

Fire Risk Assessment

50 – 64 Scribbans Place



**Durban Road,
Smethwick, B66 3SG**

Date Completed: 22/03/2024

Review Period: 3 Years

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>

Contents

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

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.

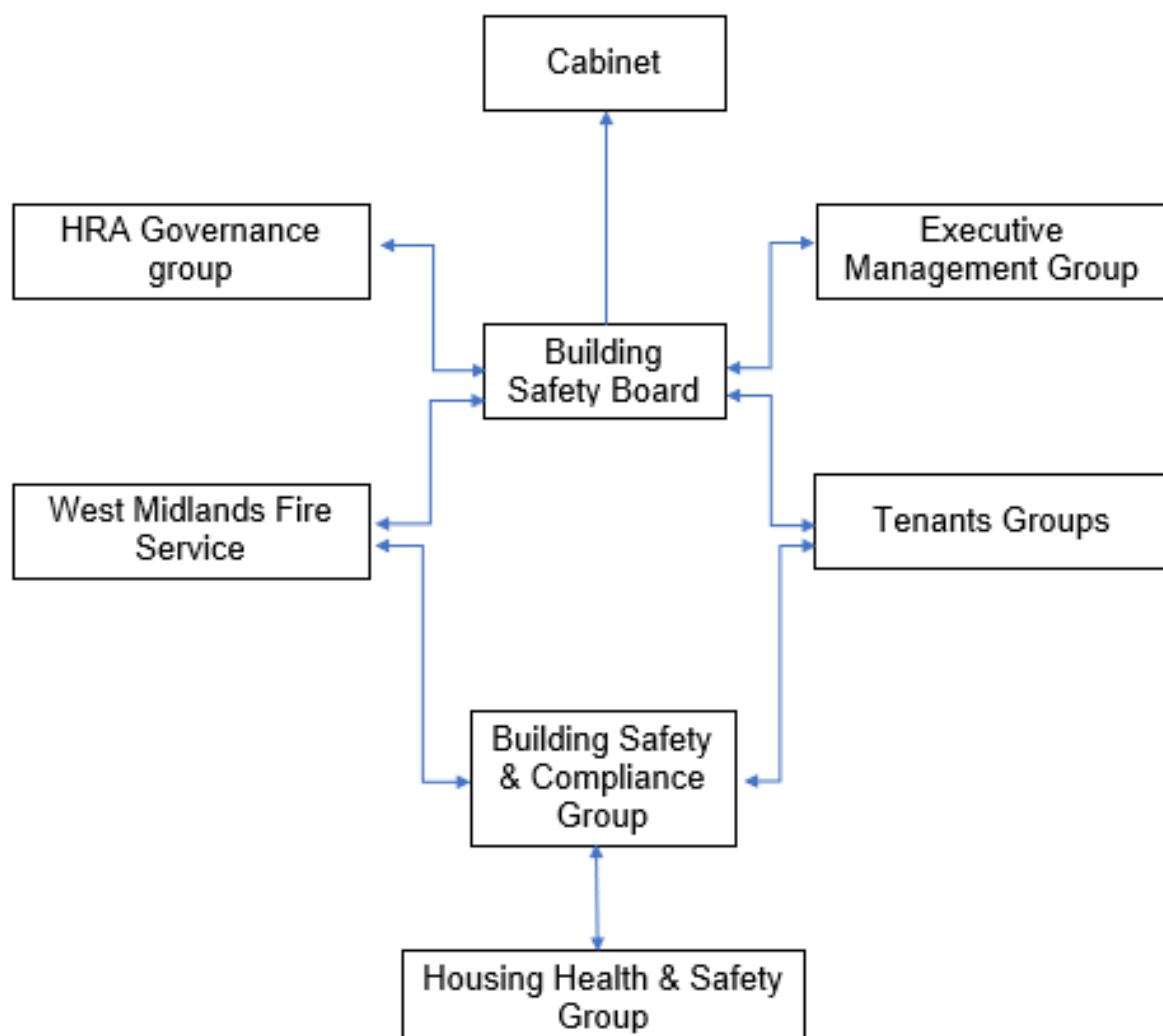
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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</p> <p>The external envelope is predominantly traditional brick masonry with Eternit fibre cement board clad to the 3rd floor and glass columns</p>	Trivial
Section 7	<p>Means of Escape from Fire</p> <p>Deck access and a single staircase provides a sufficient means of escape.</p>	Tolerable

	<p>Flat entrance doors are nominal FD30s timber doors</p> <p>Residents combustible items within the means of escape.</p>	
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within flats is installed to LD2 standard with smoke detectors to the hall / lounge and a heat detector within the kitchen.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>Emergency lighting system has been installed in accordance with BS 5266</p>	Trivial
Section 10	<p>Compartmentation</p> <p>The building is designed to provide a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around the flats.</p> <p>Flat entrance doors are nominal FD30s timber doors.</p> <p>There are no communal doors other than the entrance door to the stairwell in block 21-37.</p>	Trivial
Section 11	<p>Fire Fighting Equipment</p> <p>There is no firefighting equipment within the block.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Directional escape signage has not been installed due to simplicity of layout. Fire Notice signage has been installed.</p>	Trivial

<p>Section 13</p>	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years, the last test date was: 22/04/2021.</p> <p>Signs of smoking in several areas of the internal common parts.</p>	<p>Tolerable</p>
<p>Section 15</p>	<p>Waste Control</p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p> <p>Bin store is external in passage behind steel fencing and gates</p>	<p>Trivial</p>
<p>Section 16</p>	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<p>Section 17</p>	<p>Arson Prevention</p> <p>A door entry system prevents unauthorised access.</p>	<p>Trivial</p>
<p>Section 18</p>	<p>Storage Arrangements</p> <p>Residents do not have storage facilities other than in their flats.</p> <p>Residents instructed not to bring L.P.G cylinders into block.</p>	<p>Trivial</p>

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

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

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm Moderate Harm Extreme Harm

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment, including the signs of smoking and combustible items within the internal common parts.

