

Fire Risk Assessment

Manifoldia Grange



**Coyne Road, West Bromwich,
B70 7JU**

Date Completed: 13th June 2024

Officer: Carl Hill Fire Risk Assessor

Checked By: Jason 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

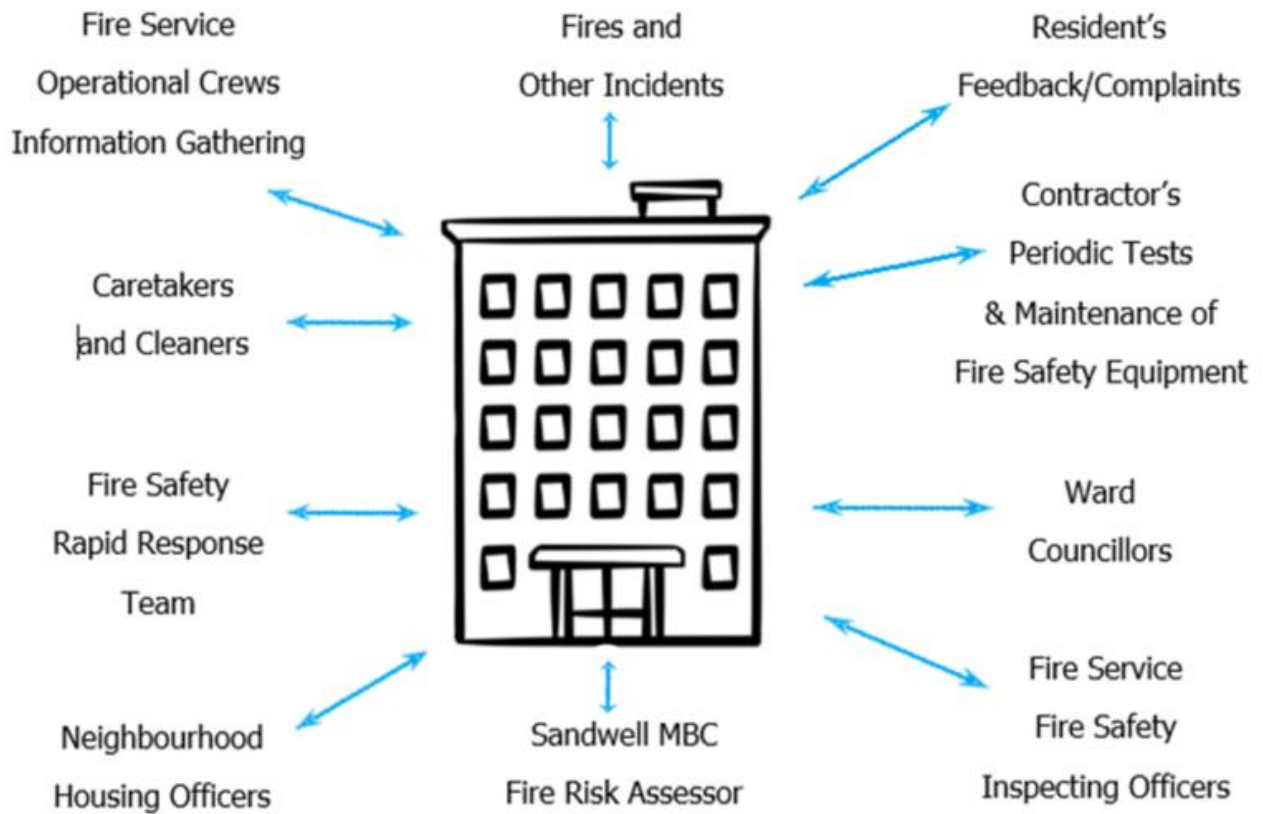
Introduction

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.

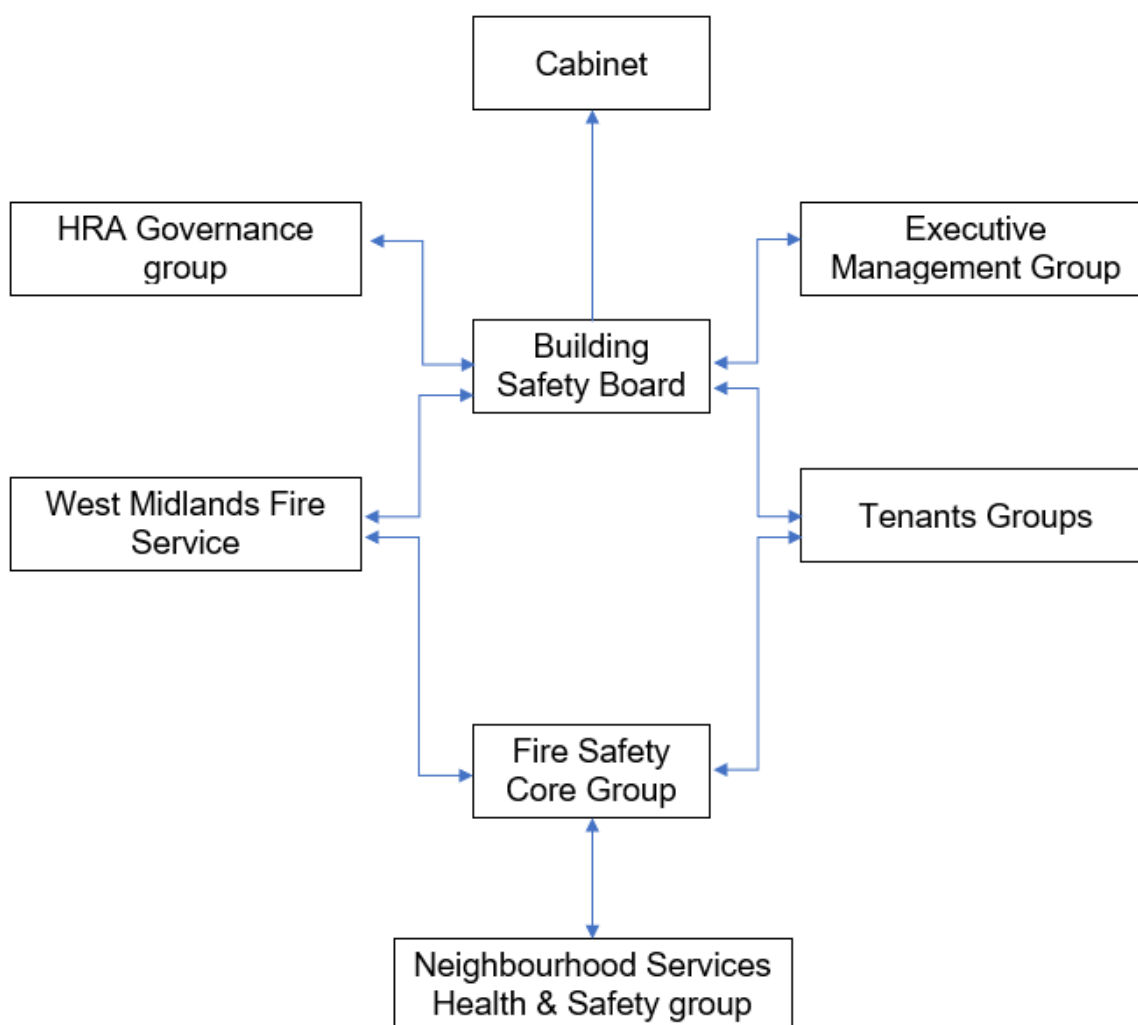
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



