
Fire Risk Assessment

Church Gardens



**Flats 21 - 24, 25 - 28 & 49 - 52
Church Gardens,
Smethwick,
B67 6AA.**

Date Completed: 09/05/2024.

Review Period: 3 years.

Officer: A Jones Fire Risk Assessor.

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

Current Risk Rating = Tolerable

Fire Risk Assessment

Subsequent reviews.

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

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Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1)

“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”.

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

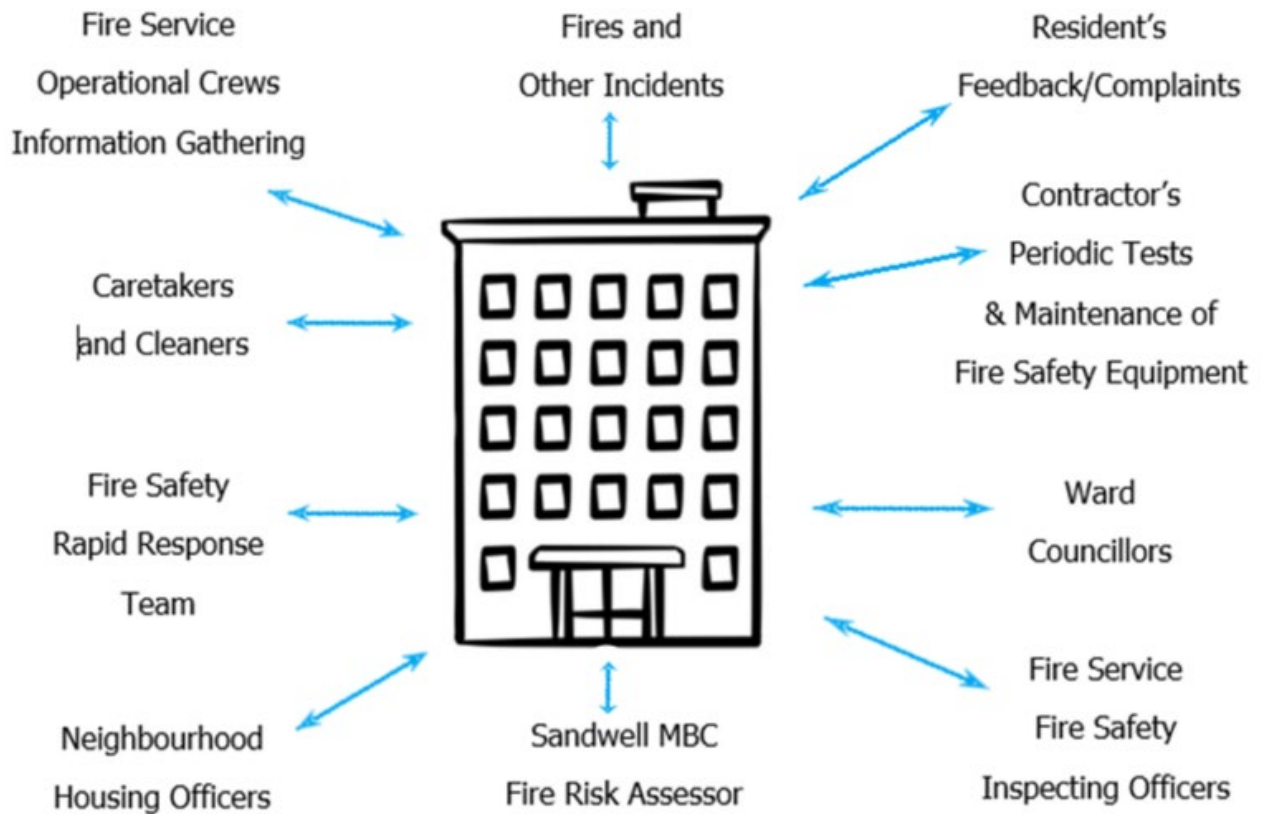
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