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 nominal FD30s doors to flat entrances in communal areas, suitable smoke detection to LD2 standard within flats alongside adequate ventilation to the means of escape and a Stay Put – Unless policy.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

Section

3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Interim Director of Housing

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

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Susan Geddes

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

Scribbans Place 50-64
Durban Road
Smethwick
B66 3SG.

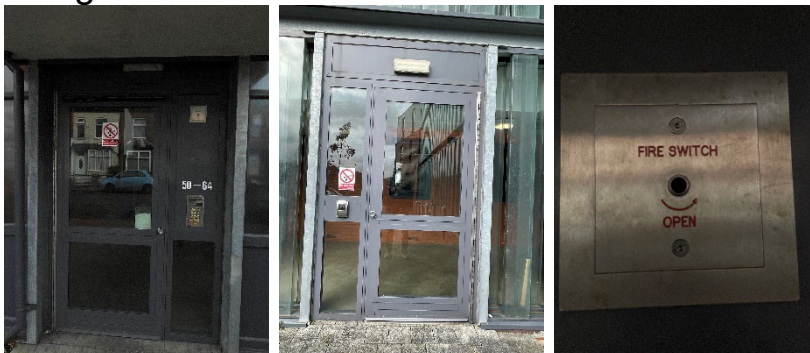
Description of the Property

This low-rise block was constructed in 2012 of traditional brick cavity construction.



The block consists of 3 storeys inclusive of ground.

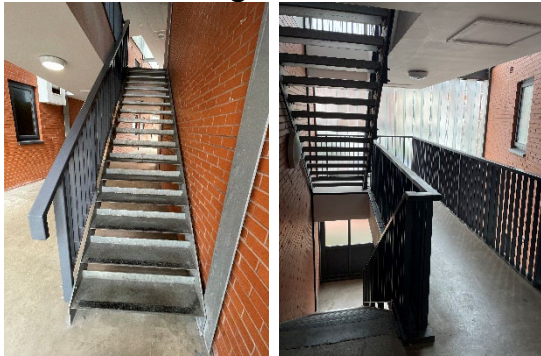
There is a front and rear entrance door both have a door entry system with a fob reader installed. The front entrance door also has a firefighter's override switch.



The communal area is naturally ventilated with staggered glass columns spanning all floors to the front and rear of the building.



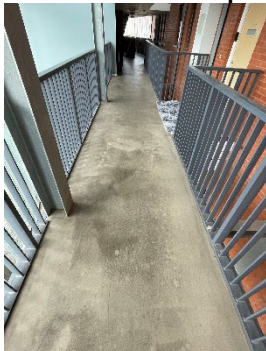
There is a single steel fabricated staircase that serves all floors



There is a single lift which serves all floors.

