
Fire Risk Assessment

Arden Road



**Flats 18 - 34 Arden Road,
Smethwick,
B67 6AA.**

Date Completed: 07/05/2024.

Review Period: 3 years.

Officer: A Jones Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Fire Risk Assessment

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](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

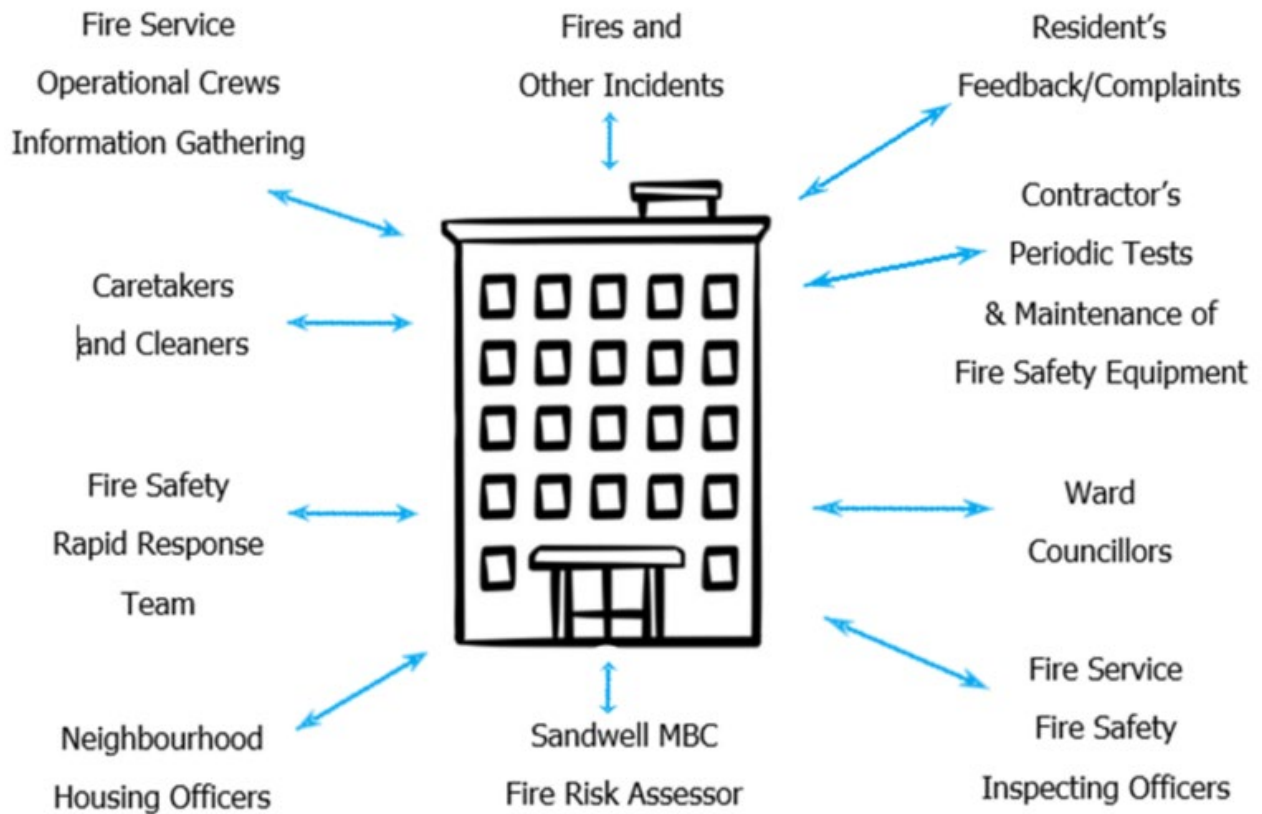
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

Fire Risk Assessment



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, concrete construction with a flat bitumen roof. Individual flat windows are UPVC double glazed units. UPVC Cladding – As part of any future upgrades replace UPVC cladding with a non-combustible cladding.</p>	Trivial

