

# Fire Risk Assessment

## Sampson Close

1-6, 7-12, 13-18, 19-24



(1-6)



(7-12)



(13-18)



(19-24)

**Sampson close , Tividale,  
B69 1NL**

**Date Completed: 05/09/2023**

**Review Period: 3 years**

**Officer: L. Conway Trainee Fire Risk Assessor**

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

**Current Risk Rating = Trivial**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact\\_the\\_council/283/feedb ack\\_and\\_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

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

- High Risk Residential Buildings annually
- Other Buildings every 3 years

The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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

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

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Governance Structure



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

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**Section**

**1**

**Significant findings**

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>                      External envelope of each block is the same consisting of traditional brick construction with a pitched roof and concrete interlocking tiles on the roof. Each block contains uPVC double glazed windows to individual flats and communal areas with front and rear entrance doors made of timber construction.</p> <p>Blocks 13-18 and 19-24 have balcony access on the 1<sup>st</sup> and 2<sup>nd</sup> floors with the ground floor flats having an additional door on the front façade of the building.</p>	<p>Trivial</p>

	<p>Ground floor flat 20 in block 19-24 portable green house with rubbish stored within and around, placed directly under window.</p> <p>Ground floor flat 20 in block 19-24 overgrown with plants and items stored at front face of the block.</p> <p>Flat 22 in block 19-24 has decorative screening attached to balcony.</p> <p>Flat 16 in block 13-18 has a plastic windbreaker attached to balcony.</p> <p>All items resolved</p>	
<p><a href="#">Section 7</a></p>	<p><b>Means of Escape from Fire</b>  the means of escape should be kept sterile and free from any items.  There is one staircase along the means of escape with two final exit doors at front and rear of the block.</p> <p><b>1-6</b>  <b>Timber panel above flat 3 needs repair/ replacment needed</b></p> <p><b>Fire stopping needed behind timber conduit where pipe goes into flat outside flat 3</b></p> <p><b>7-12</b>  <b>Damaged timber conduit with small hole in ceiling as well as damaged to wall and small hole present same area</b></p> <p><b>Trim around door of flat 12 damaged/ hanging loose and exposing gaps behind frame</b></p> <p><b>13-18</b>  <b>Decomisioned incinorater located on first floor filled with rubbish and disposed cigarettes butts</b></p> <p><b>19-24</b>  <b>Items left within ground floor communal area adjacent flat 19.</b></p> <p><b>Items left within communal areas on 1<sup>st</sup> floor including discarded cupboards/ doors adjacent flat 21 and ladders/ scooters left adjacent flat 22</b></p> <p>All items resolved</p>	<p>Trivial</p>



<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b> Individual flats have fire detection to LD2 standard within each block from flats sampled.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b> Emergency lighting is present within each block and is tested monthly last test date was 09/08/2023</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<p><b>Compartmentation</b> It is key for each block to have sufficient compartmentation between dwellings  Individual flat doors are nominal FD30 fire doors that vary between composite and timber construction.  Cyclical programme in place to ensure fire stopping has not been compromised.  Service cupboard doors vary between steel, timber FD30 and timber FD30s  <b>Block 7-12, 2<sup>nd</sup> floor where waterpipe/ stop tap enter roof space in the communal area gap present and light visible</b>  <b>Loft hatch not secured within block 7-12</b>  All items resolved</p>	<p>Trivial</p>
<p><a href="#">Section 11</a></p>	<p><b>Fire Fighting Equipment</b> The premises have no provisions for firefighting equipment</p>	<p>Trivial</p>
<p><a href="#">Section 12</a></p>	<p><b>Fire Signage</b> Appropriate signage is in place</p>	<p>Trivial</p>
<p><a href="#">Section 13</a></p>	<p><b>Employee Training</b> 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> The fixed electric tests should be done every 5 years and are all in date.</p>	<p>Trivial</p>

<a href="#">Section 15</a>	<b>Waste Control</b> There is a regular Cleaning/ caretaking Service to the premises  Bin chutes present within the communal areas on first and 2 <sup>nd</sup> floors to each block  Bin store secured with bolt however no lock/ padlock present	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> A door entry system prevents unauthorised access & perimeter lighting is in place.  There are no signs of arson within the building or grounds.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents instructed not to bring L.P.G cylinders into block.  Tenants have access to storage cupboards located in the rear yard area adjacent the blocks this is the case at every block.	Trivial



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 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 within the block, 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 including FD30 nominal entrance doors combined with suitable smoke / heat detection to LD2 standard within flats sampled.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been completed.

