

Fire Risk Assessment

High Street Princess End Tipton



**High Street, Tipton,
DY4 9JD**

Date Completed: 23/04/2024.

Review Period: 3 years

Officer: Louis Conway 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

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.

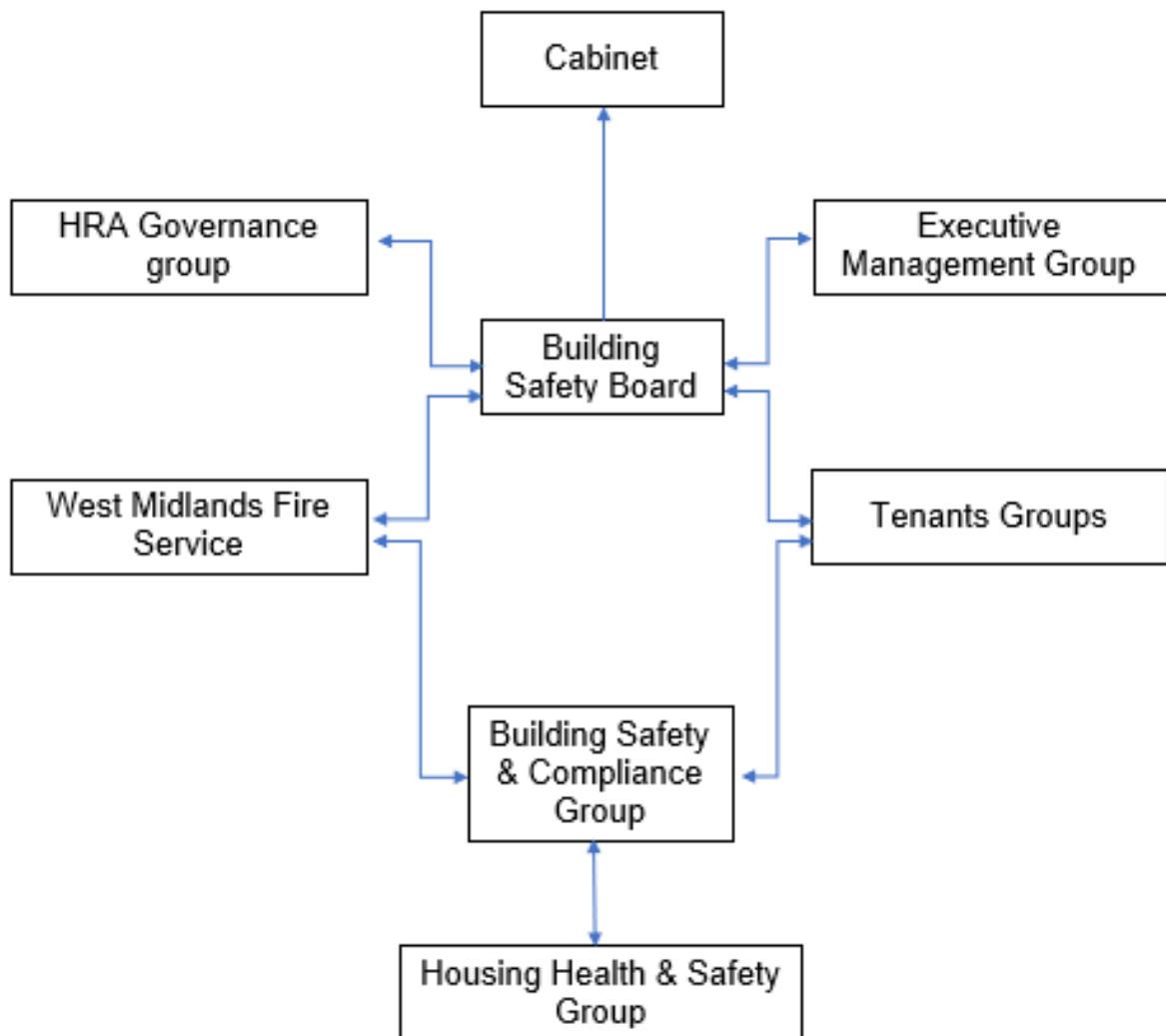
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The original construction of the blocks was a concrete masonry construction, and the external envelope reflects this.</p> <p>Netting present on communal balconies Damaged flat window onto a communal balcony.</p>	Tolerable
Section 7	<p>Means of Escape from Fire The means of escape are protected to prevent the spread of fire and smoke, there is a single staircase leading to final exit doors on the ground floor of each block.</p>	Tolerable

