

# **Fire Risk Assessment**

## **Wordsworth House 1-9**



**Tudor Road  
Oldbury  
B68 9RA.**

**Date Completed: 01.06.25.**

**Review Period: 3 years.**

**Officer: A. Froggatt Building Safety Manager**

**Checked By: C. Hill Building Safety Manager**

**Current Risk Rating = Tolerable**

**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

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

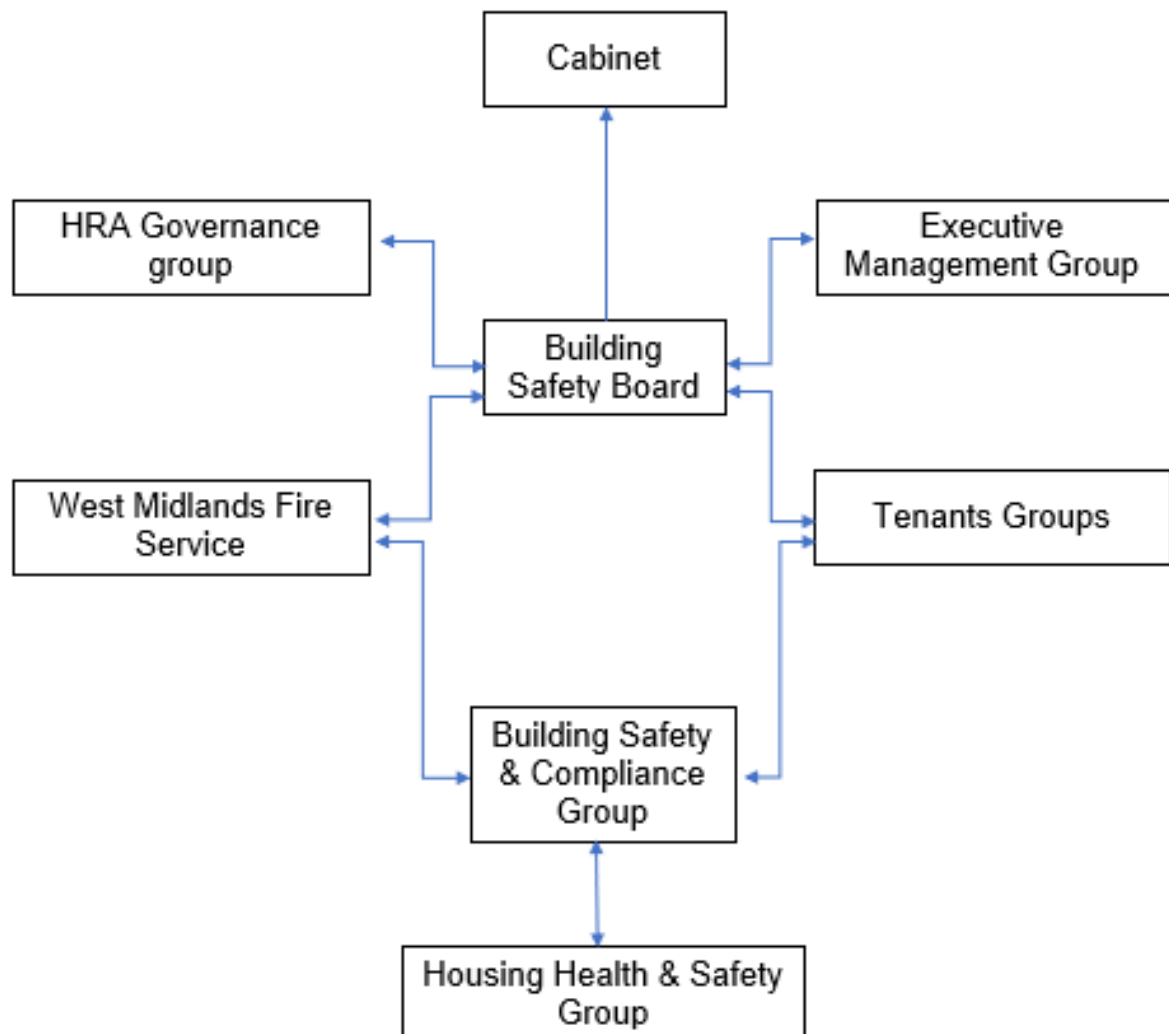
The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and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



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 this type 1 fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

