

# Fire Risk Assessment

**Galton House 1-23**  
**Abbey Road, Smethwick**  
**B67 5LL.**



**Date Completed: 21st May 2024**

**Review Period: 3 years**

**Officer: A Smith Fire Risk Assessor**

**Checked By: J Blewitt Team Lead Fire Safety & Facilities**

**Current Risk Rating = Tolerable**



**Subsequent reviews**

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>

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## Section

# 0

## Introduction

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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.

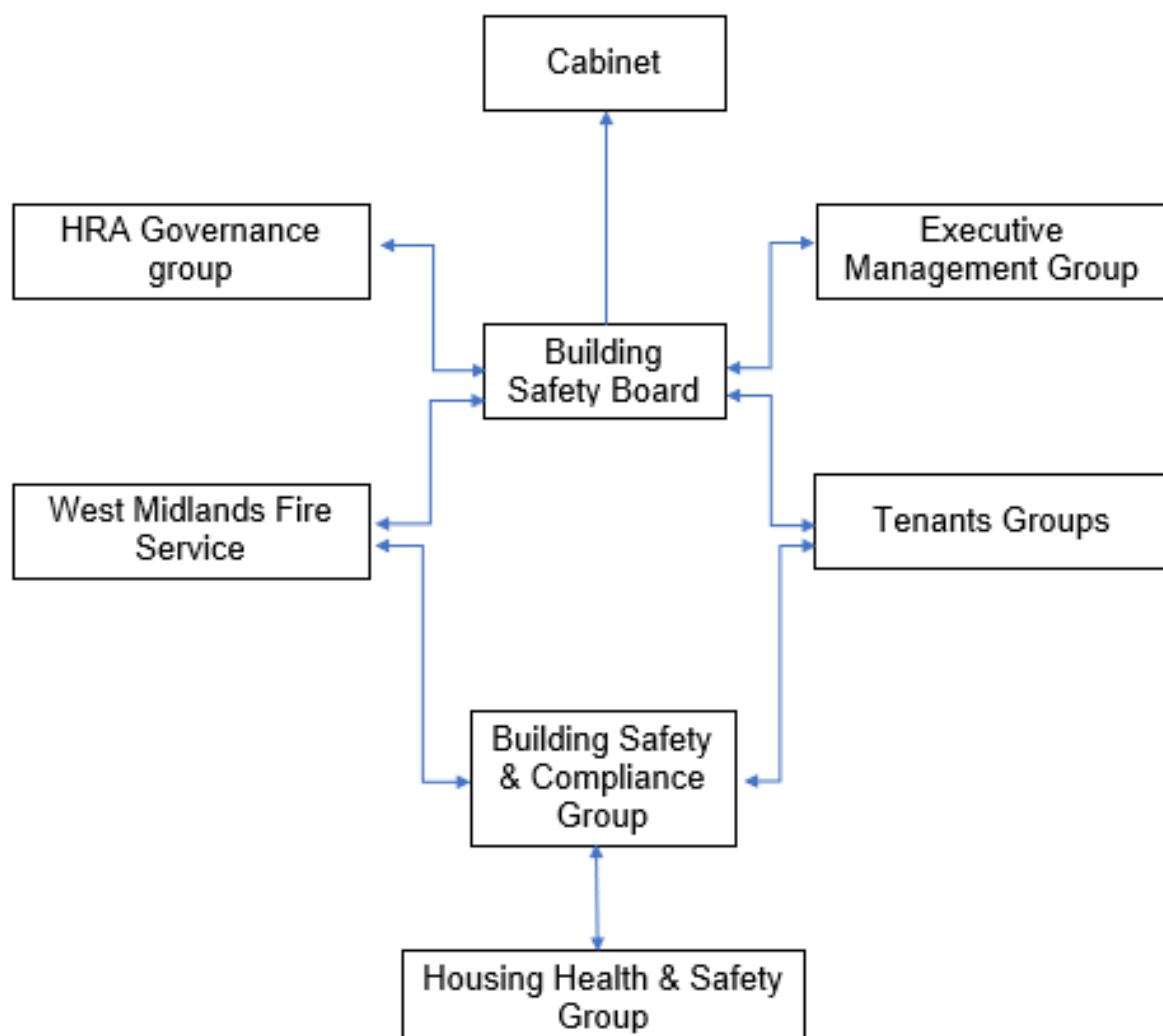
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The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

