
Fire Risk Assessment

Pitcairn House



**Maisonettes 1 - 8 Pitcairn House,
Norman Road,
Smethwick,
B67 5ND.**

Date Completed: 18/04/2024.

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.

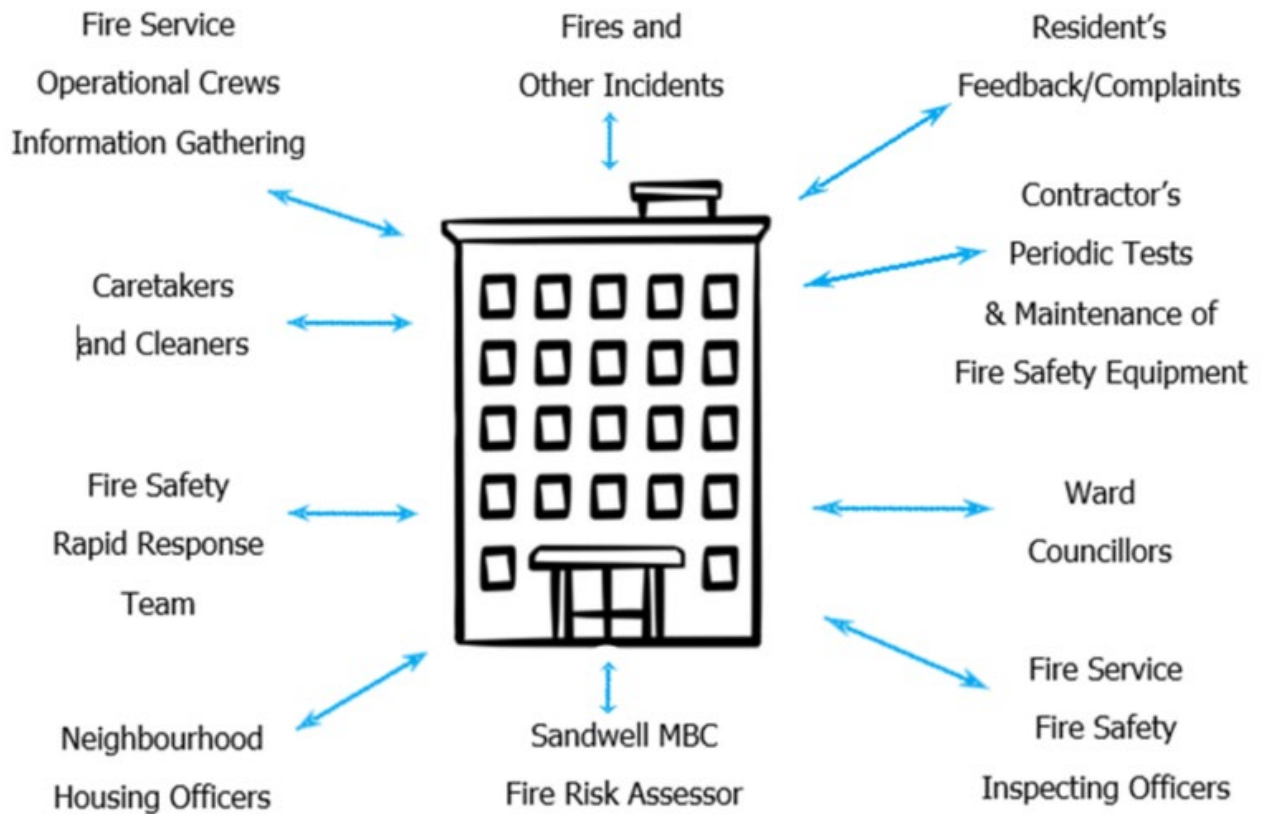
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- 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.

