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# Fire Risk Assessment

## Wigorn House 1-8



**Wigorn Road, Smethwick  
B67 5HW**

**Date Completed: 11/04/2024.**

**Review Period: 3 years**

**Officer: A. Smith Fire Risk Assessor**

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

**Current Risk Rating = Tolerable**



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### Subsequent reviews

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

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## Section

# 0

## Introduction

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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.

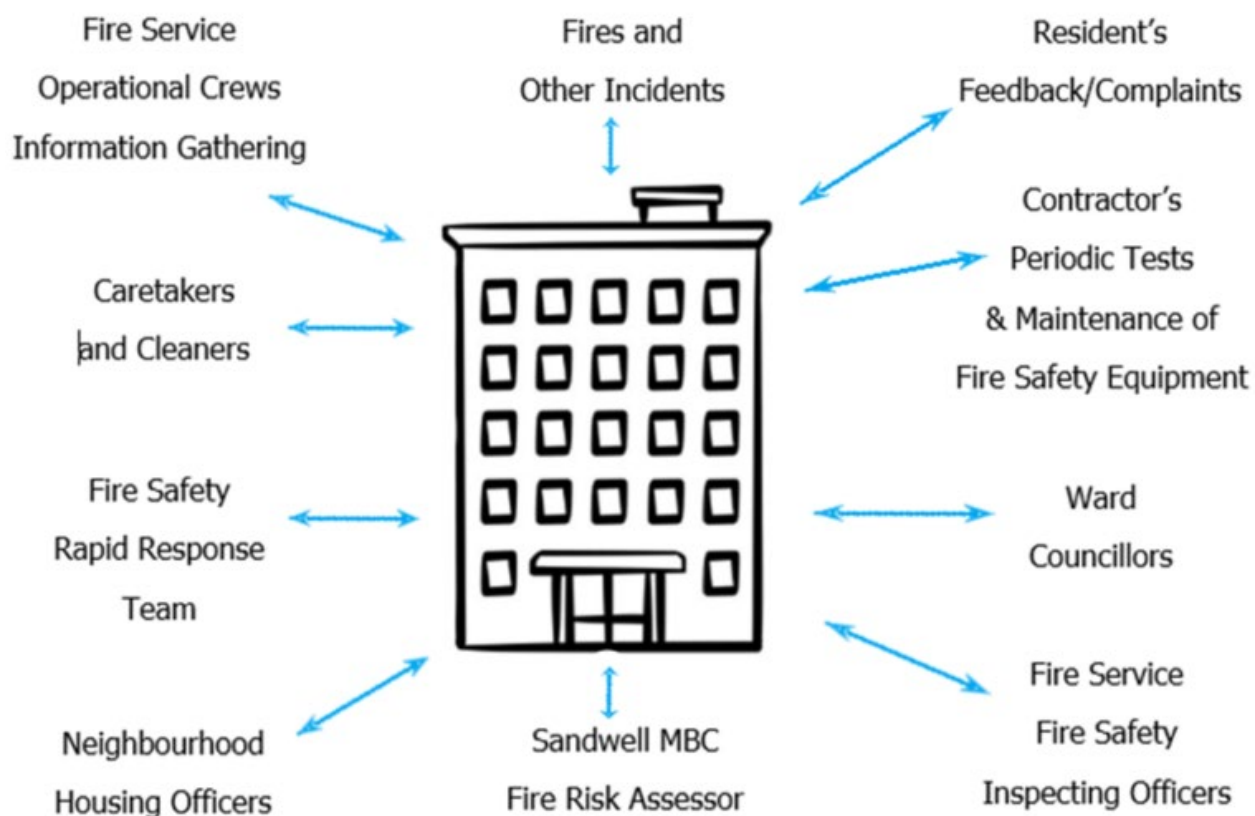
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