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## Section

## 1

## Significant findings

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

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

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

### Significant findings

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>Each façade of the building comprises of traditional brick masonry.</p> <p>Individual flat windows are UPVC double glazed units.</p>	Trivial
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>The open deck block has two staircases.</p> <p>Flat entrance doors are nominal 30-minute fire doors.</p>	Trivial

<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Flats have a fire detection system fitted to an LD2 standard.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b></p> <p>Emergency lighting is located within escape stair and open decks. Last test date could not be established.</p>	<p>Tolerable</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b></p> <p>The blocks have sufficient compartmentation between dwellings.</p> <p>Individual flat entrance doors are predominately Permadoor FD30s fire doors.</p>	<p>Trivial</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provision for firefighting equipment.</p>	<p>Trivial</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b></p> <p>Due to simplicity of layout no requirement for fire signage.</p>	<p>Trivial</p>
<p><a href="#">Section 13</a></p>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p><a href="#">Section 14</a></p>	<p><b>Sources of Ignition</b></p> <p>The last test date for the fixed electrical installation could not be established at the time of the Fire Risk Assessment.</p>	<p>Tolerable</p>



<a href="#">Section 15</a>	<b>Waste Control</b>  Refuse containers are emptied regularly.  There is a regular cleaning service to the premises.	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>  Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b>  Door entry system.  External lighting is in place.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b>  Residents instructed not to bring L.P.G cylinders into block.	Trivial

**Risk Level Indicator**

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

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

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

Low       Medium       High

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

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

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

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

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

Slight Harm       Moderate Harm       Extreme Harm

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

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

After considering the use of the premise and the occupants the consequences for life safety in the event of a fire would be slight harm.

This is due to there being a Stay Put Unless policy and sufficient compartmentation to include predominately nominal Permadoor FD30s doors to flat entrances combined with suitable smoke detection to LD2 standard within flats.

Overall, the level of risk at the time of this FRA is Tolerable.

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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:

<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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Galton House  
1-23  
Abbey Road  
Smethwick  
B67 5LL

### Description of the Property

The property was built in 1952 and is of traditional brick construction. The property has 4 storeys inclusive of the ground floor.

The block has two main entrances located to the rear elevation. The rear entrances have a door entry system with a fob reader installed.



The stairwells at the rear of the property are open to the elements on the first and second floor rear access deck walkways.

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.

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High/Low Rise	Low Rise
Number of Floors	4
Date of Construction	1952
Construction Type	Traditional brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	2
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	No access from communal areas.
Equipment on roof (e.g., mobile phone station etc)	None

**Persons at Risk**

Residents / Occupants of 23 Flats/ 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)

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Section  
**5**

**Building Plan**

General plan which outlines the buildings footprint.