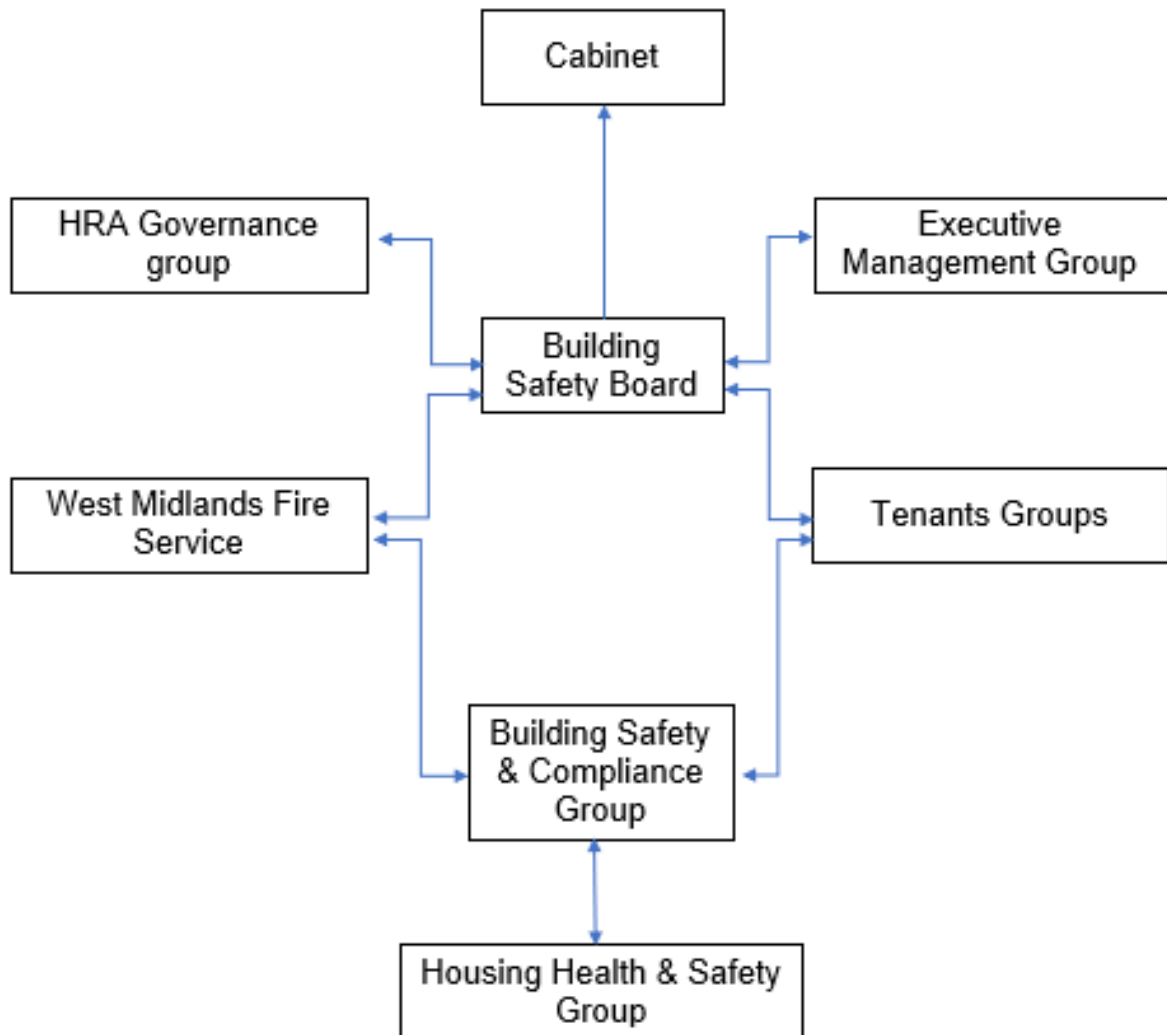
Fire Risk Assessment



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 pitched, tiled roof. Individual flat windows are UPVC double glazed units. The staircase has fixed (non-openable) glazed windows. A tree at front elevation of the building is impacting on an individual property. Pollarding is required to prevent any acts of Arson or damp issues to the premise.</p>	<p>Trivial</p>

Section 7	<p>Means of Escape from Fire The means of escape from the upper balcony/premise is via a single staircase, there is a final exit at the base of the staircase. It was noted that a waste refuse bin was located in close proximity to the main access door adjacent to the main building. Given its current location, if involved in fire it could impact on dwellings above and the subsequent means of escape.</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 maisonettes.</p>	<p>Trivial</p>
Section 9	<p>Emergency Lighting The premise has no emergency lighting installed within the blocks. However, standard lighting is present. Consideration should be given in providing emergency lighting should any upgrades take place.</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 maisonettes. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls.</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 and no further action is required in respect of Fire Signage.</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 shall be tested every 5 years. The last electrical inspection of equipment in the communal area was carried out on 14/07/2020.</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 is not provided at this premise. Consideration should be given to upgrading access & egress with a door entry system 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. All communal areas, including staircases, should be free of combustible materials.</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, including combustible items in the staircase and refuse bin located close to the main access door.

