

# **Fire Risk Assessment**

## **Minster Close**



**Flats 42 - 49  
Minster Close.  
Rowley Regis  
B65 0RS.**

**Date Completed: 30/04/2025.**

**Review Period: 3 years.**

**Officer: A. Jones 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.

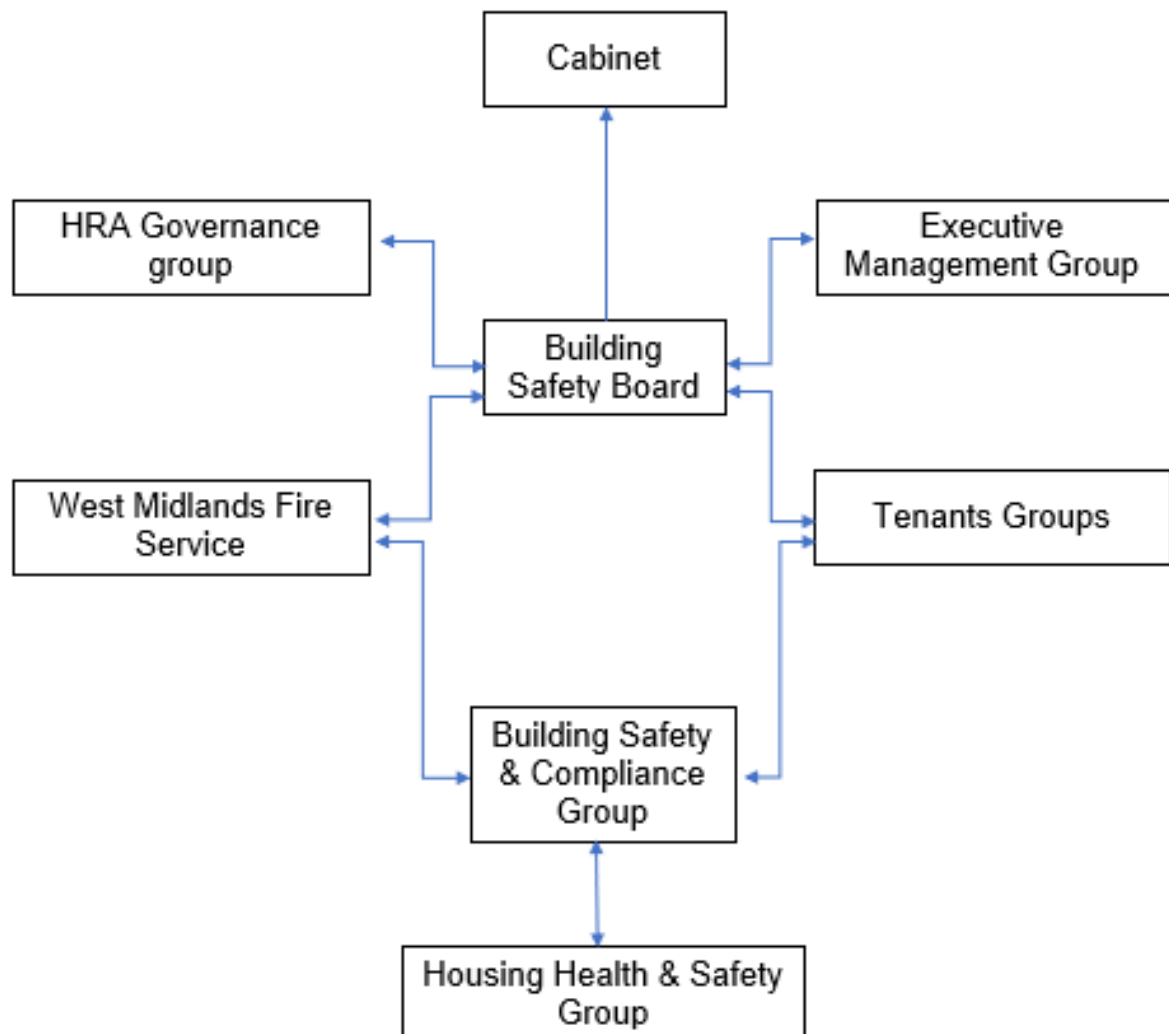


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety.

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

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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.

