

# Fire Risk Assessment

## St Johns Court



**5-8 & 18-21 St Johns Court, Wednesbury,  
WS10 7AE**

**Date Completed: 30/08/2024.**

**Review Period: 3 years.**

**Officer: C. Hill Fire Risk Assessor**

**Checked By: L. Conway Fire Risk Assessor**

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

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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.

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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.

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**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.

<b>Section number</b>	<b>Section Area</b>	<b>Individual Risk Level</b>
<a href="#">Section 6</a>	<b>External Envelope</b> Brick cavity construction across 2 stories. Blocks semi attached to a bungalow.	Trivial
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b> The building has a single staircase that provides a sufficient means of escape.  There is one final exit door.  Mobility scooter in means of escape in block 5-8 and block 18-21.	Tolerable



	<p>All flat entrance doors require cold smoke seal.</p> <p>Flat 20 additionally requires adjustment to the self-closing device.</p>	
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b>            Early warning is limited to hard wire smoke alarms within each of the resident's flats and the community room (flat 7). Smoke alarms within resident's flats are installed to a minimum LD3 Standard.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b>            The premises have a sufficient emergency / escape lighting system in accordance with BS 5266</p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b>            The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings.</p> <p>Individual flat entrance doors are nominal FD30 fire rated doors without cold smoke seals.</p> <p>The lift cupboard doors are not fire doors.</p> <p>Fire stopping in roof voids to be enhanced where PU expanding foam has been used at party walls and service penetrations from lift cupboards.</p>	Tolerable
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b>            Each block has a CO<sub>2</sub> fire extinguisher located in the ground floor communal area. There is an additional CO<sub>2</sub> and fire blanket within the community room (flat 7). All</p>	Trivial



	equipment is inspected / serviced annually in October of each year.	
<a href="#">Section 12</a>	<b>Fire Signage</b> “Don Not Use Lift in the Event of Fire” signage is not present in either block.	Tolerable
<a href="#">Section 13</a>	<b>Employee Training</b> All staff receive basic fire safety awareness training.	Trivial
<a href="#">Section 14</a>	<b>Sources of Ignition</b> The fixed electrical installation shall be tested every 5 years. The last EICR was 25/06/2024	Trivial
<a href="#">Section 15</a>	<b>Waste Control</b> Block 5-8 refuse bins were stored against the building but relocated during the assessment.	Trivial
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> There have been no reported fire incidents since the last FRA.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents have no storage cupboards within communal areas of the block.  Residents are instructed not to bring LPG cylinders into the building.	Trivial



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

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## 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 to include residents leaving mobility scooters within the communal areas, minor enhancement to the fire stopping within the roof voids and all flat entrance doors requiring cold smoke seals. Also taken into account is the presence of non-fire rated doors to the lift service cupboards which should be upgraded to FD30s. However, because lift circuitry equipment is installed to the rear of the doors this would not be a simple task therefore, carpentry work will have to take place in conjunction with the lift engineers isolating and removing the circuitry from the existing doors under programmed work.

After considering the use of the premise and the occupants within the blocks, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout, all flats having nominal FD30 entrance doors (to be upgraded to FD30s), minimum LD3 hardwired fire detection and a Stay Put Unless policy being in place.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been completed.

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

<b>Risk level</b>	<b>Action and timescale</b>
<b>Trivial</b>	No action is required, and no detailed records need to be kept.
<b>Tolerable</b>	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
<b>Moderate</b>	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.
<b>Substantial</b>	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.
<b>Intolerable</b>	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.)***

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**Section**

**2**

**People at Significant Risk of Fire**

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

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

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

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

**Section**

**3**

**Contact Details**

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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)**

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

**Resident Engagement Officer - Fire Safety**

Lee Mlilo

Abdul Monim Khan

**Housing Office Manager**

Lennox Thompson

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

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## Section 4

# Description of Premises

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5-8, 18-21 St Johns Court,  
Wednesbury,  
WS10 7AE.

### Description of the Property

These low-rise two storey blocks were constructed in 2005.



The two buildings were purpose built for flatted accommodation and contain two number dwellings per floor. Flat 7 is used as a community room.

