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# Fire Risk Assessment

## Curtis Close 1-3



**Curtis Close, Smethwick,  
B66 2RE**

**Date Completed: 27/11/23**

**Review Period: 3 years**

**Officer: L. Conway Trainee Fire Risk Assessor**

**Checked By: T. Thompson Fire Safety Manager**

**Current Risk Rating = Trivial**

**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.

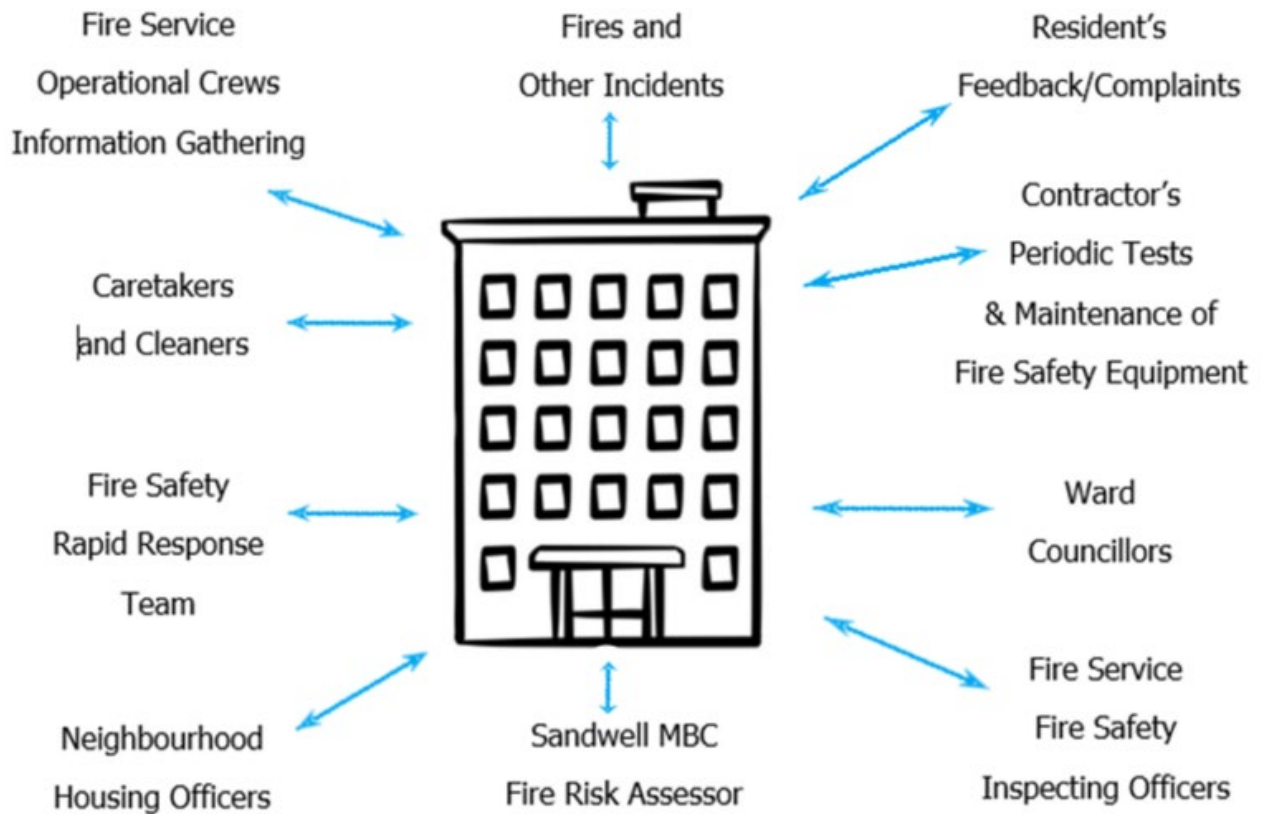
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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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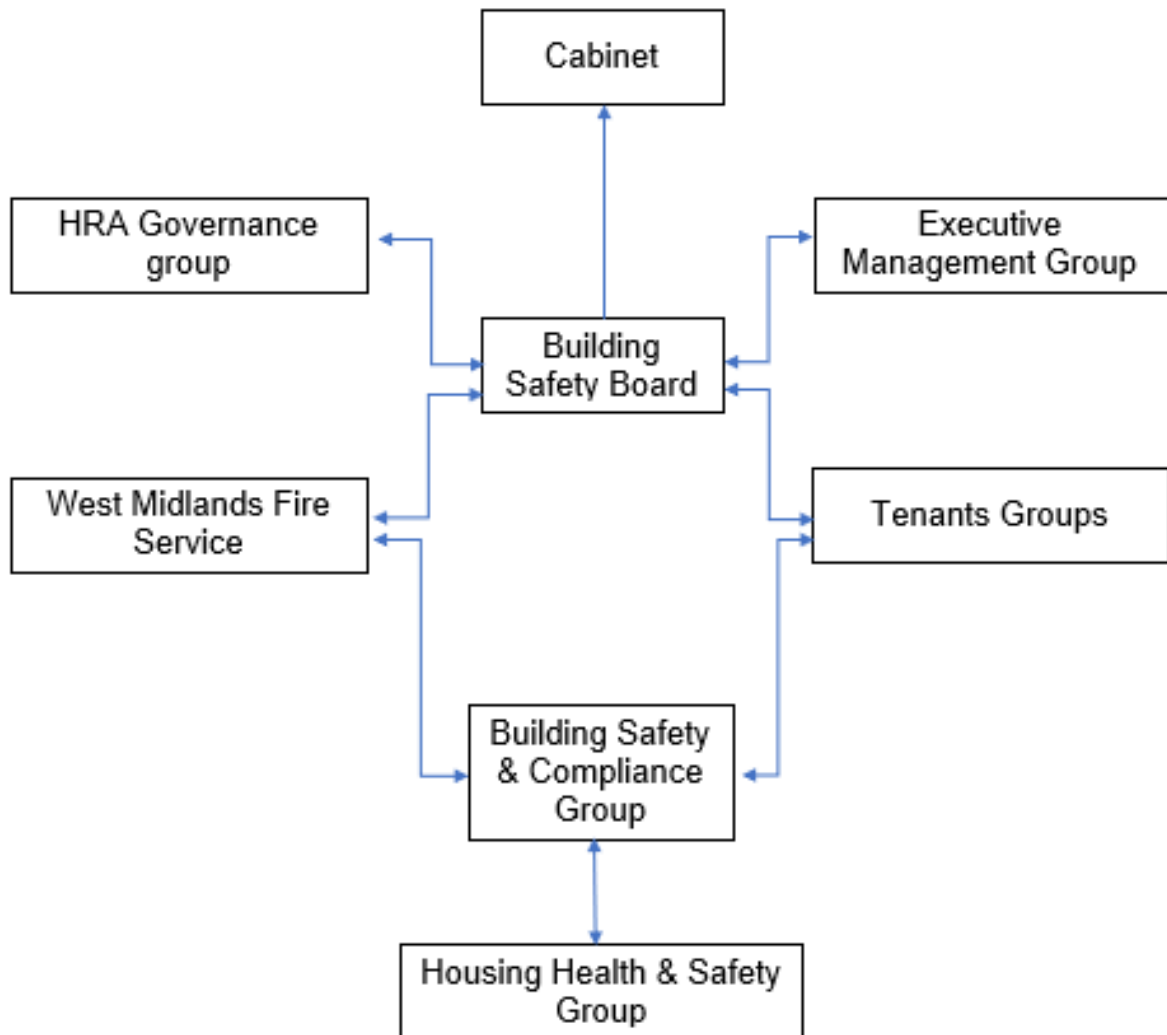


