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# Fire Risk Assessment

## Hewitson Gardens



**Flats 1 -26 Hewitson Gardens,  
Gladys Road,  
Bearwood,  
Smethwick,  
B67 5AR.**

**Date Completed: 15/04/2024.**

**Review Period: 3 years.**

**Officer: A Jones Fire Risk Assessor**

**Checked By: J Blewitt Team Lead Fire Safety & Facilities**

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**Current Risk Rating = Tolerable**

Fire Risk Assessment

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**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:

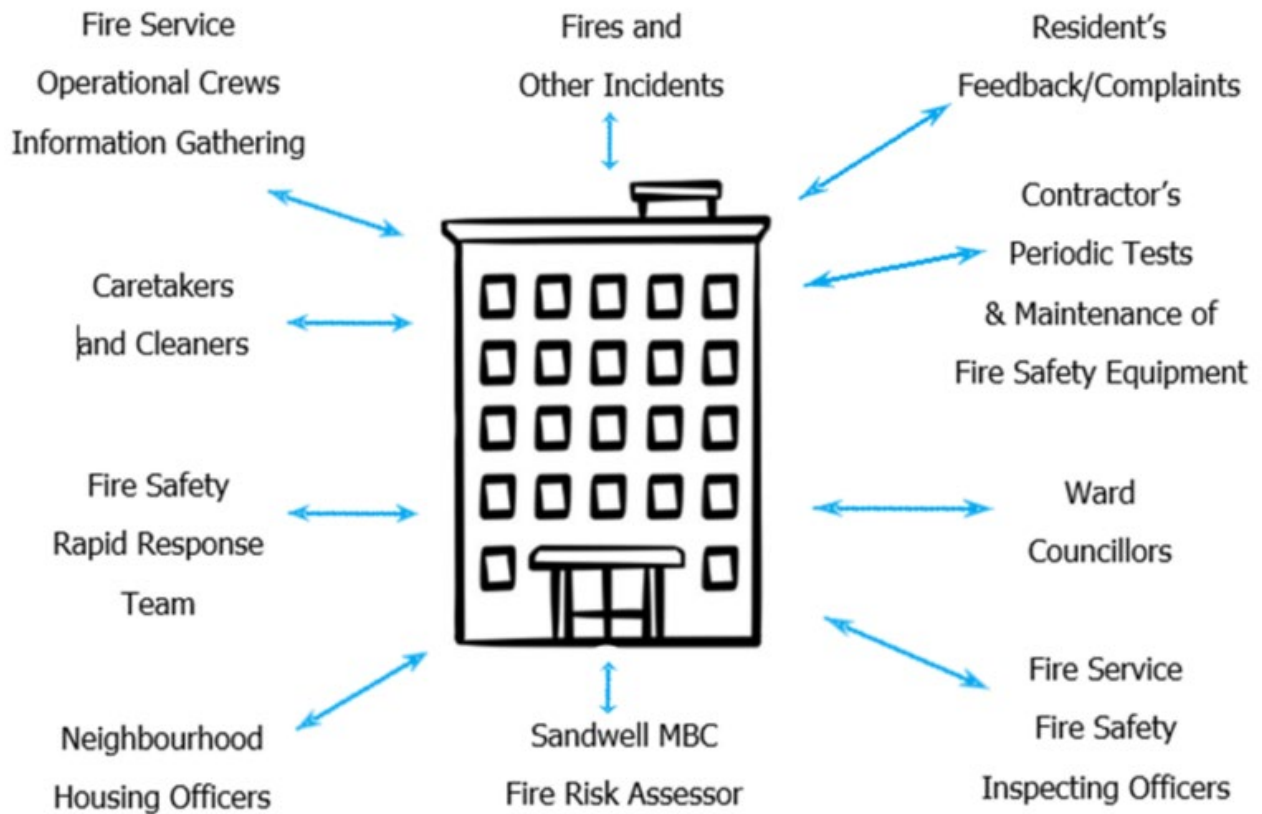
- High Risk Residential Buildings annually
- Other Buildings every 3 years

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.

