
Fire Risk Assessment

Hickman Road



**Flats 1- 6, 7 – 12, 13 - 18 & 19 - 24
Hickman Road,
Tipton,
DY4 9QB.**

Date Completed: 25/07/2024.

Review Period: 3 years.

Officer: A Jones Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Fire Risk Assessment

Subsequent reviews.

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

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Section

0

Introduction

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

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

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

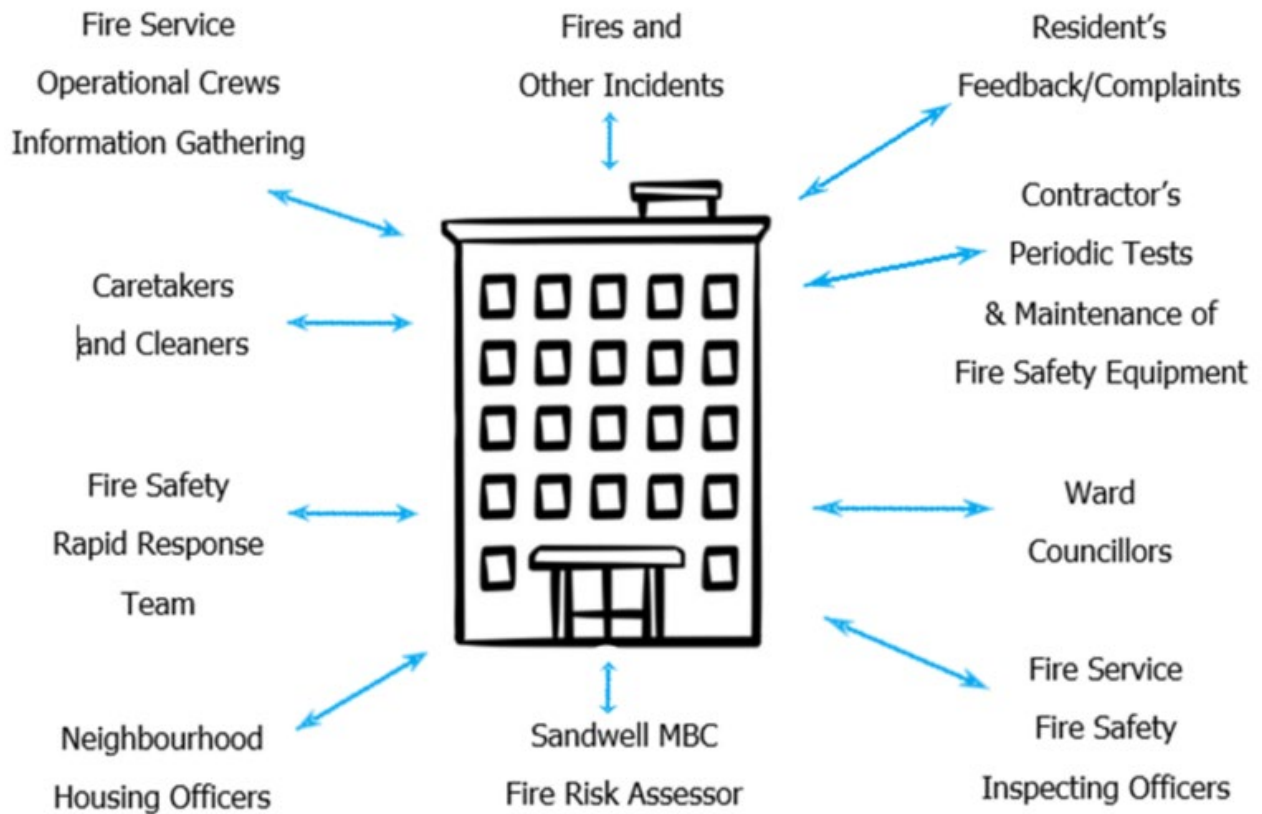
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

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

Fire Risk Assessment



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

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

Governance Structure



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The exterior of the buildings is predominantly traditional brick, concrete construction with pitched, tiled roof. Individual flat windows are UPVC double glazed units.</p>	Trivial

