Fire Risk Assessment

Chapman Way

Blocks 1-17, 19-37, 39-45, 47-43, 55-65 & 67-73.
Chapman Way.
West Bromwich,
B70 8BB.

Date Completed: 12/12/2024.
Review Period: 3 years.
Officer: A. Jones **Fire Risk Assessor.**
Checked By: C. Hill **Fire Risk Assessor.**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

Contents

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".

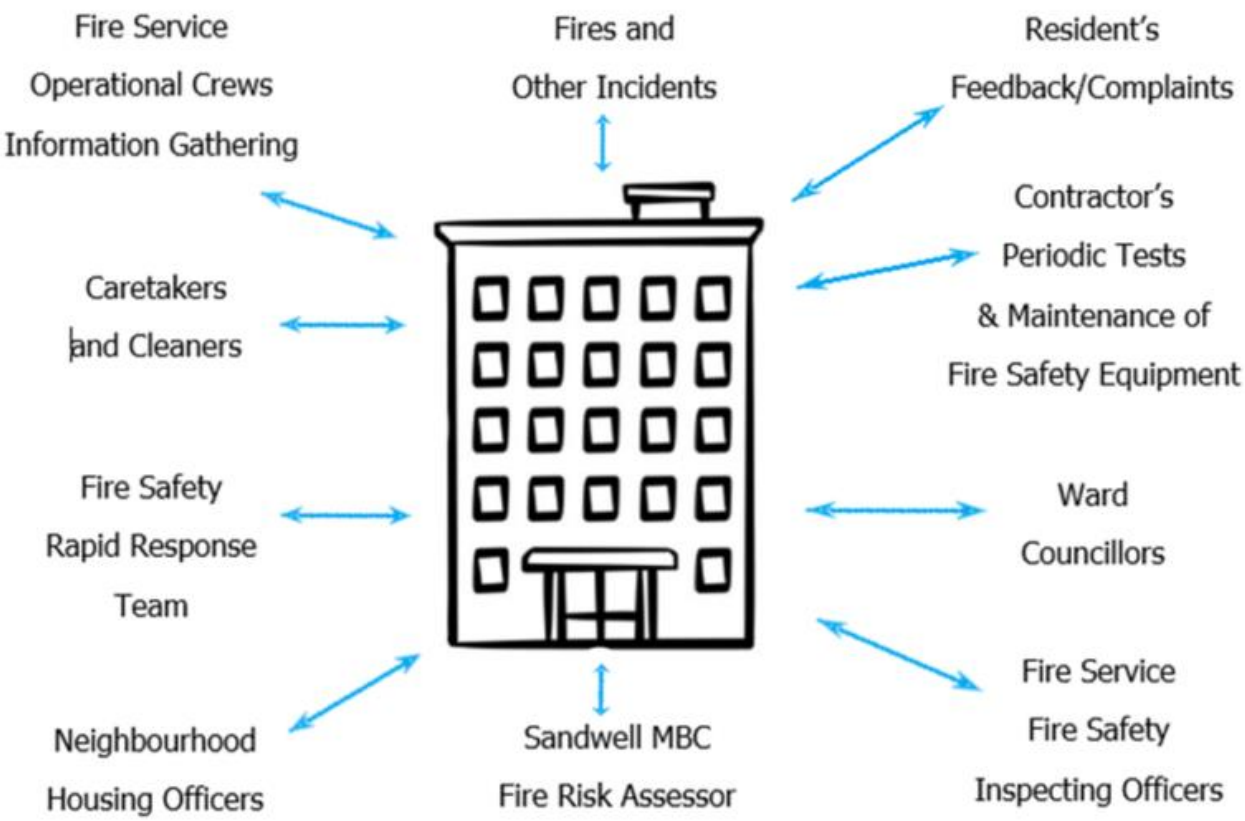
This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/contact/log-complaint 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.

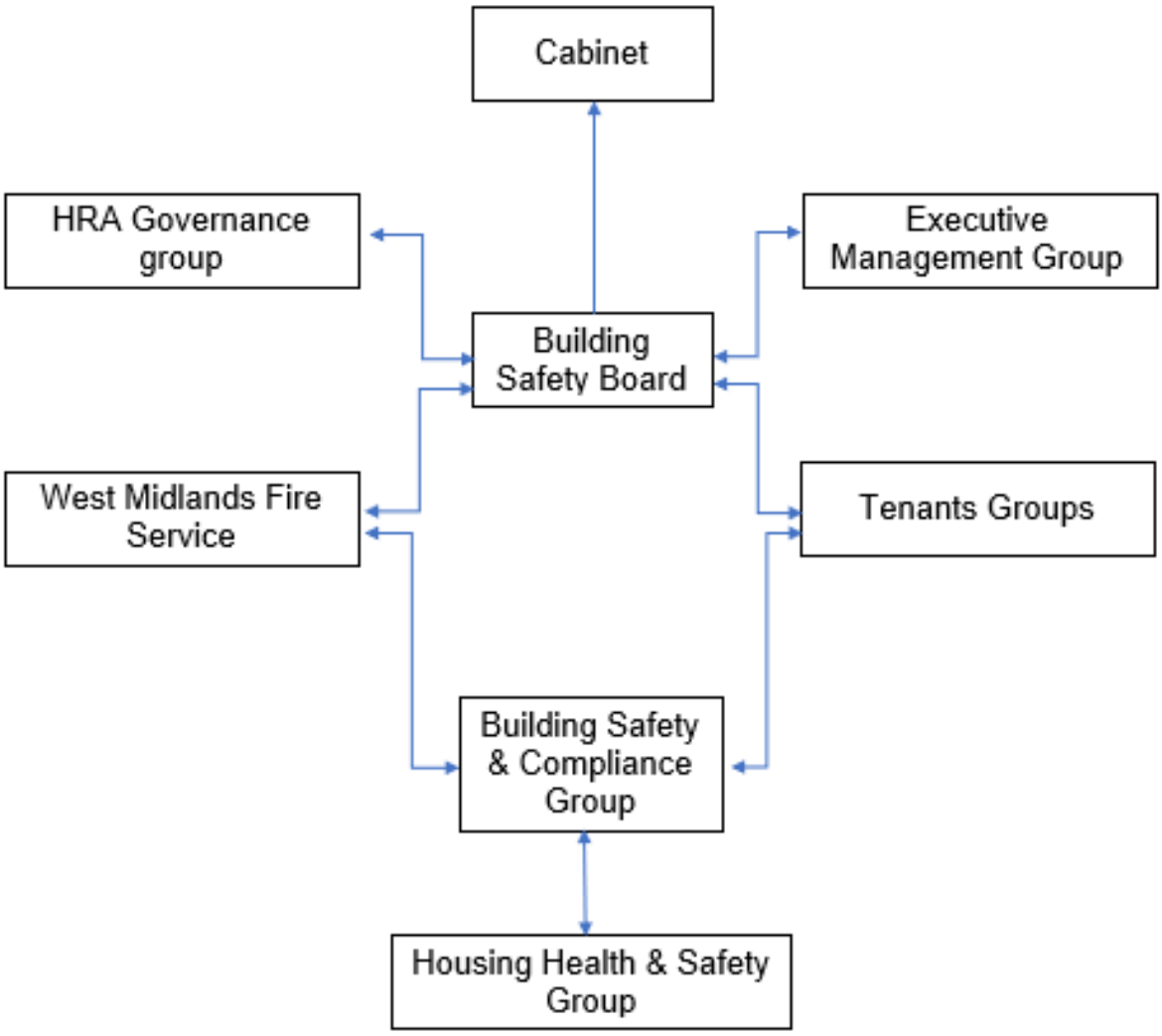
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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	**External Envelope** The exterior of the buildings are predominantly traditional brick, concrete construction with a tiled pitched roof. Individual flat windows are UPVC double glazed units.	Trivial