Each block is semi-attached to a neighbouring bungalow.



Each block has a single front entrance equipped with a door entry system and firefighter door override switch.



The buildings have pitched roof with internal access via a loft hatch on the 1<sup>st</sup> floor lobby. Compartmentation walls extend to the full height of the internal roof line.



Each block benefits from a lift operating between ground and first floors.



Mains gas is connected with gas metres installed externally to the front of each block.



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.

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High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	2005
Construction Type	Traditional Brick Cavity
Last Refurbished	N/A
External Cladding	None
Number of Lifts	One
Number of Staircases	One
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof Space	Ceiling Hatch 1 <sup>st</sup> floor lobby
Equipment on roof (e.g., mobile phone station etc)	No

**Persons at Risk**

Residents / Occupants of 7 Flats & a community room.

Visitors,

Sandwell MBC employees,

Contractors,

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

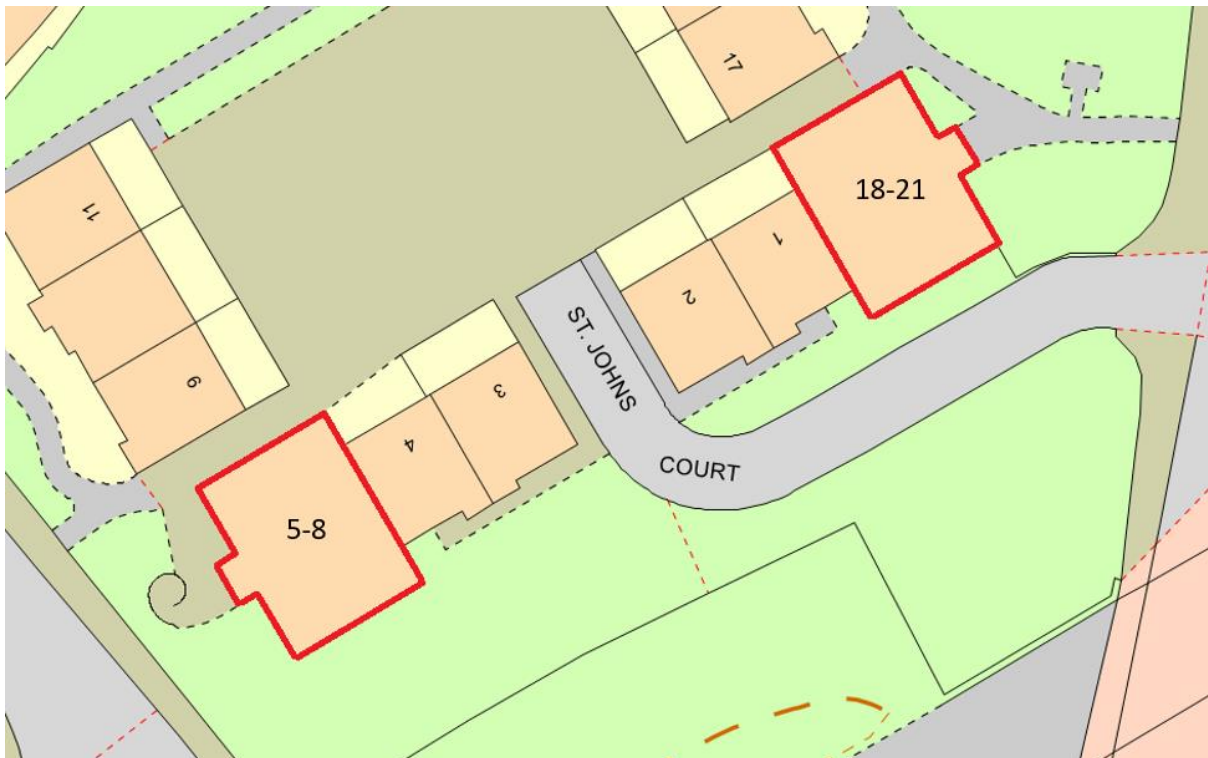
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

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**Section  
5**

**Building Plan**

Typical orientation of the blocks.



## Section

# 6

## External envelope

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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.