	Combustible items/ rubbish has been left within communal drying areas	
Section 8	Fire Detection and Alarm Systems Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats, smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.	Trivial
Section 9	Emergency Lighting No emergency lighting present	Trivial
Section 10	Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minutes horizontal fire resistance around flats. All doors from dwellings are 30-minute fire resistant with cold smoke seals and self-closing devices, including those in 1-hour rated walls.	Trivial
Section 11	Fire Fighting Equipment The premises have no provisions for firefighting equipment.	Trivial
Section 12	Fire Signage Appropriate signage is displayed.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was last completed 02/03/2021. Gas is external.	Trivial

Section 15	Waste Control Cleaning and caretaking Provisions operate at the blocks, bins are stored away from the premises and are emptied regularly.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There have been no reported fire incidents since the last FRA. However, Fire service did attend a Gas leak on the 15-AUG-2023. Caretakers and cleaners operate at the blocks.	Trivial
Section 18	Storage Arrangements Residents have access to storage cupboards on each floor externally and on the communal balconies (drying areas)	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:

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 such as residents leaving combustible items within the communal areas.

After considering the use of the premise and the occupants within the blocks, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout and a Stay Put Unless policy being in place with adequate detection within flats.

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.

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)

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Rushpal Dhaliwal

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

High Street, Union Street, Phillips & Sheldon Court,
Princes End,
Tipton,
DY4 9JD

Description of the Property

The Low-rise Blocks were constructed in approx. 1966 of predominantly traditional concrete brick construction with a pitched roof, both blocks displaying the same internal layout and single staircase.



The blocks consist of three stories (Ground, 1st & 2nd) with each floor containing two number dwellings off a singular staircase.

Each block can be split into three sections containing 6 numbered flats each section having its own entrance/exit to the front and rear of the block, access can not be gained to other areas of the block internally. Access is gained via a fob system or via a firefighters drop latch.



1st and 2nd floors contain drying areas for the dwellings on that floor with storage cupbards also being present within this area this area is protected by the use of nominal fire doors with self closing devices attached.



The blocks have access to a gated rear yard area (per block) in this area is also the storage of bins.



Electical service cupbards/ residents meter cupbards are located on the ground floor stored within a dedicated cupbaord nearest the main entarnces to each block.



The blocks have a pitched roof with each section of the block having access within the communal area via a loft hatch on the 2nd floor



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

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1966
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	No
Access to Roof	Loft Hatch 2nd Floor
Equipment on roof (e.g. mobile phone station etc)	No

