

Fire Risk Assessment

Park Close 1 - 4



Park Close 1-3, 2-4

**Park Close, Tividale, Oldbury
B69 1NJ**

Date Completed: 11/07/2023

Review Period: 3 years

Officer: L. Conway Trainee 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”*.

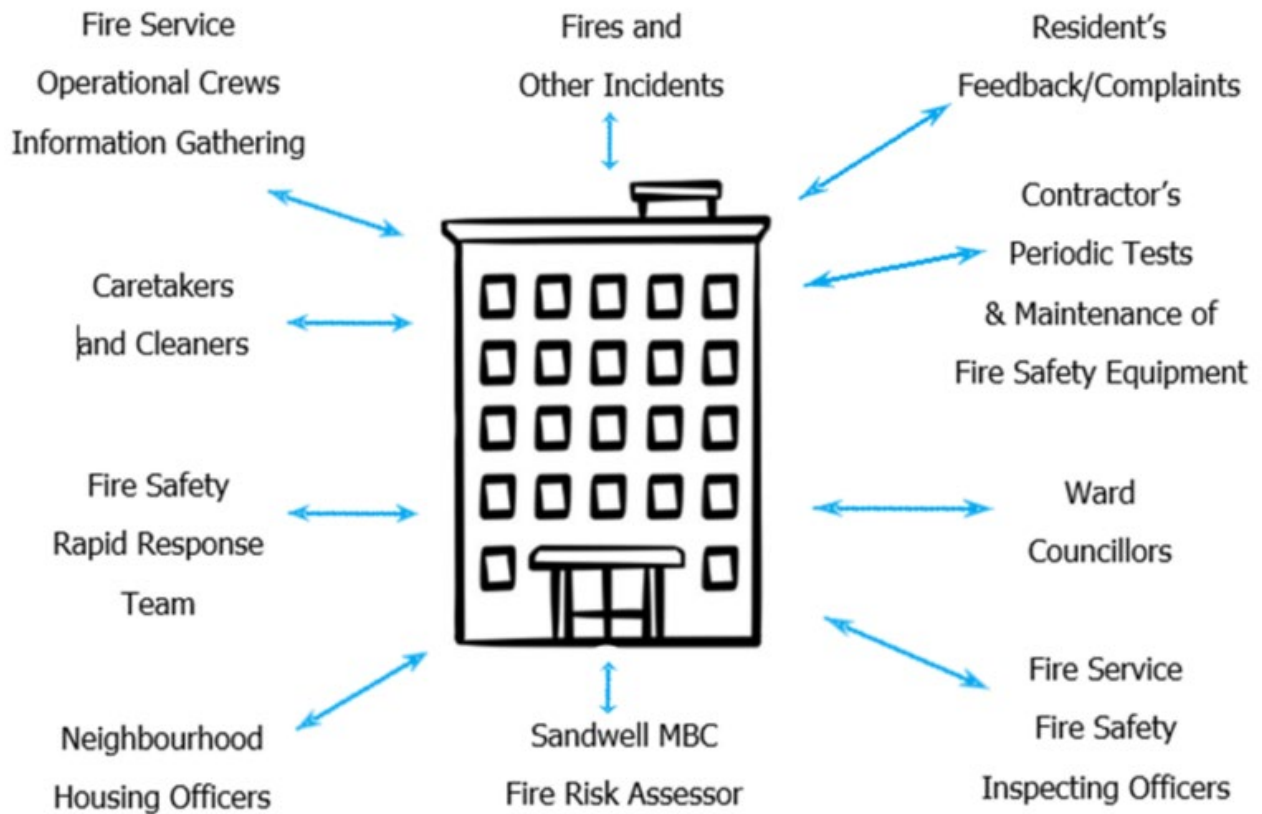
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. 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/feedb ack_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 The exterior of the buildings is predominantly traditional brick construction.</p> <p>Individual flat windows and windows coming from communal areas are uPVC double glazed units.</p> <p>Concrete interlocking tiles to the pitched roof.</p>	Trivial
Section 7	<p>Means of Escape from Fire Both premises have a single staircase with a timber final exit door, exit doors have a push button to exit.</p>	Tolerable

