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# Fire Risk Assessment

## Norman Road 219-229



**Smethwick**

**B67 5PQ**

**Date Completed: 18/04/2024.**

**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.

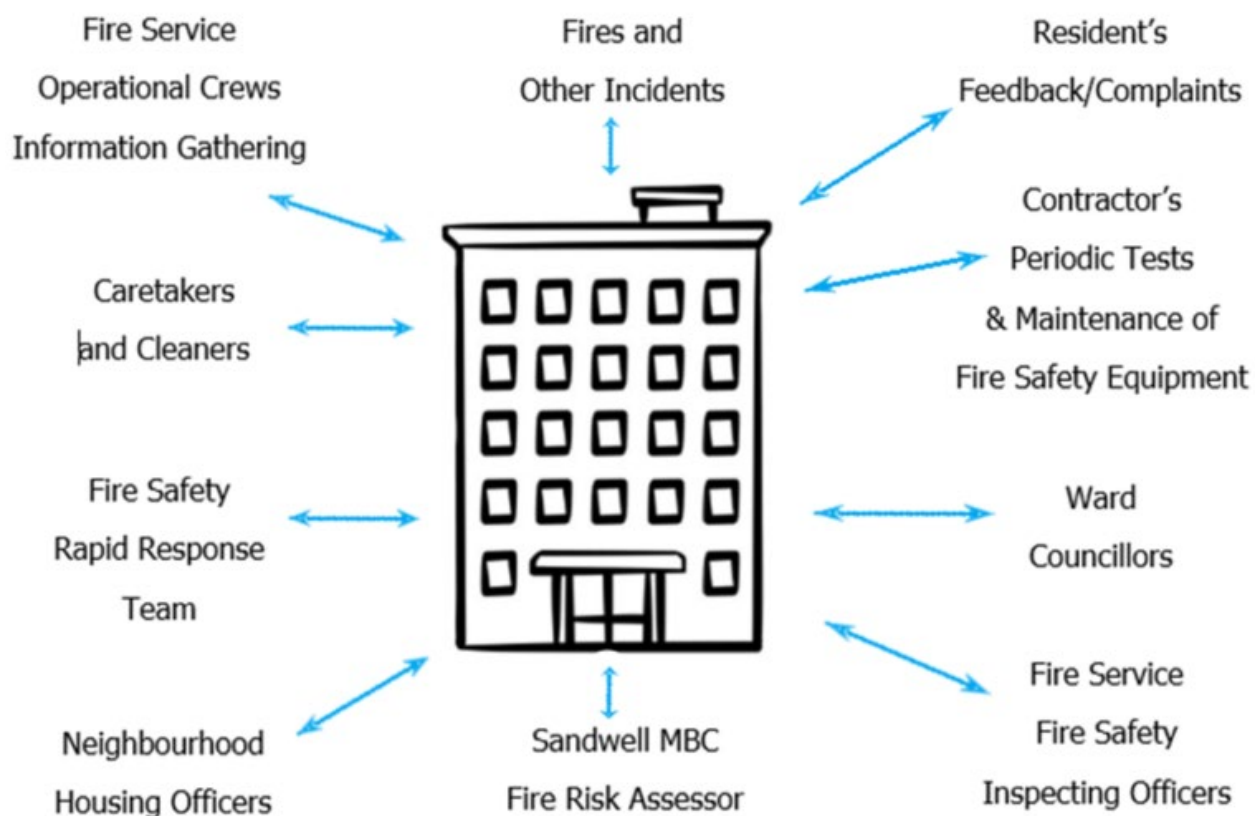
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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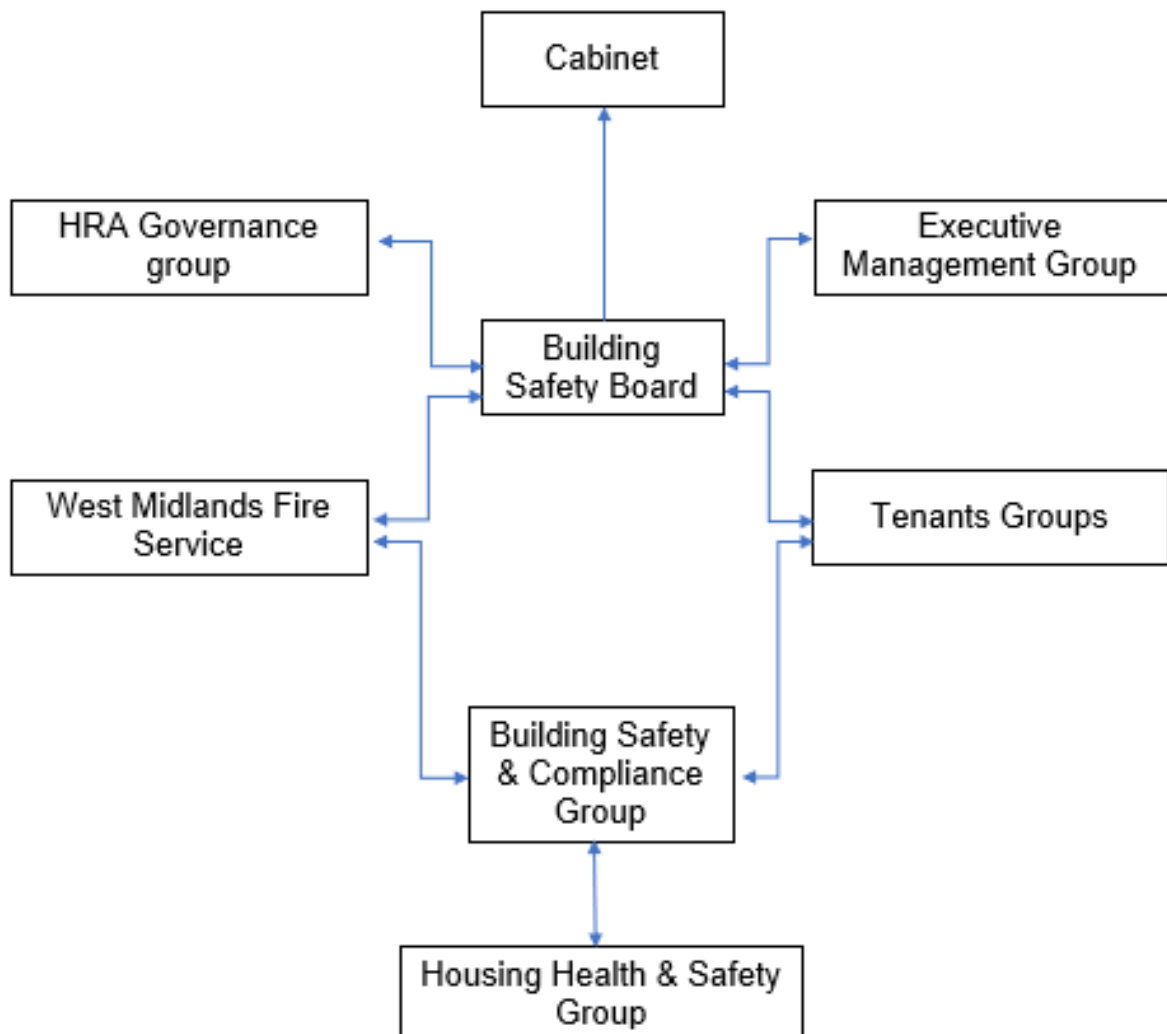
The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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><br><br>The exterior of the buildings is predominantly traditional brick construction.<br><br>Individual flat windows are UPVC double glazed units.<br><br>Plastic screen to be removed. | Tolerable             |