## Fire Risk Assessment

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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.

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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.

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**Section**

**1**

**Significant findings**

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

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

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

**Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b>                      The exterior of the buildings is predominantly traditional brick, concrete construction with pitched, tiled roof. Individual flat windows are UPVC double glazed units.                      The two end staircases have double glazed UPVC windows, these are non-lockable.                      There is partial rendering applied at fourth floor level and over bay windows, it appears that the front elevation has a UVPC fabricated cover over Bow Windows.</p>	Trivial

<p><a href="#">Section 6 (Cont'd)</a></p>	<p>Garages are located at the rear of the premise. It was noted that a Sub Station is located near to the access &amp; egress staircase situated in Gladys Road. Gladys Road Sub Station 5689.</p>	
<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b> The means of escape from the upper deck balcony/premise is two-way travel, staircases are located at each end of the building which incorporate final exits. The central rear staircase only is protected by use of FD30 fire doors with vision panels. Several Individual electric meter cupboards are deficient and need replacing, there is a potential for these to impact on the means of escape.</p>	<p>Tolerable</p>
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b> Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b> Emergency lighting is provided to staircases. Regular inspections are carried out (monthly) by Sandwell MBC in house electrical team.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b> The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minuet horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls.</p>	<p>Tolerable</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b> No firefighting provisions within the premises.</p>	<p>Trivial</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b> Appropriate signage is in place Fire door keep shut &amp; no smoking signs present within the blocks.</p>	<p>Trivial</p>



<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b> The fixed electrical installation shall be tested every 5 years. It was noted that the last electrical inspection was 20/04/2021, the next scheduled inspection is due on 19/04/2021. Waste products should not be allowed to build up at the rear of the premise.</p>	<p>Tolerable</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b> Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block. Waste bins were not secured in position and it was noted that excess waste was found around the bin area.</p>	<p>Trivial</p>
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b> A door entry system to the premises is installed to prevent unauthorised access to the building.</p>	<p>Trivial</p>
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b> There is a lockable service cupboard under the staircase, this is used to store basic cleaning products. It is not known if garages located at the rear of the property are used by residents to store motor vehicles. Residents should not store fuel or LPG Cylinders in their home.</p>	<p>Tolerable</p>



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, including excess waste items located in the communal bin area.

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 due to the simplicity in the layout and a Stay Put Unless policy being in place with adequate detection 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:

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

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

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## Section

# 2

## People at Significant Risk of Fire

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

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

Sandwell Council 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.

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## 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)**

Adrian Jones

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

1 – 26

Hewitson Gardens,  
Gladys Road,  
Smethwick,  
B67 5AR.

### Description of the Property:

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.

This block of maisonettes was constructed in 1941. The residence consists of 4 storeys (inclusive of the ground floor). This constitutes 13 ground floor maisonettes and 13 deck access 2<sup>nd</sup> floor maisonettes. The blocks are of traditional Brick, concrete construction, double glazed UPVC window frames surmounted by a pitched roof. Access is gained to roof voids via individual maisonettes. Therefore, roof voids were not checked at the time of the assessment.



The block has two stairwells to each side of the building and a further stairwell located centrally, at the rear elevation.



## Fire Risk Assessment

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The main entrance/exits to the building are located at the side elevation of the building with an exit located at the rear elevation. Both front and rear entrances have a door entry system with a fob reader installed, both have firefighter override by use of a drop latch key.



At the time of the assessment front doors to most flats appeared to be in good condition. It was noted that three premise front doors were UPVC. It is believed that these are leaseholder occupied.