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

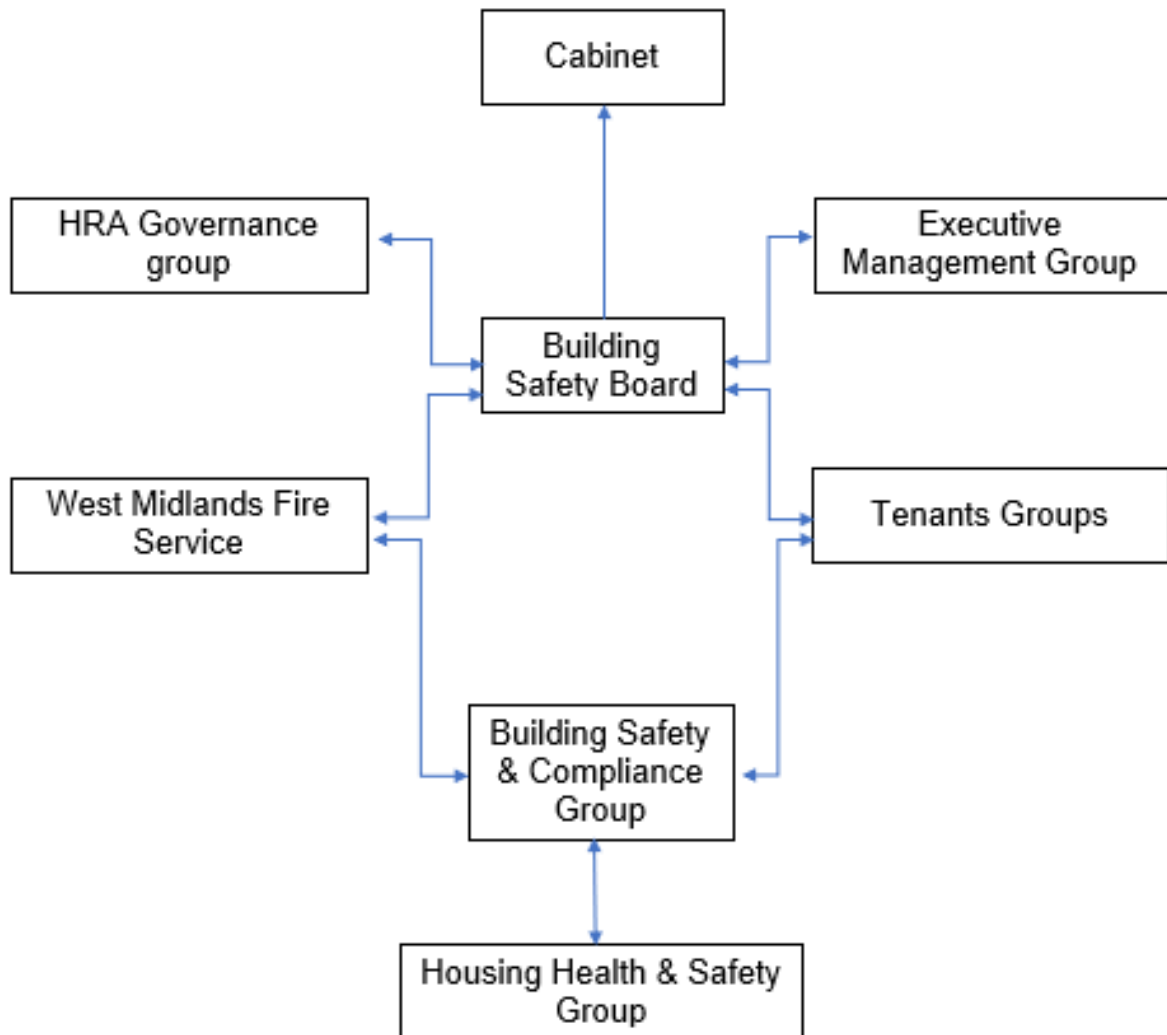
Fire Risk Assessment



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

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

Governance Structure



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>The exterior of the buildings are predominantly traditional brick, concrete construction with pitched, tiled roof. Individual flat windows are UPVC double glazed units. In all blocks there is one staircase that serves the first floor, this staircase leads to a final exit.</p> <p>Rear gardens had not been maintained and combustible items were noted at the rear of properties.</p>	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire The means of escape staircase from the first floor incorporates a final exit. Refuse bins were located immediately outside the front door. This could compromise the means of escape for residents using the final exit door in an emergency. These should be relocated to a designated area a safe distance from the building. (Min of 6 meters). Internal letterbox cages at ground floor level are filled with combustible materials and should be removed and the letterplate blanked off.</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting Emergency lighting is not provided in the staircase. Additional lighting is provided however the first floor remains dark. This has been queried with the electrical team.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Compartmentation in the roof space of all blocks needs to be reviewed and appropriate fire stopping applied where required.</p>	<p>Tolerable</p>
<p>Section 11</p>	<p>Fire Fighting Equipment No firefighting provisions within the premises.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage Appropriate signage is in place, no further action required.</p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>

Section 14	<p>Sources of Ignition Waste products should not be allowed to build up at the rear of the premise. Internal letterbox cages are filled with combustible materials and should be removed and the letterplate blanked off.</p>	<p>Tolerable</p>
Section 15	<p>Waste Control It is not known if a regular cleaning service is provided at these blocks. Waste/rubbish bins were located next to the final exit. These should be relocated away from any building stock.</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention A door entry system to the premises is not installed at any of these buildings to prevent unauthorised access to the building. Security/side gates were not fitted in all cases. This could allow unauthorised access to the rear of the building.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities.</p>	<p>Tolerable</p>

Risk Level Indicator

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

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

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

Low Medium High

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

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

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

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