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|                            |  |                  |
|----------------------------|--|------------------|
| <a href="#">Section 7</a>  | <p><b>Means of Escape from Fire</b></p> <p>The premise has a single staircase with one final exit.</p> <p>Escape windows and balconies provide a secondary means of escape.</p>  | <p>Trivial</p>   |
| <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>   | <p>Trivial</p>   |
| <a href="#">Section 9</a>  | <p><b>Emergency Lighting</b></p> <p>The premise has emergency lighting within the staircase and external areas.</p>  | <p>Trivial</p>   |
| <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.</p> <p>All flat entrance doors require replacing with certified self-closing FD 30S fire doors.</p> | <p>Tolerable</p> |
| <a href="#">Section 11</a> | <p><b>Fire Fighting Equipment</b></p> <p>No firefighting provisions within the premise.</p>  | <p>Trivial</p>   |
| <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>  | <p>Trivial</p>   |
| <a href="#">Section 13</a> | <p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>   | <p>Trivial</p>   |



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|                            |   |           |
|----------------------------|---|-----------|
| <a href="#">Section 14</a> | <b>Sources of Ignition</b><br><br>The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 03/12/2020.<br><br>Evidence of smoking within staircase. | Tolerable |
| <a href="#">Section 15</a> | <b>Waste Control</b><br><br>Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block.  | Trivial   |
| <a href="#">Section 16</a> | <b>Control and Supervision of Contractors and Visitors</b><br><br>Contractors are controlled centrally, and hot works permits are required where necessary.   | Trivial   |
| <a href="#">Section 17</a> | <b>Arson Prevention</b><br><br>A key is required to open the entrance door to block.  | Trivial   |
| <a href="#">Section 18</a> | <b>Storage Arrangements</b><br><br>Storage cupboards doors 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:

|                      |  |
|----------------------|--|
| <b>Slight harm</b>   | 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).         |
| <b>Moderate harm</b> | Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities. |
| <b>Extreme harm</b>  | 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 including evidence of smoking within the staircase.

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 in conjunction with secondary means of escape via balconies and escape windows.

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

**Executive Director of Place**

Alan Lunt

**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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Norman Road 219-229  
Smethwick  
B67 5PQ

### Description of the Property

The low-rise open deck block was constructed in 1959.



The block consists of 2 storeys (inclusive of the ground floor).

The block contains 6 dwellings.

Four dwellings have direct access to a balcony which can be used as a secondary means of escape as floor level is below 4.5 metres. The other two flats have escape windows.



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The block has a main entrance to the front elevation. A key is required to open the door. A door entry system is not installed. A drop latch panel for fire service access is also not 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.

|  |                                 |
|--|---------------------------------|
| High/Low Rise                                      | Low Rise                        |
| Number of Floors                                   | 2                               |
| Date of Construction                               | 1959                            |
| 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                                       | None                            |
| Access to Roof                                     | First Floor Landing.            |
| Equipment on roof (e.g., mobile phone station etc) | None                            |

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## Persons at Risk

Residents / Occupants of 6 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

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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.



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3) The pitched roof has concrete tiles.



4) Plastic screening noted to balcony. (Flat 229). Email sent to housing officer to remove as combustible.



5) Timber soffits Noted. Email sent to repairs to advise of poor condition and to replace with non-combustible construction when works undertaken.



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- 6) Plastic screen has been erected at ground floor. This prevents rapid dispersal of smoke which the open deck design provides. The screen is also combustible. The screen should therefore be removed. A drop of approx. 180mm will then be evident because a ramp has been built to access the flat entrance. Consideration should therefore be given to the provision of adequate guarding. Email sent to leaseholder management to pre warn residents.



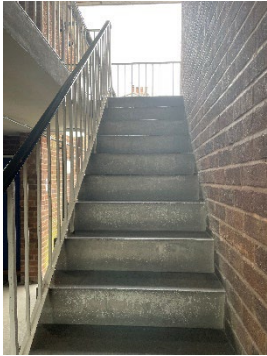
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## Section 7

# 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 1000mm) and will be maintained clear to that width as a minimum.
- 3) Communal 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 generally not fire doors. Flat 223 appears to be a notional fire door.

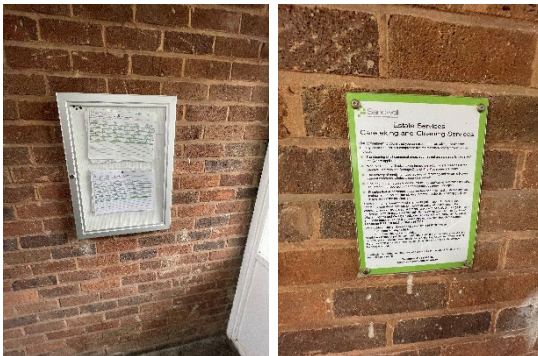




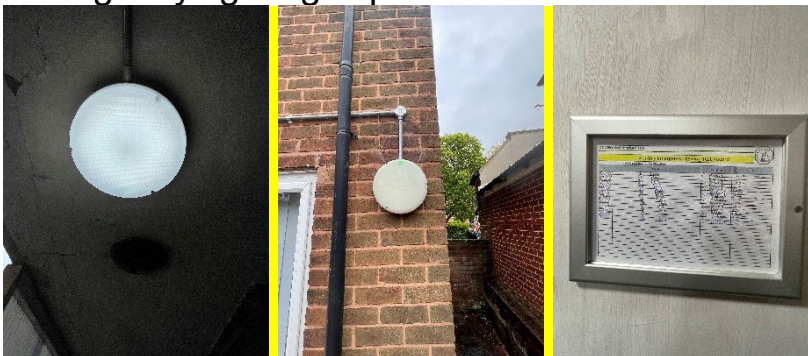
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- 5) The final exit door does not have a door entry system. Door can be opened from inside without the use of a key.



