

# Fire Risk Assessment

## Queslade Close



**1-4, 5-8, 9-12 Queslade Close,  
Great Barr,  
Birmingham,  
B43 6EF**

**Date Completed: 19/11/2024.**

**Review Period: 3 years.**

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

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

**Current Risk Rating = Tolerable**

**Subsequent reviews**

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

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## Contents

<a href="#">Section 0</a>	<b>Introduction</b>	
<a href="#">Section 1</a>	<b>Significant Findings (executive summary)</b>	
<a href="#">Section 2</a>	<b>People at Significant Risk of Fire</b>	
<a href="#">Section 3</a>	<b>Contact Details</b>	
<a href="#">Section 4</a>	<b>Description of Premises</b>	
<a href="#">Section 5</a>	<b>Building Plan</b>	
<a href="#">Section 6</a>	<b>External Envelope</b>	
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b>	
<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b>	
<a href="#">Section 9</a>	<b>Emergency Lighting</b>	
<a href="#">Section 10</a>	<b>Compartmentation</b>	
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b>	
<a href="#">Section 12</a>	<b>Fire Signage</b>	
<a href="#">Section 13</a>	<b>Employee Training</b>	
<a href="#">Section 14</a>	<b>Sources of Ignition</b>	
<a href="#">Section 15</a>	<b>Waste Control</b>	
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b>	
<a href="#">Section 17</a>	<b>Arson Prevention</b>	
<a href="#">Section 18</a>	<b>Storage Arrangements</b>	
<a href="#">Section 19</a>	<b>Additional Control Measures; Fire Risk Assessment – Level 2 Action Plan</b>	
<a href="#">Appendix 1</a>	<b>Significant Hazards on Site and Information to be provided for the Fire Service Risk Rating of Block</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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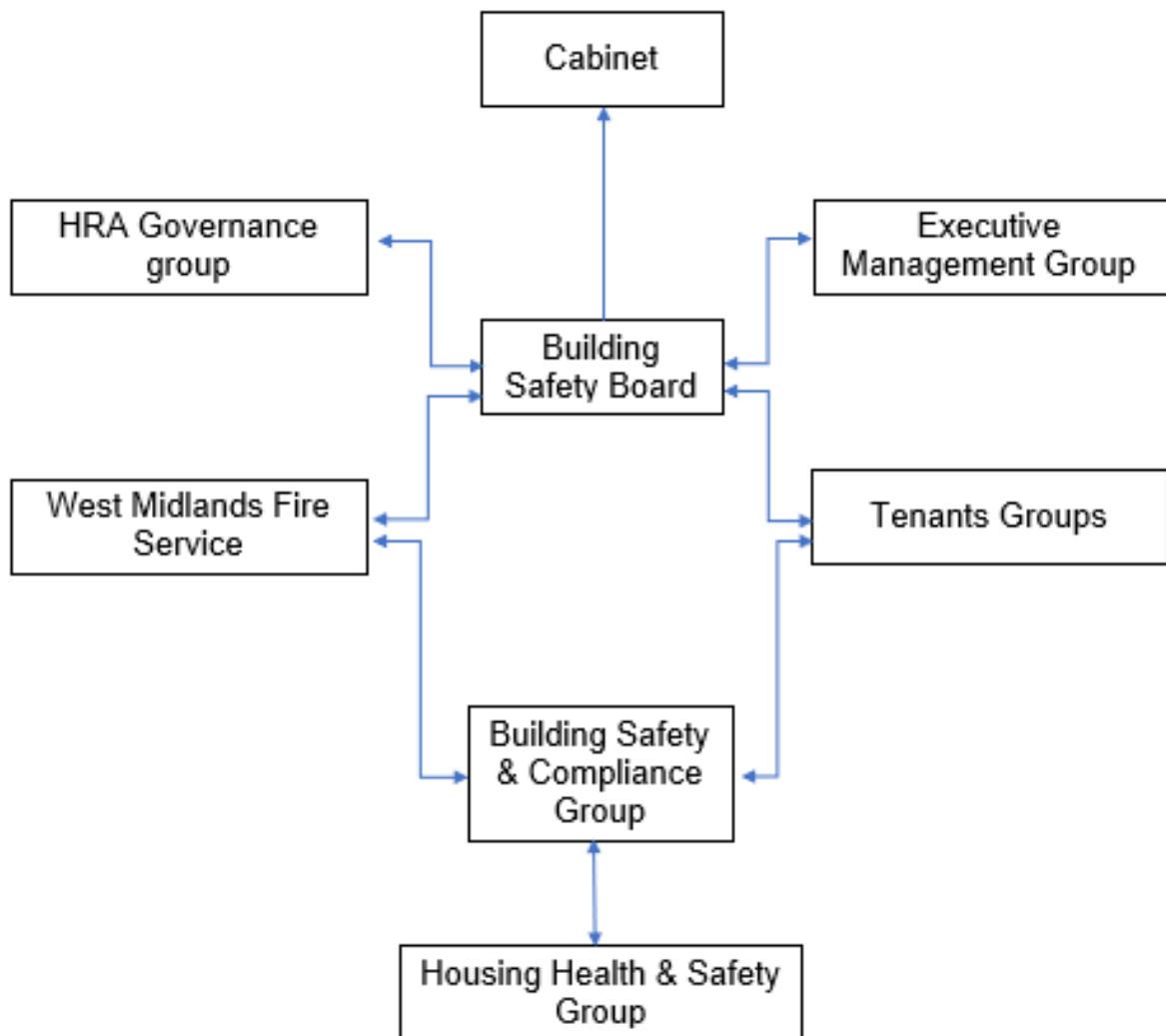