	<p>The blocks have electrical installations within the communal area (see section 7)</p> <p>The original fire-resistant glazing on the first floor in block 2-4 has been replaced with frosted glass where the fire rating is unknown/ not fire rated. Resolved 6/9/23</p> <p>Flat 3 notional timber entrance door with no self-closer to be replaced with FD30s.</p> <p>Flat 3 install self-closer whilst awaiting replacement fd30s. Resolved 16/11/23</p> <p>Flat 4 entrance door had no self-closing device attached. Resolved 11/09/23</p> <p>Carpet has been placed on the top few steps of the communal staircase within block 1-3. Resolved 2/11/23</p>	
<p>Section 8</p>	<p>Fire Detection and Alarm Systems Flats have a fire detection system to an LD2,LD3 standard.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting No emergency lighting present within either block</p> <p>Conventional lighting has been implemented in communal landing and stairwell.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation The blocks have sufficient compartmentation between dwellings</p> <p>Flat entrance doors are predominantly composite FD30s with the exception to flat 3 which is a timber notional door this door will need upgrading under future works.</p>	<p>Trivial</p>

Section 11	Fire Fighting Equipment the premises have no provision for firefighting equipment	Trivial
Section 12	Fire Signage Appropriate signage is in place including no smoking signage.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition Electrical installations are stored within the communal areas of the block. The fixed electrical tests where last completed on the 16/07/20	Trivial
Section 15	Waste Control Regular cleaning service at the blocks and regular checks from caretakers help with the waste control at the block as well as bins being stored away from the block	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention A door entry system to the premises is installed to prevent unauthorised access to the blocks External lighting is in place.	Trivial
Section 18	Storage Arrangements No storage space within the communal areas and Residents instructed not to bring L.P.G cylinders into block.	Trivial

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 fire is at a medium level of risk prior to the implementation of the action plan because of the presence normal fire hazards for this type of occupancy which have all been highlighted within the fire risk assessment.

After considering the use of these premise and the occupants and taking into account the recommended upgrade or relocation to the gas and electrical service installations, as well as the upgrade of glass within the communal area for block 2-4 the consequences for life safety in the event of a fire would be slight harm.

This is due to there being a Stay Put Unless policy, simplicity of the blocks and sufficient compartmentation which includes composite FD30s doors to flat entrances (flat 3 is notional timber fire door) combined with suitable smoke detection to an LD2/LD3 standard.

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

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Fire Risk Assessment – Park Close 1-3, 2-4

Property No	Date completed	Review date	Additional Observations



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

Director of Housing

Gillian Douglas

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Prabha Patel

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change

Section 4

Description of Premises

1-3, 2-4,
Park Close,
Tividale,
Oldbury,
B69 1NJ

Description of the Property

These low-rise maisonettes were built in 1965 using a traditional brick masonry construction. With a pitched roof and UPVC windows.



The blocks have a main entrance to the side elevation through a timber gate, with no alternative exit, and consist of 2 storeys inclusive of ground with each floor containing a number dwelling, a total of 2 per block.



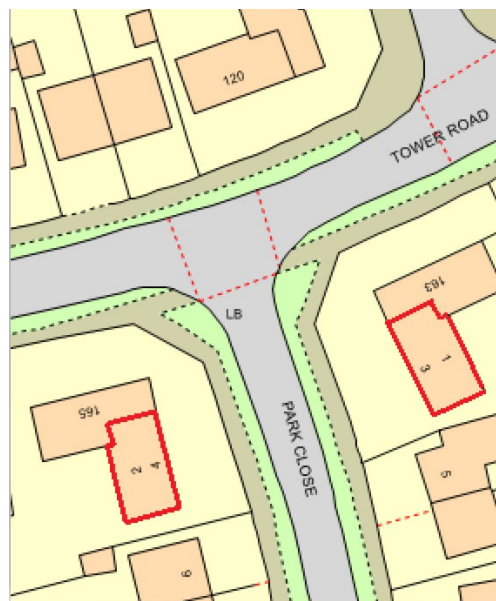
Each main entrance has a door entry system with a firefighter override switch. There is a push button facility to exit.