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

Slight Harm Moderate Harm Extreme Harm

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

Slight harm	Outbreak of fire unlikely to result in serious injury or death of any occupant (other than an occupant sleeping in a room in which a fire occurs).
Moderate harm	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
Extreme harm	Significant potential for serious injury or death of one or more occupants.

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

Trivial Tolerable Moderate Substantial Intolerable

Comments:

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment. This includes excess waste items located at the rear of the premises, internal letterbox cages are filled with combustible materials, these should be removed and the letterplate blanked off. Compartmentation in roof voids should be made good using appropriate fire resisting materials.

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

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

(Note that, although the purpose of this section is to place the fire risk in context, the above approach to fire risk assessment is subjective and for guidance only. All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following action plan. The fire risk assessment should be reviewed regularly.)

Section

2

People at Significant Risk of Fire

Persons at significant risk of fire does not just refer to those people with physical, sensory or mental health issues. It also includes those at risk due to the layout or features of the building such as inner rooms or dead-end conditions. Persons may also be at risk due to remote or lone working.

The RR(FS)O requires that these people are identified in any fire risk assessment.

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Section

3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive

Shokat Lal

Executive Director of Place

Alan Lunt

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Adrian Jones

Anthony Smith

Carl Hill

Louis Conway

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Susan Geddes

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

Section 4

Description of Premises

Flats 21 - 24, 25 - 28 & 49 - 52.
Church Gardens,
Church Road,
Smethwick,
B67 6AA.

Description of the Property:

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

These low-rise blocks of flats were constructed in 1950. The residence consists of 2 storeys (inclusive of the ground floor). Each block has 4 flats, two on each level.

The blocks are of traditional Brick, concrete construction, double glazed UPVC window frames surmounted by a pitched roof. There is a section of UPVC cladding over the external balcony on the front elevation.



Fire Risk Assessment

All blocks of flats have one main entrance at the front elevation, this is typically a UPVC door.



At the time of the assessment front doors to flats appeared to be in good condition. It is understood most front doors are Permador. One Leaseholder flat door appeared to be UPVC construction.



Residents waste bins are located outside the main access/egress door.