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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, 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 exterior of the buildings is predominantly traditional brick, concrete construction with pitched, tiled roof. Individual flat windows are UPVC double glazed units. The rear gardens are protected by wooden fencing & side access gate.	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>The site has two staircases which provide sufficient means of escape. Access decks were free from combustibles at the time of the assessment.</p> <p>On the ground floor, adjacent to flat 45 there is a ledge and brace door that does not open. This has been fastened shut and braced with timber. It should be identified what is in this store and a new ledge and brace door complete with lock fitted.</p>	Tolerable
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	Trivial
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>Emergency lighting is provided to the stairwell and exits.</p>	Trivial
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls.</p>	Trivial
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b></p> <p>No firefighting provisions are provided within the premise.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b></p> <p>Appropriate signage is in place, no further action required.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b></p> <p>All staff receive basic fire safety awareness training.</p>	Trivial



<a href="#">Section 14</a>	<p><b>Sources of Ignition</b></p> <p>Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.</p> <p>The fixed electrical installation should be tested every 5 years. At the time of the assessment the inspection had just lapsed, contractors have been engaged to carry out the work.</p>	Tolerable
<a href="#">Section 15</a>	<p><b>Waste Control</b></p> <p>Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.</p> <p>Individual wheelie bins stored in front / at side of ground floor properties.</p>	Tolerable
<a href="#">Section 16</a>	<p><b>Control and Supervision of Contractors and Visitors</b></p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
<a href="#">Section 17</a>	<p><b>Arson Prevention</b></p> <p>A door entry system is provided to the premise to prevent unauthorised access.</p> <p>Perimeter lighting to the rear and side is well illuminated.</p>	Trivial
<a href="#">Section 18</a>	<p><b>Storage Arrangements</b></p> <p>Residents should not store fuel or LPG Cylinders in their home or storage facilities.</p>	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. This includes the EICR installation report that is outstanding.

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:

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<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 period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
<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.)***

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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 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.

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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**

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**

Jason Blewitt

**Team Lead Building Safety**

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**

Prabha Patel

*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

Flats 42 - 49  
Minster Close,  
Rowley Regis  
B65 0RS.

#### Description of the Property:

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

The enforcing authority is West Midlands Fire Service.

This low-rise building was constructed in 1953, the building constitutes two storeys (inclusive of the ground floor). Each of the floors contain 4 dwellings, 8 in total.

They are of traditional brick, concrete construction, double glazed UPVC window frames surmounted by a pitched, tiled roof.



To dispose of rubbish, residents utilise waste containers located close to the main access door by the rear garden.

The block is of cavity wall construction with a pitched roof (internal roof access via loft hatches of individual 1st floor dwellings). (Access to loft area not gained during survey). There is no access to the roof space from any of the common areas.

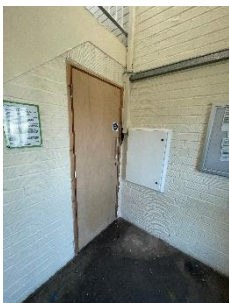
The block has a main entrance to the left-hand side elevation with a fob reader installed. This leads to an enclosed stairway up to the 1<sup>st</sup> floor open deck access walkway; the enclosed stairway and deck access are separated by a FD30 fire door. The left-hand side elevation has an external emergency exit stairway with a metal door operated by a thumb turn.



Each ground floor flat has its own front and rear doors accessed directly from the front / rear garden. The rear gardens are secured by wooden fencing and a side gate.



There is a ground floor electrical cupboard that contains an electrical equipment & installations for the building.





High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	1953
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	Two, (one is an emergency exit).
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	No
Access to Roof Space	1 <sup>st</sup> floor dwellings have own loft space.
Equipment on roof (e.g. mobile phone station etc)	No

## Persons at Risk

Residents / Occupants of 8 flats, four per floor.