Each block has a single central staircase with a flat entrance door to the ground floor landing and atop the staircase on the first floor landing



The blocks within this risk assessment are opposite each other on Park Close (see blocks highlighted) adjoined to neighbouring blocks with separate entrance ways on a separate road (Tower Road) which will not be focused on within this risk assessment. (blocks focused on highlighted in red)



On arrival Information (for WMFS)

Access to each block is gained via the Firefighter override switch utilising a drop latch key.



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.

High/Low Rise	Low Rise maisonette
Number of Floors	2
Date of Construction	1965
Construction Type	Traditional brick cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	0
Number of Staircases	1 per block
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	Within 1 st floor maisonette.
Equipment on roof (e.g. mobile phone station etc)	None

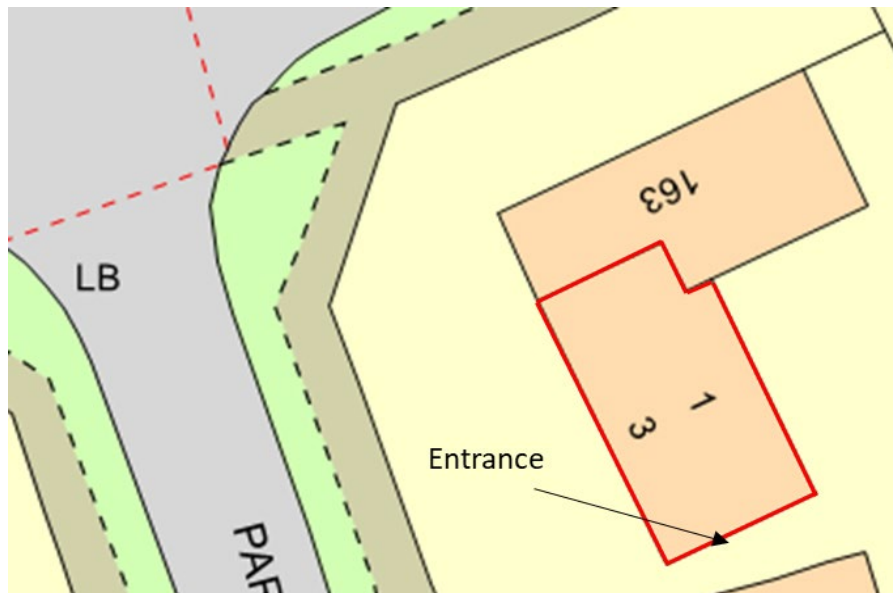
Persons at Risk

Residents / Occupants of 4 maisonettes, 2 per block, 2 blocks
 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

General plan which outlines the buildings layout



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.

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 exterior of the buildings is predominantly traditional brick construction.



- 2) Individual maisonette and communal windows to the stairs are uPVC double glazed units



- 3) Front entrance doors to the blocks and combination frames are made from timber with a self-closer attached.



- 4) concrete interlocking tiles to the pitched roof



- 5) small timber door to the rear of the blocks (access could not be granted).