Section 7	<p>Means of Escape from Fire The means of escape from the upper deck balcony/premises is via a single staircase that leads to a final exit.</p>	<p>Tolerable</p>
Section 8	<p>Fire Detection and Alarm Systems Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>
Section 9	<p>Emergency Lighting The premises have no emergency lighting installed within the blocks. However, standard lighting is present.</p>	<p>Trivial</p>
Section 10	<p>Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Future upgrade work should consider Electrical service cupboard doors. These should be upgraded to ensure a minimum of 30 mins fire resistance is provided.</p>	<p>Tolerable</p>
Section 11	<p>Fire Fighting Equipment No firefighting provisions within the premises.</p>	<p>Trivial</p>
Section 12	<p>Fire Signage Appropriate signage is in place, no further action required.</p>	<p>Trivial</p>
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
Section 14	<p>Sources of Ignition The fixed electrical installation should be tested every 5 years. It could not be confirmed when the last electrical inspection had been carried out. Smoking has been taking place in the staircase, outside the main access door & outside the bin room. Waste products should be removed from the front of the property & outside the Bin Room.</p>	<p>Tolerable</p>

Section 15	<p>Waste Control Regular cleaning service at the block and regular checks from caretakers help with the waste control at the block.</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention A door entry system to the premises is installed to prevent unauthorised access to the building.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities.</p>	<p>Tolerable</p>

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low Medium High

In this context, a definition of the above terms is as follows:

Low Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium Normal fire hazards (e.g., potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm Moderate Harm Extreme Harm

In this context, a definition of the above terms is as follows:

Slight harm Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).

Moderate harm Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.

Extreme harm Significant potential for serious injury or death of one or more occupants.

Accordingly, it is considered that the risk to life from fire at these premises is:

Trivial Tolerable Moderate Substantial Intolerable

Comments:

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

This includes disposal of cigarettes I staircases and at the main entrance to the premise. There is also evidence of ASB taking place outside the bin room.

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.

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.

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

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)

Adrian Jones

Anthony Smith

Carl Hill

Louis Conway

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Susan Geddes

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

Section 4

Description of Premises

18 – 34 Arden Road,
Smethwick,
B67 6AA.

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.

This block of flats was constructed in 1964. The residence consists of 3 storeys (inclusive of the ground floor). This constitutes 9 flats in total, three flats per floor, flats on the upper levels are deck access flats.

The residence has 1 entrance to deck access flats on the upper levels, this access is located at the side of the premise. The access door to the staircase has a door entry system with a fob reader installed. A firefighter override drop latch key is provided for local authority staff and Fire & Rescue Services.



Fire Risk Assessment

The building is of traditional Brick, concrete construction, double glazed UPVC window frames surmounted by a flat bitumen roof.



At the time of the assessment front doors to flats appeared to be in good condition, it is understood most front doors are Permadoor constructed doors.



There is a refuse chute provided for residents to dispose of rubbish. The bin room is located at the rear of the premise, the doors are wooden in construction & maintained locked by a padlock.



Electrical service cupboards are provided within the staircase.



High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1964
Construction Type	Traditional Brick
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

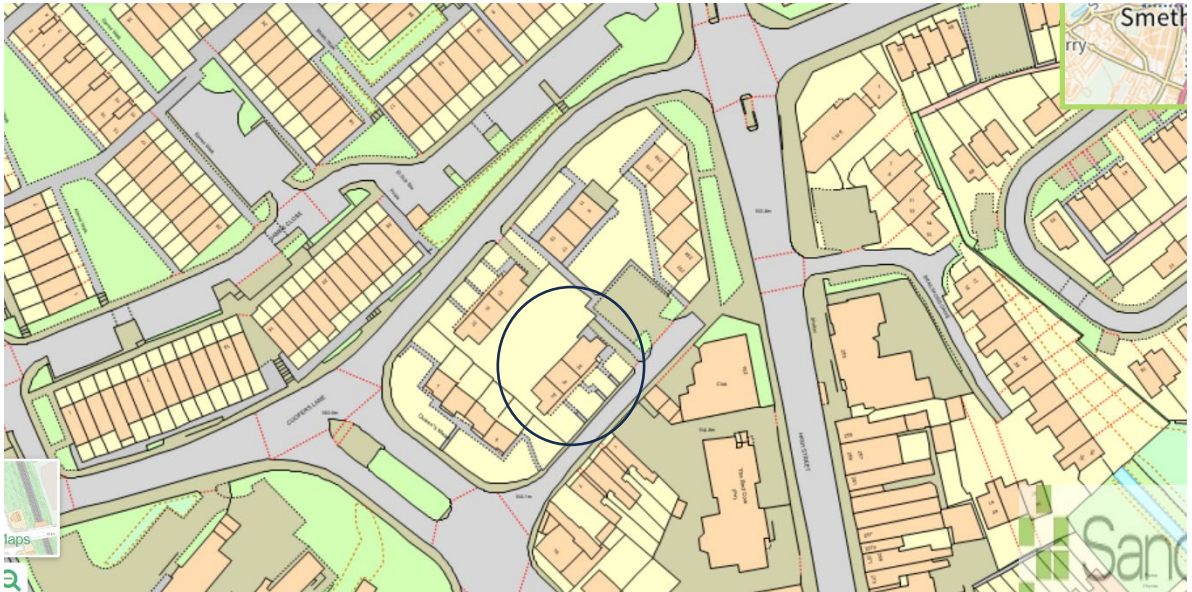
Persons at Risk

Residents / Occupants of 9 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)

**Section
5**

Building Plan

A general plan showing the building location.