Based on the information available at the time of the assessment, it is deemed that these materials, their combination of and, application present an acceptable level of fire risk. However, the risk could be further reduced if those areas which are clad with UPVC shiplap were upgraded with a non-combustible material, this is something that could be considered as part of any future refurbishment programme.

At the time of writing the use of such cladding to residential building façades of less than 11m in height is compliant in accordance with Approved Document B Fire Safety, where a building is 1000mm or more from the relevant boundary.

- 1) The external walls of the building are a brick masonry.



- 2) The building has a pitched and concrete tiled roof.
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3) Communal and flat windows are UPVC glazed units.



4) Front entrance doors are glazed timber doors.



5) Cladding between bay windows is UPVC shiplap.

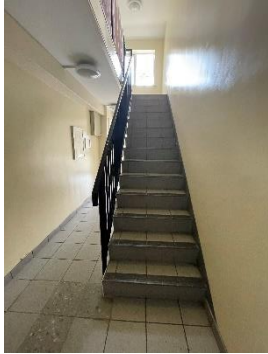


## Section 7

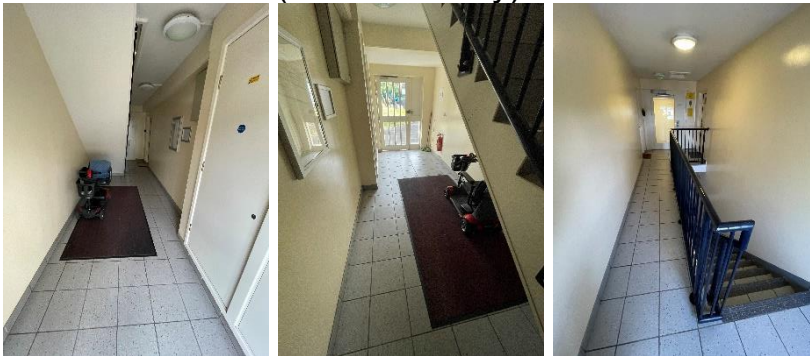
# Means of Escape from Fire

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- 1) Each block has a steel staircase that provides a sufficient means of escape measuring 930mm in width.

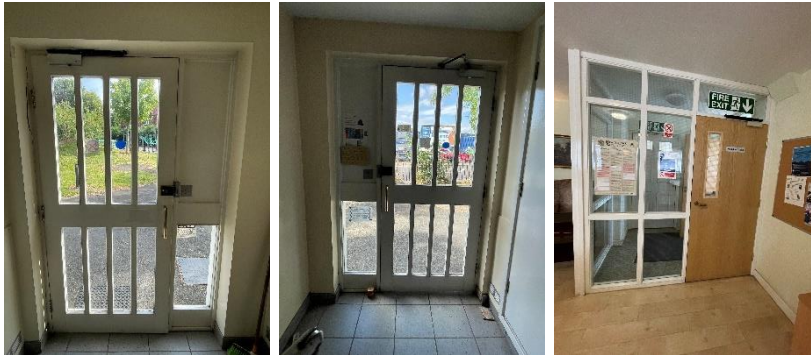


- 2) The corridors are of adequate width. At the narrowest part they are 850mm in width (1<sup>st</sup> floor lobby)



- 3) None the corridors that form part of the means of escape are dead ends.
  - 4) The means of escape are protected with fire rated doors to flat entrances and service cupboards. However, due to the open plan design if there was a fire in the communal area, fire and smoke could travel between floors within the communal area.
  - 5) The only communal doors within the blocks are the final exit doors and a single door within the community room, these 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).
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- 6) 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.



- 7) Additionally, the final exit doors have a push button to exit. Thumb turn locks are also installed as part of the lock mechanism in the event of an emergency.



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

9) Communal areas Should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

**10) Mobility scooter parked beneath stairs in lobby entrance block 5-8.**



**11) Mobility scooter parked beneath stairs in lobby entrance block 18-21.**



12) Fire resistant tags are attached to the seating within the community room.



13) Laundry was found hung over the 1<sup>st</sup> floor balustrade. The occupier of flat 18 agreed to remove.