Fire Risk Assessment

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1950
Construction Type	Traditional Cavity Construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	First floor landing
Equipment on roof (e.g. mobile phone station etc)	None

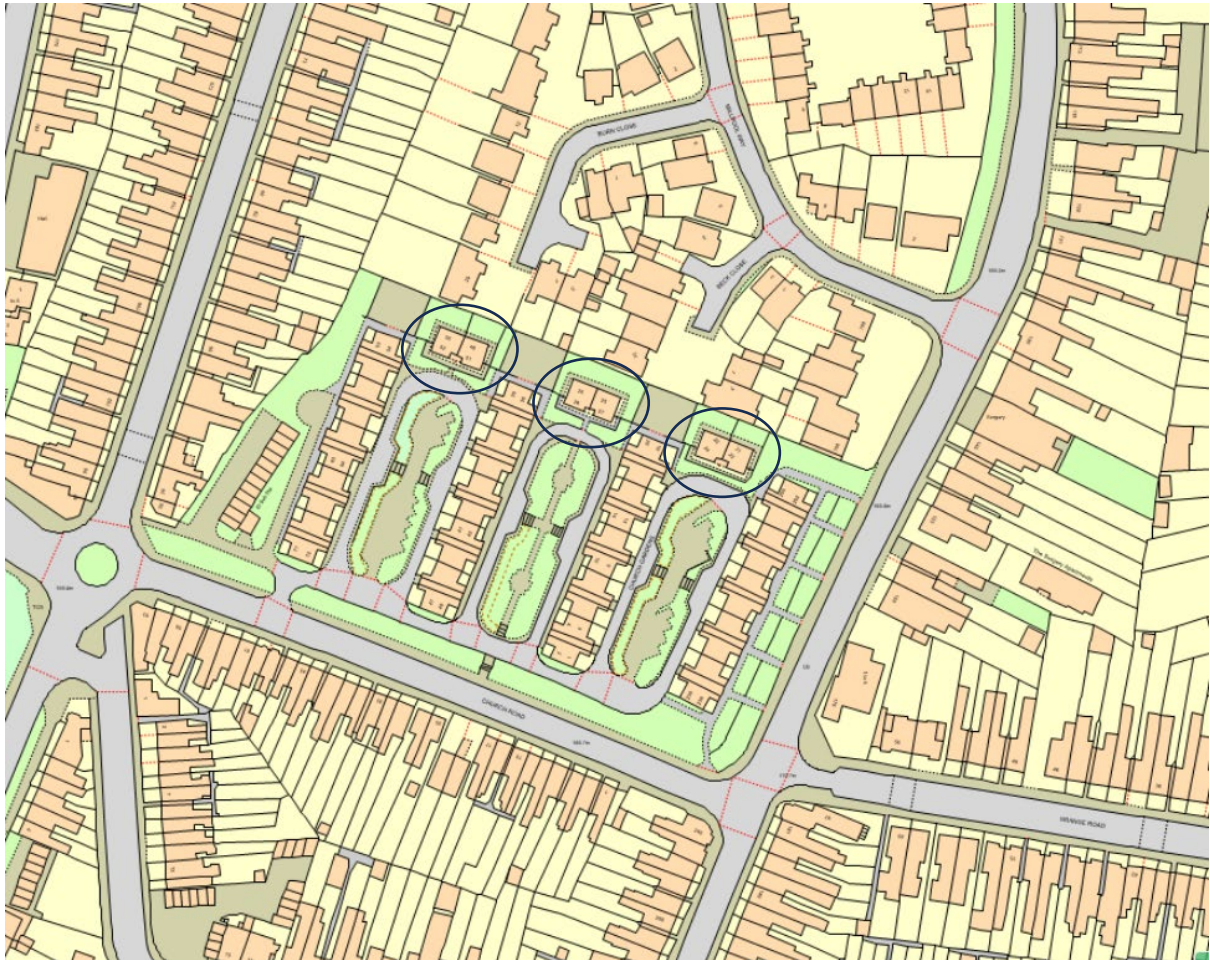
Persons at Risk

Residents / Occupants of 12 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g., meter readers, delivery people etc)
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

**Section
5**

Building Plan

A general plan showing the building location.