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 maisonettes.

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

Carl Hill

Louis Conway

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Susan Geddes

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

Section 4

Description of Premises

1 – 8

Pitcairn House,
Norman Road,
Smethwick,
B67 5ND.

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 maisonettes was constructed in 1954. The dwelling consists of 4 storeys (inclusive of the ground floor). This constitutes 8 maisonettes in total, 4 on the ground floor and 4 accessed on the second floor via an internal staircase. The second-floor access walkway at the head of the staircase is open to the elements.

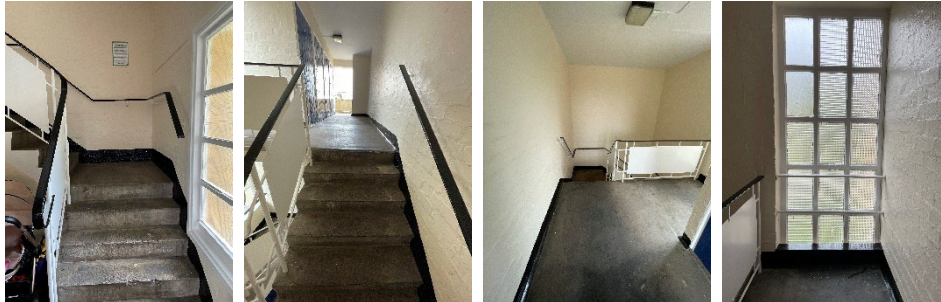
Access to the rear of the premise is gained from a small driveway on Norman Road. (No gate or security barrier).

The block is of traditional Brick, concrete construction, double glazed UPVC window frames surmounted by a pitched roof. It is understood that access is gained to roof voids via individual maisonettes. Therefore, roof voids were not checked at the time of the assessment.



Fire Risk Assessment

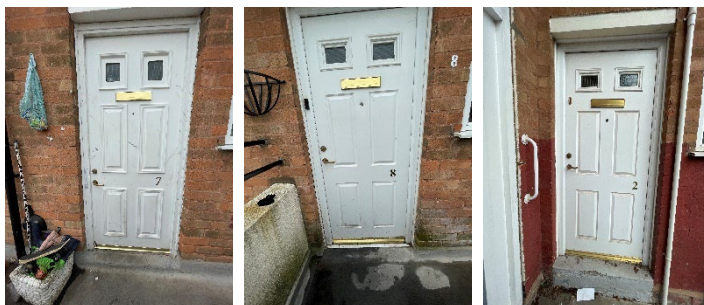
The block has one internal staircase accessed from the front and/or rear entrance. Ground floor maisonettes have no direct access to the internal staircase.



The main entrance/exits to the building are located at the front elevation of the building with an exit located at the rear elevation. Both the front and rear entrance do not have door entry system, or a fob reader installed, there is no firefighter override drop latch key.



At the time of the assessment, it appeared that front doors to most maisonettes were in good condition.



Fire Risk Assessment

The bin room is located on the ground floor at the rear of the premise, there is an internal chute located on the second floor for disposal of rubbish.



Electrical equipment for the building is in the ground floor communal area.

