

Fire Risk Assessment

Kendall House 1-9

Shelsley Avenue,
Oldbury,
B69 1BL



Date Completed: 02/06/2025

Review Period: 3 years.

Officer: Louis Conway **Building Safety Manager**

Checked By: A. Jones **Building Safety Manager**

Current Risk Rating = Tolerable

Subsequent reviews.

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

Contents

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

Section

0

Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1)

“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”.

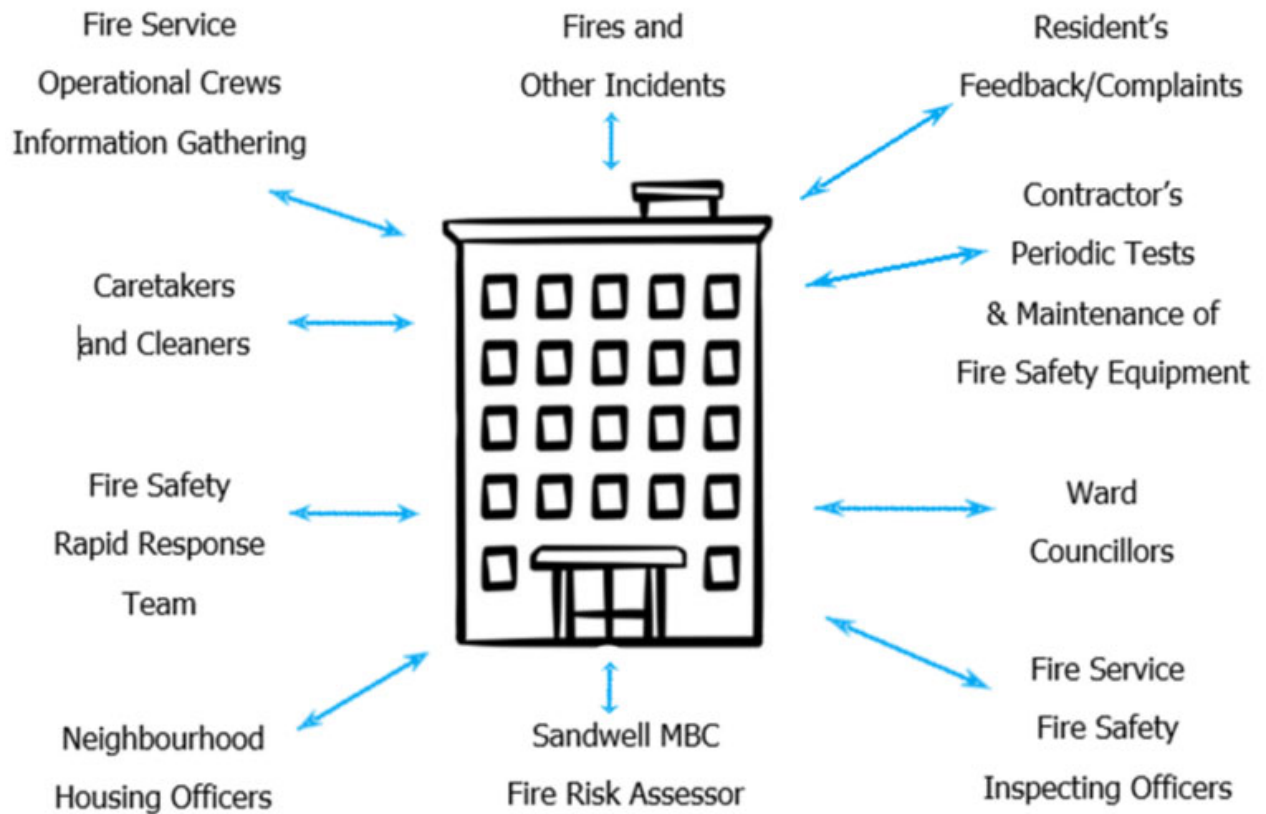
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. 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.

