

Fire Risk Assessment

Soho House/ Park House



**Soho Close, Smethwick,
B66 2SR**

Date Completed: 15/03/2024.

Review Period: 3 years

Officer: Louis Conway 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”*.

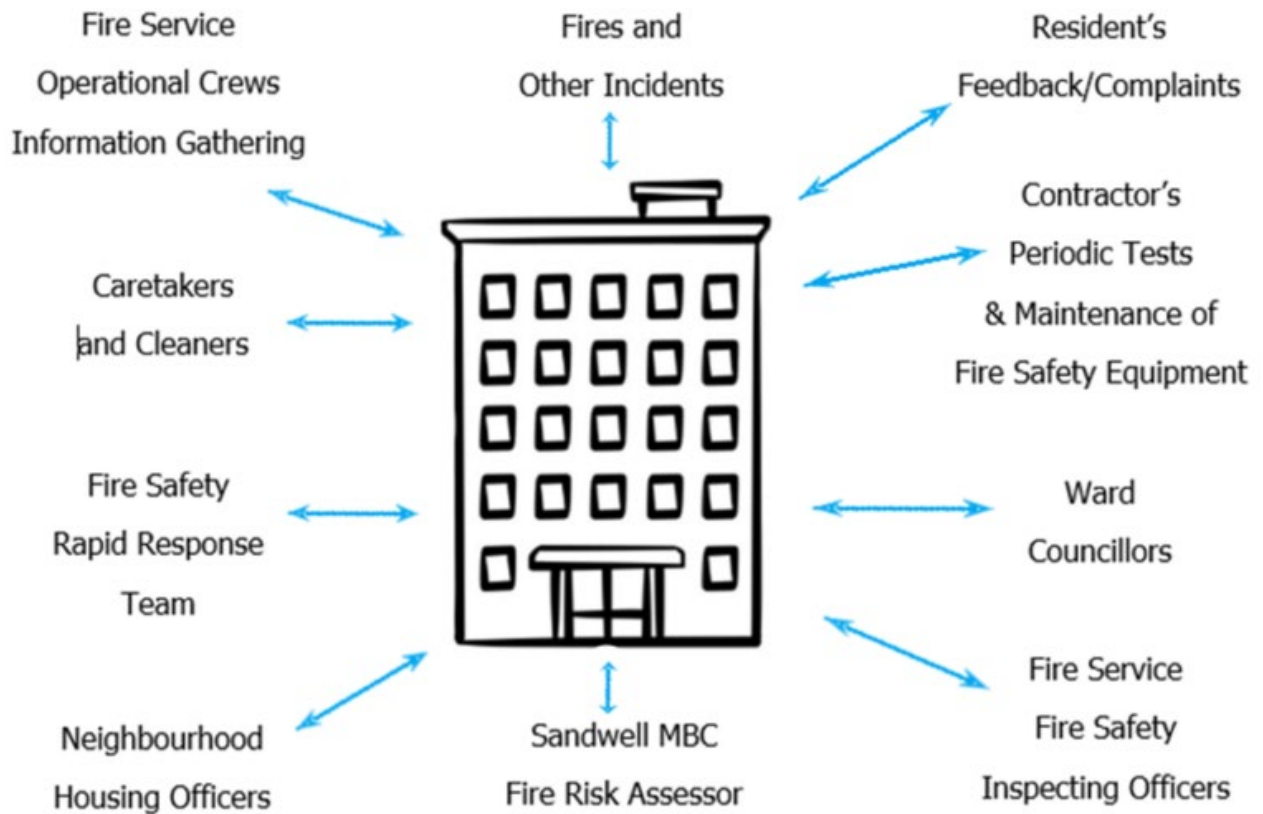
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