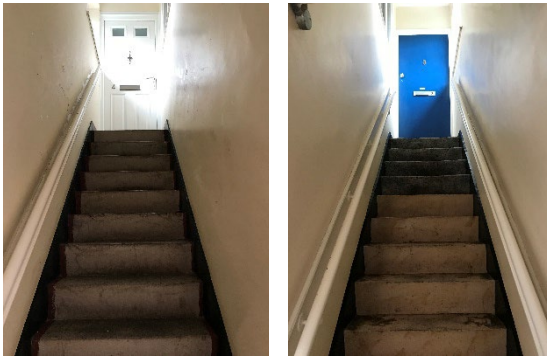


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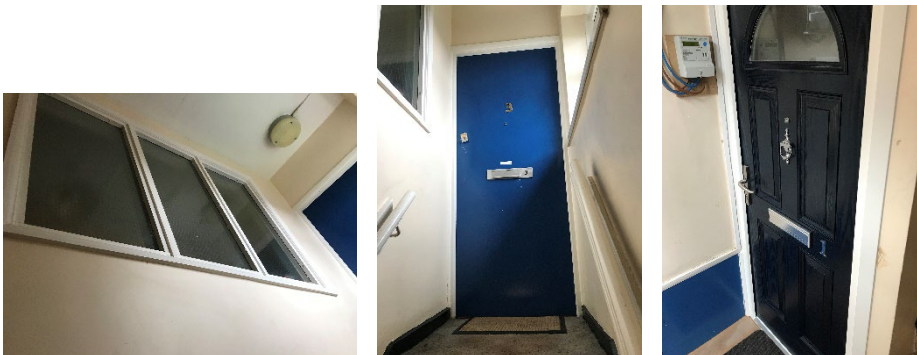
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Means of Escape from Fire

- 1) Both sites have a single staircase that provides a means of escape staircase width wall to wall for block 1-3 is 870mm however two handrails limit the space to 670mm. block 2-4 has a 770mm space from wall to handrail.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) There are no corridors within the block that form a dead end.
- 4) The means of escape are protected in block 1-3 to prevent the spread of fire and smoke with good compartmentation using FD30s composite and notional timber doors and Georgian wire glass between flat and stairwell within the 1st floor.



- 5) The original fire-resistant glazing on the first floor in block 2-4 (flat 4) has been replaced with frosted glass where the fire rating is unknown/ not fire rated. This window must be replaced as soon as practically possible with a product that provides adequate fire resistance. This work is subject to a building regulation approval. ([this point also directly corelates with section 10 compartmentation](#))



- 6) There are no communal doors to the communal landings/ staircase other than the final exit doors.
- 7) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
- 8) AOV (Automatic opening vents) are not employed. Communal windows can be opened without the use of a key.



- 9) Communal areas Must 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 combustibile items of furniture / rubbish to be removed
-

- 10) There is standard conventional lighting present within the communal landing and stairs.



- 11) There is no service storage cupboards facility to accommodate the electrical installations within these blocks, the electrical intake and resident's meters are fixed to the wall of the entrance lobby in each block. A recommendation to construct a new cabinet that would provide adequate fire resistance has been considered. However, considering the close proximity of the ground floor flat entrance doors this recommendation would not be possible because any structure in the current location would cause an obstruction to access and egress to the ground floor flat entrance doors. The residents metres were noted to be well kept and in good condition.

Taking into consideration the stay put unless strategy and the level of compartmentation to flats and that all EICR have been completed within the last 5 years, it is deemed tolerable at the time of the risk assessment until substantial electrical works (rewire) are commissioned as part of a future improvement plan.



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

- 13) Fire rating of individual door mats is unknown.
-



14) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

15) Individual flat doors are a mixture of FD30s rated composite and notional timber doors sets

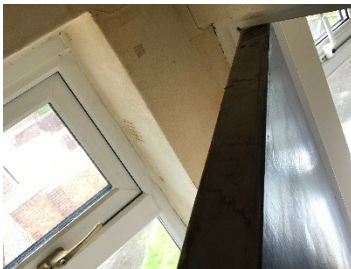


16) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc access was granted to flats 1, 2, 3, 4
It was noted that flat 2 has a hook placed on the wall to hold the door open when bringing pedal bikes into the flat. After a conversation with the tenant about the importance of the door being able to close on its own as well as the good condition of the door and the self-closer being present the risk to this was minimal.

17) **Carpet has been placed on the top few steps of the communal staircase within block 1-3 the fire rating of this is unknown.**



- 18) It was noted that Flat 3 is a lease holder and has no self-closing device attached to the notional fire door that was compliant at the time of construction, a recommendation will be made to the leaseholder that they upgrade their current notional timber door to a certified FD30s composite door. however, as a minimum a self-closing device will need to be attached.



- 19) Flat 4 has no self-closing device attached



- 20) **Attach self-closing device to flat 3 (leaseholder) to increase fire safety to the block whilst awaiting certified FD30s composite door to be fitted**

- 21) Noted that the bins to block 1-3 were stored directly opposite the final exit doors, if the bins were to be blown over/ fall over this may obstruct the only means of escape from the building however unlikely it is recommended bins are stored in the rear garden area away from the main entrance.

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) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2/LD3 Standard.