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

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

### Significant findings

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> The building is of traditional brick construction with a small amount of UPVC panels to the roof line. All windows are UPVC double glazed units. Each flat has a private balcony of steel and concrete construction.	Trivial

<a href="#">Section 7</a>	<b>Means of Escape from Fire</b> The block has a single staircase and two final exits that provide a sufficient means of escape. Flat 7 front door requires a repair to its letterbox.	Tolerable
<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b> Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
<a href="#">Section 9</a>	<b>Emergency Lighting</b> The block has emergency lighting to communal landings & stairs.	Trivial
<a href="#">Section 10</a>	<b>Compartmentation</b> The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Residents doors are FD30s composite fire doors.	Trivial
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b> No firefighting provisions are provided within the premise.	Trivial
<a href="#">Section 12</a>	<b>Fire Signage</b> Appropriate signage is in place, no further action required.	Trivial
<a href="#">Section 13</a>	<b>Employee Training</b> All staff receive basic fire safety awareness training.	Trivial
<a href="#">Section 14</a>	<b>Sources of Ignition</b> The fixed electrical installation should be tested every 5 years. The EICR was recorded as satisfactory 21.09.22.	Trivial



<a href="#">Section 15</a>	<b>Waste Control</b> Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	Trivial
<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.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> 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.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents should not store fuel or LPG Cylinders in their home or storage facilities. This is documented in the tenancy agreement.	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:

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

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

Trivial ☐    Tolerable ☒    Moderate ☐    Substantial ☐    Intolerable ☐

**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.

When future refurbishments are carried out, there are a number of observations that would improve the building. These observations can be found at the end of this document.

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:

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

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

## Section

# 2

## People at Significant Risk of Fire

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

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

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents, and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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 Agar

**Building and Fire Safety Manager**

Tony Thompson

**Team Lead Fire Safety    Team Lead Building Safety**

Jason Blewitt

Anthony Smith

**Building Safety Managers**

Adrian Jones

Andrew Froggatt

Carl Hill

Louis Conway

**Resident Engagement Officer - Fire Safety**

Abdul Monim Khan

Ethan Somaiya

Hannah Russon

**Housing 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.*

## Section 4

### Description of Premises

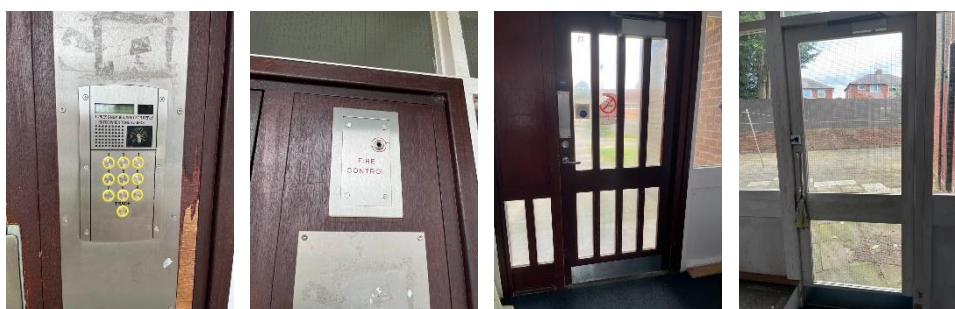
Wordsworth House 1-9,  
Tudor Road,  
Oldbury.  
B68 9RA.

#### Description of the Property:

This type 1 fire risk assessment covers Wordsworth House 1-9. Consisting of a 3-storey detached building, with nine flats, three per floor, the building is of traditional construction, circa 1966, with brick walls concrete floors and stairs. The block has double glazed UPVC window frames with a small amount of spandrel panels. The block is surmounted with a flat roof, inaccessible from the common area. Each flat had a concrete floored balcony with steel railings.

