

Fire Risk Assessment

Priory Close 5-9, 10-15



**Priory Close, Smethwick,
B66 3SL**

Date Completed: 22/03/2024.

Review Period: 3 years

Officer: L. 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>

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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”.*

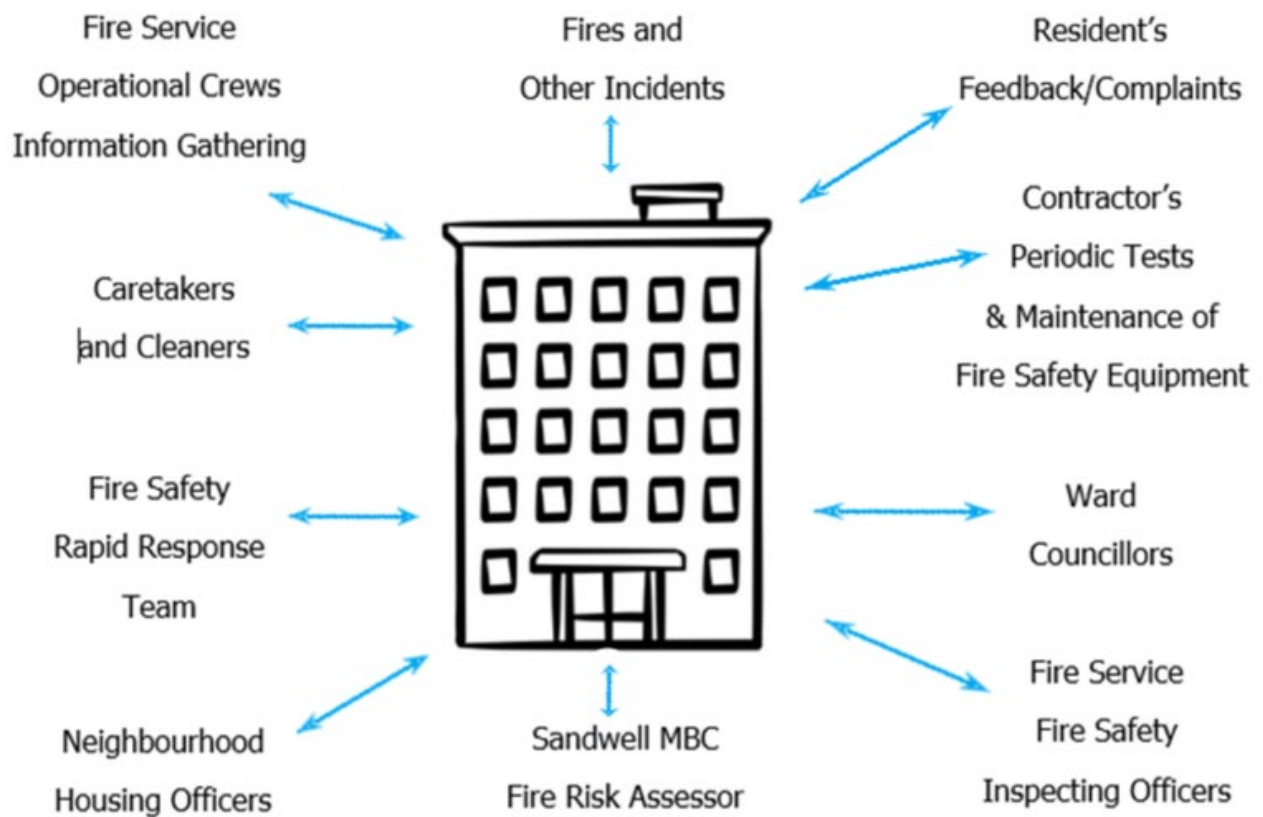
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