Flat 1 – LD3

Flat 3 – LD3

Flat 2 – LD2

Flat 4 – LD2

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

- 1) No emergency lighting present, standard conventional lighting within ground floor lobby and staircase.



Section 10

Compartmentation

This section should be read in conjunction with Section 4

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats and stairwells. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premises do not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan staircase.
- 3) The only communal doors within the block are the final exit doors 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).
- 4) In each entrance lobby there is a service cupboard containing two gas meters one for each maisonette. The service cupboards are not gas tight and there is no ventilation present. A recommendation would be the gas metres are to be moved to the outside of the blocks when future upgrades works takes place.



- 5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 6) 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:																						
Park Close (1-3)		Low Rise:		14/09/2022		Mick Stevens																						
		Communal:				Glenn Stevens																						
Electric Meter Cupboard																												
Floor No	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	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 repairs materials		✓		✓		✓		

Address:		High Rise:		Date of Survey:		Operatives:																						
Park Close (2-4)		Low Rise:		14/09/2022		Mick Stevens																						
		Communal:				Glenn Stevens																						
Electric Meter Cupboard																												
Floor No	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Surpabs	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	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 repairs materials		✓		✓		✓		

- 7) Individual flat doors are predominantly FD30s rated composite fire door construction with the exception of flat 3 (leaseholder) which is a notional timber fire door.

- 8) The original fire-resistant glazing on the first floor in block 2-4 has been replaced with frosted glass where the fire rating is unknown/ not fire rated. This window must be replaced as soon as practically possible with a product that provides adequate fire resistance. This work is subject to a building regulation approval. [\(this point also directly corelates with section 7 Means of escape \)](#)



- 9) Individual maisonette doors are FD30s rated composite doors sets, with exception to flat 3 (leaseholder) who has a notional timber door



Section

11

Fire Fighting Equipment

- 1) The premise has no provision for firefighting equipment

Section

12

Fire Signage

- 1) Fire Action Notices are not displayed throughout the building. The signs are not necessarily due to the building not having a complex layout.
- 2) Smoking is prohibited within any communal parts of the building in line with Smoke Free England Legislation. Signs are displayed throughout the building.



- 3) The fire escape routes do not use directional fire signage due to simplicity of layout.
 - 4) Yellow LPG warning signs are not 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. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 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) Building safety and evacuation notices are displayed in common areas and lift cars.
- 8) Information regarding use of fire doors is provided to residents



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

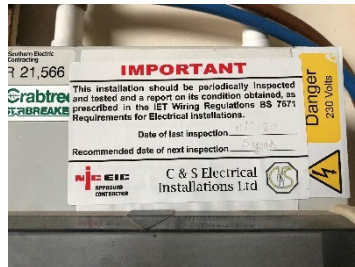


- 10) Further guidance can be found on the Sandwell council website under fire safety.
https://www.sandwell.gov.uk/info/200373/fire_safety
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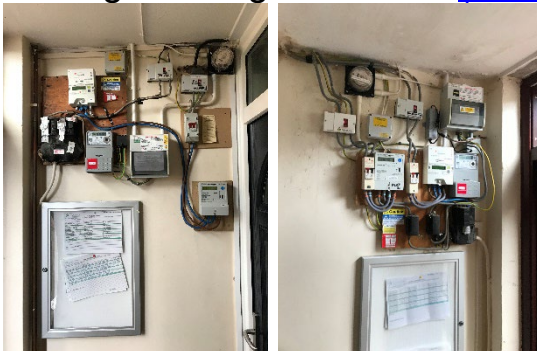
Section 14

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 in both blocks was 16/07/20



- 5) The electrical installation i.e. risers are not contained within dedicated service cupboards and are held in the communal landing on the ground floor ([see section/point 7/10](#))



- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas metres and pipework to flats is internal to the building held in service cupboards on the ground floor ([see section/point 10/4](#)).

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers should be stored away from the block and emptied regularly.

