

Fire Risk Assessment

Compton Grange



**Whitehall Road,
Cradley Heath, B64 5BG**

Date Completed: 25th June 2024

Officer: C Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Trivial

Subsequent reviews

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

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Section

0

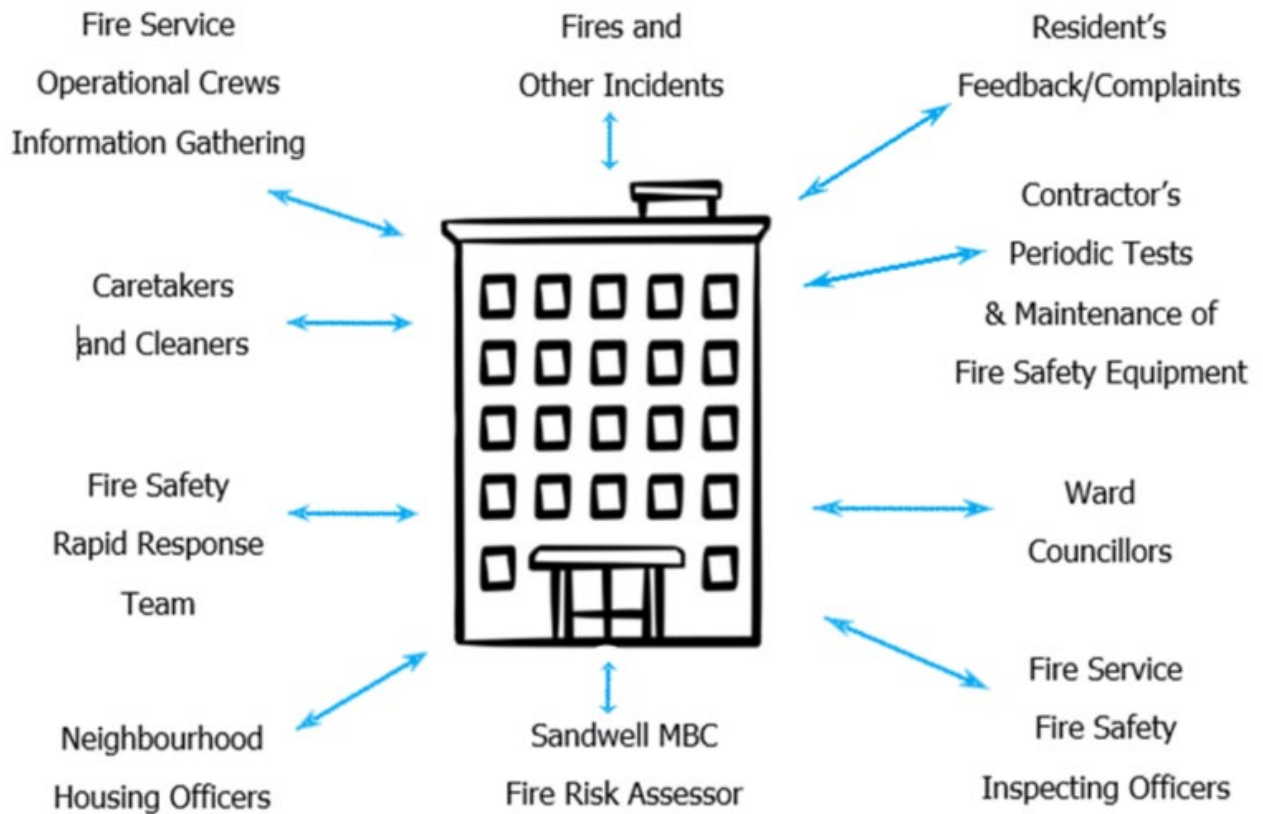
Introduction

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.

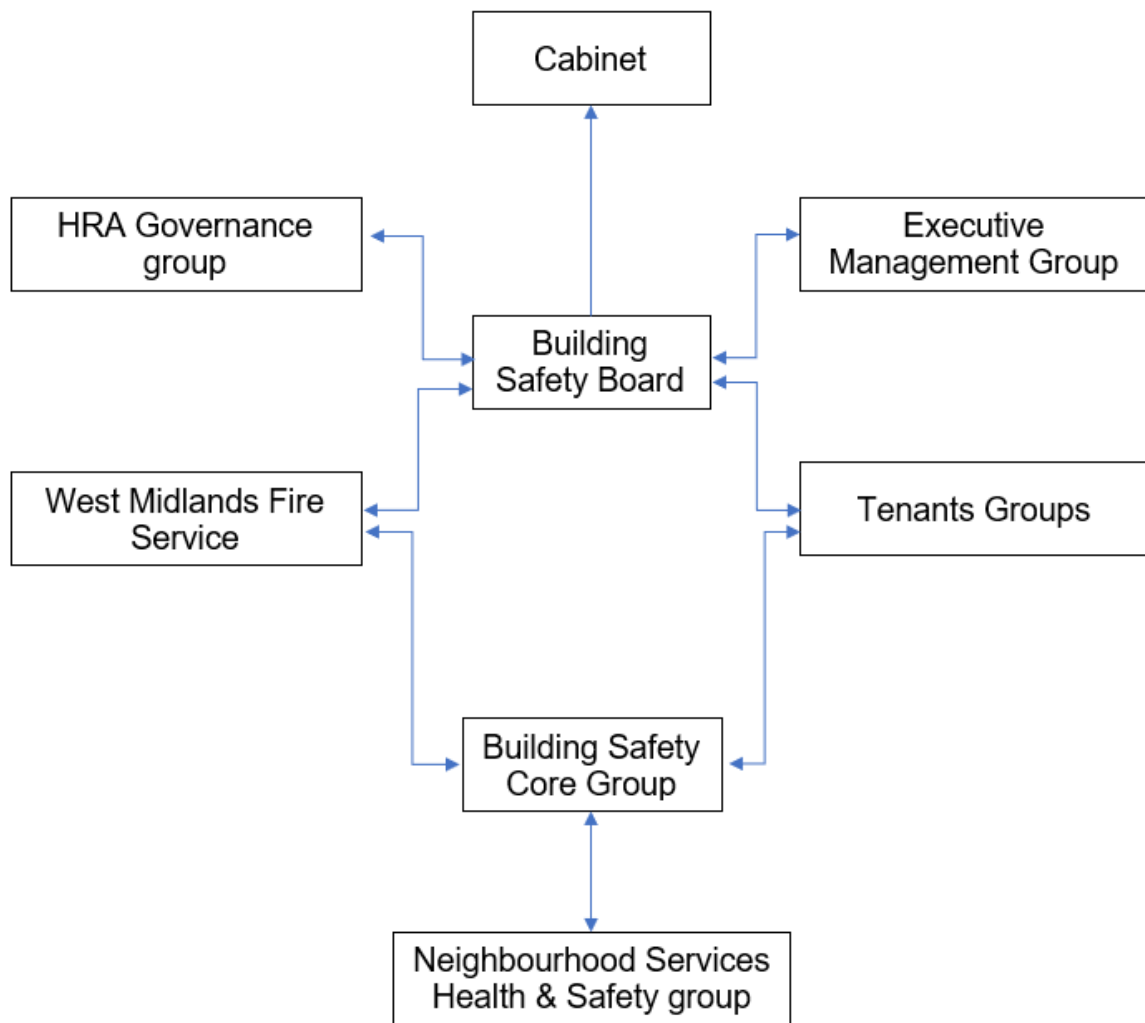
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 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 or smoke.