Section 7	<p>Means of Escape from Fire The means of escape staircase incorporates a final exit. Remove combustible items from electrical cupboard in block 13 – 18. Replace self-closer in front entrance door of Flat 5.</p>	<p>Tolerable</p>
Section 8	<p>Fire Detection and Alarm Systems Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	<p>Trivial</p>
Section 9	<p>Emergency Lighting Emergency lighting is not provided in the staircase, additional lighting is provided.</p>	<p>Trivial</p>
Section 10	<p>Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Confirmation is required that fire stopping in service boxing in communal areas is suitable and sufficient.</p>	<p>Tolerable</p>
Section 11	<p>Fire Fighting Equipment No firefighting provisions are provided within the premise.</p>	<p>Trivial</p>
Section 12	<p>Fire Signage Appropriate signage is in place, no further action required.</p>	<p>Trivial</p>
Section 13	<p>Employee Training All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
Section 14	<p>Sources of Ignition The fixed electrical installation should be tested every 5 years. At the time of the assessment, it could not be determined if blocks 13 – 18 and 19-24 had received a EICR inspection of electrical equipment.</p>	<p>Tolerable</p>

Section 15	<p>Waste Control Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.</p>	<p>Trivial</p>
Section 16	<p>Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
Section 17	<p>Arson Prevention A door entry system is provided to the premise at the front elevation, the rear entrance is secured by an electronic fob. The door(s) were operating correctly at the time of the assessment.</p>	<p>Trivial</p>
Section 18	<p>Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.</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 medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

When future refurbishments are carried out, where applicable, flat entrance doors should be replaced for FD30s.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

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

Section

3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Directorate of Place

Alan Lunt

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Adrian Jones

Anthony Smith

Carl Hill

Louis Conway

Resident Engagement Officer - Fire Safety

Abdul Monim Khan

Lee Mlilo

Housing Office Manager

Rushpal Dhaliwal

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

Section 4

Description of Premises

Flats 1 – 6, 7 – 12, 13 – 18 & 19 – 24.
Hickman Road,
Tipton,
DY4 9QB.

Description of the Property:

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

The enforcing authority is West Midlands Fire Service.

This low-rise block of flats constitutes three storeys (inclusive of the ground floor), each of the floors contain 2 dwellings. They were constructed circa 1962. (4 Blocks in total).

They are of traditional brick, concrete construction, double glazed UPVC window frames surmounted by a pitched roof.

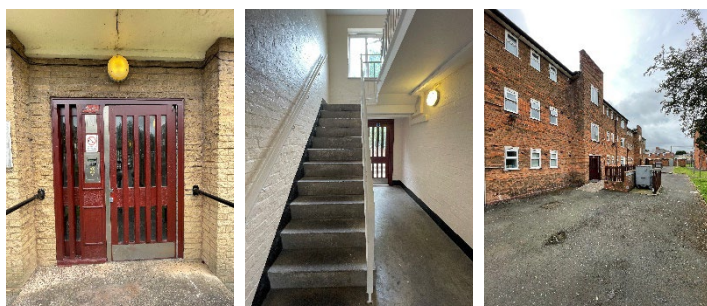


Fire Risk Assessment

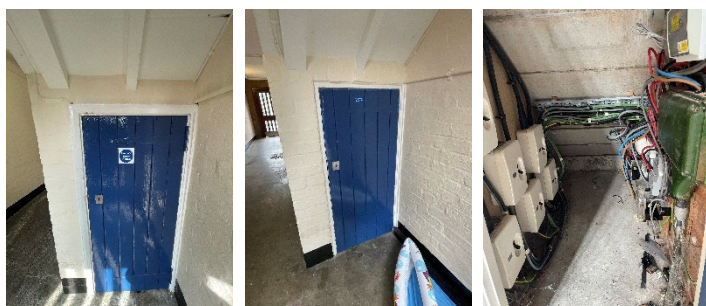
The blocks have two entrances; a main entrance to the front elevation and a further exit located on the rear elevation. Both front and rear entrances have door entry system with a fob reader installed to prevent unauthorised access. Local authority employees & the fire & rescue service can use a drop latch key to gain access.



The building has a single staircase & communal area that serves dwellings on all floors. Access to the premise can be gained from the front or rear elevation access door(s). These doors are secured and controlled by a door entry system.



There are electrical cupboards located on ground floor, these rooms contain electrical equipment for the building.



The rear garden is secured by a metal fencing, there is an access gate at the side of the building.



There is access to the loft space from the second floor landing area, these hatches are secured by padlocks.



There are internal store cupboards located outside individual flats.



With regard to waste, residents utilise an external bin store located on the rear elevation of the building.



Fire Risk Assessment

The incoming electrical supplies that supply individual flats are internal supplies.

Gas supplies to individual premises are fed by external pipework located on the rear elevation.