Section

6

External envelope

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

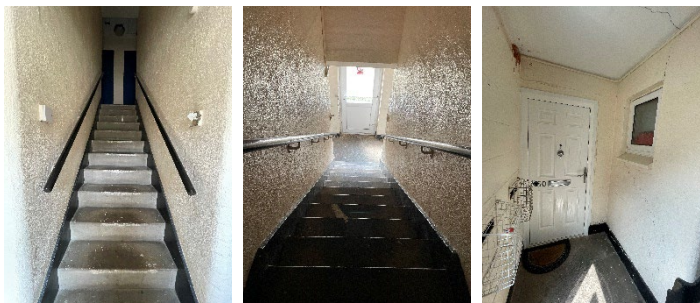
Below is a breakdown of the materials used within the external envelope and, as part of the external wall system.

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

- 1) The external envelope of the premise is predominantly traditional brick, concrete, UPVC window frames, UPVC cladding surmounted by a pitched tiled roof. As part of any future upgrades the UPVC cladding above the main entrance door should be replaced with a suitable non-combustible material.



- 2) Access is gained to all flats through the communal staircase, there are no windows in the staircase.



- 3) Adequate parking facilities for residents are central to flats in an open space.



- 4) Rear gardens have not been maintained and combustible items had been left around the site of all blocks. This presents an arson risk to residents. Combustible items/rubbish should be removed at the earliest opportunity.

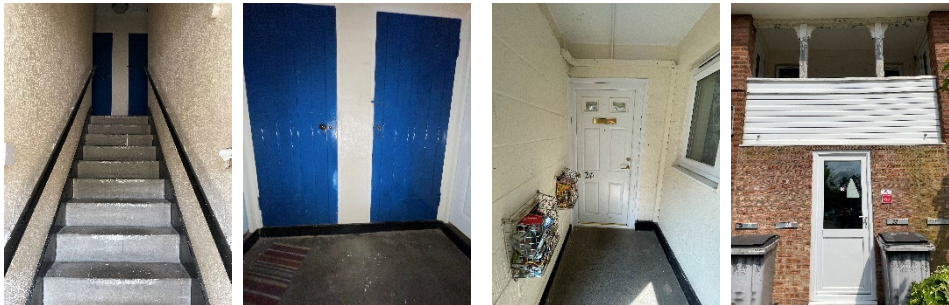


Section

7

Means of Escape from Fire

- 1) All low-rise blocks are provided with one access and egress staircase for means of escape. Staircases provide a 950mm width as a minimum, there are no other shared facilities within these low-rise buildings.



- 2) It was noted that refuse bins were located immediately outside the front door. This could compromise the means of escape for residents using the final exit door in an emergency. These should be relocated to a designated area a safe distance from the building. (Min of 6 meters).



- 3) It was noted that letterbox cages had been placed on the wall at the base of each hallway, it is evident that these are not being managed correctly (excess waste) and should be removed. (Email sent to Caretaking team to manage)



- 4) When any refurbishments are carried out the communal store cupboard doors within the staircase should be upgraded to certified to FD30's fire rated as part of future works.



- 5) The means of escape are protected to prevent the spread of fire and smoke with predominately Permadoor nominal FD30s doors. No internal access to flats was gained during the fire risk assessment to ensure the doors have not been tampered with by residents etc.



- 6) Residents to flats 52 and 22 did allow an inspection of the flat entrance doors. Flat 52 – the self-closer requires maintenance as the door is closing too quickly. This could be a finger trap for young or elderly people. Seals around the door have perished and require replacement, it was noted that around the lock, strips and seals were missing completely. These should either be replaced/repaired, or the door upgraded its entirety. The resident at Flat 52 confirmed that smoke alarms are installed in the Hallway, Living room & Kitchen.



Flat 22 was a Leaseholder, the front door appeared to be a UPVC door. Although the door appeared to be in good condition it would not provide adequate protection in a fire situation. Consideration should be given to upgrading this door to a fire door rated FD30.

The resident at Flat 22 (Leaseholder) confirmed that smoke alarms are not installed in this premise. West Midlands Fire Service have been requested for a safe & well appointment and smoke alarms should be fitted.



