

# Fire Risk Assessment

## Shelley House

Tudor road,  
Oldbury,  
B68 9RE



**Tudor Road, Oldbury**  
**B68 9RE**

**Date Completed: 12<sup>th</sup> July 2022**

**Officer: Carl Hill Fire Risk Assessor**

**Checked By: Jason Blewitt Team Lead Fire Safety & Facilities**

**Current Risk Rating 0 = Low**



**Subsequent reviews**

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



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## Section

# 0

## Introduction

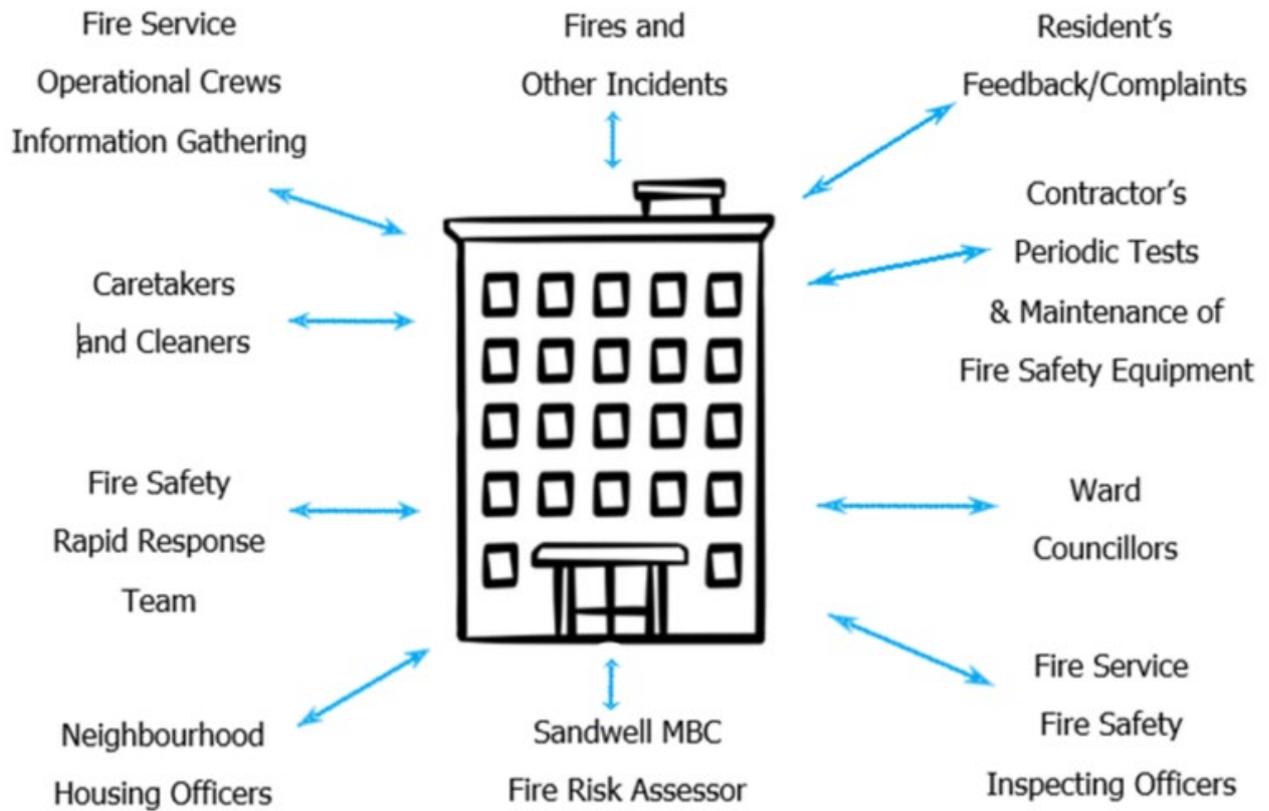
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment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