- 6) 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.



- 7) Emergency lighting is provided to the stairs and external areas.



- 8) The surface coatings to the communal areas are Class 0 rated.
- 9) 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. It is important to note that this building has been designed as open deck access. Glazing is therefore
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evident between the deck and flats. The glazing is located on the ground and first floor, two windows in total with brickwork below to a height of 1400mm, and serves the bathroom (low risk area), these two flats do not have balconies but do have escape windows. All flats have a secondary means of escape via balconies or escape windows. This is acceptable as floor height is below 4.5m.



10) Individual flat doors are generally not fire doors.

|                         |                          |   |                              |
|-------------------------|--------------------------|---|------------------------------|
| Norman Road 219-229 (O) | BL34900NO0! BL34900NO05  | 219-229 Norman Road;Smethwick;West Midlands;; | Intentionally Blank          |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000001 | 219 Norman Road;Smethwick;West Midlands;;     | UPVC GLAZED                  |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000063 | 221 Norman Road;Smethwick;West Midlands;;     | Timber non fire doc Glazed   |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000064 | 223 Norman Road;Smethwick;West Midlands;;     | Timber Door FD30s Not Glazed |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000066 | 225 Norman Road;Smethwick;West Midlands;;     | UPVC Not Glazed              |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000068 | 227 Norman Road;Smethwick;West Midlands;;     | UPVC Not Glazed              |
| Norman Road 219-229 (O) | BL34900NO0! DW3490000070 | 229 Norman Road;Smethwick;West Midlands;;     | UPVC Glazed                  |

11) 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 221. Escape window noted to living room (clear opening of 850x500mm and 1.1m from floor level). This is a damaged timber non fire door without a self-closer.



*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*

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*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 is installed to an LD2 Standard.

Flats accessed:

Flat 221 – Smoke detection to: Hall, Kitchen (Heat) and Living room.

*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 emergency lighting to the staircase and external areas.



- 2) 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*

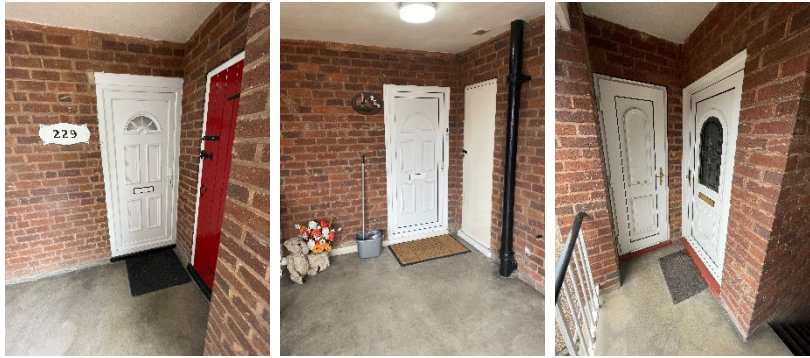
*The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of 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. All flat entrance doors should be upgraded to certified self-closing FD 30S fire doors. Email sent to GA and leaseholder management. Confirmation email received.



- 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.
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*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.*

- 6) Head and shoulders inspection of roof void revealed flat walls extending to underside of roof. Therefore, roof space compartmentation considered adequate.**



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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

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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.



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## Section 13

### Employee & Resident Training/Provision of Information

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- 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 Risk Assessment.
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6) Fire safety information has been provided as part of tenancy pack.

7) Information regarding use of fire doors is provided to residents.



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



9) Additional fire safety information can be found on the Sandwell Council website. <https://www.sandwell.gov.uk/fire-safety>



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## Section 14

# Sources of Ignition

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- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Evidence of smoking was witnessed. Cigarette ends were witnessed within the communal area. Email sent to housing manager.



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 03/12/2020.



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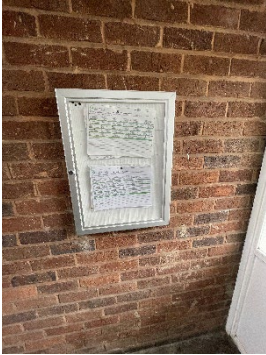
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- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply is internal.