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 for the flatted accommodation 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.

The escape strategy for the central office building is **'Simultaneous Evacuation'**. This means in the event of a fire, occupants in this area should evacuate via the nearest exit to the assembly point (noting those SMBC staff members who may perform fire marshal duties).

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The walls are brick cavity with UPVC fascia boards to the edge of a pitched concrete tiled roof.</p> <p>Windows and some doors are UPVC double glazed.</p> <p>Final exit doors to the wings are timber, others are powder coated aluminium.</p>	<p>Trivial</p>
Section 7	<p>Means of Escape The site has four staircases that provides a means of escape.</p> <p>Each wing has 2 final exit doors.</p> <p>The central building area has 3 final exit doors plus 1 final exit door from the kitchen however the door to the kitchen is lockable.</p> <p>Notional FD30s doors to corridors and stairwells.</p>	<p>Trivial</p>
Section 8	<p>Fire Detection and Alarm Systems L1 fire alarm system in place. All flats have a heat detector in the hallway linked to the fire alarm panel.</p> <p>Fire Alarm Call Points are strategically located within the premises, including beside the rear exit doors of flats 2, 3, 11, 23, 24, 32.</p> <p>Fire alarm is tested weekly by site staff.</p> <p>Smoke and heat detectors installed to LD2 standard in flats.</p>	<p>Trivial</p>

<p>Section 9</p>	<p>Emergency Lighting Emergency lighting is provided along escape routes. Emergency lighting is tested monthly.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation Fire stopping required to cable penetrations in the switch room / central building. <i>Resolved</i></p>	<p>Trivial</p>
<p>Section 11</p>	<p>Fire Fighting Equipment Portable fire extinguishers are present in the lift motor room and corridors / offices of the central building. Fire blanket in the central kitchen. Hose reels have been decommissioned.</p>	<p>Trivial</p>
<p>Section 12</p>	<p>Fire Signage Fire action notices in common areas and in flats. Signage depicting flat and floor numbers in corridors. All fire doors display Fire Door Keep Shut signage. Exit doors in former lounge / dining room require Push Bar to Open signage. <i>Resolved</i></p>	<p>Trivial</p>
<p>Section 13</p>	<p>Employee Training A fire evacuation drill was conducted on 17th May 2024. All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<p>Section 14</p>	<p>Sources of Ignition The fixed electrical test to the landlord's supply was last completed on the 8th September 2022 Gas appliances have been isolated in the central building's kitchen.</p>	<p>Trivial</p>

Section 15	<p>Waste Control There is a rubbish chute for waste in each wing.</p> <p>Euro bins are stored in rooms accessed externally. Rooms are not secured.</p> <p>Smoke detectors are installed to the bin storage rooms</p>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p> <p>The central office building has a signing in book for visitors.</p> <p>Maximum permitted occupancy of the former lounge / dining room where meetings and events are held is 128 persons.</p>	Trivial
Section 17	<p>Arson Prevention A door entry system prevents unauthorised access to the central building.</p> <p>Doors to wings are secured by cylinder lock & keys.</p>	Trivial
Section 18	<p>Storage Arrangements There are no storage facilities for tenants other than in their flats.</p>	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 requirement to fire stop all cable penetrations to the ceiling void within the switch room / service cupboard of the main central building.

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 sufficient compartmentation to include recently installed FD30s composite fire doors to flat entrances, notional FD30s timber doors to communal corridors & landings, alongside suitable smoke detection to LD2 standard within flats, L1 fire alarm system to communal areas (linked to heat detectors in flats) and a Stay Put – Unless policy for the flatted accommodation / Simultaneous Evacuation for the central office building / common parts.

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.

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 is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

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.

The building was previously designated as an extra care sheltered housing scheme, however, has recently been re-purposed to provide temporary accommodation for homeless families.

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

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

Premise Manager

Glyn Parton

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

Manifoldia Grange
Coyne Road
West Bromwich
B70 7JU

Description of the Property

The premise was constructed in 1986 using traditional brick cavity construction, with concrete tiled pitched roof.



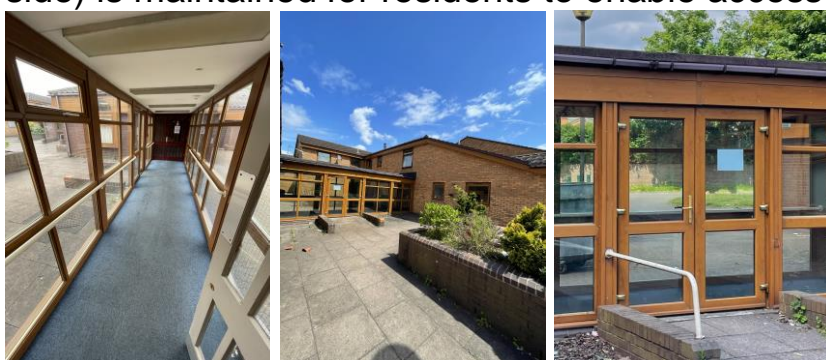
The central building is single storey with a main entrance to the front elevation and a further two exits to the rear elevation. This area is utilised by SMBC staff & site security.



There's a two-story wing attached on either side of the central building both providing flatted accommodation to residents. Both wings can be accessed from the central building by means of a linked corridor however, only staff & security can travel from the office side due to a locked connecting door secured by a suited 54 key & mortice lock.