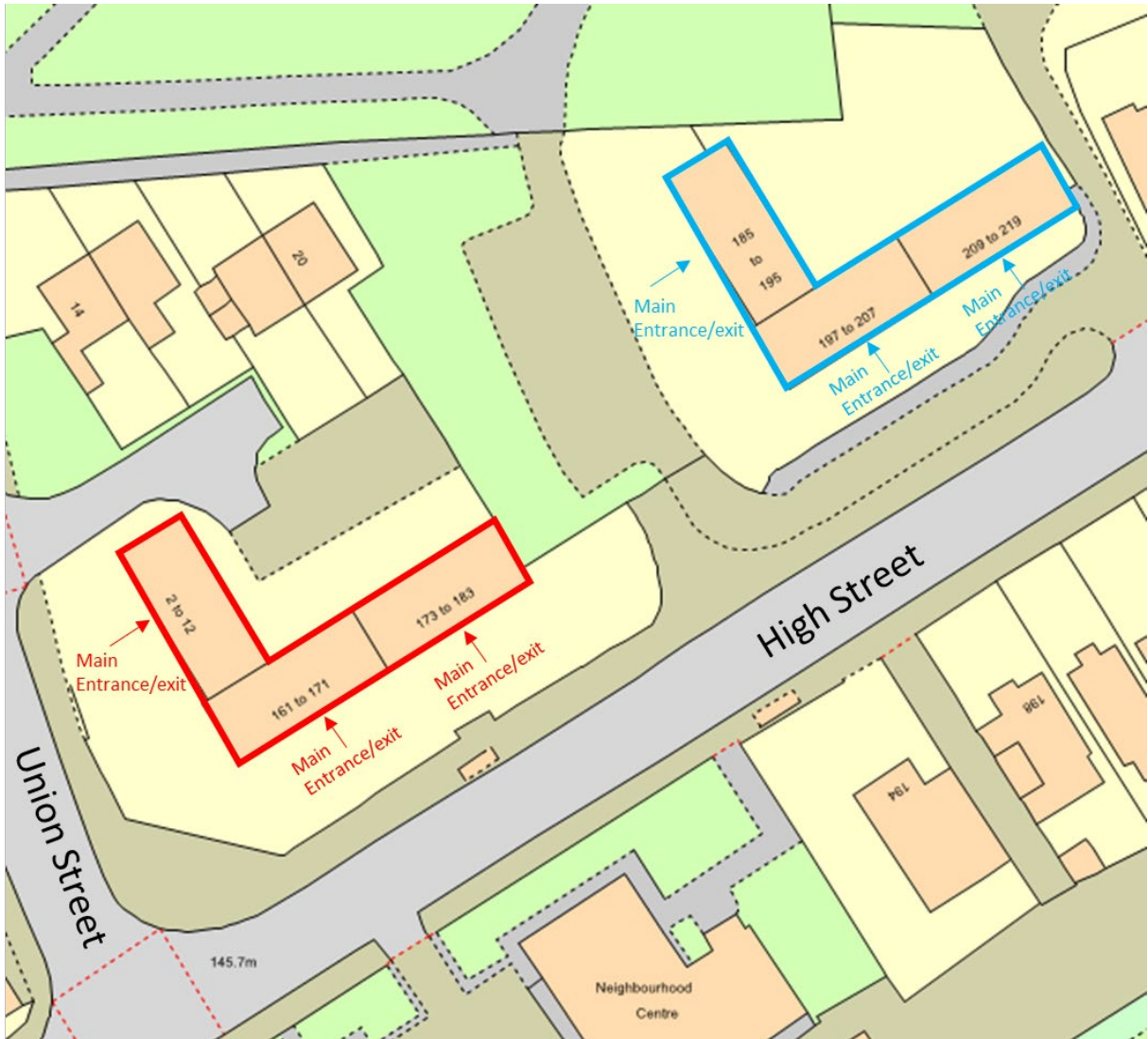
Persons at Risk

Residents / Occupants of 18 Flats per block 6 per entrance
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

Typical orientation of the blocks



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 present an acceptable level of fire risk.

- 1) The original construction of the blocks was a concrete masonry construction, and the external envelope reflects this.



- 2) The blocks have a tiled Pitched roof.



- 3) Double Glazed UPVC units are used along the communal stairs and residents' flats.



- 4) Access to shared drying areas on an open balcony that contains netting. Normally, this would not be permitted due to the risk of potential spread of fire and is believed that the netting should be removed. However, removing the netting could pose an additional health risk due to the accumulation of birds on the balconies which has been a case within surrounding area. Mitigating factors are in place such as balconies being located in a communal area protected behind nominal fire doors, cleaner/caretaking team who regularly visit the blocks and check on the areas to ensure there is no buildup of fire loading and a stay put unless policy. As such, the netting will remain in place and as a temporary measure will be recommended to be enhanced to fire rated netting until future upgrade works take place at the blocks enclosing the balconies. This is deemed a tolerable short-term solution.



- 5) Residents have access to store cupboards within the communal drying area (balcony) note these cupboards are timber and there is a nominal fire door separating this area from the protected stair.