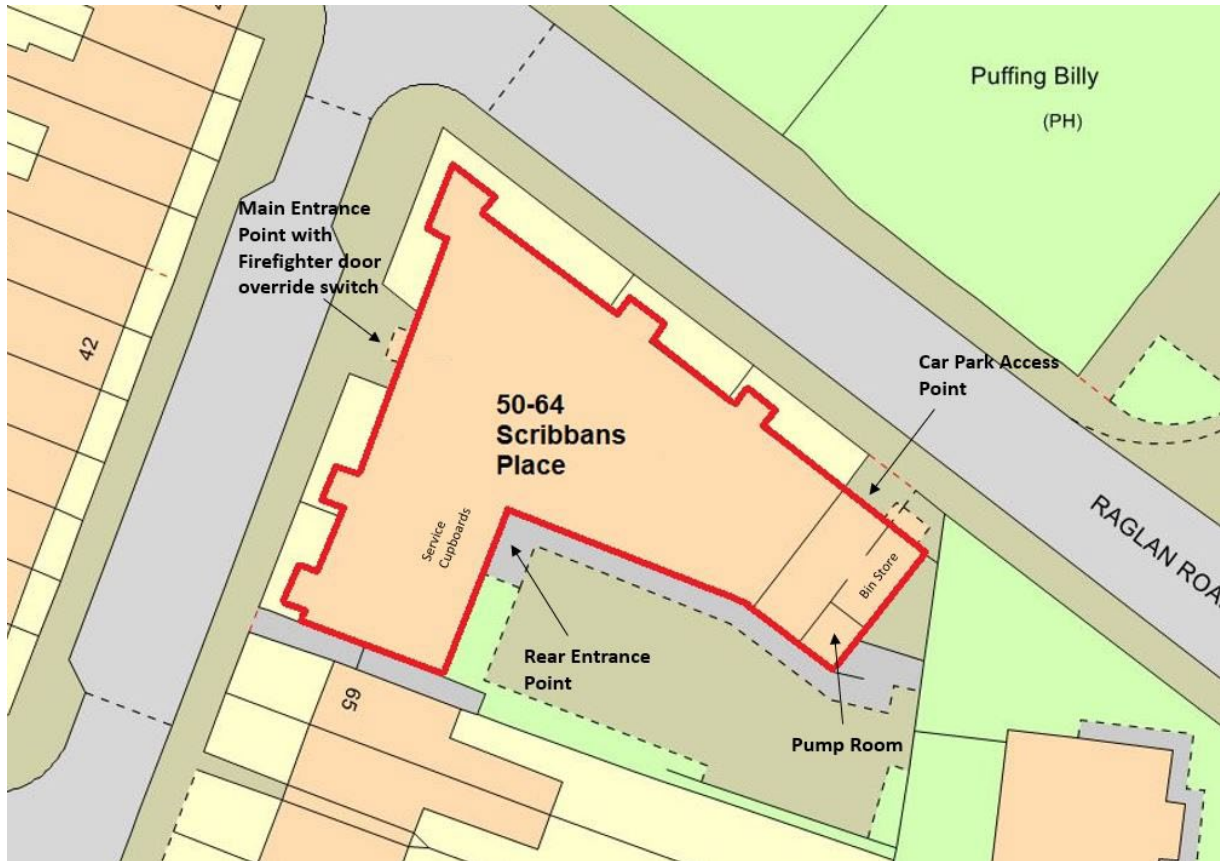


Deck access provides a means of escape for flats to the 1st & 2nd floor.



There is a bicycle storage facility to the ground floor atrium.

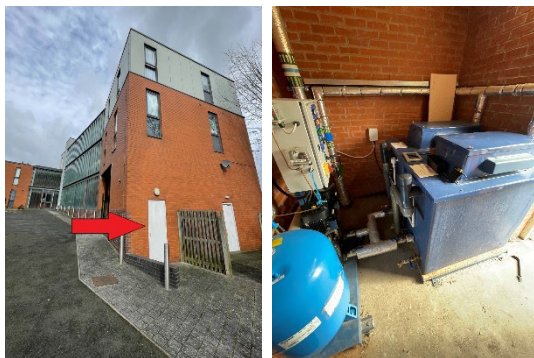
On arrival Information (for WMFS)



The bin store is housed externally within the passage to the rear car park.



Access to the pump room is via a full height door behind the bin store. The door is secured with a suited 54 key mortice lock.



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
Number of Floors	3
Date of Construction	2012
Construction Type	Traditional Brick Cavity / Concrete.
Last Refurbished	N/A
External Cladding	Yes
Number of Lifts	1
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	Third floor communal area.
Equipment on roof (e.g. mobile phone station etc)	No