## Section 15

## Waste Control

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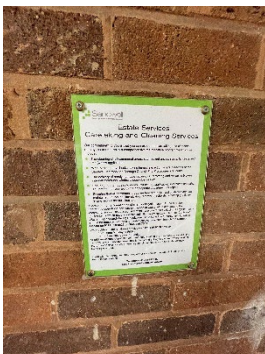
- 1) There is a regular Cleaning Service to the premises.



- 2) Refuse containers emptied regularly. Containers located in proximity of building and should be relocated a minimum of six metres away. Email sent to housing manager.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.





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## 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.
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## 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 key entry. Future upgrade work should consider the installation of a coded/fob access and firefighting override.



- 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.

## 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

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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:

Norman Road 219-229


Date of Action Plan:

24/04/2024

Review Date:



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| Question/<br>Ref No | Required<br>Action   | Supporting<br>photograph   | Priority | Timescale and<br>Person<br>Responsible | Date<br>Completed |
|---------------------|--|--|----------|--|-------------------|
| 06/06               | Plastic<br>Screening and<br>timber<br>construction to<br>be removed. |  | P3       | Fire Rapid<br>Response<br>3-6 Months   |                   |

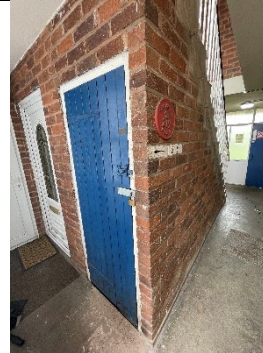
When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

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## Observations



Section 7/3. Future upgrade works should consider replacing the communal storage cupboards doors with certified FD 30S Fire doors.



Section 17/2. Future upgrade works should consider the installation of a door entry system and firefighting override.



## Signed

|   |                         |                  |
|---|-------------------------|------------------|
|  | Fire Risk Assessor      | Date: 24/04/2024 |
|  | Quality Assurance Check | Date: 25/04/2024 |

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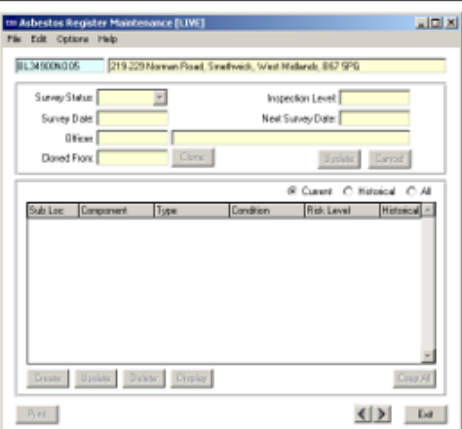

## Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Norman Road 219-229.

Updated: 24/09/2019

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> ).<br><i>Include survey</i> |

|  |         |   |   |  |                 |   |   |   |            |  |
|--|---------|---|---|--|-----------------|---|---|---|------------|--|
| <b>Asbestos Survey</b>   |         | Property Address                            | 219-229 Norman Road, Smethwick, B67 5PG |  | ✓<br>Office use |   |   |   |            |  |
| Surveyed by  | D Jones | Date  | 26/03/2014                              |  | Checked by      | DEREK STILL   | Desktop Check   | ✓ | Site Check |  |
| Reason for request   |         | HSG 264 - Survey Report Type                |   | Date                                       | 24/09/2019      |   |  |   |            |  |
| Investment Void  |         | Refurbishment Survey                        |   | Property Description<br><br>Low Rise Flats |                 |   |   |   |            |  |
| Investment Tenanted  |         | Management Survey                           |   |  |                 | ✓   |   |   |            |  |
| R & M Void   |         | SHAPE Interrogated.                         |   |  |                 | ✓   |   |   |            |  |
| R & M Tenanted   |         | No Existing SHAPE Data.                     |   |  |                 | ✓   |   |   |            |  |
| Medical / Emergency - Heating Works  |         | Existing SHAPE Data.                        |   |  |                 |   |   |   |            |  |
| Communal Areas   | ✓       | Refurb Surveys <a href="#">Interrogated</a> |   |  |                 | Year Built  |   |   |            |  |
|   |         |   |   |  |                 | Notes / including details of similar property surveys completed.  |   |   |            |  |
| Building Surveyors<br>0121 569 5077  |         |   |   |  |                 | Asset Team – Investment Division<br>Operations & Development Centre<br>Roway Lane<br>Oldbury<br>B69 3ES |   |   |            |  |
|  |         |   |   |  |                 |   |   |   |            |  |