- 6) **Damaged window within the communal drying area. This area has been separated from the means of escape with the use of a nominal timber door and frame that has a self closing device attached this helps mitigate the possibility of flame/smoke being able to spread into the means of escape.**

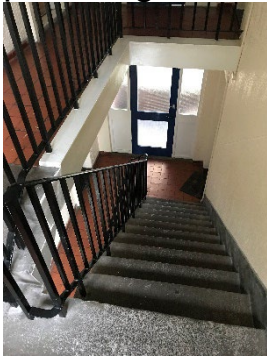


Section

7

Means of Escape from Fire

- 1) Each section to each block has a single staircase that provides a means of escape and is between 900mm & 920mm in width providing a sufficient escape route.



- 2) All corridors are of adequate width and will be maintained clear to that width as a minimum.
- 3) There are no corridors within the means of escape that form part of a dead end.
- 4) The means of escape are protected to prevent the spread of fire and smoke using nominal doors off dwellings and drying areas.



- 5) All communal doors 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).
-



- 6) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.
- 7) The final exit doors 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.



- 8) Natural ventilation is available within the communal area via the use of openable windows.



- 9) Communal areas Should 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
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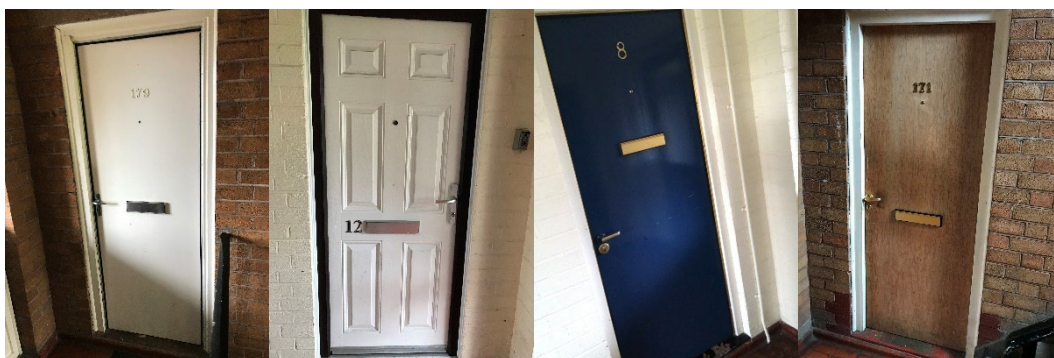
- 10) Emergency lighting is not installed within the communal areas, conventional lighting is in place.



- 11) Electric meter cupboards are a combination of nominal timber doors and timber storage units, varying between blocks with some sections within the blocks having half height nominal timber doors and others utilising Timber units (Sheldon court). Where the nominal timber door is used access is gained via a 138 key.

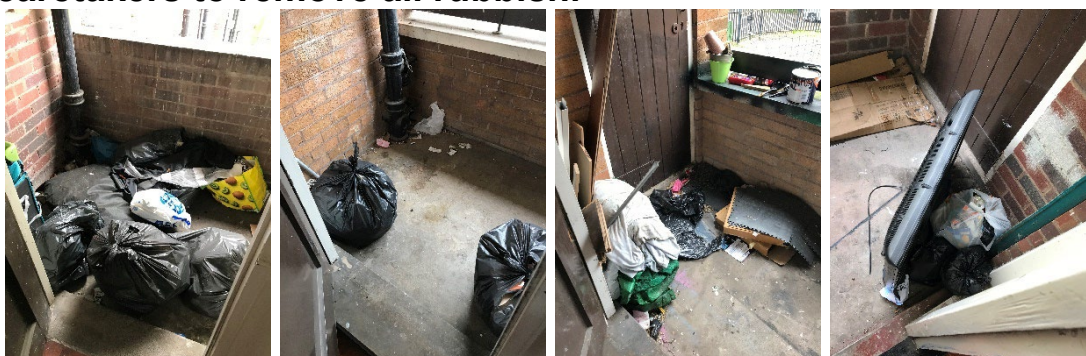


- 12) The surface coatings to the communal areas are Class 0 rated.
- 13) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
- 14) Individual flat doors are Nominal fire door sets with a combination of timber and composite doors within each block.
-



15) Despite best endeavours access could not be granted to any of the flats within the blocks, reasonable measures should be put in place to gain access in the future.

16) Combustible items/ rubbish has been left within communal drying areas, the communal areas around the blocks should remain a sterile area, this message should be relayed towards all residents within both blocks to resolve this issue and caretakers to remove all rubbish.