Section

6

External envelope

Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors and windows.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system.

It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

- 1) The external envelope of the premise is predominantly traditional brick, concrete, UPVC window frames, UPVC cladding at roof level surmounted by a flat bitumen roof.



- 2) The First and Second floor access staircase is open at each level & provides access to open deck balconies.



- 3) UPVC Facia type boarding is framed around the top edge of the building.



- 4) There are lawned areas to the rear and front elevation of the building.



- 5) A bin chute room is provided and lies at the rear right hand side of the premise.



Section

7

Means of Escape from Fire

- 1) The premise has a single staircase that provides a means of escape from the building.



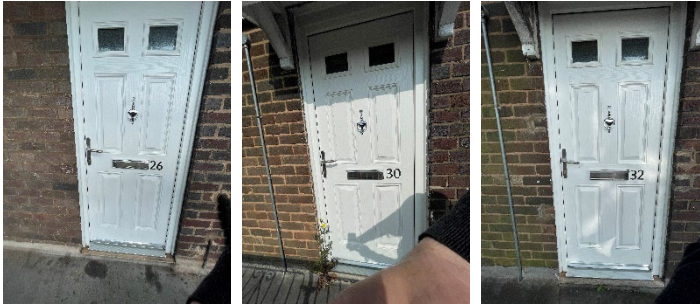
- 2) Electrical service cupboards are located on the staircase. These doors are maintained locked. These doors & transoms should be upgraded to fire doors FD30's as part of any future improvement works.



- 3) All corridors/balconies are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum. Brickwork on the escape route (deck corridor) is 1050mm, it is deemed acceptable for a person to crouch and pass the window. Please note a stay put unless strategy applies to this building.



- 4) The means of escape are protected to prevent the spread of fire and smoke with predominately nominal Permadoor FD30s doors. Despite best endeavours no access was gained to any of the flats in this block during the fire risk assessment, this was to ensure the doors have not been tampered with by residents etc.



- 5) The only communal door within the block is the final exit door, this is fitted with automatic closing device and checked on a regular basis by Caretaking teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 6) The final exit doors from the staircase 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 their residence.
- 7) Communal areas, staircases and pedestrian balconies are kept free of flammable items. These areas are checked on a regular basis by the Caretaker and Cleaning teams, 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.
- 8) Emergency lighting is not provided to landings and the staircase.
- 9) The surface coatings to staircase areas are Class 0 rated.
- 10) Automatic smoke ventilation is not employed at this premise. This is acceptable as decks are open to air, the staircase has permanent high-level ventilation due to its construction.
-

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Despite best endeavours no access was gained to any of the flats in this block during the fire risk assessment. Attempts were made to liaise with occupiers at flat 32, 26 & 24. Flat 18 appears to be a vacant property.
- 3) Therefore, since no properties were accessed, it should be assumed that smoke alarms in resident's flats are installed to a LD3 Standard only.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

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

Section

9

Emergency Lighting

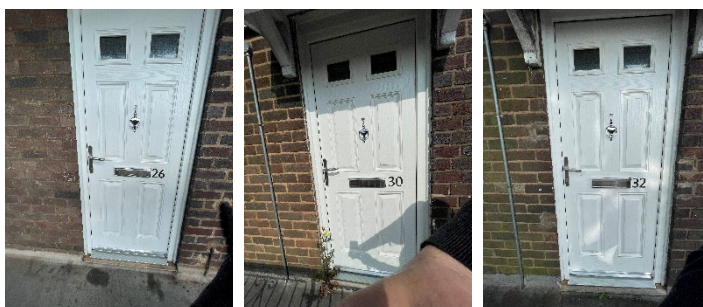
- 1) The premises have no emergency lighting installed within the building; however standardised lighting is present. This is deemed acceptable due to the height of the building. Any future upgrade works should consider the installation of emergency lighting.
-

Section 10

Compartmentation

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, 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 means of escape is protected from flats with the use of nominal FD30s doors with no communal doors to the blocks other than final exit doors.