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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**

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

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

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

**Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b>                      The exterior of the buildings is predominantly traditional brick construction.                      The ground floor flat has additional Timber external door .                      Garage access with flats atop.                      Individual flat windows are uPVC double glazed units.                      Flat bitumen roof.                      Mattress and other combustibles have been dumped alongside the block.</p>	<p>Tolerable</p>

<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b>                  The premises have a single staircase as part of the means of escape with one final exit with the ground floor flat having an additional exit into a gated yard area.                  combustible items left outside flat 3 in the communal area.                  And self-closer missing to flat 3 to be re attached.</p>	<p>Tolerable</p>
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b>                  Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats to an LD3 standard from flats sampled.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b>                  The premises have no emergency lighting installed within the blocks however standardised lighting is present.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b>                  The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minute horizontal fire resistance around flats. All doors are 30-minute notional fire doors, including those in 1-hour rated walls. electrical cupboard is not secured and can be opened without the use of a key repairs/replacement to be made.</p>	<p>Trivial</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b>                  No fire fighting provisions within the premises.</p>	<p>Trivial</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b>                  Appropriate signage is in place Fire door keep shut &amp; no smoking signs present within the blocks.</p>	<p>Trivial</p>



<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b> The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 29/07/20. These are shown to be in date.</p>	<p>Trivial</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b> Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block. The block has a refuse shoot that leads to a bin room store on the ground floor.</p>	<p>Trivial</p>
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b> A door entry system to the premises is installed to prevent unauthorised access to the blocks. Scorch damaged had been noted within the block.</p>	<p>Trivial</p>
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b> Residents have access to Storage cupboards that are located on the external façade of the block Garages are also present within the blocks</p>	<p>Trivial</p>



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.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout and a Stay Put Unless policy being in place with adequate detection within flats.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk-based control plan is based on one that has been advocated for general health and safety risks:

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

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

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## Section

# 2

## People at Significant Risk of Fire

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.

Property No	Date completed	Review date	Additional Observations

## 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 (Trainee)

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*

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## Section 4

# Description of Premises

Curtis Close 1-3  
Curtis Close  
Smethwick  
B66 2RE

### 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 each floor containing 1 dwelling.



The building has a flat roof with no internal access.

The Block has one communal entrance/ exit to the block, with the ground floor flat having an additional entrance/exit to the block via an external door.



(Communal final exit)



(exit from ground

floor flat)

The ground floor to each block consists of 1 dwelling and garage access for the residents, with the ground floor also housing communal cupboards on the external façade of the building.



There are refuse chutes within the 1<sup>st</sup> and 2<sup>nd</sup> floor communal areas with a Bin store which can be located on the ground floor



Front and rear of the block have a gated yard area with the front containing the Bin store, residents storage cupboards and additional entrance/exit for the ground floor flat.



(front)



(rear)

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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	One
Access to Roof	Externally only
Equipment on roof (e.g. mobile phone station etc)	None

**Persons at Risk**

Residents / Occupants of 3 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)

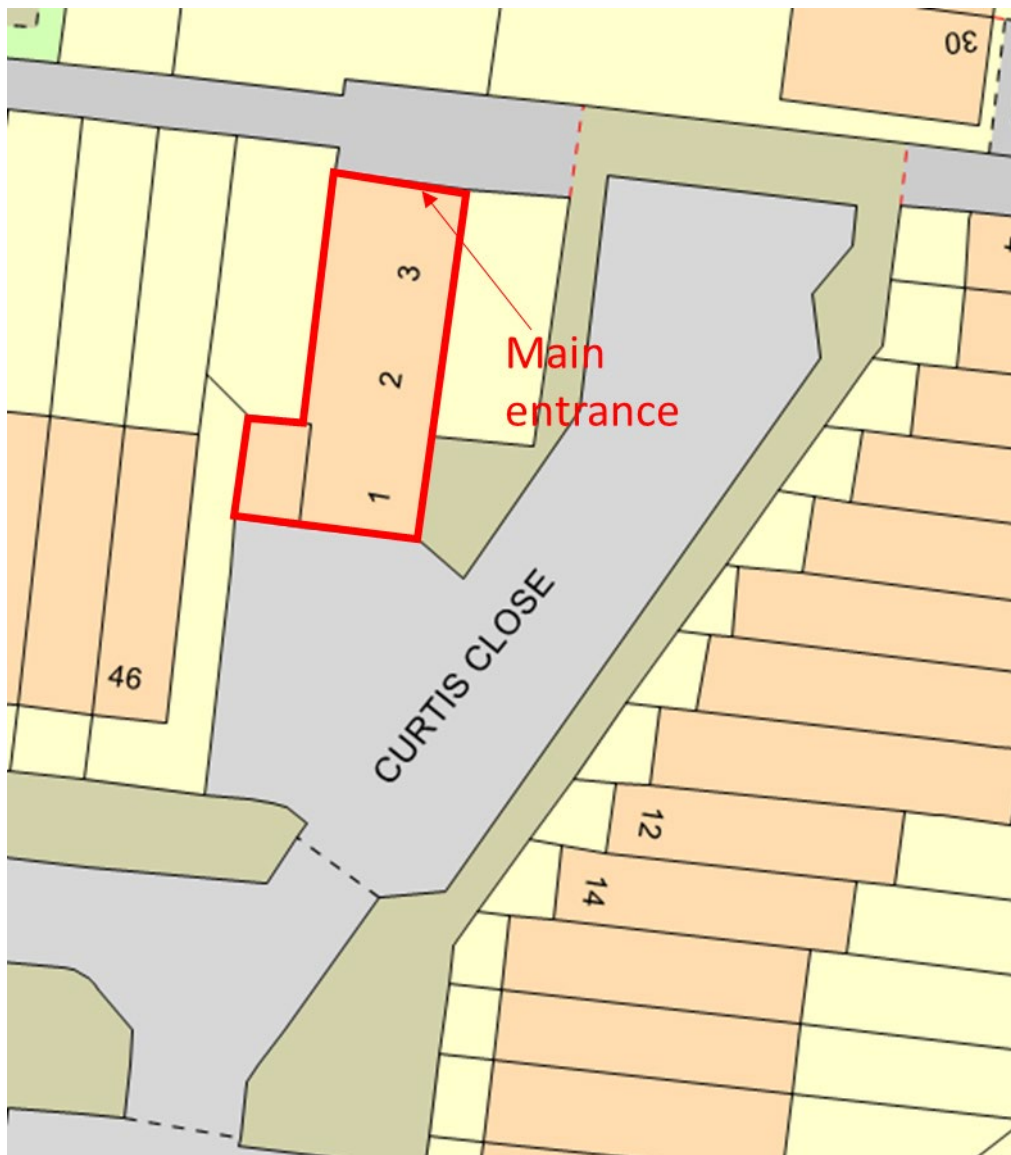
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Section