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope</p> <p>Each facia of the building comprises of traditional brick masonry.</p> <p>All communal and individual flat windows are UPVC double glazed units.</p> <p>Exterior doors to exits, service rooms, bin stores and flats are a combination of UPVC and timber.</p> <p>Fascia boards to the roof line are timber.</p>	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire</p> <p>The block has four staircases and five final exits doors.</p> <p>All exit doors have either a push pad or bar to open.</p> <p>Communal doors to corridors are FD30s rated and are held open by a magnetic hold / release system which is linked to the fire alarm.</p>	<p>Trivial</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>L3 fire alarm system installed to building with LD1 detection to flats.</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>The premise has sufficient emergency/ escape lighting system in accordance with BS 5266</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</p> <p>The block has sufficient compartmentation with all doors to communal corridors being nominal FD30s fire doors.</p> <p>Flat entrance doors are FD30s rated.</p> <p>Flat 22 entrance door damaged / replacement FD30s timber flush on site to be fitted - JM Number 13907127</p>	<p>Trivial</p>
<p>Section 11</p>	<p>Fire Fighting Equipment</p> <p>Fire extinguishers are located where appropriate within the building.</p> <p>There is a fire blanket in the kitchenette.</p>	<p>Trivial</p>

Section 12	<p>Fire Signage</p> <p>Appropriate signage is in place.</p>	<p>Trivial</p>
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
Section 14	<p>Sources of Ignition</p> <p>The fixed electric tests should be done every 5 years, last test date 10th March 2023.</p>	<p>Trivial</p>
Section 15	<p>Waste Control</p> <p>Regular checks by Caretakers minimise risk of waste accumulation.</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p> <p>There is a signing in book in reception.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention</p> <p>A door entry system prevents unauthorised access & perimeter lighting is in place.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements</p> <p>Residents instructed not to bring L.P.G cylinders into block.</p> <p>There are no storage facilities for residents within the communal areas.</p>	<p>Trivial</p>

Risk Level Indicator

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

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

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

Low Medium High

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

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

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

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

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

Slight Harm Moderate Harm Extreme Harm

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a low level of risk because of the negligible potential fire hazards that exist within the building.

After considering the use of the premise and the occupants within the building, the consequences for life safety in the event of a fire would be slight harm. This is due to there being a Stay Put Unless policy and sufficient compartmentation to include FD30s rated fire doors to flat entrances & communal doors, combined with suitable smoke detection to LD1 standard within flats and an L3 fire alarm system. The service cupboards doors are FD30s and FD60 to the electrical installation room.

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

A suitable risk-based control plan (where applicable) 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 be
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.

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

Section

3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Director of Place

Alan Lunt

**Business Manager Surveying and Fire Safety
(Building Safety Manager)**

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Adrian Jones

Carl Hill

Louis Conway

Anthony Smith

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Prabha Patel

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

Section 4

Description of Premises

Compton Grange
Whitehall Road
Cradley
B64 5BG

Description of the Property

The premise was constructed in 1983 of traditional brick masonry and consists of two storeys.



The premise was originally a warden controlled sheltered care scheme, however the scheme had the warden service removed in 2016 and as such it is now classified as an elderly residential scheme.

The block has a main entrance to the front elevation and a further three exits located to the rear and both side elevations. In addition, there is a further exit from the communal lounge, which also leads to ultimate safety.



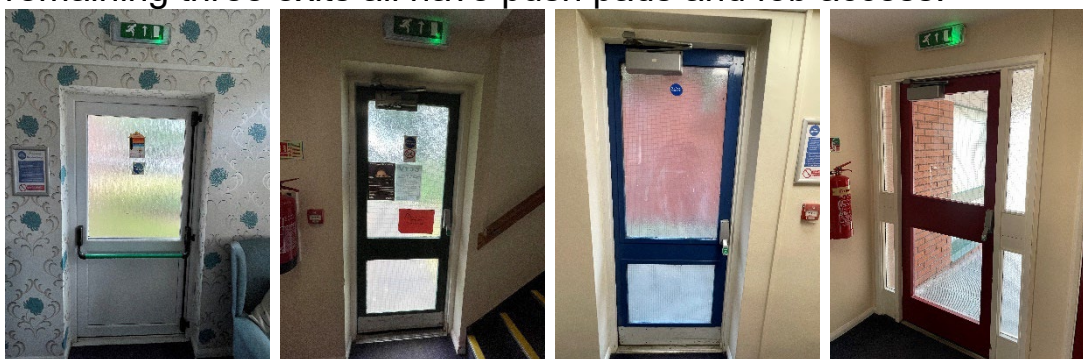
Communal lounge exit.