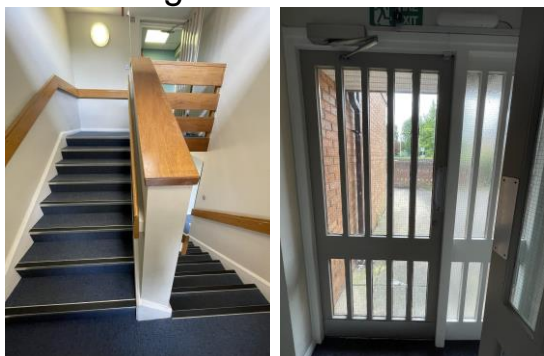
Access to the linked corridors from the wings (flatted accommodation side) is maintained for residents to enable access to the rear garden.



Each two-storey wing has an entrance / exit to the front elevation with a further exit to the rear enclosed gardens. The door entry system in each wing is no longer in use therefore residents gain access with a key.



There is a total of four protected stairwells within the building all located in the wings. Each one leads directly to a final exit door.

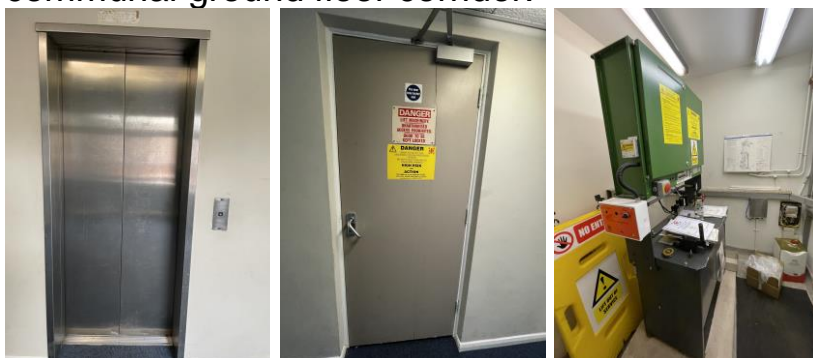


The ground floor of each wing consists of 11 numbered dwellings. The former warden's house in both wings are the only two storey dwellings with the rest being single storey flats. Flats 2, 3, 11, 23, 24, 32 & both former warden's houses (1 & 22) all contain rear exit doors.

The first floor of each wing consists of 9 numbered flats.

The communal rooms within both wings that were previously used as a Hairdressers, Laundry, guest bedroom and communal bathroom / toilet are inaccessible to residents and secured by means of 54 suited mortice locks.

There are two separate lift cars that serve both ground and first floor. Access to the lift motor room is obtained by a full height door from the communal ground floor corridor.



The main front entrance to the central building has a door entry system with a fob reader installed.



The central building consists of offices, open plan office / meeting area, toilet facilities, switch room and a commercial kitchen.

Fire Risk Assessment



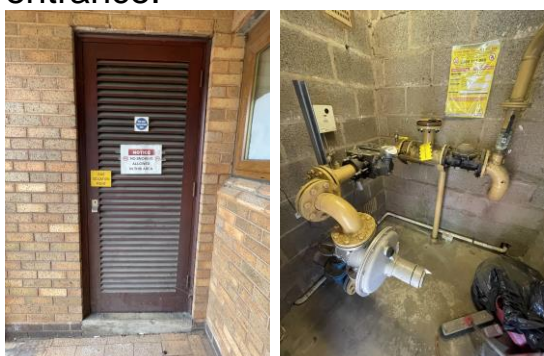
All kitchen appliances have been disconnected from the mains with only a microwave, kettle & fridge remaining for use by on site staff.



The premises has a boiler house that is accessed externally from the main front car park.



The gas isolation point is in an external louvred door adjacent the main entrance.



The premise manager has confirmed that staff occupy the building:

Monday 0900 – 1700

Wednesday 0900 – 1700

Thursday 0900 – 1700

Friday 0900 – 1700

Security staff occupy the building 1900 – 0700 Monday to Friday and 24hrs per day during weekends and public holidays.

Tenants have been provided with a list of out of hours / emergency contacts with their sign up packs.

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	Two
Date of Construction	1986
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	Two
Number of Staircases	Four
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes L1
Refuse Chute	Two
Access to Roof	Access to roof space via loft hatches located within the individual upper floor properties, office, and communal toilets
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 40 dwellings

Visitors,

Sandwell MBC employees,

Contractors,

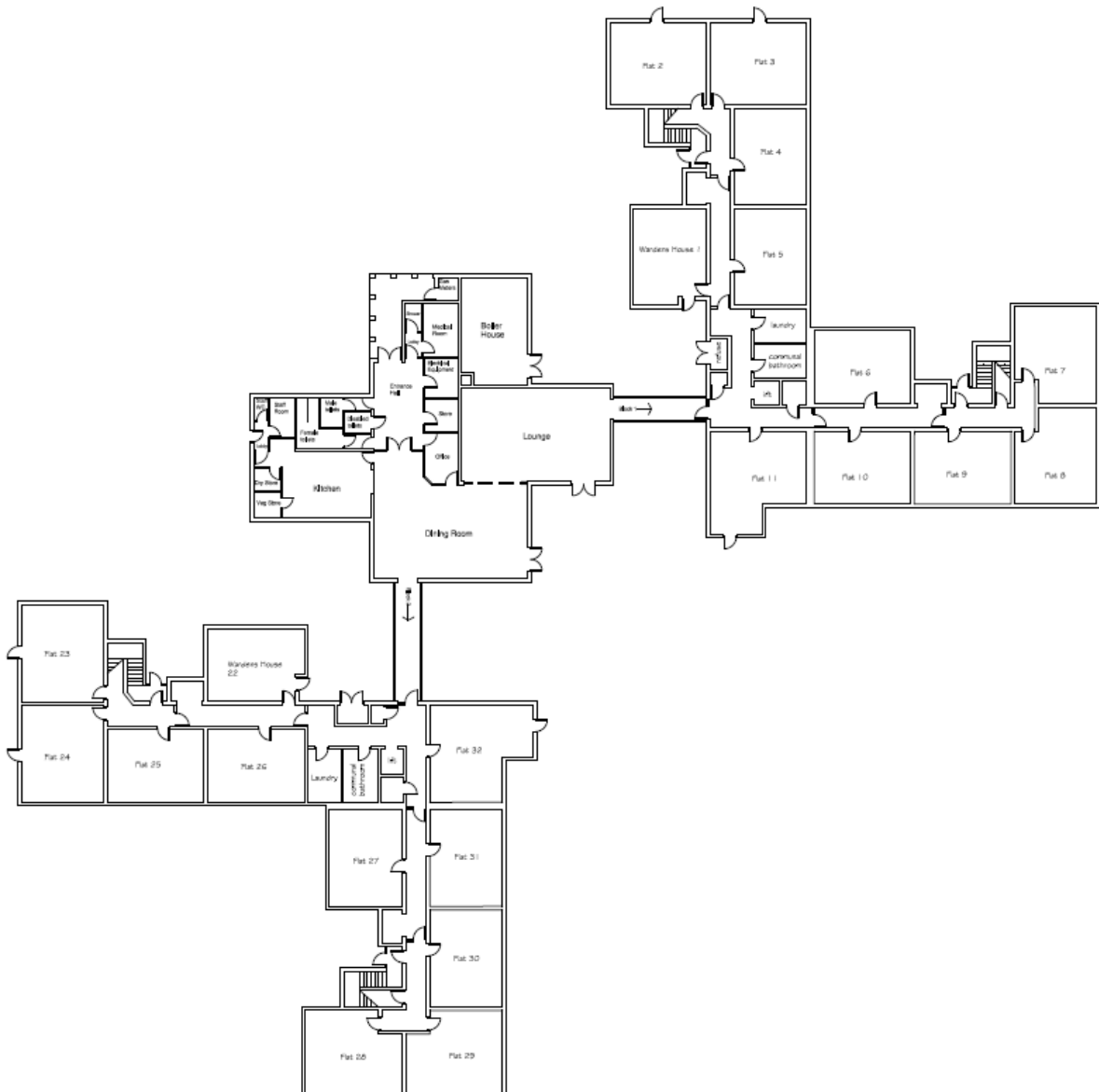
Service providers (e.g. meter readers, delivery people etc)