## 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.

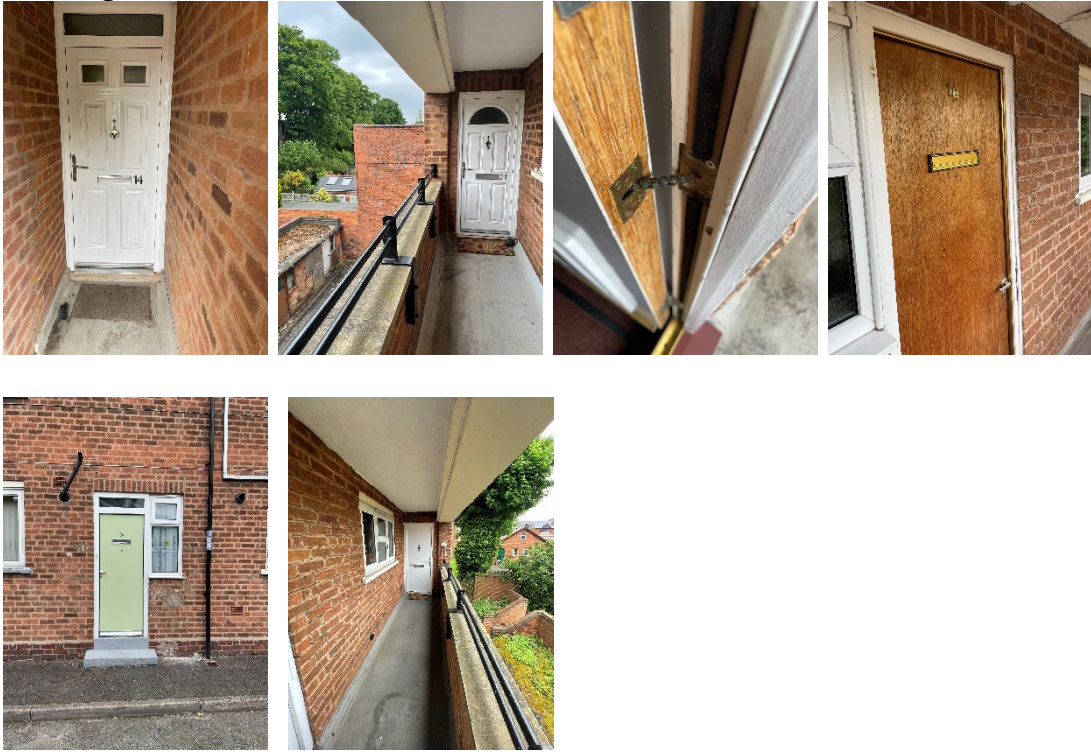
- 1) The exterior of the buildings is predominantly traditional brick construction with concrete access decks.



- 2) Stairs are naturally ventilated at the top as not enclosed.



- 3) Front entrance doors are predominately nominal FD 30s self-closing Permadoor.



- 4) The block has a pitched concrete tiled roof.



## Section 7

# Means of Escape from Fire

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- 1) The site has one staircase that provides a means of escape.



- 2) The means of escape are protected to prevent the spread of fire and smoke with predominately nominal Permadoor FD30s doors. No internal access to flats was gained during the fire risk assessment. Resident to flat 17 did allow an inspection of the entrance door. Resident confirmed smoke detection provision (not inspected).



- 3) Electric meter cupboards are located behind non fire doors directly off the open decks. No access to meters was obtained during the fire risk assessment.
- 4) Automatic smoke ventilation is not employed. This is acceptable as decks are open to air. The staircase also has permanent ventilation.
-



- 5) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Janitorial/ Cleaning teams. There is also an out of hours service that allows combustible items of furniture / rubbish to be removed.



*Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.*

- 6) Emergency lighting is provided to the stairs.



- 7) 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 or if they are advised to evacuate by the emergency services.

## 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) No internal access to maisonettes was gained during this fire risk assessment. However, resident to flat 17 confirmed LD2 standard. Resident confirmed smoke detection top and bottom of stairs within hallway, living room and heat detector to kitchen.

*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 in the remaining blocks. 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

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- 1) The premises has sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.



- 2) The self-contained units are provided to the stair and open decks.
  - 3) **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. At the time of the Fire Risk Assessment the last test date could not be established.**
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## Section 10

# Compartmentation

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*This section should be read in conjunction with Section 4*

- 1) The building is designed to provide as a minimum 60-minute vertical fire resistance and 60-minute horizontal fire resistance. Please note the block is designed as open deck access therefore it is acceptable for non-fire rated windows to be adjacent to the deck. It is acceptable to have 30-minute flat entrance doors in a 60-minute wall.
  - 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) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows.
  - 4) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.
  - 5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
  - 6) 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.
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# Fire Risk Assessment