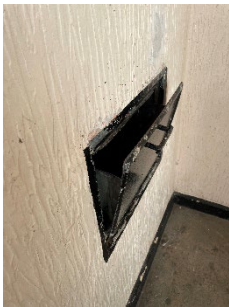
- 4) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put - Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 5) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
- 6) Any communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.

Fire Risk Assessment

7) All service cupboards to communal landings are maintained locked. It was noted that service cupboard doors, and the wooden louvred transoms above doors, do not provide a min of 30 mins fire resistance.



8) The waste chute hopper on the first floor is not seating correctly and should be repaired or replaced.



9) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

Floor No	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials																																							
	Supalux	Intru Batt	Intru Sponge	Intru AM Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wraps	Rockwool	Supalux	Intru Batt	Intru Sponge	Intru AM Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wraps	Rockwool	Supalux	Intru Batt	Intru Sponge	Intru AM Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wraps	Rockwool	Supalux	Intru Batt	Intru Sponge	Intru AM Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru 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					✓				

Fire Risk Assessment

- 10) All front doors appear to be nominal rated fire door FD 30's. Refer to the sheet below.

Block Name	Place-Re	Place Ref	Address	Front Door Type	Glazed / Not Glazed
Arden Road 18-34 (O&E)	BLO1680AR05	BLO1680AR09	18-34 Arden Road;Smethwick;West Midlands;;	Intentionally Blank	
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000001	18 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000002	20 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000003	22 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000004	24 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000005	26 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000006	28 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000007	30 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000008	32 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed
Arden Road 18-34 (O&E)	BLO1680AR09	DW0168000009	34 Arden Road;Smethwick;West Midlands;;	Permadoor	Glazed

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.

Section

11

Fire Fighting Equipment

- 1) Currently, there is no fire-fighting equipment installed at these premises. A Firefighting hydrant is located at the junction of Arden Road and High Street.



Section

12

Fire Signage

- 1) The main door to access upper floors displays “fire door keep shut” no other doors at this premise contain “Fire Door Keep Locked/Shut” stickers. Appropriate signage replaced at the time of the assessment.
 - 2) The fire escape routes are self-evident and therefore additional fire action notices are not required.
 - 3) No smoking (Smoke Free England) signage is displayed at the front entrance and other conspicuous locations within the staircase.
-

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. Caretaking Teams are not expected to tackle fires in this area.
- 4) Employees within the Neighbourhoods Directorate 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.
- 6) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. It was noted that cigarettes had been disposed of in the service cupboards of this premise. It also appears that smoking is taking place outside of the main access door. (Email sent to Housing Management Team). This has the potential to compromise the means of escape.



- 2) It was evident that an area adjacent to the Bin Store was being used for Anti-Social Behaviour, there were several empty alcohol bottles, cigarette ends and what appeared to be Human Faeces. (Email sent to Housing Management Team).



- 3) There was a builder's bag of rubbish left at the front of the premise on the lawned area. (Email sent to Housing Management Team).



- 4) 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.
 - 5) 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.
 - 6) The fixed electrical installation is tested every 5 years. It could not be determined when the last electrical inspection was carried out.
 - 7) Portable heaters are not allowed in any common parts of the premises.
 - 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
-

Section

15

Waste Control

- 1) There is a regular Cleaning Service to communal areas of the premises to minimise risk of waste accumulation.
 - 2) Refuse containers emptied at regular intervals.
 - 3) A bin room is provided at the rear of the premise and is maintained locked shut.
 - 4) It was noted that the area around the Bin room is being used for Anti-Social Behaviour. (ASB).
 - 5) '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) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.
- 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
- 4) 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.
- 5) 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 – 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) Although there is no current evidence of arson, it is evident that smoking is taking place in the staircase & outside the main access door. Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Careless disposal of cigarettes is a possibility and this practice should cease.
 - 4) The perimeter of the premises is well illuminated.
 - 5) 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. This information is contained within the tenants' handbook.
 - 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) All store cupboards are kept locked.
 - 5) As per tenancy agreements, flammable liquids or gas cylinders should not be 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:

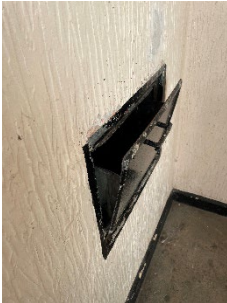
18 - 34 Arden Road, Smethwick.