Fire Risk Assessment

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1962
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	2 nd landing
Equipment on roof (e.g. mobile phone station etc)	None

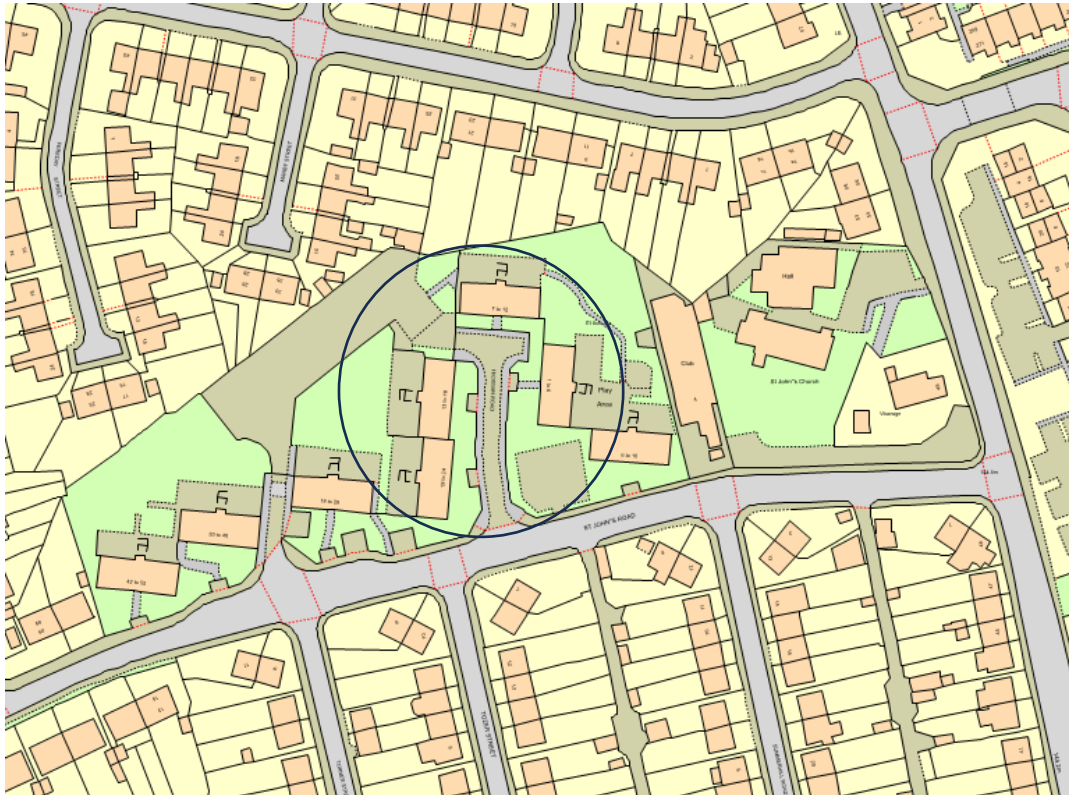
Persons at Risk

Residents / Occupants of 24 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g., meter readers, delivery people etc)
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

Section
5

Building Plan

A general plan showing the building location.



Section 6

External envelope

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

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

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

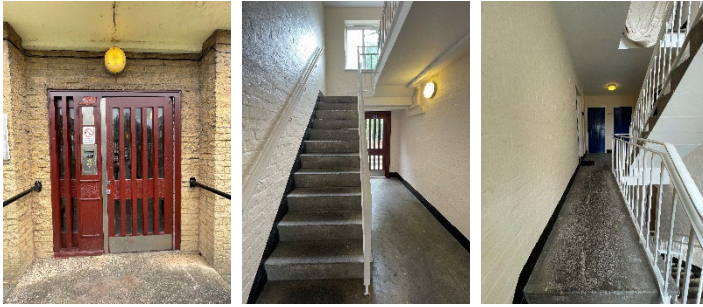
- 1) The external envelope of the premises is predominantly traditional brick, concrete construction, surmounted by a pitched tiled roof.



- 2) Individual flat windows are UPVC double glazed window frames. The windows in the communal areas are UPVC double glazed window frames.



- 3) Access is gained to all flats from the ground floor using the main access door(s) leading to the staircase area, these doors are Timber.