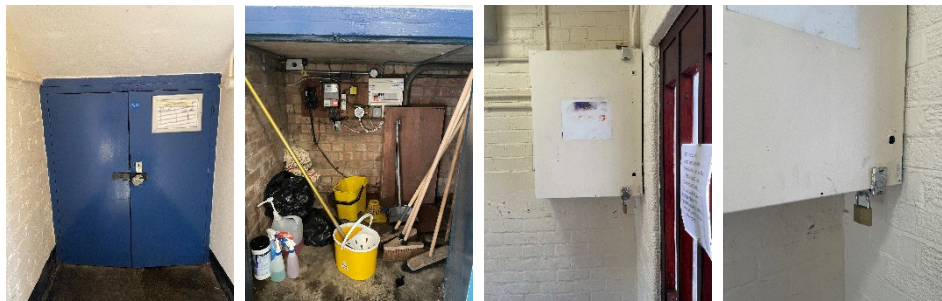


There are refuse areas provided at the rear of the premise in three areas; these are located at each staircase and centrally at the rear of the staircase.





An electrical service cupboard/cleaner's cupboard and other service cupboards are located on the ground floor under/in the staircase(s). These are adjacent to Flat 1 & Flat 13.



High/Low Rise	Low Rise
Number of Floors	4
Date of Construction	1941
Construction Type	Traditional Brick
Last Refurbished	2017
External Cladding	None
Number of Lifts	None
Number of Staircases	3
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Access to roof space via maisonettes
Equipment on roof (e.g. mobile phone station etc)	None

### Persons at Risk

Residents / Occupants of 26 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**

A general plan showing the building location.



## 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.

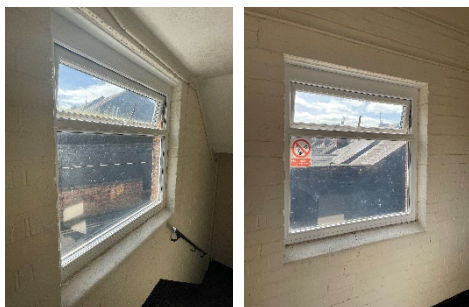
Below is a breakdown of the materials used within the external envelope and, as part of the external wall system.

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

- 1) The external envelope of the premise is predominantly traditional brick, concrete, UPVC window frames and cladding surmounted by a pitched tiled roof.



- 2) Windows in the staircase are double glazed UPVC construction, openers are non-lockable.



- 3) There is partial rendering applied at fourth floor level and over bay windows, it appears that the front elevation has a UVPC fabricated cover over Bow Windows.



- 4) There are several garages located at the rear of the premise, it should be noted that garages were not accessed at the time of the assessment.



- 5) It was noted that a Sub Station is located near to the access & egress staircase situated in Gladys Road. Gladys Road Sub Station 5689.



- 6) Observations were made of electrical boxes outside individual flats; some were noted as suffering from oxidation & will require replacements as part of any upgrades. Others needed to have work carried out to ensure they remained safe.
-



Faults noted with electrical boxes are: -

- Rusting in flats 3, 7 & 26.
- Replace door on Flat 6, 17 & 18.
- Flat 20 has a cracked door (Leaseholder).



- 7) Combustible items were noted on the balconies of several Maisonettes, any combustible items should be removed at the earliest opportunity. It is believed these were Flats 25 and Flat 15.



- 8) A cupboard was located under the central staircase at the rear of the premise, access was not gained to this room at the time of the assessment.



## Section 7

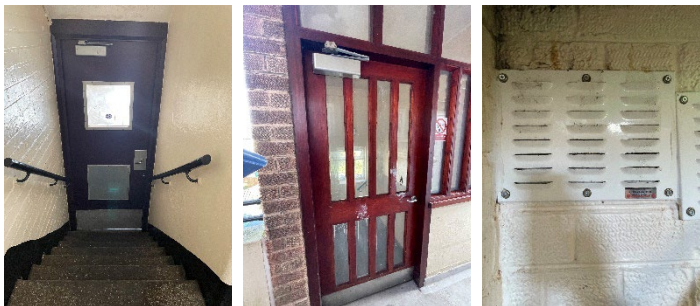
## Means of Escape from Fire

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- 1) The premise has three staircases that provides a means of escape.



