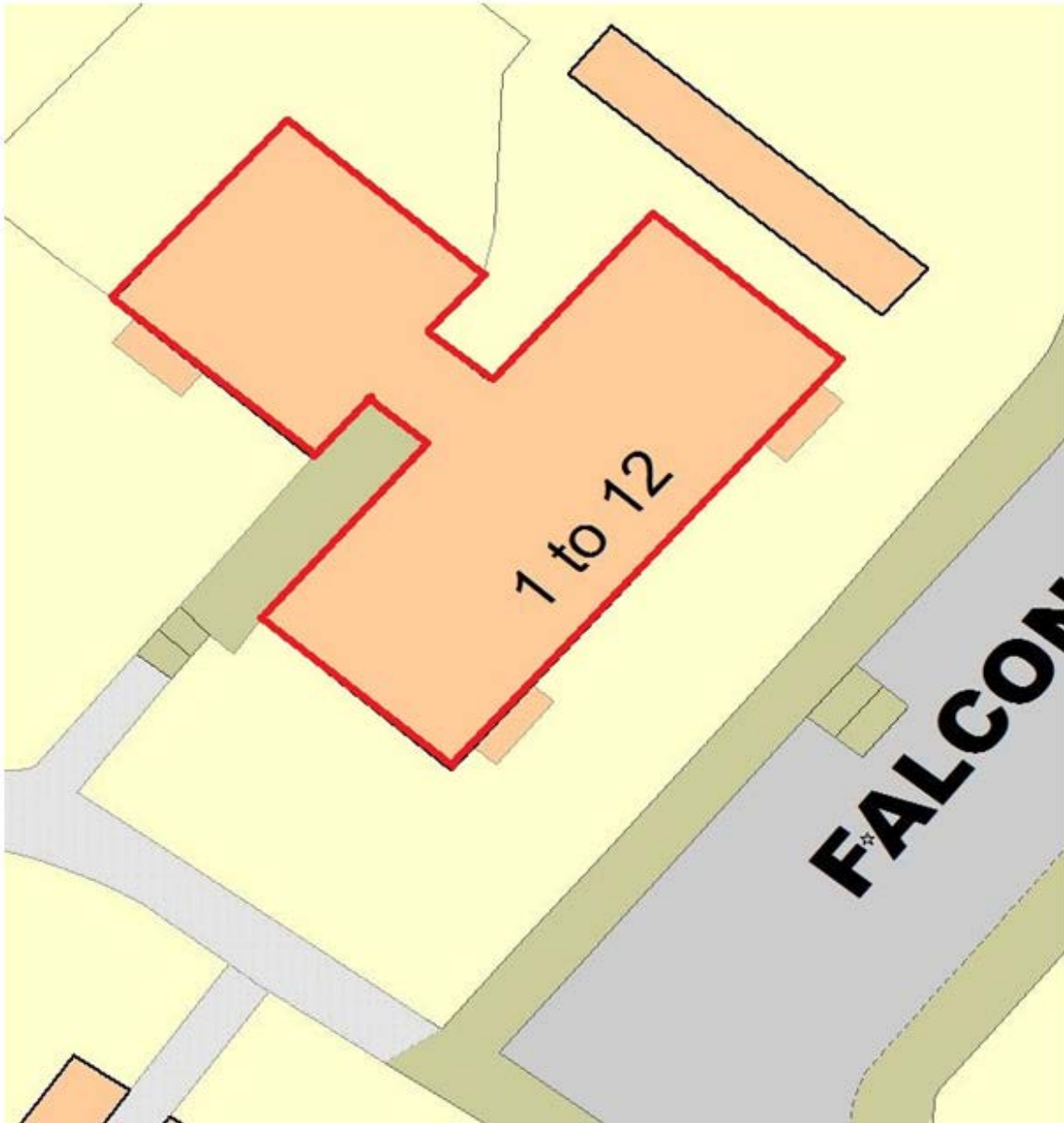
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section

5

Building Plan

General plan which outlines the buildings layout



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.

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

- 1) The external envelope of the building is predominantly traditional brick and masonry construction.



- 2) Communal windows are Georgian wired glass with a UPVC frame.



- 3) The windows for individual flats are UPVC double glazed units.
-



- 4) The block has a Pitched roof with concrete interlocking tiles.



- 5) Communal entrance/ exits and bin doors to the block are timber door and frame construction.



- 6) 1st 2nd and 3rd floors all have balcony access via a UPVC door and frame with a concrete floor and a metal rail.



- 7) Ground floor flats have additional doors to exit the block constructed of UPVC door and frame.



Section

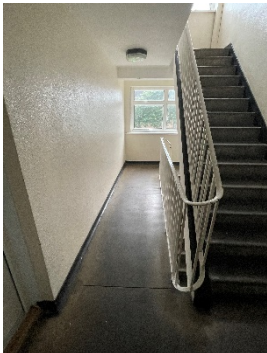
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Means of Escape from Fire

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



- 2) All corridors are of adequate width (at least 970mm) and will be maintained clear to that width as a minimum.