The main front entrance has a door entry system with a fob reader installed which includes a firefighter's override switch. There is a push pad installed for exiting the door.



The final exit from the communal lounge has a push bar system, the remaining three exits all have push pads and fob access.



There is a key safe on the wall within the reception lobby. It was noted that the lock is defective therefore an email has been sent to the housing manager to replace the safe.



The fire alarm panel is in a room accessed from the reception lobby. There is also a repeater panel in the main entrance.

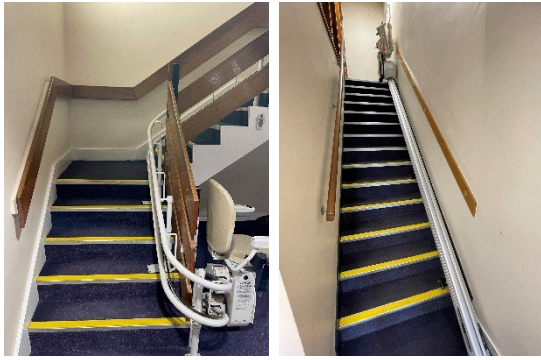


The ground floor consists of 18 number dwellings, with flats 6, 33 & 34 all with external flat entrance doors. Flat 6 is the only two-story dwelling within the building. Flats 2, 4, 6, 7, 8 & 9 also have rear entrance doors.

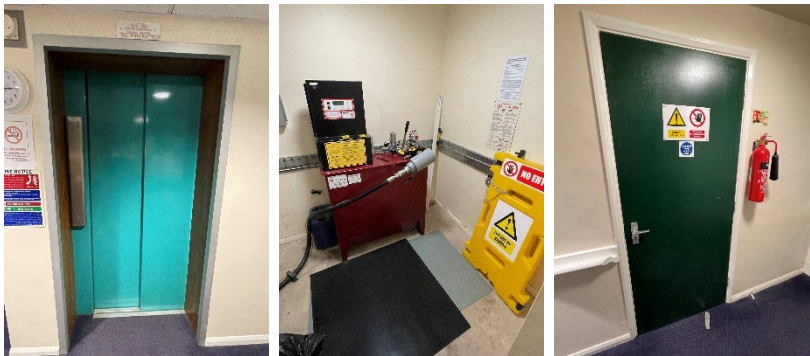


The ground floor also consists of a former office, a room / former office containing the fire alarm panel, cleaners store cupboards, communal toilet, lift motor room (hydraulic), laundry room, communal lounge, kitchenette & service cupboard (electrical).

There are 4 staircases which serve the 1st floor, two of which have a stairlift facility.



There is also a single lift adjacent the main entrance lobby with a maximum capacity of 600kg or 8 persons. The lift machinery is hydraulic and is located to the right-hand side of the ground floor lift car. The door is secured & FD60s rated.



The 1st floor consists of 17 number dwellings with flats 32 & 35 accessed via external front doors to the ground floor.



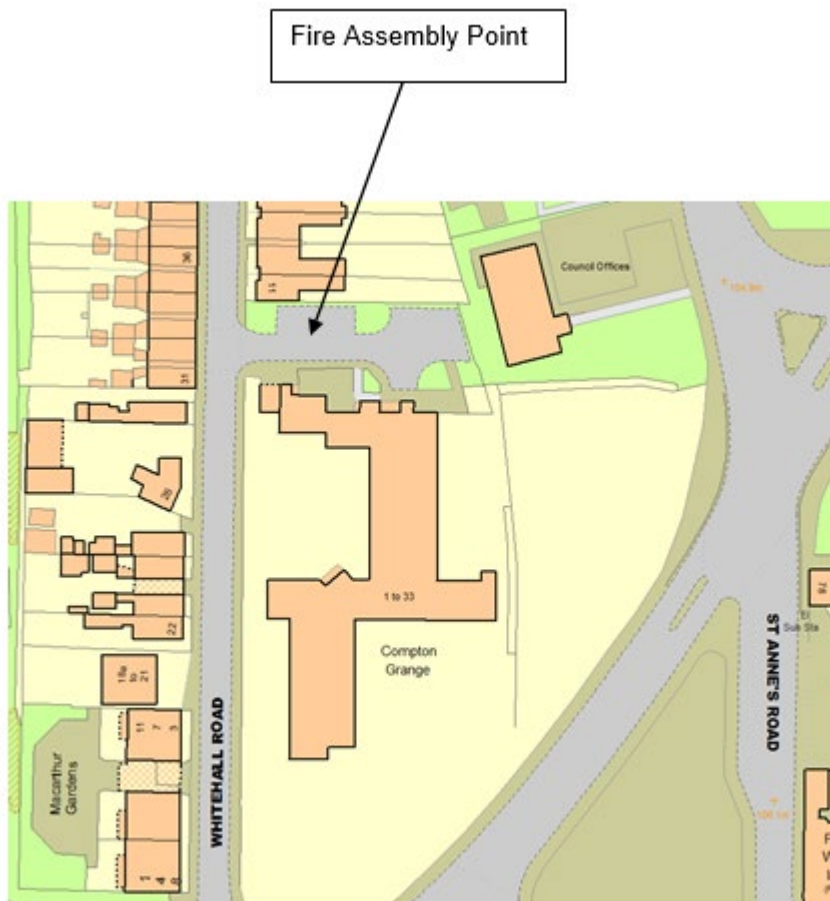
The 1st floor also consists of a guest room, communal toilet & bathrooms, hobby room, former telephone room and a reading room / mezzanine with balustrade wall with a view down over the lounge below.