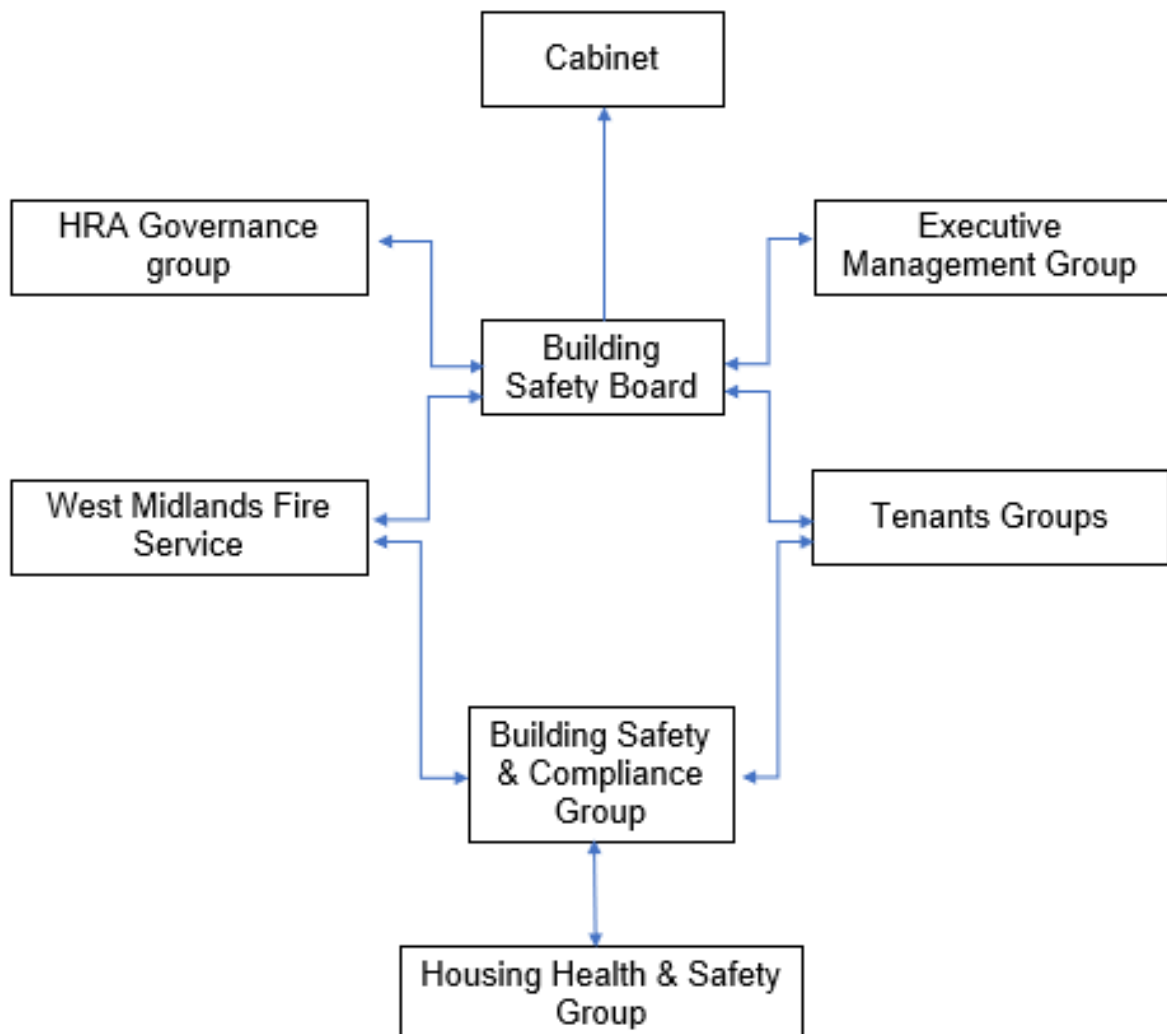
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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.</p> <p>Ground floor flats have access to an external rear yard.</p> <p>Garage access with flats atop.</p> <p>Individual flat windows are uPVC double glazed units.</p> <p>The communal windows are Georgian wired glass in a uPVC frame.</p> <p>Flat bitumen roof.</p> <p>Shrubbery scales the one side of the external envelope of block 10-15</p>	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire The premises have a single staircase as part of the means of escape with two final exits with the ground floor flat 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. Incorrect flat numbers on doors. Missing letter plate from flat 15.</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting The premises have no emergency lighting installed within the blocks however standardised lighting is present.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minuet horizontal fire resistance around flats. All doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Due to the issue with partition wall on ground floor compartmentation is compromised (see section 7)</p>	<p>Tolerable</p>
<p>Section 11</p>	<p>Fire Fighting Equipment No firefighting provisions within the premises.</p>	<p>Trivial</p>

Section 12	<p>Fire Signage Appropriate signage is in place Fire door keep shut & no smoking signs present within the blocks.</p>	<p>Trivial</p>
Section 13	<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 03/08/2020 for both blocks. These are shown to be in date.</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 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 and 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 window 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.