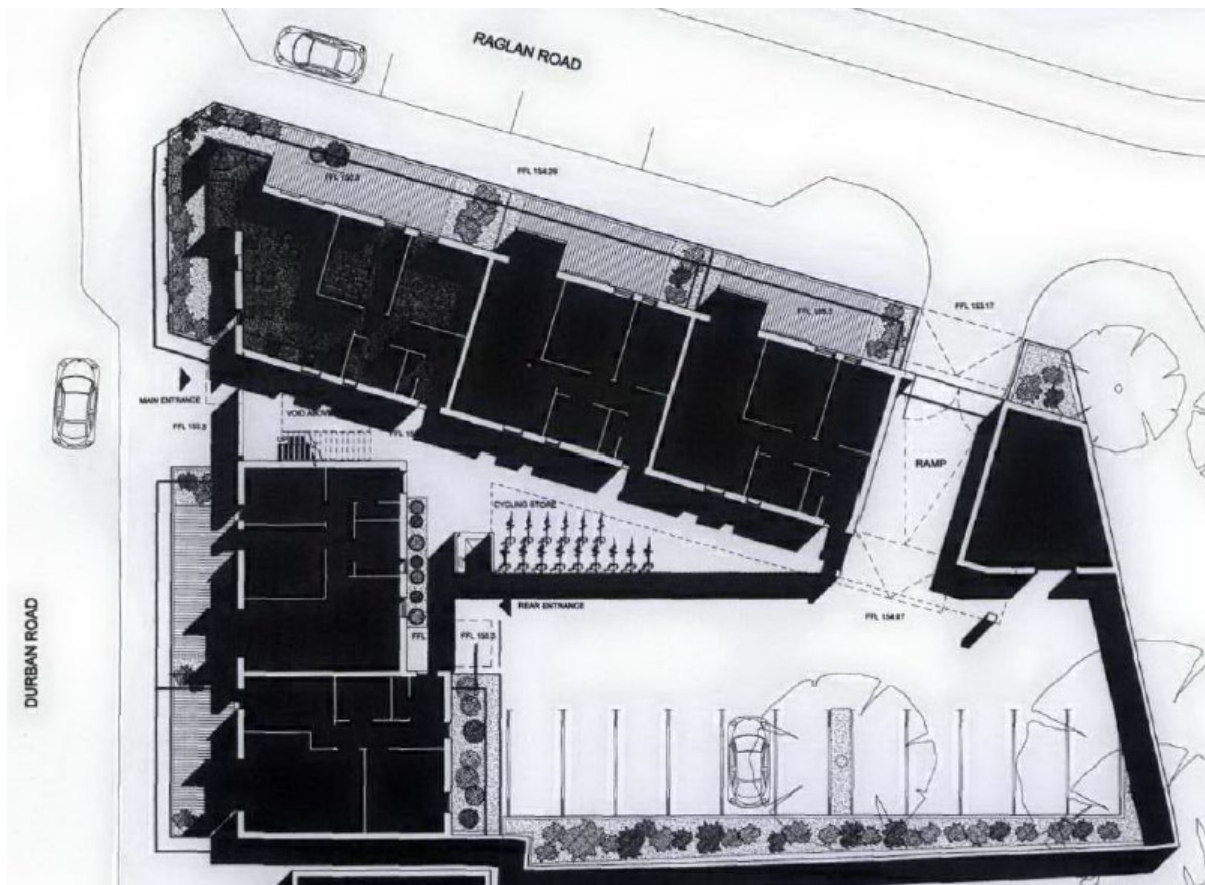
Persons at Risk

Residents / Occupants in total of 15 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)