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

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>	<p><b>External Envelope</b> Brick cavity construction across 2 stories.</p> <p>Pitched roof with concrete interlocking tiles.</p> <p>Communal and flat windows are UPVC frames.</p> <p>Block entrance doors are timber glazed doors.</p>	Trivial
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b> Each block has a single open plan staircase that provides a sufficient means of escape.</p>	Tolerable

	<p>Each block has two final exit doors.</p> <p>Combustible items stored on landing outside flat 3.</p> <p>Freezer and power supply installed in landing storage cupboard by tenant.</p> <p>Cracked glazing to flat 7 entrance door glazing.</p> <p>Flat 11 entrance door doesn't have a self-closing device.</p>	
<p><a href="#">Section 8</a></p>	<p><b>Fire Detection and Alarm Systems</b>            Early warning is limited to hard wire smoke alarms within each of the resident's flats.</p> <p>Smoke alarms within resident's flats are installed to a minimum LD2 Or LD1 Standard.</p>	<p>Trivial</p>
<p><a href="#">Section 9</a></p>	<p><b>Emergency Lighting</b>            Emergency lighting has not been installed.</p> <p>Adequate conventional lighting is in place.</p>	<p>Trivial</p>
<p><a href="#">Section 10</a></p>	<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 FD30s composite doors.</p> <p>Enhanced Fire stopping required in common roof void of block 9-12.</p> <p>Common roof void in blocks 1-4 &amp; 5-8 require further investigation.</p> <p>Fire stopping to penetration in flat 8 landing storage cupboard.</p>	<p>Tolerable</p>



<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b> There are no provisions for firefighting equipment in the blocks.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b> No smoking signs are displayed in communal areas.</p> <p>Service cupboard doors display Fire Door Keep Shut signage.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	Trivial
<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 10/06/2024</p>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b> Bins are stored at a safe distance away from the block.</p>	Trivial
<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>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b> There have been no reported fire incidents since the last FRA.</p>	Trivial
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b> 1<sup>st</sup> floor residents have access to a storage cupboard on the communal landing.</p> <p>Residents are instructed not to bring LPG cylinders into the building.</p> <p>External storage sheds are available for residents.</p>	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:

<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 normal fire hazards that have been highlighted within the risk assessment to include combustible items stored within a communal area, minor enhancement to the fire stopping within the roof voids and 2 flat entrance doors requiring attention.

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 FD30s entrance doors, 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.

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## 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 Asset Management & Improvement**

Sarah Ager

**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**

Abdul Monim Khan

**Housing Office Manager**

Lisa Ellis

*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

Queslade Close 1-4, 5-8, 9-12  
Great Barr  
Birmingham  
B43 6EF

#### Description of the Property

These three low-rise two storey blocks were built in approximately 1961 of traditional brick cavity construction.