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

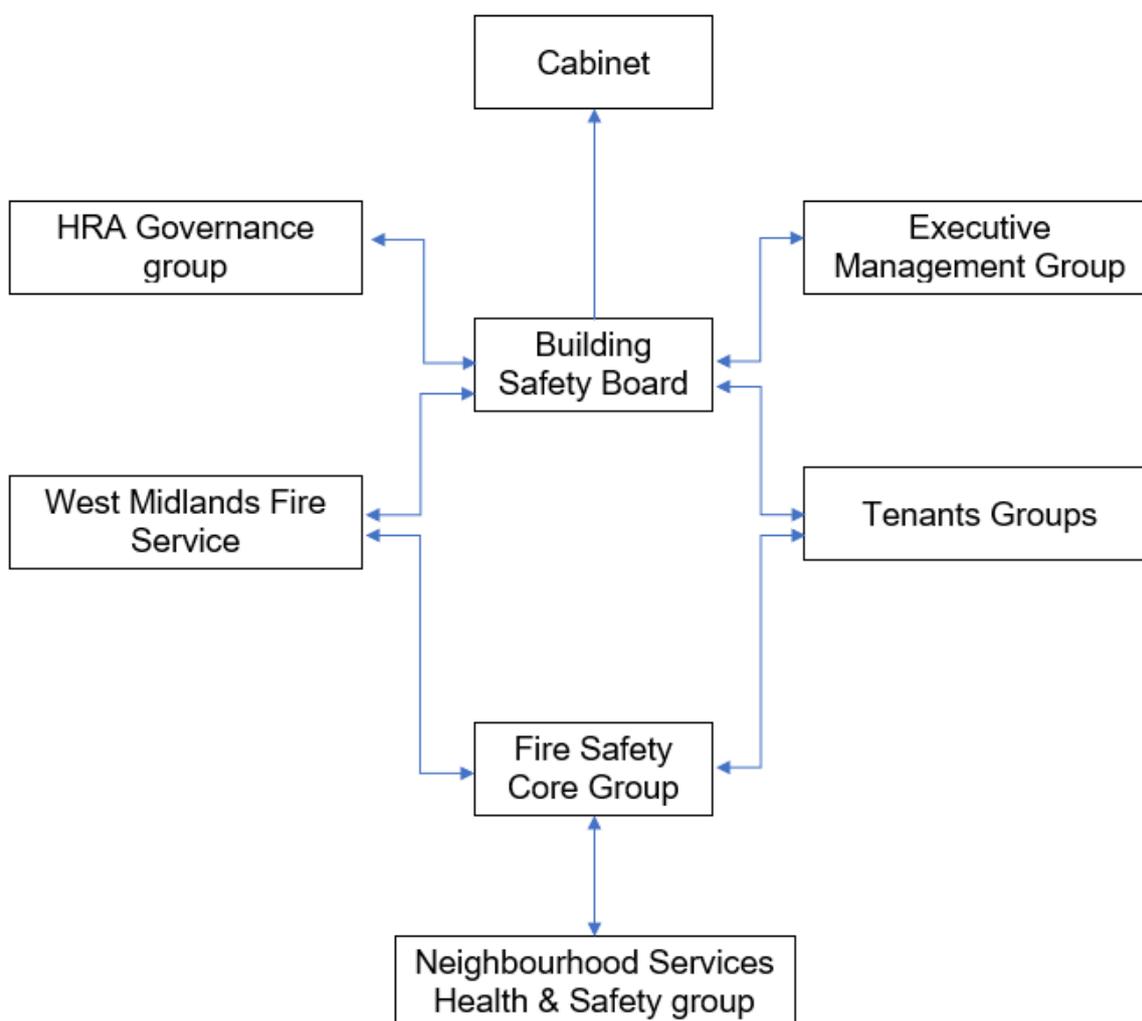
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



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

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## Section

# 1

## Significant findings

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

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

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

### **Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<p><b>External Envelope</b></p> <p>The building is of traditional brick construction with PVC fascia boards to the roof line. All windows are UPVC double glazed units. Each flat has a private balcony. Flats 2 &amp; 5 (above) have installed wicker screening. <i>removed</i></p>	0
<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>Each block has a single staircase and 2 final exits that provide a sufficient means of escape. Remove artificial plants and table from 1<sup>st</sup> floor means of escape <i>removed</i></p>	0

<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b> The flats have a fire detection system fitted to an LD3 standard.	0
<a href="#">Section 9</a>	<b>Emergency Lighting</b> The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.	0
<a href="#">Section 10</a>	<b>Compartmentation</b> Individual flat doors are a mixture of FD30s and none rated fire doors.	0
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b> The premises have no provision for firefighting equipment.	0
<a href="#">Section 12</a>	<b>Fire Signage</b> Fire door keep shut & no smoking signs have been installed.	0
<a href="#">Section 13</a>	<b>Employee Training</b> All staff receive basic fire safety awareness training.	0
<a href="#">Section 14</a>	<b>Sources of Ignition</b> The fixed electrical tests were last completed 23/02/21.	0
<a href="#">Section 15</a>	<b>Waste Control</b> Caretakers undertake regular checks and bins are stored away from the building.	0
<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary	0
<a href="#">Section 17</a>	<b>Arson Prevention</b> There is external lighting and a door entry system prevents unauthorised access.	0