- 2) The central rear staircase only is protected by use of FD30 fire doors with vision panels. Intumescent vents were in this staircase. It was noted that a glazing panel had some damage which has resulted in a hole.



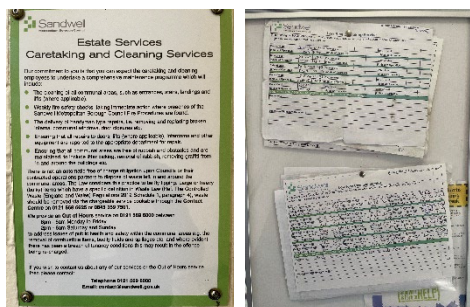
- 3) The electrical service cupboard/cleaner's cupboard is located on the ground floor under the staircase, this is adjacent to flat 1. Although bolted with a padlock, these doors require maintenance to ensure they bolt fully into the frame of the door set.
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- 4) All corridors/balconies are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum. Brickwork on the escape route (deck corridor) is 1150mm, it is deemed acceptable for a person to crouch and pass the window. Please note a stay put unless strategy applies to this building.



- 5) None of the corridors that form part of the means of escape are dead end corridors.
- 6) Communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) The final exit doors from staircases have door entry systems installed. Defective closing devices are reported to an external contractor. 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 their residence.
- 8) Communal areas, staircases and pedestrian balconies are kept free of flammable items. These areas are checked on a regular basis by the Caretaker and Cleaning teams, 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.
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- 9) Emergency lighting is provided to staircases. Regular inspections are carried out (monthly) by Sandwell MBC in house electrical team.

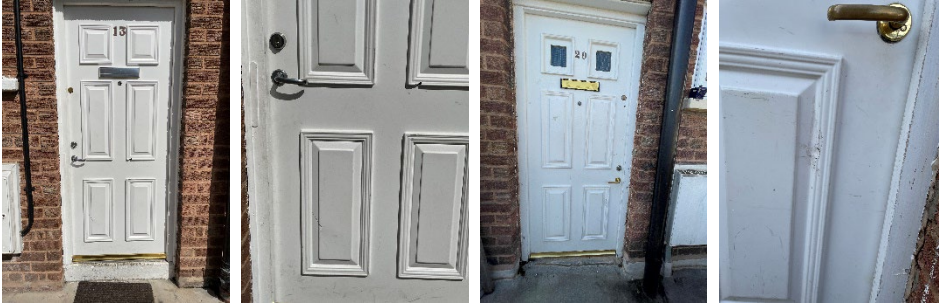


- 10) Individual electric meter cupboards are fibreglass or steel modular units fitted with budget locks, these are located outside each property on the communal deck access or ground floor area. Some were noted as deficient and in need of repair or replacement. (see section 6).
- 11) The surface coatings to staircase areas are Class 0 rated.
- 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.
- 13) The means of escape are protected from maisonettes with the use of nominal FD30s doors with no communal doors to the blocks other than final exit doors. Access was gained to a sample of properties as part of the risk assessment to ensure the doors have not been tampered with by residents etc.
- 14) It was noted that some minor damage had occurred to several flat front doors. These were noted as Flat Door 13 & Flat Door 20, it is believed that this damage has not compromised the door. (Both Leaseholder).
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## Fire Risk Assessment

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- 15) Flat Door 25 has a missing Letterplate which will need to be replaced.  
(Leaseholder)



## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident of flat number 23, although access was not gained to the flat, the front door was inspected and did not present any issues, the resident confirmed that smoke detection was provided in the Hallway, Bedrooms, Kitchen & Living area.