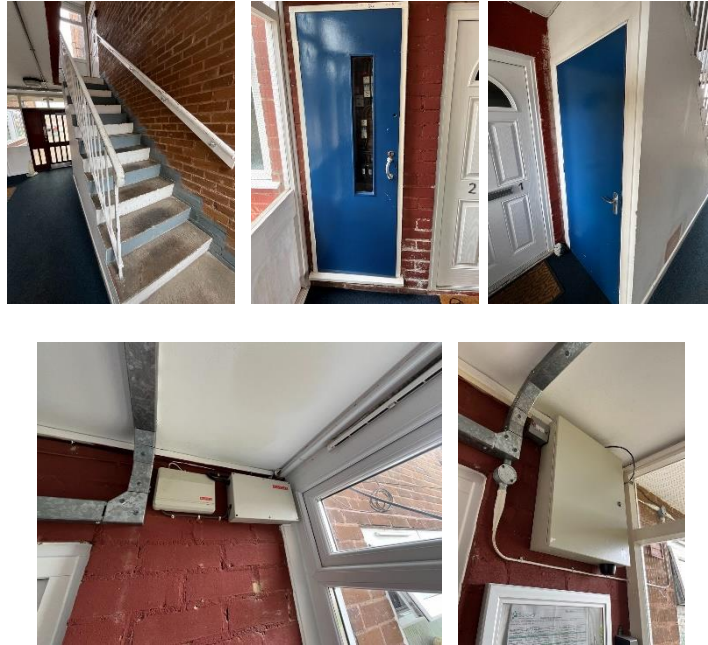


The block has a front entrance, which has a door entry system, with a fob reader installed, and a further exit located on the rear elevation, fitted with a yale lock. Local authority employees and the fire & rescue service can use a drop latch key to gain access.





The common area includes the internal concrete staircase enclosure and electrical service cupboards on all floors. There is a residents storage cupboard on all floors. There is a small Tunstall equipment cabinet at high level on the first floor and a cabinet for door entry equipment at high level on the ground floor.



There is a dedicated external bin storage area and ancillary storage is provided in a remote, brick-built, row of storage sheds. Gas is supplied externally.





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	circa 1966
Construction Type	Solid Brick Construction
Last Refurbished	Unknown
External Cladding	Small amount of spandrel panels.
Number of Lifts	None
Number of Staircases	1.
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None in common area
Refuse Chute	None
Access to Roof	None from common area.
Equipment on roof (e.g. mobile phone station etc)	None

## Persons at Risk

Residents / Occupants of 9 number of 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.



## Section 6

### External envelope

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

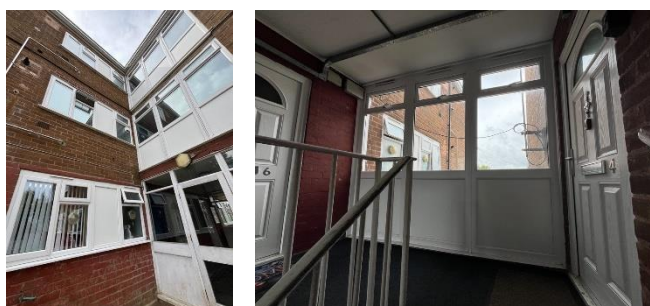
Below is a breakdown of the materials used within the external envelope and, as part of the external wall system.

It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

- 1) The external surface of the building is predominantly traditional brick construction with UPVC panels to the roof line.



- 2) Individual flat windows are UPVC double glazed window frames. The windows in the communal staircases are UPVC window frames with openable vents. The communal staircase window frames are fitted with spandrel panels.



- 3) Each flat has a vertically aligned balcony with a concrete base and steel railings.



- 4) Access is gained to all flats from the ground floor using the main access door leading to the staircase area, further egress is available via the rear access door. Both access doors are solid timber.



- 5) Gas risers are on external elevations.



## Section 7

### Means of Escape from Fire

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- 1) The block has a single staircase that provides a means of escape and is 880mm in width.



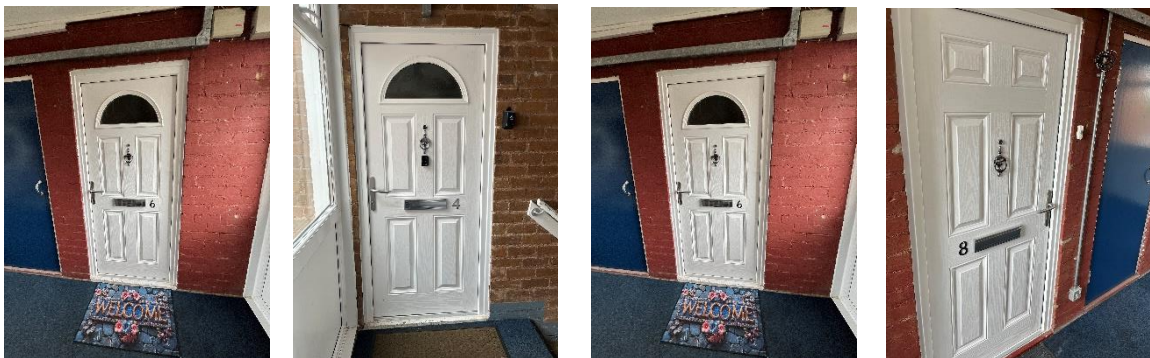
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The only communal doors within the block are the final exit doors. The main front door is fitted with an automatic closing device that is checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.
- 5) 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.
- 6) The communal area is kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.