Block 1-3:



Block 2-4:



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

**Section
16**

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) 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

- 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) No CCTV is present at the block
- 4) There is no current evidence of arson.
- 5) The perimeter of the premises is well illuminated from lighting attached to the block and streetlights nearby



- 6) There have been no reported fire incidents since the last FRA.
-

Section
18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
 - 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) Only communal storage is for the gas meters located on the ground floor communal landing ([see section point 10/4](#)), these are secured with a latch.
 - 5) There are no flammable liquids or gas cylinders stored on site.
-

Section
19

**Additional Control Measures;
Fire Risk Assessment - Level 2
Action Plan**

Significant Findings

Action Plan

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Parks close 1-3, 2-4

Date of Action Plan:


24/07/2023

Review Date:

<Insert date>



Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/05	Block 2-4 (flat 4) Replace non-fire-resistant glazing between flat and common stairwell with a suitable product that provides adequate fire resistance / compartmentation		P2	1-3 months Glazing JM:11521486 JM:11632239	Measured 06/09/2023

Fire Risk Assessment – Park Close 1-3, 2-4

	between the flat and the common area. (Works will need building regulation approval).				
07/17	Remove carpet from the top steps of block 1-3		P2	1-3 months Housing management	02/11/23



Fire Risk Assessment – Park Close 1-3, 2-4

<p>07/18</p>	<p>Flat 3 (leaseholder) has a timber notional fire door this door has no self-closer. A recommendation for the lease holder to upgrade door to a composite FD30s certified fire door to further increase fire compartmentation and safety for the block and attach a self-closing device.</p>		<p>P4</p>	<p>Exceeding 6 months under programmed work Leasehold management & BU/MP</p>	
<p>07/19</p>	<p>Attach self-closer to flat 4 entrance door</p>		<p>P2</p>	<p>1-3 months Fire Rapid Response JM:11772619</p>	<p>11/09/2023</p>

Fire Risk Assessment – Park Close 1-3, 2-4

07/20	Attach self-closing device to flat 3 (leaseholder) to increase fire safety to the block whilst awaiting certified FD30s composite door to be fitted		P2	1-3 Months Leasehold management	16/11/23
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The observations listed below must be **considered** when implementing any future improvement works / program(s), Works have been undertaken where applicable to ensure the current task risk is no greater than Tolerable. Implementation of the observations under future programmes will further reduce the task risk rating down to Trivial

Fire Risk Assessment – Park Close 1-3, 2-4

At present it would not be reasonably practicable to carry out this work without significant time, effort or cost.

Observations



Relocate gas meters from non-ventilated cupboard in entrance lobby of each block.



Electrical intake & meters to be relocated from entrance lobby or enclosed in suitable service cupboard.



Signed

	Trainee Fire Risk Assessor	Date: 24/07/2023
	Quality Assurance Check	Date: 24/07/2023

Appendix 1

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

Name of property: Parks House 1-3, 2-4

Updated: 24/07/2023

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 Tel:- 0121 569 5077).

Sample Locations	Property Address	1-3 Park Close, Oldbury. B68 1NJ.						
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								
MAIN ROOF VERGE UNDERCLOAK	CEMENT	-	UN-SEALED	PRESUMED	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			
MAIN ROOF SOFFIT	PVC							
FLAT 1 FRONT DOOR FRAME SEALANT	SILICONE							
FLAT 3 FRONT DOOR FRAME SEALANT	NO SEALANT							
COMMUNAL ENTRANCE DOOR FRAME SEALANT	SILICONE							

Fire Risk Assessment – Park Close 1-3, 2-4

Sample Locations		Property Address 2-4 Park Close, Tivdale, Oldbury, B69 1NJ						
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								
MAIN ROOF VERGE UNDERCLOAK	CEMENT	-	UN-SEALED	PRESUMED	CHRYBOTILE	NO	NO	-
GROUND FLOOR GAS METER CUPBOARD CEILING	CEMENT	-	UNSEALED	PRESUMED	CHRYBOTILE	NO	YES	
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	LOCATION DESCRIPTION	MATERIAL	
MAIN ROOF SOFFIT	PVC							
D.P.C.	SLATE							
FLAT 2 FRONT DOOR FRAME SEALANT	SILICONE							
FLAT 4 FRONT DOOR FRAME SEALANT	SILICONE							
COMMUNAL ENTRANCE DOOR FRAME SEALANT	SILICONE							