Accessed via the carpark is a Boiler room & Gas isolation room. Both are secured by suited 54 key mortice locks.

Fire Risk Assessment



The fire assembly point is located within the carpark to the building.



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	2
Date of Construction	1983
Construction Type	Traditional Brick
Last Refurbished	2015
External Cladding	None
Number of Lifts	1 (Hydraulic)
Number of Staircases	4
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes
Refuse Chute	No
Access to Roof	Access to roof space via lofts hatches in communal areas and 1 st floor flats.
Equipment on roof (e.g. mobile phone station etc)	No

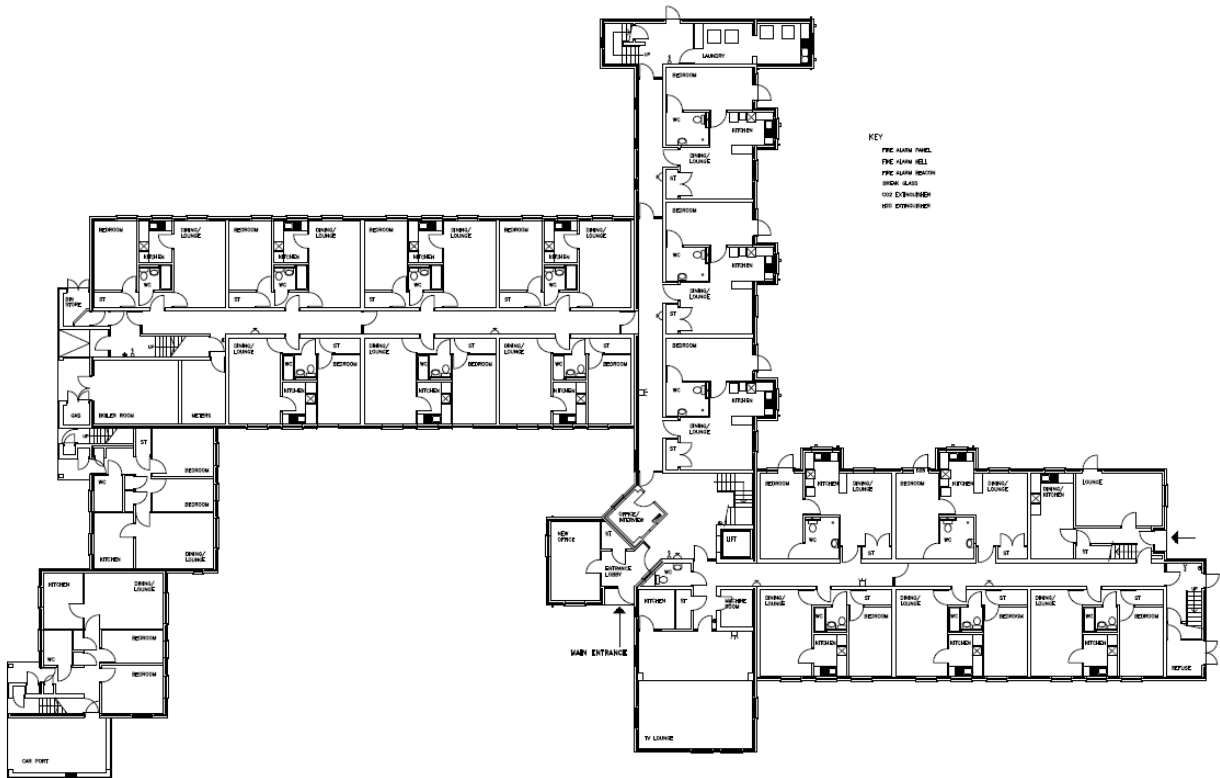
Persons at Risk

Residents / Occupants of 35 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

