

Fire Risk Assessment

Trinity House 1-18



**Florence Road,
West Bromwich.**

B70 6LQ

Date Completed: 21/11/2024.

Review Period: 3 years.

Officer: C. Hill Fire Risk Assessor

Checked By: A. Smith Fire Risk Assessor

Current Risk Rating = Tolerable

Subsequent reviews

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

Contents

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

Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

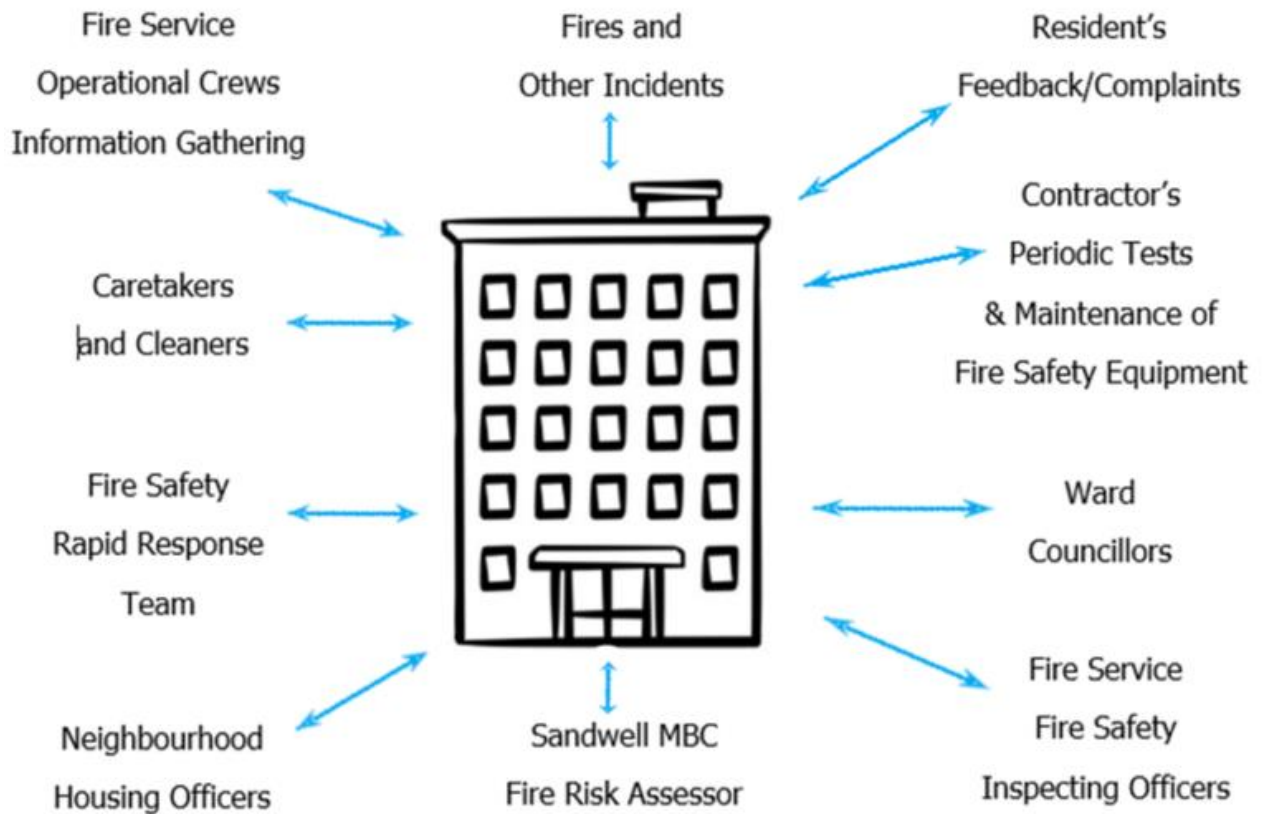
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