Entrance/Exit doors from staircases do not have a door entry system installed. Entrance/exit doors are UPVC, the final exit door to flats 49 – 52 had received some slight damage but did not impact on the integrity of the door, this was accepted by the assessor. The main panel insert on final exit door to flats 25-28 had been replaced with a timber insert.



- 7) Emergency lighting is not provided, communal landing/staircase have standard lighting present within the low-rise blocks. This is deemed acceptable due to the height and layout of the building. Emergency lighting provision should be considered in relation to future programmed works.
 - 8) It is understood that the surface coatings to staircase areas are Class 0 rated.
 - 9) There is no automatic smoke ventilation within these staircases.
-

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident(s) of flat number 52 and flat number 22. The resident at Flat 52 confirmed that smoke alarms are installed in the Hallway, Living room & Kitchen.

Flat 22 was a Leaseholder, the resident confirmed that no smoke alarms are installed in this premise. West Midlands Fire Service have been requested for a safe & well appointment and smoke alarms should be fitted.

- 2) Based on the sample of properties accessed during the fire risk assessment, the smoke alarms within resident's flats are installed to a minimum of LD3 Standard.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

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

Section

9

Emergency Lighting

- 1) Emergency lighting is not provided in communal landings/staircases. This is deemed acceptable due to the height of the building. Emergency lighting provision should be considered in relation to future programmed works.

 - 2) Standard lighting was present in the communal landings and staircases. However, it was deemed inadequate by the assessor. An email has been sent to the electrical team to look at upgrading lighting to improve visibility in all low-rise blocks.
-

Section 10

Compartmentation

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) Access to the roof void is gained at the head of the communal staircase via a loft hatch. All Loft hatches were padlocked shut at the time of the assessment. On inspection the roof voids it was identified that there were compartmentation breaches in several areas. This issue should be addressed at the earliest opportunity using appropriate fire stopping materials.



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

Fire Risk Assessment

- 5) Generally, the means of escape is protected from flats with the use of nominal FD30s doors, there are store cupboard doors on the first floor that require updating to fire doors when future upgrades take place. No other communal doors to the blocks other than final exit doors.



- 6) Once remedial works are completed in point 2 above, the building will have 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.
- 7) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below and point 4 above.

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Communal doors free from defects							✓					Communal windows free from defects										✓					Flat doors free from defects							✓					Communal cupboards locked and secure										✓					Communal areas free from tenants stored items							✓					Communal areas free from repairs materials							✓				

Fire Risk Assessment

Floor No	Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Floor No														
	Sealant	Intru Batt	Intru Sponge	Intru / AMi Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wreaps	Rockwool	Sealant	Intru Batt	Intru Sponge	Intru / AMi Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wreaps	Rockwool	Sealant	Intru Batt	Intru Sponge	Intru / AMi Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wreaps	Rockwool	Sealant	Intru Batt	Intru Sponge		Intru / AMi Mastic	Graphite Filler	Intru Pads	Intru Pillows	Intru Wreaps	Rockwool								
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Communal doors free from defects		✓						✓						✓						✓																										

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

Block Name	Place-Ref	Place Ref	Address	Front Door Type	Glazed / Not Glazed
Church Gardens 21-24	O& BL10740CH32	BL10740CH32	21-24 Church Gardens;Smethwick;West Midlands;;	Intentionally Blank	
Church Gardens 21-24	O& BL10740CH32	DW1074000045	21 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 21-24	O& BL10740CH32	DW1074000046	22 Church Gardens;Church Road;Smethwick;West Midlar	UPVC	Glazed
Church Gardens 21-24	O& BL10740CH32	DW1074000047	23 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 21-24	O& BL10740CH32	DW1074000048	24 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 25-28	O& BL10740CH33	BL10740CH33	25-28 Church Gardens;Smethwick;West Midlands;;	Intentionally Blank	
Church Gardens 25-28	O& BL10740CH33	DW1074000049	25 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 25-28	O& BL10740CH33	DW1074000050	26 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 25-28	O& BL10740CH33	DW1074000051	27 Church Gardens;Church Road;Smethwick;West Midlar	IG Doors	Glazed
Church Gardens 25-28	O& BL10740CH33	DW1074000052	28 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 49-52	O& BL10740CH35	BL10740CH35	49-52 Church Gardens;Smethwick;West Midlands;;	Intentionally Blank	
Church Gardens 49-52	O& BL10740CH35	DW1074000072	49 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 49-52	O& BL10740CH35	DW1074000073	50 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 49-52	O& BL10740CH35	DW1074000074	51 Church Gardens;Church Road;Smethwick;West Midlar	Permadoor	Glazed
Church Gardens 49-52	O& BL10740CH35	DW1074000075	52 Church Gardens;Church Road;Smethwick;West Midlar	Timber Door FD30s	Not Glazed