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

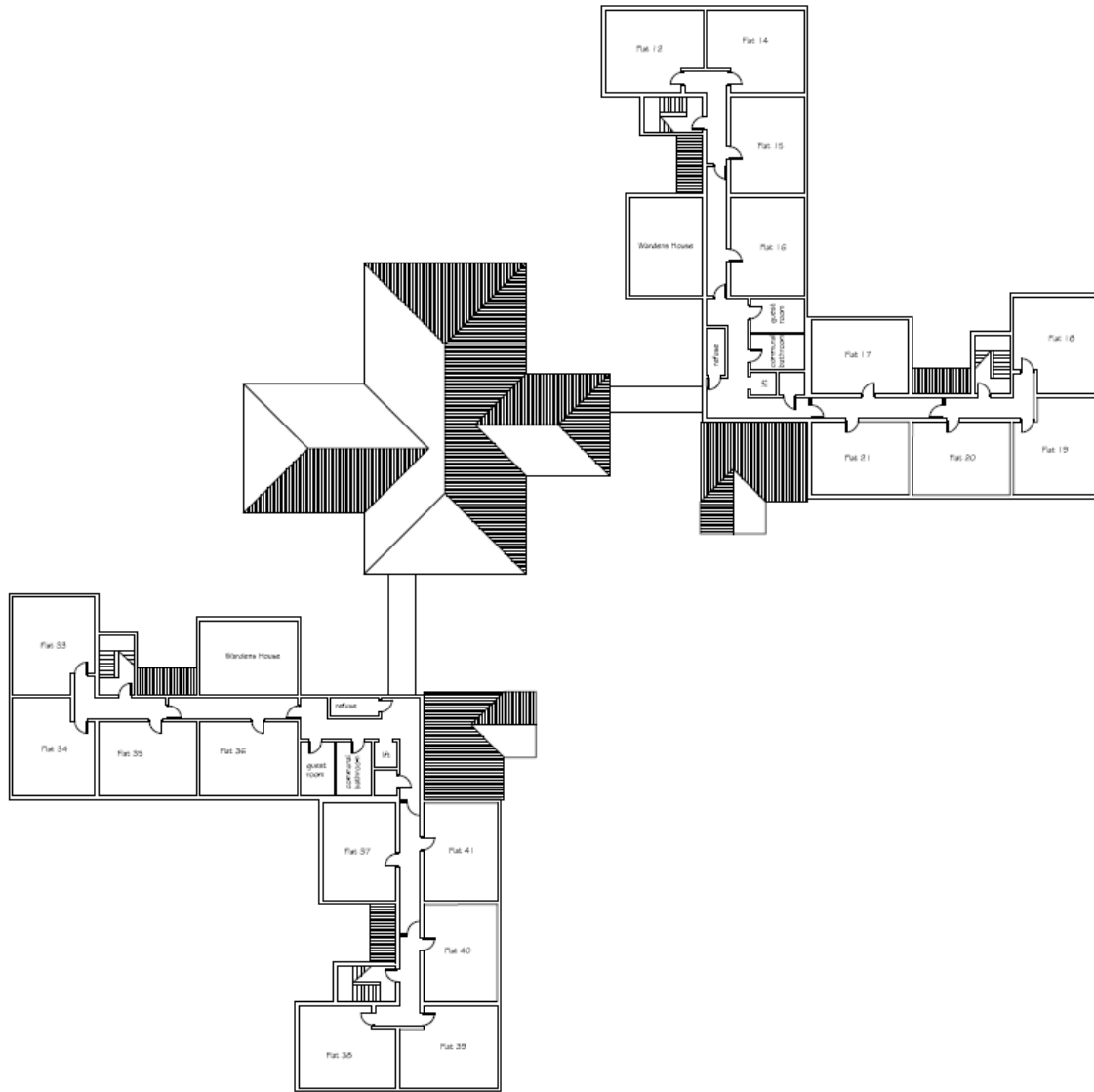
**Section
5**

Building Plan

A typical floor layout showing horizontal lines of compartmentation, protected stairwells and final exit doors.



Manifoldia Grange - Ground Floor Plan



Manfoldia Grange - First Floor Plan

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. The combination and application of these materials present an acceptable level of fire risk.

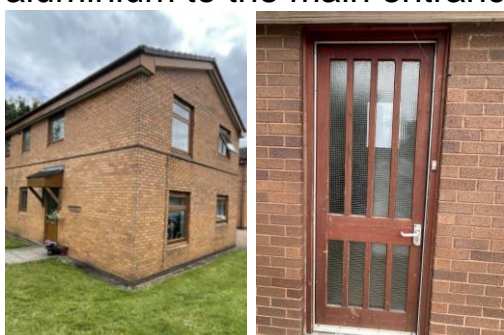
The building has a traditional brick cavity construction.