The assessor spoke with the resident of flat 8, the front door was inspected and did not present any issues, the occupier confirmed that smoke detection was only provided in the Hallway.

- 3) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to a mixture of LD2 and LD3 Standard.

*For information*

*LD1 all rooms except wet rooms.*

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

*LD3 Hallway only.*

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

**Section**

**9**

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**Emergency Lighting**

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- 1) Emergency lighting is provided to staircases; all emergency lighting equipment is checked and tested monthly by Sandwell MBC in house electrical team. The date of the last test was recorded as 28/03/2024.
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## Section 10

## Compartmentation

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*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. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) All communal doors are fitted with automatic closing devices that are checked on a regular basis by the Caretaker as part of their checks. Defective closing devices are replaced either by the Caretaker or the in-house repairs team(s).
- 3) The means of escape is protected from maisonettes with the use of nominal FD30s doors with no communal doors to the blocks other than final exit doors.

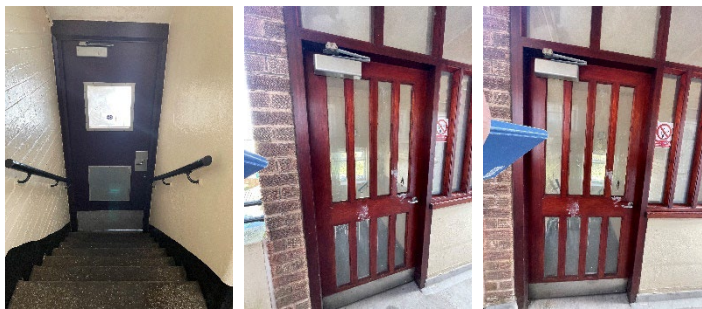


- 4) There are no issues with compartmentation to communal areas and corridors. Decked corridors & walkways are open air construction and
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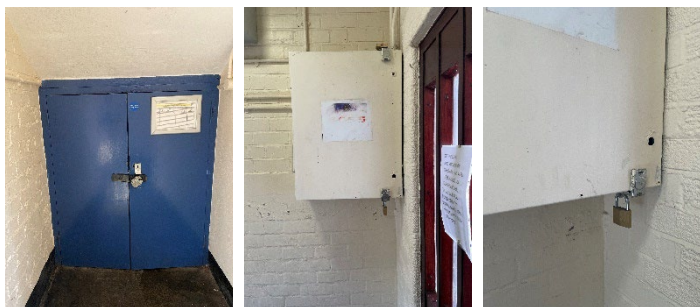
therefore products of combustion, fire & smoke will ventilate naturally from the premise.

Although a Stay put unless policy is employed, two-way travel is available to residents should they need to evacuate the building.

- 5) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
- 6) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.
- 7) The rear deck access staircase is protected by use of FD30 fire doors with vision panels. It was noted that one glazing panel is defective due to a hole, obviously this forms a breach of the staircase.



- 8) All service cupboards to communal landings are lockable by padlock.



- 9) It was noted that the stairwell windows are UPVC double glazed units. The windows were open and non-lockable.
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# Fire Risk Assessment



10) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Floor No											
Supalux	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Wraps	Rockwool	Supalux	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Wraps	Rockwool	Supalux	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows		Ins. Wraps	Rockwool	Supalux	Ins. Batt	Ins. Sponge	Ins. AM Mastic	Graphite Filler	Ins. Pads	Ins. Pillows	Ins. Wraps	Rockwool
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Vertical doors free from					Common wall/door free from					Flat doors free from defects					Common cupboards locked and secure					Common areas free from					Common areas free from											
					✓					✓					✗					✓					✓											
<b>Foam Removal &amp; Enhancement Record</b>										<b>Foam, Enhancements &amp; Other Comments:</b>																										
Foam Present But Not Removed This Visit										Flat 25 damaged letterplate																										
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																																				

