

# Fire Risk Assessment

## Trouse Lane



**26-48 Trowse Lane, Wednesbury,  
WS10 7HS**

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

**Review Period: 3 years**

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

**Checked By: A Jones 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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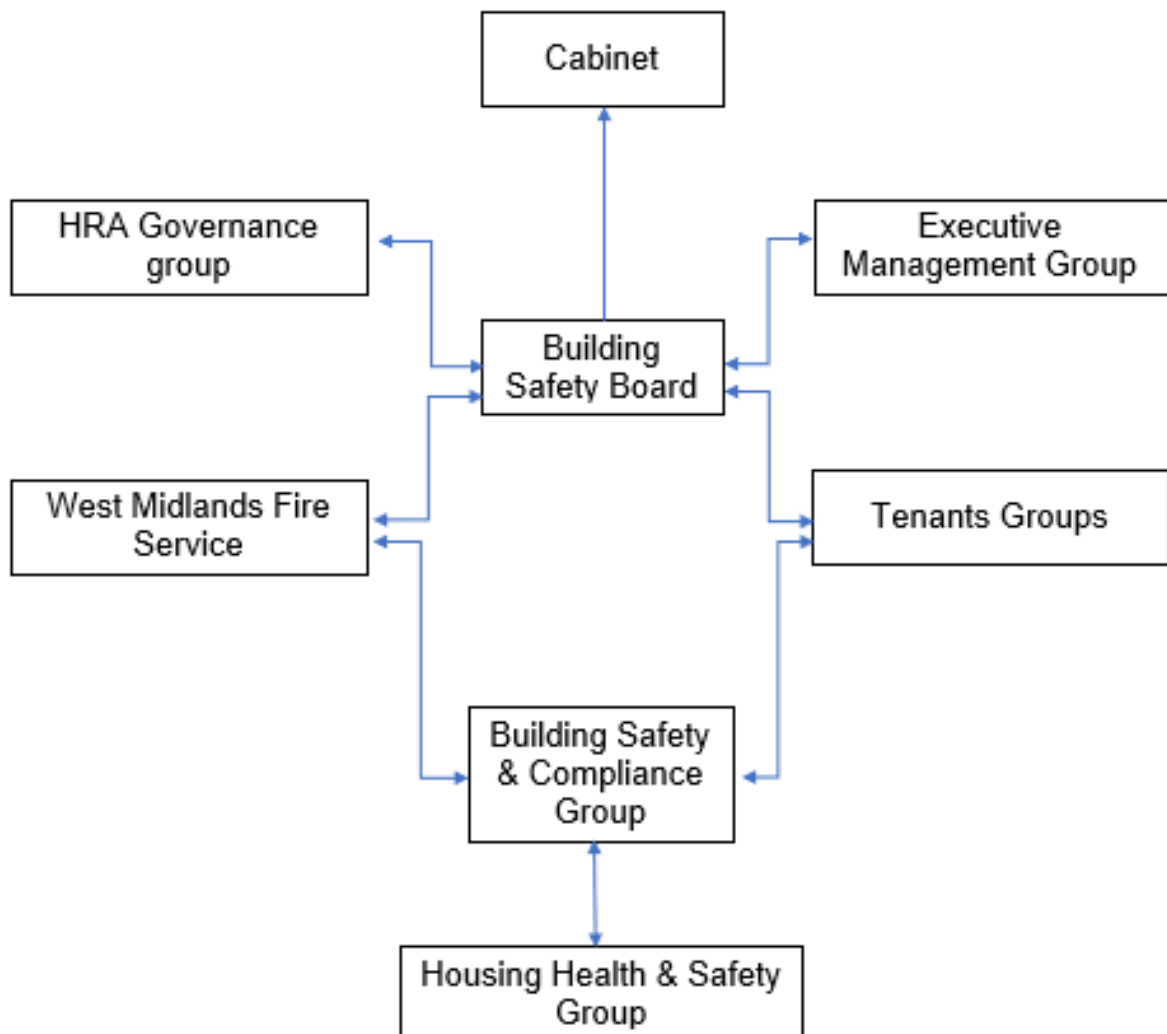


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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

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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.