UPVC fascia boards have been installed .



External doors and windows are predominately UPVC except for timber doors to the external services / final exit doors & powder coated aluminium to the main entrance door.



Section

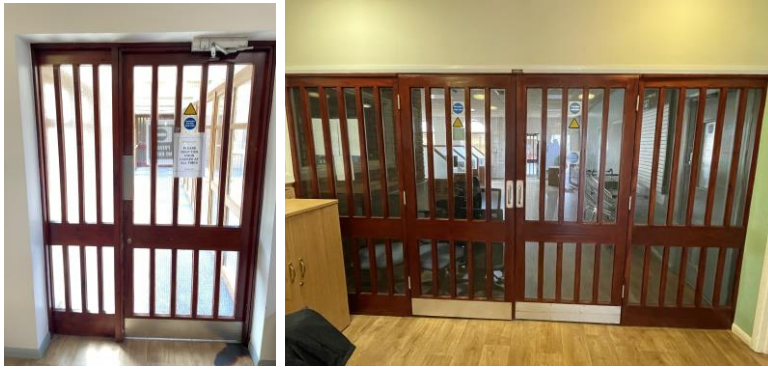
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Means of Escape from Fire

- 1) The site has four staircases that provides a means of escape which are approximately 1040mm in width.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
 - 3) None of the corridors that form part of the means of escape are dead ends.
 - 4) Exits are located at each end of the wings therefore occupants can escape in either direction.
 - 5) Travel distances to the nearest place of reasonably safety from all parts of the building are within the recommended distance of 45m for a normal risk building with more than one escape route.
 - 6) The means of escape are protected to prevent the spread of fire and smoke.
 - 7) There are five protected compartments in addition to the protected stairwells within each ground and first floor wing along the means of escape.
 - 8) The communal landing / staircases and corridors are protected by use of notional FD30s fire doors with vision panels.
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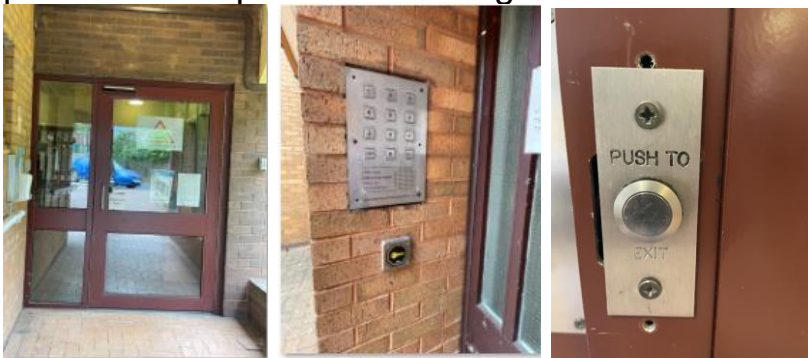


- 9) Communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).



- 10) There are three final exits from the central building (offices / meeting room) therefore occupants have can escape in three of directions.

- 11) The main entrance / final exit door to the central building (office) has a door entry system installed. This system is designed to fail safe i.e. door unlocked in the event of a power failure. This prevents occupants from being locked in or out of the building.



- 12) The remaining two exits are within the former lounge and dining room which is now a meeting / office room. These exit doors to the rear garden are 1420mm wide, push bar operated and lead to the rear garden. The garden is enclosed but the grounds are extensive therefore occupants can escape to safe distance away from the building.



- 13) The kitchen facility also has a final exit door which is opened by thumb turn lock.



- 14) The two final exit doors in each wing all have thumb turn locks to enable exit.



- 15) The final exit door adjacent flat 28 leads into an enclosed garden area with perimeter fencing and double gates. The gates are equipped with a thumb turn lock allowing for easy access to the street.



- 16) Automatic smoke ventilation is not employed. Communal windows can be opened without the use of a key.



- 17) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by site staff and security, all items of rubbish are immediately removed. There's also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 18) Pushchairs were noted in the communal corridors outside flats 36 & 38. The premise manager confirmed that residents are allowed to store their pushchairs in the corridor during daytime hours only. There are plans to convert the former communal bathrooms into a secure storage facility for the residents and their pushchairs however, until the works have been completed office staff walk the building each duty day and site security walk the building hourly during non-business hours to ensure that the means of escape are not obstructed. This is acceptable as part of a managed approach.
-



19) 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.

20) Service cupboards are notional FD30s timber flush doors, secured with type 54 suited mortice locks.



21) 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. Anyone not in a flat during a fire / fire alarm should leave the building by the nearest exit and report to the assembly point in the front car park.



22) All individual flat doors have recently been installed by Sycamore Windows. The doors are manufactured by Hurst Plastics Ltd under the BM TRADA Q-Mark fire door manufacture scheme. The fire door identification plugs were noted in each of the sampled doors.

Flat doors to 11, 19 & 38 were checked and confirmed ok.



23) Some communal ceiling tiles within the wing containing flats 22 - 39 are generally in poor condition, replacements should be considered.



Section 8

Fire Detection and Alarm Systems

- 1) There is an L1 fire alarm system fitted within the premises. The control panel is located within the main entrance foyer. There is a zone plan on display adjacent to the fire alarm panel.



- 2) There are Fire Alarm Call Points strategically located within the premises, including beside the rear exit doors of flats 2, 3, 11, 23, 24, 32.



- 3) The fire alarm system is tested weekly by onsite staff. The test incorporates those call points within flats on a scheduled basis.



- 4) The type of warning device is by means of Sounders, with strategically placed strobe lights in the communal areas.



- 5) Hard wired smoke and heat detectors are located on each floor to include communal corridors (including voids above), offices, individual flats, bin room, kitchen, and boiler house (including roof void above). This is not extended to the roof voids above the communal toilets or above those individual flats with loft hatches (12,14, 15, 16,17, 18, 19, 20, 21, 33, 34, 35, 36, 37, 38, 39, 40, 41) however, consideration to extend detection to these voids should be considered as part any future upgrade to the system.



- 6) All installed equipment is checked and tested on a six-monthly basis by Sandwell MBC in house electrical team or procured contractor, in accordance with current standards.
- 7) Each flat has a heat detector located in the hallway that is connected to the communal fire alarm system.



- 8) In addition, each flat has a hard wired Aico smoke detector and within the living room and a heat detector within the kitchen that is linked to the community alarms support services office.



- 9) Two way communication between flats and the community alarms support service is available for residents via an intercom system within each flat.