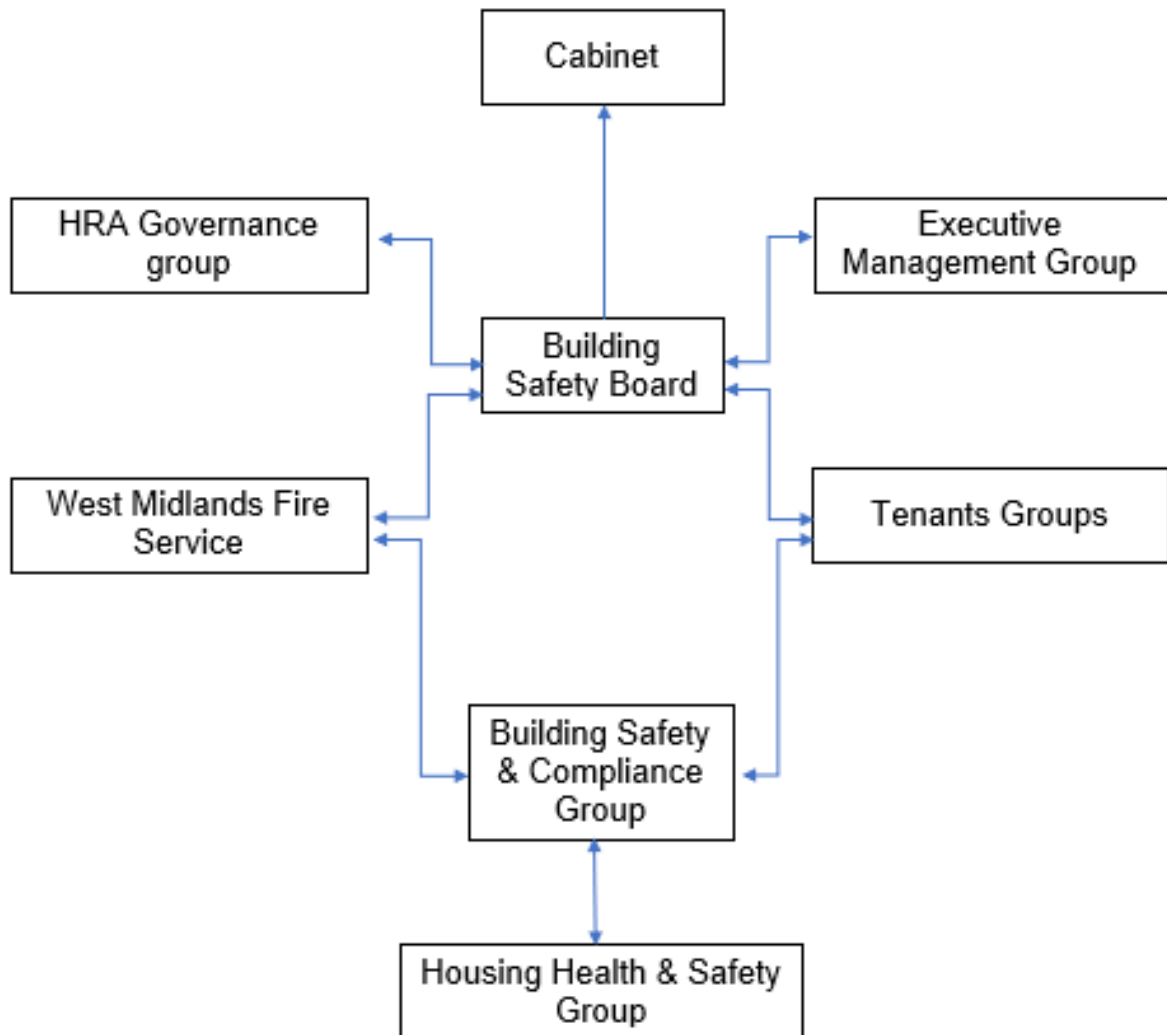
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 maisonette 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 original construction to the blocks was a concrete masonry construction and the external envelope reflects this with a rendered finish to the rear of the buildings. The rear of the building also contains deck access.</p> <p>Ground floor maisonettes have access to a front and rear garden with timber fencing</p>	<p>Trivial</p>