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> Brick cavity construction across 3 stories. Retail units have steel roller shutter doors and acrylic signage.	Trivial
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b> The building has 3 x enclosed staircases to 3 pairs of 2 <sup>nd</sup> floor flats.  All flats accessed from 1 <sup>st</sup> deck on the rear elevation.  Deck access has an external escape stair at each end.	Tolerable

	<p>Thumb turn locks required to blocks 38-40 &amp; 42-44</p> <p>Personal items stored in all 3 communal stairwells.</p> <p>Flat 44 requires adjustment to self-closer.</p> <p>Flat 38 entrance door is not fire related.</p> <p>Flat 46 entrance door has damage and requires replacement.</p>	
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wire smoke alarms within each of the resident's flats, 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></p> <p>The premises has not been installed with emergency lighting. Conventional lighting is in place.</p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings.</p> <p>Separation between flats and shops is by concrete floor. The soil stack penetrations were inspected to confirm that appropriate firestopping is in place.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>The premises have no provisions for firefighting equipment.</p>	Trivial



<a href="#">Section 12</a>	<p><b>Fire Signage</b> No smoking signs are not displayed in communal stairwell.</p>	<p>Tolerable</p>
<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	<p>Trivial</p>
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b> The fixed electrical installation shall be tested every 5 years. The last EICR was unknown, so a request has been sent to the contractor to complete.</p>	<p>Trivial</p>
<a href="#">Section 15</a>	<p><b>Waste Control</b> Refuse bins are stored in a safe place on each end elevation.</p>	<p>Trivial</p>
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.</p>	<p>Trivial</p>
<a href="#">Section 17</a>	<p><b>Arson Prevention</b> There has been one reported fire incidents since the last FRA. The incident was minor with no damage caused and was attended by WMFS.</p>	<p>Trivial</p>
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b> Residents have access to external storage cupboards at ground floor level.  Residents are instructed not to bring LPG cylinders into the building.</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.

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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:

<b>Slight harm</b>	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).
<b>Moderate harm</b>	Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities.
<b>Extreme harm</b>	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 fire hazards that have been highlighted within the risk assessment to include residents leaving personal items in stairwells, two flat entrance doors which open onto landings require replacing and another which requires adjustment to the self-closing device.

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 adequate compartmentation walls & floors, nominal FD30s entrance doors noting flats 38 & 46, 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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26 to 48 Trowse Lane,  
Wednesbury  
WS10 7HS

**Description of the Property**

The low-rise block was constructed in 1967 using traditional masonry cavity with concrete floors between the ground floor shops and first and second floor flats (dwellings). The building is finished with a pitched timber roof with concrete tiles.



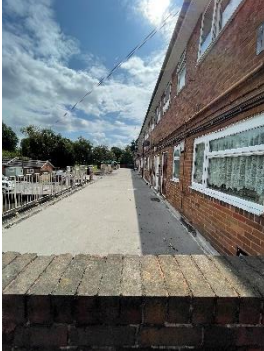
The block has a total of 3 storeys including ground, consisting of ground floor shops with first and second floor dwellings.

An external staircase at each end elevation provides leads to the rear elevation deck access.





There are a total of 12 flats, 6 on the first floor and 6 on the second floor. Leaseholder flats are 26, 30, 32, 40. All flats are accessed from the rear elevation via an open deck area.



First floor flats have their own independent front door directly off the deck.



Second floor flats are served in pairs by a concrete stair that has a communal door at the entrance.



The retail units are all managed by the SMBC.

The block is serviced with mains gas with supply pipework evident to the rear elevation.

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	3
Date of Construction	1967
Construction Type	Traditional Brick Cavity
Last Refurbished	N/A
External Cladding	None
Number of Lifts	N/A
Number of Staircases	3
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof Space	Ceiling Hatch 2 <sup>nd</sup> floor lobby
Equipment on roof (e.g., mobile phone station etc)	No

### **Persons at Risk**

Residents / Occupants of 12 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)

### **Commercial Premises accessed within this building.**

Premier Express – No Fire Risk Assessment

Lifestyle Express – No Fire Risk Assessment

Domino's – No Fire Risk Assessment

Car Spare & Accessories – No Fire Risk Assessment

The Sandwich Shop – Access not gained.

Tudor Hardware & DIY – No Fire Risk Assessment.

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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

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



- 2) The building has a pitched and concrete tiled roof.



- 3) Flat windows are predominantly UPVC glazed units with some to flat 40 being aluminium (leaseholders flat).



- 4) Communal windows are predominantly UPVC glazed units except the one to flats 38 & 40 communal lobby being aluminium.



- 5) Rear entrance doors to stairs are timber doors with glazed combination frames. The combination frame to 46/48 was boarded dure to damaged glazing.



- 6) The front & rear elevation to the ground floor external wall is allocated to 6 retail units and is clad in a combination of steel roller shutter doors and acrylic signage. There is a small area of UPVC shiplap cladding above a roller shutter to the rear of the hardware store.
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Section

7

Means of Escape from Fire

- 1) The building has 3 x stairwells to the second floor flats that provide a sufficient means of escape measuring 8000mm in width.