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

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

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

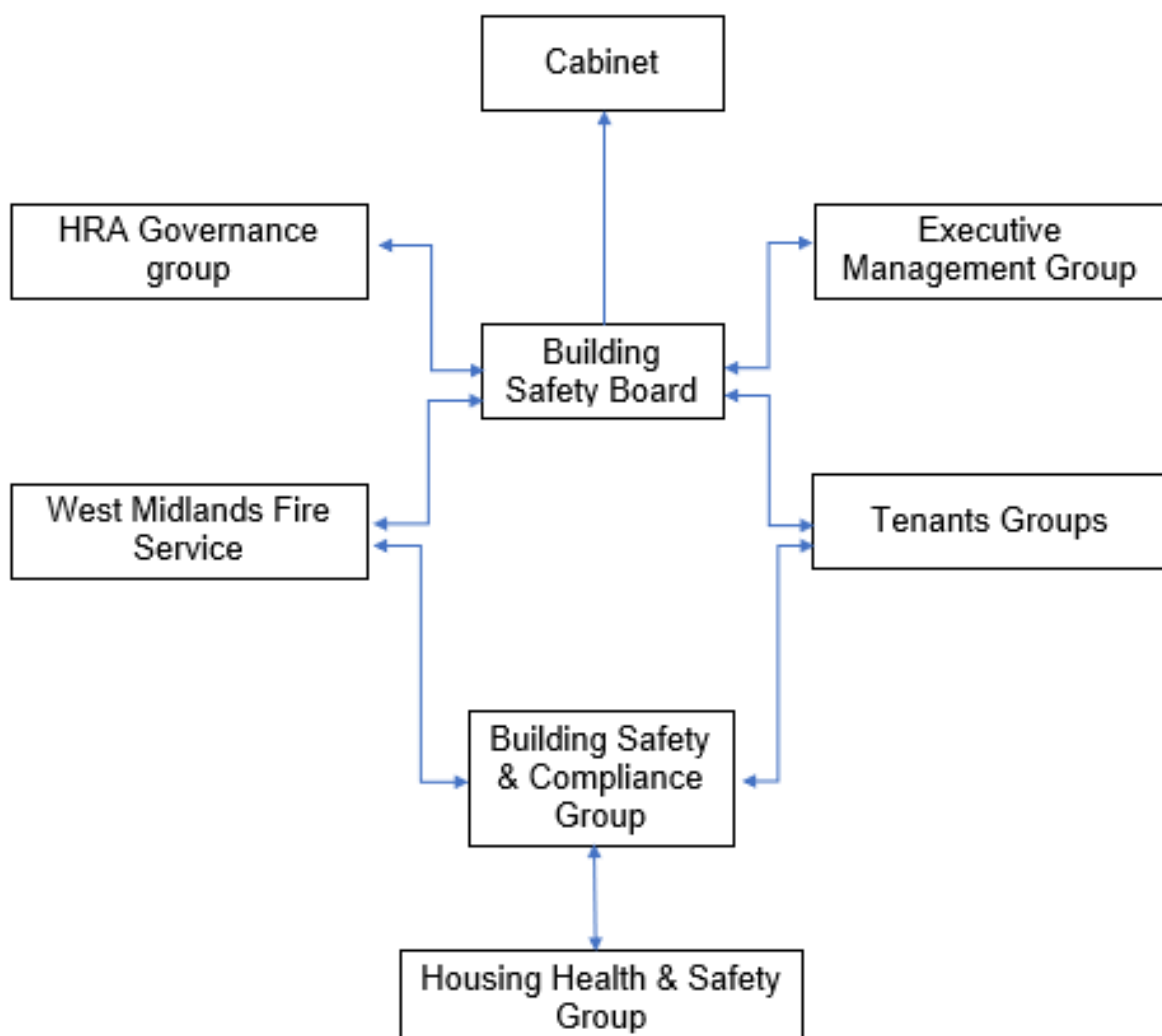
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope Brick cavity construction across 2 stories.</p> <p>Pitched roof with concrete interlocking tiles.</p> <p>Flat windows are UPVC frames.</p> <p>Block entrance doors are timber glazed doors.</p> <p>The building has one individual balcony accessed by flat 6a.</p> <p>Concrete open deck corridors to the rear</p>	Trivial