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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.)***

**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.

Property No	Date completed	Review date	Additional Observations

**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

**Interim Director of Housing**

Dean Epton

**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 (Trainee)

Anthony Smith

**Resident Engagement Officer - Fire Safety**

Lee Mlilo

Abdul Monim Khan

**Housing Office Manager**

Prabha Patel

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

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## Section 4

### Description of Premises

Sampson Close (Blocks 1-6 7-12 13-18 19-24)  
Tividale  
Oldbury  
B69 1NL

#### Description of the Property

All four low rise blocks are situated on samson close, however blocks 1-6 and 7-12 are adjoined sharing the same rear and front yard area.



(1-6)



(7-12)



(13-18)



(19-24)

The Low-rise blocks were constructed in the 1960s. They consist of 3 storeys (inclusive of the ground floor). Each of the floors contains 2 number dwellings

The blocks have a main entrance to the front elevation and a further exit located on the rear elevation made of timber door and frame.





All five blocks have pitched roofs with internal access to roof on the second floor secured with padlocks.



Blocks 13-18 and 19-24 Ground floor flats have additional escape route via living room door to the front elevation and balcony access to 1<sup>st</sup> and 2<sup>nd</sup> floors.



Each block has storage cupboards for the tenants located in the rear yard area detached from the block.



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	3
Date of Construction	1965
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Loft Hatch 2nd Floor
Equipment on roof (e.g. mobile phone station etc)	No

(per Block)

**Persons at Risk**

Residents / Occupants of 6 flats per block

Visitors,

Sandwell MBC employees,

Contractors,

Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

**Section  
5**

**Building Plan**

General plan which outlines each buildings footprint and 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.

Details of the external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

- 1) External envelope of each block is the same consisting of traditional brick construction



- 2) Individual flats and communal areas within each block contain uPVC double glazed windows which are openable without the use of a key.





- 3) Each block has a pitched roof with concrete interlocking tiles.



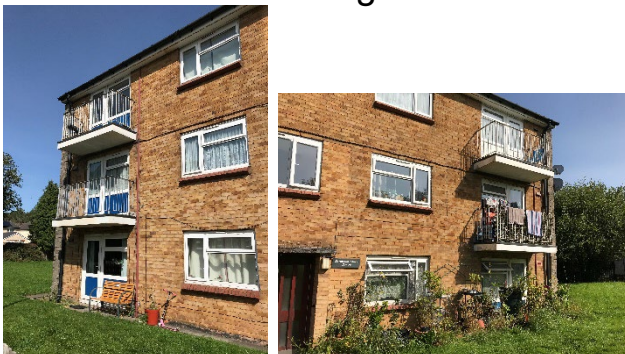
- 4) Front and rear entrance doors and frames to each block are made of timber.



- 5) Rear façade to each block contains bin stores with a timber door and frame.



- 6) Blocks 13-18 and 19-24 have balcony access on the 1<sup>st</sup> and 2<sup>nd</sup> floors to the front façade made of concrete slab and metal railings and an additional door to the front façade accessed by ground floor flats via the lounge area.



- 7) **Ground floor flat 20 in block 19-24 portable green house with rubbish stored within and around, placed directly under window suggest relocation.**



- 8) **It is noted that Ground floor flat 20 in block 19-24 overgrown with plants and items stored at front face of the block.**



- 9) **Flat 22 in block 19-24 has decorative screening attached to balcony.**



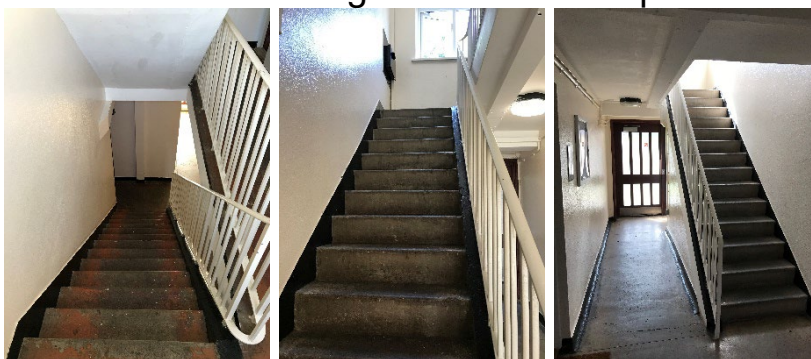
- 10) **Flat 16 in block 13-18 has a plastic windbreaker attached to balcony.**