Visitors,

Sandwell MBC employees,

Contractors,

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

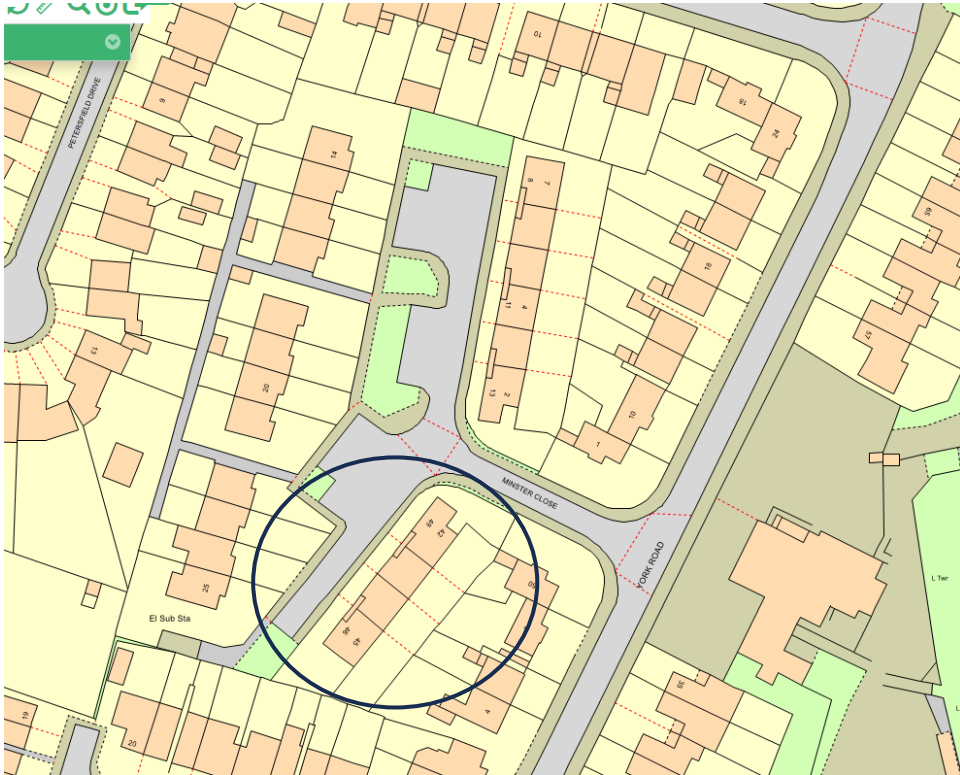
Statutory bodies (e.g., W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan

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.

For clarity there is no cladding fixed to this building. It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

- 1) The external envelope of the premise is predominantly traditional brick, concrete construction, UPVC double glazed window frames surmounted by a pitched tiled roof.



- 2) All ground floor flats have their own front and back doors. Access to the first floor is gained from the left hand side of the building using the main access door leading to the staircase.



- 3) There is provision for off road car parking facilities for residents and equates to approx.10 parking spaces. These are located away from the main building.
- 4) The rear gardens are secured by wooden fencing with a side access gate.



## Section

# 7

## Means of Escape from Fire

- 1) The building has two staircases that provides the means of escape, the staircases provides a 970mm width as a minimum. All open deck corridors are of adequate width (at least 1500mm) and should be maintained clear to that width as a minimum.
- 2) There is two way escape for residents in an emergency situation. The means of escape are protected to prevent the spread of fire and smoke with a combination of nominal FD30s composite doors.



- 3) The 1<sup>st</sup> floor open deck access and the main stairwell are separated by a timber FD30 fire door which has a vision panel.

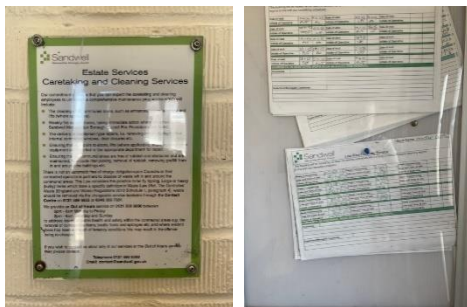


- 4) The only communal door within the block is the final exit door, this is fitted with automatic closing devices that are checked on a regular basis by caretaker teams as part of their daily checks. Defective closing devices are reported to an external contractor.

- 5) 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. This prevents residents being locked in or out of the building.



- 6) Communal areas are 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) There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 8) Automatic smoke ventilation is not employed as deck areas are open plan. There are UPVC double glazed window frames on the main staircase. These have openable windows that can be used for mechanical ventilation.



- 9) Following the previous fire risk assessment, the electrical cupboard door on the ground floor of the main staircase has been replaced with an FD30 complete with intumescent strips and cold smoke seals.



- 10) On the ground floor, adjacent to flat 45 there is a ledge and brace door that does not open. This has been fastened shut and braced with timber. It should be identified what is in this store and a new ledge and brace door complete with lock fitted.**



## Section

# 8

## Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Despite best endeavours, no tenants were available to ask questions regarding the location of smoke detection. Therefore, based on the previous fire risk assessment where Flat 46 was accessed, it was confirmed that a LD3 detection system was in place.