<p>Section 7</p>	<p>Means of Escape from Fire The blocks have access to three protected staircases one at each end of each block and a central staircase that all lead to a point of ultimate safety from the communal areas.</p> <p>Items left on deck access at Soho House</p> <p>Communal doors to deck access do not self-close into frame correctly</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems the smoke alarms within resident's maisonettes are installed to an LD3 Standard</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation The buildings are designed to provide as a minimum 1-hour vertical fire resistance and 30 minuet horizontal fire resistance around flats. All doors are 30-minute notional fire doors, including those in 1-hour rated walls</p>	<p>Trivial</p>
<p>Section 11</p>	<p>Fire Fighting Equipment There are no firefighting provisions at the blocks.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage Appropriate signage is in place Fire door keep shut & no smoking signs present within the blocks.</p>	<p>Trivial</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 electrical installation shall be tested every 5 years. It was noted that the last inspection was last completed at Soho House 03/04/2023. No test cert provided for parks house however electrical have been made aware and are rectifying this.</p>	<p>Trivial</p>
Section 15	<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 shoot that leads to a bin room store on the ground floor</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention Signs of Arson present at the blocks within the bin chute room with scorch marks in communal areas within the blocks, There was a high concern for antisocial behaviour that's taken place at the blocks, and this has been raised with the relevant persons to make suitable arrangements</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements Residents have no means of storage within communal areas.</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 normal fire hazards that have been highlighted within the risk assessment, there is evidence of arson within the block with smoke and scorch marks within communal areas, after completing the survey for the risk assessment and speaking with a resident at the block. There was a high concern for antisocial behaviour that's taken place at the blocks, and this has been raised with the relevant persons on 15/03/2024.

After considering the use of the premise and the occupants within the blocks, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout, two-way travel to escape from communal areas and a Stay Put Unless policy being in place with adequate detection within maisonettes.

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.

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 Miilo

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

1-12 Soho Close, 1-12 Park House
Soho Close
Smethwick
B66 2SR, B66 2SP

Description of the Property

The Low-Rise Blocks were constructed in approx. 1967 and consists of four storeys inclusive of the ground floor.

There are 12 maisonettes per block, access gained from the ground floor and the 3rd floor, the ground floor Dwellings are accessed directly from street level and have an additional entrance/exit in the rear yard area where via a garden at each individual property, accessed to Dwellings from the third floor is via a staircase at either side of each block along a deck access.



There are 3 staircases in total across the two blocks with each block having access to two staircases one each end of the blocks and a central staircase at the bridge connecting the two blocks, The buildings are linked via a bridge walk.



The blocks have a pitched roof with internal access via the 2nd floor stairwell landing area via a loft hatch.



Bin chutes are provided to the blocks within each staircase, behind nominal timber doors, chutes lead to a bin store located on the ground floor.



Each communal entrance/ exit to the blocks are located at the bottom of stairways, entrances have a fob reader installed giving access to the blocks and also utilise a firefighters drop latch.



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	Approx. 1967
Construction Type	Traditional Concrete & Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	0
Number of Staircases	3 (between the two blocks)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	2
Access to Roof	2 nd floor communal staircase
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 24 maisonettes

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

Plan showing the general location/ orientation of the building.



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

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system of Soho House and Park House

It is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The original construction to the blocks was a concrete masonry construction and the external envelope reflects this with a rendered finish to the rear of the buildings. The rear of the building also contain deck access.



- 2) The blocks have a pitched roof with access gained via a drop hatch in the staircase.



- 3) Communal and residents windows are double glazed with a UPVc frame.



- 4) Residents on the ground floor have access to front a rear gardens that are timber fenced



- 5) Concrete bridge connects the two blocks and the central staircase



- 6) Bin store present at the blocks with a steel door



Section

7

Means of Escape from Fire

- 1) The blocks have access to three protected staircases one at each end of each block and a central staircase that all lead to a point of ultimate safety from the communal areas.