## Section 7

# Means of Escape from Fire

- 1) Each block has a single staircase that provides a means of escape



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) The means of escape are protected to prevent the spread of fire and smoke with good compartmentation from flats and nominal FD30s doors.
- 4) The only communal doors are the final exit doors to each block and these are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 5) The final exit doors to each block have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.





- 6) Communal windows to each block can be opened without the use of a key.



- 7) Communal areas are to be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed
- 8) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.



- 9) The surface coatings to the communal areas are Class 0 rated.
- 10) 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.
- 11) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

Block 1 - 6 - Flat 2

Block 7 - 12 - No access

Block 13 -18 - Flat 13, flat 14, flat 18

Block 19 – 24 – No access

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12) Electric meter/ service cupboard doors vary between each block from timber FD30s nominal doors to steel doors however all doors are secured with a type 138 suited mortice lock. Residents have been provided with a key for access to their electricity meters



(steel door block 1-6) no intumescent strip or smoke seals



(timber nominal FD30s block 7-12)



(timber nominal FD30 door block 13-18) no intumescent strip or smoke seals



(steel door block 19-24) no intumescent strip or smoke seals

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- 13) Individual flat doors are a mixture of timber and composite FD30 nominal fire doors varying between blocks.

Block 1-6



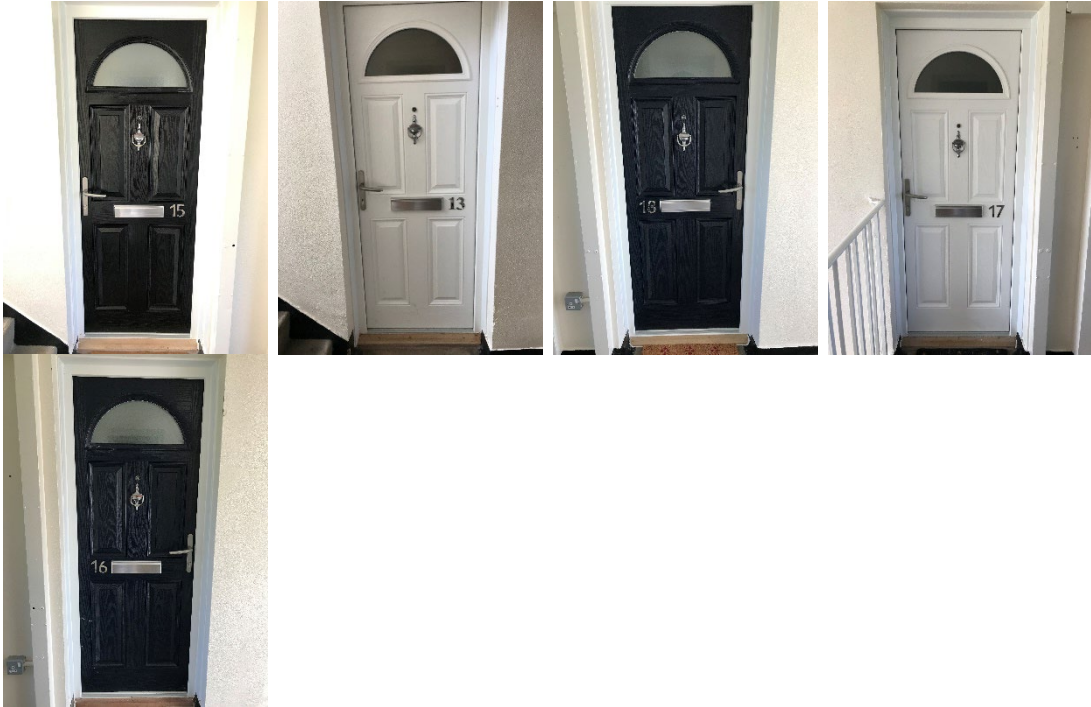
Block 7-12



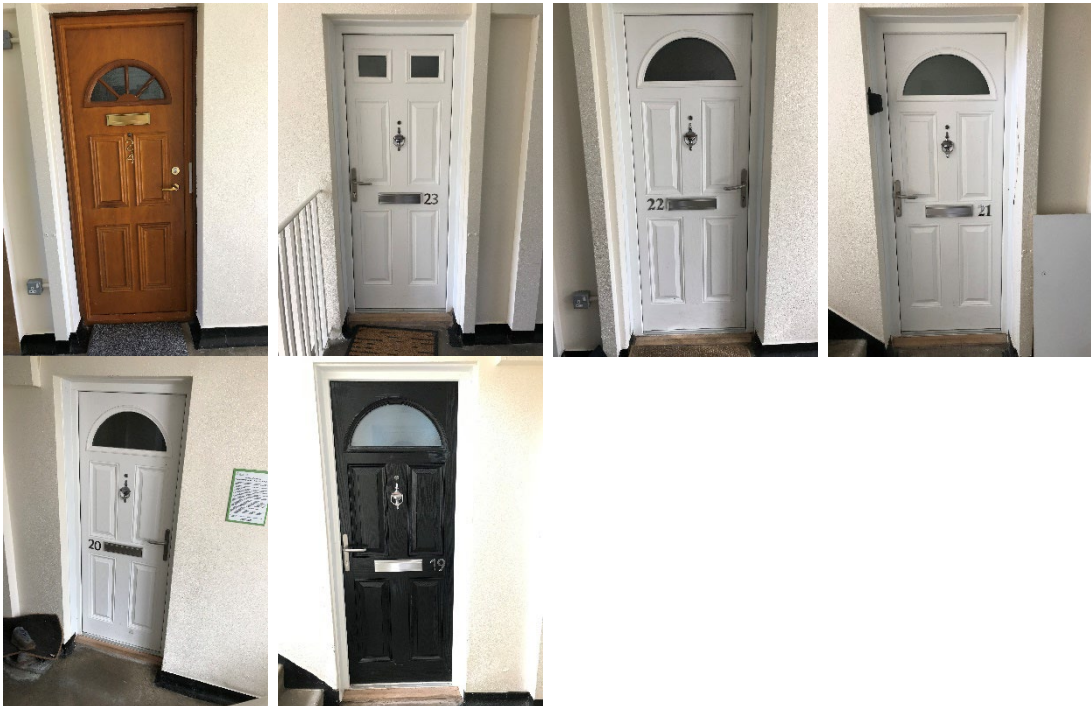
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Fire Risk Assessment

Block 13-18



Block 19-24





- 14) Exposed water stop taps located within communal areas of each block



- 15) Plugs located within the communal areas of each block



- 16) Bin chute presnet along the means of escape on the 1<sup>st</sup> and 2<sup>nd</sup> floors of each block.



## Block 1-6

- 17) Shoes and clothes left in the communal area outside flat 6 removed upon 2<sup>nd</sup> visit



- 18) Timber panel above flat 3 needs repair/ replacment needed



- 19) Fire stopping needed behind timber conduit where pipe goes into flat outside flat 3



Block 7-12

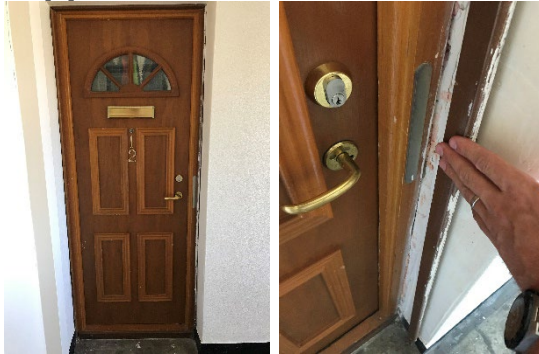
- 20) It was noted that there was exposed wiring near front entrance door due to damaged conduit look at replacing when future upgrade works take place



- 21) Damaged timber conduit with small hole in ceiling as well as where there is damaged to wall a small hole present same area within communal area 2nd floor opposite flat 10 requires fire stopping.