The three buildings were purpose built for flatted accommodation and contain two number dwellings per floor.

Each block has a front entrance equipped with a door entry system and firefighter door override switch, and a rear entrance with fob access only.

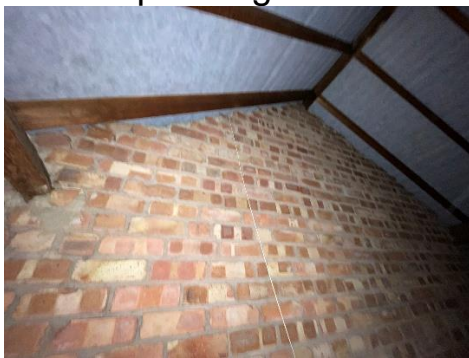


The buildings have a pitched and concrete tiled roof with internal access via a loft hatch on the 1<sup>st</sup> floor lobby.





1<sup>st</sup> floor flats also have internal access to the roof void with compartment walls separating them from the common roof voids.



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



Internal storage cupboards for flats on 1<sup>st</sup> floor landings with further storage sheds available for residents at the rear of the building.



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

The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1961
Construction Type	Traditional Brick Cavity
Last Refurbished	2016
External Cladding	None
Number of Lifts	None
Number of Staircases	One per block
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 & ceiling hatch within 1 <sup>st</sup> floor flats.
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)

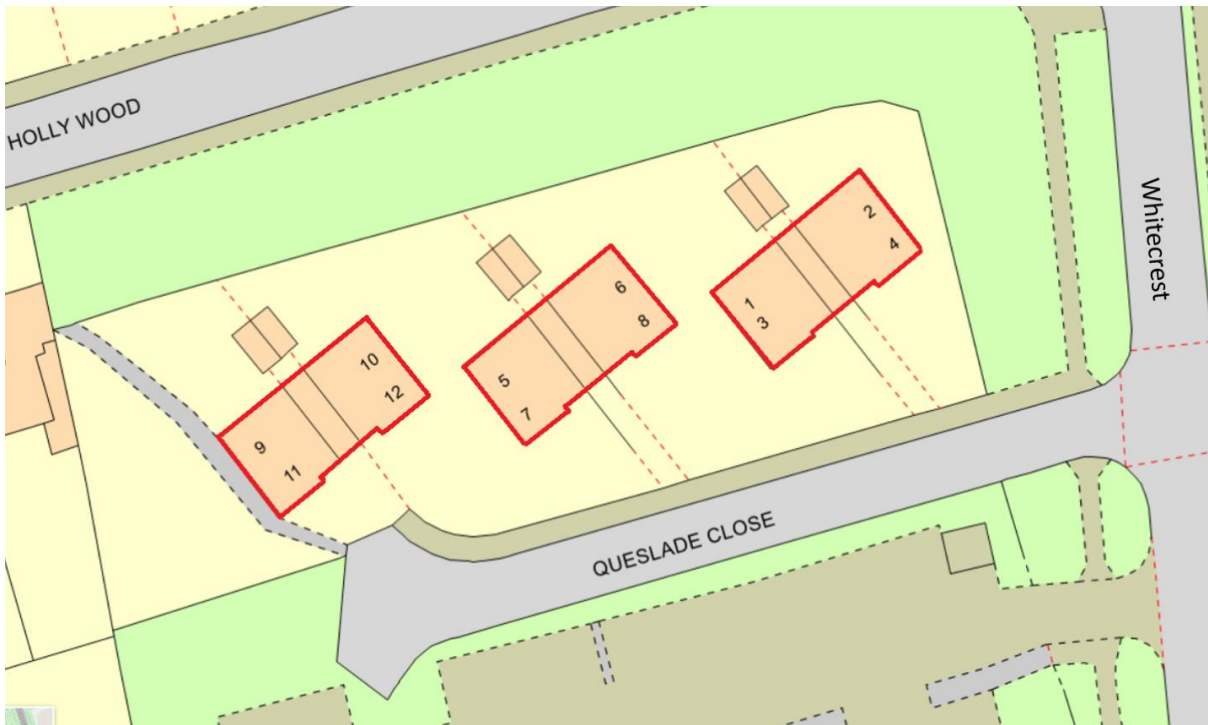
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

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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) Communal and flat windows are UPVC glazed units.
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4) Entrance doors to the building are glazed timber doors.