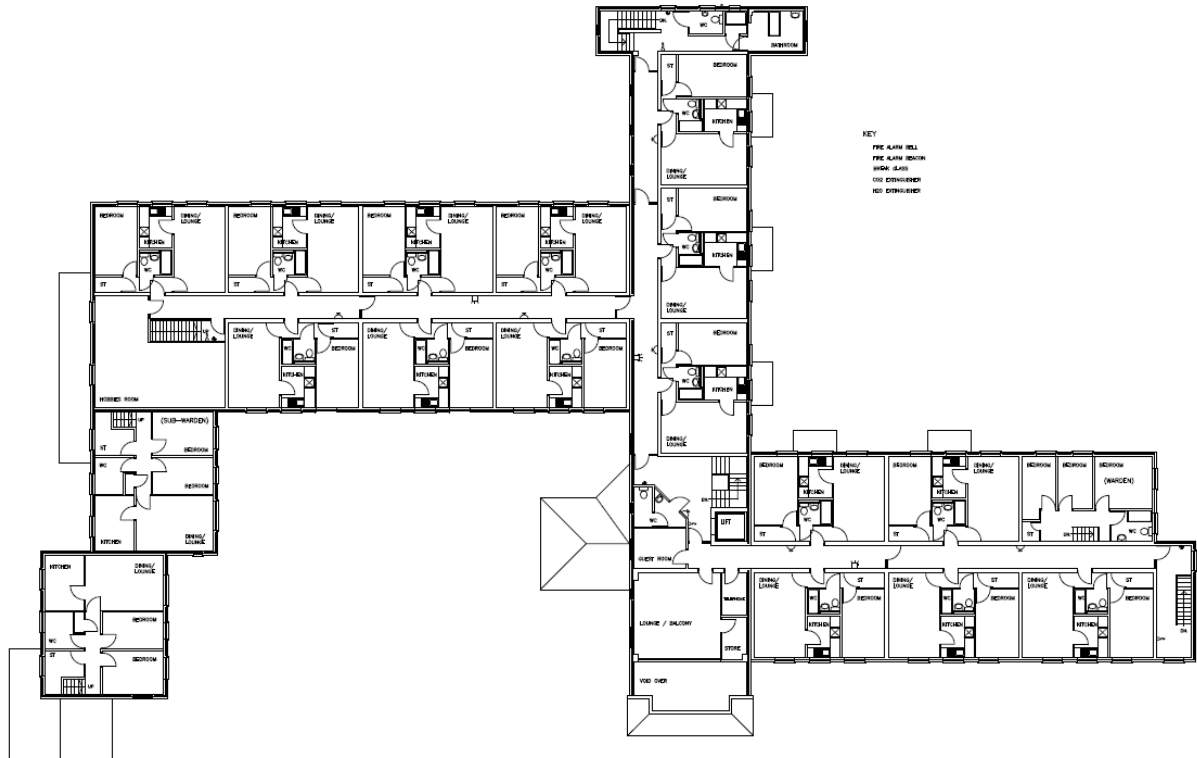
Section
5

Building Plan

Ground Floor



1st Floor



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.

The materials used within the external construction at Compton Grange present an acceptable level of risk to fire.

1. The exterior of the building predominantly tradition brick masonry.



2. All communal & individual windows are UPVC double glazed units.

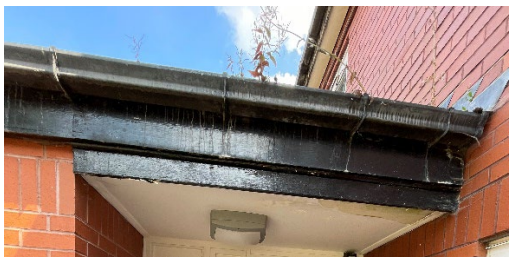


3. Exterior doors to exits, service rooms, bin stores & flats are a combination of UPVC and timber type doors.

Fire Risk Assessment



4. Fascia boards to the roof line and canopies are timber construction.

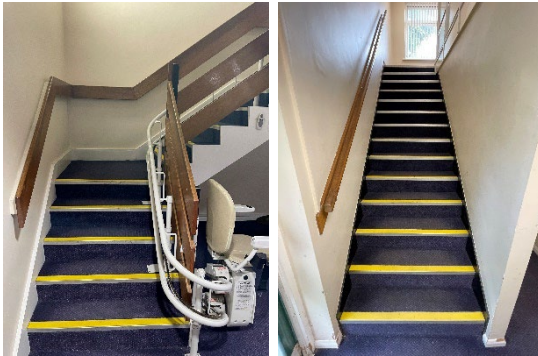


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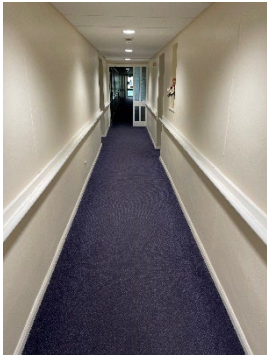
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Means of Escape from Fire

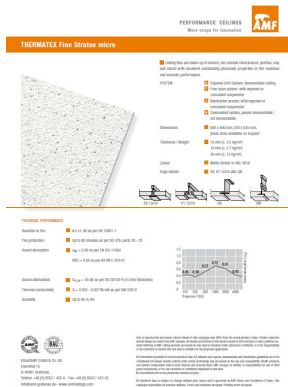
- 1) The site has four staircase's that provide a means of escape, all are 1030mm in width. The width of two staircase's is slightly reduced due to the installation of a stairlift.



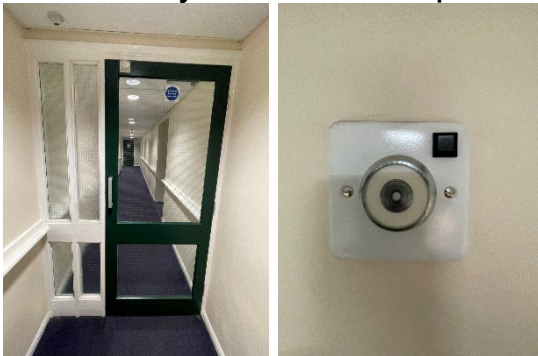
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



- 3) None of the corridors that form part of the means of escape are dead ends.
 - 4) The ceiling tiles within the corridors are Thermatex Fine Stratos micro. They are A2-s1,d0 rated providing up to 60 minutes fire protection as per BS476 parts 20-23
-



- 5) The means of escape are protected to prevent the spread of fire and smoke.
- 6) The communal corridors & landings / staircases are protected by use of nominal FD30s fire doors with vision panels. The doors can be held open by magnetic devices which are linked to & will be released by the fire alarm panel in the event of an alarm activation.



- 7) All communal doors are fitted with automatic closing devices. These doors 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).
- 8) 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 from being locked out of the building. All final exit doors are installed with either a push pad or push bar to open equipment.



- 9) The final exit doors also have push pads or push bars installed to the internal side. This is to allow a safe and effective exit from the building in the event of an emergency.



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

- 11) Communal areas are 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



- 12) 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.
-

13) 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.

14) Individual flat doors are FD30s rated door sets manufactured by Permadoor. As confirmed following an enquiry with the manufacturer.

15) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

Flats 7, 9, 11, 16 & 31 were all sampled and were found to be correct.



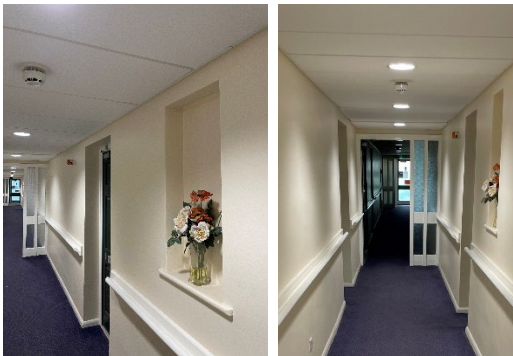
16) There is a ground floor communal lounge with seating for 19 persons accessed via a nominal FD30s door from the corridor. The lounge has a small kitchenette (no cooking facilities) separated by a nominal FD30 door. There is an emergency exit door within the lounge which leads to ultimate safety.