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

Aidrian Jones

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

Priory Close 5-9, 10-15
Smethwick
B66 3SL

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 blocks were constructed in 1969. 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 have two entrance/ exits to each block, the main entrances to the blocks can be accessed via Priory Close on the front elevation. There is also an entrance to the block to the rear elevation. The entrance/exit to the blocks utilise fob access with a firefighters drop latch to the main entrance only.



The ground floor to each block consists of 1 dwelling and garage access for the residents with the ground floor flats also having access to a yard area secured with a timber gate.



There is 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.



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



The ground floor flat is separated from the rest of the building by a timber door and frame with glazing within the same partition wall.



High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1969
Construction Type	Traditional Cavity Construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes
Access to Roof	Externally only
Equipment on roof (e.g. mobile phone station etc)	None

(Per Block)

Persons at Risk

Residents / Occupants of 5 flats per block (10 flats in total)

Visitors,

Sandwell MBC employees,

Contractors,

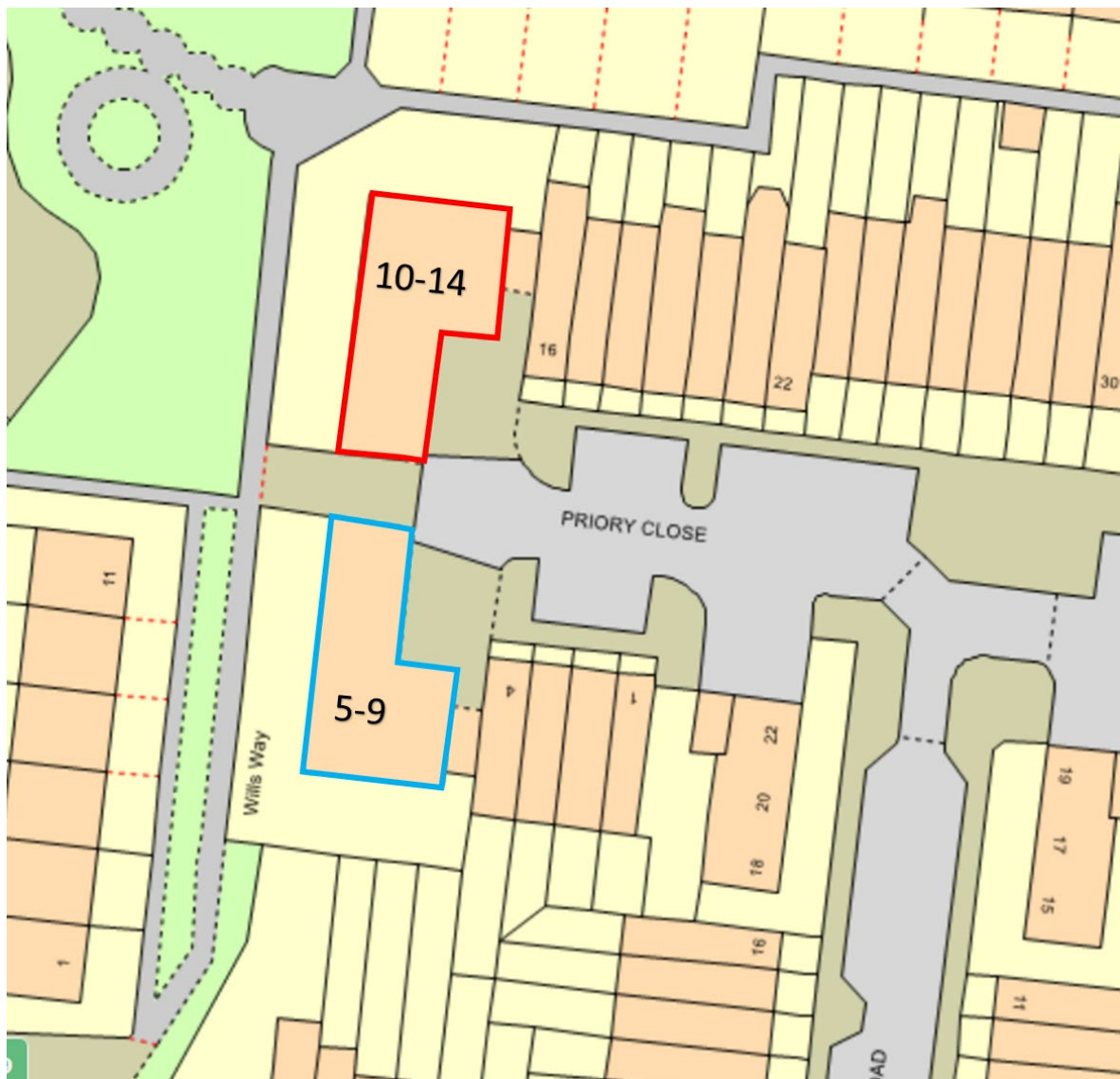
Service providers (e.g. meter readers, delivery people etc)