This report is not valid if the serial number has been defaced or altered **251240** **IPR18**

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: N/A Branch No: N/A	Contractor Reference Number (CRN): N/A	Occupier: COMMUNAL SUPPLY
Trading Title: C & S Electrical Installations Ltd	Name: Sandwell MBC	Address: 1-4 PITCAIRN HOUSE, WAIRLEY, SMETHWICK, WEST MIDLANDS
Address: Unit 2, Bridge Street, Wednesbury	Address: Direct 7 Industrial park, Oldbury	
Postcode: W83 9JW Tel No: N/A	Postcode: B69 2FS Tel No: N/A	Postcode: B61 4ND Tel No: N/A

PART 2: PURPOSE OF THE REPORT

Purpose for which this report is required: Requested by Sandwell MBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS 7671:2018 (see additional page No. N/A)

Date(s) when inspection and testing was carried out: 02/07/2020 Records available: (No) Previous inspection report available: (No) Previous report date: (N/A)

PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Visual inspection of all accessories carried out with 25% removed during inspection other than items noted at G the wiring accessories are in fair condition (see additional page No. N/A)

Estimated age of electrical installation: (25) years Evidence of additions or alterations: (Yes) Overall assessment of the installation is: **Satisfactory**

PART 4: DECLARATION

INSPECTION AND TESTING

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CEDEFF that the information in this report, including the observations (page 2) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (s): MR AARON GROSSVENDOR Signature: Date: 14/07/2020

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR

Name (s): MR KEVIN SPITTLE Signature: Date: 14/07/2020

*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that further investigation (CODE F) without delay is required.

This report is based on the model forms shown in Appendix 4 of BS 7671
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Please see the 'Notes for Recipient' Page 1 of 8

Original is the person doing the work

As well as storage cupboards inside common areas, several external storage cupboards are provided.



Fire Risk Assessment

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1954
Construction Type	Traditional Solid Brick Construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	1
Access to Roof	Externally only
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 8 maisonettes,
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 in individual maisonettes and timber frames in the staircase area, surmounted by a pitched tiled roof.



- 2) The staircase consists of borrowed lighting which constitutes timber frames with fixed glass panes.



- 3) There is a small area at the rear of the premise, this reveals several outside storage cupboards and a bin room for use by residents.



- 4) **It was noted that a tree in the front garden area had been allowed to grow out of control. Pollarding should be arranged to remove excess growth from tree. This is impacting on a resident's window and is a potential source of ignition.**

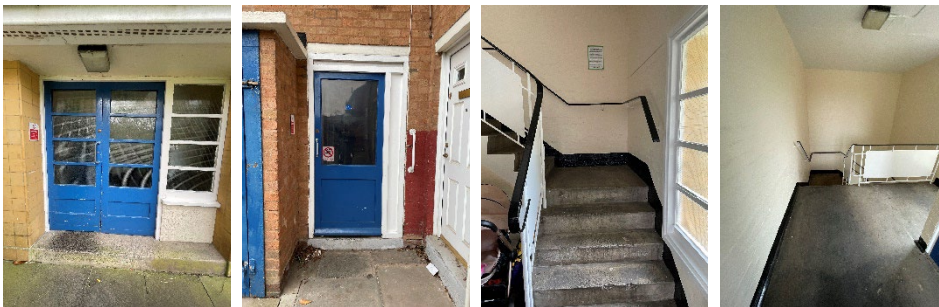


Section

7

Means of Escape from Fire

- 1) The premise has a single staircase that provides a means of escape, the staircase can be accessed from the front & rear entrance. It should be noted that this staircase provides access & egress for the tenants on the second floor.



- 2) All corridors, balconies & stairwells are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum. Floor to windowsill height on the escape route corridor) is 950mm, it is deemed acceptable for a person to crouch and pass the window. Please note a stay put unless strategy applies to this building.



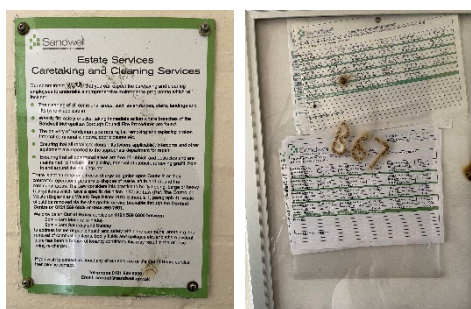
- 3) None of the corridors that form part of the means of escape are dead end corridors.
- 4) The final exit doors from the staircase do not have any door entry systems installed. To provide additional security, future refurbishments should consider upgrading doors to an intercom system.

- 5) There is no service storage cupboard facility to accommodate the electrical installations within this block, the electrical intake supply is fixed to the wall in the ground floor staircase area.