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<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>Residents each have access to external storage cupboards.</p> <p>There is a single additional storage cupboard to the 1<sup>st</sup> &amp; 2<sup>nd</sup> floors.</p> <p>A temporary gazebo structure has been erected in the rear enclosed yard.</p> <p>A storage facility has been erected and fixed to the side elevation for the purpose of housing a motorcycle. <i>removed</i></p>	0
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Risk Categories	
Risk Rating	Description
5	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
4	A significant safety issue.
3	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
2	A desirable improvement to increase protection from fire.
1	A minor improvement to safety.
0	No risks identified

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The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows

**Current Risk Rating 4-5 = HIGH**

**Current Risk Rating 1-3 = MEDIUM**

**Current Risk Rating 0 = Low**

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## Section

# 2

## People at Significant Risk of Fire

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

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

Sandwell Council is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Where this is known and PEEPs have been completed, it will be captured in this fire risk assessment along with any building layout or working practices placing people at significant risk of fire.

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## Section

# 3

## Contact Details

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

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

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

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

### **Chief Executive**

Kim Bromley Derry (Interim Director)

### **Director of Housing**

Gillian Douglas

### **Business Manager Surveying and Fire Safety (Building Safety Manager)**

Phil Deery

### **Fire Safety, Facilities and Premises Manager**

Tony Thompson

### **Team Lead Fire Safety and Facilities**

Jason Blewitt

### **Fire Risk Assessor(s)**

Pardeep Raw

Carl Hill

### **Resident Engagement Officer - Fire Safety**

Lee Mlilo

### **Neighbourhood Office Manager**

Rachel Price

*Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change*

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## Section 4

# Description of Premises

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Shelley House 1-9  
Tudor Road  
Oldbury  
B68 9RE

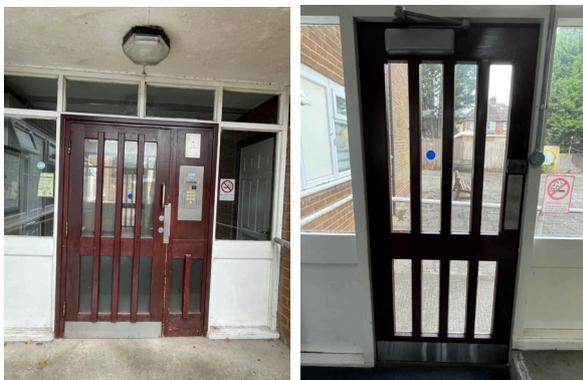
### Description of the Property

The low-rise block was constructed in 1966 using a traditional brick cavity build.



The block consists of 3 storeys (inclusive of the ground floor). Each of the floors contains 3 number dwellings.

The block has a main entrance to the front elevation and a further exit located on the rear elevations. Front entrance has a door entry system with a fob reader installed and a firefighter override switch, the Rear entrance has a Yale lock fitted.



There is a single stairwell within the block.

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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	3
Date of Construction	1966
Construction Type	Traditional cavity construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Flat roof – no internal access
Equipment on roof (e.g. mobile phone station etc)	None

### **Persons at Risk**

Residents / Occupants of 9 of the flats

Visitors,

Sandwell MBC employees,

Contractors,

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

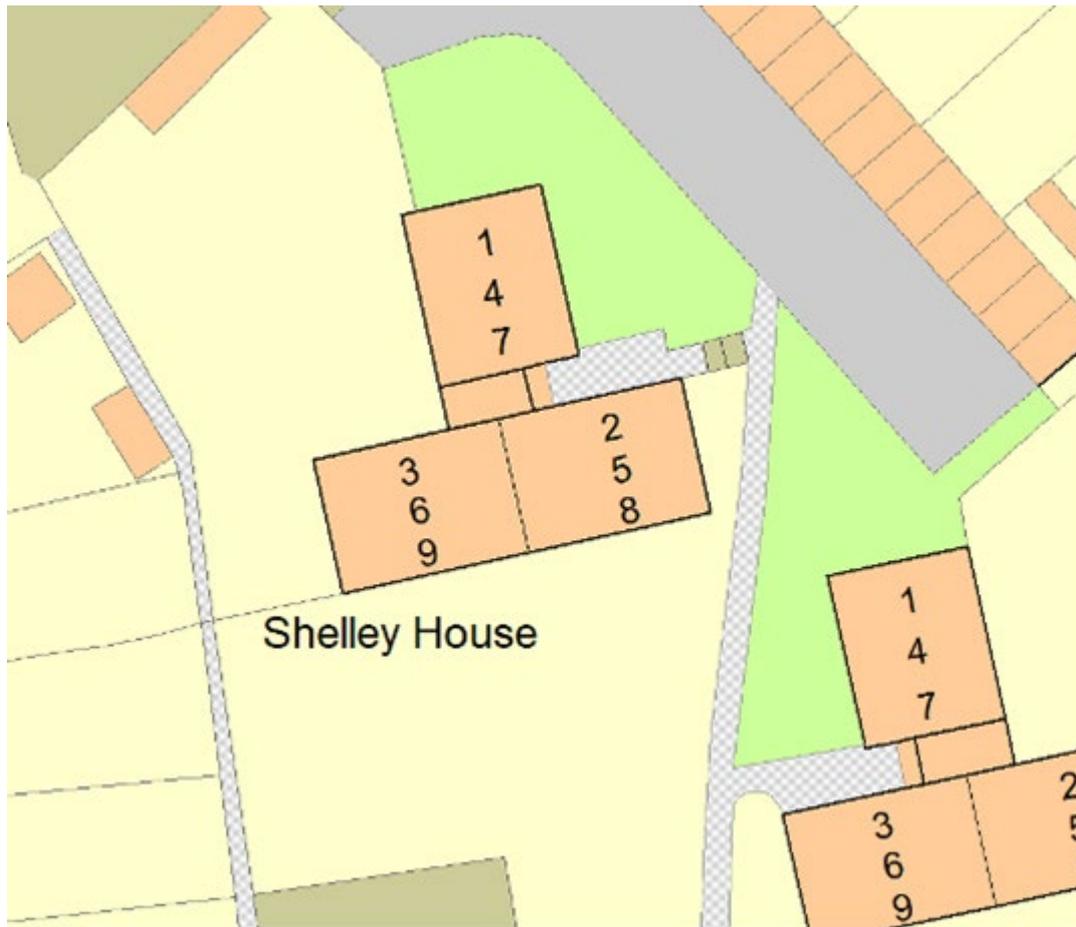
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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**Section  
5**

**Building Plan**

There is a general plan showing the buildings location.



## Section 6

### External envelope

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

Provide a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk

- 1) The external surface of the building is predominantly brick structure with UPVC fascia boards to the roof line.



- 2) UPVC double glazed units have been installed to each flat and the communal stairwell.



- 3) Each flat has a balcony with steel railings. **Flats 2 & 5 have wicker screening to the balcony railings which should be removed.**



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## Section 7

## Means of Escape from Fire

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- 1) The site has a single staircase that provides a means of escape and is 855mm in width.



- 2) All corridors are of adequate width (at least 1050mm) and will 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) The only communal doors within the block are the final exit doors which 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).
- 6) The front final exit door has a door entry system 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) Automatic smoke ventilation is not employed.
- 8) Communal windows can only be opened without the use of a key.



- 9) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed



- 10) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor ([refer to section 9](#))
  - 11) Service cupboards are not FD30s rated but are lockable and will be upgraded as part of a future upgrade program.
-

- 12) The surface coatings to the communal areas are Class 0 rated.
- 13) All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets it has been presumed that it is Class 0 fire rated.
- 14) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
- 15) The fire rating of the individual floor mats to the communal areas is un-known (also a trip hazard).
- 16) Individual flat doors are a mixture FD30, FD30s and none rated fire doors. ([See section 10](#))
- 17) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

Flats accessed were 3, 4 & 9 and were not found to have been tampered with.

- 18) Table and artificial flowers adjacent flats 5 & 6 to be removed from the means of escape.**



- 19) Plastic conduit has been used in communal areas for cable runs. This will be removed as part of a future upgrade program.
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## Section 8

# Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment and the information gained from the previous fire risk assessment, the smoke alarms within resident's flats are installed to an LD2 & LD3 Standard.

Flats accessed during this visit.

Flat 3 – LD3

Flat 4 – LD3 – Leaseholders flat, it was noted that the single smoke detector in the hall was not working / no battery. A safe & Well check by WMFS was recommended to the occupier, contact details and advice given.



Flat 9 – LD2

*For information*

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*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 are:
  - I. Such systems may get vandalised.
  - II. False alarms would occur.
  - III. A Stay Put - Unless policy is in place

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## Section

# 9

## Emergency Lighting

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



- 2) The self-contained units are provided to the communal landings and stairs
- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



## Section 10

## Compartmentation

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*This section should be read in conjunction with Section 4*

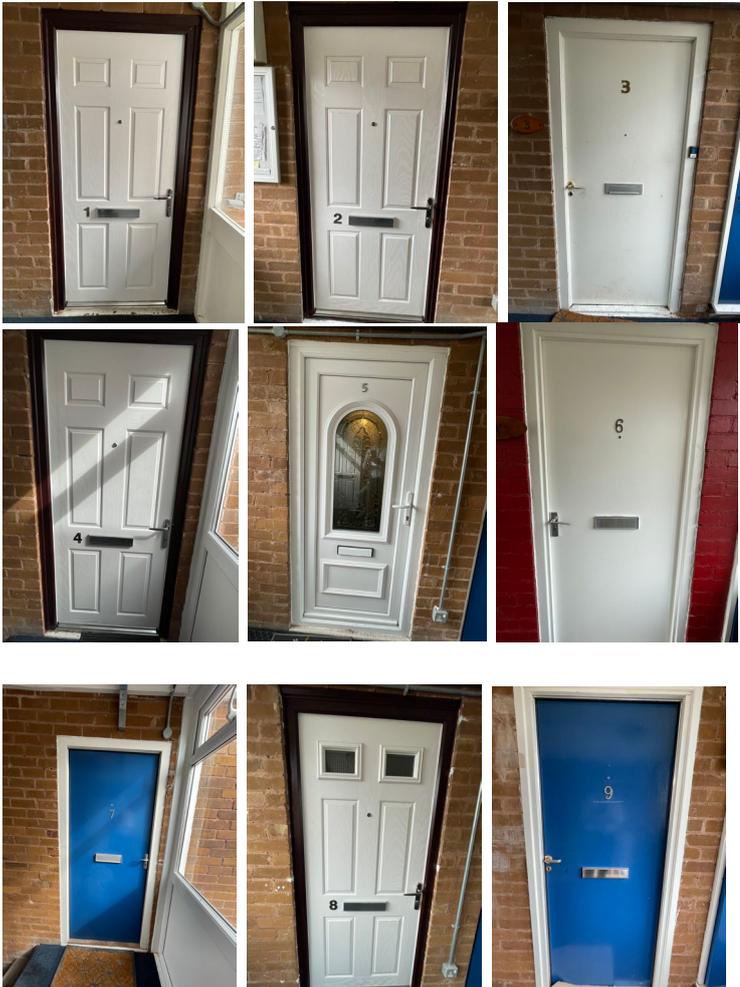
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minute horizontal fire resistance between dwellings. This is not possible in communal areas due to an open plan staircase.
  - 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.
  - 3) There are no communal doors fitted with automatic closing devices other than the final exit doors. These 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).
  - 4) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters
  - 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, foam and intumescent pillows.
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## Fire Risk Assessment – Shelley House



Flat No	Electric Meter Cupboard					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Notes			
	Smoke	Hot LSP	Hot LSP	Hot LSP	Hot LSP	Smoke	Hot LSP	Hot LSP	Hot LSP	Hot LSP	Smoke	Hot LSP	Hot LSP	Hot LSP	Hot LSP	Smoke	Hot LSP	Hot LSP	Hot LSP	Hot LSP	Smoke	Hot LSP	Hot LSP	Hot LSP	Hot LSP				
1	✓	✓	✓	✓	✓																								
2	✓	✓	✓	✓	✓																								
3	✓	✓	✓	✓	✓																								
4																													
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Communal doors free from defects					Communal windows free from defects					Flat doors free from defects					Communal cupboards locked and secure					Communal areas free from items stored there					Communal areas free from repair materials				
Foam Removal & Enhancement Record													Foam, Enhancements & Other Comments:																
Foam Present But Not Removed This Visit																													
Foam Present & Partially Removed This Visit																													
Foam Present & Fully Removed This Visit																													
No Foam Present													✓																
No Enhancement Carried Out This Visit													✓																
Enhancement Carried Out This Visit																													

6) Individual flat doors are not all FD30s rated fire doors. It was communicated by the leaseholder occupier of flat 3 that he was to source his own certified FD30S replacement door. The previous FRA records that the leaseholder occupier of flat 5 has been contacted reference fire door upgrade.



## Section 11

### Fire Fighting Equipment

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- 1) The premise has no provision for firefighting equipment.

## Section 12

### Fire Signage

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- 1) All fire doors display “Fire Door Keep Shut” where appropriate.



- 2) Fire Action Notices are not displayed throughout the building. The signs are not necessary due to the building not having a complex layout.
  - 3) Yellow LPG warning signs are not displayed. [Refer to section 18](#)
  - 4) As the meter cupboards doors are not fire rated “Fire Door Keep Shut” is not displayed. To be installed when upgraded.
  - 5) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Signs are displayed throughout building. The no smoking sign adjacent the front entrance of block 298-308 is damaged and requires replacement.
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**Section**  
**13**

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

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- 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.
  - 4) Neighbourhood Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
  - 5) Fire safety has been provided as part of tenancy pack.
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**Section**  
**14**

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## Sources of Ignition

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- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 23<sup>rd</sup> February 2021.
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supplies to the building are external.



**Section**  
**15**

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**Waste Control**

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- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers are stored away from the building and emptied regularly.



- 3) Regular checks by Caretakers minimise risk of waste accumulation.
  - 4) 'Out of Hours' service in place to remove bulk items.
-

## Section 16

### Control and Supervision of Contractors and Visitors

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- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
  - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
  - 3) Owing to the nature of Low Rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.
  - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing team. 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 – in order to monitor, review and share any new information including any new risks.
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- 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

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## Arson Prevention

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) Restricted access to the premises by means of a door entry system.
  - 3) There is no current evidence of arson.
  - 4) The perimeter of the premises is well illuminated.
  - 5) There has been no reported fire incidents since the last FRA.
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## Section 18

### Storage Arrangements

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



- 5) A temporary structure (gazebo) has been erected in the rear enclosed yard approximately 6 feet from the building. The occupier of flat 3 confirmed that the structure is to temporary house new bathroom fittings protecting them from the elements prior to installation. He advised that the structure will be removed within 2 weeks.



- 6) A PU coated polyester type material has been erected and fixed to the side elevation wall for the purpose of storing a motorcycle. This is located in the rear enclosed yard. The motorcycle provides a possible ignition source and fuel to which could affect the adjacent flats windows above should a fire occur. The occupier of flat 3 (leaseholder) stated that he has submitted an application for one of the nearby local authority garage facilities and that there is currently nowhere else to park his vehicle.



**Section  
19**

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

Significant Findings

**Risk Rating of Additional Control Measures**

<b>Risk Categories</b>	
<b>Risk Rating</b>	<b>Description</b>
<b>5</b>	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
<b>4</b>	A significant safety issue.
<b>3</b>	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
<b>2</b>	A desirable improvement to increase protection from fire.
<b>1</b>	A minor improvement to safety.

**The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows**

**Current Risk Rating 4-5 = HIGH**

**Current Risk Rating 1-3 = MEDIUM**

**Current Risk Rating 0 = Low**



# Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Shelley House

Date of Action Plan:

12<sup>th</sup> July 2022

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
06/03	Remove wicker screening from balconies of flats 2 & 5.		3	Housing Manager August 2022	03/11/2022

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07/17	Remove table and artificial plants from communal stairwell outside flats 5 & 6.				03/11/2022
18/06	Remove or relocate storage facility and motorcycle to a safe distance from the building. (leaseholder Fat 3)		3	Leasehold Management August 2022	25/08/2022

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Fire Risk Assessment – Shelley House

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**Signed**

Carl Hill	Fire Risk Assessor	Date: 12 <sup>th</sup> July 2022
	Team Lead Fire Safety & Facilities	Date: 18 <sup>th</sup> July 2022



**Name of property: Shelley House**

**Updated: 12<sup>th</sup> July 2022**

**Premise Manager: Tony Thompson**

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

<b>Hazard</b>	<b>Location</b>	<b>Information/Comments</b>
		No significant hazards identified.
An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		