- 2) The deck access to 1<sup>st</sup> and second floor flats is of adequate width at 4.640m.



- 3) The external stairs to the 1<sup>st</sup> floor rear deck are 1190mm. Various bumps within the risers to the south facing elevation stairs have been noted as observations within section 19 of this FRA.



- 4) Flat windows above the external stairs do not require fire resistant glazing because they are at a distance greater than 1800mm from the stairs.



- 5) There are no dead end situations within the means of escape.
- 6) The means of escape are protected with 1-hour compartment walls and floors and fire rated doors to flat entrances (doors to flats 38 & 46 covered below). 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.
- 7) There are no communal doors within the blocks other than the final exit doors to the three stairwells. These three doors are kept locked by residents.
- 8) The final exit stairwell door for flats 46 & 48 has a thumb turn lock.



- 9) The final exit stairwell door for flats 38 & 40 requires a thumb turn lock for egress.



- 10) The final exit stairwell door for flats 42 & 44 requires a thumb turn lock for egress.



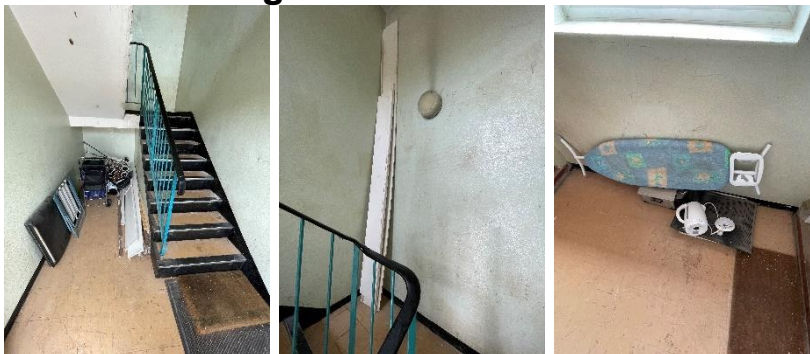
- 11) Natural ventilation is available within the communal areas via the use of openable windows.



- 12) Communal areas Should be kept free of flammable items. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
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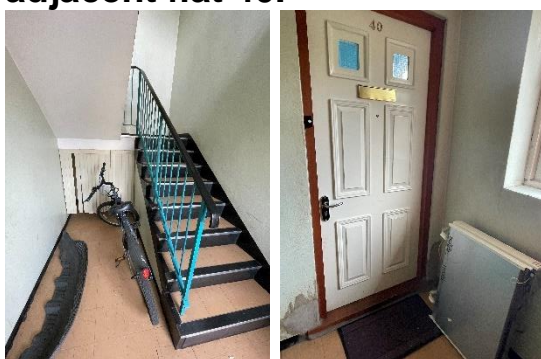
- 13) Personal items have been stored within the stairwell to flats 46 / 48 including uPVC boards on the half landing.**



- 14) Personal items have been stored within the stairwell to flats 42 / 44. Occupier of flat 44 confirmed items didn't belong to them.**



- 15) Personal items have been stored within the stairwell to flats 38 / 40 to include a car bumper, bicycle, and metal object adjacent flat 40.**



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

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16) Conventional lighting is installed within the communal areas.



17) 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.

18) Individual flat doors to the second floor open into a protected stair and therefore are nominal FD30s timber or composite doors except for flat 38 which is a standard non-fire door.

19) Individual flat doors to the first floor are a combination of composite, timber and what appears to be UPVC doors. The doors open onto a deck access that is 4.6m wide with open stairs at each end. Therefore, there is no requirement for these to be fire resistant doors.



20) Access is gained to sample a number of 2<sup>nd</sup> floor properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

**a) Flat 44 – The door fails to reliably self-close and therefore requires adjustment.**

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- b) Flat 38 – The door is a non-fire rated timber door with standard glazed panels and requires replacement with an FD30s fire door set. Door has been installed with a self-closer and intumescent strips.** *Approximate dimensions - door leaf 840mm x 1968mm and aperture (brickwork to brickwork) 910mm x 2133*



- c) Flat 46 – The door has superficial surface damage, broken glass and requires replacement.** *Approximate dimensions - aperture (brickwork to brickwork) 910mm x 2133.*



## 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. 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 LD3 Standard.

Flat 38 – LD3

Flat 44 – LD3

Flat 46 – 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.

**Section**

**9**

**Emergency Lighting**

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- 1) The premises should benefit from an emergency / escape lighting system. This has been noted within section 19 as an observation.
- 2) Conventional units are provided to the communal stairs.