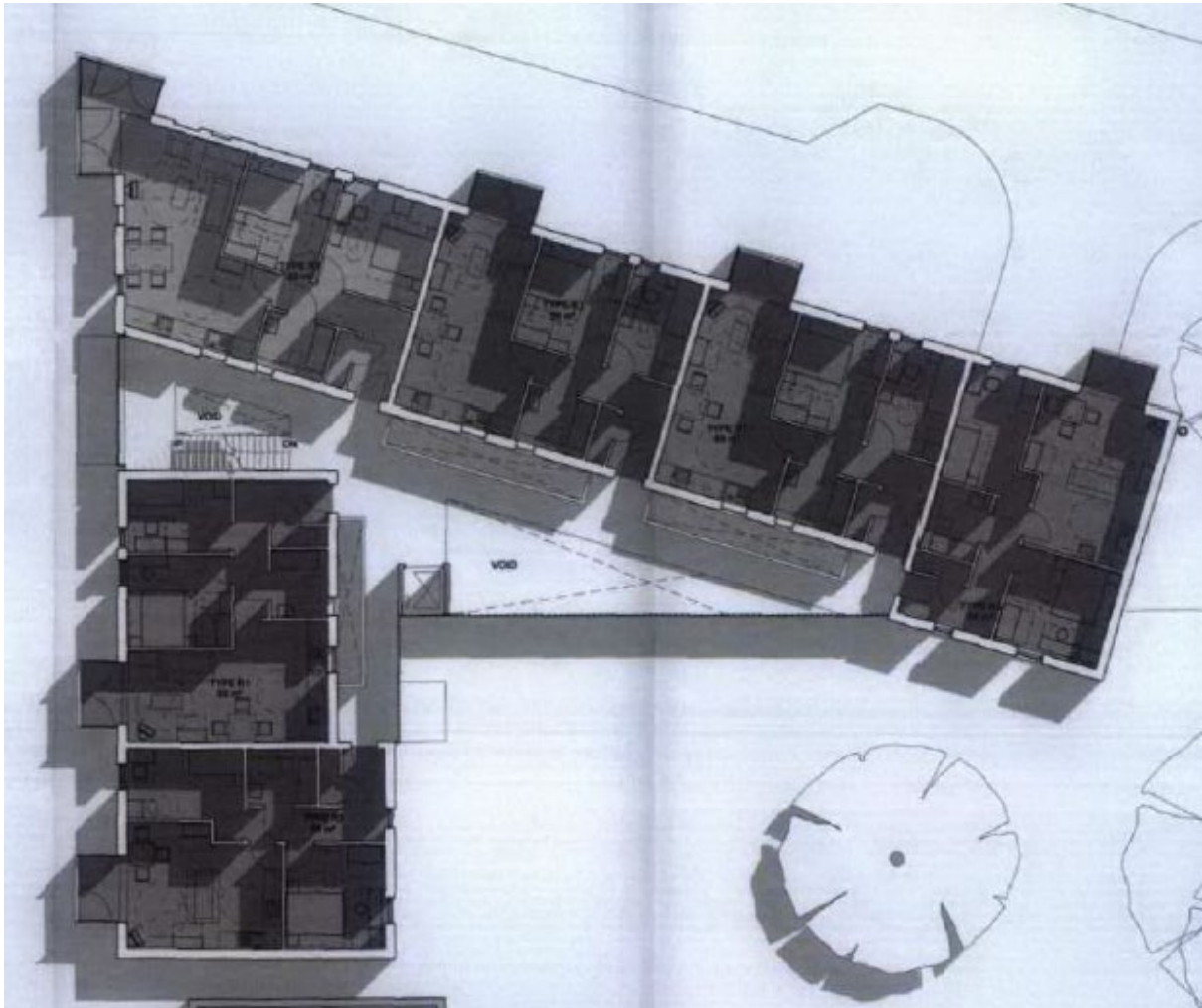
Section
5

Building Plan

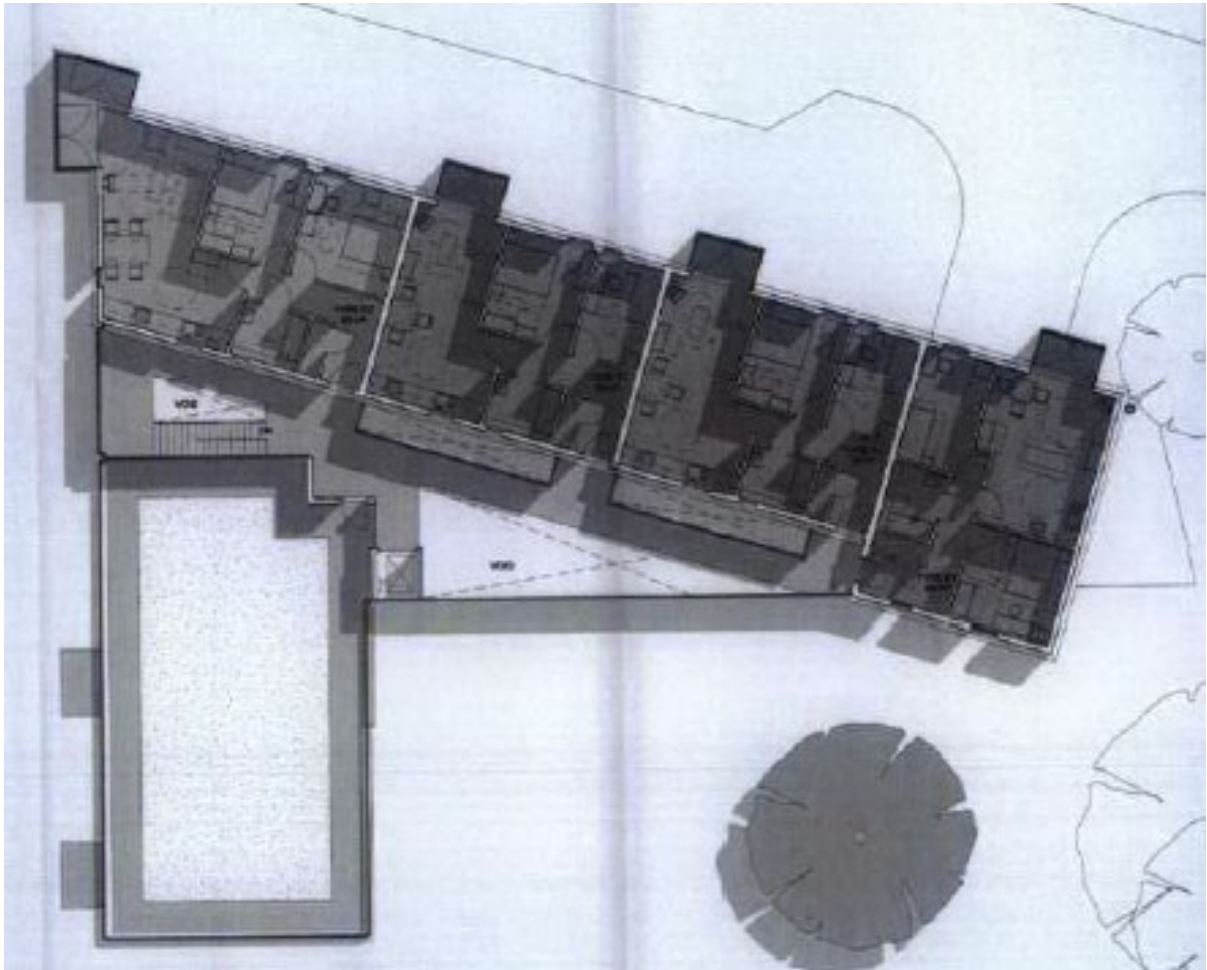
Ground Floor.



First Floor.



Second Floor.



**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.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Scribbans Place.

From the limited information available at the time of the FRA it is deemed that the combination and application of these materials do present an acceptable level of fire risk.