- 7) Ventilation of the common area is facilitated by openable windows in the stairwell.



- 8) Surface coatings to the walls in the staircases appear to be Class 0 rated.
- 9) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.
- 10) Flat entrance doors are replacement FD30s composite door sets.



- 11) Accessed Flat 8 door was correct.



**12) Flat 7 has a damaged letterbox. See Action 7/12.**



13) The premises has emergency lighting installed.



14) There is no chute room or dry riser.

- 15) At the time of the assessment, it was noted that landing floors were fitted with carpet. It is understood that carpets have been procured in accordance with BS 5287: 1988 specification for assessment and labelling of textile floor coverings and & BS 4790 Fire Test to Textile Floor Coverings.

These carpets have been procured by SMBC utilising third party approved contractors. Therefore, it is understood that carpets fitted meet the approved standard.



- 16) 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.



## 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) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD2 Standard. Flat 18 was accessed and has smoke detection in the hallway, living room and kitchen.



- 3) There is no other 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) 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, 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. The emergency lighting was subject to an in-house test on 25.05.25.



## 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 FD30s door sets, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) Generally, the means of escape is protected from flats with the use of FD30s door sets.
- 4) There are no communal doors other than the final exit doors which are fitted with automatic closing devices. 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).
- 5) All service cupboards to communal landings are lockable. Keys are held centrally, and keys have been issued to residents as these service cupboards contain resident's meters. The electrical service cupboard doors are not fire rated and should be upgraded to FD30s door sets in any future planned block refurbishment.
- 6) A variety of methods / materials have been used to achieve fire-stopping including fire rated batt materials.
- 7) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.

- 8) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 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.
- 10) The block is fitted with a flat roof, not accessible from the common area.
- 11) All flat front doors appear to be FD30s door sets. Refer to the sheet below.

Wordsworth House 1-9 (O& BL49060WO1: Wordsworth House 1-9 (o&e);Tudor Road;Oldbury;West Mi	Intentionally Blank
Wordsworth House 1-9 (O& BL49060WO1: 1 Wordsworth House;Tudor Road;Oldbury;West Midlands; Hurst	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 2 Wordsworth House;Tudor Road;Oldbury;West Midlands; Hurst	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 3 Wordsworth House;Tudor Road;Oldbury;West Midlands; Composite	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 4 Wordsworth House;Tudor Road;Oldbury;West Midlands; Hurst	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 5 Wordsworth House;Tudor Road;Oldbury;West Midlands; Composite	Unglazed
Wordsworth House 1-9 (O& BL49060WO1: 6 Wordsworth House;Tudor Road;Oldbury;West Midlands; Hurst	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 7 Wordsworth House;Tudor Road;Oldbury;West Midlands; Composite	Glazed
Wordsworth House 1-9 (O& BL49060WO1: 8 Wordsworth House;Tudor Road;Oldbury;West Midlands; Composite	not glazed
Wordsworth House 1-9 (O& BL49060WO1: 9 Wordsworth House;Tudor Road;Oldbury;West Midlands; Hurst	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 evaluated 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. A competent person must install the door assembly.

**Section**

**11**

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## **Fire Fighting Equipment**

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- 1) No firefighting provisions are provided within the premise.

## Section 12

### Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.
- 2) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



## 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 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

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- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot works are not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) The fixed electrical installation should be tested every 5 years. The last electrical installation conditioning report (EICR) was carried out on 21.09.22, recorded as satisfactory.
- 4) 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.
- 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. The gas is supplied externally.
- 7) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

## Section 15

### Waste Control

- 1) Refuse containers are emptied at regular intervals.
- 2) There is an 'Out of Hours' service in place to remove bulk items.
- 3) Refuse containers are emptied at regular intervals.
- 4) There is a dedicated refuse bin area for the block.