- 4) **All balconies should be free from combustible materials including any decorative screening. Therefore, all screening should be removed.**

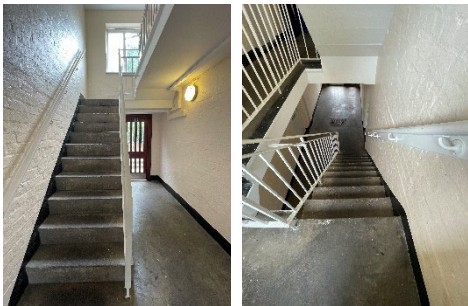


Section

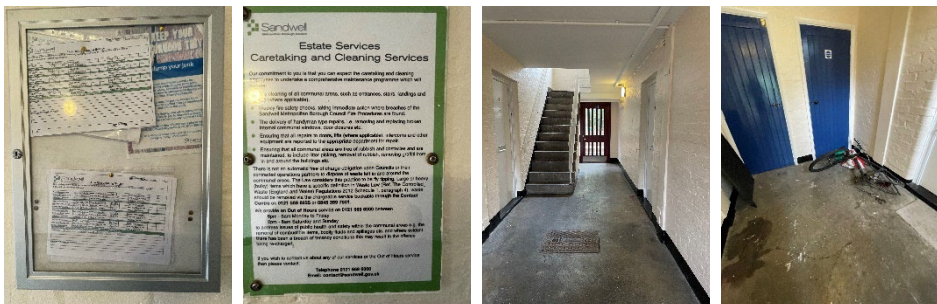
7

Means of Escape from Fire

- 1) The building has a single staircase that provides the means of escape. All staircases are of adequate width (at least 880mm) and must be maintained clear to that width as a minimum.



- 2) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
- 3) Communal areas should be kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.

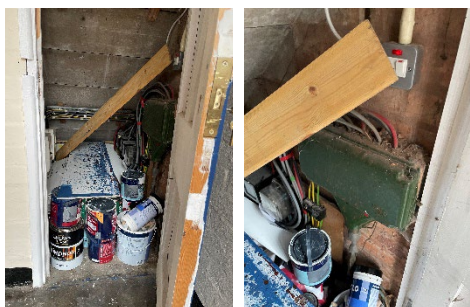


- 4) Automatic smoke ventilation is not commissioned, staircases and landing windows are openable and can be used for mechanical and/or forced ventilation if necessary.

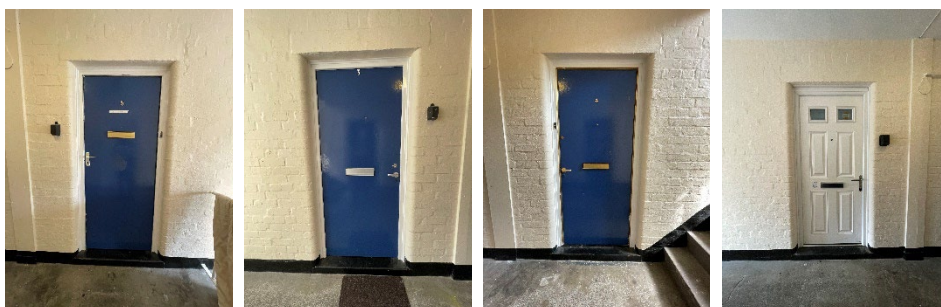
- 5) Electrical service cupboard doors should be replaced when any future upgrades take place, at this point, these doors should be upgraded to FD30s doors.



- 6) It was noted that combustible items are being stored in the electrical cupboard of Flats 13 – 18.



- 7) Surface coatings to the walls in the communal areas appear to be Class 0 rated.
- 8) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put Policy Therefore residents are advised to remain in their flat unless the fire directly affects them.
- 9) The means of escape are protected to prevent the spread of fire and smoke with a combination of nominal timber and composite type entrance doors.



- 10) There are no corridors within the means of escape that form part of a dead end.
- 11) **Internal access to flat 5 and flat 18. was gained during the fire risk assessment, this was to ensure the doors have not been tampered with by residents etc.**

The self-closing device to Flat 5 requires a repair or the device should be replaced. The door does close however, the self-closer rubs across the top of the door.



- 12) **There is a loose closing/facing strip on the edge of the front door of flat 5, this should be replaced to ensure the seals in the frame are not damaged.**



- 12) The premises do not have emergency lighting installed; however standardised lighting is present. This is deemed acceptable due to the height of the building.
 - 13) All communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.
-

- 14) In block 7 – 12 the loft hatch was not seated correctly which leaves a gap greater than 30mm. Reseat or replace hatch with material that provides adequate fire resistance, this should be a minimum of 30 mins.**



Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident of flat number 5 and flat number 18. Both residents confirmed that smoke detection was located in the Hallway, Living room, Kitchen & Bedrooms.
- 3) Therefore, based on the above point, it should be assumed that smoke detection in resident's flats is installed to a LD1 Standard.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

