
Fire Risk Assessment

Newmans Close



**9 – 14 & 15 – 19 Newmans Close,
Smethwick,
B66 4SW.**

Date Completed: 04/04/2024.

Review Period: 3 years.

Officer: A Jones Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Subsequent reviews.

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

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Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1)

“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”.

This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints or by phone on 0121 569 6000.

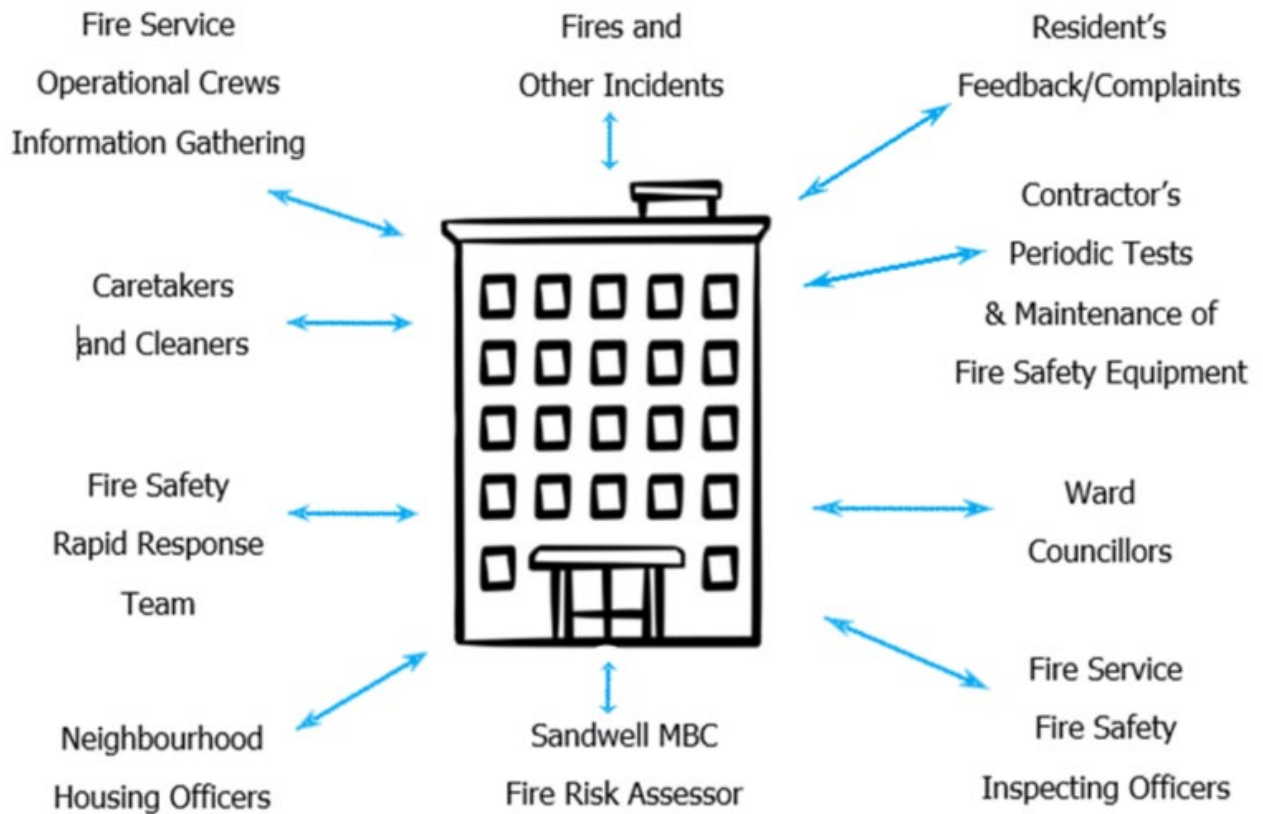
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