## Section

# 7

## Means of Escape from Fire

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- 1) Each block has staircase that provides a sufficient means of escape measuring 910mm in width with the handrail protruding 120mm into the stairwell.



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



- 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. 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, 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) All final exit doors have levered handles to exit.



- 7) All 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.



- 8) The rear exit in each block is via a single outward opening door. Slave doors are not openable due to housing the door entry system. All exit doors are sufficient facilitate the evacuation



- 9) Natural ventilation is available within the communal area via 1<sup>st</sup> floor openable windows.



- 10) 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. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

- 11) Combustible items to include storage unit, cardboard boxes, bag, plastic tub and shoes outside flat 3 on the means of escape to be removed.**



- 12) The occupier of flat 7 has installed a freezer in the adjacent landing storage cupboard. The freezer is plugged into a socket that the occupier has installed by routing a cable from their flat through the compartment wall to the communal landing. The occupier has also installed two ventilation grills to the cupboard door. The door to the cupboard is not an FD30s fire door & frame set and therefore;**

- a) The occupier should remove the freezer and electrical installation**
-





**b) and arrangements made to fire stop the hole in the compartment wall and small holes in the cupboard ceiling.**



*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.*

13) Conventional lighting is installed within the communal areas.



14) 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.

15) All flat entrance doors are FD30s composite doors manufactured by Nationwide. 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 2 – The door is correct however; the self-closing device requires adjustment to reduce the closing force.**



**b) Flat 5 – The door is correct.**



**c) Flat 7 – Glazing is cracked in FD30s door.**



d) Flat 8 – Door is correct.



e) Flat 9 – Door is correct.



f) Flat 11 – Self-closing device has been removed from the door.



**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 LD2 Standard.

Flat 2 – LD2

Flat 7 – LD2

Flat 8 – LD1

Flat 9 – LD2

Flat 11 – LD2

*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 blocks have conventional lighting to the communal areas.



- 2) Emergency lighting is not necessary and therefore has not been installed.

## 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) The common roof void in each block is accessed via a loft hatch from the 1<sup>st</sup> floor landings. Accessed to the roof void could only be gained in block 9-12 (hatches in other blocks locked shut). **The party wall extends upward to the roof line however, there are gaps between the brickwork and the roof, and through party wall penetrations. Fire stopping required in these areas.**



- 7) **Block 1-4 accessed to be gained to roof void and firestopping works carried out where necessary at roof line and party wall penetrations.**
- 8) **Block 5-8 accessed to be gained to roof void and firestopping works carried out where necessary at roof line and party wall penetrations.**
- 9) **Ceiling penetration in store cupboard adjacent flat 8 to be fire stopped.**



- 10) The only communal doors within the building are the final exit doors. 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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- 11) Storage cupboard doors on first floor landings are timber ledge and braced non fire doors.



- 12) A service cupboard beneath the stairs in each block contains the incoming electrical installation. The void behind each cupboard is ventilated via an air brick. The door to each cupboard is a locked timber nominal FD30 door. **Each door to be upgraded with cold smoke seals and rehung to remove excessive gaps.**



- 13) Individual flat entrance doors are FD30s composite doors manufactured by Nationwide.





**Section**

**11**

**Fire Fighting Equipment**

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- 1) The premises have no provision for firefighting equipment.