*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.*



## Fire Risk Assessment

Block Name	Place-Ref	Place Ref	Address	Front Door Type	Glazed / Not Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	BL19620HE20	Hewitson Gardens 1-26 (o&e);Gladys Road;Smethwick;W	Intentionally Blank	
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000002	1 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000003	2 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000004	3 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000005	4 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000006	5 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000007	6 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000008	7 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000009	8 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000010	9 Hewitson Gardens;Gladys Road;Smethwick;West Midla	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000011	10 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000012	11 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000013	12 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000014	13 Hewitson Gardens;Gladys Road;Smethwick;West Midl	UPVC	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000015	14 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000016	15 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000017	16 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000018	17 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000019	18 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000020	19 Hewitson Gardens;Gladys Road;Smethwick;West Midl	IG Doors	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000021	20 Hewitson Gardens;Gladys Road;Smethwick;West Midl	UPVC	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000022	21 Hewitson Gardens;Gladys Road;Smethwick;West Midl	IG Doors	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000023	22 Hewitson Gardens;Gladys Road;Smethwick;West Midl	IG Doors	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000024	23 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000025	24 Hewitson Gardens;Gladys Road;Smethwick;West Midl	UPVC	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000026	25 Hewitson Gardens;Gladys Road;Smethwick;West Midl	Permadoor	Glazed
Hewitson Gardens 1-26	(O) BL19620HE20	DW1962000027	26 Hewitson Gardens;Gladys Road;Smethwick;West Midlands;		

N.B. Residents at Flats 13, 20 & 24 (UPVC Front Doors) are leaseholders.

- 11) Flat 24, The window frame facing the balcony has a double-glazed unit that is cracked. This could compromise the means of escape for other residents in an emergency evacuation. It is understood that this Maisonette is a leaseholder property.



- 12) An external electrical cupboard based at the side of Flat 13 (Gladys Road) needs to have the door & hinges replaced or maintenance to ensure it closes correctly.



**Section  
11**

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## Fire Fighting Equipment

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- 1) Currently, there is no fire-fighting equipment installed at these premises. Firefighting hydrants are located at the rear of the premise close to the garages. A second hydrant can be located at the junction of Gladys Road and Thimbermill Road.





## Section 12

### Fire Signage

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- 1) All communal fire doors display “Fire Door Keep Shut” where appropriate.
- 2) The fire escape routes are self-evident and therefore additional fire action notices are not required.
- 3) No smoking (Smoke Free England) signage is displayed at both front and rear entrances to the premise.

## Section 13

### Employee & Resident Training/Provision of Information

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- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.
  - 2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.
  - 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
  - 4) Employees within the Neighbourhoods Directorate assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
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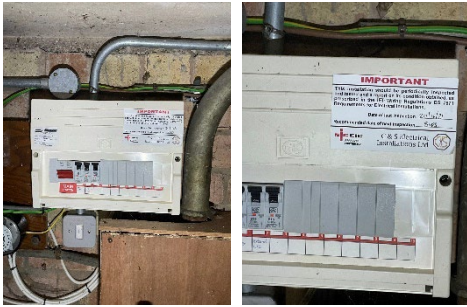
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 6) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



## 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 is tested every 5 years. It was noted that the last inspection was carried out on 20/04/2021.



- 5) Portable heaters are not allowed in any common parts of the premises.
- 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.

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## Section 15

## Waste Control

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- 1) There is a regular Cleaning Service to communal areas of the premises to minimise risk of waste accumulation.
  - 2) Refuse containers emptied at regular intervals.
  - 3) There are refuse areas provided at the rear of the premise in three distinct areas; these are located at each staircase and centrally at the rear of the staircase.
  - 4) Bins are not secured (locked) to any immovable object and can be moved with ease. It was noted that a small amount of rubbish was building up around the bin area.
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- 5) 'Out of Hours' service in place to remove bulk items.

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## Section 16

## Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.
  - 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 4) 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.

5) 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 – 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.