17) There is a laundry room located on the ground floor to the rear of the building adjacent the final exit door. This has a nominal FD30s rated door secured by suited 138 mortice lock. There is a link to community alarms within this room.



- 18) Decorative artificial flowers have been placed in some alcoves within some communal corridors. There is a building entry system in place and all corridors have smoke detectors therefor the risk is considered minimum.

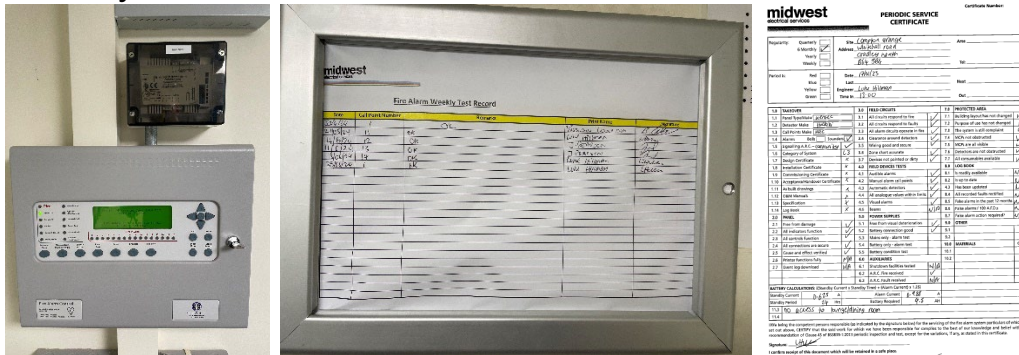


**Section
8**

Fire Detection and Alarm Systems

- 1) The fire alarm system installed is categorised as an L3 system as per BS5839-1. The fire alarm system is installed to the corridors and the circulation areas to the communal areas. Additionally, detection has been installed in potential risk areas such as the kitchenette, lounge, hobby room, first floor ceiling voids, bin rooms and the plant room.

The alarm panel has a direct link to community care team, so that any activations are monitored by the team. In the event of an activation Community Care Team will contact the fire service. The system is tested on a weekly basis & periodically inspected 6 monthly.



- 2) There is a repeater fire alarm panel within the entrance lobby along with a zone plan.



- 3) The main fire alarm panel is located within a locked room / office adjacent the ground floor lift. The key to the room is a suited 54 type and can be found in the break glass box or alternatively in the secured key cabinet also adjacent the ground floor lift. The access code to the key cabinet can be gained by calling community alarms.



- 4) There are fire alarm call points strategically located throughout the building.



- 5) The type of warning devices is by means of sounders (102db output), with strobe lights.



- 6) Hard wired smoke or heat detections are interlinked with the alarm system and are located on both floors.
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- 7) Each detector located within the roof space is linked to an LED indicator which will light during an activation.



- 8) In addition, each individual flat has hard wired Aico detectors to the hallway, lounge & kitchen installed. Properties sampled during the fire risk assessment were flats, 7, 9, 11, 16, 31 (LD1).

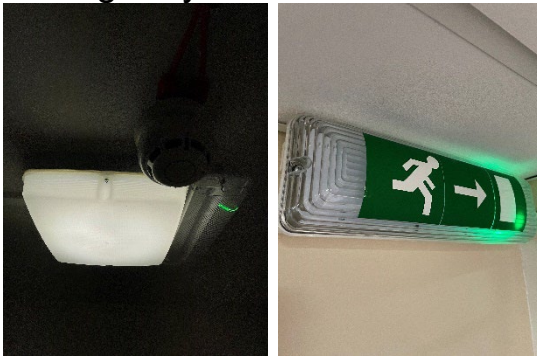


Section

9

Emergency Lighting

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



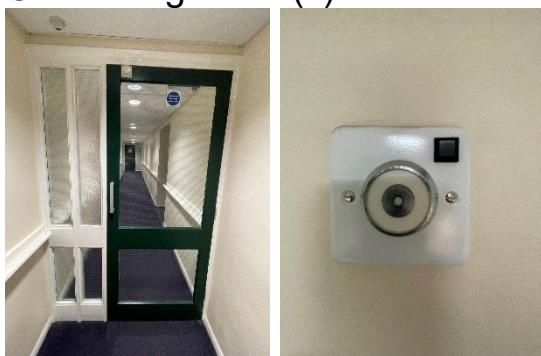
- 2) The self-contained units are provided to the communal landings, stairs and lift motor room.
 - 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.
-

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) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in the 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.
- 3) 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).



- 4) All service cupboards / rooms to communal areas are lockable. Keys are held within the key safe in reception and centrally unless containing resident's meters.
 - 5) Individual flat doors were originally specified to be FD30s rated fire door construction, manufactured by Permadoor. However, some doors have labels that would suggest the doors are FD30 rated. This was clarified within the previous FRA dated February 2023. The assessor had contacted the manufacturer who confirmed that the doors are in fact FD30s rated after detailing the affected serial numbers.
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Fire Risk Assessment



Refer to door sheet below

1 Compton Grange;Whitehall Road;Cradley Heath;Wes Timber Door FD30: Not Glazed
2 Compton Grange;Whitehall Road;Cradley Heath;Wes Timber Door FD30: Not Glazed
3 Compton Grange;Whitehall Road;Cradley Heath;Wes Timber Door FD30: Not Glazed
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24 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
25 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
26 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
27 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
28 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
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32 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
33 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
34 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed
35 Compton Grange;Whitehall Road;Cradley Heath;We Timber Door FD30: Not Glazed

- 6) Flat 22 entrance door was noted as damaged but temporarily repaired due to a forced entry. A replacement timber fire door set was on site awaiting installation. Job number JM13907127.