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

Section

9

Emergency Lighting

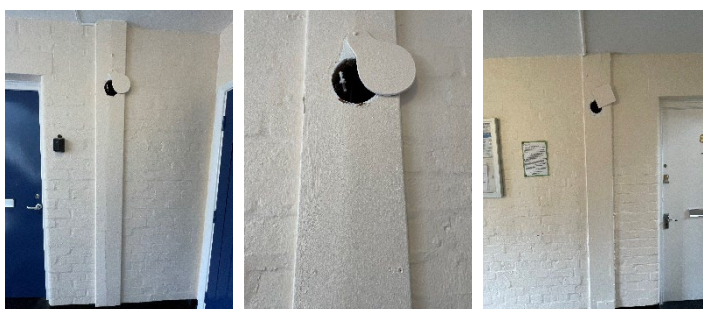
- 1) This premise does not have emergency lighting installed; however standardised lighting is present. This is deemed acceptable due to the height of the building.
 - 2) Any future upgrade works should consider the installation of emergency lighting.
-

Section 10

Compartmentation

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

1. The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) Generally, the means of escape is protected from flats with the use of nominal rated timber & composite doors. These doors should be upgraded to FD30's when the door replacement programme commences.
- 3) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
- 4) **In the communal areas, outside individual Flat entrance doors there is a section of service boxing that covers individual flat stop taps. It does not appear that adequate fire stopping is present within these sections of boxing.**



- 5) Notwithstanding the point above, the building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.

Fire Risk Assessment

- 6) Access to the roof space could not be gained at the time of the assesment. A future date will be agreed where the Assessor will meet the trades team at the premise to carry out a survey of the Roof void.
- 7) All front entrance doors appear to be nominal timber fire rated FD 30's. Refer to the sheet below.

Block Name	Place-Ref	Address	Front Door Type	Glazed / Not Glazed
Hickman Road 13-18 (O&E BL23900HI01		13-18 Hickman Road;Tipton;West Midlands;;	Intentionally Blank	
Hickman Road 13-18 (O&E BL23900HI01		13 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 13-18 (O&E BL23900HI01		14 Hickman Road;Tipton;West Midlands;;	IG Doors	Not Glazed
Hickman Road 13-18 (O&E BL23900HI01		15 Hickman Road;Tipton;West Midlands;;	IG Doors	Glazed
Hickman Road 13-18 (O&E BL23900HI01		16 Hickman Road;Tipton;West Midlands;;	IG Doors	Glazed
Hickman Road 13-18 (O&E BL23900HI01		17 Hickman Road;Tipton;West Midlands;;	IG Doors	Glazed
Hickman Road 13-18 (O&E BL23900HI01		18 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 1-6 (O&E BL23900HI02		1-6 Hickman Road;Tipton;West Midlands;;	Intentionally Blank	
Hickman Road 1-6 (O&E BL23900HI02		1 Hickman Road;Tipton;West Midlands;;	IG Doors	Glazed
Hickman Road 1-6 (O&E BL23900HI02		2 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 1-6 (O&E BL23900HI02		3 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 1-6 (O&E BL23900HI02		4 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 1-6 (O&E BL23900HI02		5 Hickman Road;Tipton;West Midlands;;	IG Doors	Glazed
Hickman Road 1-6 (O&E BL23900HI02		6 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		7-12 Hickman Road;Tipton;West Midlands;;	Intentionally Blank	
Hickman Road 7-12 (O&E BL23900HI03		7 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		8 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		9 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		10 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		11 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 7-12 (O&E BL23900HI03		12 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 19-24 (O & BL23900HI26		Hickman 19-24 (o&e);Hickman Road;Tipton;West Midlands;;	Intentionally Blank	
Hickman Road 19-24 (O & BL23900HI26		19 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 19-24 (O & BL23900HI26		20 Hickman Road;Tipton;West Midlands;;	Nationwide	Not Glazed
Hickman Road 19-24 (O & BL23900HI26		21 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 19-24 (O & BL23900HI26		22 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 19-24 (O & BL23900HI26		23 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	
Hickman Road 19-24 (O & BL23900HI26		24 Hickman Road;Tipton;West Midlands;;	Timber Door FD30: Not Glazed	

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

Fire Risk Assessment

8) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

Flo or No	Dry Riser						Electrical Riser						Gas Riser						BT Riser						Bin Room																																															
	Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials																																															
	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars																																					
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	Communal doors free from defects						✓						Communal windows free from defects						✓						Flat doors free from defects						X						Communal cupboards locked and secure						✓						Communal areas free from tenants stored items						✓						Communal areas free from repairs materials						✓					

Flo or No	Dry Riser						Electrical Riser						Gas Riser						BT Riser						Bin Room																																			
	Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials																																			
	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars	Supalux	Fire Batt	Intumescent Spoon	Fire Foam	Fire Mastic	Rockwool	Fire Pillars																									
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	Communal doors free from defects						✓						Communal windows free from defects						✓						Flat doors free from defects						X						Communal cupboards locked and secure						✓						Communal areas free from tenants stored items						✓					

Section

11

Fire Fighting Equipment

- 1) No firefighting provisions are provided within the premise.
- 2) The closest firefighting hydrant is located outside Flats 7 – 12.