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

**Section
5**

Building Plan

Typical floor plan showing the layout and location of the block.



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.



- 2) Communal windows are a UPVc construction.



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



- 4) The blocks have a flat bitumen felt roof.



- 5) The low-rise blocks contain garages with residents flats on top of the ground level garages.



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



- 7) Shrubbbery scales along the one side of block 10-15



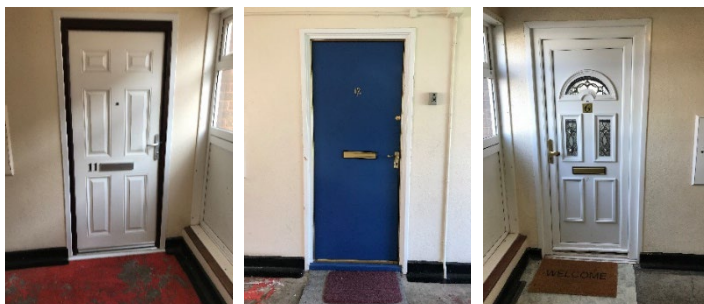
Section 7

Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape approx.1040mm.
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) Resident communal cupboard doors within the staircase should be upgraded to certified FD30s fire rated doors with refurbishment works to the block.



- 4) The means of escape are protected to prevent the spread of fire and smoke by the means of nominal 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).
- 6) 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.



- 7) It was noted that the partition wall from the ground floor lobby area and the staircase contains a non-fire rated fire door and non-fire rated glazing. It is in the opinion of the fire risk assessor that this would not provide sufficient compartmentation between the ground floor flat and staircase and has been compromised. The flat windows are openable and non-fire resisting. These windows discharge directly into a corridor which has a non-fire resisting window and door that opens directly into the escape stair.
Without removing the residents ventilation provisions and means of escape from an inner room it is considered a suitable solution to extend the compartment line of the flat to include the corridor. As a result, a remedy such as the corridor window being "bricked up" must be considered, to provide one hours fire resistance and a fully certified self-closing FD30S door installed should also be considered. this issue is reflected within both blocks. Under refurbishment works an outer door was installed which means this area where the opening and the flat window is present becomes a protected escape route that has now become compromised. This was previously highlighted within another risk assessment with two blocks with the same archetypes.
-



- 8) Automatic smoke ventilation is not employed within the blocks, communal windows can be opened manually without the use of a key.



- 9) The blocks have access to refuse chutes located in the communal landing areas of the first and 2nd floors within the means of escape.



- 10) 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.
-

- 11) Emergency lighting is not provided, communal landings have standard lighting present within the blocks.



- 12) There is no dry riser that services the blocks.

- 13) Storage cupboards, residents have access to storage cupboards within the blocks, these were picked up in the previous risk assessment to be upgraded to FD30s door sets. Consideration should be made for these to be upgraded.



- 14) Gas/ electric meter cupboards are fibreglass/metal modular units fitted with budget locks, located outside each property within the communal landing.



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

16) The building is a low-risk premise and has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy via nominal timber doors to flats and compartment walls. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

17) Individual flat doors are a mixture of nominal timber and composite doors with associated frames.



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 etc. During the FRA no access was gained to sample flat entrance doors despite best endeavours however it is believed that some doors within the blocks are non-fire rated door sets (Flat 6).



19) the council has had a stance on allowing door mats as long as they are of suitable size and do not obstruct the means of escape.