- 22) Trim around door of flat 12 damaged/ hanging loose frame to be repaired and any gaps behind trim need to be fire stopped.

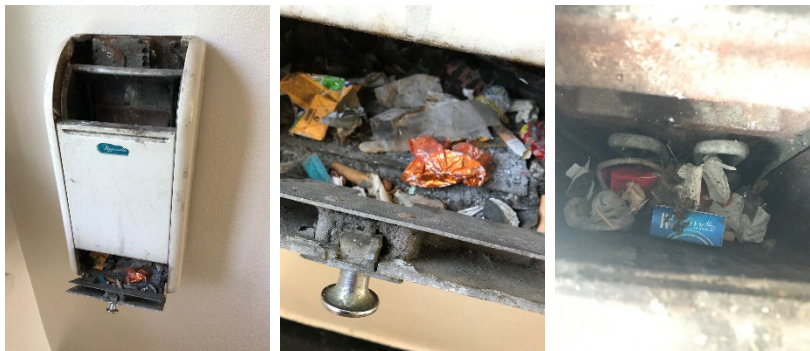


Block 13-18

- 23) It was noted that there was exposed wiring near flat 14 door due to damaged conduit look at replacing when future upgrade works take place



- 24) Decomissioned incinerator located on first floor filled with rubbish and disposed cigarettes butts:
- a) this requires cleaning out (email sent to brian low)
  - b) housing officer to inform residents not to place rubbish in the incinerator and that they are not to smoke in the comunal areas of the block All common parts of flats and communal accommodation must be smoke-free.
  - c) Suggested that this be sealed up so there is no access.



## Block 19-24

- 25) Noted there is damaged conduit on the ground floor that is allowing for wiring to be exposed look at replacing when future upgrade works take place



- 26) **Items left within ground floor communal area (scooter) adjacent flat 19.**



- 27) **Items left within communal areas on 1<sup>st</sup> floor including discarded cupboards/ doors adjacent flat 21 and ladders/ scooters left adjacent flat 22**



*Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustibles 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*

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*that might hinder the evacuation of people from the building and access for fire-fighters.*

## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to battery smoke alarms within each of the resident's flats
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard.

Block 1 – 6:

Flat 2 – LD2, 1x Hallway, 1x lounge and heat detector in kitchen

Block 7 – 12:

No access.

Block 13 -18:

Flat 13 – LD2 1x hallway, 1x lounge and heat detector in kitchen

flat 14 – LD2, 1x Hallway, 1x lounge and heat detector in kitchen

flat 18 - LD2, 1x Hallway, 1x lounge and heat detector in kitchen

Block 19 – 24

No access.

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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



## Section

# 9

## Emergency Lighting

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- 1) The premises has a sufficient emergency lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, stairs



- 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. Last tested 9/08/23 within each block



**Section  
10**

**Compartmentation**

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premises do not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan staircase.
- 3) service cupboards on the ground floor within the communal area is lockable secured with 138 suited lock, a mixture of timber and steel doors have been used
- 4) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, and intumescent pillows.

**Block 1-6**

Floor No	Electric Meter Cupboard																Floor No											
	Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials				Fire Stopping Materials															
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	
B																												B
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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		✓						
Foam Removal & Enhancement Record										Foam, Enhancements & Other Comments:																		
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 7-12

Floor No	Electric Meter Cupboard										Fire Stopping Materials										Floor No																																						
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt		Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool																															
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Communal doors free from defects										Communal windows free from defects										Flat doors free from defects										Communal cupboards locked and secure										Communal areas free from tenants stored items										Communal areas free from repairs materials									
✓										✓										✓										✓										✓										✓									
<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																																																											

## Block 13-18

Floor No	Electric Meter Cupboard										Fire Stopping Materials										Floor No																																						
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt		Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool																															
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Communal doors free from defects										Communal windows free from defects										Flat doors free from defects										Communal cupboards locked and secure										Communal areas free from tenants stored items										Communal areas free from repairs materials									
✓										✓										✓										✓										✓										✓									
<b>Foam Removal &amp; Enhancement Record</b>										<b>Foam, Enhancements &amp; Other Comments:</b>																																																	
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- 9) **Block 7-12, 2<sup>nd</sup> floor where waterpipe/ stop tap enter roof space in the communal area gap present and light visible from communal area into roof space need firestopping.**



- 10) Block 7-12 compartment walls do not carry on into the roof space suggest that next refurbishment works compartment walls are extended into the roof space (presumed same in other blocks as access to roofspace could not be granted at the time of risk assessment despite best efforts)



- 11) **Loft hatch to block 7-12 not secured**



**Section**

**11**

**Fire Fighting Equipment**

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- 1) No firefighting provisions in places

**Section**

**12**

**Fire Signage**

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- 1) “Fire Door Keep Shut” where appropriate.