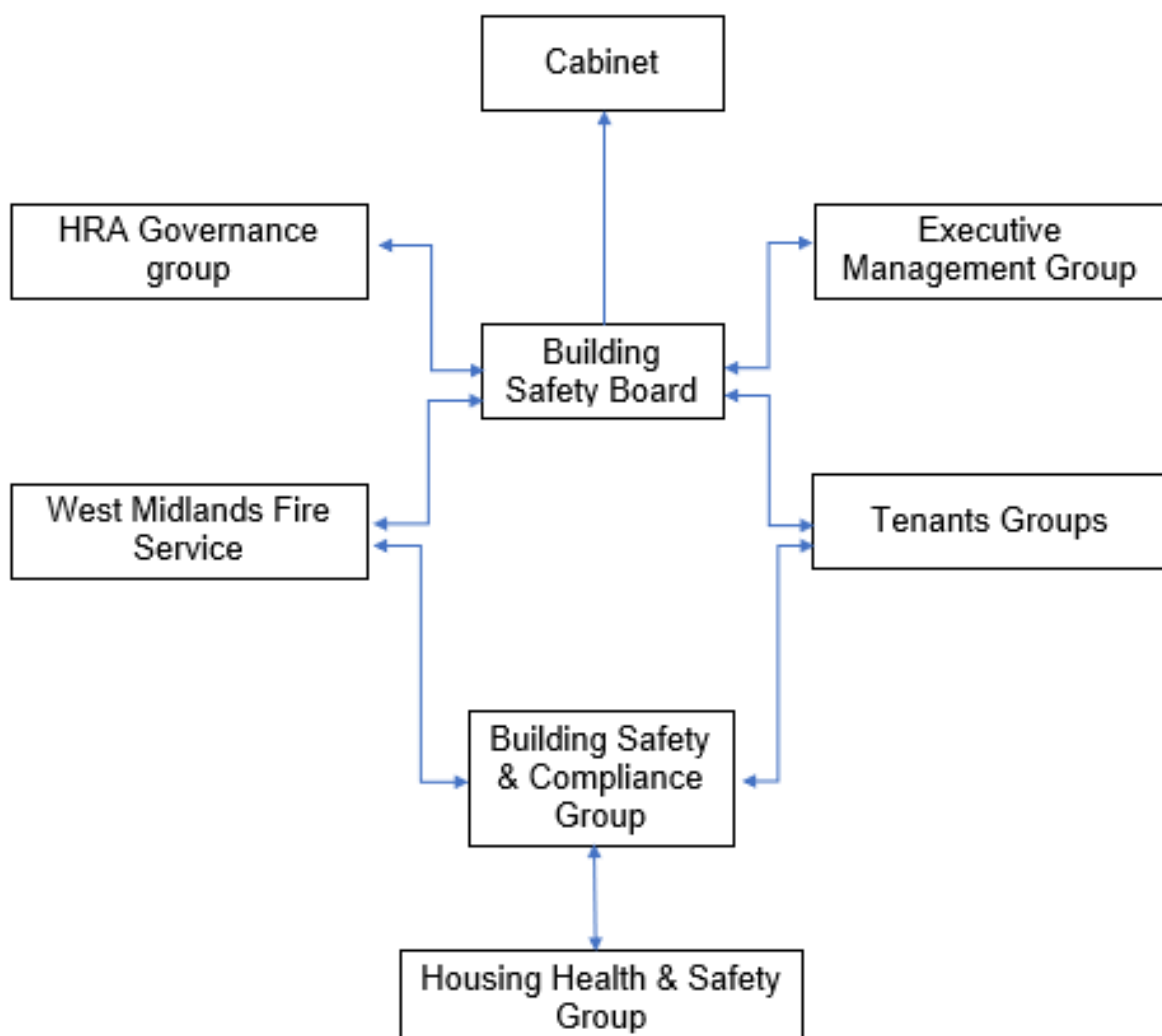
Fire Risk Assessment.



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

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

Governance Structure



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>The exterior of the buildings is predominantly traditional brick construction with flat bitumen roofs. The two ground floor flats have access to a small external yard.</p> <p>Garage access with flats above.</p> <p>Individual flat windows are UPVC double glazed units.</p> <p>The communal windows are Georgian wired glass in a UPVC frame.</p>	Trivial

Section 7	<p>Means of Escape from Fire</p> <p>The premise has a single staircase as part of the means of escape with two final exits with the two ground floor flats having an additional exit into a rear yard area.</p> <p>Compartmentation between the ground floor flat and communal staircase has been compromised.</p> <p>Combustibles left in communal areas of both blocks.</p>	Tolerable
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>The premises have no emergency lighting installed within the blocks. However, standard lighting is present.</p>	Trivial
Section 10	<p>Compartmentation</p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats.</p> <p>All flat entrance doors are 30-minute notional/nominal or composite fire doors, including those in 1-hour rated walls.</p> <p>Ground Floor Partition wall between staircase and corridor to be upgraded to provide adequate fire resistance. (See section 7).</p> <p>Electrical cupboards require upgrading to a fire resisting cabinet that provides a minimum of 30 mins fire resistance.</p>	Tolerable
Section 11	<p>Fire Fighting Equipment</p> <p>No firefighting provisions within the premises.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Appropriate signage is in place Fire door keep shut & no smoking signs present within the blocks.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial

Section 14	<p>Sources of Ignition The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 29/07/2020 for both blocks. These are shown to be in date. Combustibles left in communal areas of both blocks & the Electrical cupboard in block 9 - 14.</p>	<p>Tolerable</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 near the side entrance.</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 A door entry system to the premises is installed to prevent unauthorised access to the blocks.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements Residents have access to Storage cupboards that are located within the communal areas of the block(s) and doors are not of a fire rated construction.</p>	<p>Tolerable</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, including the presence of items being left in the communal areas of the block and issues with the partition wall on the ground floor in relation to flat windows on the ground floor.

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:

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)

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

9 - 14 & 15 - 19,
Newmans Close,
Smethwick,
B66 4SW.

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.

The low-rise premise was constructed in 1968. The blocks consist of 3 storeys (inclusive of the ground floor). With the ground floor containing 1 dwelling and the 1st and 2nd floors containing 2 dwellings. The blocks are of Brick, concrete & cavity wall construction with a flat roof.



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



The ground floor flat has windows that open onto a communal area. This area is separated from the staircase by a partition wall and door that is not fire resisting. Glazing is Georgian wired with an opening light. Door is a self-closing non fire rated door. This situation represents a breach of compartmentation. Discussions have taken place with the architects, and it has been agreed that this construction will be upgraded to a one-hour wall (the glazing will be removed and the opening “bricked up”). The door set should be replaced with a certified self-closing FD 30S door set.



There are refuse chutes within the 1st and 2nd floor communal areas with a Bin store which can be located on the ground floor nearest the main entrance of each block. It was noted that the Bin store in Block 9-14 has timber doors whilst block 15-19 has a steel door.



Electrical service cupboards are located in each block, on the ground floor under the stairs.

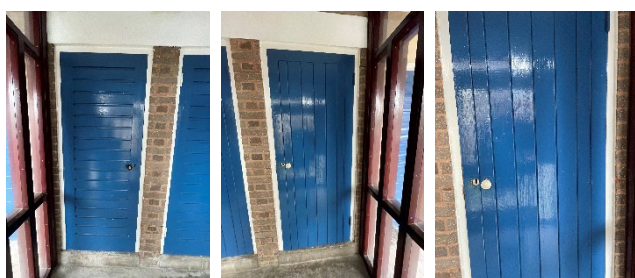


Fire Risk Assessment.

The ground floor to each block has 3 garages which have up and over steel doors fitted.



Residents have access to storage cupboards within the communal areas of the block on the ground floor as well as garages.



High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1968
Construction Type	Traditional brick construction with flat roof.
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	One
Access to Roof	External access only
Equipment on roof (e.g., mobile phone station etc)	No

Persons at Risk:

(Per Block)

Residents / Occupants of 10 flats.

Visitors.

Sandwell MBC employees.

Contractors.

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

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

Section

5

Building Plan

A 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 buildings are predominantly traditional brick and masonry construction with a flat bitumen felt roof.



- 2) Communal windows are a UPVC construction.



- 3) UPVC Facia board running around the top edge of the buildings.

Fire Risk Assessment.



- 4) The low-rise blocks contain garages with residents' flats above. It should be noted that garages were not accessed at the time of the assessment.



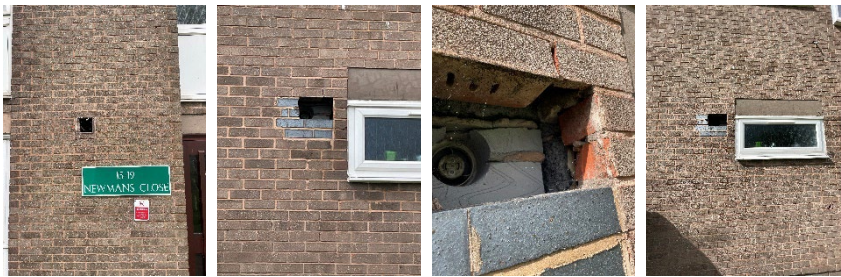
- 5) Ground floor flats have access to an external rear yard area acting as another means of escape from their flat(s), block 5 - 9 and 10 - 14 has its rear yard area timber fenced.



- 6) Grassed areas to the rear of the flats.