Date of Action Plan:

08/05/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/08	The waste chute hopper on the first floor is not seating correctly and needs to be repaired or replaced.		P2	Repairs/Metal Fitters. 1-3 Months.	



Fire Risk Assessment

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

Observations	
<p>Communal service cupboards doors/electrical intake cupboard. Upgrade to 30 minutes fire resistance as part of next improvement works programme.</p>	 Three photographs showing communal service cupboards with blue doors. The first photo shows a close-up of a blue door in a hallway. The second photo shows two blue doors side-by-side. The third photo shows a hallway with two blue doors and a window.
<p>UPVC Cladding. Upgrade UPVC cladding that frames the top of the building with non-combustible cladding as part of next improvement works programme.</p>	 Two photographs of a multi-story building with UPVC cladding. The left photo shows a side view of the building with a green lawn in the foreground. The right photo shows a closer view of the building's facade with a red brick wall in the foreground.
<p>An email has been sent to Housing Management Team regarding Anti-Social Behaviour, smoking within the staircase, service cupboards, directly outside the premise and a builder's bulk bag of rubbish on the front lawned area. This is possibly as a result of works taking place at a vacant flat within the building.</p>	<p>Please see photographs within the main body of this report.</p>

Fire Risk Assessment

Signed

 Adrian Jones	Fire Risk Assessor	Date: 08/05/2024
	Quality Assurance Check	Date: 09/05/2024

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


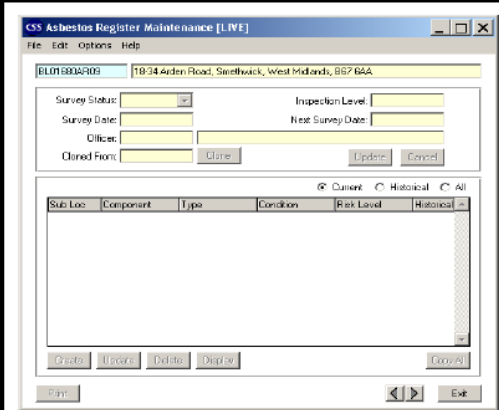

Name of property: 18 - 34 Arden Road, Smethwick.

Updated: 23rd November 2017

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).

Asbestos Survey		Property Address 18-34 Arden Road, Smethwick, B67 6AA.		✓ Office use	
Surveyed by	Gary Carrington	Date	12/03/14	Checked by	DEREK STILL
Reason for request		HSG 264 - Survey Report Type		Date	19/03/2014
Investment Void		Refurbishment Survey		Property Description 3 Storey Deck Access Block With Communal Stairs at One End Of Block 	
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 Interrogated ?			
		Year Built	1964		
				Notes / including details of similar property surveys completed. No access to 2 nd floor incinerator cupboard. Reviewed By G.Carrington – 27/06/2022	
Building Surveyors 0121 569 5077			Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 		

Fire Risk Assessment

Sample Locations	Property Address	18-34 Arden Road, Smethwick, B67 6AA.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL STAIRS WALLS	TEXTURED COATING	-	SEALED	GC450 / 1	NO ASBESTOS DETECTED	-	-	-
COMMUNAL STAIRS CEILINGS	TEXTURED COATING	-	SEALED	GC450 / 2	NO ASBESTOS DETECTED	-	-	-
1 ST FLOOR ½ LANDING CUPBOARD LHS – INCINERATOR	BOARD	-	UNSEALED	GC450 / 3	CHRYSOTILE	YES	-	-
1 ST FLOOR ½ LANDING CUPBOARD LHS – FLUE PIPE	CEMENT	1 lm	UNSEALED	PRESUMED	CHRYSOTILE	NO	YES	-
2 ND FLOOR ½ LANDING CUPBOARD LHS - INCINERATOR	BOARD	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	YES	-
2 ND FLOOR ½ LANDING CUPBOARD LHS – FLUE PIPE	CEMENT	1 lm	UNSEALED	PRESUMED	CHRYSOTILE	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			
GROUND FLOOR UNDERSTAIR CUPBOARD – CEILING PANEL	PLYWOOD							
1 ST FLOOR ½ LANDING CUPBOARD RHS – ELECTRICS BACKBOARD	PLYWOOD							
BRITISH RELAY COVER EXTERNAL RHS OF STAIRWELL	STEEL							
TOP FLOOR CANOPIES TO FRONT DOORS	TIMBER							
2 ND FLOOR RHS CUPBOARD CEILING	MMMF							