- 2) No smoking signs where appropriate



- 3) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.
-

## Section 13

# Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 6) Fire safety information has been provided as part of tenancy pack.
- 7) Building safety and evacuation notices are displayed in common areas and lift cars.
- 8) Information regarding use of fire doors is provided to residents and can be found on the Sandwell council website



- 9) Information regarding the Stay Put unless fire evacuation strategy is provided to residents and can be found on the Sandwell council website

**Fire safety advice**

We are committed to educating residents about fire safety and what you should do in the event of a fire in your own home or another part of the building.



**What to do if a fire breaks out in your flat**

- 1 Leave the room where the fire is and close the door.
- 2 Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.  
Do not stay to put out the fire.
- 3 Use the stairs to exit the building.  
Do not use the lift.
- 4 Call 999 and wait for the fire service to arrive.  
Do not re-enter the building.

**What to do if you see or hear a fire in another flat or part of the building**

It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.

If your ability is compromised, then you should leave the building following the guidance as if the fire was in your flat.

- 1 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 2 In either case, use the stairs to exit the building.  
Do not use the lift.

**“Stay Put/Inplace”** is an essential strategy used in purpose-built blocks of flats. It is in place to keep people safe when the fire is not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 969 6000.



**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 assessment all electrical installation test were in date



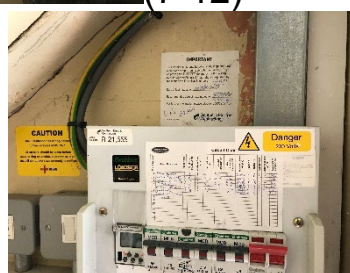
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(7-12)



(13-18)



(19-24)

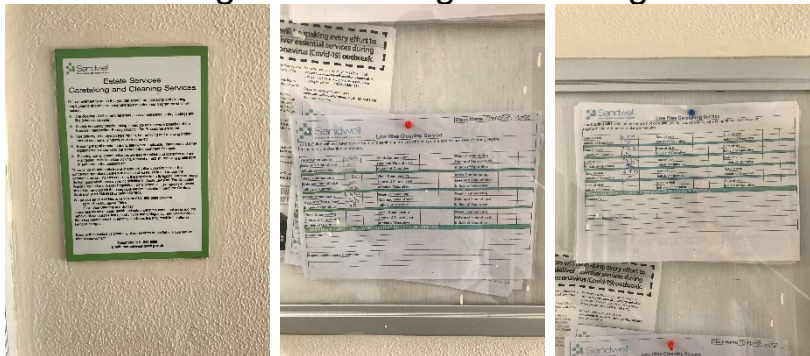
- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected.
- 6) Portable heaters are not allowed in any common parts of the premises.

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

## Section 15

## Waste Control

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



- 2) Refuse containers emptied regularly.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) 'Out of Hours' service in place to remove bulk items.
- 5) Bin store secured with bolt however no lock/ padlock present



- 6) Bin chutes present within the communal areas on first and 2<sup>nd</sup> floors to each block



## Section 16

# Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
  - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
    - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
      - Health and Safety.
      - Site security.
      - Safety of working and impact on children/school business.
      - Fire risk, if any.
      - Site Emergency Plan.
    - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
    - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
    - d) Final Contractor review on completion of works undertaken.
-

**Section**  
**17**

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## Arson Prevention

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.
- 3) There is no current evidence of arson.
- 4) The perimeter of the blocks is well illuminated via street lighting and some external lighting from the outside of the block.
- 5) There has been 2 reported fire incidents since the last FRA.