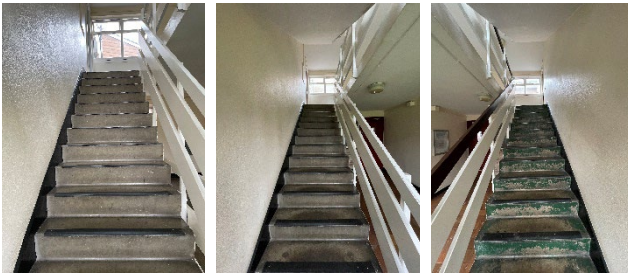
- 7) It was noted that several extraction unit covers were missing from external walls, this deems the unit/appliance incomplete & could encourage unwanted Arson attacks & further damage to properties through damp. These are located on the ground floor, flat numbers 14 & 19.



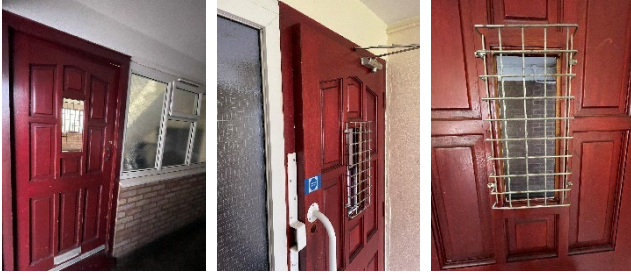
Section 7

Means of Escape from Fire

- 1) The low-rise blocks have a single staircase that provides a means of escape.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
 - 3) None of the corridors that form part of the means of escape are dead ends.
 - 4) Although the block has an open plan staircase, the means of escape are protected to prevent the spread of fire and smoke by the means of notional/nominal and composite fire doors and fire rated walls from flats.
 - 5) 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). It was noted that the communal door separating the Staircase lobby in Block 15 – 19 was completely missing a vision panel/glazing and the door requires maintenance work to enable the door to close correctly into its frame.
-



- 6) It has been agreed with architects that the non-fire rated wall and door construction between the staircase and ground floor corridor, that the ground floor flat windows open into represents a breach of compartmentation. This construction is to be upgraded to fire resisting construction by “bricking up the wall” and installing a certified self-closing FD 30S.



- 7) 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, confirmation to be provided. This prevents residents being locked in or out of the building.



- 8) Automatic smoke ventilation is not installed. Windows in common areas are operable for the purpose of natural or forced ventilation without the use of a key.
-



- 9) Generally, communal areas are kept free of flammable items with the communal areas being checked on a regular basis by Caretaking / Cleaning Teams. Any items of rubbish are immediately removed. However, it was noted that several combustible items were present in both communal areas. I.e., 9 -14 a car wheel including tyre and other combustibles and 15 – 19 a pushchair located under the stairs. An email has been sent to the Housing Officer to resolve these points.



- 10) Emergency lighting is not provided, communal landings have standard lighting present within the blocks. This is deemed acceptable due to the height of the building. Emergency lighting provision should be considered in relation to future programmed works.
- 11) There is a steel cupboard located above the electrical services cupboard that houses the door entry system electrics secured with a key.
- 12) Individual electric meter cupboards appeared to be constructed from fibreglass or steel modular units fitted with budget locks, they are located to the wall outside each property on the communal landing.
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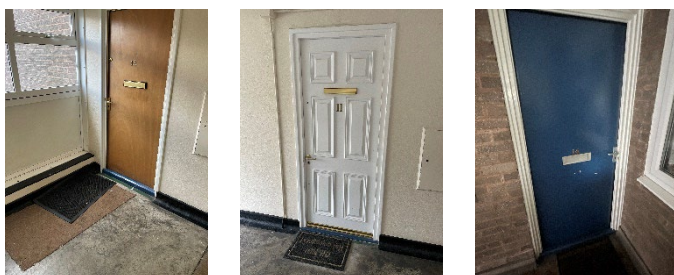
- 13) The surface coatings to the communal areas have been previously painted by SMBC with a Class 0 rated Timonox overcoat system.
- 14) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Safe Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
- 15) Individual flat doors appeared to be a combination of Notional timber doors and composite doors. It appeared that not all letterboxes were compliant, i.e., not provided with intumescent liners and back plates.



- 16) At the time of the assessment access was gained to flat number 16, the door appeared to be in good condition. The door did not have cold smoke seals, it did have intumescent strips & 25mm rebates.



- 17) It was noted that several flats have floor mats outside the front door which can cause a trip hazard and they may be combustible. Therefore, the fire rating of these mats is unknown.
-



- 18) Refuse – Refuse chutes are located on the first and second floor and culminate in the refuse room, access to the refuse room is gained from outside the building.