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*Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustibile materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.*

- 14) Emergency lighting is installed within the communal areas.



- 15) 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.

- 16) The surface coatings to the communal areas are Class 0 rated (Timonox Paint System).

- 17) 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. Despite best endeavours access was gained to only three properties.

**a) Flat 18 – The door has not been installed with a cold smoke seal.**



- b) Flat 20 – The door has not been installed with a cold smoke seal. Also, the door is not reliably self-closing from all angles.



- c) Flat 21 – The door has not been installed with a cold smoke seal.



- 18) Based on the above sampling of flat entrance doors it is presumed that the remainder of Individual flat doors are also nominal FD30 door sets with intumescent strips, intumescent lined letterboxes, self-closing devices, Pyroguard glazed panels and will require cold smoke seals.



- 19) Flat 19 – install cold smoke seal if not present.

- 20) Flat 6 – install cold smoke seal if not present.
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21) Flat 7 / community room – install cold smoke seal if not present.

22) Flat 8 – install cold smoke seal if not present.

23) Flat 5 install cold smoke seal if not present.

## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats and the community room (flat 7). The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD1 or LD3 Standard.

Flat 18 – LD3

Flat 20 – LD1

Flat 21 – LD3

*For information*

*LD1 all rooms except wet rooms*

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

*LD3 Hallway only*

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

# 9

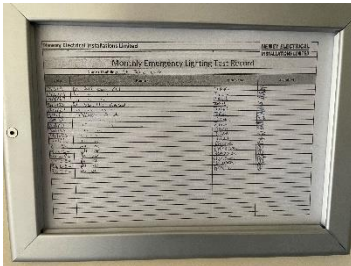
## Emergency Lighting

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



- 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.





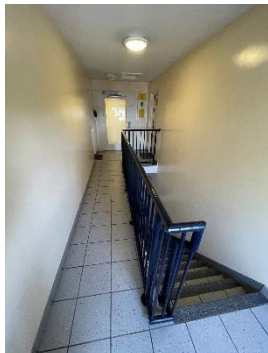
## Section 10

# Compartmentation

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*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.*

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance between dwellings and 1-hour horizontal fire resistance around flats. All doors from dwellings are 30-minute fire resistant with intumescent strips and self-closing devices including those in 1 hour fire resistant walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings.
- 3) Due to the open plan staircase, the premises do not have sufficient compartmentation to limit the travel and effect of smoke and flame between communal area floors in event of a fire within the communal areas.



- 4) There is a cyclical programme (annually) to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
  - 5) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
  - 6) **Block 18-21 – PU expanding foam has been used to firestop cables in Roof void.**
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- 7) Block 18-21 – PU expanding foam has been used to firestop cable penetrations in the 1<sup>st</sup> floor lift motor cupboard. Also, a section of the original ceiling has been removed and patched up with standard gypsum plasterboard. Access to the cupboard for fire stopping enhancement will be difficult due to the presence of high voltage circuitry / equipment (isolation switch is at the rear) and the narrowness of the cupboard. **It is therefore recommended that the firestopping should be enhanced with a suitable product providing at least 30 minutes fire resistance from the roof void side.**



- 8) Block 5-8 - PU expanding foam has been used to firestop cables in Roof void.



- 9) Block 5-8 - PU expanding foam has been used to firestop cable penetrations in the 1<sup>st</sup> floor lift motor cupboard. Access to the cupboard for fire stopping enhancement will be difficult due to the
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presence of high voltage circuitry / equipment (isolation switch is at the rear) and the narrowness of the cupboard. **It is therefore recommended that the firestopping should be enhanced with a suitable product providing at least 30 minutes fire resistance from the roof void side.** Observations recorded in section 19.