**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.
  - 4) Fire Action Notices are not displayed due to simplicity of layout.
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# Section 13

## Employee & Resident Training/Provision of Information

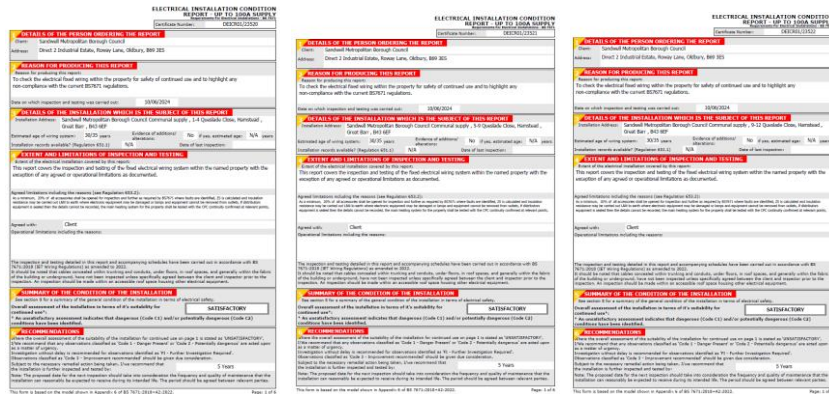
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Staff undertaking fire risk assessments 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) The fixed electrical equipment shall be tested every 5 years. The date of the last EICR condition report for each block is 10/06/2024. All 3 reports confirm the installations as satisfactory.

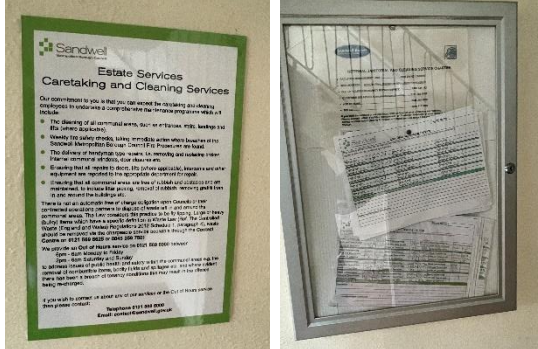


- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30 secured door ([see section 10/12](#)).
- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas meters are installed externally to the front of each building.

# Section 15

## Waste Control

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



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



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) '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 exterior lighting and borrowed lighting from streetlights.



- 5) There have been no reported fire incidents since the last FRA (November 2017).
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**Section  
18**

**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.
- 4) First floor flats have access to an adjacent storage cupboard.



- 5) All flats have access to an external storage shed.





**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:


Queslade Close 1-4 5-8 9-12

Date of Action Plan:



22/11/2024

Review Date:

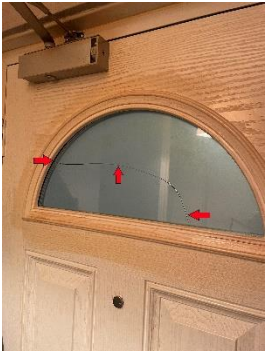
<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/11	<b>Flat 3</b> – To remove all combustible items from communal landing to include storage unit, cardboard boxes, bag, plastic tub and shoes.		P2	Within 1-3 Months Housing Manager	


Fire Risk Assessment

<p>7/12a</p>	<p><b>Flat 7</b> – to remove freezer and electrical installation from adjacent storage cupboard on communal landing. <i>Once cabling from flat to cupboard has been removed the remaining holes will have to be fire stopped (action below).</i></p>	 <p>The top photograph shows a green door leading to a communal landing with a white freezer and electrical equipment. The bottom photograph shows a close-up of the wall and floor where the equipment was, with two red circles highlighting the holes that need to be fire-stopped.</p>	<p>P2</p>	<p>Within 1-3 Months Housing Manager</p>	
<p>7/12b</p>	<p>Fire stop holes from cabling outside <b>flat 7</b> (once removed / above action) also fire stop small holes in storage cupboard ceiling.</p>	 <p>A close-up photograph of the wall and floor junction, showing two red circles highlighting the holes that need to be fire-stopped.</p>	<p>P3</p>	<p>Within 3-6 Months Fire Rapid Response</p>	

Fire Risk Assessment


7/15a	<b>Flat 2</b> – Adjust self-closing device to reduce closing force for resident.		P2	Within 1-3 Months Fire Rapid Response	
7/15c	<b>Flat 7 entrance door</b> – Replace cracked glazing in FD30s Nationwide door		P3	Within 3-6 Months Repairs	
7/15f	<b>Flat 11</b> – Install self-closing device to entrance door (Nationwide).		P2	Within 1-3 Months Fire Rapid Response	