- 2) Only communal areas for the blocks are the staircases and the deck access landing areas.



- 3) The deck access forms part of the means of escape and the maisonettes provide two-way travel because of this travel distances are increased to 30m.

- 4) The means of escape are protected to prevent the spread of fire and smoke with the use of nominal doors.



- 5) The communal deck access / staircases are protected by use of nominal FD30s doors.
- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.
- 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) The chute rooms have natural ventilation openable windows.
- 10) Communal windows can only be opened without the use of a key.



- 11) 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.
- 12) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.



13) There are no dry risers provided to the premises.

14) The only service cupboards are stored under the stair, protected with a steel door.



15) Residents Electric meter cupboards are steel modular units fitted with budget locks, located outside each property on the deck access, Fire Damage is present on one of the units this has been passed to the relevant persons. This was rectified 2020 and has now been replaced since the risk assessment was conducted 19/03/2024



16) The surface coatings to the communal areas are Class 0 rated.

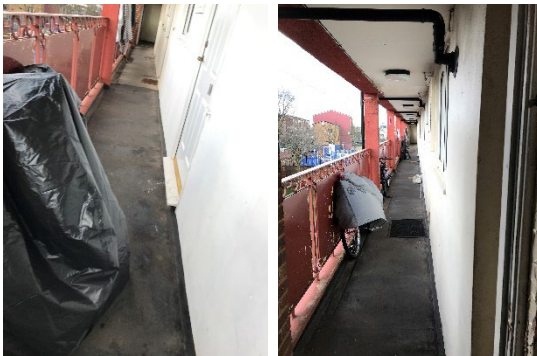
17) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their maisonettes unless the fire directly affects them.

18) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents however despite best endeavours no access was granted during the risk assessment. Attempts should be made in future. Please see door sheet below Section 10/9 for relevant information.

- 19) Individual maisonette doors are nominal FD30s self-closing composite doors sets.



- 20) Bikes and other obstructions/ combustibles have been left on the deck access Soho House



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.

- 21) Communal doors along the means of escape from deck access did not self-close into frame correctly and remained open.



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 Maisonette the equipment is subjected to a cyclical test.
- 2) Based on previous fire risk assessment the smoke alarms within resident's maisonettes are installed to an LD3 Standard despite best endeavours no access was granted during this risk assessment

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

9

Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs, Damaged lighting unit at the top of the staircase at Soho House this has been raised with electrical and completed 19/03/2024.



- 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

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 30 minutes horizontal fire resistance around maisonettes and stairwells. 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 an annual check by the Fire Safety Rapid Response Team.
- 5) The only service cupboards are steel half units located at the ground floor level under the staircase.



9) Individual maisonette doors are nominal FD30s composite door construction.

Refer to door sheet below.

Place Ref	Address	Front Door Type	Glazed / Not Glazed
BL44280PA06	Park House 1-12 (o&e);Soho Close;Smethwick;West Mid	Intentionally Blank	
DW4428000002	1 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000003	2 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000004	3 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000005	4 Park House;Soho Close;Smethwick;West Midlands;	Nationwide	Glazed
DW4428000006	5 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000007	6 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000008	7 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000009	8 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000010	9 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000011	10 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000012	11 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000013	12 Park House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
BL44280SO07	Soho House 1-12 (o&e);Soho Close;Smethwick;West Mic	Intentionally Blank	
DW4428000015	1 Soho House;Soho Close;Smethwick;West Midlands;	Composite Door	Glazed
DW4428000016	2 Soho House;Soho Close;Smethwick;West Midlands;	Timber non fire do	Glazed
DW4428000017	3 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000018	4 Soho House;Soho Close;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
DW4428000019	5 Soho House;Soho Close;Smethwick;West Midlands;	Timber non fire do	Glazed
DW4428000020	6 Soho House;Soho Close;Smethwick;West Midlands;	Timber non fire do	Glazed
DW4428000021	7 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000022	8 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000023	9 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000024	10 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000025	11 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed
DW4428000026	12 Soho House;Soho Close;Smethwick;West Midlands;	Permadoor	Glazed



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) The deck access/staircases are protected by use of nominal FD30s doors.



