

Fire Risk Assessment

Minster Close



**Flats 2 - 13
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

Fire Risk Assessment

Subsequent reviews.

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

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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”.

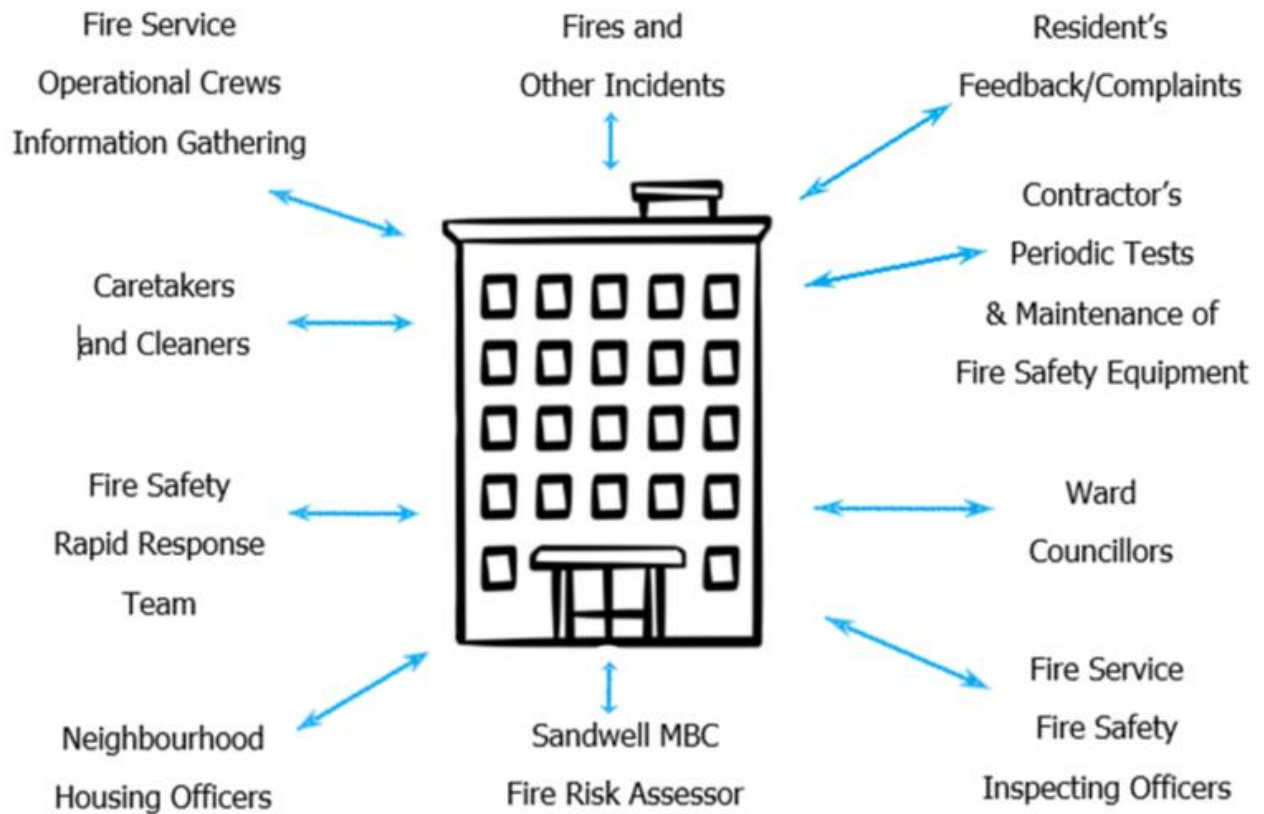
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

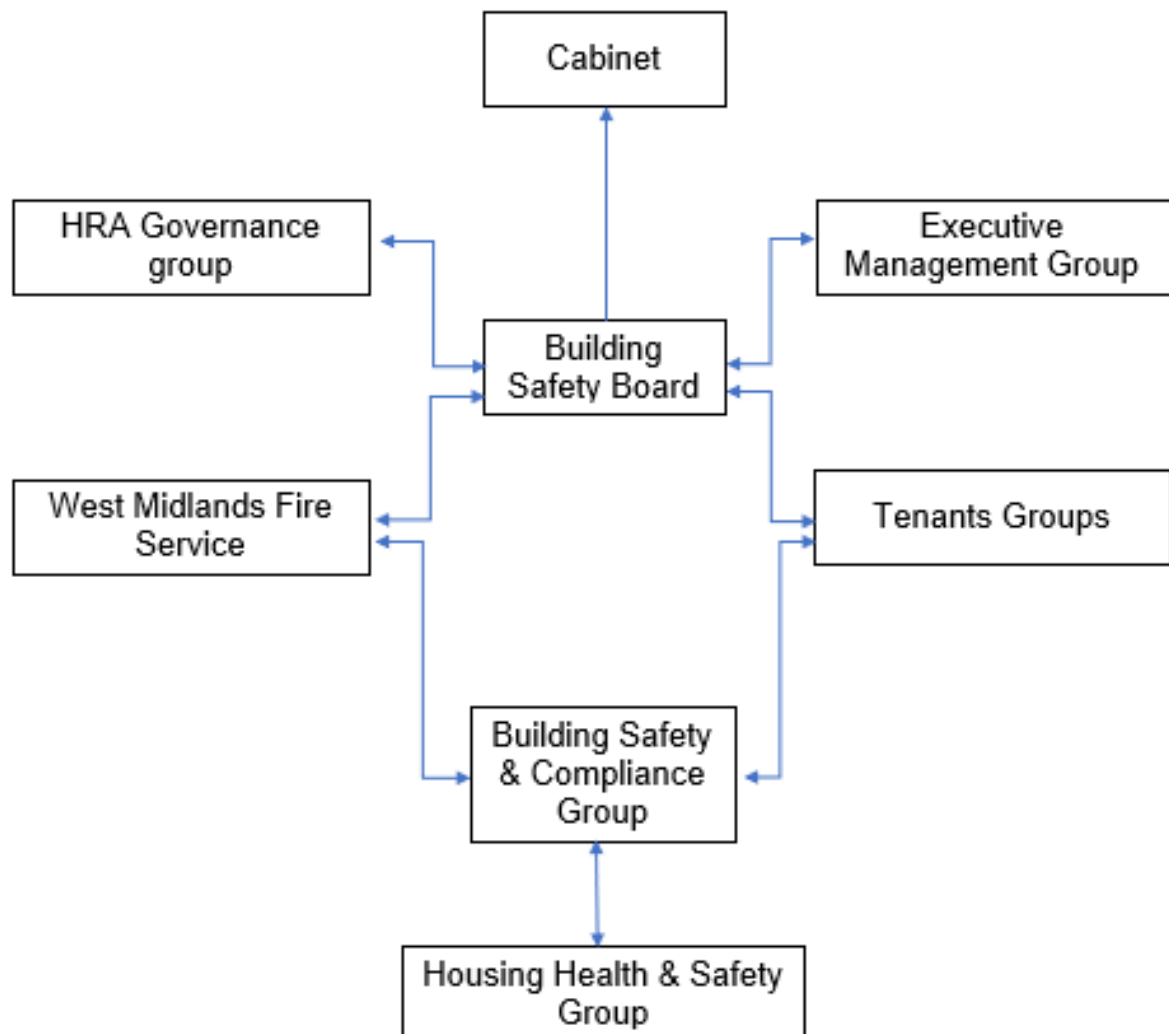
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The exterior of the buildings 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

Section 7	<p>Means of Escape from Fire</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>There is a missing outer letterplate to the flat entrance door of flat 2, this should be replaced.</p>	Tolerable
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.</p>	Trivial
Section 9	<p>Emergency Lighting</p> <p>Emergency lighting is provided to the stairwell and exits.</p>	Trivial
Section 10	<p>Compartmentation</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
Section 11	<p>Fire Fighting Equipment</p> <p>No firefighting provisions are provided within the premise.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Appropriate signage is in place, no further action required.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial

Section 14	<p>Sources of Ignition</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 a test date could not be confirmed, email sent to Electrical.</p>	Tolerable
Section 15	<p>Waste Control</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>	Trivial
Section 16	<p>Control and Supervision of Contractors and Visitors</p> <p>Contractors are controlled centrally, and hot works permits are required where necessary.</p>	Trivial
Section 17	<p>Arson Prevention</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
Section 18	<p>Storage Arrangements</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:

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment. This includes the EICR Inspection which appears to be out of date, there are also combustible items outside the side elevation by the escape staircase. These items should be removed and stored in a secure compound or shed.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm.

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions 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 period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Section 3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Executive Director of Place

Alan Lunt

Assistant Director Asset Management & Improvement

Sarah 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

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.

Section 4

Description of Premises

Flats 2 -13
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 6 dwellings, 12 in total.

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

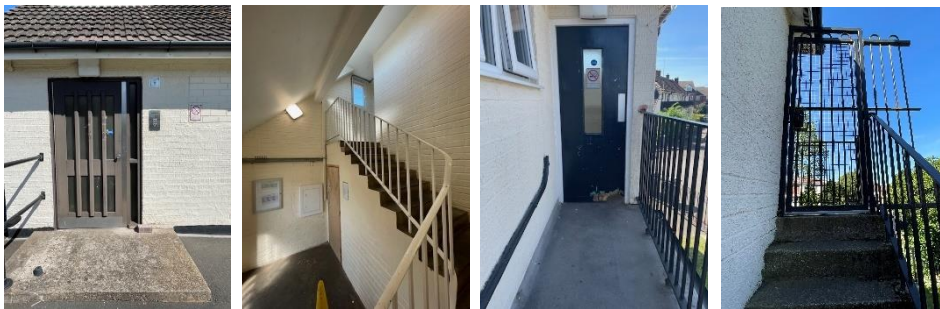


To dispose of rubbish, residents utilise waste containers located close to the main access door by the rear garden.



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 right-hand side elevation with a fob reader installed. This leads to an enclosed stairway up to the 1st 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 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 st floor dwellings have own loft space.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 12 flats, six per floor.

Visitors,

Sandwell MBC employees,

Contractors,

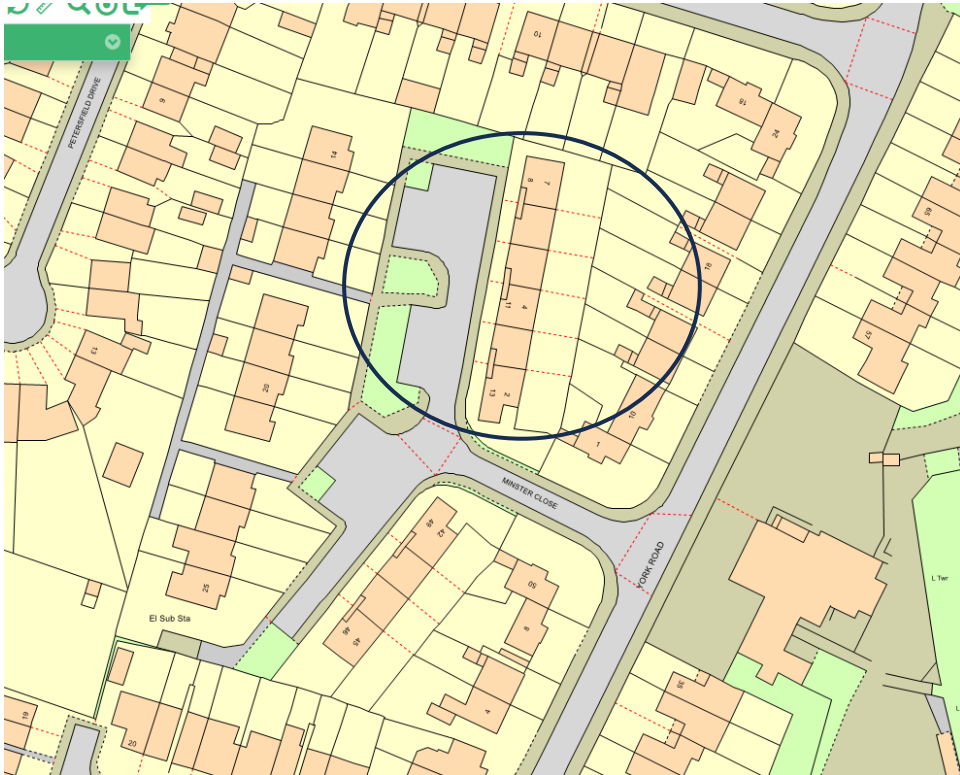
Service providers (e.g., meter readers, delivery people etc)

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

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 right 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.

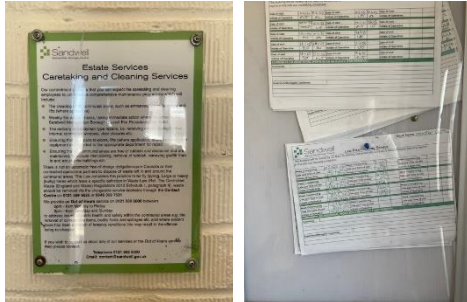


- 3) **The 1st floor open deck access and the main stairwell are separated by a timber FD30 fire door which has a vision panel. This door is damaged and in need of replacement.**



- 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.
- 7) 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.



- 8) The assessor spoke with the resident at flat number 8. The flat entrance door was correct, it had not been tampered with, and no issues were noted.
- 9) **The flat entrance door to flat 2 has a missing outer letterplate and this should be replaced.**



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



- 11) On the ground floor, adjacent to flat 7 there is a ledge and brace door that does not open. This is under the external staircase and could compromise the escape route in an emergency. It should be confirmed what is being stored in this cupboard.**

Section

8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) During the assessment, the assessor spoke with the resident at number 8 who confirmed that smoke alarms are installed in the Hallway, Living room Kitchen and Bedroom.
- 3) Therefore, on the sample of properties accessed during the fire risk assessment, the smoke alarms within resident's flats are installed to a minimum of LD3 Standard with flat 8 confirmed an LD1 Standard.

For information

LD1 all rooms except wet rooms.

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

LD3 Hallway only.

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

Section 9

Emergency Lighting

- 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.

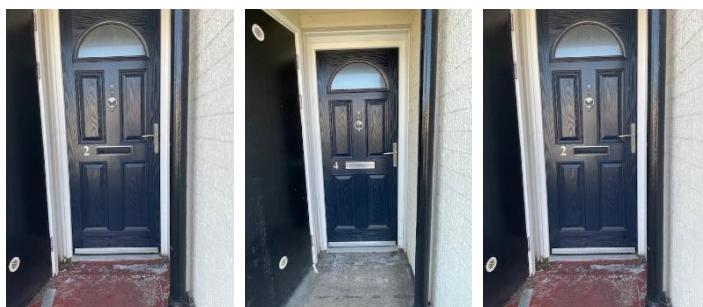


Section 10

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 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.

Fire Risk Assessment

- 7) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

ELECTRICAL																															
Floor No	Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials					Fire Stopping Materials										
	Supalon	Inta Ball	Inta Sponge	Inta Mastic	Graphite Filler	Inta Pads	Inta Fibres	Inta Wraps	Rockwool	Supalon	Inta Ball	Inta Sponge	Inta Mastic	Graphite Filler	Inta Pads	Inta Fibres	Inta Wraps	Rockwool	Supalon	Inta Ball	Inta Sponge	Inta Mastic	Graphite Filler	Inta Pads	Inta Fibres	Inta Wraps	Rockwool				
B																															
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Communal doors free from defects		<input checked="" type="checkbox"/>		Communal windows free from defects		<input checked="" type="checkbox"/>		Flat doors free from defects		<input checked="" type="checkbox"/>		Communal cupboards locked and secure		<input checked="" type="checkbox"/>		Communal areas free from tenants stored items		<input checked="" type="checkbox"/>		Communal areas free from repairs materials		<input checked="" type="checkbox"/>									
Foam Removal & Enhancement Record										Other Comments:																					
Foam Present But Not Removed This Visit										SERVICE UPBOARD DOOR NOT LATER																					
Foam Present & Fully Removed This Visit																															
No Foam Present																														<input checked="" type="checkbox"/>	
No Enhancements Required																														<input checked="" type="checkbox"/>	
Enhancement Carried Out This Visit										<input checked="" type="checkbox"/>																					