Taking into consideration the stay put unless strategy and the level of compartmentation to maisonettes 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. The last electrical inspection of equipment in the communal area was carried out on 14/07/2020.



- 6) Communal areas, staircases and walkways 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.



- 7) Emergency lighting is not provided to the staircase.
- 8) The surface coatings to staircase 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.
-

- 10) The means of escape are protected from maisonettes with the use of nominal FD30s doors with no communal doors to the blocks other than final exit doors.
- 11) Access was gained to a sample of properties as part of the risk assessment to ensure the doors have not been tampered with by residents etc. conversations were held with the occupier of Flat 8, the front door was checked and appeared to operate correctly.
- 12) **Several pushchairs were located in the ground floor staircase. All means of escape corridors should be maintained as sterile areas.**



- 13) **It was noted that a waste bin was near the main access door. This should be removed at the earliest opportunity. The housing office team should ensure that residents store any refuse/recycling bins away from the building, this should be at least 8 metres from any structure.**



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 maisonettes. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident of flat number 8, although access was not gained to the flat, the front door was inspected and did not present any issues, the resident confirmed that smoke detection had been removed while decorating was being carried out.

Despite best endeavours, no other residents were available to confirm whether front doors had self-closers and strips etc. or what smoke detection was in place within the premise.

- 3) Therefore, it is difficult to determine what standard smoke alarms are fitted within this premise. Examples are provided below.

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) Currently, the premise is not supplied with emergency lighting 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

This section should be read in conjunction with Section 4.

The high degree of fire separation between maisonettes 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 maisonettes. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) At second floor level decked corridors & walkways are open air construction and therefore products of combustion, fire & smoke will ventilate naturally from the premise.
- 3) The means of escape is protected from maisonettes with the use of nominal FD30s doors with no communal doors to the blocks other than final exit doors.



- 4) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.

Fire Risk Assessment

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.

Block Name	Place-Ref	Place Ref	Address	Front Door Type	Glazed / Not Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	BL34900PI11	Pitcairn House 1-8 (o&e);Norman Road;Smethwick;West I	Intentionally Blank	
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000002	1 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000074	2 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000004	3 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000005	4 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000006	5 Pitcairn House;Norman Road;Smethwick;West Midland	Nationwide	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000007	6 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000008	7 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed
Pitcairn House 1-8 (O&E)	BL34900PI11	DW3490000009	8 Pitcairn House;Norman Road;Smethwick;West Midland	Permadoor	Glazed

- 8) As part of any future upgrade to the premise consideration should be given to replacing storeroom doors in communal areas.



Section

11

Fire Fighting Equipment

- 1) Currently, there is no fire-fighting equipment installed at these premises. Firefighting hydrants are located at the front of the premise at the junction of Norman Road & Pitcairn Road.



Section

12

Fire Signage

- 1) Where appropriate, all fire doors display “Fire Door Keep Shut”.
- 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 both front and rear entrances to the premise.



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

- 14) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 15) 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.
- 16) 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.
- 17) The fixed electrical installation is tested every 5 years. The last electrical inspection of equipment in the communal area was carried out on 14/07/2020.



The report form includes the following sections:

- DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION:** Includes contractor name (ELECTRICAL SERVICES), client name (Estate Services), and installation details.
- PART 2: PURPOSE OF THE REPORT:** States the report is required by BS7671 to verify the electrical installation within the contract area to ensure safety and compliance with BS7671:2018.
- PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION:** Provides an overall assessment of the installation's condition.
- PART 4: RECOMMENDATIONS:** Lists any identified issues and the recommended actions.
- INSPECTION AND TESTING:** Details the scope and results of the inspection and testing performed.
- SIGNED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPOINTED CONTRACTOR:** Includes the signature and details of the qualified supervisor.

- 18) Portable heaters are not allowed in any common parts of the premises.
- 19) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 20) Remove excess growth from tree. This is impacting on a resident's window.