5

Building Plan

Typical floor plan showing the layout and location of the block  
(access to Curtis Close via new hope road)



## 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.

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

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

- 1) The external envelope of the buildings are predominantly traditional brick and masonry construction.



- 2) Communal windows and flat windows are of a UPVc construction with Georgian wired glass where windows to flats contain standard double glazing .



- 3) UPVc Facia board running around the top edge of the building and timber facia board around the garage roof.



- 4) The blocks have a flat bitumen felt roof to the top of the block and the top of the garage.



- 5) The low rise block contains garages with residents flats above.



- 6) The ground floor flat has access to an external door acting as another means of escape from there flat, that leads into a gated area outside the front and rear of the block.



- 7) Rubbish had been dumped alongside the block including mattresses and other combustibles



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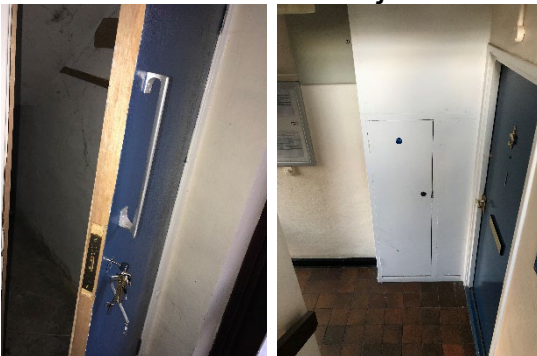
## Section

# 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 1050mm) and will be maintained clear to that width as a minimum.
- 3) The only cupboard doors within the staircase are notional doors and should be upgraded to certified FD30s fire rated doors when there is next refurbishments at the block one door located at the bottom of the staircase nearest the main entrance door and a further door located adjacent the ground floor flat.

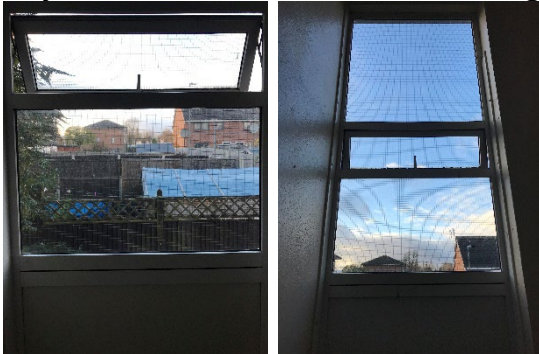


- 4) The means of escape are protected to prevent the spread of fire and smoke by the means of notional/ nominal fire doors and fire rated walls from flats.
  - 5) The only communal door within the block is the final exit door these are fitted with automatic closing devices that are checked on a regular 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).
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- 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. There is also a drop latch in place granting access to the fire service if needed.