<p>Section 7</p>	<p>Means of Escape from Fire The block has staircase that provides a sufficient means of escape.</p> <p>A concrete staircase leads to an open deck corridor which provides access & egress for flats 2,4,6,6a & 8</p> <p>A second concrete staircase leads to an open deck corridor which provides access & egress for flats 10, 12, 14, 16 & 18.</p> <p>There are two final exit doors.</p> <p>Combustible items and plant pots reduce the width of the means of escape outside some flats</p> <p>Combustible items and potential ignition sources beneath a communal stair near flats 9-18</p> <p>Evidence of smoking in communal areas.</p>	<p>Tolerable</p>
<p>Section 8</p>	<p>Fire Detection and Alarm Systems</p> <p>Smoke alarms within a sampled resident's flat was to LD1 standard.</p> <p>Request made SMBC electrical team to install smoke detection to LD1 in flat 18</p>	<p>Trivial</p>
<p>Section 9</p>	<p>Emergency Lighting</p> <p>Emergency lighting has not been installed.</p> <p>Adequate conventional lighting is in place.</p>	<p>Trivial</p>
<p>Section 10</p>	<p>Compartmentation</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>Trivial</p>

	Individual flat entrance doors are a combination of upgraded 30 minute notional fire doors and non-fire doors where not necessary.	
Section 11	Fire Fighting Equipment There are no provisions for firefighting equipment in the blocks.	Trivial
Section 12	Fire Signage No smoking signs are not displayed in communal areas. There are no doors that require mandatory signage.	Tolerable
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation shall be tested every 5 years. The last EICR was 22/03/2022	Trivial
Section 15	Waste Control Bins outside the entrance on Burlington Rd are not stored at a safe distance away from the block	Tolerable
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There have been no reported fire incidents since the last FRA.	Trivial
Section 18	Storage Arrangements 1 st floor storage cupboard adjacent flat 6. Residents are instructed not to bring LPG cylinders into the building.	Trivial

Risk Level Indicator

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

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

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

Low Medium High

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

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

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

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

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

Slight Harm Moderate Harm Extreme Harm

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

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

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

Trivial Tolerable Moderate Substantial Intolerable

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment which include tenants' items stored within the communal means of escape in several areas, some of which could be considered a source of ignition and others that reduce the width of the open corridors. Also, the relocation of the refuse bins from outside the block entrance for flats 9-18 which if set alight could potentially see the introduction of products of combustion into flats via air bricks.

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, compartmentation surrounding all flats 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:

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

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council 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

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.

Section 4

Description of Premises

Trinity House 1-8, 9-18
Florence Road
West Bromwich
B70 6LQ.

Description of the Property

The low-rise two storey block was built in approximately 1959 of traditional brick cavity construction.



The building was purpose built for flatted accommodation and contains 20 number dwellings.

The block has a total of two main entrances which are located at Burlington Rd & Mary Rd respectively. Both are equipped with a door entry system and firefighter door override.



The building has a pitched and concrete tiled roof with chimneys. There is no access to roof void from common areas.

Fire Risk Assessment



The block is split at first floor level so that flats 1-8 have a stairwell and 9-18 have a stairwell. Access and egress for 1st floor flats is via one of the two concrete staircases and open deck on each side of the building.



The stairwells and deck access walkways are open to the elements.



The block is semi attached to a Nation Grid Substation.



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	1959
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
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	1 st floor flats have loft hatches.
Equipment on roof (e.g., mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 20 flats.