Section
15

Waste Control

- 21) There is a regular Cleaning Service to communal areas of the premises to minimise risk of waste accumulation.
 - 22) Refuse containers emptied at regular intervals.
 - 23) '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) There are no door entry systems at this premise to prevent unauthorised access. This could escalate the potential for Arson.
 - 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.
-

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) Storage facilities are provided for residents in the staircase of the premise & external cupboards for ground floor residents. It was not that store cupboard doors inside the staircase need to be upgraded as part of any future refurbishment plans.



- 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:


Maisonettes 1 – 26 Pitcairn House.

Date of Action Plan:



18/04/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/04	Remove excess growth from tree. This is impacting on a resident's window & could cause damp issues. There is also a potential for Arson.		P2	Housing Management Team. 1-3 Months.	

Fire Risk Assessment

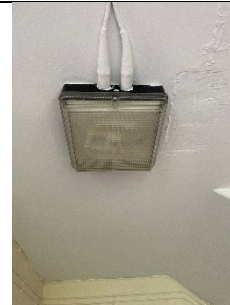
07/12	All means of escape corridors should be maintained as sterile areas. Therefore, remove combustible items at the earliest opportunity.		P2	Housing Management Team. 1-3 Months.	
07/13	It was noted that a waste bin was located near to the main access door. The housing office team should ensure that residents store any refuse/recycling bins away from the building, this should be at least 8 metres from any structure.		P2	Housing Office 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

An emergency lighting installation should be considered as part of the next improvement works programme.



As part of any upgrades consider upgrading the electrical equipment located in the ground floor staircase, this equipment should be enclosed in a fire resisting cabinet.





As part of any future upgrade consider replacing the front and rear doors to provide additional security and fob access.



Fire Risk Assessment

Signed

 Adrian Jones	Fire Risk Assessor	Date: 19/04/2024.
	Quality Assurance Check	Date: 30/04/2024

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


Name of property: Maisonettes 1 - 8 Pitcairn House.

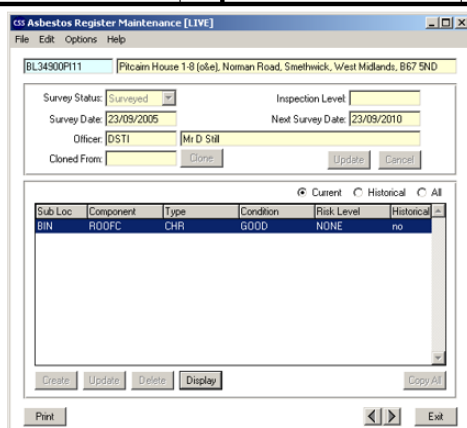
Updated: 18/04/2024.

Premise Manager:

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	1-8 Pitcairn House, Smethwick, B67 5ND		✓ 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	25/11/2021					
Investment Void		Refurbishment Survey		Property Description						
Investment Tenanted		Management Survey		Low Rise Flats						
R & M Void		SHAPE Interrogated.								
R & M Tenanted		No Existing SHAPE Data.								
Medical / Emergency - Heating Works		Existing SHAPE Data.								
Communal Areas	✓	Refurb Surveys <u>Interrogated ?</u>								
				Year Built	1954					



Notes / including details of similar property surveys completed.

****Survey revised by John Davis 19/12/16 for Lovell's window renewal****

****Survey revised by G.Carrington 18/11/21 – Bin Store Chute****

FAO – Paul Walker (Supervisor SMBC)

Building Surveyors
0121 569 5077



Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Fire Risk Assessment

Sample Locations	Property Address	1-8 Pitcairn House, Smethwick, B67 5ND						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	L10/00/01/2	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								
GROUND FLOOR CANOPY ROOF VERGE CLOAKINGS	CEMENT	-	UNSEALED	PRESUMED	CHRYSTILE	NO	NO	
MAIN ROOF SOFFIT	BOARD	-	SEALED	DS8183	CHRYSTILE	YES	NO	
SMALL OUTHOUSE BLOCK - CORRUGATED ROOF	CEMENT	-	UNSEALED	DS1800	CHRYSTILE	NO	NO	
BIN STORE CHUTE	CEMENT	-	UNSEALED	GC2065 / 1	NO ASBESTOS DETECTED	-	-	-
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			
BIN STORE DOOR PANEL	METAL							
LARGE OUTHOUSE BLOCK - CORRUGATED ROOF	METAL							