Section

11

Fire Fighting Equipment

- 1) The Premise has no firefighting provisions.

Section

12

Fire Signage

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



- 2) Fire Action Notices are not displayed throughout the building. The signs are not necessarily due to the building not having a complex layout.
 - 3) Wayfinding Signage has not been installed within the blocks as they are not required due to the buildings being under 18m in height under the Fire Safety (England) Regulations 2022
 - 4) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.
-

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. There are no extinguishers present within the blocks.
- 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.



9) Building safety notices are not installed at the blocks.

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. It was noted that the last inspection was last completed at Soho House 03/04/2023. No test cert provided for parks house however electrical have been made aware.

		This certificate is not valid if the serial number has been defaced or altered!		220489	EIC18.2C
ELECTRICAL INSTALLATION CERTIFICATE					
Issued in accordance with BS 7671:2018+A2:2022 - Requirements for Electrical Installations					
PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION					
DETAILS OF THE CONTRACTOR (Where applicable) Registration No: 60032 Branch No: N/A Trading Title: Electric Installations Ltd Address: 17 Wokenhampton Road, Dudley, West Midlands Postcode: DY3 3JZ Tel No: 01902696002		DETAILS OF THE CLIENT Contractor Reference Number (CRM): N/A Name: Sandwell MHC Address: Investment Division, Project Management, Roway Lane Postcode: B63 3JZ Tel No: N/A		DETAILS OF THE INSTALLATION Occupier: Sandwell MHC UPRN: N/A Address: Soho House, Oakfield Close, Smethwick, West Midlands Postcode: B66 3JZ Tel No: N/A	
PART 2: DETAILS OF THE ELECTRICAL WORK COVERED BY THIS INSTALLATION CERTIFICATE					
Outwork completed: 03/04/2023 The installation is - New: (N/A) As addition: (N/A) As alteration: (<input checked="" type="checkbox"/>) Replacement of a distribution board: (<input type="checkbox"/>) Description and extent of the installation covered by this certificate: replace outside lights for new led light New consumer unit					
Where necessary, continue on a separate numbered page: Page No(s) @ _____					
PART 3: COMMENTS ON THE EXISTING INSTALLATION (in the case of an addition or alteration see Regulation 644.1.2)					
None					
Where necessary, continue on a separate numbered page: Page No(s) (N/A)					
PART 4A: DECLARATION FOR THE ELECTRICAL INSTALLATION WORK (use where the design, construction, inspection & testing have been the responsibility of one person)					
DESIGN, CONSTRUCTION, INSPECTION & TESTING (The extent of liability of the signatory is limited to the work detailed in PART 2)					
I, being the person responsible for the design, construction, inspection and testing of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the design, hereby CERTIFY that the design, construction, inspection and testing for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671:2018+A2:2022 except for the departures, if any (Regulations 103.3, 133.13 and 133.3), detailed as follows:					
N/A where required, continued on attached separate page(s) (N/A)					
I, being the designer of the electrical installation, also RECOMMEND that this installation is further inspected and tested by: 03/04/2023 (date)					
The signatory/ies for the test inspection should take into consideration any legislative or statutory requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The parties should be agreed between relevant parties					
Name (as full): MR IAN GARRETT Organisation: Electric Installations Ltd Registration No: 60032		Address: 17 Wokenhampton Road, Dudley, West Midlands		Date: 03/04/2023	
Signature: MR IAN GARRETT		Signature: LG		Date: 03/04/2023	
Reviewed by Qualified Supervisor					
Name (as full): MR IAN GARRETT					
Date: 03/04/2023					
Postcode: DY3 3JZ Tel No: 01902696002					
This certificate is issued in the model form shown in Appendix 6 of BS 7671:2018+A2:2022 © Copyright Cusense LLP (March 2022)					
This is a ✓ or valid in the respective field, as appropriate. Where an item is not applicable insert N/A. Please use the 'Notes for Recipient' Page 1 of 8					

Original (to be given with the work)

- 5) Residents have electric meters located outside their dwellings stored within dedicated units.



- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) 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 is Internal.**
- 8) A burn out had taken place with a cabinet in 2020 and a new sub main has been installed. This was identified on the risk assessment and a response has been given from electrical and has now been replaced since the risk assessment was conducted.



Morning Louis,

Park house flat 9

The burn out is the old cabinet, this had new sub main in the meter box below it back 4 years ago.

Pete, this cover should have been replaced back in 2020 when job sent to contractor to replace the CCU. Can you have a job raised to replace old burned out meter box, its total empty behind but exposed cavity.

Also a job is required for the light at soho/ broken communal / see picture)

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) Bin stores are located under the communal staircases externally accessed and secured behind steel doors.



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 are no CCTV provisions for the block.
- 4) There is evidence of arson within the block with smoke and scorch marks within communal areas, after completing the survey for the risk assessment and speaking with a resident at the block. There was a high concern for antisocial behaviour that's taken place at the blocks, and this has been raised with the relevant persons to make suitable arrangements. (Zoom to read)

Morning Jim,

I was out conducting a Fire Risk Assessment at Soho House in Smethwick yesterday and following a conversation with a resident who highlighted some issues regarding the block/ surrounding blocks that is very concerning.

I am concerned about the number of antisocial behaviours that are occurring in the communal areas of the block. The resident brought to my attention that there is a lot of property damage, frequent urination in the communal areas, blood found in the staircase, frequent leaving of rubbish and other combustibles in the communal areas, and fires are being started. Additionally, I noticed a clear sign of arson with scorch marks on the communal windows and walls while I was in the block.

The potential for arson is a high concern of mine with the resident stating fires are being started combined with the close proximity of open moveable bins located very close to the building and combustible being left in communal areas.

While at the block there is a sign presumably placed by west midlands police stating that regular patrols are being conducted within the area.

The resident mentioned they was getting the other residents at soho house together and writing a letting to the councillor, if this is happening we should be seen to be proactive and try to address this.

The resident further stated that they believe the people responsible for this do not live in this block and that they congregate here instead than at the nearby blocks because of the cameras at the other locations. The resident at Soho House also stated that they do not feel safe, so something needs to be done. I have not yet surveyed the adjacent buildings, so I cannot say for sure if this is the case.

Can cameras be implemented within the areas stated as a deterrent? Can we have bins fixed to an enclosed area? And are there any other possible solutions to help prevent the antisocial behaviour taking place and make the area safer as a whole?

I will be back out today surveying the surrounding properties and if there is anything else I see I can bring this to your attention. Hopefully we can get something done.

I will appreciate anything you can do to help with this situation.

Best regards

- 5) The perimeter of the premises is well illuminated.
-

- 6) No reported fire incident within maisonettes however evidence of fires within communal areas. Issue with a burnout to a cabinet containing a residents meter, this was rectified 2020 and has now been replaced since the risk assessment was conducted



Morning Louis,

Park house flat 9

The burn out is the old cabinet, this had a new sub main in the meter box below it back 4 years ago.

Pete, this cover should have been replaced back in 2020 when job sent to contractor to replace the CCU. Can you have a job raised to replace old burned out meter box, its total empty behind but exposed cavity.