*For information*

*LD1 all rooms except wet rooms.*

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

*LD3 Hallway only.*

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



## Section 9

### Emergency Lighting

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- 1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) 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.



- 3) The self-contained units are provided to the communal deck access, stairs.
-

## Section 10

### Compartmentation

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

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.
- 2) There is no access to the roof space from the first floor landing area.
- 3) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
- 4) Generally, the means of escape is protected from flats with the use of nominal FD30s doors.



- 5) There are store cupboard doors adjacent to flat entrance doors that require updating to fire doors when future upgrades take place. No other communal doors to the blocks other than final exit doors.



- 6) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 7) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

ELECTRICAL		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials		Fire Stopping Materials	
Flame No		Insulation	Insulation	Insulation	Insulation	Insulation	Insulation	Insulation	Insulation	Insulation	Insulation
B											
G											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
Communal doors free from defects		Communal windows free from defects		Flat doors free from defects		Communal cupboards locked and secure		Communal areas free from tenants stored items		Communal areas free from repairs materials	
✓		✓		✓		✓		✓		✓	
<div> <div>Foam Removal &amp; Enhancement Record</div> <div> <div>Foam Present But Not Removed This Visit</div> <div>Foam Present &amp; Fully Removed This Visit</div> <div>No Foam Present</div> <div>No Enhancements Required</div> <div>Enhancement Carried Out This Visit</div> </div> </div> <div> <div>Other Comments:</div> <div>SERVICE cupboard door NOT LATCHED</div> </div>											

- 8) All front doors appear to be nominal fire door rated FD 30's. Refer to the sheet below.

Block Name	Place-Ref	Address	Front Door Type	Glazed / Not Glazed
Minster Close 42-49 (O&E) BL33040MI10		42-49 Minster Close;Rowley Regis;West Midlands;;	Intentionally Blank	
Minster Close 42-49 (O&E) BL33040MI10		42 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		43 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		44 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		45 Minster Close;Rowley Regis;West Midlands;;	Timber Door Tenants On	Non Glazed
Minster Close 42-49 (O&E) BL33040MI10		46 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		47 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		48 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	Glazed
Minster Close 42-49 (O&E) BL33040MI10		49 Minster Close;Rowley Regis;West Midlands;;	Composite unknown	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.*

## Section

# 11

## Fire Fighting Equipment

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- 1) Currently, there is no fire-fighting equipment installed at these premises. There is a firefighting hydrant located outside flats number 42 – 49 Minster Close.



## Section 12

### Fire Signage

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- 1) Any communal fire doors display “Fire Door Keep Shut” where appropriate.
- 2) The fire escape routes are self-evident and therefore additional fire action notices are not required.
- 3) No smoking (Smoke Free England) signage is displayed at the front entrance 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 a Level 4 Diploma in Fire Risk Assessment.
- 5) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.



## Section 14

### Sources of Ignition

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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) **The fixed electrical installation should be tested every 5 years, it was confirmed that the EICR inspection has recently lapsed. Contractors have been engaged, and a date will be confirmed.**
  - 5) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
  - 6) Portable heaters are not allowed in any common parts of the premises.
  - 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
  - 8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
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## Section 15

### Waste Control

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- 1) Refuse containers are emptied at regular intervals.
- 2) 'Out of Hours' service in place to remove bulk items.
- 3) **A small amount of combustibles/rubbish should be removed from the secure electrical room on the ground floor.**





## **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) 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**

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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

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- 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) All store cupboards are kept locked, store cupboard doors should be upgraded to Fire Doors FD30's as part of any future refurbishment works.
  - 5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

## Section 19

### Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

#### Action Plan.

It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial ☒      Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

P2 Arrange and complete within 1-3 Months of assessment date.

P3 Arrange and complete within 3-6 Months of assessment date.

P4 Arrange and complete exceeding 6 months under programmed work.



# Fire Risk Assessment Action Plan



Name of Premises or Location:


Flats 42 - 49, Minster Close, Rowley Regis.