## Block 1-23

Electrical		Fire Stopping Material										Fire Stopping Material										Fire Stopping Material										Fire Stopping Material									
		Fire Stopping Material					Fire Stopping Material					Fire Stopping Material					Fire Stopping Material					Fire Stopping Material					Fire Stopping Material														
Flour No.	Sealed	Into Gaps	Into Springs	Into AMI Heads	Complete Filler	Into Pouch	Into Pillows	Into Wraps	Backward	Sealed	Into Gaps	Into Springs	Into AMI Heads	Complete Filler	Into Pouch	Into Pillows	Into Wraps	Backward	Sealed	Into Gaps	Into Springs	Into AMI Heads	Complete Filler	Into Pouch	Into Pillows	Into Wraps	Backward	Sealed	Into Gaps	Into Springs	Into AMI Heads	Complete Filler	Into Pouch	Into Pillows	Into Wraps	Backward	Flour No.				
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Common areas free from defects		✓		Common windows free from defects		✓		Flt doors free from defects		✓		Common cupboards locked and secured		✓		Common areas free from loose stored items		✓		Common areas free from repairs materials		✓																			
<b>Foam Removal &amp; Enhancement Record</b>										<b>Foam, Enhancements &amp; Other Comments:</b>																															
Foam Present But Not Removed This Visit																																									
Foam Present & Partially Removed This Visit																																									
Foam Present & Fully Removed This Visit																																									
No Foam Present																												✓													
No Enhancement Carried Out This Visit																												✓													
Enhancement Carried Out This Visit																																									

# Fire Risk Assessment

## Block 2-22

Fire No	Dry Risers					Electrical Risers					Gas Risers					BT Risers					Bin Room																		
	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials													
	Squawk	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Squawk	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Squawk	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Squawk	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Squawk	Fire Batt	Intumescent Sponge	Fire Foam	Fire Mastic	Rockwool	Fire Pillars				
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	Commonal doors free from defects					Commonal window doors free from defects					Flat doors free from defects					Commonal cupboards locked and secure					Commonal area free from combustible items					Commonal area free from repair materials													
<b>Comments:</b>																																							

7) Individual flat doors are predominantly nominal FD30s rated fire doors.

Refer to updated door spreadsheet below.

Galton House 1-23 (O&E)	BL00100GA05	BL00100GA05	Galton House 1-23 (o&e);Abbey Road;Smethwick;West Midlar	Intentionally Blank	
Galton House 1-23 (O&E)	BL00100GA05	DW0010000001	1 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000002	2 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000013	3 Galton House;Abbey Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000003	4 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000026	5 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000004	6 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000041	7 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000005	8 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000042	9 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000006	10 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000043	11 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000007	12 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000008	14 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000044	15 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000009	16 Galton House;Abbey Road;Smethwick;West Midlands;	Timber Door FD30s	Not Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000045	17 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000010	18 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000046	19 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000011	20 Galton House;Abbey Road;Smethwick;West Midlands;	Timber door	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000047	21 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000012	22 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed
Galton House 1-23 (O&E)	BL00100GA05	DW0010000048	23 Galton House;Abbey Road;Smethwick;West Midlands;	Permadoor	Glazed



8) There is no means of access to the internal roof space from the common areas.

9) Store doors, located on the open decks, at ground floor level and adjacent to both stairs, should be considered for upgrading to a certified FD 30s door set, during the next programmed works.



## Section 11

### Fire Fighting Equipment

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- 1) The premise has no provision for firefighting equipment.

## Section 12

### Fire Signage

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



- 3) Yellow LPG warning signs are not displayed.

## Section 13

## Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Information regarding use of fire doors is provided to residents.



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



## Section 14

## Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) **The fixed electrical installation shall be tested every 5 years. At the time of the Fire Risk Assessment, it was not possible to ascertain the date of the last test.**
- 5) Portable heaters are not allowed in any common parts of the premises.