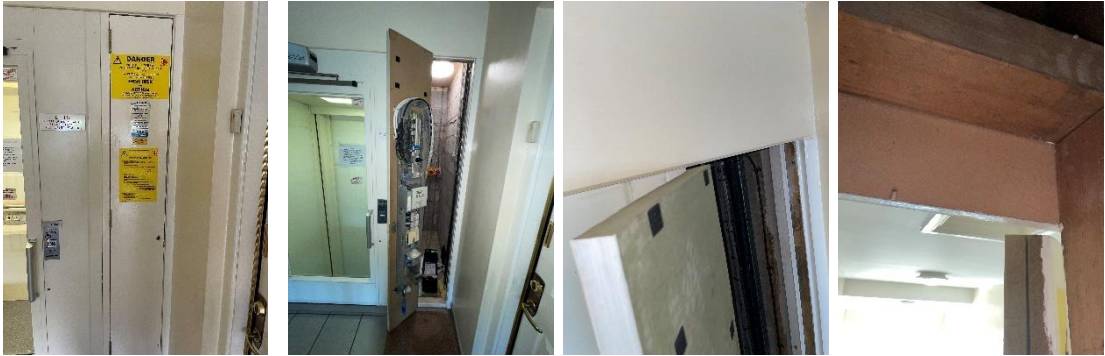
- 10) The only communal doors within the building are the final exit doors and a single door within the community room. These are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).



- 11) There are two service cupboards to the ground floor within each block. **Both have FD30 secured doors without cold smoke seals.**



- 12) First floor cupboard door in each block housing lift circuitry is not a 44mm FD30s fire door set.



- a) **The lift circuitry attached to the rear of the 1<sup>st</sup> floor cupboard door in each block should preferably be relocated or at least isolated and temporary removed to facilitate the install of a 30-minute timber fire door set with combined intumescent strip / cold smoke seal.**
- b) **Install 30-minute timber fire door set with combined intumescent strip / cold smoke seal.**

- 13) Individual flat doors are nominal FD30 door sets with intumescent strips, intumescent lined letterboxes, self-closing devices, and Pyroguard glazed panels. All flat entrance doors will require cold smoke seals (see section 7).

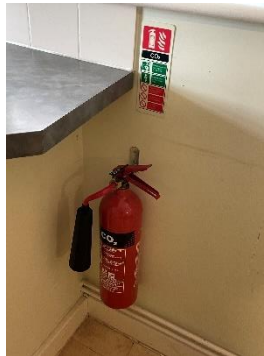


Section

11

Fire Fighting Equipment

- 1) Each block has a CO<sub>2</sub> fire extinguisher located in the ground floor communal area. There is an additional CO<sub>2</sub> and fire blanket within the community room (flat 7). All equipment is inspected / serviced annually in October of each year.





## Section 12

## Fire Signage

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- 1) No smoking signs are displayed around the premises.



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



- 3) Fire escape directional signage is not installed due to simplicity of layout except for within the community room (flat 7).



- 4) Fire Action Notices are not displayed throughout the building due to simplicity of layout.

- 5) **Do Not Use Lift in the Event Fire signage is not displayed in either block.**
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- 6) Yellow LPG warning signs are not displayed.  
[\(Refer to section 18\)](#)

## 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) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.
- 4) Fire safety information has been provided as part of tenancy pack.
- 5) Building safety and evacuation notices are not displayed within the blocks.
- 6) Information regarding the Stay Put unless fire evacuation strategy and regarding the use of fire doors is provided to residents.



## 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) 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) There was evidence of recent PAT testing to small appliances within the community room.



- 5) The fixed electrical equipment shall be tested every 5 years. The date of the last EICR condition report is 25/06/2024.
- 6) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30 secured 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 meters are installed externally to the front of the building.





## Section 15

## Waste Control

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



- 2) Refuse containers for block 18-21 are emptied regularly and stored at a safe distance to the side of the building.



- 3) Refuse containers for block 5-8 are emptied regularly however they were stored against the front of the building. All bins were relocated to the dedicated bin storage area during the assessment. Email sent to caretakers to ensure bins are stored in the correct location.
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- 4) Regular checks by Caretakers minimise risk of waste accumulation.
- 5) 'Out of Hours' service in place to remove bulk items.

**Section  
16**

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## **Control and Supervision of Contractors and Visitors**

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Owing to the nature of low rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.
  - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. 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.
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**Section**

**17**

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**Arson Prevention**

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.
- 3) There are no CCTV provisions at the block.
- 4) The perimeter of the premises is well illuminated with borrowed lighting from streetlights.
- 5) External light has been installed to the front doors.