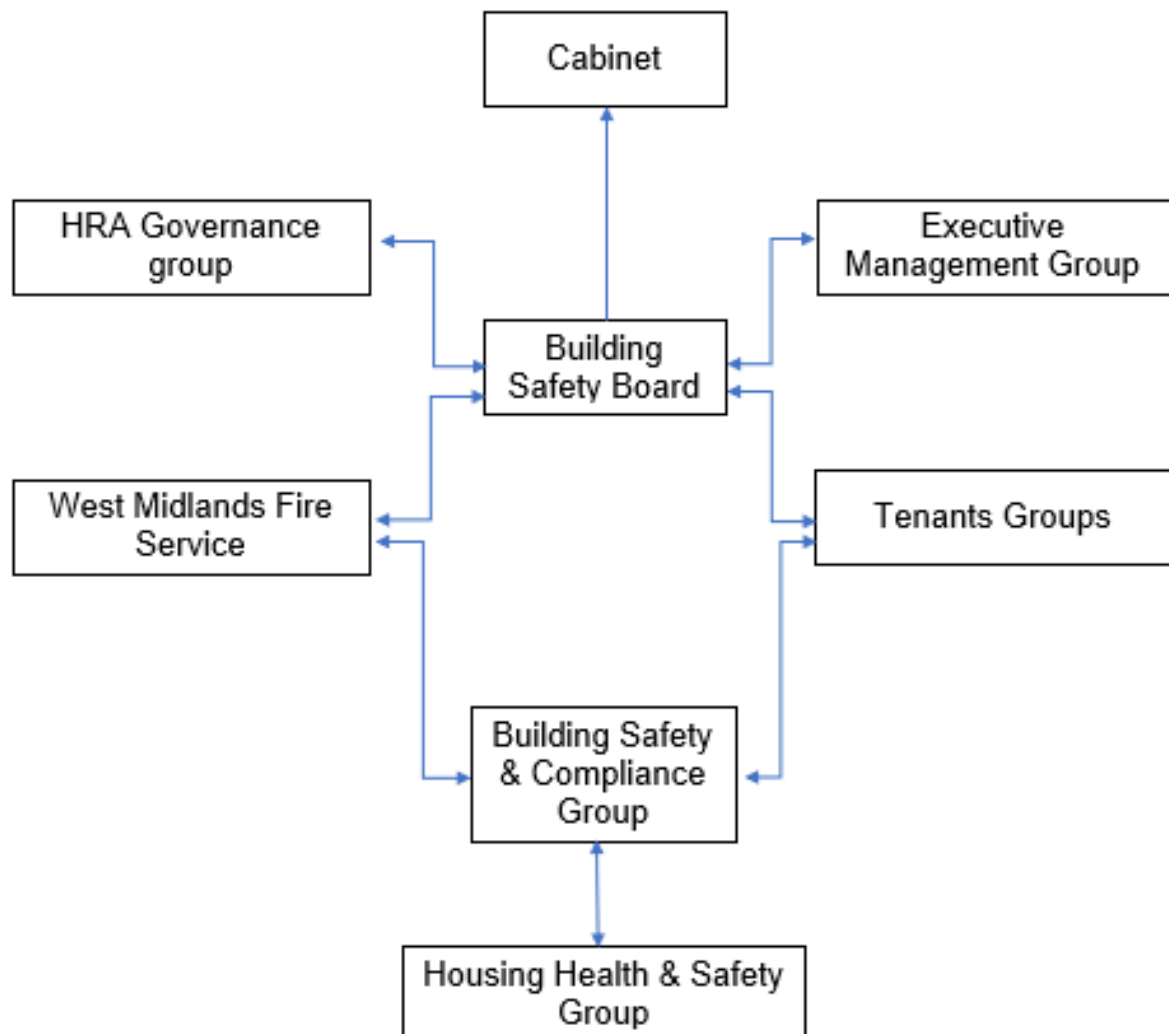
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 the fire risk assessment include those measures that have been or will be undertaken by the responsible person 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 block is brick cavity construction. There is a small amount of spandrel panels fitted below windows in the common area stairwell. There are vertically aligned concrete balconies with steel balustrades.	Trivial

Section 7	Means of Escape from Fire The means of escape are protected to prevent the spread of fire and smoke. Combustible items found on the 2 nd floor	Tolerable
Section 8	Fire Detection and Alarm Systems Early warning is limited to hard wire or battery smoke alarms within each of the resident's Flat smoke alarms within resident's Flats are installed to a minimum of an LD3 Standard.	Trivial
Section 9	Emergency Lighting Emergency Lighting is provided to the landings and protected staircase. The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.	Trivial
Section 10	Compartmentation The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings and supports the stay put unless policy.	Trivial
Section 11	Fire Fighting Equipment No firefighting provisions are provided within the premise.	Trivial
Section 12	Fire Signage Appropriate signage is in place where deemed 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, it was determined that the last EICR inspection of electrical equipment was carried out on 08/04/2024.	Trivial
Section 15	Waste Control Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	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 The final exit doors have door entry systems installed. These systems are designed to fail safe i.e., door unlocked in the event of a power failure.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. See observations.	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:

This type 1 Fire Risk Assessment covers the external envelope, Flat entrance doors, and communal areas of this low-rise residential block.