Section 8

Fire Detection and Alarm Systems

- 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 16, although access was not gained to the flat, the resident confirmed that smoke detection was provided in the Hallway, Kitchen & Living area.
- 3) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard.

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

Emergency Lighting

- 1) The premises have no emergency lighting installed within the buildings; however standardised lighting is present. This is deemed acceptable due to the height of the building. Any future upgrade works should consider the installation of emergency lighting.

Section 10

Compartmentation

This section should be read in conjunction with Section 4

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal or composite fire doors, including those in 1-hour rated walls.
 - 2) The point above is not satisfied by the ground floor partition construction, door and wall, separating the staircase and ground floor corridor of which flat windows open into. It has been agreed with architects that the partition will be upgraded with 1-hour wall construction and a certified self-closing FD30S. This will involve removing the glazed element of the existing wall construction and “bricking up” and fixing a new fire door and frame.
 - A) Block 9 – 14; a non-rated fire door with a broken vision panel to ground floor communal area. (Picture below).
 - B) Block 15 – 19; a non-rated fire door with vision panel to ground floor communal area.
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Fire Risk Assessment.

15 – 19 Newmans Close.

Floor/No	Electrical																										
	Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials														
	Sealant	Info Leaf	Info Storage	Info AMI Mark	Conglomerate Fibre	Info Packs	Info Plumes	Info Wires	Backward	Sealant	Info Leaf	Info Storage	Info AMI Mark	Conglomerate Fibre	Info Packs	Info Plumes	Info Wires	Backward	Sealant	Info Leaf	Info Storage	Info AMI Mark	Conglomerate Fibre	Info Packs	Info Plumes	Info Wires	Backward
B																											
G				✓																							
1																											
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Common Areas free from debris	✓	Common Areas free from debris	✓	Flat doors free from debris	✓	Common cupboards locked and secure	✓	Common Areas free from loose stored items	✓	Common Areas free from require materials	✓																

6) Individual flat doors are a mixture of flush timber nominal rated doors and composite constructed doors, refer to images and fire door survey below.



Newmans Close 15-19 (O&E BL34465NE30)	BL34465NE30	15-19 Newmans Close;Smethwick;West Midlands;;	Intentionally Blank
Newmans Close 15-19 (O&E BL34465NE30)	DW3446500014	15 Newmans Close;Smethwick;West Midlands;;	Permadeor Not Glazed
Newmans Close 15-19 (O&E BL34465NE30)	DW3446500015	16 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not glazed
Newmans Close 15-19 (O&E BL34465NE30)	DW3446500016	17 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not glazed
Newmans Close 15-19 (O&E BL34465NE30)	DW3446500017	18 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not glazed
Newmans Close 15-19 (O&E BL34465NE30)	DW3446500018	19 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not glazed
Newmans Close 9-14 (O&E BL34465NE31)	BL34465NE31	9-14 Newmans Close;Smethwick;West Midlands;;	Intentionally Blank
Newmans Close 9-14 (O&E BL34465NE31)	DW3446500009	9 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not Glazed
Newmans Close 9-14 (O&E BL34465NE31)	DW3446500010	10 Newmans Close;Smethwick;West Midlands;;	Permadeor Not Glazed
Newmans Close 9-14 (O&E BL34465NE31)	DW3446500011	11 Newmans Close;Smethwick;West Midlands;;	Permadeor Not Glazed
Newmans Close 9-14 (O&E BL34465NE31)	DW3446500012	12 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not Glazed
Newmans Close 9-14 (O&E BL34465NE31)	DW3446500013	14 Newmans Close;Smethwick;West Midlands;;	Timber Flush Door Not 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.

- 7) Blocks 9 -14 and 15 -19 ground floor communal area store cupboard doors are not fire rated. (4 per block).



- 8) Chute hoppers are situated on the 1st and 2nd floors of both blocks.



- 9) It was noted that the 1st & 2nd floor windows to the landing areas have UPVC framed windows with single glazed units. The windows are openable.



- 12) Flats 14 & 19 have windows onto the communal area that are clear and obscure double-glazed units and not Georgian wired.



Section

11

Fire Fighting Equipment

- 1) Currently, there is no fire-fighting equipment installed at these premises. Firefighting hydrants are close to the main entrance in Newmans Close.