Section

12

Fire Signage

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



Section 13

Employee & Resident Training/Provision of Information

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



Section

14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
 - 2) Hot working is not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
 - 3) The fixed electrical installation should be tested every 5 years. At the time of the assessment, in most blocks testing was in date with the next test date set at August 2025.
 - 4) Confirmation is required that the 5-yearly electrical installation condition report. (EICR) is in test date for blocks 13 – 18 & 19 – 24.
 - 5) 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.
 - 6) Portable heaters are not allowed in any common parts of the premises.
 - 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
 - 8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

Section
15

Waste Control

- 1) Refuse containers are emptied at regular intervals.
- 2) 'Out of Hours' service in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

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

Section

17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) Access to the flats is restricted by a door entry system.
 - 3) There have 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. This information is contained within the tenants' handbook.
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
 - 3) No Flammable liquids stored on site by Caretakers / Cleaners.
 - 4) Most store/service cupboards are kept locked, these doors were in good condition at the time of the assessment.
 - 5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

**Section
19**

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

Significant Findings

Action Plan.

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


Flats 1-6, 7-12, 13-18 & 19-24 Hickman Road, Tipton

Date of Action Plan:




25/07/2024

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/04	Balconies should be kept free of screening. Remove combustible materials from balconies.		P2	Housing Manager. 1-3 Months.	

Fire Risk Assessment

07/06	Remove combustibles from electrical cupboards		P2	Housing Manager. 1-3 Months.	
07/11	Replace or Repair self-closer to front entrance door of Flat 5.		P2	Fire Rapid Response. 1-3 Months.	
07/12	Replace the edging strip of flat entrance door. Flat 5. This will prevent damage to the seals.		P2	Fire Rapid Response. 1-3 Months.	

Fire Risk Assessment

07/14	Repair or replace loft hatch, currently not seating correctly.		P2	Fire Rapid Response. 1-3 Months.	
10/04	Confirm that box section in communal areas provides adequate fire stopping. (Individual flat stop taps)		P2	Fire Rapid Response. 1-3 Months.	

Fire Risk Assessment

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

Internal service cupboards doors should be upgraded to FD30s as part of next improvement works programme.



As part of any future upgrades or door replacement programme replace timber flat entrance doors for FD30s.



As part of any future upgrades or door replacement programme replace timber electrical cupboard doors for FD30s.





Fire Risk Assessment

Access to the roof space could not be gained at the time of the assesment. A future date will be agreed where the Assessor will meet the trades team at the premise to carry out a survey of the Roof void.



Signed

 Adrian Jones	Fire Risk Assessor	Date: 30/07/2024
	Quality Assurance Check	Date: 01/08/2024

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


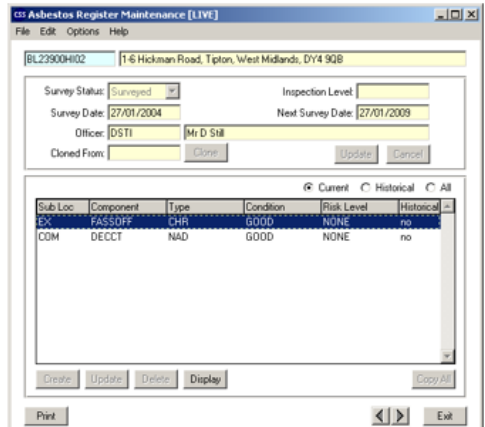

Name of property: Flats 1-6, 7-12, 13-18 & 19-24 Hickman Road, Tipton

Updated:

Premise Manager: Tony Thompson.