The block consists of 3 stories including the ground floor with a total of 9 flats. All flats are accessed internally through the main entrance to the block then onto a separate flat entrance door. The block has two final exits leading to an ultimate place of safety.

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.

After considering the use of the premise and the occupants within the blocks, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout, all flats having FD30 entrance doors, minimum LD3 fire detection and a Stay Put Unless policy being in place.

Overall, the level of risk at the time of this FRA is **Tolerable**, this will be lowered to trivial once recommended actions have been completed.

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are 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. 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 Agar

Building and Fire Safety Manager

Tony Thompson

Team Lead Building safety

Anthony Smith

Fire Safety Team Lead

Jason Blewit

Building Safety Managers

Adrian Jones

Andrew Froggatt

Carl Hill

Louis Conway

Fire Risk Assessor's

Mohamed Zafeer

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

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.

Kendal House 1-9
Shelsley Avenue
Oldbury
B69 1BL

The low-rise block was constructed in 1966 of traditional brick cavity construction with a concrete slab separating each floor. The block consists of 3 storeys including the ground floor. All flats including the ground floor have access to a balcony with steel railings and a back-yard space. Each of the floors from the ground floor upwards contain 3 individual flats.

The block has a front entrance, that has a door entry system, and a fob reader installed. There is a rear access door, leading to a rear garden and courtyard area. Both escape routes lead to an ultimate place of safety. The Front and rear entrance points utilise a door entry system with a fob reader installed.

The block has 1 central staircase as the sole means of escape for all flats (above ground floor). There are electrical cupboards (Notional FD30s) located on each floor secured with a budget lock containing residents' meters.

There is a dedicated area within the rear yard area where bins are stored.

Gas is supplied externally.

The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.