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

Section

11

Fire Fighting Equipment

- 1) Currently, there is no fire-fighting equipment installed at these premises. Firefighting hydrants are located at various points near to the main entrance. Fire Hydrant located in Church Gardens outside bin room number 12 & bin room number 6.

Section

12

Fire Signage

- 1) Any communal fire doors display "Fire Door Keep Shut" where appropriate.
- 2) The fire escape routes are self-evident and therefore additional fire action notices are not required.
- 3) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.
- 4) Employees within the Neighbourhoods Directorate assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
- 6) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
 - 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) Portable heaters are not allowed in any common parts of the premises.
 - 5) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
 - 6) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site. Please see section 06/06 above.
-

Section 15

Waste Control

- 1) Refuse containers are emptied at regular intervals.
- 2) Although waste bins are provided, it was noted that bins were positioned near the final exit door. Waste bins should be relocated to a min of 6 metres away from any building stock.



- 3) '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 is no restricted access to the premises as the entrance door is not served by a door entry system.
- 3) Although there is no current evidence of arson, the rear of the premises is not secured by means of a garden gate(s).



- 4) There have been no reported fire incidents since the last FRA.

**Section
18**

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
 - 3) No Flammable liquids stored on site by Caretakers / Cleaners.
 - 4) All store cupboards are kept locked, it was noted that store cupboard doors should be upgraded to Fire Doors FD30's as part of any future refurbishment works.
 - 5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

**Section
19**

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

Significant Findings

Action Plan.

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Church Gardens 21-24, 25-28 & 49-52.

Date of Action Plan:




30/05/2024

Review Date:


<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/04	Remove combustible items from rear gardens.		P2	Housing Manager 1-3 Months.	



Fire Risk Assessment

07/02	Relocate waste bins outside front access & egress doors.		P2	Housing Manager 1-3 Months.	
07/06	Flat 52 – Repair self-closer and instal new strips and seals.		P2	Rapid Response Team 1-3 Months.	
07/06	Flat 22 (Leaseholder) upgrade front entrance door to a Fire Door FD30.		P2	Leaseholder Management 1-3 Months.	

Fire Risk Assessment

10/02	Survey roof voids in all buildings with a view of achieving appropriate fire stopping between the party wall and the underside of the roof.		P2	Rapid Response Team 1-3 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					
As part of any future upgrades consider replacing UPVC cladding at the front of the premise with an appropriate non-combustible material.					
As part of any future upgrades consider replacing the store cupboard doors on the first floor with fire door FD30 doors.					

Fire Risk Assessment



Although there is no current evidence of arson, the rear of the premises is not secured by means of a garden gate. This will also improve security for residents.



Remove letterboxes in front wall & wire cages at the rear of letterboxes. These should be blanked using a blanking plate or suitable brickwork. All residential flat doors have working letterboxes to accept mail.



Signed

 Adrian Jones	Fire Risk Assessor	Date: 30/05/2024
	Quality Assurance Check	Date: 30/05/2024

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


Name of property: Church Gardens 21-24, 25-28 & 49-52, Smethwick.