- 3) There are no corridors among the means of escape that form a dead end
 - 4) The means of escape are protected to prevent the spread of fire and smoke by fire rated walls and nominal FD30s composite doors to flat entrances. With exception to flat 10 which is a timber door and has no front letter plate.
-



- 5) The only communal doors within the block are the final exit doors which 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).



- 6) The final exit doors have door entry systems installed with a push button to exit. 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.



- 7) Automatic smoke ventilation is not employed. Windows along the means of escape/ communal areas can be opened without the use of a key.



- 8) Refuse chute located within the communal landing areas on each floor.



- 9) Communal areas should be 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. It was noted that items were present outside flat 9 (furniture/boxes) and two bags of combustibles outside Flat 10. This was conveyed to the Caretaking Manager, Brian Low, by email 25/10/23.



- 10) Emergency lighting is provided to communal landings and stairs. Checks are done monthly by Sandwell MBC in house electrical team or approved contractor.



- 11) There is no dry riser that serves the block.
- 12) The service Electric meter cupboard door is a FD60 timber notional door, secured with a suited mortice lock. This door should be considered for upgrade work as part of a future planned programme.



- 13) The surface coatings to the communal areas was applied by the council and are Class 0 rated.
- 14) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
-

15) Individual flat entrance doors are a mixture of nominal FD30s rated composite doors with Flat entrance door 10(Leaseholder) being a timber door and has the external letter plate missing.



16) Access was gained to flat 7 as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc. Also noted smoke detection in the living room and hallway.

17) The block has 3 communal final exit doors that serve the block on the ground floor, with ground floor flats having an additional door from there flat that can be used for exiting the block.



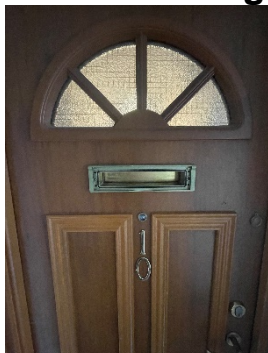
18) There is a loft hatch within the communal landing secured with two padlocks,



Access was gained (head and shoulder inspection) at the time of the risk assessment and loft spaces was found to have compartment walls and FD60 doors (presumed). However combustibles items were noted and these should be removed.



19) Flat 10 missing number plate.



20) Combustibles left in the communal area outside flat 9.



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

Section

8

Fire Detection and Alarm Systems

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

flats accessed:

Flat 07 – LD2, Detectors in living room, Hallway.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place

Section

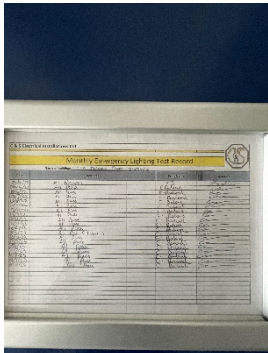
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Emergency Lighting

- 1) The premises have sufficient emergency lighting system in accordance with BS 5266 and has test points strategically located throughout the block.



- 2) 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

The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells. All doors are 30-minute fire resistant.
 - 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) The only communal doors to the block are final exit doors, the final exit 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) There are no communal fire doors within the block
 - 5) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters
 - 6) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.
-

7) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.

Floor No	Electrical																Floor No											
	Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials															
	Supalux	Inu Batt	Inu Sponge	Inu AM Mastic	Graphite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rockwool	Supalux	Inu Batt	Inu Sponge	Inu AM Mastic	Graphite Filler	Inu Pads	Inu Pillows		Inu Wraps	Rockwool	Supalux	Inu Batt	Inu Sponge	Inu AM Mastic	Graphite Filler	Inu Pads	Inu Pillows	Inu Wraps	Rockwool
B																												B
G			✓																									G
1			✓																									1
2			✓																									2
3																												3
4																												4
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16																												16
Communal door free from defects		✓		Communal window free from defects		✓		Flat door free from defects		✓		Communal cupboard locked and secure		✓		Communal area free from tenant stored items		✓		Communal area free from repair material		✓						
Foam Removal & Enhancement Record													Foam, Enhancements & Other Comments:															
Foam Present But Not Removed This Visit																												
Foam Present & Partially Removed This Visit																												
Foam Present & Fully Removed This Visit																												
No Foam Present													✓															
No Enhancement Carried Out This Visit													✓															
Enhancement Carried Out This Visit																												

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

9) Individual flat doors are a mixture of FD30s nominal composite or timber fire door construction see [section 7](#) for photos of flat entrance doors.

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block

10) It was noted that flat 10 (leaseholder) has a notional timber door. The front letter plate is missing and should be replaced.

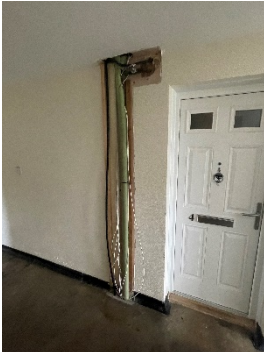


11) Access panels to stop taps are fixed to masonry, stop taps are present in communal areas.