Fire Risk Assessment

10/6	<p><b>Block 9-12 common roof void</b> – Fire stop all gaps between party walls and underside of roof also at penetrations.</p> <p>Secure loft hatch when complete</p>		P2	Within 1-3 Months Fire Rapid Response	
10/7	<p><b>Block 1-4</b> – Gain entry through landing loft hatch and where necessary fire stop all gaps between party walls and underside of roof also at penetrations.</p>	N/A	P2	Within 1-3 Months Fire Rapid Response	

Fire Risk Assessment

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	Secure loft hatch when complete				
10/8	<p><b>Block 5-8</b> – Gain entry through landing loft hatch and where necessary fire stop all gaps between party walls and underside of roof also at penetrations.</p> <p>Secure loft hatch when complete</p>	N/A	P2	Within 1-3 Months Fire Rapid Response	
10/9	<p><b>Flat 8</b> landing storage cupboard - fire stop hole where trunking penetrates ceiling.</p>		P2	Within 1-3 Months Fire Rapid Response	

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Fire Risk Assessment

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10/12	<p><b>Block 1-4, 5-8, 9-12 –</b> Install cold smoke seals to the service cupboards beneath stairs. Reduce excessive gaps where necessary.</p>		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>	
Upgrade 1 <sup>st</sup> floor landing storage cupboard doors to FD30s.	

**Signed**

<i>Chill</i>	Fire Risk Assessor	Date: 22/11/2024
<i>Jenny</i>	Quality Assurance Check	Date: 25/11/2024

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



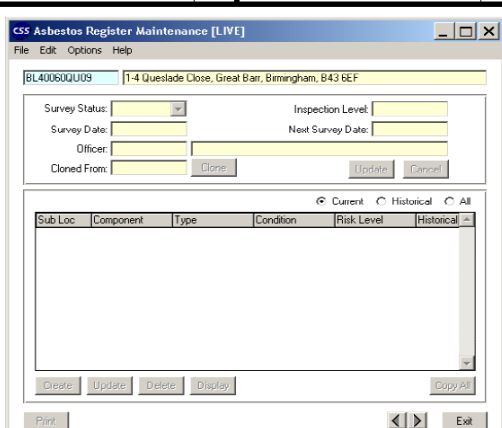

**Name of property:** Queslade Close 1-4 5-8 9-12

**Updated:** 23/08/2017

**Premise Manager:** Tony Thompson

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


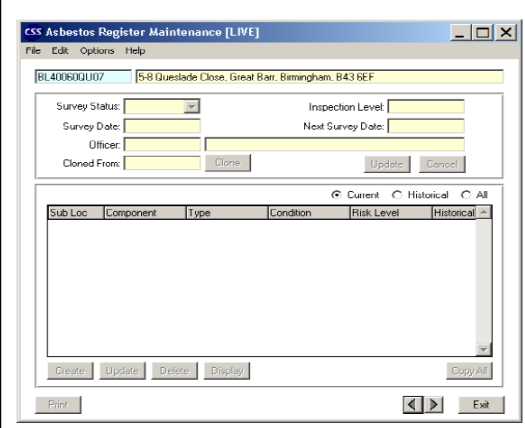

Information/Comments
An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).

<b>Asbestos Survey</b>		Property Address		1 – 4 Queslade Close, Great Barr, Birmingham, B43 6EF.		✓ Office use			
Surveyed by	Gary Carrington	Date	11/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
<b>Reason for request</b>		<b>HSG 264 - Survey Report Type</b>		Date	23/08/2017	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Property Description</b></p> <p>2 Storey Block (4 Flats with central communal stairs)</p> </div> <div style="width: 35%;">  </div> </div> <p style="text-align: right;">Year Built      1961</p>			
Investment Void		Refurbishment Survey		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><b>Property Description</b></p> <p>2 Storey Block (4 Flats with central communal stairs)</p> </div> <div style="width: 35%;">  </div> </div> <p style="text-align: right;">Year Built      1961</p>					
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 ?							
				Notes / including details of similar property surveys completed.					
				Building Surveyors 0121 569 5077		<b>Asset Team – Investment Division</b> Operations & Development Centre Roway Lane Oldbury B69 3ES			
									