Visitors,

Sandwell MBC employees,

Contractors,

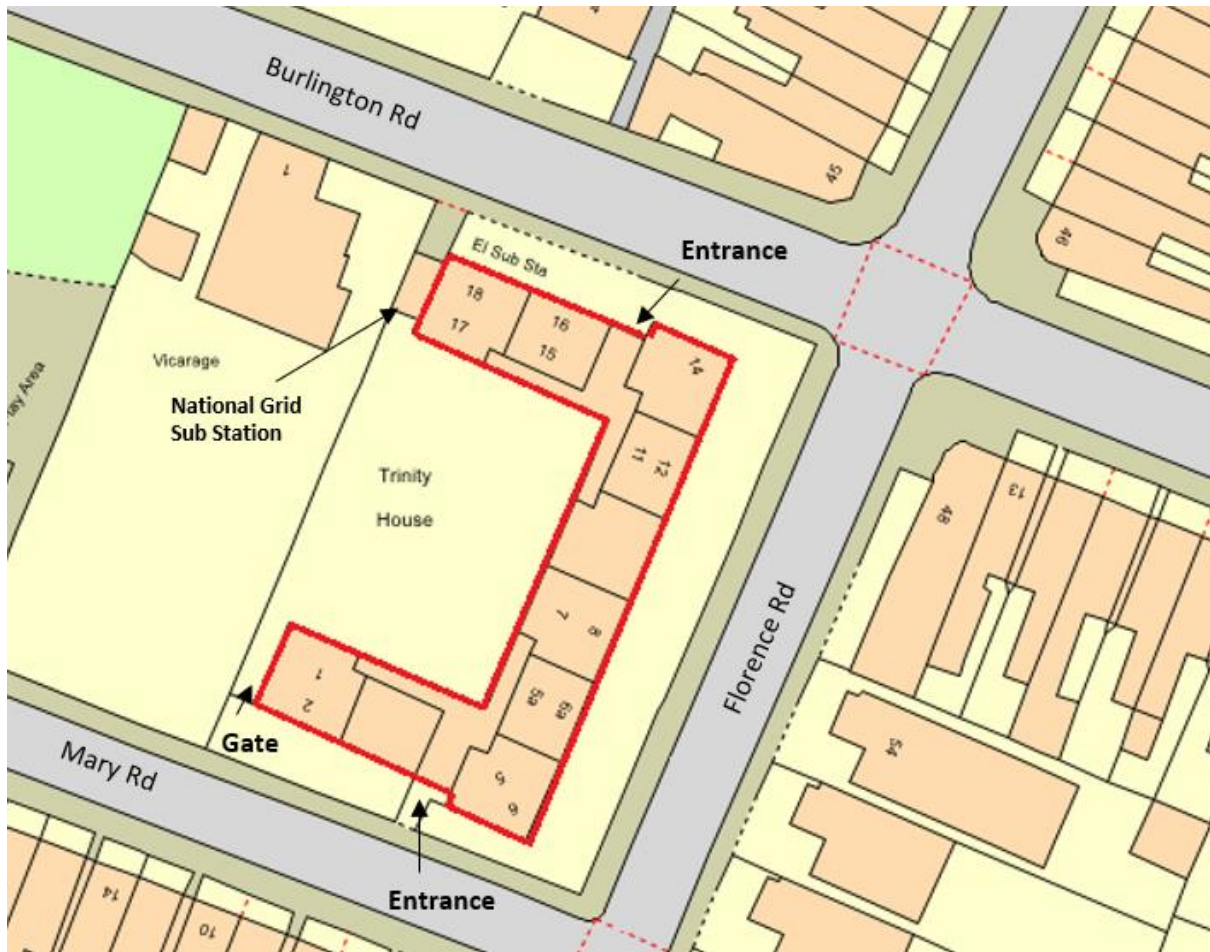
Service providers (e.g., meter readers, delivery people etc)

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

**Section
5**

Building Plan

Typical orientation of the blocks.



Section
6

External envelope

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

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

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

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

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



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



- 3) There are seven areas beneath ground and first floor flat windows that are clad with timber shiplap panels.



- 4) Flat windows are UPVC glazed units.



- 5) Concrete open deck access corridors with steel balustrades to the rear.



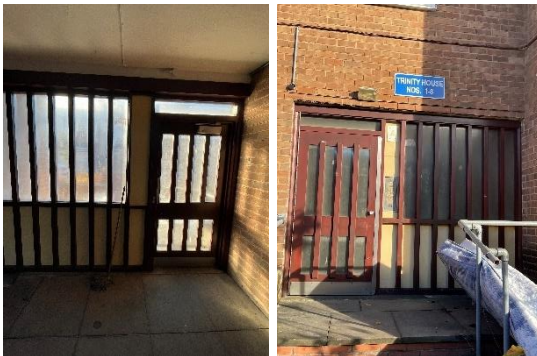
- 6) The only balcony at Trinity House is accessed by flat 6a. The balcony has a steel and glass balustrade with presumed concrete cantilevered floor and UVPC soffit board.



- 7) Flat entrance doors are upgraded notional fd30 timber, timber non fire rated and composite which is flat 5.



- 8) Entrance doors and combination frames to the block are timber.