Incident occurred within flat 11 on 12/12/2017, WMFS did attend, the incident involved fat deposits within cooker catching fire Tenant switched of gas to oven and put fire out themselves with water. They have been advised by WMFS that was not way to put out fat fires. The tenant has been issued with a notice not to use gas cooker. The incident did not result in any injuries or damage to property.  
Fire was contained inside oven.

Incident occurred within flat 13 on 28/12/2017, WMFS did attend incident involved a candle being left unattended, fire was contained to the room of origin however smell of smoke was present within the communal area. Damage to room of origin and items/ furniture within. Works was carried out on the following Re-plastering required to window wall. (insulation backed board), renew upvc window and window board, renew skirting board, rewire lounge and check electrics (plastic conduit), splice / renew door jamb to front door. Smoke damage to walls and ceiling of lounge. The incident did not result in any injuries

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## Section 18

### Storage Arrangements

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- 1) Residents instructed not to bring L.P.G cylinders into block.  
(Notice displayed in lifts see point 9-3)
- 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
- 3) No Flammable liquids stored on site by Caretakers / cleaners.
- 4) There are no flammable liquids or gas cylinders stored on site.
- 5) Tenants have access to storage cupboards located in the rear yard area adjacent the blocks this is the case at every block.





**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:


Sampson Close 1-6, 7-12, 13-18, 19-24

Date of Action Plan:



15/09/2023

Review Date:

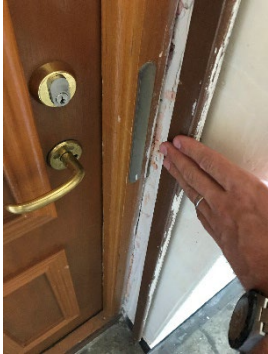
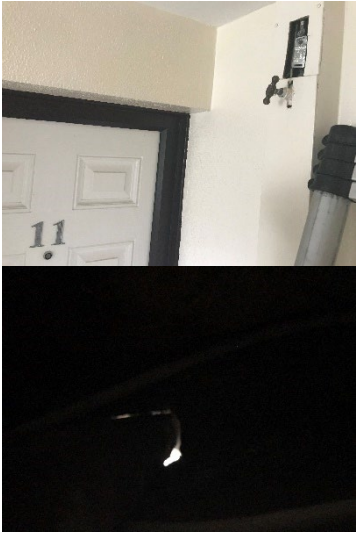
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Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
<b>Block 1-6</b>					
07/18	Timber panel above flat 3 repair/ replacment needed		P2	1-3months Fire Rapid Response JM:12013651	09/10/2023

Fire Risk Assessment



07/19	<b>Fire stopping behind timber conduit required where pipe goes into flat outside flat 3</b>		P2	1-3months Fire Rapid Response JM:12013813	09/10/2023
<b>Block 7-12</b>					
07/21	<b>Damaged timber conduit with small hole in ceiling as well as where there is damaged to wall a small hole present same area within communal area 2nd floor opposite flat 10 requires fire stopping.</b>		P2	1-3 months Fire Rapid Response JM:12013832	09/10/2023

Fire Risk Assessment

07/22	<b>Trim around door of flat 12 damaged/ hanging loose frame to be repaired and any gaps behind trim need to be fire stopped.</b>		P2	1-3 months Fire Rapid Response JM:12013909	09/10/2023
10/09	<b>Block 7-12, 2<sup>nd</sup> floor where waterpipe/ stop tap enter roof space in the communal area gap present and light visible from communal area into roof space need firestopping.</b>		P2	1-3 months Fire Rapid Response JM:12013997	09/10/2023



Fire Risk Assessment

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10/11	<b>Make sure the loft hatch to block 7–12 is properly secured.</b>		P2	1-3 months Fire Rapid Response JM:12014011	09/10/2023
<b>Block 13-18</b>					
06/10	<b>Removal of plastic windbreaker that is attached to balcony of flat 16</b>		P2	1-3 months Housing management	30/11/2023



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Fire Risk Assessment

<p>07/24a</p>	<p><b>Decomisioned incinorater located on first floor filled with rubbish and disposed cigarette butts this requires cleaning out (email sent to brian low)</b></p>		<p>P2</p>	<p>1-3 months Caretakers</p>	<p>04/10/2023</p>
<p>07/24b</p>	<p><b>housing officer to inform residents not to place rubbish in the incinorator and that they are not to smoke in the comunal areas of the block All common parts of flats and communal accommodation must be smoke-free.</b></p>		<p>P2</p>	<p>1-3 months Housing management</p>	<p>30/11/2023</p>