Section 7	**Means of Escape from Fire** The means of escape staircase incorporates a final exit. Means of escape should be sterile areas with no combustible items present. Combustible items to be removed.	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. Automatic smoke ventilation (AOV's) are employed and installed to meet the requirements of BS 7346.	Trivial
Section 9	**Emergency Lighting** Emergency lighting is provided and tested in accordance with British Standards, BS5266. Emergency lighting was last tested on 10/12/2024.	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 fire doors, including those in 1-hour rated walls.	Trivial
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. At the time of the assessment, the last EICR test date was recorded as July 2020. It was evident that smoking is taking place outside the building. A process or procedure needs to be put in place to retrieve all smoking materials at regular intervals.	Tolerable
Section 15	**Waste Control** Weekly bin collections are in place which helps to manage waste control keeping combustibles to a minimum.	Trivial
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. It was noted that in approximately three buildings that the rear doors were not closing correctly.	Tolerable
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. These include the security issues with defective doors and the failure to clean up disposed smoking materials.

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 1-17, 19-37, 39-45, 47-43, 55-65 & 67-73.
Chapman Way.
West Bromwich,
B70 8BB.

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.

This scheme was constructed in approx. 2017/2018 and consists of 6 low rise blocks of flats that have enclosed communal areas and a quantity of bungalows. It should be noted that the bungalows fall outside the scope of this Fire Risk Assessment.

This complex covers flats 1-17, 19-37, 39-45, 47-43, 55-65 & 67-73, this is six blocks in total.

Generally, these properties are currently let to residents that require additional some support with everyday living.

The low-rise blocks all have a main entrance to the front elevation, adjacent to the communal parking area(s) and a further exit located on the rear elevations (adjacent to access roads).




This low-rise complex constitute a range of primarily two and one three story buildings (inclusive of the ground floor). The buildings are of traditional brick, concrete construction, some partial render, surmounted by a pitched tiled roof. The buildings incorporate double glazed UPVC window frames and steel framed access doors.




Access to the communal roof/loft areas is via a hatch on the upper floor of each low-rise block (except for the three-storey block which has no loft area). All loft access hatches are secured with a suited cylinder key type 606.


The complex has a dedicated mobility scooter storage area that is accessible through an external door and protected by an entry fob reader. It was noted that there are no mobility scooters stored in this room.

There is a Caretaking / Cleaning room that is protected by a cylinder lock. This to the LHS of entrance to 19-37 Chapman Way.

Designated bin store areas have been provided at strategic places on the complex. Such facilities are located away from the main buildings and therefore do not constitute a fire risk, other than the potential of arson.

Chapman Way low-rise complex consists of the following blocks:

1-17 Chapman Way
Two Storey
Eight flats (four on ground floor and four on first floor)

19-37 Chapman Way
Three Storey
Ten flats (four on ground floor, four on first floor and two on second floor)

39-45 Chapman Way
Two Storey
Four flats (two on ground floor and two on first floor)

47-53 Chapman Way
Two Storey
Four flats (two on ground floor and two on first floor)

55-65 Chapman Way
Two Storey
Six flats (three on ground floor and three on first floor)

67-73 Chapman Way
Two Storey
Four flats (two on ground floor and two on first floor)

Plot Numbers	Layout Type	Map Reference	Block Range & Street Name
36-43	J	1	1-17 Chapman Way
44-53	E	2	19-37 Chapman Way
54-57	F	3	39-45 Chapman Way
58-61	F	4	47-53 Chapman Way
62-67	G	5	55-65 Chapman Way
68-71	H	6	67-73 Chapman Way

High/Low Rise	Low Rise
Number of Floors	2 (3 for 19-37 Chapman Way)
Date of Construction	2017/2018
Construction Type	Traditional Brick Construction with tiled pitched roof
Last Refurbished	N/a
External Cladding	Part rockwool insulated render
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Access to the roof(s) / loft areas is via a hatch on the upper floor of each low-rise block (except for the three-storey block which has no loft area). All loft access hatches are secured with a suited cylinder key type 606.
Equipment on roof (e.g. mobile phone station etc)	None

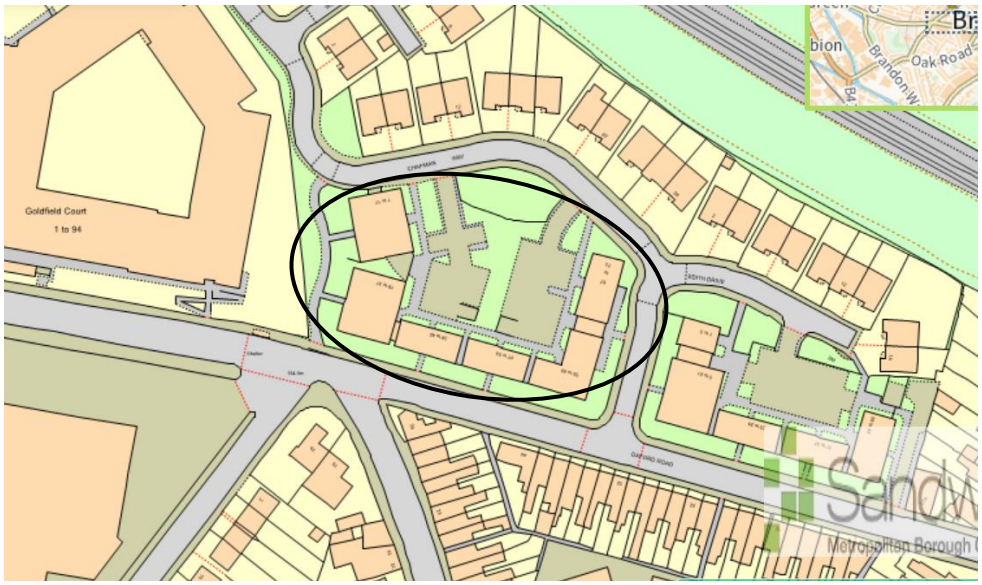
Persons at Risk

Residents / Occupants of 36 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)

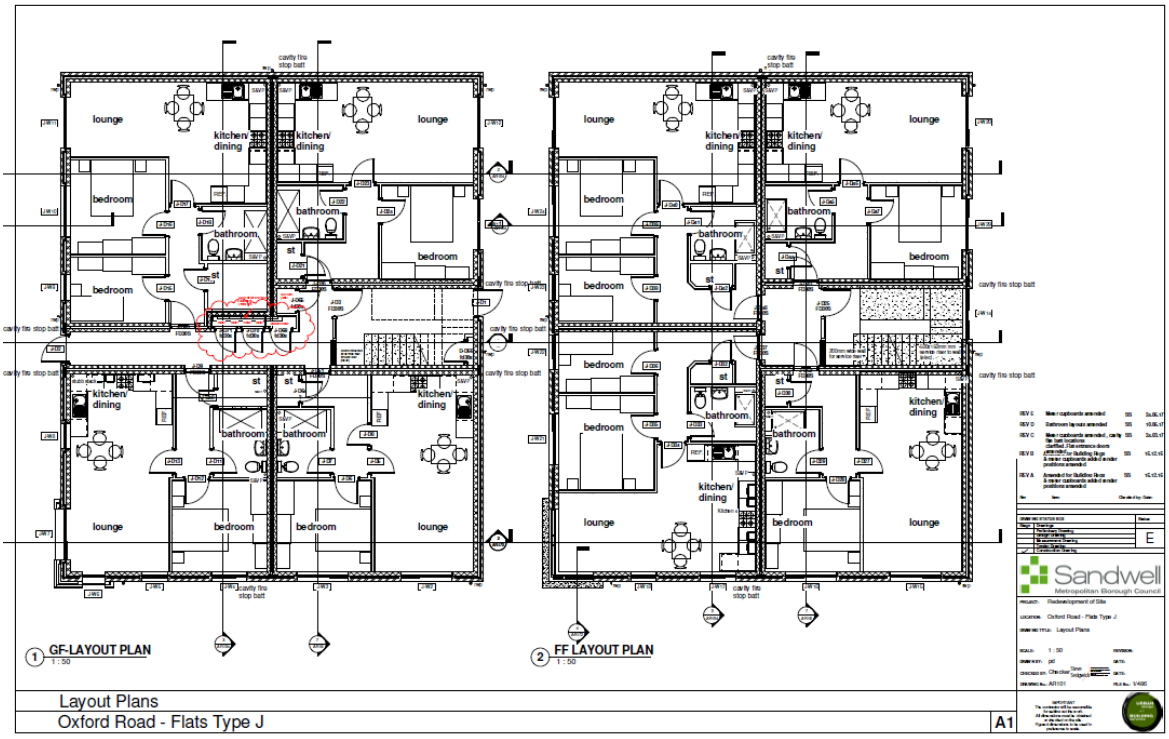
Section 5

Building Plan

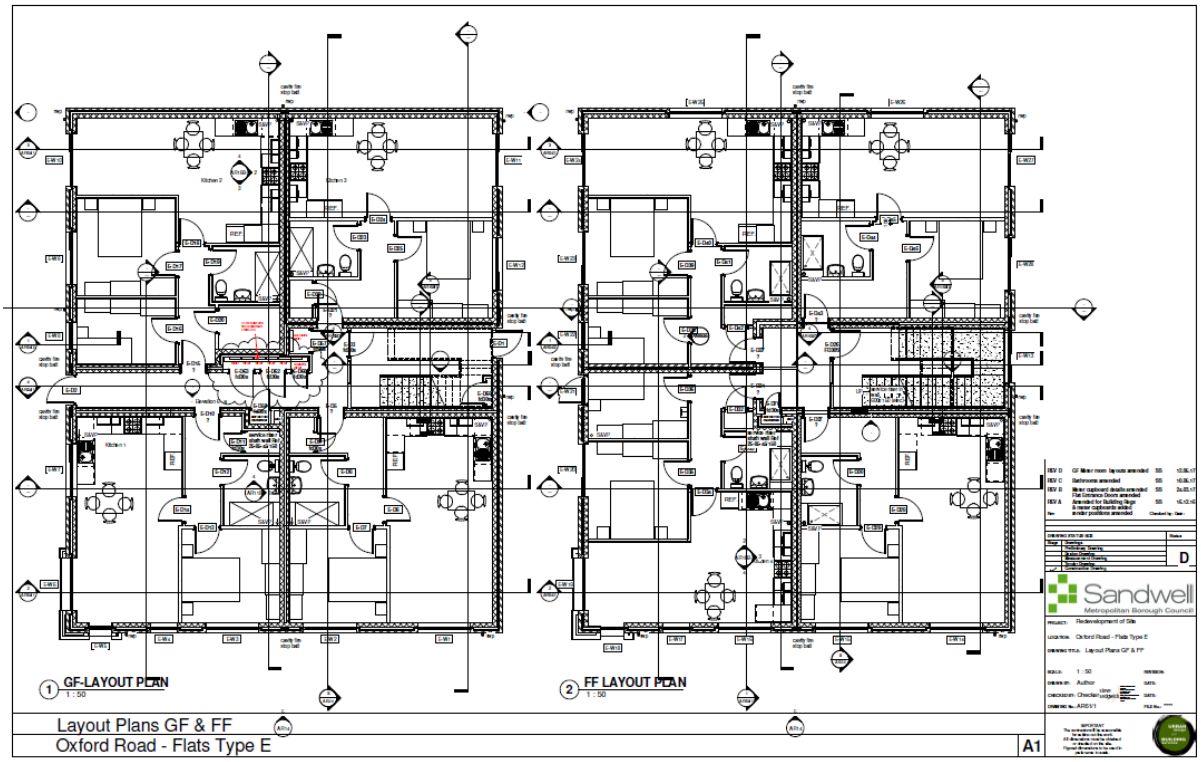
A general plan showing the building location.

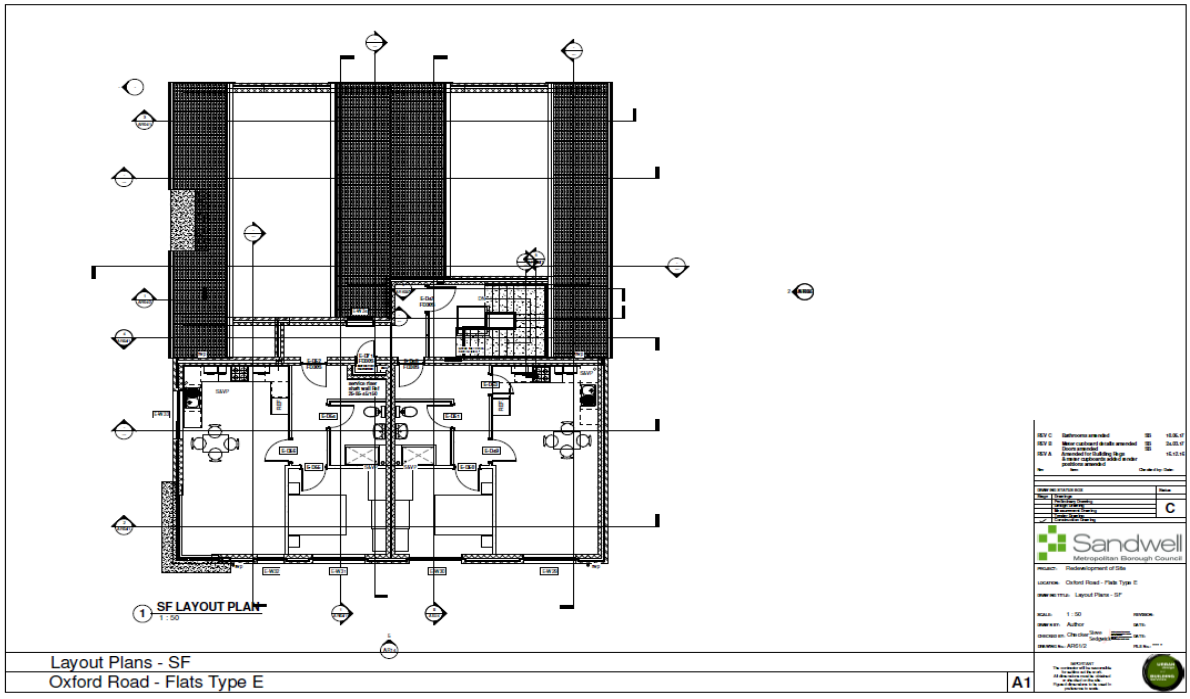


1-17 Chapman Way
Design Plan Type J

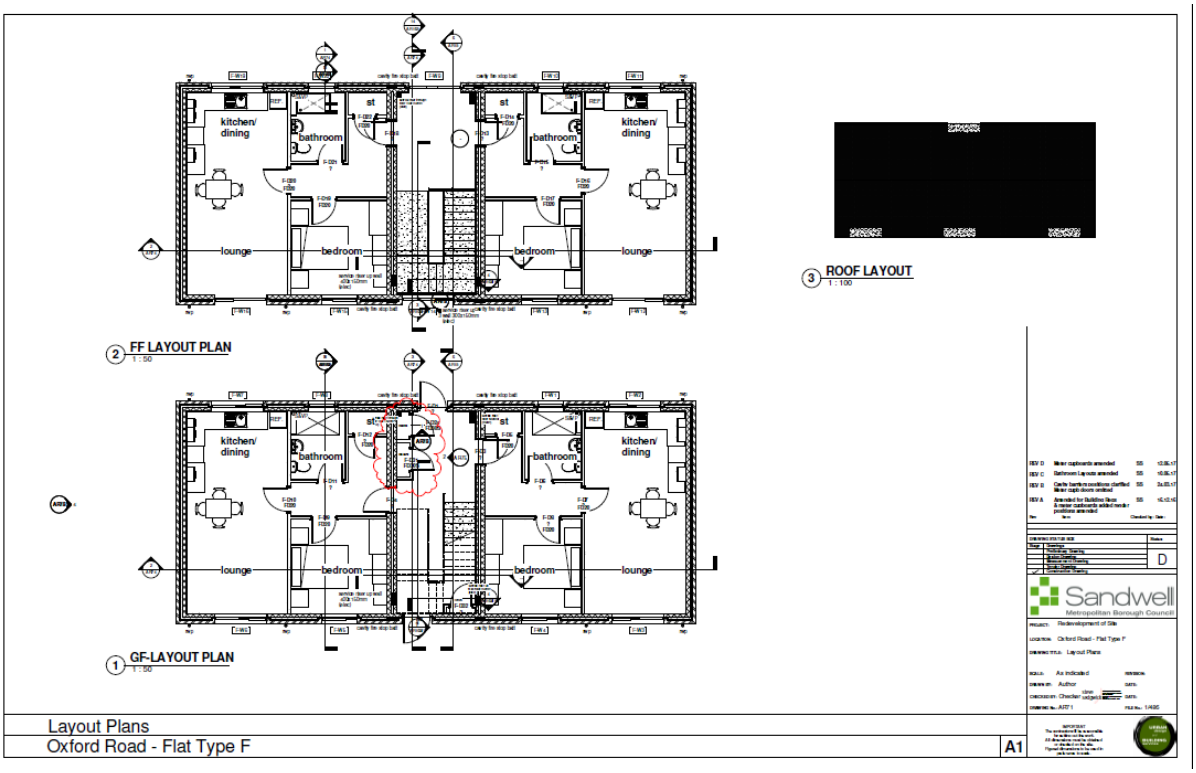


19-37 Chapman Way
Design Plan Type E (3 storey)

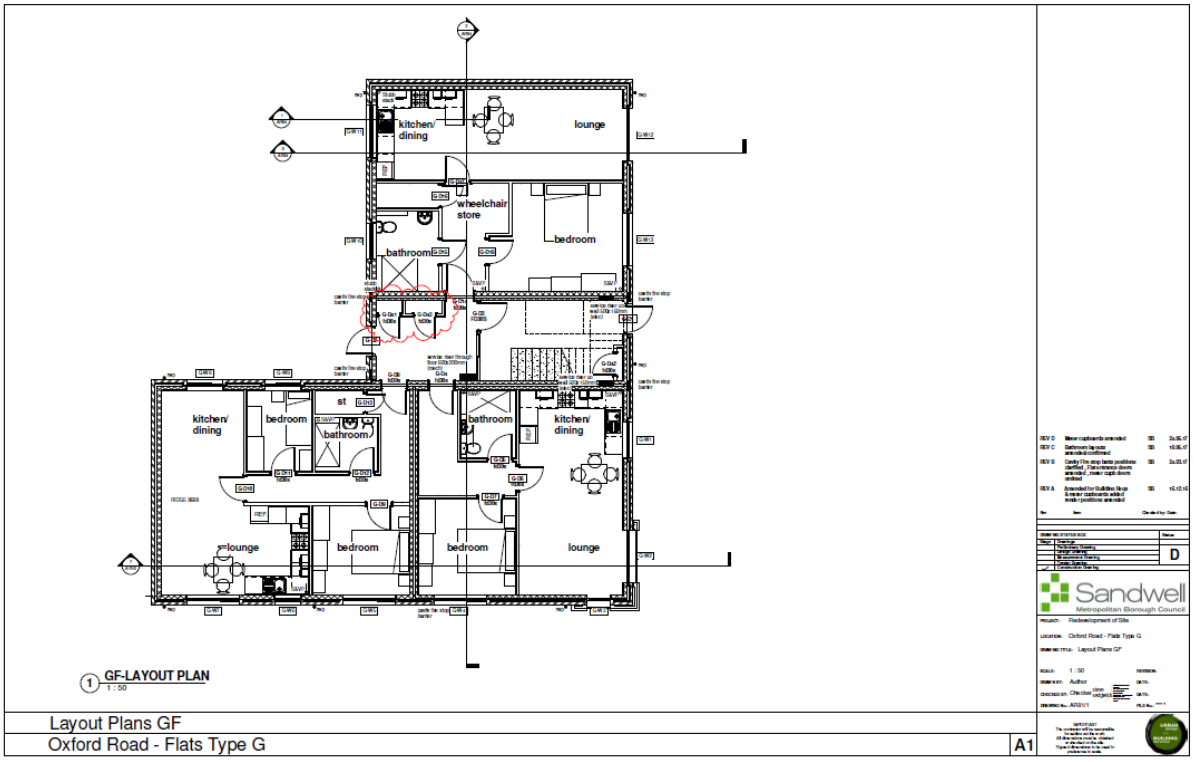




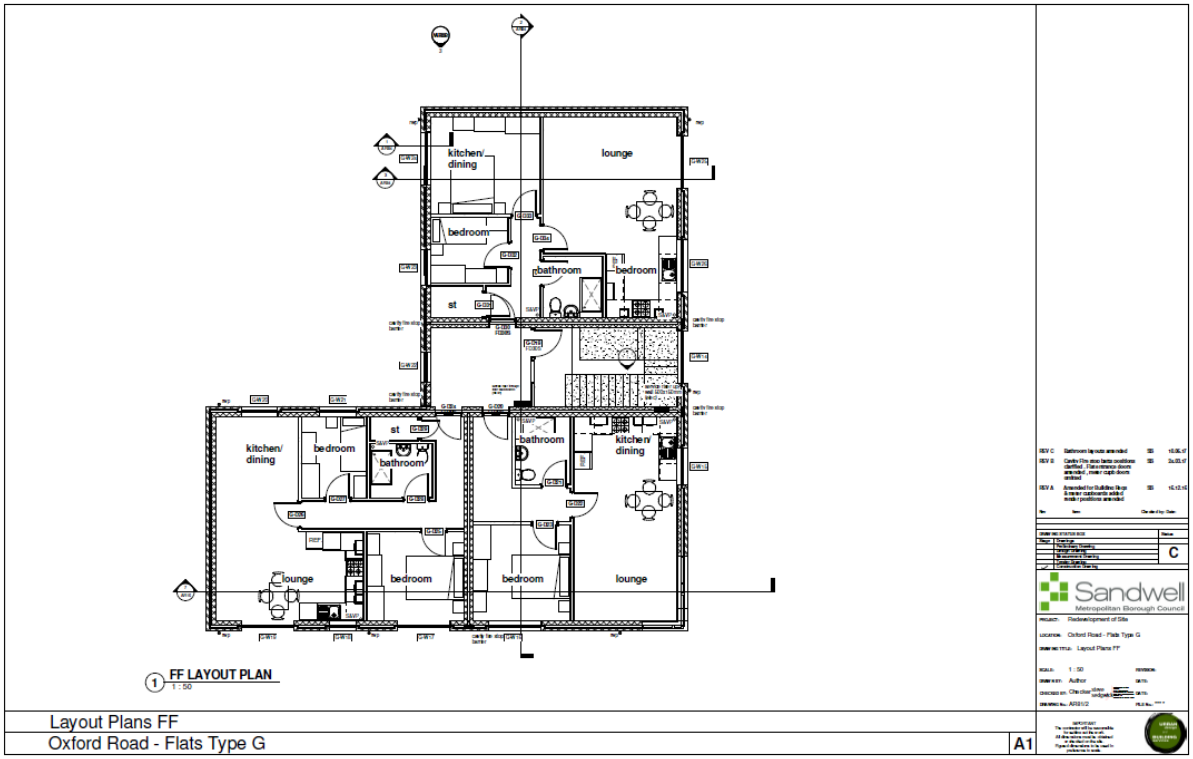
39-45 Chapman Way
47-53 Chapman Way
Design Plan Type F



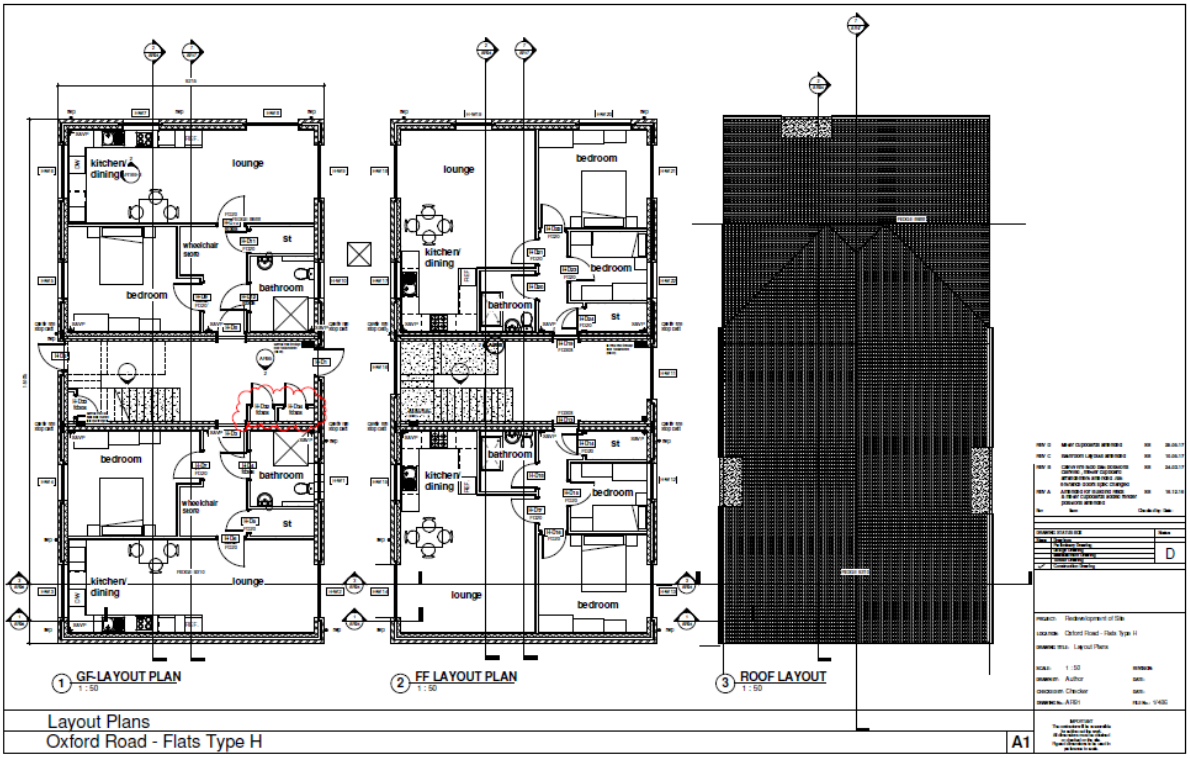
55-65 Chapman Way
Design Plan Type G
Ground Floor



First Floor



67-73 Chapman Way
Design Plan Type H



Section 6

External envelope

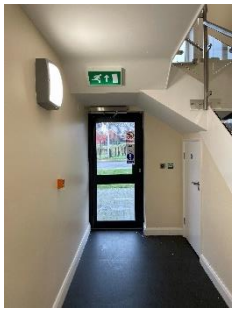
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors 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 traditional brick, concrete construction, partial rockwool insulated render, UPVC double glazed window frames surmounted by a pitched tiled roof.


2) Access and egress doors are steel framed double glazed units.


3) Windows are UPVC double glazed units.

4) Communal windows are UPVC double glazed units.



Section 7 Means of Escape from Fire

1) The buildings have a single concrete staircase that provide the means of escape, the staircase provides an 1100mm 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 means of escape are protected to prevent the spread of fire and smoke.

5) There are primarily two layout designs for the communal staircases on the complex (refer to layout plans in section 5).

   One consists of a simple layout with the flats opening onto the communal landing / staircase.

   The other design sees the staircase separated from the flats by means of a glazed fire screen panel and FD30s fire rated glazed door, see image.

6) The communal areas are checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.

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

8) **It was noted in some corridors that plastic furniture including chairs were being stored. Means of escape routes should be maintained as sterile areas and therefore these items should be removed.**


9) 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.



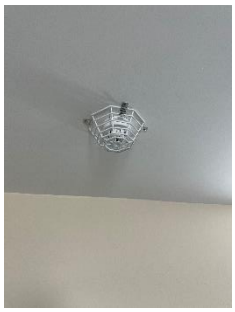
10) The front communal entrance door to each block has a CCTV camera affixed to the external wall. This camera provides a video link to the intercom system installed within each property.

11) There is a fire fighter override facility to ensure unrestricted access for WMFS.

12) The front main door to each block has a power arm to facilitate automated opening and closing of the doors, specifically as the flats are let to those likely to require support.

13) Emergency lighting is provided to communal landings and stairs.

14) Automatic smoke ventilation is employed and installed to meet the requirements of BS 7346 to first / second floors (where applicable). The smoke vents automatically ventilate when the peak temperature is reached, controlled via the thermostat located on the first floor of each block. The system also has an override facility to enable manual intervention to naturally ventilate the common areas.



15) The smoke ventilation controls are installed within the service cupboard(s) (doors secured with a suited 54 lock) on each floor. The controls allow for manual testing of the smoke vents. It should be noted that the system installed is fully automated and each vent is independently controlled by a localised smoke detector. Once smoke has cleared the system will automatically reset.

16) The smoke vent master reset control is located on the ground floor adjacent to the main front entrance / exit door of each low-rise block.

17) The means of escape are protected to prevent the spread of fire and smoke with nominal FD30s composite front entrance doors.

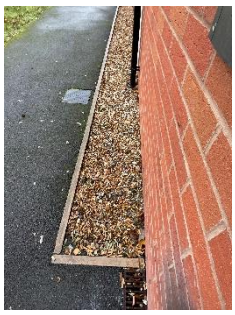
18) Access to flats was gained during the fire risk assessment to ensure the doors have not been tampered with by residents etc.

The following nominal FD30s door flat entrance doors were checked:

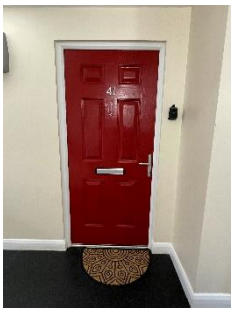
Flat number 11
Flat number 57
Flat number 59

It was noted that flat entrance doors had a perko pair closer device in place and the assessor is happy to accept this. All doors were in good condition and no issues evident at the time of the assessment.

19) It was noted that a number of cigarettes were being disposed of outside of buildings. Whilst residents are smoking outside of the building a system or process needs to be put into place to retrieve all items disposed of correctly. (email to residents)




20) 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) During the assessment, the assessor spoke with a number of residents who confirmed that smoke alarms are installed in the Hallway, Living room & Kitchen. This meets a minimum standard of LD2. These were: -

   Flat 11 – detection in Hallway Living Room & Kitchen.
   Flat 57 - detection in Hallway Living Room & Kitchen.
   Flat 59 - detection in Hallway Living Room & Kitchen.

3) Despite best endeavours no other residents were available at the time of the assessment.

3) Based on the sample of properties accessed during the fire risk assessment, the smoke alarms within resident's flats are installed to a minimum of LD3 Standard.

   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.

5) Automatic smoke ventilation is employed and installed to meet the requirements of BS 7346 to first / second floors (where applicable). The smoke vents automatically ventilate when the peak temperature is reached, controlled via the thermostat located on the first floor of each block. The system also has an override facility to enable manual intervention to naturally ventilate the common areas.



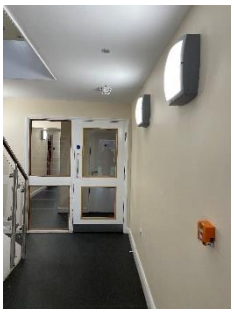
Section 9

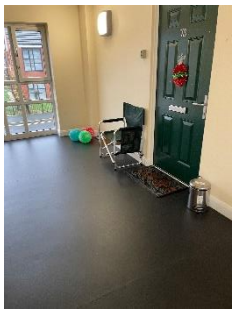
Emergency Lighting

1) The premise has a sufficient emergency / escapes lighting system in accordance with BS 5266 and test points strategically located.

2. The self-contained units are provided to the communal landings, stairs.

3. All installed equipment is checked and tested at regular intervals by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.





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/nominal 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.

4) A variety of methods / materials have been used to achieve fire-stopping.

5) Generally, the means of escape is protected from flats with the use of FD30's doors. These doors appeared to be in good condition at the time of the assessment.

6) 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.

7) Individual flat doors are composite FD30s rated doors (Britdoors Regency FD30) fitted with twin perko door closers. Access was gained to a sample of properties as part of the risk assessment to ensure the doors have not been tampered with by residents etc.

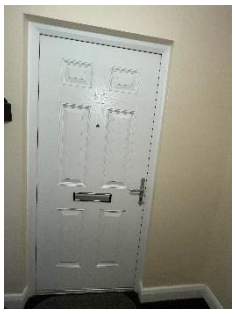
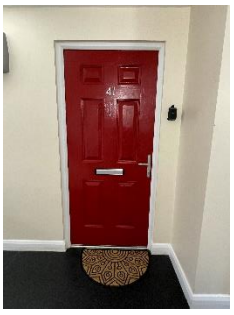
Customer specification sheet for S01456 - EXCEL 2000 WINDOWS LTD

Specifier : SMC REGENCY FD30

Position : FRONT **SBD : YES** **PAS23/24 : YES** **Style : Warwick GRP**

Item Type	Item	Description
OUTER FRAME	SHEERFRAME-FIRE	Sheerframe Firesafe PVCu Frame
HINGE	FIRE-HINGE-SILVER	Load Pro Heavy Duty Loose Pin Fire Door Hinge 100mm Zinc Plated -Transient Part, supplied FITTED
LOCK	PSERIES-LL-45-ER-16-CHR	P Series Handle + ERA 2 Large Hook MPL Door Lock with option 3 Locking positions nand stainless steel 20mm width x 1635mm Round End Face Bar and Upper & Lower Drive Bars - 45mm Backset
HANDLE	HL-45-FF-01-SAA	P Series Ashford Inline Lever/Lever Silver Handle 8B050 (15 per box), supplied FITTED
CYLINDER	CY-15-YA-01-SAA	Anti - Manipulation Thumbturn cylinder Nickel 80mm
CYLINDER GUARD	CY-60-XX-03-XXX	Cylinder Security Clamp LSH Euro Profile LSH P/No:DCLSCO0010P
THRESHOLD-NO CILL	TD-15-SG-04-SAA	Stormguard Trimline 13 Silver 3'
THRESHOLD-OTHER CILL	TD-15-SG-04-SAA	Stormguard Trimline 13 Silver 3'
THRESHOLD-OUTWARD	TD-15-SG-04-SAA	Stormguard Trimline 13 Silver 3'
LETTERPLATE	OP-05-FF-02-SAA	P Series Fire Rated Letterplate Silver
VIEWER	OP-15-XX-06-SAA	Firecheck Viewer - SWALF Chrome (with internal flap) FCSWALFCH-FR, supplied FITTED
SAFETY CHAIN	OP-10-ER-01-SAA	ERA Security Chain SAA 791-55NS Satin silver polybagg, supplied FITTED
DOOR CLOSER	PERKO PAIR CLOSER	Perko R2 Closer
STRIKER/KEEP	ERA KEEP SET SECURIDOR	ERA Multi Point Keep Set Securidor, supplied FITTED
NUMERALS	NUM-F&F-SAA	Fab and Fix P Series Silver, position NONE, side NONE

8) All front doors appear to be in good condition.


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.

Section 11 Fire Fighting Equipment

1) Currently, there is no fire-fighting equipment installed at these premises.

2) No access was gained to the mobility scooter storage rooms. There is not a fire fighter override facility installed to the mobility scooter shed, only a fob access system. Consideration should be given to providing a firefighter drop latch key to ensure unrestricted access for WMFS, especially as this is a high risk area.

3) These rooms should have a localised sprinkler system installed in accordance with BS9251:14 as it will be perceived as a high-risk area because of the scooter room being used for the storage and the charging of resident's mobility scooters.

4) In conjunction with the above, an external strobe should be installed to indicate when a sprinkler has been activated as to prevent residents unknowingly entering the room, especially as the entrance doors have tinted glazing.

5) The nearest firefighting hydrant is located on the pedestrian walkway at the rear of Chapman Way, junction of Oxford Road.

Section 12

Fire Signage

1) All communal fire doors do display “Fire Door Keep Locked Shut” where appropriate.

2) Fire escape directional signage is installed above all exit doors to each of the low-rise blocks on the complex.

3) The fire escape routes are self-evident and therefore additional fire action notices are not required.

4) Signage has not been installed within the dedicated mobility scooter room(s) advising that residents shall not use the charging facilities between the hours of 8pm and 8am in line with National Fire Chiefs Council guidance regarding mobility scooters.

5) Further signage shall be fitted outside the mobility scooter entrance door(s) advising residents of the fact that there is a sprinkler system installed (If an install is done) and not to enter if alarm has been activated.

6) 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) There is evidence of excessive smoking at the rear of the buildings, although smoking is permitted in this area a policy/process needs to be implemented to ensure all smoking materials are removed after use.

3) 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) The fixed electrical installation should be tested every 5 years, the date of the last EICR Inspection is recorded as July 2020.

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.

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 has been one recorded incident of fire since the previous Fire Risk Assessment dated May 2024. West Midlands Fire Service recorded the incident as accidental due to a distraction.

3) A number of covers from external Gas meters were missing or damaged. These should be replaced, and the units made good.

4) Issues were identified with some of the rear doors of the complex not closing correctly. This presents a security risk and should be repaired. These were identified in: -

- **Block 47-53 - Rear door not correctly closing security issue.**
- **Block 67-73 - Rear door not closing properly security issue.**

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.

4) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

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 - 1-17, 19-37, 39-45, 47-43, 55-65 & 67-73. Chapman Way, West Bromwich.

Date of Action Plan: 23/12/2024

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/08	Remove all combustible furniture and storage units from the means of escape corridors.		P2	Housing 1-3 Months	

14/02	Excessive smoking materials at rear of buildings.		P2	Housing 1-3 Months.	
17/03	A number of covers from external Gas meters were missing or damaged. These should be replaced, and the units made good.		P2	Repairs 1-3 Months.	
17/04	Resolve defective rear doors in the following blocks: - Block 47-53 - Rear door not correctly closing security issue. Block 67-73 - Rear door not closing properly security issue.	N/A.	P2	Repairs 1-3 Months.	

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	
It was noted that flat entrance doors were fitted with Perko R2 Closers. All doors appeared to be working correctly at the time of the assessment. However, when any upgrades on the complex takes place, or doors are replaced, these doors should be replaced with FD30s complete with an appropriate overhead door closer.	
The mobility scooter storage room is currently out of use. Before this room is used to store & charge mobility scooters the following points in the observation section should be in place.	N/A.
Although no access was gained to the mobility scooter storage room consideration should be given to providing a fire fighter override facility to the mobility scooter fob access system to ensure unrestricted access for WMFS.	N/A.
Consideration should be given to provide a localised sprinkler system in the mobility scooter storage room, this should be installed in conjunction with BS9251:14 as it will be perceived as a high-risk area because of the scooter room being used for the storage and the charging of resident's mobility scooters.	N/A.

In conjunction with the above two points, an external strobe should be installed to indicate when a sprinkler has been activated as to prevent residents unknowingly entering the room.	N/A.

Signed

	Fire Risk Assessor	Date: 23/12/2024
	Quality Assurance Check	Date: 24/12/2024

Appendix 1

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

Name of property: Flats - 1-17, 19-37, 39-45, 47-43, 55-65 & 67-73. Chapman Way, West Bromwich.

Updated:

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

Hazard	Information/Comments
None Known.	