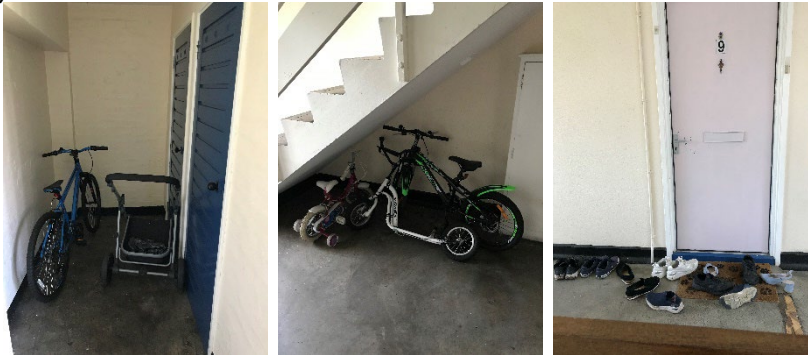
20) Residents' cupboards do not have certified fire rated doors it should be considered that these are upgraded to certified fire rated doors under future improvement works at the blocks.

21) Leaseholders within the blocks within flats 5, 6, & 15

- 22) Door to communal area has a latch and the door is lockable along the means of escape in block 5-9



- 23) Items stored within the communal areas of both blocks.



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

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During this risk assessment no access was granted to sample flats however Based on the sample of properties accessed during previous fire risk assessment the smoke alarms within resident's flats are installed to a minimum LD3 Standard.

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 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 blocks however standardised lighting is present.
-

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 minute horizontal fire resistance around flats. All doors are 30-minute nominal fire doors, including those in 1-hour rated walls.
- 2) Due to the partition wall on the ground floor lacking a fire door and fire-resistant glazing and the window from the ground floor flat not having fire resistant glazing the premise lacks sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire (see section 7/7). Whilst other areas of the block do have existing fire stopping that is fit for purpose, there is a cyclical programme to ensure fire stopping has 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) Residents have access to storage cupboards within the communal landing areas of the block (see section 7/13)



- 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.

Floor No	Electrical														Floor No													
	Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials															
	Supaux	Intu Batt	Intu Sponge	Intu AM Intastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wipons	Rockwool	Supaux	Intu Batt	Intu Sponge	Intu AM Intastic	Graphite Filler		Intu Pads	Intu Pillows	Intu Wipons	Rockwool	Supaux	Intu Batt	Intu Sponge	Intu AM Intastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wipons	Rockwool
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Communal doors free from defects		✓		Communal windows free from defects		✓		Flat doors free from defects		✓		Communal cupboards locked and secure		✓		Communal areas free from tenants stored items		✓		Communal areas free from repair materials		✓						
Foam Removal & Enhancement Record														Foam, Enhancements & Other Comments:														
Foam Present But Not Removed This Visit																												
Foam Present & Partially Removed This Visit																												
Foam Present & Fully Removed This Visit																												
No Foam Present														✓														
No Enhancement Carried Out This Visit														✓														
Enhancement Carried Out This Visit																												

Fire Risk Assessment – Priory Close 5-9, 10-15

Electrical		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Flora No											
Flora No	Suprax	Intr. Spunge	Intr. / AM Mastic	Complete filler	Intr. Pairs	Intr. Whops	Decorated	Suprax	Intr. Spunge	Intr. / AM Mastic	Complete filler	Intr. Pairs	Intr. Whops	Decorated	Suprax	Intr. Spunge	Intr. / AM Mastic	Complete filler	Intr. Pairs	Intr. Whops	Decorated	Flora No	
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Communal doors free from defects		Communal windows free from defects		Flat doors free from defects		Communal cupboards locked and secure		Communal areas free from tenants stored items		Communal areas free from repairs materials													
✓		✓		✓		✓		✓		✓		✓											
Foam Removal & Enhancement Record				Foam, Enhancements & Other Comments:																			
Foam Present But Not Removed This Visit																							
Foam Present & Partially Removed This Visit																							
Foam Present & Fully Removed This Visit																							
No Foam Present				✓																			
No Enhancement Carried Out This Visit				✓																			
Enhancement Carried Out This Visit																							

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

7) Individual flat doors are nominal composite and timber fire door construction within both blocks.





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.