Fire Risk Assessment

07/24c	<b>Decomisioned incinorator to be plated / sealed shut to prevent access.</b>		P2	1-3 months Repairs (Metal Fitters)	16/02/2024
<b>Block 19-24</b>					
06/07	<b>Ground floor flat 20 in block 19-24, portable green house with rubbish stored within and around, placed directly under flat window to be relocated away from block.</b>		P2	1-3 months Housing management	30/11/2023

Fire Risk Assessment

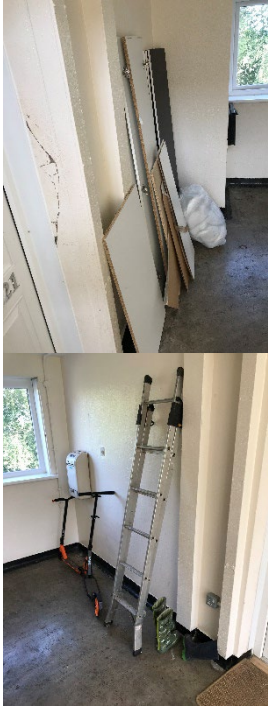
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06/09	<b>Remove decorative screening attached to balcony of flat 22</b>	 A photograph showing the exterior of a brick building. A balcony with a metal railing is visible on the second floor. There is some greenery and a small garden area in front of the building.	P2	1-3 months Housing management	30/11/2023
07/26	<b>Items left within ground floor communal area adjacent flat 19 to be removed.</b>	 A photograph showing the interior of a ground floor communal area. A black door is visible on the left, and a white railing is in the foreground. A small exercise machine is positioned against the wall on the right.	P2	1-3 Months Housing management	30/11/2023

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Fire Risk Assessment

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07/27	<p><b>Items left within communal areas on 1<sup>st</sup> floor including discarded cupboards/ doors adjacent flat 21 and ladders/ scooters left adjacent flat 22 to be removed</b></p>		P2	1-3 months Housing management	10/05/2023
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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).

<b>Observations</b>	
Communal service cupboard.	Upgrade as part of next improvement works.
Conduit to be repaired within communal areas.	Upgrade as part of the next improvement works.



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Fire Risk Assessment

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<p>Compartment walls do not extend into the roof space within block 7-12 presumed the same in each block as was not able to access at the time of the risk assessment despite best efforts.</p>	<p>Recommend extending compartment walls into roof space when next refurbishment works take place.</p>
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**Signed**

	<p>Fire Risk Assessor</p>	<p>Date: 15/09/2023</p>
	<p>Quality Assurance Check</p>	<p>Date: 18/09/2023</p>

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## Fire Risk Assessment

19-24

Sample Locations		Property Address						
		19-24 Sampson Close, Tividale, Oldbury, B69 1NL						
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								
NO SUSPECTED A.C.M.'S OBSERVED DURING SURVEY								
ELECTRICAL FUSE FLASH PADS INSIDE GREEN BOX IN GROUND FLOOR UNDER STAIR CUPBOARD	FABRIC	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
MAIN ROOF SOFFIT	PLASTIC	BALCONY SOFFITS TO FLATS	SUPALUX	EXTERNAL GAS RISER COVERS	PLASTIC			
GROUND FLOOR UNDER STAIR CUPBOARD SOFFIT	PLASTERBOARD	STORE SHED ROOFS	MINERAL FELT	MAIN ROOF SARKING FELT	BREATHABLE MEMBRANE			
LANDING WALLS	TEXTURED PAINT	LANDING RISER BOXING TO SIDE / ABOVE FLAT FRONT DOORS	PLYWOOD	BINSTORE WALLS	BRICK			
REAR ENTRANCE CANOPY	CONCRETE	LANDING VERTICAL TRUNKING BY FLAT FRONT DOORS	METAL	BINSTORE CEILING	CONCRETE			
FRONT ENTRANCE CANOPY	CONCRETE	ALL FLATS – FRONT AND REAR DOOR FRAME SEALANT	SILICONE					
		COMMUNAL ENTRANCE – DOOR FRAME SEALANTS	SILICONE					