- 10) The premise manager confirmed that a fire evacuation drill was conducted on 17th May 2024.
- 11) 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.

Access was gained to flats 11, 19 & 38.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

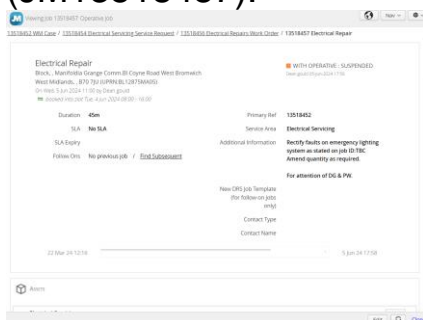
Section 9

Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided throughout the building to include offices, communal areas, communal landings, stairs and lift motor room.



- 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. An order has been raised to rectify faults to installed equipment following a recent monthly test (JM13518457).



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 30 minutes horizontal fire resistance.
- 2) **Fire stopping is required to cable penetrations in the service cupboard within the central building. This is where the cables pass through the ceiling in three separate areas of the cupboard.** Light could be seen from a torch shone from the roof void over the entrance foyer. The roof void above is not compartmented.



- 3) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. 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. During this FRA survey ceiling tiles were removed in communal corridors to confirm compartmentation between flats and corridors and above communal fire doors
-



- 4) There is a boiler house to the central building which is accessed externally from the front car park area. It has sufficient compartmentation extending from the boiler house up into the roof void (accessed via a ceiling hatch).



- 5) All communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).



- 6) All service cupboards to communal areas are kept locked.

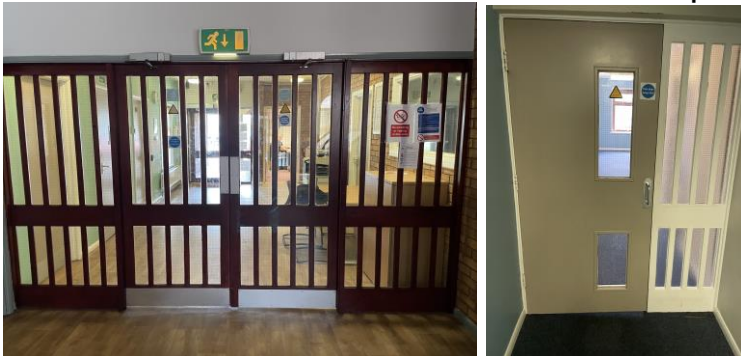
- 7) A variety of methods / materials have been used to achieve fire-stopping including intumescent sponge & mastic.
-



- 8) Individual flat doors have recently been installed by Sycamore Windows. The doors are manufactured by Hurst Plastics Ltd under the BM TRADA Q-Mark fire door manufacture scheme.



- 9) The communal landing / staircases and corridors are protected with notional FD30s fire doors with vision panels.



- 10) Service cupboards have notional FD30s timber flush doors. Serviced cupboards are secured with type 54 suited mortice locks.



- 11) Doors to chute rooms, laundry & hairdressing rooms have notional FD30s timber flush doors. Laundry & Hairdressing rooms are now void and no longer used for their original purpose.



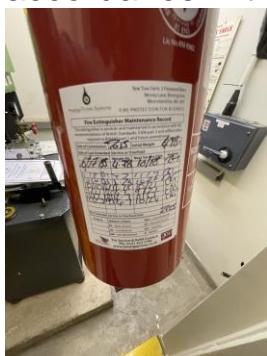
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11**

Fire Fighting Equipment

- 1) The premises has adequate provisions for portable fire-fighting equipment.

Portable Fire Prevention Equipment			
Description	Install Date	Discharge Date	Location
1 x 6ltr Foam Fire Extinguisher	2020	2025	Entrance
1 x 2kg CO2 Fire Extinguisher	2015	2025	Entrance
1 x Fire Blanket	2017	2021	Kitchen
1 x 2kg CO2 Fire Extinguisher	2015	2025	Kitchen
1 x Wet Chemical Fire Extinguisher	2017	2022	Kitchen
1 x 9ltr Water Fire Extinguisher	2020	2025	Dining Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	Dining Room
1 x 6ltr Foam Fire Extinguisher	2020	2025	Corridor
1 x 2kg CO2 Fire Extinguisher	2020	2030	Lift Motor Room
1 x 2kg CO2 Fire Extinguisher	2015	2025	Hairdressers Room
1 x 6ltr Foam Fire Extinguisher	2020	2025	Corridor
1 x 2kg CO2 Fire Extinguisher	2020	2030	Laundry
1 x 2kg CO2 Fire Extinguisher	2015	2025	Lift Motor Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	Plant Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	2nd Laundry Room

- 2) Sandwell M.B.C has procured maintenance contracts that encapsulates the maintenance of the equipment at this site. The equipment is tested by a competent contractor / person in accordance with current standards - BS 5306-3: 2009.



- 3) All portable fire fighting equipment that was previously stored within the communal corridors to each wing where flatted accommodation is has been removed due to anti-social behaviour. This is acceptable because the equipment was originally installed inline with the buildings previous use as an extra care sheltered housing scheme and formed part of the fire strategy at that time which is no longer valid.
- 4) It was noted that fire-fighting hose reels have been decommissioned, signage removed, and cupboards have been secured.

Section 12

Fire Signage

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



- 2) Fire Action Notices are displayed throughout the central office building. The premise manager has confirmed that further Fire Action Notices are displayed in each flat advising tenants of the Stay Put Unless strategy.



- 3) Signage depicting flat numbers are installed throughout the building.



- 4) The fire escape routes are clearly defined by the use of directional luminaires and fire signage in accordance with BS 5499.



- 5) The two sets of exit doors in the former lounge / dining area with panic bars require Push Bar to Exit signage.



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) The premise manager confirmed that a fire evacuation drill was conducted on 17th May 2024.
- 4) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Safety.
- 5) Fire safety information has been provided as part of tenancy pack.
- 6) Some cars were parked in close proximity to the building. The premise manager confirmed residents had been written to requesting them to park appropriately. Residents should only park vehicles within the designated spaces.



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 within the offices and as part of the Caretaking / Cleaning regime is subject to annual PAT Testing.
- 4) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 8th September 2022.