Section

7

Means of Escape from Fire

- 1) A concrete staircase 980mm in width leads to an open deck corridor which provides access & egress for flats 2,4,6,6a & 8



- 2) A second concrete staircase also 980mm wide leads to an open deck corridor which provides access & egress for flats 10, 12, 14, 16 & 18.

- 3) There are no internal communal corridors. Open deck corridors are of adequate width at 1320mm wide.



- 4) There are dead end situations on first floor deck corridors however, the corridors are open to the elements, therefore sufficiently ventilated, adequately lit, of short distance and therefore acceptable.

- 5) The means of escape at 1st floor level is protected with notional timber fire doors to flat entrances. There is no requirement for the

flats furthest from the stair at 1st floor level to have fire resistant doors. Windows along the deck access corridor are 1100mm above the floor.

- 6) 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).



- 7) Both final exit doors have push buttons to exit.



- 8) Residents have a choice of two final exit doors. Both 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.



- 9) The communal areas / means of escape should be kept free of combustible items and ignition sources. However, there is
-

evidence that some occupiers are using the open deck corridors at ground and first floor level to store items that are combustible, susceptible to accidental ignition (cigarette ends noted), and potentially hinder access and egress in an emergency.

- a) Discarded mattresses, fridge, storage unit and tyre near a final exit door and side gate. Email sent to external caretakers for removal 26/11/24



- b) **Plastic barrel and office chair outside flat 8 on 1st floor means of escape.**



- c) **Several items outside flat 6, 1st floor, adjacent the stairs including a stool, storage unit, car seat, clothes dryer, chair, gym equipment, plastic bowls on the means of escape.**



- d) Flat 18 1st floor - Table and chairs, clothes drying equipment and other equipment outside flat on means of escape.**



- e) Flat 12a ground floor - Table and chairs, plastic decorative screening, evidence of smoking all outside flat beneath / next to windows.**



- f) Flat 14 1st floor – table, chairs, garden sofa and other items stored on means of escape adjacent stairwell.**



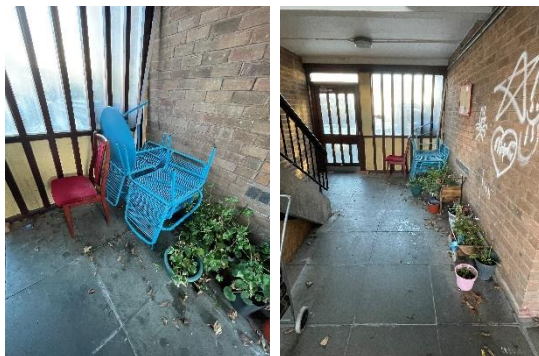
- g) Flat 10 1st floor – Rabbit hutch and number of plant pots and tubs reduce the width of the means of escape.**



- h) A number of items and potential ignition sources are stored beneath the communal staircase adjacent the entrance for flats 9-18 including, BBQ, fire pit, table, bicycle, shopping trolley, dog bed, ash tray and other items.**



- i) Table and chairs, plants stored inside main entrance for flats 9-18. Noting that these items currently do not adversely compromise the means of escape here however the potential remains for the number items to increase as evident in other areas at this block.**



- j) What appears to be a covered BBQ was noted outside flat 1 within the enclosed slab area that doesn't form part of the means of escape for other flats.**
-



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

- 10) There is no requirement for emergency lighting to be installed. Conventional lighting is present within the communal areas.



- 11) 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.
- 12) Based on information from the previous fire risk assessment, and information gathered during this survey, individual flat entrance doors are a combination of notional timber upgraded FD30, a single composite door (flat 5 ground floor / unknown fire resistance) and non-fire rated timber doors.



13) There is no requirement for fire resistant entrance doors to those flats furthest from the stair because doors open into the elements and the area doesn't form part of the route to relevant safety for other relevant persons in the building.

14) Flat 9 ground floor, has a standard non-fire rated timber door which is acceptable because the door opens to the elements and the area doesn't form part of the route to relevant safety for other relevant persons in the building.



15) Access was attempted to a sample of properties as part of the fire risk assessment to ensure that fire doors have not been tampered with by residents etc. Despite best endeavours access could only be gained to two properties. These properties don't require a fire rated entrance door however, access was utilised to determine if smoke / heat detection was present.

a) Flat 17 ground floor – This door is a notional timber 30 minute fire door upgraded with an intumescent strip. The door was correct.