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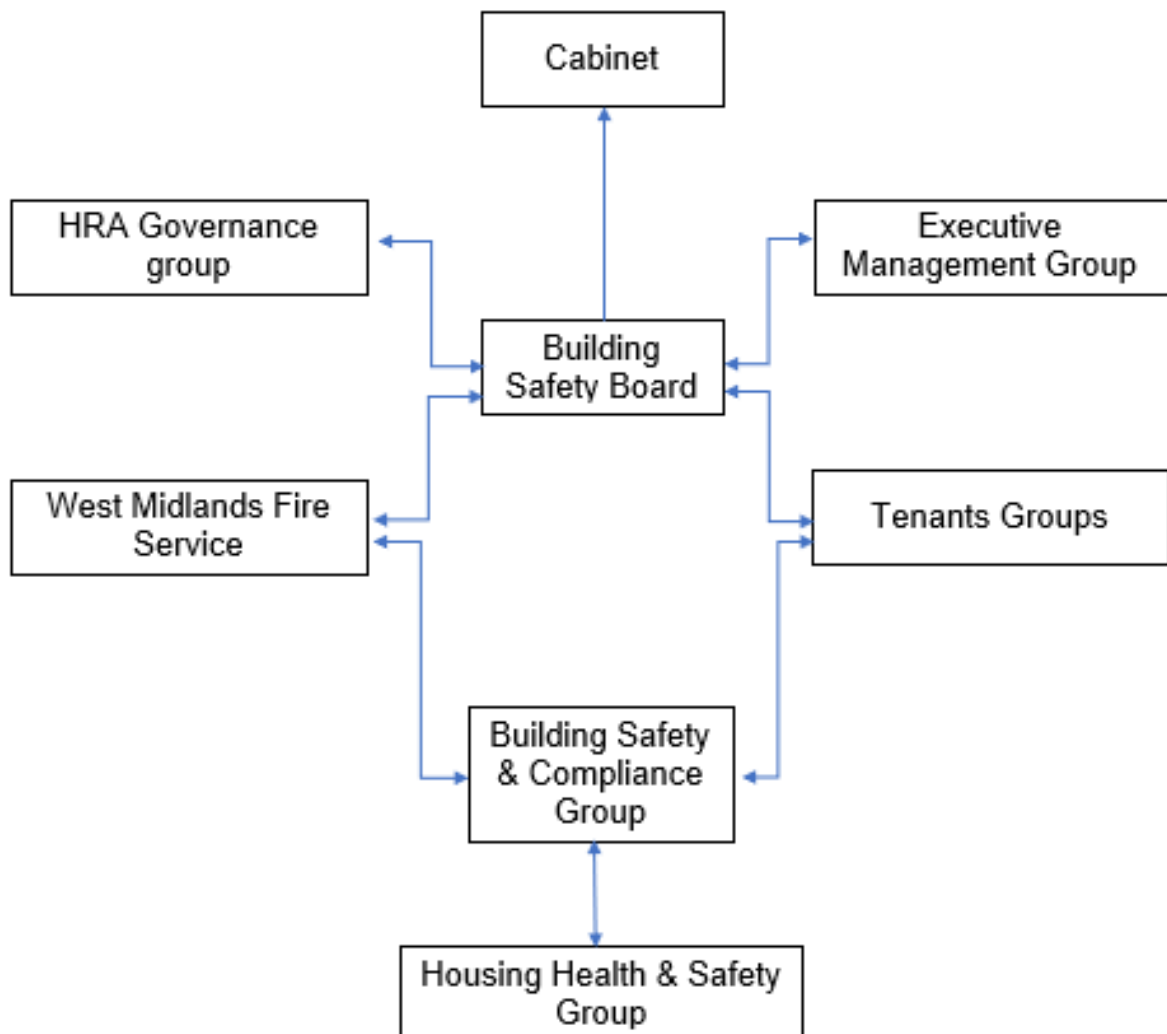
The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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

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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>	<b>External Envelope</b>  The exterior of the buildings is predominantly traditional brick construction.  Individual flat windows are UPVC double glazed units.  UPVC panels are present.	Trivial
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b>	Trivial

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	The premise has a single staircase with one final exit.	
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>The premise has emergency lighting within the staircase.</p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1- hour vertical fire resistance and 1-hour horizontal fire resistance.</p> <p>All flat entrance doors are nominal 30-minute fire doors with intumescent strips and cold smoke seals, including those in 1- hour rated walls.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>No firefighting provisions within the premise.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>Appropriate signage is in place. No smoking signs present within the block.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p>	Trivial



	The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 01/04/2021.	
<a href="#">Section 15</a>	<b>Waste Control</b> Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block. The block has a refuse chute that leads to a bin room store on the ground floor near the front entrance.	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> A door entry system is installed to prevent unauthorised access to the block.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Storage cupboards that are located within the communal areas of the block are not of a fire rated construction.	Tolerable

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## 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

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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 because of the normal fire hazards that have been highlighted within the risk assessment.