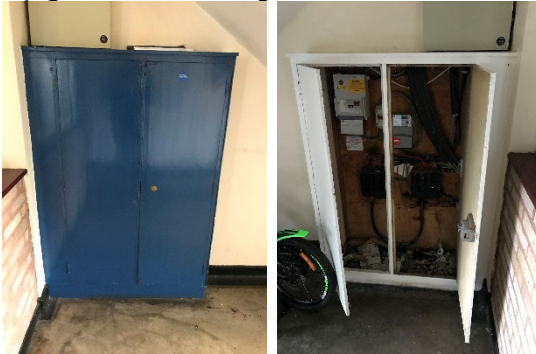
8) Missing number and letterplate to flat 15 entrance door



9) Evidence of fire stopping within meter cupboards



- 10) Electrical cupboards on the ground floor of both blocks are not of fire rated construction and it should be considered that this is upgraded during future works.



- 11) Flat 6 appears to be a non fire rated door no access was granted at the time of the fire risk assessment.



Section 11

Fire Fighting Equipment

- 1) No firefighting equipment present within the block.

Section 12

Fire Signage

- 1) There are no fire doors within the communal areas that require fire door keep shut signage, however where electrical meter cupboards are located on the ground floor keep shut signs are present



- 2) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.
 - 3) No smoking signs displayed around the blocks.
-

Section 13

Employee & Resident Training/Provision of Information

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



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



- 9) Additional fire safety information can be found on the Sandwell Council website. <https://www.sandwell.gov.uk/fire-safety>
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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 03/08/2020 for both blocks.
 - 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. **gas supplies are internal.**
-

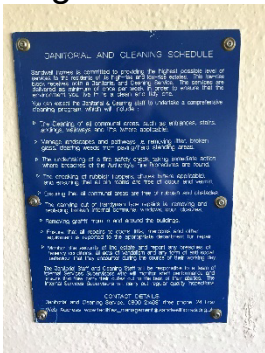
Section 15

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) Refuse chutes located on the first and second floors within the communal landing areas.



- 6) Bin store located at the front entrances of the blocks.



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

- 24) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 25) Restricted access to the premises by means of a door entry system.



- 26) There are no CCTV provisions on the premises.
- 27) The perimeter of the premises is well illuminated. Via external lighting and streetlights.



28) There has been 1 reported fire incident since the last FRA. Taking place on the 09/11/2020 that affected no other properties or the communal areas and was contained to 1 room (kitchen) where there were no injuries.

The fire resulted in the installation of a heat detector within the kitchen.

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts see point 9-3)
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
 - 3) No Flammable liquids stored on site by Caretakers / cleaners.
 - 4) Store cupboards should be kept secured.
 - 5) no flammable liquids or gas cylinders should be stored on site.
 - 6) Residents have access to Storage cupboards that are located within the communal areas of the block and are not of a fire rated construction recommendation for the storage cupboards to be upgraded to fire rated doors with future improvement works to the blocks.
 - 7) Garages are present within both premises.
-

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:

Priory Close

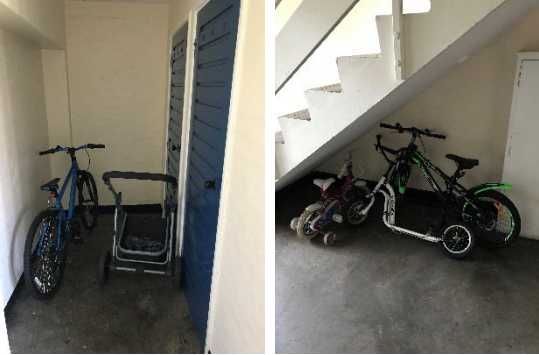


Date of Action Plan:

27/03/2024

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/22	Remove latch from communal door in block 5-9 and make good.		P3	3-6 months Fire Rapid Response	

Fire Risk Assessment – Priory Close 5-9, 10-15



07/23	Removal of items stored within the communal areas of both blocks		P2	1-3 months Housing Manager	
10/08	Replace missing number & letter plate from flat 15		P2	1-3 months Fire Rapid Response	
10/11	Flat 6 appears to be a non fire rated door (UPVC) identification required / replace if needed		P2	1-3 months Leasehold Management	

Fire Risk Assessment – Priory Close 5-9, 10-15

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	
Timber electrical cupboards.	Upgrade as part of next improvement works
Flat entrance doors	Upgrade as part of future improvement works
Storage cupboards within communal areas	Upgrade as part of future improvement works

Signed

	Fire Risk Assessor	Date: 27/03/2024
	Quality Assurance Check	Date: 28/03/2024

Additional information

Following point 7/7. This similar action was taken at a block with the same archetype. Meetings/site visits have taken place following the initial FRA to discuss possible solutions; this has now been escalated so that a plan can be put in place. Please see the email thread below.