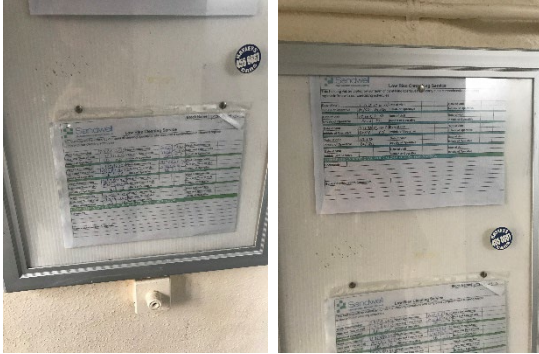
- 7) Automatic smoke ventilation is not employed within the blocks, communal windows can be opened manually without the use of a key. The windows contain Georgian wired glass.



- 8) The blocks has access to refuse chutes located in the communal landing areas of the first and 2<sup>nd</sup> 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 not provided, communal landings have standard lighting present within the blocks. Noted burn marks on the lighting units.



- 11) Due to the travel distances simplicity of the layout and the size of the building There are no dry riser that services the block.
- 12) The building has no communal cupboards within the block that the residents have access to.
- 13) electric meter cupboards are fibreglass/metal modular units fitted with budget locks, located outside each property within the communal landing.
- 14) The surface coatings to the communal areas are Class 0 rated.
- 15) 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 notional/nominal timber/composite doors to flats and compartment walls. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
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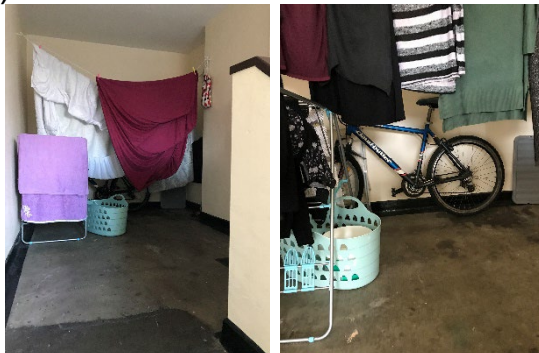
- 16) Attempts have been made to access all three flats within the block to ensure the doors have not been tampered with by residents. Despite best efforts At the time of the risk assessment access could only be granted to flat 3, door was found to be in good condition however was missing its self-closer. It was noted that flat 1 is a Leaseholder.



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

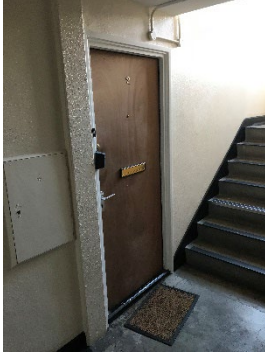


- 18) Combustible items left outside flat 3 in the communal area





- 19) It was noted that a blank door has been fitted to flat 2 it is in the opinion of the risk assessor that this is to be upgraded to a certified FD30s fire rated door and frame as part of future upgrade works, this door is currently acting as a nominal fire door.



*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

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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 are installed to an LD3 Standard.

Flats accessed:

Flat 3 – LD3, 2x smoke detection in hallway.

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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

## Section

# 9

## Emergency Lighting

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- 1) The premise has no emergency lighting installed within the block however standardised lighting is present.
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## 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 minuet horizontal fire resistance around flats. All doors are 30-minute notional/ nominal fire doors, including those in 1-hour rated walls.
- 2) Due to the layout of the block the communal areas lack sufficient compartmentation to stop the spread of fire and smoke within the communal areas however other areas of the block does have existing fire stopping that is fit for purpose coming from communal cupboards and between dwellings, there is a cyclical programme to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
- 3) The only communal door within the block is the final exit door, this door has an automatic closing device that is 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 and garages on the external envelope of the building.