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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<b>Risk level</b>	<b>Action and timescale</b>
<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

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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

Adrian 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*

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## Section 4

## Description of Premises

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Wigorn House 1-8  
Wigorn Road  
Smethwick  
B67 5HW

### Description of the Property

The low-rise premise was constructed in 1962.

The premise consists of 4 storeys (inclusive of the ground floor).

Each floor contains 2 dwellings.

The block has a main entrance to the front elevation.

The front elevation has a door entry system with a fob reader installed.



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.

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High/Low Rise	Low Rise
Number of Floors	4
Date of Construction	1962
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

### **Persons at Risk**

Residents / Occupants of 8 flats per block.

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)

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# Section 5

## Building Plan

The general plan shows the building location.



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## Section

# 6

## External envelope

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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 building is predominantly traditional brick and masonry construction.



- 2) Communal windows are a UPVC construction.



- 3) The block has a flat roof.
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4) The low-rise blocks contain UPVC panels on the rear elevation.



5) Ground floor flats have a further external door.



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## Section 7

# Means of Escape from Fire

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- 1) The site has a single staircase that provides a means of escape.



- 2) All corridors are of adequate width (at least 940mm) and will be maintained clear to that width as a minimum.
- 3) Communal cupboard/ Electric meter cupboard doors within the staircase should be upgraded to certified FD30s fire rated as part of a future works programme.



- 4) Individual flat entrance doors are FD 30s rated (Permadoor).
- 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.
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- 7) Automatic smoke ventilation is not employed within the block, communal windows can be opened manually with the use of a key.



- 8) The block has access to a refuse chute located in the communal landing on the first, second and third floors.



- 9) 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.

- 10) Emergency lighting is provided to communal landings and stairs.

- 11) The surface coatings to the communal areas are Class 0 rated.
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12) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy via nominal (Permadoor) doors to flats and compartment walls.

Therefore, residents are advised to remain in their flat unless the fire directly affects them.

13) Individual flat doors are nominal FD 30S rated (Permadoor).

Wigorn House 1-8 (O&E)	BLS3080WI20	BLS3080WI20	1-8 Wigorn Road;Smethwick;West Midlands;;	Intentionally Blank	
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000003	1 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000004	2 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000005	3 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000006	4 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000007	5 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000008	6 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000009	7 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed
Wigorn House 1-8 (O&E)	BLS3080WI20	DW5308000010	8 Wigorn House;Wigorn Road;Smethwick;West Midlands;	Permadoor	Glazed

14) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with.

Access gained to flat 6.



*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.*

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## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats is installed to an LD2 Standard.

Flats accessed:

Flat 6 – Smoke detection to: Hall, Kitchen (Heat) and Living room.  
As confirmed by resident.

*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.
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## Section

# 9

## Emergency Lighting

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- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.



- 2) The self-contained units are provided to the communal landings and stairs.
  - 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.
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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 nominal fire doors, including those in 1-hour rated walls.
  - 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.
  - 3) A variety of methods / materials have been used to achieve fire-stopping, refer to table below.
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Floor No	Electrical					Comms Riser					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Floor No																
	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials																					
	Supelux	Inu Blat	Inu Sponge	Inu AM Mastic	Oneptho filler	Inu Pads	Inu Pillows	Inu Wraps	Rockwool	Supelux	Inu Blat	Inu Sponge	Inu AM Mastic	Oneptho filler	Inu Pads	Inu Pillows	Inu Wraps	Rockwool	Supelux	Inu Blat	Inu Sponge	Inu AM Mastic	Oneptho filler	Inu Pads	Inu Pillows		Inu Wraps	Rockwool	Supelux	Inu Blat	Inu Sponge	Inu AM Mastic	Oneptho filler	Inu Pads	Inu Pillows	Inu Wraps	Rockwool					
B																																										
G				✓									✓																													
1				✓																																						
2				✓																																						
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12																																										
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14																																										
15																																										
16																																										
Commonal door free from defect						Commonal window free from defect						Flat doors free from defect						Commonal cup-board locked and secure						Commonal area free from non-combustible items						Commonal area free from repair materials												
✓						✓						✓						✓						✓						✓												
<b>Foam Removal &amp; Enhancement Record</b>																				<b>Foam, Enhancements &amp; Other Comments:</b>																						
Foam Present But Not Removed This Visit																																										
Foam Present & Partailly Removed This Visit																																										
Foam Present & Fully Removed This Visit																																										
No Foam Present																				✓																						
No Enhancement Carried Out This Visit																				✓																						
Enhancement Carried Out This Visit																																										

- 4) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 5) Individual flat doors are nominal fire doors (Permadoor).