12) Access was gained at the time of the risk assessment and loft spaces were found to have good compartment walls however the combustibles within the roof void require removal.



13) Services outside of flat 4 are exposed and should be boxed in with 60 minutes fire resistance.



Section

11

Fire Fighting Equipment

1) There are no firefighting provisions on site

Section 12

Fire Signage

- 1) “Fire Door Keep Shut” & “fire door keep clear” signs are displayed where appropriate.



- 2) Fire Action Notices are not displayed throughout the building due to the simplicity of the layout.
- 3) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.
- 4) No smoking signs present at the block



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 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 Safety.
- 6) Fire safety information has been provided as part of tenancy pack.
- 7) Information regarding use of fire doors is provided to residents



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

Fire Safety Advice

We are committed to ensuring your homes are safe places to live and take our responsibilities for doing so very seriously, but we also need your help. One of the ways you can help is by taking time to read and understand the advice below on the best way to respond in the unlikely event of a fire in your building.



What to do if a fire breaks out in your flat

- 1 Leave the room where the fire is and close the door.
- 2 Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.
Do not stay to put out the fire.
- 3 Use the staircase to exit the building.
Do not use the lift.
- 4 Dial 999 and wait for the fire service to arrive.
Do not re-enter the building.

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

- 1 It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.
If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
- 2 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 3 In either case, use the staircase to exit the building.
Do not use the lift.

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

Contact us if you want to discuss this advice in more detail or if there are reasons you may not be able to follow the advice, for example because of medical conditions or disabilities so we can agree personal safety plans with you.
If you notice any doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 6000.

9) Further guidance can be found on the Sandwell council website under fire safety. <https://www.sandwell.gov.uk/fire-safety>

Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
 - 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
 - 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
 - 4) The fixed electrical installation shall be tested every 5 years last inspection date was 18/02/21.
 - 5) The electrical installations are contained within the service cupboard.
 - 6) Portable heaters are not allowed in any common parts of the premises.
 - 7) Residents electric meters are contained within dedicated service cupboards that are secure and protected by means of a nominal FD60 timber door.
 - 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
-

Section
15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) 'Out of Hours' service in place to remove bulk items.
- 5) Manual closer plate to the bin store.



- 6) Refuse chute to the block on all floors other than ground floor



- 7) Dedicated bin storeroom located on the ground floor near the side exit.



**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) There is no CCTV present for the block.
- 4) The perimeter of the premises is well illuminated with external lighting and lighting coming from streetlights.



- 5) There has been one reported fire incident since the last FRA. Fire Service attended site, on 10/07/2020 after a rubbish bag was set on fire (arson) on communal landing.
- 6) Noted scorch/ burn marks to the final exit door.



Section
18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
(Notice displayed in lifts see point 9-3)
- 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) Residents have access to external storage cupboards located at the side of the block.



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





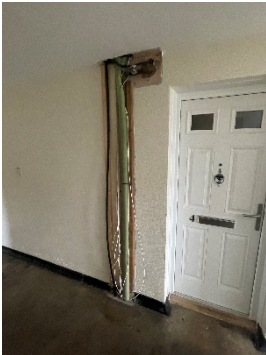
Name of Premises or Location:

Date of Action Plan:


Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/20	Combustibles outside of flat 9 to be removed.		P2	1-3 Months Housing Manager	

Fire Risk Assessment – Falcon Place 1-12

10/10	External letter plate required to the notional flat entrance door to flat 10.		P3	3-6 months Leasehold Management	
10/12	Combustibles within roof void to be removed.		P3	3-6 Months Rapid Fire Team	
10/13	Exposed services by flat 4 to be boxed in with 60 minutes fire resisting construction.		P3	3-6 Months. Rapid Fire Team	

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	
It was noted that the door to the electrical cupboard is a notional door. This should be considered for replacement, to a certified FD 60S door, during the next future works programme.	

Signed

A. Smith	Fire Risk Assessor	Date: 27/10/2023
@Thompson	Quality Assurance Check	Date: 27/10/2023

Appendix 1

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



Name of property: Falcon Place 1-12

Updated: 28/07/2022

Premise Manager:

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>

Asbestos Survey		Property Address	1-12 Falcon Place, Tividale, Oldbury, B69 1PD		Office use <input checked="" type="checkbox"/>
Surveyed by	JOHN DAVIS	Date	06/03/14	Checked by	DEREK STILL
Reason for request		HSG 264 - Survey Report Type		Date	18/05/2020
Investment Void		Refurbishment Survey		 FOUR STOREY MEDIUM RISE BLOCK Year Built: 1985	
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?			
				Notes / including details of similar property surveys completed. **NO ACCESS TO MAIN ROOF SPACE DURING SURVEY** **Survey revised by John Davis 28/07/22**	
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 