## 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 that open onto a protected area are 30-minute fire resistant with intumescent strips and self-closing devices including those in 1 hour fire resistance walls (accept for flat 38 / see section 7).
- 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 staircases, 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 shared stairwells.



- 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.
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- 6) The separation between flats and shops is by concrete floor. The soil stack penetrations were inspected to confirm that appropriate firestopping is in place. The findings were satisfactory and are documented in the previous FRA (2022).



- 7) Compartment walls extend to the underside of the roof within the roof voids.

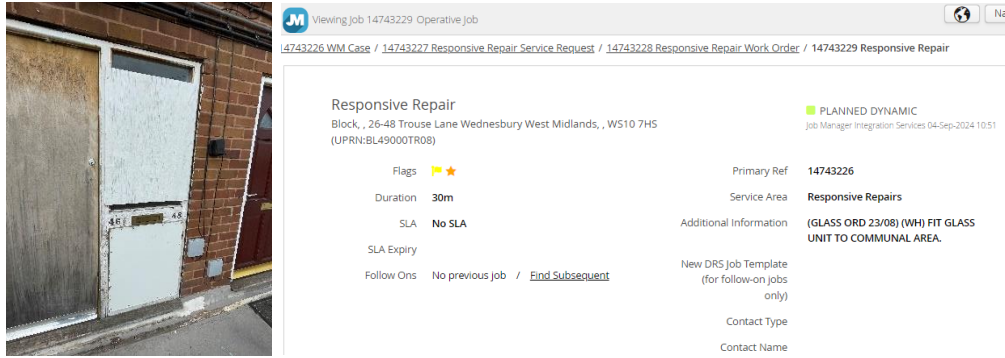


- 8) There are no communal doors within the blocks other than the final exit doors to the three stairwells. These three doors are kept locked by residents (refer to section 7/8).



- 9) Block 46-48 stairwell final exit door combination frame has damaged glazing which has been boarded with timber. Replacement glass has been ordered JM14743229.

## Fire Risk Assessment



Viewing Job 14743229 Operative Job

14743226 WM Case / 14743227 Responsive Repair Service Request / 14743228 Responsive Repair Work Order / 14743229 Responsive Repair

**Responsive Repair**  
Block, 26-48 Trowse Lane Wednesbury West Midlands, WS10 7HS  
(UPRN:BL4900TROB)

Flags ★ ★

Duration **30m**

SLA **No SLA**

SLA Expiry

Follow Ons **No previous job** / [Find Subsequent](#)

Primary Ref **14743226**

Service Area **Responsive Repairs**

Additional Information **(GLASS ORD 23/08) (WH) FIT GLASS UNIT TO COMMUNAL AREA.**

New DRS Job Template (for follow-on jobs only)

Contact Type

Contact Name

10) There are no service cupboards within the communal area.

11) Resident's storage sheds are accessed externally at ground floor side elevations and secured with locked timber ledge and braced doors. There is no requirement for these doors to be fire rated.



12) Individual flat doors to the second floor open into a protected stair and therefore are nominal FD30s timber or composite doors except for flat 38 which is a standard non-fire door (refer to section 7/20).





**Section**

**11**

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**Fire Fighting Equipment**

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- 1) There are no provisions for firefighting equipment.

**Section**  
**12**

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## Fire Signage

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- 1) **No smoking signs are not displayed to the internal communal parts of the premises (stairwells).**
  - 2) There are no communal or service cupboard doors that require mandatory signage.
  - 3) Fire escape directional signage is not installed due to simplicity of layout.
  - 4) Fire Action Notices are not displayed throughout the building due to simplicity of layout.
  - 5) 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

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- 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) The fixed electrical equipment shall be tested every 5 years. The date of the last EICR condition report couldn't be identified. The Electrical Compliance Team have confirmed that a request to complete the work has sent to the contractor C&C.
- 5) Portables heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Mains gas pipework is external to the rear elevation.



**Section  
15**

**Waste Control**

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- 1) Refuse containers for block are emptied regularly and stored at ground floor level away from any windows or ventilation inlets / outlets.



- 2) 'Out of Hours' service in place to remove bulk items.
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**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.
-

**Section  
17**

**Arson Prevention**

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- 1) Restricted access to the 2<sup>nd</sup> floor stairwells by means of a secured door.



- 2) There are no CCTV provisions at the block.
- 3) The perimeter of the premises is well illuminated with borrowed lighting from streetlights.
- 4) An external light has been installed above the stairwell entrance doors.



- 5) There has been one reported fire incident since the last FRA. The incident was minor and involved hot candle wax which dripped into a storage heater. There was no damage caused and WMFS attended – 28/04/2024
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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.