Tel. No.: 0121 569 2975

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

Asbestos Survey		Property Address	1-6 Hickman Road, Tipton, DY4 9QB		✓ Office use					
Surveyed by	D Jones	Date	17/03/2014		Checked by	Paul Arundel	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date	17/06/14					
Investment Void		Refurbishment Survey	✓	Property Description Low Rise Flats						
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				
						Notes / including details of similar property surveys completed. Only those areas associated with Door Entry Upgrade works have been assessed been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report cover what you require. Management and Refurbishment Surveys have been undertaken to a number of flats within this block over the past 3 years, please refer to those surveys supplied before undertaking works internally. Revised by D.Williams – 10/10/2022				
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES 				


Fire Risk Assessment

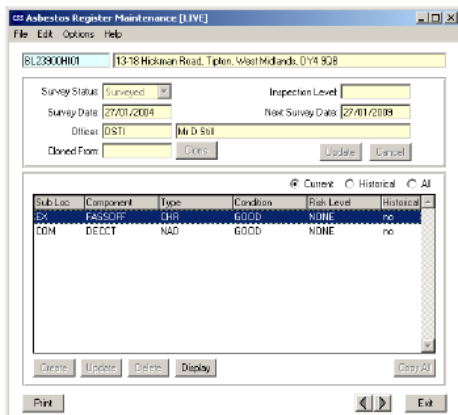
Sample Locations	Property Address 1-6 Hickman Road, Tipton, DY4 9QB							
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS1904	NO ASBESTOS DETECTED	-	-	-
FLAT 1 COMMUNAL LANDING VERTICAL SERVICE DUCT PANEL	BOARD	-	SEALED	DJ316/001	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFIT	CEMENT	-	SEALED	DS1033	CHRYSTILE	NO	NO	
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTILE	NO	NO	
COMMUNAL FRONT ENTRANCE DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW412-001	NONE DETECTED	-	-	-
6 HICKMAN ROAD FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW412-002	NONE DETECTED	-	-	-
1 HICKMAN ROAD FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW412-003	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			
2 ND FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	COMMUNAL REAR DOOR FRAME SEALANT	NONE AVAILABLE TO SAMPLE					
1 ST FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FRONT DOOR FRAME SEALANTS FOR NUMBERS 2, 3, AND 4	NONE AVAILABLE TO SAMPLE					
GROUND FLOOR (FLAT 2) COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FRONT DOOR FRAME SEALANT FOR FLAT NUMBER 5	MASTIC					

Asbestos Survey		Property Address 7-12 Hickman Road, Tipton, DY4 9QB		Office use <input checked="" type="checkbox"/>					
Surveyed by	D Jones	Date	17/03/2014	Checked by	DEREK STILL	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date		19/05/2020			
Investment Void		Refurbishment Survey		Property Description Low Rise Flats					
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>						
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>						
R & M Tenanted		No Existing SHAPE Data.							
Medical / Emergency - Heating Works		Existing SHAPE Data.	<input checked="" type="checkbox"/>						
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?							
				Year Built		1962			
				Notes / including details of similar property surveys completed. Revised by D.Williams – 10/10/2022					
				Building Surveyors 0121 569 5077		Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			

Fire Risk Assessment


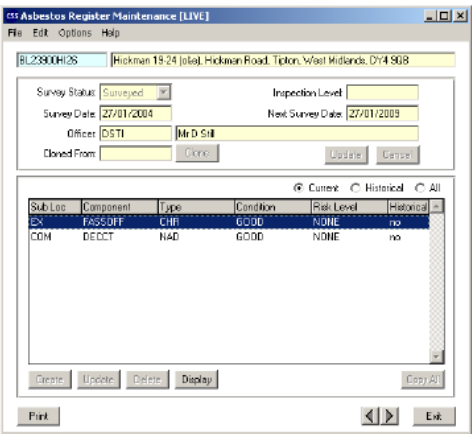

Sample Locations		Property Address 7-12 Hickman Road, Tipton, DY4 9QB						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labort? <small>Labelled?</small>	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS1804	NO ASBESTOS DETECTED			
MAIN ROOF SOFFIT	CEMENT	-	SEALED	DS1033	CHRYSTOLE	NO	NO	
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTOLE	NO	NO	
FRONT COMMUNAL DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW413-001	NONE DETECTED	-	-	-
REAR COMMUNAL DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW413-002	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			
2 ND FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FLAT NUMBERS 7,8,9,10,11 AND 12 DOOR FRAME SEALANTS	NONE AVAILABLE TO SAMPLE					
1 ST FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD							
GROUND FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD							