Updated:


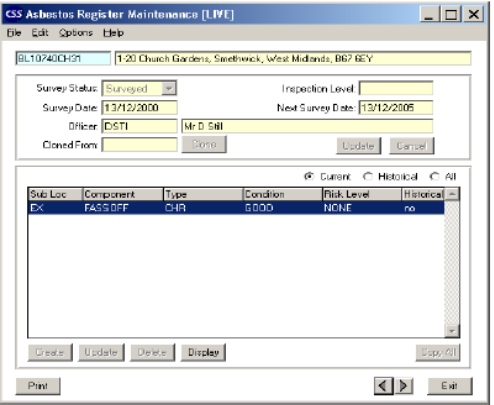
Premise Manager: Tony Thompson.


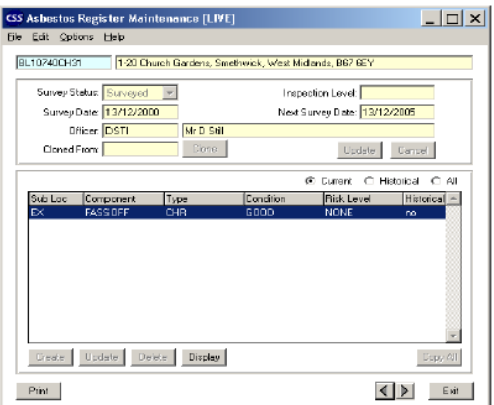
Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077).

Asbestos Survey		Property Address	21-24 CHURCH GARDENS, SMETHWICK, B67 6EY		✓ Office use																	
Surveyed by	Gary Carrington	Date	27/06/2022		Checked by	Derek still	Desktop Check	✓	Site Check													
Reason for request		HSG 264 - Survey Report Type		Date		07/11/2022																
Investment Void		Refurbishment Survey		LOW RISE FLATS		Year Built 1964																
Investment Tenanted		Management Survey	✓																			
R & M Void		SHAPE Interrogated.	✓																			
R & M Tenanted		No Existing SHAPE Data.																				
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓																			
Communal Survey	✓	Refurb Surveys Interrogated ?																				
CSS Asbestos Register Maintenance [LWE] BL10740CHR 120 Church Gardens, Smethwick, West Midlands, B67 6EY Survey Status: Surveyed Inspection Level: <input type="text"/> Survey Date: 13/12/2020 Next Survey Date: 13/12/2026 Officer: DSTI Mr D Still Closed From: <input type="text"/> Done Update Cancel						Notes / including details of similar property surveys completed. Revised By G.Carrington – 01/11/2022 (Doors)																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sub Loc</th> <th>Component</th> <th>Type</th> <th>Condition</th> <th>Risk Level</th> <th>Historical</th> </tr> </thead> <tbody> <tr> <td>EX</td> <td>FASS OFF</td> <td>CHR</td> <td>GOOD</td> <td>NONE</td> <td>no</td> </tr> </tbody> </table> Create Update Delete Display Exp/21 Print											Sub Loc	Component	Type	Condition	Risk Level	Historical	EX	FASS OFF	CHR	GOOD	NONE	no
Sub Loc	Component	Type	Condition	Risk Level	Historical																	
EX	FASS OFF	CHR	GOOD	NONE	no																	

Fire Risk Assessment

Asbestos Survey		Property Address	25-28 CHURCH GARDENS, SMETHWICK, B67 6EZ		✓ Office use					
Surveyed by	Gary Carrington	Date	27/06/2022		Checked by	Derek still	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date	07/11/2022		 Year Built: 1964			
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 Survey	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?								
						Notes / including details of similar property surveys completed. Revised By G.Carrington – 01/11/2022 Doors				
Building Surveyors 0121 569 5077					Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES					

Asbestos Survey		Property Address	49-52 CHURCH GARDENS, SMETHWICK, B67 6HB		✓ Office use					
Surveyed by	Gary Carrington	Date	27/06/2022		Checked by	Derek still	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date	07/11/2022		 Year Built: 1964			
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 Survey	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?								
						Notes / including details of similar property surveys completed. Revised by G.Carrington – 01/11/2022				
Building Surveyors 0121 569 5077					Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES					