

Fire Risk Assessment

Lyttleton Street



**Flats 1 - 31
Lyttleton Street.
West Bromwich,
B70 7SE.**

Date Completed: 10/12/2024.

Review Period: 3 years.

Officer: A. Jones Fire Risk Assessor.

Checked By: C. Hill Fire Risk Assessor.

Current Risk Rating = Tolerable

Fire Risk Assessment

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 Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedb ack_and_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

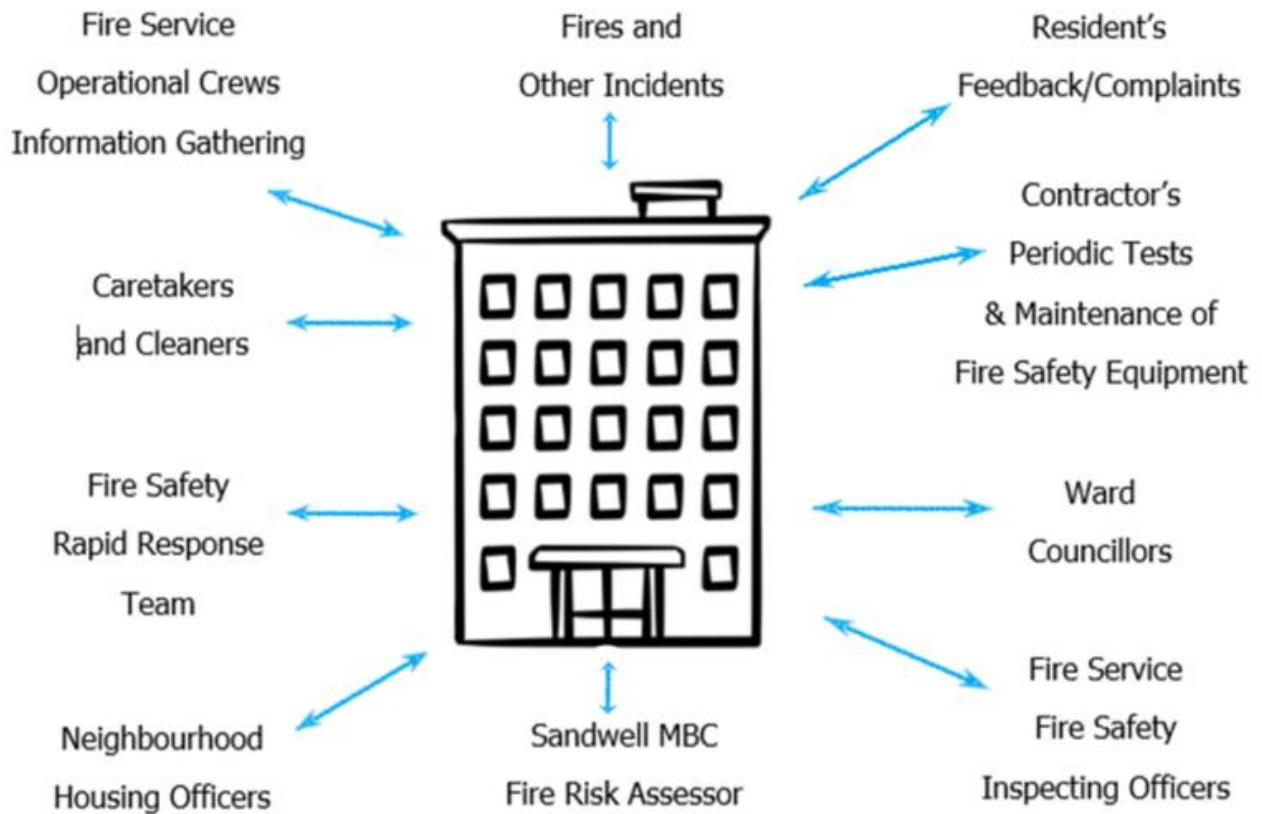
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

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

Fire Risk Assessment



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

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

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire.

This is recorded here in [section 1](#). Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring, and review of the preventative and protective measures. The information shown above is part of this requirement.

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope The external facade is predominantly render and Cedar Cladding. Individual flat windows are timber framed double glazed units. Communal windows are timber framed double glazed units.</p>	Trivial

Section 7	Means of Escape from Fire Excessive gaps around the bottom of the electrical cupboard door on the second floor. A solution is required for this issue to ensure a max gap of 8mm can be maintained.	Tolerable
Section 8	Fire Detection and Alarm Systems Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
Section 9	Emergency Lighting Emergency lighting is provided and tested in accordance with British Standards, BS5266. The next Annual testing of emergency lighting is scheduled for October 2025.	Trivial
Section 10	Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute notional fire doors, including those in 1-hour rated walls. The service cupboard shafts need fire stopping using appropriate materials.	Tolerable
Section 11	Fire Fighting Equipment No firefighting provisions are provided within the premise.	Trivial
Section 12	Fire Signage Where required, appropriate signage is in place, no further actions necessary.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation should be tested every 5 years. It was confirmed that there is no EICR inspection in place. This has since been arranged and the FRA will be updated accordingly.	Tolerable

Fire Risk Assessment

Section 15	Waste Control Weekly bin collections are in place which helps to manage waste control keeping combustibles to a minimum. Remove combustible items (waste) adjacent to bin store.	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 These buildings are protected by a door entry system. A small steel security gate is provided at the front of the building.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities.	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.

This includes the fire stopping of service cupboards at all levels around cabling and pipework.

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

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time 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.

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

Section

3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Executive Director 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)

Adrian Jones

Anthony Smith

Carl Hill

Louis Conway

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

Flats 1 -31
Lyttleton Street.
West Bromwich,
B70 7SE.

Description of the Property:

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

The enforcing authority is West Midlands Fire Service.

The building was constructed in 2000 as part of the Integer Intelligent & Green Housing project. The building constitutes heavily insulated timber framed walls and roofs, careful sizing and orientation of windows, low-energy lighting, solar water heating panels and communal heating systems. Surmounted by a combination of pitched steel clad and flat roofing.

Materials have been chosen for their sustainability, such as the timber frame, Western Red Cedar cladding and recyclable aluminium roofs and rainwater goods.

This low-rise building includes a range of flats, a number of which are accessed via a front entrance door and have no common areas.

Flats 3 - 9 and flats 17 – 23, 8 flats in total, are the only dwellings within this development that are served by communal areas.



The building constitutes three storeys (inclusive of the ground floor), the ground floor has no dwellings, service cupboards and access and egress only. The first and second floor contains 2 dwellings each, service cupboards and limited access to the roof space.

The communal areas, both have a single, open plan, wooden staircase/means of escape.



Individual flats & common areas both have double glazed timber framed windows. Access and egress doors/combination frames are also double glazed timber.

These flats are accessed through a main entrance which is located at the front elevation. There is a rear entrance on the rear elevation with access to a small garden. Front and rear entrance doors have a door entry system and a fob reader installed.



Access to the site is gained from a small driveway on Lyttleton Street. The site has a small wall & steel fencing. There is off road car parking for approx. 10 vehicles at this site.



There is a small garden area at the rear of each building, these are enclosed with wooden fencing and back onto allotments.

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	2000
Construction Type	Timber framed building/construction.
Last Refurbished	Unknown
External Cladding	External Timber Wall Cladding and Render.
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Lift	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Second floor landing
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 8 flats.

Visitors,

Sandwell MBC employees,

Contractors,

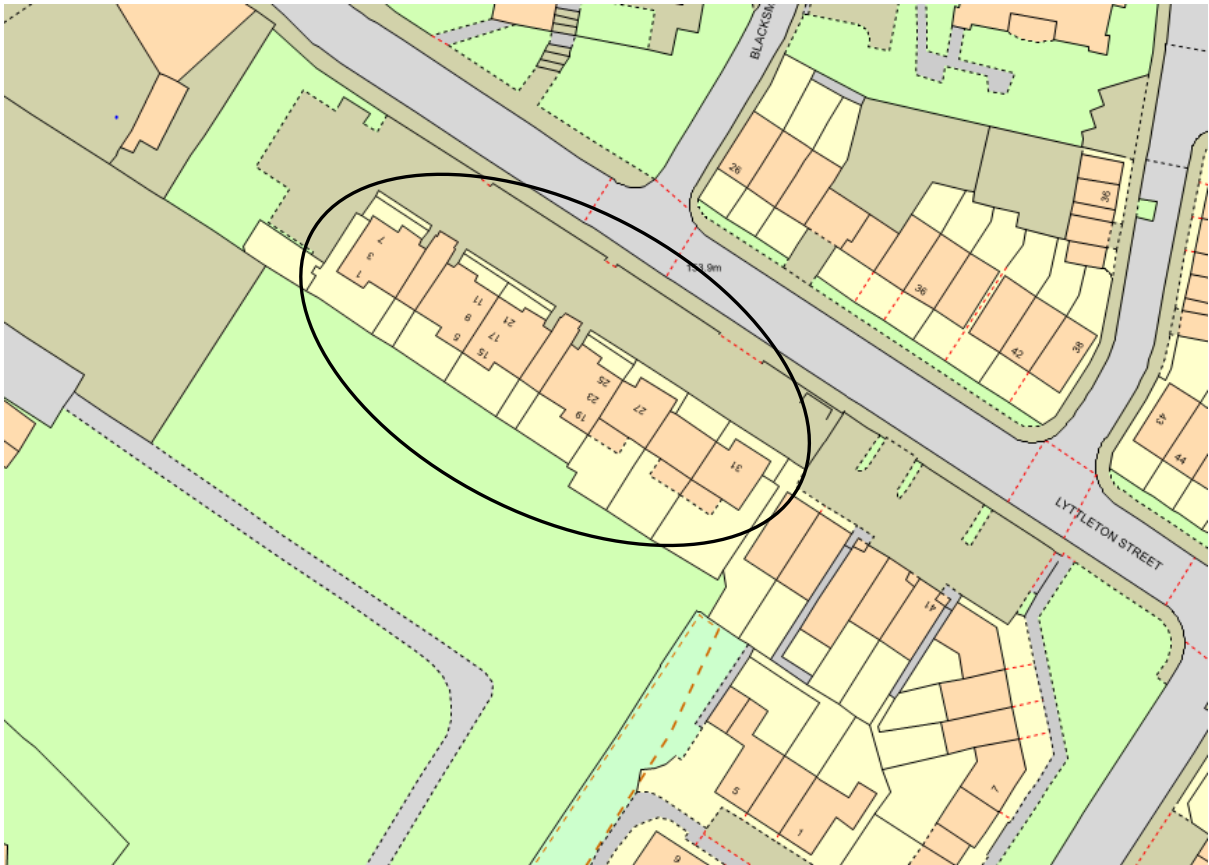
Service providers (e.g., meter readers, delivery people etc)

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

Section
5

Building Plan

A general plan showing the building locations.



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.

With regard to the external façade, the materials, construction, and their constituent properties have been taken from a database provided by Sandwell Metropolitan Borough Council.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system. It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

- 1) The external envelope of the premise is predominantly rendered finish, timber cladding, timber double glazed window frames surmounted by a combination of pitched and flat roofing.



- 2) Lyttleton Street consists of the following elements of which the combustibility is unknown.

Insulated render.
Cedarwood Cladding.



- 3) The main/rear entrance are timber double glazed window and combination frames.



- 4) Individual flat windows are timber framed double glazed units.



- 5) Communal windows are timber framed double glazed windows.

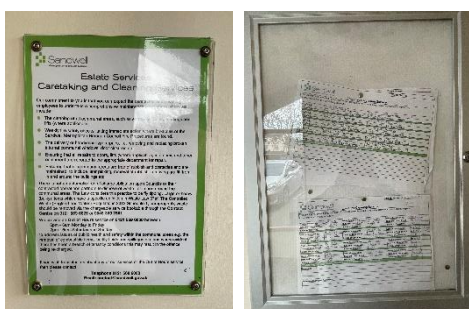


Section

7

Means of Escape from Fire

- 1) The buildings have timber, open plan staircases that provide the means of escape. The staircase(s) provide 1000mm width as a minimum.
- 2) All corridors are of adequate width, at least 1050mm and should be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The communal areas are checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.



- 5) There is an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 6) The final exit door has door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
- 7) Emergency lighting is provided to communal landings and stairs.



- 8) Automatic smoke ventilation is not employed, there are openable windows in the communal areas. These could be used to ventilate in an emergency.
- 9) The means of escape are protected to prevent the spread of fire and smoke with notional FD30s doors consisting of composite front entrance doors.



- 10) Despite reasonable endeavours, no internal access to flats was gained during the fire risk assessment, this was to establish if any of the flat entrance doors had been tampered with by residents etc.
- 11) **Excessive gap at bottom of second floor service cupboard fire door in block 7-9. Please resolve using appropriate fire stopping materials.**



- 12) It was noted that some front entrance doors had floor mats in place, the fire rating of these mats is unknown but deemed to be of low risk.



Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Despite best endeavours no residents were available at the time of the assessment to confirm the level of smoke detection.

The previous fire risk assessment confirmed that smoke detection was installed to a minimum of LD3 system.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

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

Section

9

Emergency Lighting

- 1) Emergency lighting is provided in communal landings/staircases. This is tested in accordance with BS5266 Part 1.



- 2) Annual testing for Emergency Lighting is scheduled week commencing 09/12/2024.
 - 3) The self-contained units are provided to the communal landings, stairs.
-

Section 10

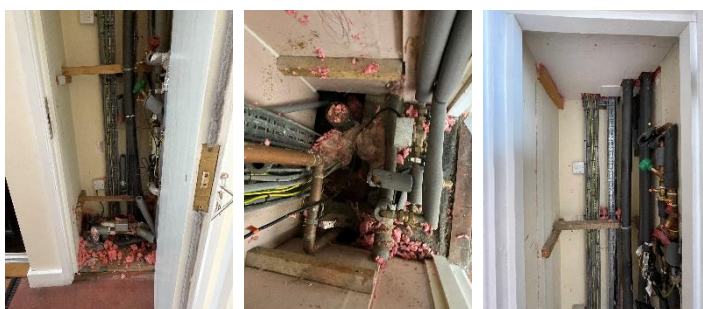
Compartmentation

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

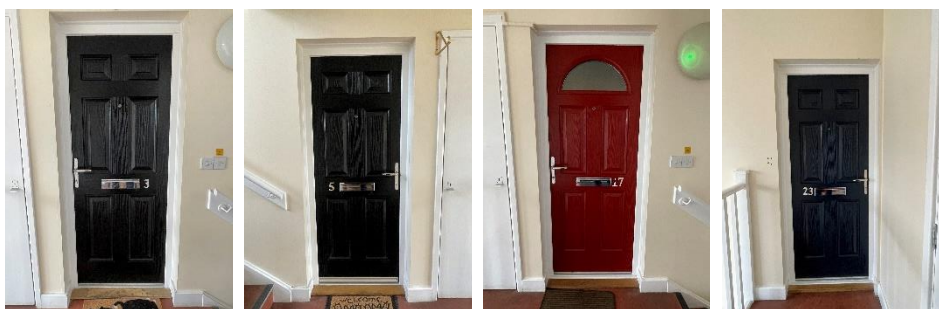
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional doors, including those in 1-hour rated walls.
- 2) The premise does have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan design, staircase design & deck access areas.
- 3) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.

Address:		High Rise:		Date of Survey:		Operatives:																						
Lytleton Street (1-31)		Low Rise: <input checked="" type="checkbox"/>		08/07/2021		Mick Stevens																						
		Communal:				Glenn Stevens <input checked="" type="checkbox"/>																						
Floor No	Electrical				Central Heating Riser				Boiler/Pump Room				Fire Stopping Materials				Fire Stopping Materials				Floor No							
	Supalux	Inu-Batt	Inu-Sponge	Inu-AM Mastic	Graphite Filler	Inu-Pads	Inu-Pillows	Inu-Wraps	Rockwool	Supalux	Inu-Batt	Inu-Sponge	Inu-AM Mastic	Graphite Filler	Inu-Pads	Inu-Pillows	Inu-Wraps	Rockwool	Supalux	Inu-Batt		Inu-Sponge	Inu-AM Mastic	Graphite Filler	Inu-Pads	Inu-Pillows	Inu-Wraps	Rockwool
B																												B
G																												G
1																												1
2																												2
3																												3
4																												4
5																												5
6																												6
7																												7
8																												8
9																												9
10																												10
11																												11
12																												12
13																												13
14																												14
15																												15
16																												16
Communal doors free from defect		<input checked="" type="checkbox"/>		Communal windows free from defect		<input checked="" type="checkbox"/>		Flat doors free from defect		<input checked="" type="checkbox"/>		Communal cupboards locked and secure		<input checked="" type="checkbox"/>		Communal areas free from tenancy related items		<input checked="" type="checkbox"/>		Communal areas free from repair materials		<input checked="" type="checkbox"/>						
Foam Removal & Enhancement Record													Foam, Enhancements & Other Comments:															
Foam Present But Not Removed This Visit													<input checked="" type="checkbox"/>															
Foam Present & Partially Removed This Visit																												
Foam Present & Fully Removed This Visit																												
No Foam Present																												
No Enhancement Carried Out This Visit													<input checked="" type="checkbox"/>															
Enhancement Carried Out This Visit																												

- 4) A variety of methods / materials have been used to achieve fire-stopping.
- 5) Upon examination of service cupboards at all levels in communal areas, it was noted that fire stopping/compartmentation was poor in standard.
- 6) **Existing fire stopping materials, including foam should be removed and disposed of correctly and appropriate fire stopping materials used to provide adequate fire stopping between each floor level.**



- 7) Generally, the means of escape is protected from flats with the use of notional doors, these doors appear to be in good condition at the time of the survey.



- 8) With the exception of one flat entrance door, all other front doors appear to be notional doors, Refer to the table below.
-

Fire Risk Assessment

Block Name	Place-Ref	Address	Front Door Type	Glazed / Not Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	Lyttleton Street 1-25 (o);Lyttleton Street;West Bromwich	Intentionally Blank	
Lyttleton Street 1-31 (O)	BL30800LY01	1 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	3 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	5 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	7 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	9 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	11 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	15 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	17 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	19 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	21 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	23 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Not glazed
Lyttleton Street 1-31 (O)	BL30800LY01	25 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	27 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	29 Lyttleton Street;West Bromwich;West Midlands;;	Hurst	Glazed
Lyttleton Street 1-31 (O)	BL30800LY01	31 Lyttleton Street;West Bromwich;West Midlands;;	Timber door FD30s	Glazed

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

Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and tested by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

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

Section

11

Fire Fighting Equipment

- 1) Currently, there is no fire-fighting equipment installed at these premises.
- 2) The nearest firefighting hydrant is located on Lyttleton Street, close to the main entrance.

Section

12

Fire Signage

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



Section 13

Employee & Resident Training/Provision of Information

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



Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 4) **It was noted that a section of trunking was missing from the incoming supply in the ground floor electrical cupboard.**



- 5) The fixed electrical installation should be tested every 5 years, the date of the last EICR Inspection could not be confirmed. Therefore, testing has been scheduled for week commencing 16/12/2024.
- 5) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 6) Portable heaters are not allowed in any common parts of the premises.
- 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section
15

Waste Control

- 1) Residential waste containers are emptied at regular intervals, this contract is serviced through the local authority.
- 2) 'Out of Hours' service in place to remove bulk items.
- 3) **Waste items were noted around the bin store. This area should be cleaned, and items of rubbish disposed of correctly. The assessor will request an email reminding residents to ensure all rubbish goes into the waste bins provided.**



Section 16

Control and Supervision of Contractors and Visitors

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

Section

17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) There have been no previous incidents of fire recorded since the previous Fire Risk Assessment.
-

**Section
18**

Storage Arrangements

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

**Section
19**

**Additional Control Measures.
Fire Risk Assessment - 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:


Flats 1 -31, Lyttleton Street, West Bromwich.

Date of Action Plan:




12/12/2024

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/11	Repair doorset to ensure excess gap at the base of the door is maintained to a max of 8mm.		P2	Fire Rapid Response. 1-3 Months.	

Fire Risk Assessment



10/06	Ensure adequate compartmentation is achieved in service cupboards. This is where cables/pipework penetrates through floors and walls etc.		P2	Fire Rapid Response. 1-3 Months.	
14/04	Replace missing trunking from the incoming supply in the ground floor electrical cupboard.		P2	Electrical 1-3 Months.	
15/03	Remove combustible items from bin area. (Email sent to residents)		P2	Caretakers 1-3 Months.	

Fire Risk Assessment

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

Observations	

Signed

 Aderian Jones	Fire Risk Assessor	Date: 12/12/2024
	Quality Assurance Check	Date: 17/12/2024

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

Name of property: Flats 1 – 31 Lyttleton Street, West Bromwich.

Updated:

Premise Manager: Tony Thompson. **Tel. No.:** 0121 569 2975

Hazard	Information/Comments
None Identified.	