## Fire Risk Assessment

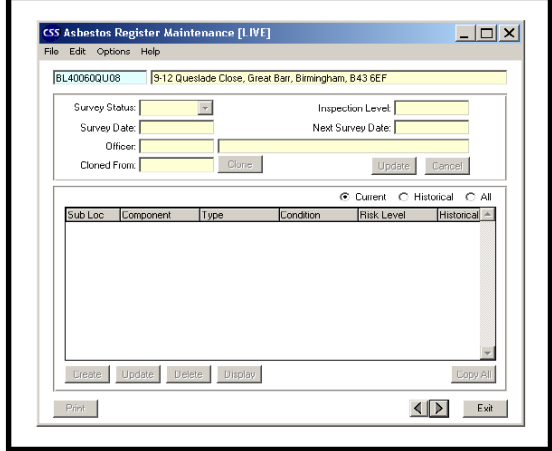
Sample Locations		Property Address 1 – 4 Queslade Close, Great Barr, Birmingham, B43 6EF.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL WALLS	TEXTURED COATING	-	SEALED	GC447 / 1	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFITS	CEMENT	-	SEALED	PRESUMED	CHRYSTOLE	NO	-	-
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTOLE	NO	-	-
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	LOCATION DESCRIPTION	MATERIAL	
FLOOR TILES	QUARRYS	INTERNAL PANEL TO FRONT ENTRANCE DOORS	PLYWOOD					
REAR ENTRANCE SOFFIT	CONCRETE							
REAR STORESHED ROOF	MINERAL FELT							
SOIL PIPES	CAST IRON							
ELECTRICS BACKBOARD IN UNDERSTAIR CUPBOARD	PLYWOOD							

Asbestos Survey		Property Address		5 - 8 Queslade Close, Great Barr, Birmingham, B43 6EF.				✓ Office use	
Surveyed by	Gary Carrington	Date	11/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request	HSG 264 - Survey Report Type			Date	23/08/2017		 Year Built 1961	Property Description 2 Storey Block (4 Flats with central communal stairs)	
Investment Void	Refurbishment Survey								
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 ?							
							Notes / including details of similar property surveys completed.		
Building Surveyors 0121 569 5077									
Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES									

## Fire Risk Assessment

Sample Locations		Property Address 5 - 8 Queslade Close, Great Barr, Birmingham, B43 6EF.						
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	GC448 / 1	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFITS	CEMENT	-	SEALED	PRESUMED	CHRYSOTILE	NO	-	-
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	-	-
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			
FLOOR TILES	QUARRYS	INTERNAL PANEL TO FRONT ENTRANCE DOORS	PLYWOOD					
ELECTRICS BACKBOARD IN UNDERSTAIR CUPBOARD	PLYWOOD							
SOIL PIPES	CAST & UPVC							
REAR SHED ROOF	MINERAL FELT							
REAR ENTRANCE SOFFIT	CONCRETE							

Asbestos Survey		Property Address 9 - 12 Queslade Close, Great Barr, Birmingham, B43 6EF.			✓ Office use				
Surveyed by	Gary Carrington	Date	11/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type		Date		23/08/2017			
Investment Void		Refurbishment Survey		Property Description  2 Storey Block (4 Flats with central communal stairs)					
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	1961				



Notes / including details of similar property surveys completed.

Building Surveyors  
 0121 569 5077

**Asset Team – Investment Division**  
 Operations & Development Centre  
 Roway Lane  
 Oldbury  
 B69 3ES

## Fire Risk Assessment

Sample Locations	Property Address 9 - 12 Queslade Close, Great Barr, Birmingham, B43 6EF.							
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	GC449 / 1	NO ASBESTOS DETECTED	-	-	-
MAIN ROOF SOFFITS	CEMENT	-	SEALED	PRESUMED	CHRYSOTILE	NO	-	-
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	-	-
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			
FLOOR TILES	QUARRYS	REAR ENTRANCE SOFFIT	CONCRETE					
INTERNAL PANEL TO FRONT ENTRANCE DOORS	PLYWOOD							
ELECTRICS BACKBOARD IN UNDERSTAIR CUPBOARD	PLYWOOD							
STORE SHED ROOF	MINERAL FELT							
SOIL PIPES	CAST IRON							

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

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