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

Address:		High Rise:		Date of Survey:		Operatives:																							
Curtis Close (1-3)		Low Rise: <input checked="" type="checkbox"/>		26/09/2022		Mick Stevens <input checked="" type="checkbox"/> Glenn Stevens <input checked="" type="checkbox"/>																							
Electrical		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials																			
Floor No	Signalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Signalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Signalux	Intu Batt	Intu Sponge	Intu AMI Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Floor 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 notional/nominal, timber/composite fire door construction.



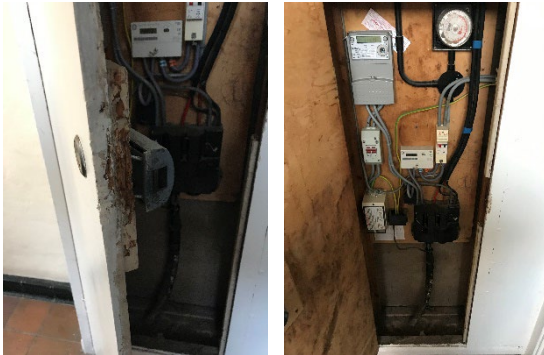
(Notional)



(Nominal)

*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) electrical cupboard is not secured and can be opened without the use of a key, although this is not a fire rated door attempts should be made to ensure it is secured correctly and damage to lock repaired.



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## Section

# 11

## Fire Fighting Equipment

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- 1) No firefighting equipment present within the block.
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## Section 12

### Fire Signage

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



- 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 block



## 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>



## 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 29/07/20 and remains in date at the time of the fire risk assessment.



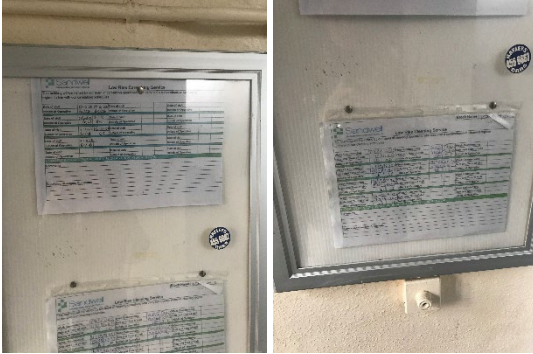
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. **gas supplies are internal**



## Section 15

### Waste Control

- 1) There is a regular Cleaning Service to the premise.



- 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 on the ground floor within a gated yard area



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



- 22) There are no CCTV provisions on the premises.
- 23) Noted that there are scorch marks on the lighting units and communal windows



24) The perimeter of the premises is well illuminated. Via external lighting and streetlights.



25) 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 externally.
  - 7) Garages are present at the block.
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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:


Curtis Close 1-3

Date of Action Plan:

27/11/2023


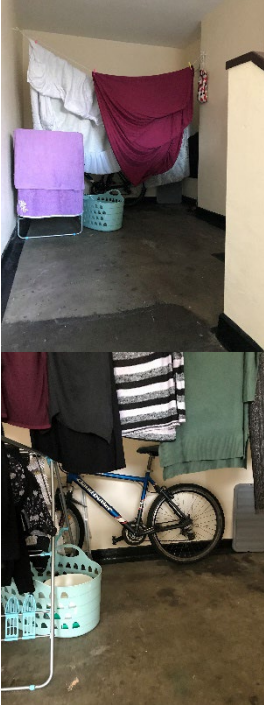
Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/07	removal of mattress/ combustibles dumped alongside the block		P2	Caretakers 1-3 months	05/12/2023

Fire Risk Assessment – Curtis Close 1-3


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07/16	re-attach self-closing device to flat 3 entrance door		P2	Fire rapid response 1-3 months JM:12524052	11/12/2023
07/18	Removal of combustibile items left outside flat 3 in the communal area.		P2	Housing Management 1-3 months	08/12/2023

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Fire Risk Assessment – Curtis Close 1-3

10/08	repair/ replace damaged lock to ground floor cupboard to electrical riser outside flat 1 and ensure the door closes correctly and remains secure.		P2	Fire Rapid Response 1-3 months JM:12524302	11/12/2023
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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

<b>Observations</b>	
Communal service cupboards on the ground floor	Upgrade as part of next improvement works.
Flat entrance doors	Upgrade as part of future improvement works to certified FD30s fire rated door sets.

**Signed**

	Fire Risk Assessor	Date: 27/11/2023
	Quality Assurance Check	Date: 01/12/2023