Asbestos Survey		Property Address 13-18 Hickman Road, Tipton, DY4 9QB		Office use <input checked="" type="checkbox"/>					
Surveyed by	D Jones	Date	17/03/2014	Checked by	Paul Arundel	Desktop Check	<input checked="" type="checkbox"/>	Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date	17/06/14	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>Property Description</p> <p style="text-align: center;">Low Rise Flats</p> </div> <div style="width: 35%;">  </div> </div> <p style="text-align: right;">Year Built 1962</p>			
Investment Void		Refurbishment Survey	<input checked="" type="checkbox"/>						
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>						
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>						
R & M Tenanted		No Existing SHAPE Data.	<input type="checkbox"/>						
Medical / Emergency - Heating Works		Existing SHAPE Data.	<input checked="" type="checkbox"/>						
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?	<input type="checkbox"/>						
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Notes / including details of similar property surveys completed.</p> <p>Only those areas associated with Door Entry Upgrade works have been assessed been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report cover what you require.</p> <p>Management and Refurbishment Surveys have been undertaken to a number of flats within this block over the past 3 years, please refer to those surveys supplied before undertaking works internally.</p> <p>Revised by D.Williams 10/10/2022</p> </div>									
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Building Surveyors 0121 569 5077</p> </div> <div style="width: 50%; text-align: right;"> <p>Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES</p> </div> </div>									



Fire Risk Assessment

Sample Locations		Property Address		13-18 Hickman Road, Tipton, DY4 9QB				
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS1904	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFIT	CEMENT	-	SEALED	DS1033	CHRYSOTILE	NO	NO	
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
COMMUNAL FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW414-001	NONE DETECTED	-	-	-
COMMUNAL REAR DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW414-002	NONE DETECTED	-	-	-
FLAT 14 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW414-003	NONE DETECTED	-	-	-
FLAT 16 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW414-004	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			
FLAT 17 COMMUNAL AREA VERTICAL SERVICE DUCT PANEL	SUPALUX	FLAT 13 FRONT DOOR FRAME SEALANT	NONE AVAILABLE TO SAMPLE					
FLAT 18 COMMUNAL AREA VERTICAL SERVICE DUCT PANEL	PLYWOOD	FLAT 15 FRONT DOOR FRAME SEALANT	MASTIC					
FLAT 15 COMMUNAL AREA VERTICAL SERVICE DUCT PANEL	SUPALUX	FLATS 17 AND 18 DOOR FRAME SEALANT	SILICONE					
FLAT 16 COMMUNAL AREA VERTICAL SERVICE DUCT PANEL	PLYWOOD							
GROUND FLOOR COMMUNAL AREA VERTICAL SERVICE DUCT PANELS	PLYWOOD							

Asbestos Survey		Property Address		19-24 Hickman Road, Tipton, DY4 9QB			Office use
Surveyed by	D Jones	Date	17/03/2014	Checked by	Paul Arundel	Desktop Check	<input checked="" type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date	17/06/14	Site Check	<input type="checkbox"/>
Investment Void		Refurbishment Survey	<input checked="" type="checkbox"/>	Property Description Low Rise Flats			
Investment Tenanted		Management Survey	<input checked="" type="checkbox"/>				
R & M Void		SHAPE Interrogated.	<input checked="" type="checkbox"/>				
R & M Tenanted		No Existing SHAPE Data.					
Medical / Emergency - Heating Works		Existing SHAPE Data.	<input checked="" type="checkbox"/>				
Communal Areas	<input checked="" type="checkbox"/>	Refurb Surveys Interrogated ?		Year Built	1962		
				<p>Notes / including details of similar property surveys completed.</p> <p>Only those areas associated with Door Entry Upgrade works have been assessed been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report cover what you require.</p> <p>Management and Refurbishment Surveys have been undertaken to a number of flats within this block over the past 3 years, please refer to those surveys supplied before undertaking works internally.</p> <p>Revised by D Williams – 10/10/2022</p>			
Building Surveyors 0121 569 5077							
				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES			

Fire Risk Assessment

Sample Locations	Property Address	19-24 Hickman Road, Tipton, DY4 9QB						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	DS1904	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFIT	CEMENT	-	SEALED	DS1033	CHRYSOTILE	NO	NO	
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
COMMUNAL FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW415-001	NONE DETECTED	-	-	-
COMMUNAL REAR DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW415-004	NONE DETECTED	-	-	-
FLAT 19 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW415-002	NONE DETECTED	-	-	-
FLAT 24 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	DMW415-003	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			
2 ND FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FLAT 20 FRONT DOOR FRAME SEALANT	SILICONE					
1 ST FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FLATS 21 AND 22 FRONT DOOR FRAME SEALANTS	NONE AVAILABLE TO SAMPLE					
GROUND FLOOR COMMUNAL LANDING VERTICAL SERVICE DUCT PANELS	PLYWOOD	FLAT 23 FRONT DOOR FRAME SEALANT	MASTIC					