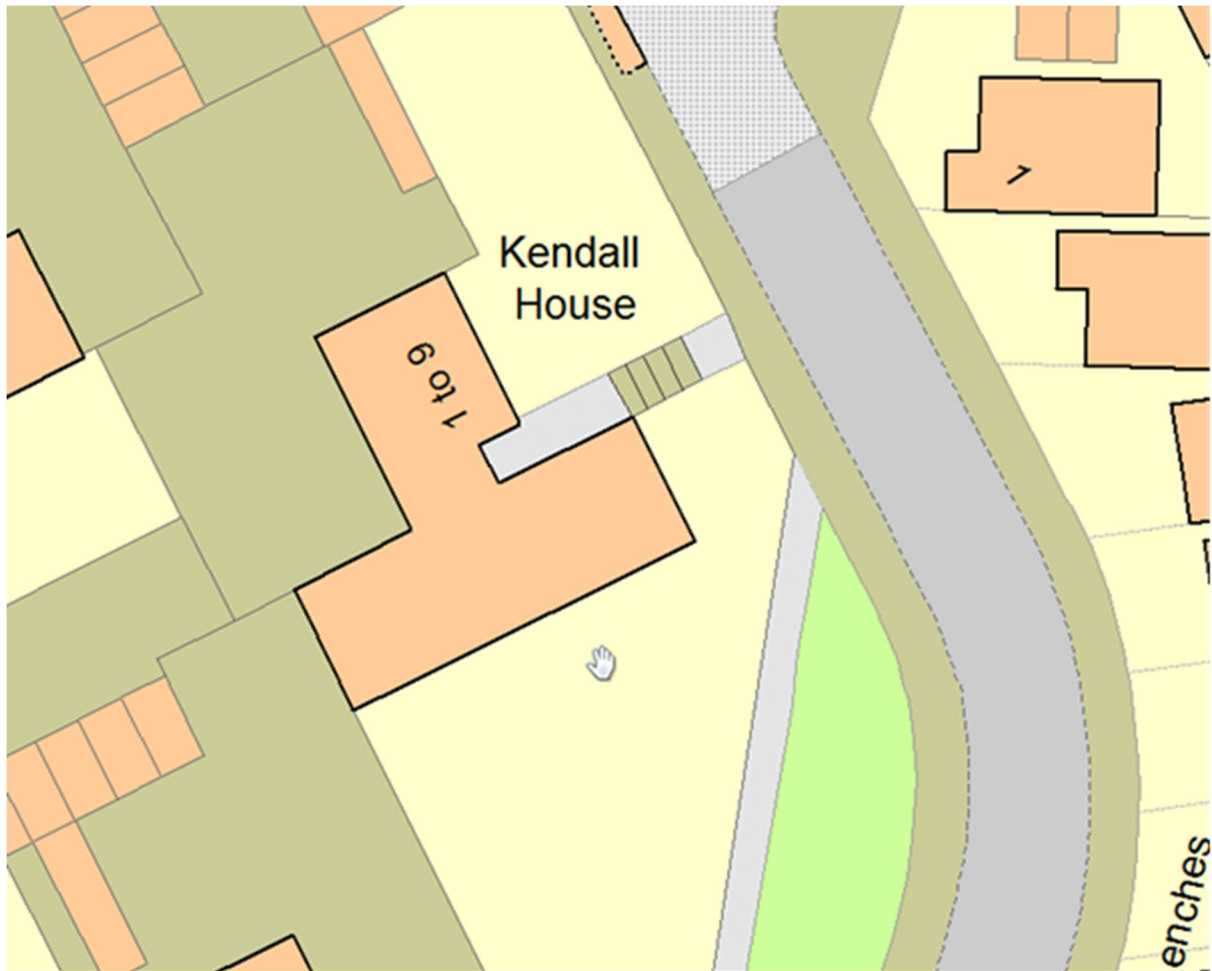
High/Low Rise	Low rise
Number of Floors	3
Date of Construction	1966
Construction Type	Traditional brick cavity construction
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof	No
Equipment on roof (e.g. mobile phone station etc)	No

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



Section

6

External envelope

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

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

Based on the information available at the time of the assessment, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external envelope of the premises is predominantly traditional brick, concrete construction, surmounted by a flat concrete roof. Flats have balconies. These are of concrete construction with a steel balustrade and are vertically aligned.
 - 2) Individual flat windows are UPVC double glazed units. Windows in the common area stairwell have spandrel panels. The windows in the communal staircase area are UPVC window frames with openable lights.
 - 3) Communal Entrance doors to the block are located on the front and rear elevations and is comprised of timber door and frame.
 - 4) Each flat has access to their own private balcony with steal railings.
-

Section

7

Means of Escape from Fire

- 1) The means of escape within the building are protected to limit the spread of fire and smoke through the provision of nominal fire doors installed within walls and floors that are assumed to provide a minimum 60-minute fire resistance. The escape route from each flat is via an open-plan staircase. Given the simple layout of the block and the presence of FD30-rated nominal fire doors set within 1-hour-rated concrete walls, the current layout is considered a sufficient means of escape.
- 2) Individual Flat entrance doors are predominantly Nominal FD30 self-closing doors sets and are deemed acceptable. Some nominal fire doors in the block are set back and have a non-fire rated door in front (2-doors) creating an entrance hall type scenario. Despite best endeavours no access was gained to Flats during the time of the assessment. The previous risk assessment gained access to flat 3 and found it to be a composite FD30s door.



- 3) Adjacent each flat entrance door is a notional store cupboard for residents use, these store cupboards remain secured and could not be accessed during this fire risk assessment.
- 4) Electric meter cupboards are located along the means of escape on each floor and remain secure and protected by the means of notional timber FD30s doors.