Date of Action Plan:

02/05/2025


Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/10	On the ground floor, adjacent to flat 45 there is a ledge and brace door that does not open. This has been fastened shut and braced with timber. It should be identified what is in this store and a new		P2	Fire Rapid Response 1 – 3 Months	

Fire Risk Assessment

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	ledge and brace door complete with lock fitted.				
14/03	Provide evidence of the 5-yearly electrical inspection. Contractors engaged	No image	P2	Electrical 1 – 3 Months	
15/03	A small amount of combustibles/rubbish should be removed from the secure electrical room on the ground floor.		P2	Caretakers 1 – 3 Months	

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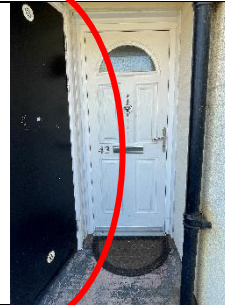
## Fire Risk Assessment

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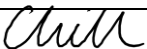
When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

### Observations

As part of any future refurbishments external store cupboard doors should be upgraded to fire doors. (FD30 doors) to provide adequate protection.



### Signed

 ADRIAN JONES	Building Safety Manager	Date: 02/05/2025
	Quality Assurance Check	Date: 06 /05/2025

## Appendix 1

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


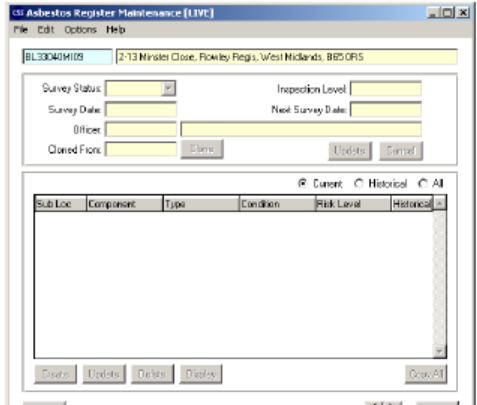

**Name of property:** Flats 42 - 49, Minster Close, Rowley Regis

**Updated:** 16/08/2022.

**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		2-13 Minster Close, Rowley Regis, B65 0RS				Office use	
Surveyed by		JOHN DAVIS		Date		20/03/14		Checked by	
								Derek still	
Reason for request		HSG 264 - Survey Report Type		Date		07/08/2017		Desktop Check	
Investment Void		Refurbishment Survey						✓	
Investment Tenanted		Management Survey						✓	
R & M Void		SHAPE Interrogated.						✓	
R & M Tenanted		No Existing SHAPE Data.						✓	
Medical / Emergency - Heating Works		Existing SHAPE Data.							
Communal Areas		✓		Refurb Surveys Interrogated?					
				Property Description					
				TWO STOREY LOW RISE BLOCK				Year Built	
								1953	
				<b>Notes / including details of similar property surveys completed.</b> <p>**CUPBOARDS ADJACENT TO FLAT FRONT DOORS NOT SURVEYED – SEE INDIVIDUAL FLAT SURVEYS FOR INFORMATION**</p> <p>*Survey revised by John Davis 15/08/22*</p>					
				Building Surveyors		0121 569 5077		Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	
									



# Fire Risk Assessment

Sample Locations		Property Address 2-13 Minster Close, Rowley Regis, B65 0RS						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	LIBRARIAN	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF COVERING	BITUMINOUS FELT	-	SEALED	TE 1340	NO ASBESTOS DETECTED	NO	NO	
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
DECK ACCESS WALKWAY FLOOR SURFACE	ASPHALT	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
TEXTURED COATING TO EXTERNAL BRICKWORK	TEXTURED COATING	-	PAINT SEALED	JD 325 / 001	NONE DETECTED	NO	NO	
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
STAIRWELL WALLS	BRICK	GROUND FLOOR UNDER STAIR CUPBOARD WALLS	BRICK	COMMUNAL ENTRANCE – DOOR FRAME SEALANT	SILICONE			
STAIRWELL CEILING PANELS	SUPALUX	GROUND FLOOR UNDER STAIR CUPBOARD CEILING	CONCRETE					
BOXING TO STAIRWELL CEILING	SUPALUX	RAINWATER GOODS	PLASTIC / CAST IRON					
SIDE ENTRANCE SOFFIT	PLASTIC							
MAIN ROOF SOFFIT	PLASTIC	ALL FLATS – FRONT DOOR FRAME SEALANT	SILICONE					

## ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 254 - 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.

Term	Explanation	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.	Checked by	P402 trained surveyor who checks report prior to issuing.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.	Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
ACM	Asbestos Containing Material.	Refurbishment Survey	HSG 254 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.	Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.		
Labels	Materials will be labelled where practical. Labeling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as 'Asbestos' where practical. All sampled materials will be labelled with an 'Asbestos Sampler' label.		