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

Block Name	Place-Re	Address	Front Door Type	Glazed / Not
Minster Close 2-13 (O&E)	BL33040MI09	2-13 Minster Close;Rowley Regis;West Midlands;;	Intentionally Blank	
Minster Close 2-13 (O&E)	BL33040MI09	2 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	3 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	4 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	5 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	6 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	7 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	8 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	9 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Non Glazed
Minster Close 2-13 (O&E)	BL33040MI09	10 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	11 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Non Glazed
Minster Close 2-13 (O&E)	BL33040MI09	12 Minster Close;Rowley Regis;West Midlands;;	Composite type door	Glazed
Minster Close 2-13 (O&E)	BL33040MI09	13 Minster Close;Rowley Regis;West Midlands;;	Composite type door	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

Fire Fighting Equipment

- 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

- 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

- 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 could not be determined when the last EICT inspection was carried out. Therefore, certification should be provided for the 5-yearly inspection.**
- 4) **Flat 13 has an electrical cupboard door missing, this should be replaced at the earliest opportunity.**



- 5) **It was noted that combustibles are present adjacent to the external staircase. These should be removed and with all areas free of combustible items.**



- 6) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
 - 6) Portable heaters are not allowed in any common parts of the premises.
 - 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
 - 8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.
-

Section
15

Waste Control

- 1) Refuse containers are emptied at regular intervals.
- 2) 'Out of Hours' service in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.
 - 3) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 4) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency plan.
 - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section
17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
 - 2) Access to the flats is restricted by a door entry system.
 - 3) There has been one reported fire incident since the last FRA. This was confined to a kitchen. The cause of the incident was confirmed as a chip pan that had been left unattended.
-

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) 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 2 -13, Minster Close, Rowley Regis

Date of Action Plan:


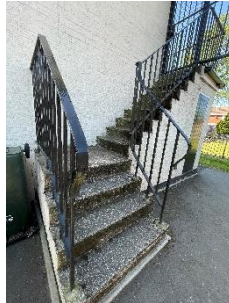
01/05/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/03	Replace the FD30 Door at the head of the staircase due to damage.		P3	Asset Management 3-6 months	

Fire Risk Assessment

07/09	Replace the letterbox outer plate on the flat entrance door of flat 2.		P2	Fire Rapid Response 1 – 3 Months	
07/11	On the ground floor, adjacent to flat 7 there is a ledge and brace door that does not open. This is under the external staircase and could compromise the escape route in an emergency. It should be confirmed what is being stored in this cupboard.		P2	Housing 1 – 3 Months	
14/03	Provide evidence of the 5-yearly electrical inspection.	No image	P2	Electrical 1 – 3 Months	

Fire Risk Assessment

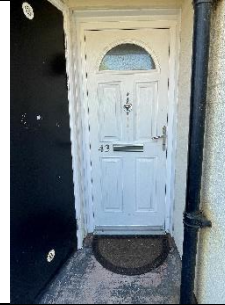
14/04	Replace missing electrical cupboard door outside flat 13.		P2	Electrical 1 – 3 Months	
14/05	It was noted that combustibles are present adjacent to the external staircase. These should be removed and with all areas free of combustible items.		P2	Housing 1 – 3 Months	

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



Fire Risk Assessment

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: 01/05/2025
 Chris	Quality Assurance Check	Date: 06 /05/2025

[illegible]