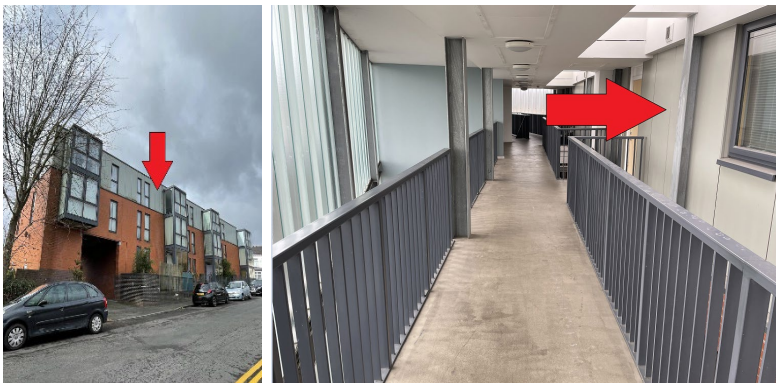
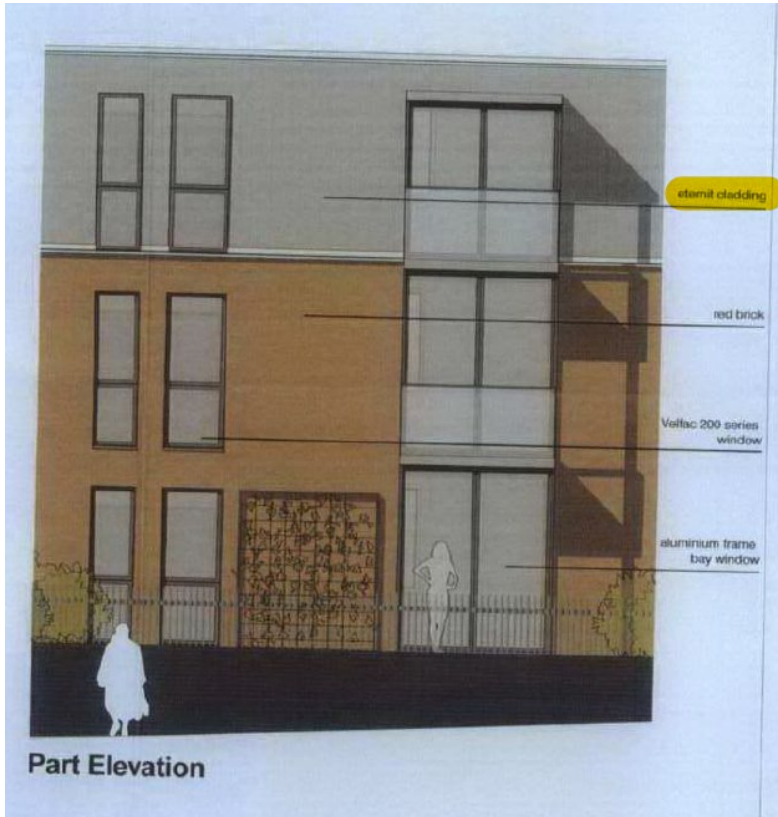
- 1) The external envelope of 50-54 Scribbans place is predominantly traditional brick masonry.



- 2) Windows to all flats are powder coated aluminium double-glazed units.



- 3) Eternit fibre cement board cladding has been installed at 3rd floor level on all sides of the building including around flat entrance doors and 3rd floor deck access.



- 4) Staggered glass columns span all floors to the front and rear.



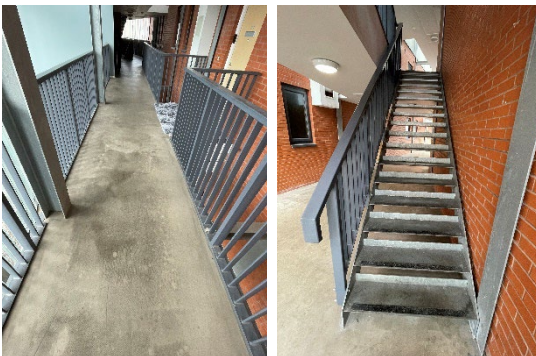
- 5) Flat entrance and service cupboard doors are nominal FD30s timber flush fire door sets.



- 6) There are three soil stack service ducts of timber construction with plastic inspection panels.



- 7) Steel staircase and balustrading has been installed to the deck access.



Section

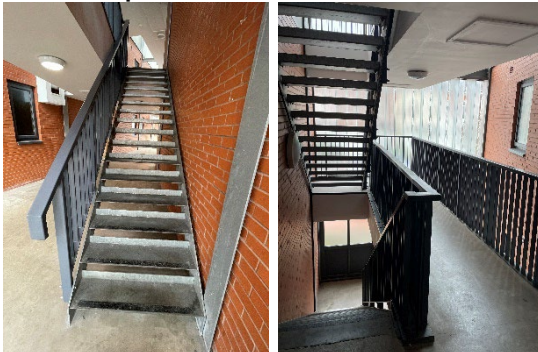
7

Means of Escape from Fire

- 1) The means of escape is partially open sided within an atrium style lobby which consists of a semi glazed roof and staggered glass columns spanning the full height of the building on three sides. It was noted that flat windows within lobby are openable however taking into account the height of windows from the floor, the significant level of natural ventilation through the staggered glass columns, width of the escape route, Stay Put Unless strategy, nominal FD30s flat doors it is deemed that the risks of fire and smoke logging to escaping occupants is sufficiently mitigated. Consideration should be given to replace flat windows within the means of escape with fixed type units with fire rated glazing as part of any future refurbishment programme to further mitigate the risk.



- 2) The building has a single staircase that provides a sufficient means of escape from the 1st & 2nd floors.



- 3) Deck access to the 1st & 2nd floors provides a sufficient means of escape to the staircase. At the narrowest point the deck is 1100mm in width

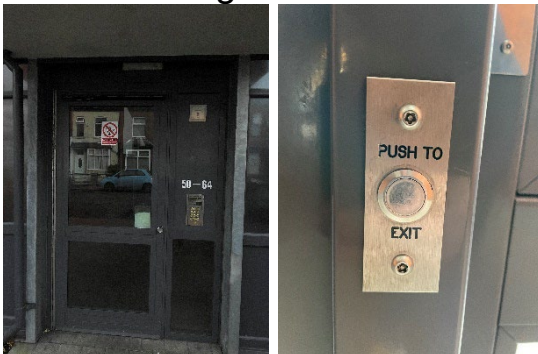


- 4) All windows along the means of escape were noted as 1100mm above the floor level.