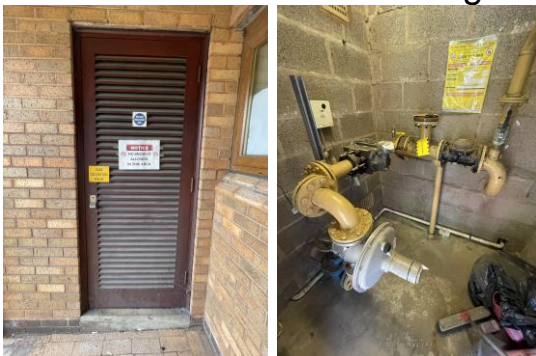


- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.
- 6) Portable heaters are not allowed in any common parts of the premises.

- 7) It was noted that gas appliances within the central kitchen have been disconnected / capped off from the supply.



- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The incoming gas supply and isolation point is located within a dedicated external cupboard adjacent the main entrance to the building.



- 9) It was noted that the supply to the gas fire within the central office / meeting area has been isolated.



**Section
15**

Waste Control

- 1) There are provisions for refuse disposal within the two wings set for residential accommodation by means of internal refuse chutes which serve bin stores.



- 2) There are two bin stores containing refuse containers. Each store was noted as open during the survey. The premise manager confirmed that this is to allow residents to discard larger bags of waste which historically may have been left within the chute rooms or beside the bin stores. This is deemed as acceptable because fire detection linked to the fire alarm panel is present in each store and staff / security regularly patrol the building.



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 have to report to the premise manager. 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.
-

- 5) The meeting room (former lounge / dining room) within the central building is occasionally utilised for children's / resident's activities.

There are two final exits from the meeting room which are outward opening and operated by push bars (1420mm in width). A third exit is via notional double FD30s doors which lead to an outward opening final exit door operated by push button (1065mm & automatically unlocked if power failure). Prior to taking account of the floorspace factor the maximum combined exit capacity after discounting one of the largest exits is 497 persons (45 degree rule not applied). *The final exit door to the kitchen and each of the two linked corridors to the wings have not been included in this calculation because there are lockable doors on those routes.*

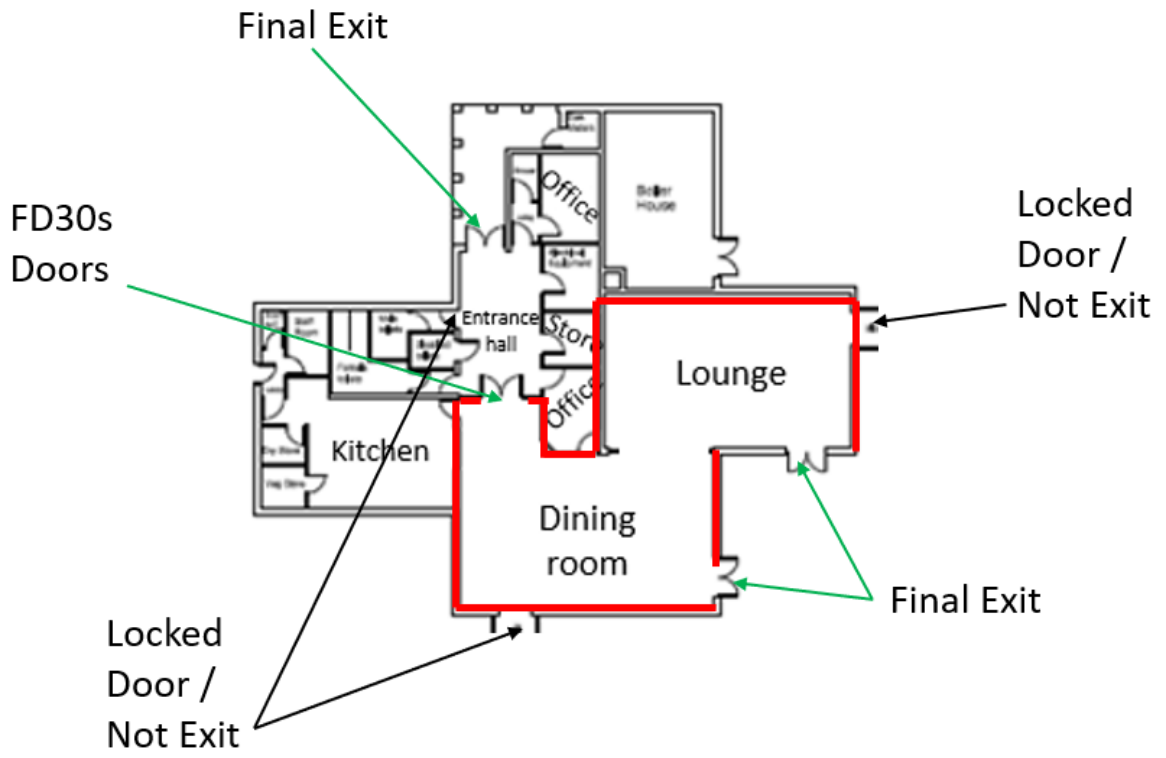
The travel distances to each of these exits (more than one direction) do not exceed the limitations set in the approved document B Fire Safety volume 2 for a normal risk building with more than one exit. Considering the position of the furniture on the day of the survey the maximum travel distance to a final exit / place of reasonably safety was 13.8m.

The dimensions of the combined former lounge & dining room are approximately 163m². The floor space factor for this type of room (common / meeting room) would recommend a safe area of 1m² per person, however the space occupied by the furnishings must be taken into consideration.

After discounting one of the larger final exits doors and taking into account the presence of furniture and floorspace factor, it is recommended that the maximum occupancy level for this meeting room (former lounge & dining room) is **128 persons**.

This maximum number of occupants may need to be further reduced if additional items are introduced to the room which reduce the available floorspace.

Based on floor space factors, travel distances and exit capacity in conjunction with an L1 automatic fire detection system, it is deemed that the total evacuation of this non-residential part of building can be achieved within 2.5 minutes which is acceptable for a normal risk building.



Section

17

Arson Prevention

- 1) Restricted access to the premises by means of a secured entrance doors to the wings and central office building.
- 2) There is no current evidence of arson.
- 3) The perimeter of the premises is well illuminated.



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

Section 18

Storage Arrangements

- 1) Residents are 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.