*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.*

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## Section

# 11

## Fire Fighting Equipment

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- 1) No firefighting equipment present within the block.

## Section

# 12

## Fire Signage

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- 1) The fire escape route generally does not use directional fire signage in accordance due to simplicity of layout.
- 2) No smoking signs displayed.



## Section 13

# Employee & Resident Training/Provision of Information

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



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

**Fire safety advice**

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

**Sandwell**  
Working with you to make a difference

**What to do if a fire breaks out in your flat**

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

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

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

If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.

- 2 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 3 In either case, use the staircase to exit the building.  
Do not use the lift.

\*Stay Put/Closest\* is an evacuation strategy used in purpose-built blocks of flats. It is in place to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 889 8000.

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

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- 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 01/04/2021.

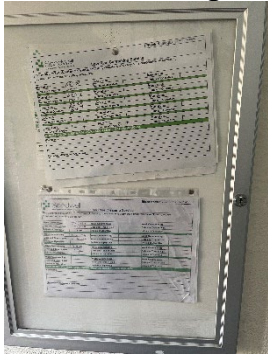


- 5) Portable heaters are not allowed in any common parts of the premises.
  - 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply is internal.
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# 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 and third floors.



- 6) Bin store located at the front entrance of the block.



## 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) 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.
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- 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

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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.
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## Section 18

### Storage Arrangements

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- 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.

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## Section 19

### Additional Control Measures. Fire Risk Assessment - Level 2 Action Plan

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## 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**

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Wigorn House 1-8

Date of Action Plan:

12/04/2024

Review Date:



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<b>Question/ Ref No</b>	<b>Required Action</b>	<b>Supporting photograph</b>	<b>Priority</b>	<b>Timescale and Person Responsible</b>	<b>Date Completed</b>
	No Actions				

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).



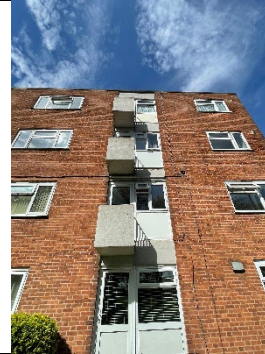
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## Observations



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



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



## Signed

	Fire Risk Assessor	Date: 12/04/2024
	Quality Assurance Check	Date: 16/04/2024

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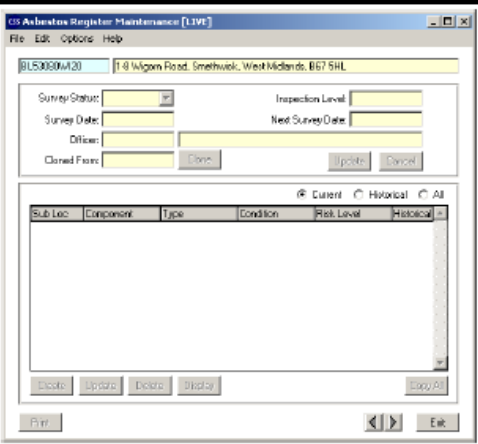
## Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Wigorn House 1-8.

Updated: 09/08/2022

Premise Manager: Tony Thompson. Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still <a href="tel:01215695077">Tel:- 0121 569 5077</a> ). <i>Include survey</i>

<b>Asbestos Survey</b>		Property Address		1-8 Wigorn House, Smethwick, B67 5HL		<input checked="" type="checkbox"/> Office use	
Surveyed by	D Jones	Date	25/03/2014	Checked by	DEREK STILL	Desktop Check	<input checked="" type="checkbox"/>
						Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date			
Investment Void		Refurbishment Survey		Low Rise Flats			
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>				
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>				
R & M Tenanted		No Existing SHAPE Data.	<input checked="" type="checkbox"/>				
Medical / Emergency - Heating Works		Existing SHAPE Data.					
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated?					
				Year Built		1962	
				Notes / including details of similar property surveys completed.  <span style="color: red;">**Survey revised by John Davis 09/08/22**</span>			
				Building Surveyors 0121 569 5077		Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	
				