- 5) There are no communal doors to the blocks other than the front and rear entrance / exit doors.

- 6) The final exit doors to have a door entry system installed. This system is designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents from being locked in or out of the building.



- 7) Automatic smoke ventilation is not employed however, the building benefits from significant natural ventilation on three sides to all floors.
-

- 8) 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.
- 9) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.



- 10) Emergency lighting is provided to communal landings and stairs.
- 11) Service cupboards in communal areas are secured with nominal FD30s timber flush doors.



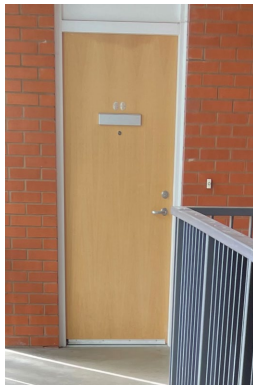
- 12) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.
-

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



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

- a) Flat 60 – Door was correct.



- b) Flat 63 – Door was correct.



- 15) 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.
-

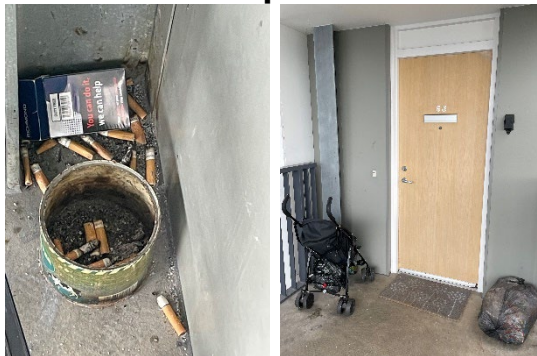
- a) Childs high-chair left in bike store adjacent flats 51,52,53.



- b) Plastic tubs and plastic plant outside flat 64.



- c) Pushchair, refuse and signs of smoking within the means of escape outside of flat 63.



- d) Carpet / rug outside flat 57.



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.

Flat 60 – LD2

Flat 63 – LD2

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
 - IV. Communal areas are open to the elements.
-

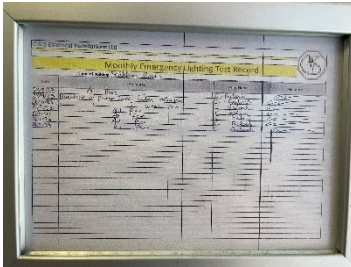
Section 9

Emergency Lighting

- 1) The premise has sufficient emergency / escape lighting system in accordance with BS 5266 and test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs.



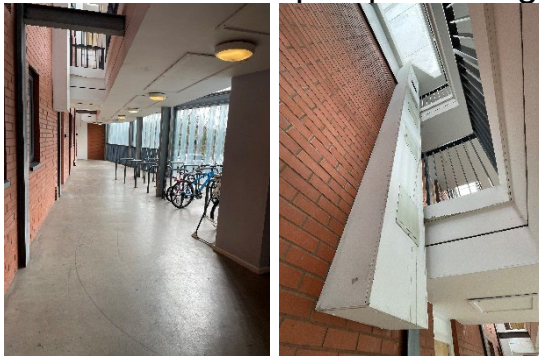
- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team, in accordance with current standards.



Section
10

Compartmentation

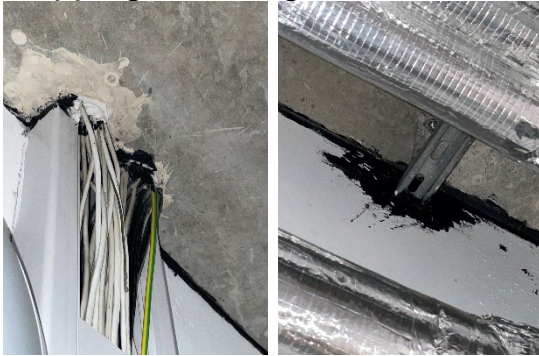
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All doors are a minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan design.



- 3) There are no communal doors other than the entrance doors fitted within the property.
- 4) All service cupboards within the internal communal areas are locked with suited mortice locks. The doors to these service cupboards are nominal FD30s timber flush doors.



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



- 6) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 8) Individual flat doors are nominal FD30s timber flush fire door sets with intumescent strips, cold smoke seals and self-closing devices.



- 9) It was noted that some inspection panels to the soil stack service duct were missing or broken. It is recommended that these covers are replaced as routine maintenance outside flats 52, 56, 63, 64. The ducts are not required to be fire stopped.



Section

11

Fire Fighting Equipment

- 1) The premises have no provision for firefighting equipment.

Section

12

Fire Signage

- 1) Directional fire escape signage has not been installed due to simplicity of layout.
- 2) Fire action notices are displayed.



- 3) Fire Door Keep Locked sign are displayed on service cupboards.