- 6) There have been no reported fire incidents since the last FRA.
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**Section  
18**

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## **Storage Arrangements**

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- 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.
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**Section**  
**19**

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

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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.

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# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:


St Johns Court 5-8 & 18-21

Date of Action Plan:

23/08/2024




Review Date:

<Insert date>


Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/10	Mobility scooter in block 5-8 entrance lobby to be removed.		P2	Within 1-3 Months Housing Manager	




Fire Risk Assessment

7/11	Mobility scooter in block 18-21 entrance lobby to be removed		P2	Within 1-3 Months Housing Manager	
7/16a	Flat 18 entrance door – install cold smoke seal.		P2	Within 1-3 Months Fire Rapid Response	
7/16b	Flat 20 entrance door – install cold smoke seal. Adjust self-closing device to ensure the door reliably fully closes.		P2	Within 1-3 Months Fire Rapid Response	




Fire Risk Assessment

7/16c	Flat 21 entrance door – install cold smoke seal.		P2	Within 1-3 Months Fire Rapid Response	
7/18	Flat 19 entrance door – install cold smoke seal.	n/a	P2	Within 1-3 Months Fire Rapid Response	
7/19	Flat 6 entrance door – install cold smoke seal.	n/a	P2	Within 1-3 Months Fire Rapid Response	
7/20	Flat 7 / community room door - install cold smoke seal.	n/a	P2	Within 1-3 Months Fire Rapid Response	
7/21	Flat 8 entrance door - install cold smoke seal.	n/a	P2	Within 1-3 Months Fire Rapid Response	




Fire Risk Assessment

7/22	Flat 5 entrance door - install cold smoke seal.	n/a	P2	Within 1-3 Months Fire Rapid Response	
10/6	Block 18-21 remove expanding foam and enhance fire stopping in roof void party walls.		P2	Within 1-3 Months Fire Rapid Response	

Fire Risk Assessment

10/7	Block 18-21 remove foam and enhance firestopping in roof void at cable penetrations from lift cupboard below.		P2	Within 1-3 Months Fire Rapid Response	
10/8	Block 5-8 remove expanding foam and enhance fire stopping in roof void party walls.		P2	Within 1-3 Months Fire Rapid Response	
10/9	Block 5-8 remove foam and enhance firestopping in roof void at cable penetrations from lift cupboard below.		P2	Within 1-3 Months Fire Rapid Response	

Fire Risk Assessment

<p>10/11</p>	<p>Both blocks – Install combined intumescent / cold smoke seal strips to service cupboard doors.</p>		<p>P2</p>	<p>Within 1-3 Months Fire Rapid Response</p>	
<p>10/12a</p>	<p>Block 5-8 &amp; 18-21 Investigate possibility of relocating the lift circuitry from the rear of the service cupboards door <b>or</b> temporary isolate and remove the circuitry door to facilitate the install of a FD30s fire door. <i>(in conjunction with 10/12b)</i></p>		<p>P4</p>	<p><b>Programmed work</b> Electrical Compliance Manager</p>	
<p>10/12b</p>	<p>Block 5-8 &amp; 18-21 Install 30-minute timber fire door sets (fd30s) to both 1<sup>st</sup> floor lift cupboards. <i>(in conjunction with 10/12a)</i></p>		<p>P4</p>	<p><b>Programmed work</b> Fire Rapid Response/ Asset Management/ Electrical</p>	

Fire Risk Assessment

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12/5	Install Do Not Use Lift in the Event Fire signage to both floors in both blocks.	n/a	P2	Within 1-3 Months Fire Rapid Response	
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When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

<b>Observations</b>	

**Signed**

<i>Chill</i>	Fire Risk Assessor	Date: 02/09/2024
<i>Jenny</i>	Quality Assurance Check	Date: 09/09/2024

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

**Name of property: St Johns Court 5-8 & 18-21**

**Updated: 02/09/2024**

**Premise Manager: Tony Thompson**

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

<b>Hazard</b>	<b>Information/Comments</b>
None Identified	