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.

Section

8

Fire Detection and Alarm Systems

- 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) Despite best endeavours no access was granted into the residents flats. Based on the previous fire risk assessment the smoke alarms within resident's flats are installed to a minimum of an 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 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

- 1) No emergency lighting provisions.

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 30 minutes horizontal fire resistance around flats. All doors from dwellings are 30-minute fire resistant with cold smoke seals and self-closing devices, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) Communal doors 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).
- 4) There are no service cupboards located at the block communal cupboards are to electrical intake/meter cupboards and residents' storage cupboards.
- 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge and intumescent pillows. These documents are held in house.
- 6) The fire stopping / compartmentation is subject to a annual check by the Fire Safety Rapid Response Team
- 7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 8) Individual flat doors are a mixture of nominal Timber & composite door sets.

Refer to door sheet below.

Fire Risk Assessment

High Street 161-171 (O)	BL24220HI04	BL24220HI04	161-171 High Street;Princes End;Tipton;West Midlands;	Intentionally Blank
High Street 161-171 (O)	BL24220HI04	DW2422000023	161 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 161-171 (O)	BL24220HI04	DW2422000024	163 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 161-171 (O)	BL24220HI04	DW2422000025	165 High Street;Princes End;Tipton;West Midlands;	Nationwide Glazed
High Street 161-171 (O)	BL24220HI04	DW2422000026	167 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 161-171 (O)	BL24220HI04	DW2422000027	169 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 161-171 (O)	BL24220HI04	DW2422000028	171 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 173-183 (O)	BL24220HI05	BL24220HI05	173-183 High Street;Princes End;Tipton;West Midlands;	Intentionally Blank
High Street 173-183 (O)	BL24220HI05	DW2422000029	173 High Street;Princes End;Tipton;West Midlands;	Hurst Glazed
High Street 173-183 (O)	BL24220HI05	DW2422000030	175 High Street;Princes End;Tipton;West Midlands;	Composite Glazed
High Street 173-183 (O)	BL24220HI05	DW2422000031	177 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 173-183 (O)	BL24220HI05	DW2422000032	179 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 173-183 (O)	BL24220HI05	DW2422000033	181 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 173-183 (O)	BL24220HI05	DW2422000034	183 High Street;Princes End;Tipton;West Midlands;	Hurst Not Glazed
High Street 185-195 (O)	BL24220HI06	BL24220HI06	185-195 High Street;Princes End;Tipton;West Midlands;	Intentionally Blank
High Street 185-195 (O)	BL24220HI06	DW2422000035	185 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 185-195 (O)	BL24220HI06	DW2422000036	187 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 185-195 (O)	BL24220HI06	DW2422000037	189 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 185-195 (O)	BL24220HI06	DW2422000038	191 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 185-195 (O)	BL24220HI06	DW2422000039	193 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 185-195 (O)	BL24220HI06	DW2422000040	195 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	BL24220HI07	197-207 High Street;Princes End;Tipton;West Midlands;	Intentionally Blank
High Street 197-207 (O)	BL24220HI07	DW2422000041	197 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	DW2422000042	199 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	DW2422000043	201 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	DW2422000044	203 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	DW2422000045	205 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 197-207 (O)	BL24220HI07	DW2422000046	207 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 209-219 (O)	BL24220HI08	BL24220HI08	209-219 High Street;Princes End;Tipton;West Midlands;	Intentionally Blank
High Street 209-219 (O)	BL24220HI08	DW2422000047	209 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 209-219 (O)	BL24220HI08	DW2422000048	211 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 209-219 (O)	BL24220HI08	DW2422000049	213 High Street;Princes End;Tipton;West Midlands;	Timber Door FD30s Not Glazed
High Street 209-219 (O)	BL24220HI08	DW2422000050	215 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 209-219 (O)	BL24220HI08	DW2422000051	217 High Street;Princes End;Tipton;West Midlands;	Nationwide Not Glazed
High Street 209-219 (O)	BL24220HI08	DW2422000052	219 High Street;Princes End;Tipton;West Midlands;	Nationwide 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) The premise has no firefighting provisions.

Section 12

Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.