- b) Flat 18 – 1st floor furthest from the stair. This door is a notional timber 30 minute fire door upgraded with an intumescent strip.



Section

8

Fire Detection and Alarm Systems

- 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) Access was attempted to a sample of properties during the fire risk assessment to determine the number of smoke alarms within resident's flats. Despite best endeavours access was only gained to two properties.

Flat 17 – LD1

Flat 18 – No detection – Email sent to the electrical compliance manger (25/11/24) who has confirmed an order has been raised to install an LD1 system including a CO alarm.

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.
 - IV. The communal parts are open to the elements.

Section

9

Emergency Lighting

- 1) The blocks have conventional lighting to the communal areas.



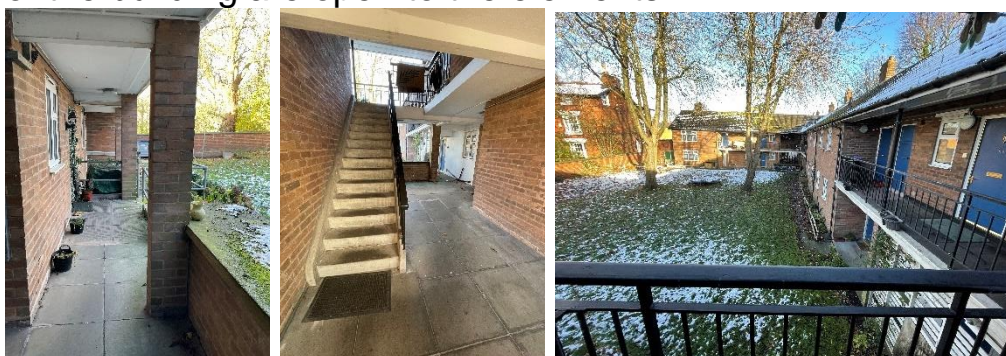
- 2) Emergency lighting is not necessary and therefore has not been installed.

Section 10

Compartmentation

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.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan design of the building. All communal areas of the building are open to the elements.



- 3) There is a cyclical programme (annually) to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
- 4) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 5) The only communal doors within the building are the final exit doors.



- 6) There is a single storage cupboard adjacent flat 6a on the first floor open deck corridor. Access to this door was not possible due to the tenant not being home however the door appears to be non-fire rated. (noted as an observation)



Section

11

Fire Fighting Equipment

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

Section

12

Fire Signage

- 1) **The installation of No Smoking signs to the communal areas would be beneficial because, several signs of smoking were noted at the time of this survey and there were combustible items stored outside some flat entrances.**
 - 2) There are no doors that require “Fire Door Keep Shut” signage.
 - 3) Fire escape directional signage is not installed due to the simplicity of layout.
 - 4) Fire Action Notices are also not displayed due to simplicity of layout.
-

**Section
13**

**Employee & Resident
Training/Provision of Information**

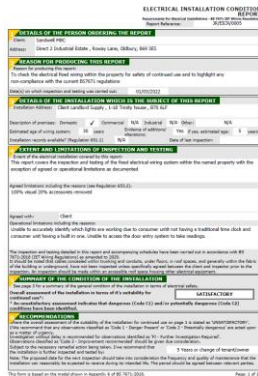
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Staff undertaking fire risk assessments 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. See section 12/1
- 2) Hot working is not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The fixed electrical equipment shall be tested every 5 years. The date of the last EICR condition report for the block is 22/03/2022. The report confirms the installation is satisfactory.



- 4) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.

Section 15

Waste Control

1) Refuse containers for block are stored externally in one of two locations.

a) Two euro bins are stored in the rear garden against the wall at a safe distance from the building.



b) Two further euro bins are located at an unsafe distance outside the main entrance for flats 9-18. If the bins were alight then the products of combustion could easily enter the surrounding flats via the nearby airbricks, flue, and flat windows. The bins should be relocated to the recognised bin storage area in the rear yard.



2) Regular checks by external caretaking service minimise risk of waste accumulation.

3) 'Out of Hours' service in place to remove bulk items.

**Section
16**

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) 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

- 1) Regular checks are undertaken by the external caretaking service 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).
-

Section
18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
 - 3) No Flammable liquids stored on site by Caretakers / cleaners.
-

**Section
19**

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

Significant Findings

Action Plan

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

Trivial Tolerable

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Action Plan



Name of Premises or Location:

Trinity House 1 - 18

Date of Action Plan:




28/11/2024

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/9b	Flat 8 - Plastic barrel and office chair outside flat door on the communal means of escape to be removed.		P3	Within 3-6 months Housing Manager	



Fire Risk Assessment

<p>7/9c</p>	<p>Flat 6 – several items stored outside flat door next to communal stair on the means of escape to be removed.</p>		<p>P3</p>	<p>Within 3-6 months Housing Manager</p>	
<p>7/9d</p>	<p>Flat 18 – table and chairs, clothes dryer to be removed from the communal means of escape.</p>		<p>P3</p>	<p>Within 3-6 months Housing Manager</p>	
<p>7/9e</p>	<p>Flat 12a – table and chairs, plastic decorative screening, ash tray to be removed from the communal means of escape.</p>		<p>P3</p>	<p>Within 3-6 months Leasehold Management</p>	


Fire Risk Assessment

7/9f	Flat 14 – table, chairs, garden sofa and other items to be removed from the communal means of escape / adjacent stairs.		P3	Within 3-6 months Leasehold Management	
7/9g	Flat 10 – Rabbit hutch to be removed and number of planters should be reduced to an acceptable level that doesn't excessively compromise the width of the means of escape / open communal corridor.		P3	Within 3-6 months Housing Manager	


Fire Risk Assessment

<p>7/9h</p>	<p>All items that are stored beneath the communal stairs adjacent the entrance for flats 9-18 to be removed. Note - flats 12a & 14 are Leasehold but items could belong to flat. (BBQ, Fire Pit, Table, Bicycle, Shopping Trolley, dog bed, and other combustible items including ashtray).</p>		<p>P3</p>	<p>Within 3-6 months Housing Manager</p>	
<p>7/9i</p>	<p>Table, chairs plant pots stored inside the block entrance for flats 9-18 to be removed.</p>		<p>P3</p>	<p>Within 3-6 months Housing Manager</p>	
<p>12/1</p>	<p>Install No Smoking Signage at both block entrances.</p>	<p>N/A</p>	<p>P2</p>	<p>Within 1-3 months Rapid Fire Team</p>	

Fire Risk Assessment

15/1b	Euro bins to be removed from the block entrance for flats 9-18 and relocated to dedicated bin storage area in the gardens accessed via the gate on Mary Rd.		P2	Within 1-3 months SERCO	
-------	---	--	----	----------------------------	--

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Observations	
Replace timber cladding above / beneath flat windows with non-combustible alternative.	
Where necessary replace all upgraded notional flat entrance fire doors / non fire doors with FD30s	n/a

Signed

<i>Chill</i>	Fire Risk Assessor	Date: 28/11/2024
<i>A. Smith</i>	Quality Assurance Check	Date: 05/12/2024



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

Name of property: Trinity House 1 - 18

Updated: 18/07/2023

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 Tel:- 0121 569 5077).

Asbestos Survey		Property Address		1-18 Trinity House, West Bromwich B70 6LQ			✓ Office use	
Surveyed by	David Jasper	Date	04/07/2023	Checked by	Derek still	Desktop Check	✓	Site Check
Reason for request		HSG 264 - Survey Report Type		Date		Notes / including details of similar property surveys completed. <p style="text-align: center; color: red; font-weight: bold;">REPORT PRODUCED FOR DOOR REPLACEMENT PROGRAMME OF ** DOOR SEALANTS **</p>		
Investment Void		Refurbishment Survey	✓	Property Description				
Investment External Door replacement.	✓	Management Survey	✓	House	Bungalow			
R & M Void		JM Asbestos Register Interrogated.	✓	Semi Detached	Low Rise Flat			
R & M Tenanted		No Existing JM Asbestos Register Data.		End Terrace	High Rise Flat			
Medical / Emergency - Heating Works		Existing JM Asbestos Register Data.		Mid Terrace	Maisonette			
Void Schedule Provided		Refurb Surveys Interrogated?		No of Bedrooms	Floor Level			
				Building Surveyors 0121 569 5077		Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES		



Fire Risk Assessment

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 be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

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