- 5) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum. The block has one central open plan staircase that leads to two final exits located on the ground floor at the front and rear of the premise that is of sufficient width to provide adequate escape.
 - 6) None of the corridors that form part of the means of escape are dead ends.
 - 7) Communal areas should be 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.
 - 8) It was noted that an artificial plant was kept on the communal landing on the 2nd floor.**
 - 9) Surface coatings to the walls in the staircases appear to be Class 0 rated.
 - 10) There is provision for ventilation of the common area by the means of openable windows on each floor.
 - 11) At the time of the assessment, it was noted that the floors are 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. See observations.
 - 12) The premises have emergency lighting installed on all floor levels.
 - 13) There is no chute room or dry riser present at the block.
 - 14) The only communal doors within the block are the final exit doors 2 in total which is fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. There is an additional rear exit into the courtyard area. Defective closing devices are reported to an external contractor.
-

- 15) The final exit doors have 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.
 - 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) No Access was gained into Flats during this risk assessment. information collated from in house teams (JM) and previous risk assessments. It is reasonable to believe the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

Previous risk assessment

Flat 3 - LD3, 1 x smoke detector in the Hallway.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 3) There is no 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 monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The emergency lighting was subject to a monthly test by a competent provider.
-

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 walls and floors are designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats and stairwells. Flat entrance doors are 30-minute nominal fire resistant with cold smoke seals, 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 between dwellings. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme (annually) to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
- 3) 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.
- 4) Generally, the means of escape is protected with the use of Nominal (Flat entrance) and notional doors (store cupboard) rated timber and composite fire doors. These doors should be upgraded to fully certified FD30s when any future upgrades of the building take place, as should the residents storage cupboard doors and electric meter cupboard doors.
- 5) 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).

- 6) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.
- 7) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 8) A variety of methods / materials have been used to achieve fire-stopping including Rockwool and intumescent pillows. Refer to table below:

Electric Meter Cupboard																												
Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials								
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Floor No
B																												B
G			✓	✓																								G
1			✓	✓																								1
2			✓	✓																								2
3																												3
4																												4
5																												5
6																												6
7																												7
8																												8
9																												9
10																												10
11																												11
12																												12
13																												13
14																												14
15																												15
16																												16
Communal doors free from defects					✓	Communal windows free from defects					✓	Flat doors free from defects					✓	Communal cupboards locked and secure					✓					
																	</											

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

Fire Fighting Equipment

- 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.
 - 3) Fire Action Notices are not displayed throughout the building. This is not necessary due to the building not having a complex layout.
 - 4) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. (Signs are displayed throughout building).
-

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) The individuals responsible for carrying out this Fire Risk Assessment hold a Level 4 Diploma in Fire Risk Assessment, demonstrating a high level of competence and formal qualification in this area."
- 5) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



Section 14

Sources of Ignition

- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.
 - 2) Hot 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. At the time of the assessment, it was confirmed that the last electrical installation conditioning report (EICR) was carried out on 08/04/2024. The date of the next scheduled EICR inspection is August 2029.
 - 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 Bryan Low.
 - 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.
 - 8) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.
-

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
 - 2) Regular checks by Caretakers minimise risk of waste accumulation.
 - 3) Refuse containers are emptied at regular intervals.
 - 4) There is an '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) Access to the flats is not restricted access to the premises by means of a door entry system.
 - 3) The perimeter of the building is well illuminated.
 - 4) Evidence of scorch marks on the Perspex glazing on the ground floor rear window was highlighted in the previous FRA.
 - 5) 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.
 - 4) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
 - 5) Storage cupboards adjacent flats were found in good condition and remained secure no access was gained inside.
 - 6) Residents have access to external lockable store cupboards located in the rear yard area.
-

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:

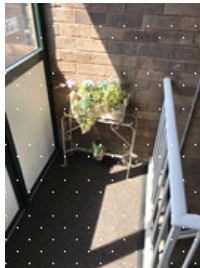
Kendall House (1-9)

Date of Action Plan:

26/06/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
Actions still outstanding from the previous FRA					
7/8	Remove artificial plant kept on the communal landing on the 2 nd floor		P2	1-3 months Housing manager	



Observations

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).

At the time of the assessment, it was noted that floors were fitted with carpet. When any refurbishment of the building takes place consideration should be given to replace existing flooring for an approved floor covering that has appropriate fire resistance.

Door Programme / Refurbishment works to replace noncertified fire doors in the premise and install certified fire door sets.

Signed

	Building Safety Manager	Date: 26/06/2025
 ADRIAN JONES	Quality Assurance Check	Date: 27/06/2025

Appendix 1

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

Name of property: Kendall House (1-9) Oldbury.

Updated:

Premise Manager:

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 Tel:- 0121 569 5077).

Fire Risk Assessment