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



What to do if a fire breaks out in your flat

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

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

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

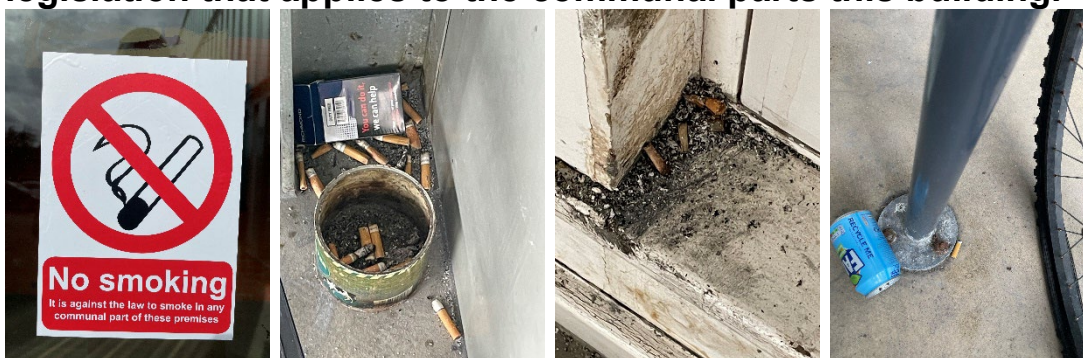
'Stay Put unless' is an evacuation strategy which requires built blocks of flats. It is in place to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 9300.

Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation **however, there was evidence of discarded cigarettes in several areas of the communal parts. It's recommended that the housing manager writes to all tenants to remind them of the No Smoking legislation that applies to the communal parts this building.**



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. The last inspection was 22/04/2021.

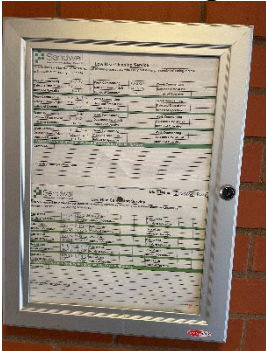


- 5) The electrical installation i.e. risers are contained within dedicated service cupboards within the open plan communal area. The cupboards are secured with a suited mortice lock.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is internal to the building.

Section 15

Waste Control

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



- 2) Bins are located externally within the passage to the rear carpark.



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

Section 16

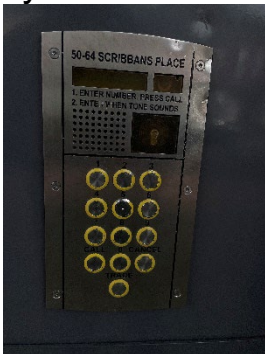
Control and Supervision of Contractors and Visitors

- 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 local housing office. 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 current evidence of arson.
 - 4) The perimeter of the premises is well illuminated with a combination of street lighting and lights within the building.
 - 5) There have been no reported fire incidents since the last FRA (2017).
-

**Section
18**

Storage Arrangements

- 1) Residents are instructed not to bring L.P.G cylinders into block.
- 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) A bicycle storage facility has been provided to the ground floor lobby area. There were no E-Bikes noted within the facility.



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:


Scribbans Place

Date of Action Plan:


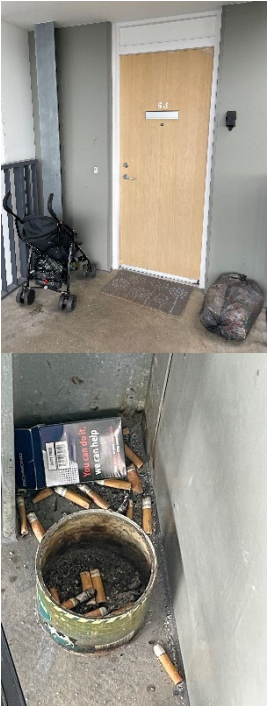
25/03/24

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/15a	Remove child's high chair outside flats 51,52,53.		P2	Within 1-3 months. Housing Manager	

Fire Risk Assessment


07/15b	Remove plastic plant and tubs from outside flat 64		P2	Within 1-3 months. Housing Manager	
07/15c	Remove pushchair and inform tenant (flat 63) to refrain from smoking in common area and leaving rubbish bags on in communal area.		P2	Within 1-3 months. Housing Manager	

Fire Risk Assessment

07/15d	Remove rug from outside flat 57		P2	Within 1-3 months. Housing Manager	
--------	---------------------------------	--	----	---------------------------------------	--





Fire Risk Assessment



<p>14/1</p>	<p>Write to all residents instructing them not to smoke in communal areas.</p>		<p>P2</p>	<p>Within 1-3 months. Housing Manager</p>	
-------------	--	---	-----------	---	--

Fire Risk Assessment

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		
Replace all missing / damaged soil stack inspection panels to service duct outside flats 52, 56, 63, 64.		
Consider replacing all flat windows within the open sided atrium with fixed units with fire rated glazing as part of a future refurbishment programme.		

Signed

	Fire Risk Assessor	Date: 26/03/2024
	Quality Assurance Check	Date: 26/03/2024

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


Name of property: Scribbans Place

Updated: 28/07/23

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>

Asbestos Survey		Property Address	50-64 Scribbans Place , Smethwick B66 3SG		✓ Office use					
Surveyed by	Dave Jasper	Date	02/08/2022		Checked by	Derek still	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date		28/07/2022		 Year Built: 2012		
Investment Void		Refurbishment Survey		Property Description LOW RISE FLATS						
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. Properties built in 2012 – No Asbestos Present						Building Surveyors 0121 569 5077				
						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES				
						