- 7) The corridors / staircases are protected by use of nominal FD30s fire doors with vision panels.



- 8) A sample of ceiling tiles were removed to confirm compartmentation continues above fire doors and flat walls within communal corridors.



- 9) A loft hatch was removed in the hobbies room to confirm compartmentation around flats continues into the roof void.

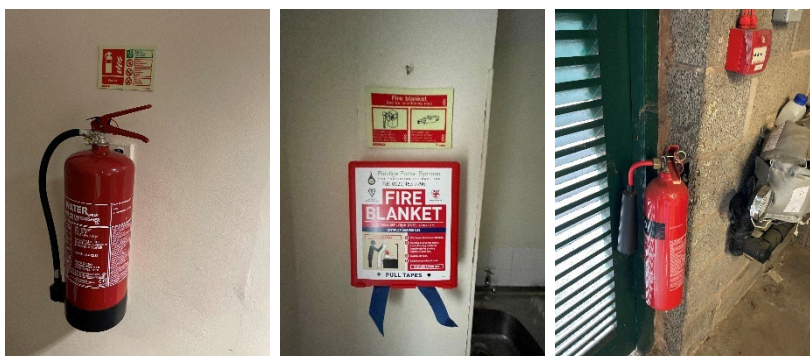


**Section
11**

Fire Fighting Equipment

1) The premise has portable firefighting equipment as detailed below.

Description	Location
1 x Fire Blanket	Kitchen
1 x 2KG C02 Extinguisher	Outside Common Room
1 x 6Ltr Water Extinguisher	Entrance
1 x 6Ltr Water Extinguisher	Outside Bin Room
1 x 6Ltr Water Extinguisher	1st Floor Lift
1 x 6Ltr Foam Extinguisher	Outside Flat 31
1 x 6Ltr Water Extinguisher	Outside Flat 24
1 x 6Ltr Water Extinguisher	Outside Hobbies
1 x 2KG C02 Extinguisher	Outside Laundry
1 x 6Ltr Foam Extinguisher	Outside Laundry
1 x 2KG C02 Extinguisher	Outside Switch Room
1 x 6Ltr Foam Extinguisher	Outside Flat 16
1 x 2KG C02 Extinguisher	Boiler Room



2) Maintenance contracts are in place for maintenance of the extinguishers & fire blanket. The frequency for the maintenance checks are once (October) of each calendar year.



Section
12

Fire Signage

- 1) All fire doors display mandatory signage where appropriate.



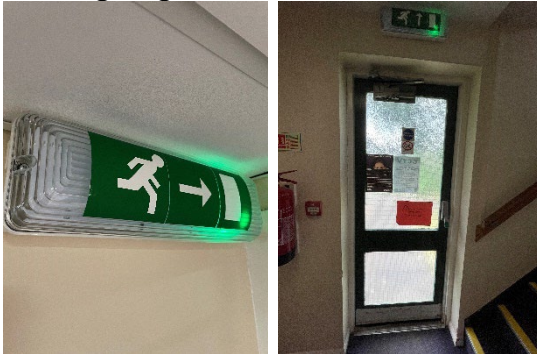
- 2) Fire Action Notices are displayed throughout the building.



- 4) Photo-luminescent directional signage showing the flat numbers are fitted throughout the building.



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



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.
 - 4) Fire safety has been provided as part of tenancy pack.
 - 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.
 - 6) Information regarding the use of fire doors is provided to residents.
-

! IMPORTANT NOTICE

FIRE DOORS

Fire doors are crucial life safety devices, designed to restrict the spread of smoke and fire for a substantial period of time.

You must ensure:

- Fire doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

You must NOT:

- Alter or change your flat front door or internal doors without prior consent from Sandwell Council.

We will:

- Ensure caretakers check communal fire doors.
- Carry out an audit of communal fire doors every 12 weeks.
- Check your flat entrance fire door every year.

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

This information is provided in line with the Fire Safety (England) Regulations 2022 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of fire doors.

PLEASE REPORT ALL DEFECTS OR CONCERNS WITH FIRE DOORS TO:

Name: Contact Centre
Phone: 0121 559 8900
Email: multi-tenancy@sandwell.gov.uk
On-line: My Sandwell Account

  Use QR Code to access Fire Safety Advice

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

Fire safety advice

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

What to do if a fire breaks out in your flat

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

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

- 1 It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you. If your ability is compromised, then you should leave the building following the guidance as if the fire was in your flat.
- 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/holdover is an evacuation strategy used in purpose built blocks of flats. It is a plan to meet 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 559 8900.

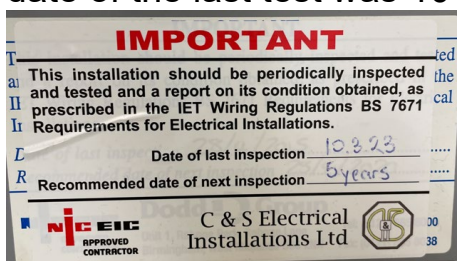
Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



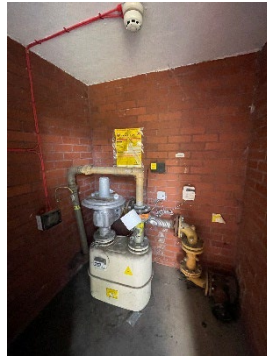
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.
- 5) The fixed electrical installation shall be tested every 5 years. The date of the last test was 10th March 2023.



- 6) The electrical installation i.e. risers are contained within a dedicated service cupboard that is secure and protected by means of an FD60s door.



- 7) Portable heaters are not allowed in any common parts of the premises.
- 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. Gas supplies are internal and the isolation valve to the building is in a room accessed via the carpark.