Section

12

Fire Signage

- 1) All communal fire doors display “Fire Door Keep Shut” where appropriate.
 - 2) Fire Action Notices are not displayed throughout the building. As the building does not have a complex layout these are not required.
 - 3) The fire escape routes are self-evident and therefore additional fire action notices are not required.
 - 4) 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

- 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.
- 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 29/07/2020.



- 5) In block 9 – 14, the electrical installation service cupboard on the ground floor was not secured at the time of the assessment. The electrical service cupboard is not protected by means of a FD30S door or cabinet.
- 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.

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.



Euro bin kept inside bin room secured with lever latch.

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

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
- 2) 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 – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.

Section

17

Arson Prevention

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

**Section
18**

Storage Arrangements

- 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.
 - 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):

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:


9 – 14 & 15 – 19 Newmans Close.

Date of Action Plan:





04/04/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/07	Replace external missing extraction wall plate/cover x 2. Both in ground floor flats numbers 14 and 19.		P3	Repairs 3-6 months	

Fire Risk Assessment.

07/05	Replace glazing in communal door. Block 9 – 14.		P2	Repairs 1-3 months	
07/09	Remove combustible items in Communal Areas & in electrical cupboard in block 9 – 14.		P2	Caretaking Team 1-3 months	
10/04	Refix lock to timber framed electrical cupboard.		P2	Fire Rapid Response. 1-3 months	
07/13	Remove excess front door mats.		P3	Housing Management Team. 3-6 months	

Fire Risk Assessment.

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

Observations

Compartmentation between the ground floor flat and communal staircase has been compromised. This point is ongoing and currently being discussed with architects to identify a solution.



Communal service cupboards doors/electrical intake cupboard. Upgrade to 30 minutes fire resistance as part of next improvement works programme.

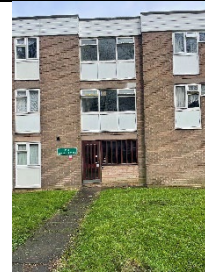


Flat entrance doors - Upgrade to certified self-closing FD 30s as part of next improvement works programme.



Fire Risk Assessment.

UPVC Cladding. Upgrade with non-combustible cladding as part of next improvement works programme.



An emergency lighting installation should be considered as part of next improvement works programme.



Timber framed electrical cupboard should be upgraded to a fire resisting cabinet on future programme




Signed

 ADRIAN JONES	Fire Risk Assessor	Date: 04/04/2024
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Fire Risk Assessment.

	Quality Assurance Check	Date: 16/04/2024
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Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 9 – 14 & 15 – 19 Newmans Close.

Updated: 05/04/2024

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 Tel:- 0121 569 5077). <i>Include survey</i>

Sample Locations		Property Address 9-14 Newmans Close, Smethwick, B66 4SW.						
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 WALLS	TEXTURED COATING	-	SEALED	GC485 / 1	CHRYSOTILE	NO	-	-
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
EXTERNAL SERVICE DUCT PANEL TO RHS OF FRONT ENTRANCE	PLYWOOD	GROUND FLOOR TILES	QUARRYS					
GARAGE FASCIAS	PLYWOOD	GROUND FLOOR FLAT ROOF	MINERAL FELT					
GROUND FLOOR STAIRWELL DOOR / WINDOW – TRANSOM PANELS	PLYWOOD	ALL FLAT DOOR FRAME SEALANTS	SILICONE					
GROUND FLOOR METER CUPBOARD	PLYWOOD	ALL COMMUNAL CUPBOARDS DOOR FRAME SEALTS	SILICONE					
GROUND FLOOR METER CUPBOARD – BACKBOARD	PLYWOOD							

Fire Risk Assessment.

Sample Locations	Property Address	15-19 Newmans Close, Smethwick, B66 4SW.						
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 WALLS	TEXTURED COATING	-	SEALED	GC488 / 1	CHRYSTOLE	NO	-	-
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
GARAGE FASCIAS	PLYWOOD	GROUND FLOOR TILES	QUARRYS					
EXTERNAL SERVICE DUCT PANEL TO LHS OF FRONT ENTRANCE	PLYWOOD	GROUND FLOOR FLAT ROOF	MINERAL FELT					
INTERNAL COMMUNAL DOOR AND WINDOW TRANSOMS	PLYWOOD	ALL FLAT DOOR FRAME SEALANTS	SILICONE					
GROUND FLOOR METER CUPBOARD	STEEL	ALL COMMUNAL CUPBOARDS DOOR FRAME SEALTS	SILICONE					
GROUND FLOOR METER CUPBOARD – BACK PANEL	PLYWOOD							