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## Section

# 17

## Arson Prevention

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) Restricted access to the premises by means of a door entry system.
  - 3) There is no current evidence of arson.
  - 4) The perimeter of the premises is well illuminated.
  - 5) There have been no reported fire incidents since the last FRA.
-

**Section**  
**18**

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## **Storage Arrangements**

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- 1) Residents instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.
  - 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.
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5) There are no flammable liquids or gas cylinders stored on site.

## 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):

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## Fire Risk Assessment

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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

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Flats 1 – 26 Hewitson Gardens.

Date of Action Plan:

11/04/2024




Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/06	Repair or replace defective electrical boxes to individual flats.		P2	Electrical 1-3 Months.	




Fire Risk Assessment

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06/07	Remove combustible items from Balconies.		P2	Housing Management Team. 1-3 Months.	
07/02	Replace defective glazing in Means of Escape door to central staircase.		P2	Glazing. 1-3 Months.	
07/03	Repair service cupboard doors in staircase, adjacent to Flat 1. Ensure that doors fully lock into position.		P3	Fire Rapid Response 3-6 Months.	

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Fire Risk Assessment

07/15	Replace missing letterbox of Flat 25. (Leaseholder).		P2	Leaseholder Team. 1-3 Months.	
10/11	Replace the cracked double-glazed unit in the window facing the balcony. It is understood this is Flat 24. (Leaseholder)		P2	Leaseholder Team. 1-3 Months.	
10/12	Replace service cupboard door at the side of the building. (Gladys Road). Adjacent to Flat 13.		P3	Repairs Team. 3-6 Months.	

## Fire Risk Assessment

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15/04	Waste Area – Keep refuse within the waste receptacles provided.		P2	Caretakers 1-3 Months.	
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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).

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## Fire Risk Assessment

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### Observations


As part of the next improvement works for this premise upgrade the UPVC board at the front elevation.



Consideration should be given to upgrading residents' electrical cupboards that are showing signs of oxidation.



### Signed

 ADRIAN JONES	Fire Risk Assessor	Date: 15/04/2024.
Jason Blewitt.	Quality Assurance Check	Date:

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


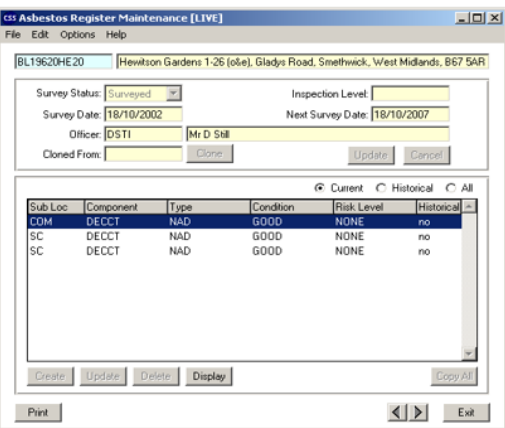
Name of property: Flats 1 -26 Hewitson Close

Updated: 11/04/2024

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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).

<b>Asbestos Survey</b>		Property Address	Hewitson Gardens 1-26, Smethwick, B67 5AR		✓ Office use					
Surveyed by	S. Harrison	Date	22/03/17		Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date						
Investment Void		Refurbishment Survey								
Investment Tenanted		Management Survey		✓						
R & M Void		SHAPE Interrogated.		✓						
R & M Tenanted		No Existing SHAPE Data.								
Medical / Emergency Heating Works		Existing SHAPE Data.		✓	4 STOREY LOW RISE BLOCK		Year Built	1941		
Communal Areas	✓	Refurb Surveys Interrogated?								
						Notes / including details of similar property surveys completed. Unable to access communal cupboards with steel doors. **Survey revised by John Davis 09/08/22**				
Building Surveyors 0121 569 5077						<b>Asset Team – Investment Division</b> Operations & Development Centre Roway Lane Oldbury B69 3ES				