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:

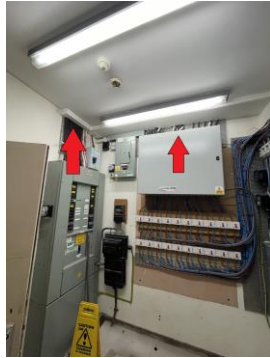
Manifoldia Grange

Date of Action Plan:

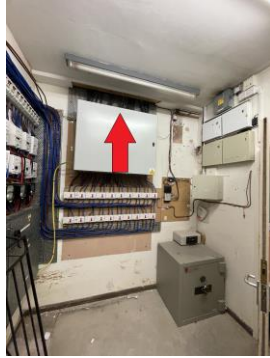

17th June 2024

Review Date:


<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
10/2	Apply suitable firestopping material such as intumescent coated sponge to the ceiling cable penetrations in the switch room adjacent the main office.		2	1-3 Months Fire Rapid Response JM:14268976	03/07/2024

Fire Risk Assessment

					
12/5	<p>Install push bar to exit adhesive signage on each final exit door in lounge / dining / meeting area. (4 x doors)</p> <p><i>Signage can be applied to upper glazed panels which are 680mm in width.</i></p>		2	<p>1-3 Months Fire Rapid Response JM:14316311</p>	03/07/2024

Signed

Carl Hill	Fire Risk Assessor	Date: 17/06/2024
	Premise Manager	Date: 19/06/2024

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

Apply lines to parking spaces to encourage residents to park vehicles in allocated spaces rather than on the footpath and too close to the building.



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


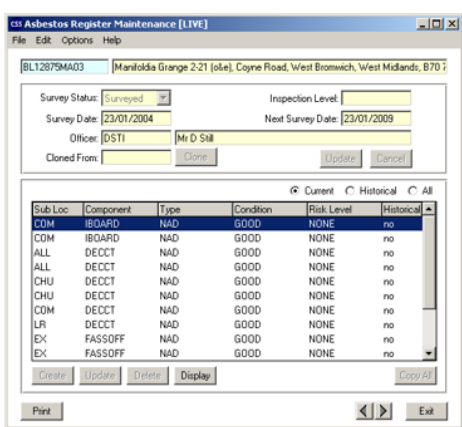
Name of property: **Manifoldia Grange**

Updated: **27th September 2022**

Premise Manager: **Tony Thompson**

Tel. No.: **0121 569 2975**

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

Asbestos Survey		Property Address		Manifoldia Grange, Coyne Road, West Bromwich, B70 7JU		✓ Office use	
Surveyed by	JOHN DAVIS	Date	06/01/15	Checked by	DEREEK STILL	Desktop Check	✓
Reason for request		HSG 264 - Survey Report Type		Date	06/01/2014		
Investment Void		Refurbishment Survey		Property Description			
Investment Tenanted		Management Survey	✓	LOW RISE FLATS TEMPORARY ACCOMODATION			
R & M Void		SHAPE Interrogated.	✓				
R & M Tenanted		No Existing SHAPE Data.	✓				
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓				
Communal Areas	✓	Refurb Surveys Interrogated ?		Year Built	1986		
				Notes / including details of similar property surveys completed. The following communal areas have been included in this survey: Electric Cupboard adjacent to Office All communal Bathrooms and Toilets All Refuse Chute Rooms Laundry Rooms x 2 Lift Motor Rooms x 2 Hair Dressing Room Front Entrance Hall Communal Landings / Stairways External Boiler Room and External Gas Isolation Cupboard ***Survey revised by John Davis 26/10/15** Survey Revised by D Williams 27/09/2022			
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			



Fire Risk Assessment

Sample Locations		Property Address Manifoldia Grange, Coyne Road, West Bromwich, B70 7JU						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	LABELLING ?	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								
BOXING TO CEILING OF ELECTRIC CUPBOARD BY OFFICE	BOARD	-	PAINT SEALED	JD 489 / 007	NONE DETECTED	-	-	-
FRONT ENTRANCE HALL CEILING TILES	MAN MADE MINERAL FIBRE	-	UNSEALED	JD 489 / 001	NONE DETECTED	-	-	-
COMMUNAL LANDING CEILING TILES	MAN MADE MINERAL FIBRE	-	UNSEALED	JD 489 / 002	NONE DETECTED	-	-	-
CEILING TO CHUTE ROOM BY FLAT 32	BOARD	-	PAINT SEALED	JD 489 / 003	NONE DETECTED	-	-	-
ALL COMMUNAL WALLS	TEXTURED COATING	-	PAINT SEALED	JD 489 / 004	NONE DETECTED	-	-	-
CEILINGS TO COMMUNAL LANDINGS AND STAIRWAYS	TEXTURED COATING	-	PAINT SEALED	JD 489 / 005	NONE DETECTED	-	-	-
COATING TO REFUSE CHUTE IN CHUTE ROOMS BY FLAT 36 AND FLAT 16	TEXTURED COATING	-	PAINT SEALED	JD 489 / 006	NONE DETECTED	-	-	-
1 MANIFOLDIA GRANGE EXTERNAL DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW405-001	NONE DETECTED	-	-	-
22 MANIFOLDIA GRANGE EXTERNAL DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW405-002	NONE DETECTED	-	-	-
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
PANELS BEHIND METERS IN ELECTRIC CUPBOARD BY OFFICE	TIMBER	BOXING BELOW DISTRIBUTION BOARD IN CHUTE ROOM BY FLAT 36	SUPALUX	ALL BOXING IN BATHROOM BY FLAT 16	SUPALUX			
HIGH LEVEL BOXING IN CHUTE ROOM BY FLAT 32	SUPALUX	CEILING TO CHUTE ROOM BY FLAT 11	SUPALUX	EXTERNAL GAS ISOLATION CUPBOARD CEILING	SUPALUX			
ALL BOXING IN BATHROOM BY FLAT 32	SUPALUX	HIGH LEVEL BOXING TO CHUTE ROOM BY FLAT 11	SUPALUX	EXTERNAL BOILER ROOM WALL PANELS	PLASTERBOARD			
ALL BOXING IN BATHROOM BY HAIRDRESSERS	SUPALUX	DOOR PANEL TO TOILET BY FLAT 17	SUPALUX					
ALL BATH PANELS IN COMMUNAL BATHROOMS	HARDBOARD	BOXING BELOW DISTRIBUTION BOARD IN CHUTE ROOM BY FLAT 16	SUPALUX					
FIRE EXIT DOORS FROM COMMUNAL LOUNGE/DINING ROOM EXTERNAL FRAME SEALANT	SILICONE	FRONT ENTRANCE DOORS	SILICONE	ALL FLAT ENTRANCE DOORS AND DOORS TO ALL ROOMS OFF CORRIDORS FITTED WITH QUADRANT	NO SEALANT AVAILABLE TO SAMPLE			

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, ~~Boiler~~ Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.