Good morning all,

My Fire Risk Assessors undertook a fire risk assessment of the low-rise blocks in Bishop Close (noting that there are similar design blocks on Cape Hill estate)

The issue relates to the door and screen. The findings within the FRA were:

7) It was noted that the partition wall from the ground floor lobby area and the staircase contains a non-fire rated fire door and non-fire rated glazing. It is in the opinion of the fire risk assessor that this would not provide sufficient compartmentation between the ground floor flat and staircase and has been compromised. The flat windows are openable and non-fire resisting. These windows discharge directly into a corridor which has a non-fire resisting window and door that opens directly into the escape stair. Without removing the residents ventilation provisions and means of escape from an inner room it is considered a suitable solution to extend the compartment line of the flat to include the corridor. As a result, a remedy such as the corridor window being "bricked up" must be considered, to provide one hours fire resistance and a fully certified self-closing FD30S door installed should also be considered. This issue is reflected within both blocks. Under refurbishment works an outer door was installed which means this area where the opening and the flat window is present becomes a protected escape route that has now become compromised. Since initial FRA meetings have taken place to discuss possible solutions.



The conclusion from the various site meetings to discuss solutions to this matter are to remove the existing partition and door. Extend existing brickwork up to ceiling level and then to install a certified 30-minute fire rated door set. Door to have with small vertical glazed panel, fitted with an overhead door closure and smoke seals.

I understand that you will be undertaking some improvement works in this area and as such will capture this works as part of these works, not just Bishops close but also the other low rise on the estate that are of the same design). Can you confirm that this is the case and approximately when will these works be planned?

Regards
tony

Fire Risk Assessment – Priory Close 5-9, 10-15

Hi Tony

We had a meeting with the fire risk assessors and they visited site with Gary and Martin

The HIP contract is expected to be awarded April ish time with a mobilisation period I would expect them to be on site July time, but not sure of timeline for these locks atm sorry

Regards

M Paynter

Mark Paynter

Appendix 1

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

Name of property: Priory Close 5-9, 10-15

Updated: 27/03/2024

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 5-9 Priory Close, Smethwick, B66 3SL.						
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	GC460 / 1	NO ASBESTOS DETECTED	-	-	-
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 FLAT ROOF	MINERAL FELT					
GROUND FLOOR INTERNAL DOOR & WINDOW TRANSOMS	PLYWOOD	GARAGE FASCIAS	PLYWOOD					
GROUND FLOOR METER CUPBOARD	PLYWOOD	FLATS 5 & 6 FRONT DOOR FRAME SEAL	SILICONE					
GROUND FLOOR METER CUPBOARD - BACKBOARD	PLYWOOD	FLATS 7,8,9 FRONT DOOR FRAME SEAL	NO VISIBLE SEALANT					
2 ND FLOOR LINO	BITUMEN							

Fire Risk Assessment – Priory Close 5-9, 10-15

Sample Locations	Property Address	10-15 Priory Close, Smethwick, B66 3SL.						
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	GC461 / 1	NO ASBESTOS DETECTED	-	-	-
10 PRIORY CLOSE – FRONT DOOR FRAME SEAL	MASTIC	-	SEALED	GC2285 / 1	CHRYSOTILE	NO	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 LHS OF FRONT ENTRANCE	PLYWOOD	GARAGE FASCIAS	PLYWOOD					
GROUND FLOOR INTERNAL DOOR & WINDOW TRANSOM PANELS	PLYWOOD	FLATS 5 & 6 – FRONT DOOR FRAME SEAL	SILICONE					
GROUND FLOOR METER CUPBOARD	PLYWOOD	FLATS 12 & 14 – FRONT DOOR FRAME SEAL	NO VISIBLE SEALANT					
GROUND FLOOR METER CUPBOARD – BACK PANEL	PLYWOOD							
GROUND FLOOR FLAT ROOF	MINERAL FELT							