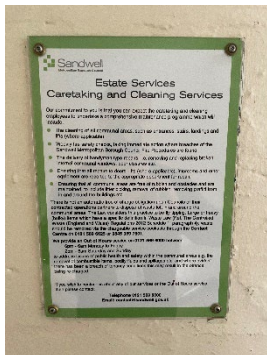
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply is internal.



## Section 15

## Waste Control

- 1) There is a regular cleaning service to the premises.
- 2) Regular checks by Caretakers minimise risk of waste accumulation.



- 3) There is an 'Out of Hours' service in place to remove bulk items.

**Section  
16**

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## **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) Owing to the nature of Low-Rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.
  - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing team. 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 – 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**

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## **Arson Prevention**

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- 1) Regular checks are undertaken by Janitorial / Cleaning Teams which helps reduce the risk of arson.
- 2) The perimeter of the premises is well illuminated.
- 3) There have been no fire related incidents since the previous FRA.

**Section**  
**18**

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## **Storage Arrangements**

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- 1) Residents instructed not to bring L.P.G cylinders into block.
  - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
  - 3) No Flammable liquids stored on site by Caretakers / cleaners.
  - 4) There are no flammable liquids or gas cylinders stored on site.
-

**Section**  
**19**

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

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Significant Findings

**Action Plan**

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

Trivial       Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Galton House 1-23

Date of Action Plan:

22/05/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
9/03	Last test date of emergency lighting could not be established at time of the Fire Risk Assessment. If overdue test required.	No Image	P3	Electrical Engineers 3-6 Months	

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## Fire Risk Assessment

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14/04	Last test date of fixed electrical installation could not be established at time of fire risk assessment. If overdue test required.	No Image	P3	Electrical Engineers 3-6 Months	
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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

### Observations

Future works programme should consider replacing all store/cupboard doors on the open decks and at ground floor level and adjacent to stairs to certified fire door sets (FD 30s rated).





## Fire Risk Assessment

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Future works programme should consider replacing the timber flat entrance doors (number 3, 16 and 20) with certified FD 30s Self closing door sets. Number 16 is a leaseholder. Email sent to door programme and leaseholder management.



### Signed

	Fire Risk Assessor	Date: 22/05/2024
	Quality Assurance Check	Date: 22/05/2024

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

Name of property: Galton House 1-23


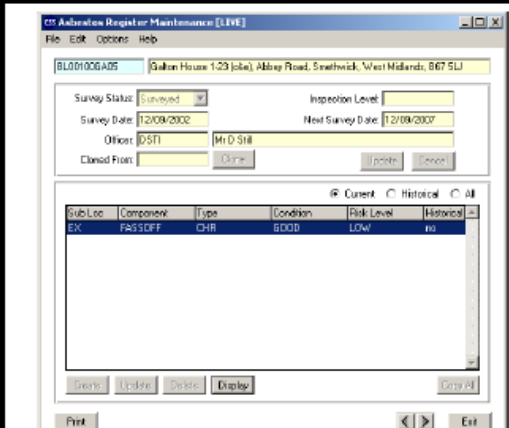

Updated: 01/07/2022

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

### Block 1-23

<b>Asbestos Survey</b>		Property Address	1-23 Galton House, Smethwick, B67 5LJ		Office use <input checked="" type="checkbox"/>					
Surveyed by	D Jones	Date	25/03/2014		Checked by	DEREK STILL	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date		25/03/2014		 <p style="text-align: center;">Low Rise Flats</p> <p style="text-align: right;">Year Built: 1952</p>		
Investment Void		Refurbishment Survey								
Investment Tenanted		Management Survey		<input checked="" type="checkbox"/>						
R & M Void		SHAPE Interrogated.		<input checked="" type="checkbox"/>						
R & M Tenanted		No Existing SHAPE Data.								
Medical / Emergency - Heating Works		Existing SHAPE Data.		<input checked="" type="checkbox"/>						
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?								
						Notes / including details of similar property surveys completed. Report revised by G.Carrington – 01/07/2022 to include rear outhouses.  FAO Mark Paynter				
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 