- 2) No fire action notices are not present within the buildings.
- 3) Yellow LPG warning signs are not displayed.
- 4) 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. There are no provisions to combat fires within the blocks. 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 Risk Assessment.
- 6) Fire safety information has been provided as part of tenancy pack.
- 7) Building safety and evacuation notices are not displayed within the blocks.
- 8) Information regarding use of fire doors is provided to residents



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

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 staircase 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

- 1 It will normally be asked for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.
If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
- 2 If you are instructed to leave by a member of the emergency services, you should do so immediately.
- 3 In either case, use the staircase to exit the building.
Do not use the lift.

Stay Put notices is an evacuation strategy used in purpose-built blocks of flats. It is in place to keep people safe when they are 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 889 8000.

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. It was noted that the last inspection was 02/03/2021.

1 DETAILS OF THE PERSON ORDERING THE REPORT	
Client:	Sandwell MBC
Address:	Direct 2 Industrial Estate, Roway Lane, Oldbury, B69 3ES

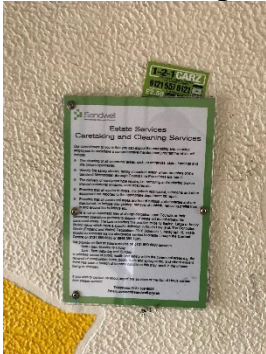
2 REASON FOR PRODUCING THIS REPORT	
Reason for producing this report:	Clients 5 Yearly test
Date(s) on which inspection and testing was carried out:	02/03/2021

- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of secured timber boxes and other sections utilising storage cupboards with nominal doors to house electrical meters/ installations.
 - 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. gas supplies are internal.
-

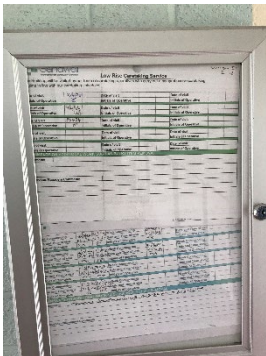
Section 15

Waste Control

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



- 2) Refuse containers emptied regularly and stored away from the block.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.



- 4) '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) 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

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
-

- 2) Restricted access to the premises by means of a door entry system.



- 3) There are no CCTV provisions at the blocks.
- 4) There is no current evidence of arson.
- 5) The perimeter of the premises is well illuminated.
- 6) There have been no reported fire incidents since the last FRA.
However, Fire service did attend a Gas leak on the 15-AUG-2023.

Section 18

Storage Arrangements

- 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) All store cupboards are kept locked.
- 5) There are no flammable liquids or gas cylinders stored on site.

Section 19

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

Significant Findings

Action Plan

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

Trivial

Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work





Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


High Street, Phillips & Sheldon Court

Date of Action Plan:


29/04/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/06	Replace glass to window to flat 108 within the communal drying area		P2	1-3 Months Glazing Repairs	

Fire Risk Assessment



07/16	Remove Combustible items/Rubbish From 1 st and 2 nd floor and remind residents to keep communal areas sterile		P2	1-3 Months Housing Manager	
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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	
Communal service cupboard	Upgrade as part of next improvement works at the blocks
Communal doors off the means of escape to drying areas.	Upgrade as part of next improvement works at the blocks
Flat Entrance Doors	Upgrade as part of next improvement works at the blocks
Despite best endeavours access could not be granted to any of the flats within the blocks, reasonable measures should be put in place to gain access in the future.	

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 29/04/2024
	Quality Assurance Check	Date: 24/05/2024



Fire Risk Assessment

Sample Locations		Property Address: 2-12 Union Street P.E. Tipton. DY4 9JR						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL CEILINGS, GROUND, 1 ST & 2 ND FLOORS	TEXTURED COATING		SEALED	CS111	NO ASBESTOS DETECTED	NO	NO	
MAIN ROOF SOFFITS								REQUEST SAMPLES IF TO BE DISTURBED
MAIN ROOF UNDERCLOAKING								REQUEST SAMPLES IF TO BE DISTURBED
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 SOFFITS	PVC							
MAIN ROOF UNDERCLOAKING	PVC							
RAINWATER GOODS	PVC							