Also a job is required for the light at soho/ broken communal. (see picture)

Evidence of fire within bin chute store



Section
18

Storage Arrangements

- 1) Residents 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) There are no flammable liquids or gas cylinders stored on site.
 - 5) Residents have no means of storage within communal areas.
-

**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:


Soho House & Park house

Date of Action Plan:

19/03/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/20	Removal of items left on the deck access of Soho House		P2	1-3 months Housing manager	



Fire Risk Assessment - Soho House & Park House

07/21	Rehange and adjust communal doors so they self-close at both blocks on deck access		P2	1-3 months Fire Rapid Response	
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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	
Antisocial behaviour is reported at the block, this issue has been raised with relevant persons due to the concerns of arson at the blocks.	Email sent 15/03/2024

Signed

	Fire Risk Assessor	Date: 19/03/2024
	Quality Assurance Check	Date: 21/03/2024

Appendix 1

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

Name of property: Soho House & Park House

Updated: 19/03/2024

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>

Sample Locations	Property Address	Soho House 1-12, Smethwick, B66 2SR						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	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								
COMMUNAL STAIRS/LANDINGS – CEILINGS/SOFFITS	TEXTURED COATING	-	PAINT SEALED	JD 1113 / 001	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
COMMUNAL STAIRS/LANDINGS – WALLS	TEXTURED COATING	-	PAINT SEALED	JD 1113 / 002	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
REFUSE CHUTE ROOM – CEILINGS/SOFFITS	TEXTURED COATING	-	PAINT SEALED	JD 1113 / 003	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
REFUSE CHUTE ROOM – WALLS	TEXTURED COATING	-	PAINT SEALED	JD 1113 / 004	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
TOP FLOOR DECK ACCESS WALKWAY – LITNTELS/COLUMNS	TEXTURED COATING	-	PAINT SEALED	JD 1113 / 005	CHRYSOTILE	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
TOP FLOOR DECK ACCESS WALKWAY – FLOOR COVERING	ASPHALT	-	-	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED
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			
COMMUNAL STAIRS/LANDING FLOOR COVERING	VINYL	BIN ROOM CEILING	CONCRETE					
HALF LANDING TO STAIRS – HIGH LEVEL BOXING	SUPALUX	ALL DOOR FRAME SEALANTS	SILICONE					
TOP FLOOR DECK ACCESS WALKWAY SOFFIT	SUPALUX							
TOP FLOOR DECK ACCESS WALKWAY – WALLS	SANDTEX							
2 ND FLOOR STAIRWELL – LOFT HATCH	SUPALUX							

Fire Risk Assessment - Soho House & Park House

Sample Locations		Property Address Park House 1-12, Smethwick, B66 2SP						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	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								
COMMUNAL STAIRS/LANDINGS – CEILINGS/SOFFITS	TEXTURED COATING	-	PAINT SEALED	JD 1109 / 001	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
COMMUNAL STAIRS/LANDINGS – WALLS	TEXTURED COATING	-	PAINT SEALED	JD 1109 / 002	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
REFUSE CHUTE ROOM – CEILINGS/SOFFITS	TEXTURED COATING	-	PAINT SEALED	JD 1109 / 003	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
REFUSE CHUTE ROOM – WALLS	TEXTURED COATING	-	PAINT SEALED	JD 1109 / 004	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
TOP FLOOR DECK ACCESS WALKWAY – LITNELS/COLUMNS	TEXTURED COATING	-	PAINT SEALED	JD 1109 / 005	NONE DETECTED	NO	NO	REQUEST SAMPLE IF TO BE DISTURBED
TOP FLOOR DECK ACCESS WALKWAY – FLOOR COVERING	ASPHALT	-	-	-				REQUEST SAMPLE IF TO BE DISTURBED
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	LOCATION DESCRIPTION	MATERIAL	
COMMUNAL STAIRS/LANDING FLOOR COVERING	VINYL	ALL DOOR FRAME SEALANTS	SILICONE					
HALF LANDING TO STAIRS – HIGH LEVEL BOXING	SUPALUX							
TOP FLOOR DECK ACCESS WALKWAY SOFFIT	SUPALUX							
TOP FLOOR DECK ACCESS WALKWAY – WALLS	SANDEX							
BIN ROOM CEILING	CONCRETE							