**Section
15**

Waste Control

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



- 2) There are two bin stores which benefit from smoke detection and are secured. Refuse containers within are emptied regularly.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) 'Out of Hours' service is in place to remove bulk items.
-

**Section
16**

Control and Supervision of Contractors and Visitors

- 1) All visitors must sign in and out at reception.
 - 2) 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.
 - 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 4) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – 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 is no current evidence of arson.
- 4) The perimeter of the premises is well illuminated.



- 5) There have been no reported fire incidents since the last FRA February 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:

Compton Grange

Date of Action Plan:

03/07/24

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
N/A					

Signed

	Fire Risk Assessor	Date: 03/07/2024
	Premise Manager	Date: 03/07/2024

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


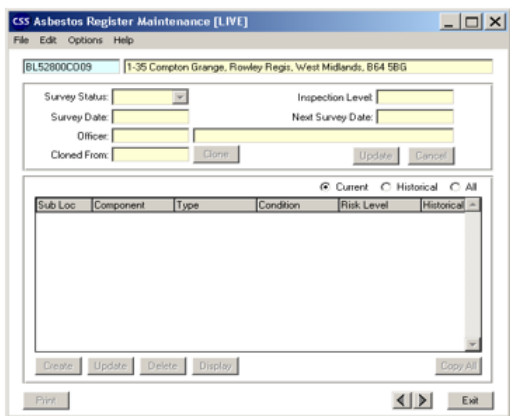

Name of property: Compton Grange

Updated: 27/09/2022

Premise Manager: Prabha Patel

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey		Property Address	1 - 35 Compton Grange, Whitehall Road, Cradley Heath, B64 5BG.		✓ Office use				
Surveyed by	G. Carrington/T. Evans	Date	27/05/2014		Checked by	Derek still	Desktop Check	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	03/10/2022				
Investment Void		Refurbishment Survey		Property Description Sheltered Scheme 					
Investment Tenanted		Management Survey							✓
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	1983						
						Notes / including details of similar property surveys completed. NO ACCESS TO THE FOLLOWING:- Ground floor electric meter room & adjacent cupboard Ground floor under stair cupboard opposite laundry Ground floor cupboard opposite lift motor room First floor reading room cupboard REVISED 29/10/14 – G.CARRINGTON – COMMUNAL CORRIDOR WALLS **Survey revised by John Davis 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 1 - 35 Compton Grange, Whitehall Road, Cradley Heath, B64 5BG.						
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								
GROUND FLOOR KITCHEN SINK PAD	BITUMEN	-	SEALED	GC511 / 1	CHRYSOTILE	NO	-	-
LAUNDRY ROOM SINK DRAINER PAD	BITUMEN	-	SEALED	GC511 / 2	NO ASBESTOS DETECTED	-	-	-
DPC	BITUMEN	-	SEALED	GC511 / 3	CHRYSOTILE	NO	-	-
SIDE & REAR CANOPY VERGE CLOAKING	CEMENT	-	UNSEALED	GC511 / 4	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SARKING FELT	-	-	-	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED
COMMUNAL CORRIDOR WALLS	TEXTURED COATING	-	SEALED	GC581 / 1	NO ASBESTOS DETECTED	-	-	-
FRAME SEALANT TO SIDE DOOR BY FLAT 5	MASTIC	-	SEALED	JD 1553 / 001	CHRYSOTILE	NO	NO	
FRAME SEALANT TO REAR DOOR BY LAUNDRY	MASTIC	-	SEALED	JD 1553 / 002	CHRYSOTILE	NO	NO	
FRAME SEALANT TO SIDE DOOR BY FLAT 16	MASTIC	-	SEALED	JD 1553 / 003	NONE DETECTED	NO	NO	
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
OLD OFFICE IN RECEPTION - WALL SERVICE DUCT	PLASTERBOARD	GROUND FLOOR W/C BOXING AT REAR OF CISTERN	BLOCKBOARD	LAUNDRY FLOOR	VINYL			
OLD OFFICE IN RECEPTION - WALL SERVICE DUCT INSPECTION PANEL	SUPALUX	GROUND FLOOR LOUNGE CEILING	TIMBER CLADDING	GROUND FLOOR CUPBOARD ADJACENT METER ROOM - TRANSOM	PLYWOOD			
OLD OFFICE IN RECEPTION - BOXING AT REAR OF FIRE ALARM PANEL	PLASTERBOARD	GROUND FLOOR KITCHEN OFF LOUNGE - WALL SERVICE DUCT	PLYWOOD	GROUND FLOOR BIN STORE ADJACENT CAR PARK - CEILING	SUPALUX			
GROUND FLOOR W/C PIPE BOXING	TIMBER	BOXING ABOVE GROUND FLOOR EXIT DOOR ADJACENT TO LAUNDRY	PLYWOOD	FIRST FLOOR STAIRWELL COMBINATION FRAME - TRANSOM	SUPALUX			
GROUND FLOOR W/C CISTERN	PLASTIC	GROUND FLOOR LAUNDRY - BOXING AT CEILING HEIGHT	PLYWOOD	GROUND FLOOR CANOPY AND BIN STORE - SOFFIT	SUPALUX			
FIRST FLOOR BATHROOM PIPE BOXING	PLYWOOD	FIRST FLOOR READING ROOM CUPBOARD - TRANSOM	PLYWOOD	REAR CANOPY (BOILER ROOM AND GAS METER CUPBOARD) - SOFFIT	SUPALUX			
MAIN ROOF SOFFIT	SUPALUX	FIRST FLOOR MAIN LANDING W/C - BOXING AT REAR OF WASH HAND BASIN	PLYWOOD SUPALUX	HOBBIES ROOM ELECTRIC CUPBOARDS - BOXING & REAR WALL PANELS	SUPALUX			
FIRST FLOOR MAIN LANDING W/C - CISTERN	PLASTIC	FIRST FLOOR LANDING W/C CISTERN	CERAMIC	FLATS 1-31 - FRONT DOOR FRAME SEALANTS	NO SEALANT			

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 compliments 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 <u>detected</u> 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 ACM's 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.