- 5) At the time of the assessment refuse bins were noted to be near the fabric of the block. These refuse bins should be relocated to the designated refuse bin storage area. An email was sent to the Housing Officer.



## 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 local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
- 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
  - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
    - Health and Safety.
    - Site security.
    - Safety of working and impact on children/school business.
    - Fire risk, if any.
    - Site Emergency plan.
  - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
  - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
  - d) Final Contractor review on completion of works undertaken.

**Section**  
**17**

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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) Access to the flats is restricted by a door entry system.
- 3) There have been no reported fire incidents since the last FRA.

## 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. However, see observations.
- 4) Most store/service cupboards are kept locked, these doors were in good condition at the time of the assessment.
- 5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
- 6) At the time of the assessment excessive amounts of storage were observed in the storage cupboard between flats 5 and 6, This storage should be significantly reduced and maintained approximately 1 meter away from the electrical equipment at high level in this storage cupboard. The cupboard should be kept locked secure. An email to the Housing Officer was sent with a requirement for resolution of this issue.



## 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:


Wordsworth House 1-9.

Date of Action Plan:

01-06-25

Review Date:



<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/12	Flat 7 front door requires a repair to its letterbox.		P3	Fire Rapid Response. 3-6 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).

<b>Observations</b>	
<p>At the time of the assessment, it was noted that landing floors were fitted with carpet. It is understood that carpets have been procured in accordance with BS 5287: 1988 specification for assessment and labelling of textile floor coverings and &amp; BS 4790 Fire Test to Textile Floor Coverings.</p> <p>When any refurbishment of the building takes place consideration should be given to replace existing flooring for an approved floor covering that complies to EN 13501-1 for floor coverings in common areas.</p>	
<p>When any refurbishment of the building takes place consideration should be given to the electrical service cupboard doors being upgraded to certified FD30s door sets.</p>	

**Signed**

	Building Safety Manager.	Date: 01.06.2025.
	Quality Assurance Check	Date: 05/06/2025



## Appendix 1


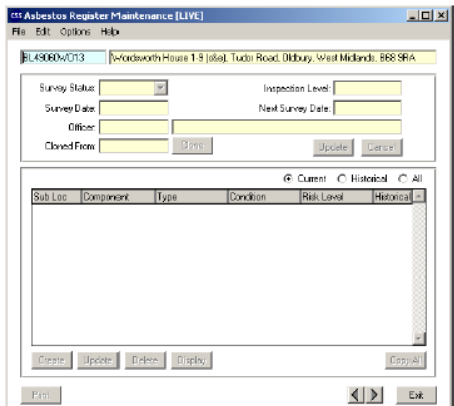
## Significant Hazards on Site and Information to be Provided for the Fire Service

**Name of property:** Wordsworth House 1-9, Oldbury.

**Updated:** 08/03/2017.

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

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

<b>Asbestos Survey</b>		Property Address		1-9 Wordsworth House, Tudor Road, Oldbury, B68 9RA		✓ Office use	
Surveyed by		JOHN DAVIS		Date		05/11/13	
Checked by		Paul Arundel		Desktop Check		✓	
Date		17/06/14		Site Check		✓	
Reason for request		HSG 264 - Survey Report Type		Property Description			
Investment Void		Refurbishment Survey		THREE STOREY LOW RISE FLATS			
Investment Tenanted		Management Survey					
R & M Void		SHAPE Interrogated.					
R & M Tenanted		No Existing SHAPE Data.					
Medical / Emergency - Heating Works		Existing SHAPE Data.				Year Built	
Communal Areas		Refurb Surveys Interrogated ?				1966	
				<p><b>Notes / including details of similar property surveys completed.</b></p> <p>Only those areas associated with Door Entry Upgrade works have been assessed been surveyed for the purpose of this report, if work is to be undertaken to other areas please assure yourself that this report cover what you require.</p> <p>Management and Refurbishment Surveys have been undertaken to a number of flats within this block over the past 3 years, please refer to those surveys supplied before undertaking works internally.</p> <p><b>REVISED DEREK STILL 08/03/2017</b></p>			
<p>Building Surveyors 0121 569 5077</p>				<p><b>Asset Team – Investment Division</b> Operations &amp; Development Centre Roway Lane Oldbury B69 3ES</p>			

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IF IN DOUBT CONTACT THE BUILDING SURVEYING TEAM
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All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

**Void Properties** – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

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