**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:


Trouse Lane 26-48

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
7/9	Block 38-40 - Remove mortice lock and install lock with internal thumb turn.		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

7/10	Block 42-44 - Remove mortice lock and install lock with internal thumb turn.		P2	Within 1-3 months Fire Rapid Response	
7/13	Block 46-48 – Remove all personal items from communal stairwell. <i>(various items including, TV, Chair, Trolley, ironing board, timber and uPVC boards)</i>		P2	Within 1-3 months Housing Manager	


Fire Risk Assessment

7/14	Block 42-44 – Remove personal item from communal stairwell. <i>Suitcase, flat 44 confirmed it didn't belong to them.</i>		P2	Within 1-3 months Housing Manager	
7/15	Block 38-40 – Remove personal items from communal stairwell. <i>Bike, Car Bumper, Metal Object.</i> <i>Flat 38 is SMBC Flat 40 is leaseholder</i>		P2	Within 1-3 months Housing Manager	

Fire Risk Assessment

7/20a	Flat 44 – Adjust self-closer door not reliably closing fully.		P2	Within 1-3 months Fire Rapid Response	
7/20b	Flat 38 entrance door – Remove non fire door and install FD30s. <i>Approximate dimensions - door leaf 840mm x 1968mm and aperture (brickwork to brickwork) 910mm x 2133</i>		P2	Within 1-3 months Repairs	


Fire Risk Assessment

7/20c	Flat 46 entrance door – Replace damaged door with FD30s		P2	Within 1-3 months Repairs	
12/1	Install no smoking signs to 3 x enclosed stairwells.	n/a	P2	Within 1-3 months Fire Rapid Response	



## Fire Risk Assessment

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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>	
Consider installing emergency lighting to the 3 x 2 <sup>nd</sup> floor stairwells.	
Consider work to the external south facing steps to remove bumps within the risers.	

### Signed

	Fire Risk Assessor	Date: 06/09/2024
 ADRIAN JONES	Quality Assurance Check	Date: 10/09/2024

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Appendix 1

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



Name of property: Trowse Lane 26-48

Updated: 02/09/2024

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 <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).

<b>Asbestos Survey</b>		Property Address	26-48 Trowse Lane, Wednesbury, WS10 7HS		Office use <input checked="" type="checkbox"/>
Surveyed by	Gary Carrington	Date	11/08/2022	Checked by	Derek still
				Desktop Check	<input checked="" type="checkbox"/>
				Site Check	<input type="checkbox"/>
Reason for request		HSG 264 - Survey Report Type		Date	
				16/08/2022	
Investment Void		Refurbishment Survey		<div style="border: 1px solid black; padding: 5px;">  </div>	
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 ?			
				Property Description	Year Built
				LOW RISE FLATS	1967
				Notes / including details of similar property surveys completed.	
				No Access to Stairwells – doors locked	
				Building Surveyors 0121 569 5077	
				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	
					



# Fire Risk Assessment

Sample Locations		Property Address 26-48 Trowse Lane, Wednesbury, WS10 7HS						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFIED	Labelled?	ACTION TAKEN ON CONTRACT
<b>IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK &amp; SEEK ADVICE</b>								
COMMUNAL STAIRWELLS FLOOR TILES	THERMOPLASTIC	-	SEALED	PRESUMED	CHRYSTILE	NO	-	-
COMMUNAL STAIRWELL WALLS	TEXTURED COATING	-	SEALED	PRESUMED	CHRYSTILE	NO	-	-
COMMUNAL STAIRWELL CEILINGS	TEXTURED COATING	-	SEALED	PRESUMED	CHRYSTILE	NO	-	-
FLAT 40 FRONT DOOR FRAME SEALANT	SILICONE	-	SEALED	SH675 / 1	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTILE	NO	-	-
<b>ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR &amp; ARE CONFIRMED NOT TO BE ACM'S.</b>								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
MAIN ROOF SOFFITS	UPVC							
FRONT ENTRANCE CANOPY SOFFIT	PLASTERBOARD							
SIDE BARGEBOARD & SOFFIT	TIMBER							
ALL DECK ACCESS FLATS FRONT DOOR FRAME SEALANTS	SILICONE							
ELECTRIC CUPBOARD – METER BACKBOARDS	PLYWOOD							

**ABOUT THE REPORT – PLEASE READ**

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

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

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

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

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

Term	Explanation	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.	Checked by	P402 trained surveyor who checks report prior to issuing.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.	Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
ACM	Asbestos Containing Material.	Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.	Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.		
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.		