Fire Risk Assessment

Mountford House

1-66, Glover Street,
West Bromwich, B70 6DS

Date Completed: 04/12/2024

Review Period: 12 months

Officer: C. Hill **Fire Risk Assessor**

Checked By: A. Jones **Fire Risk Assessor**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

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*".

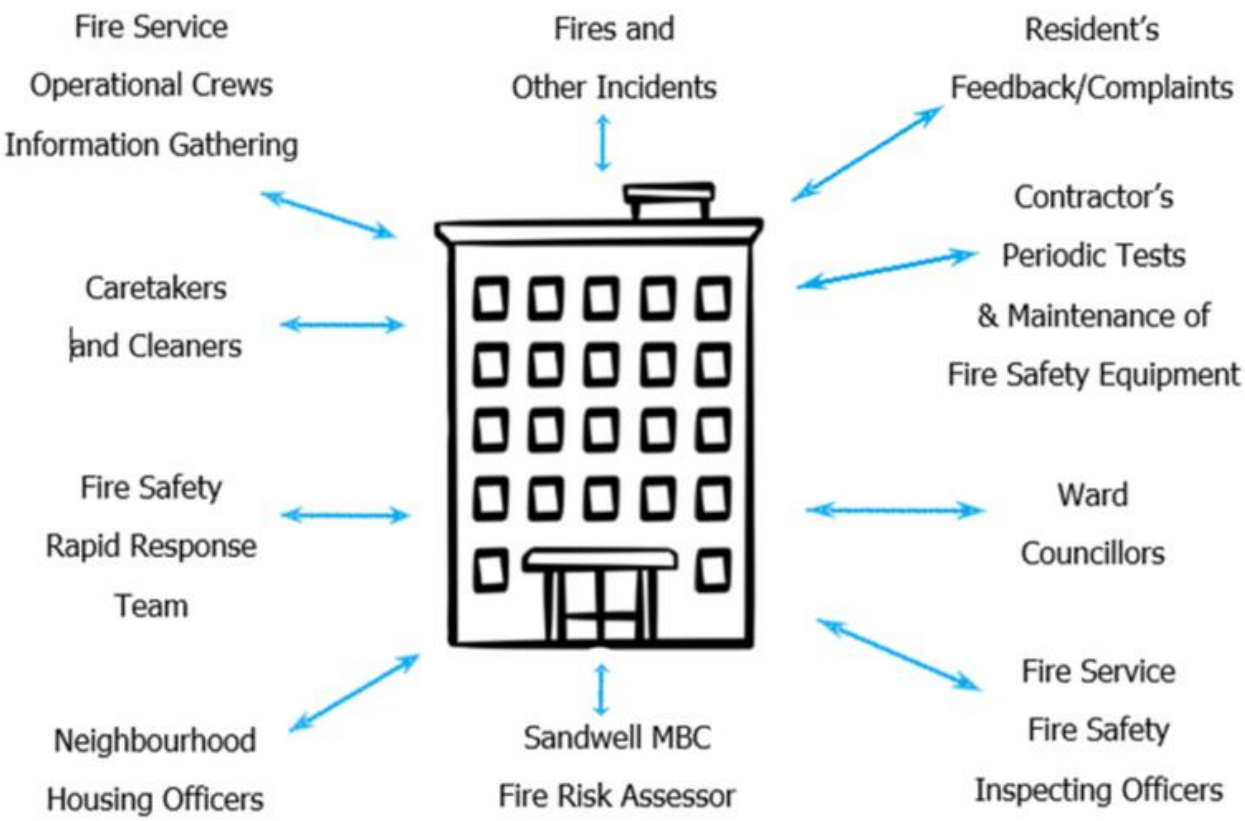
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

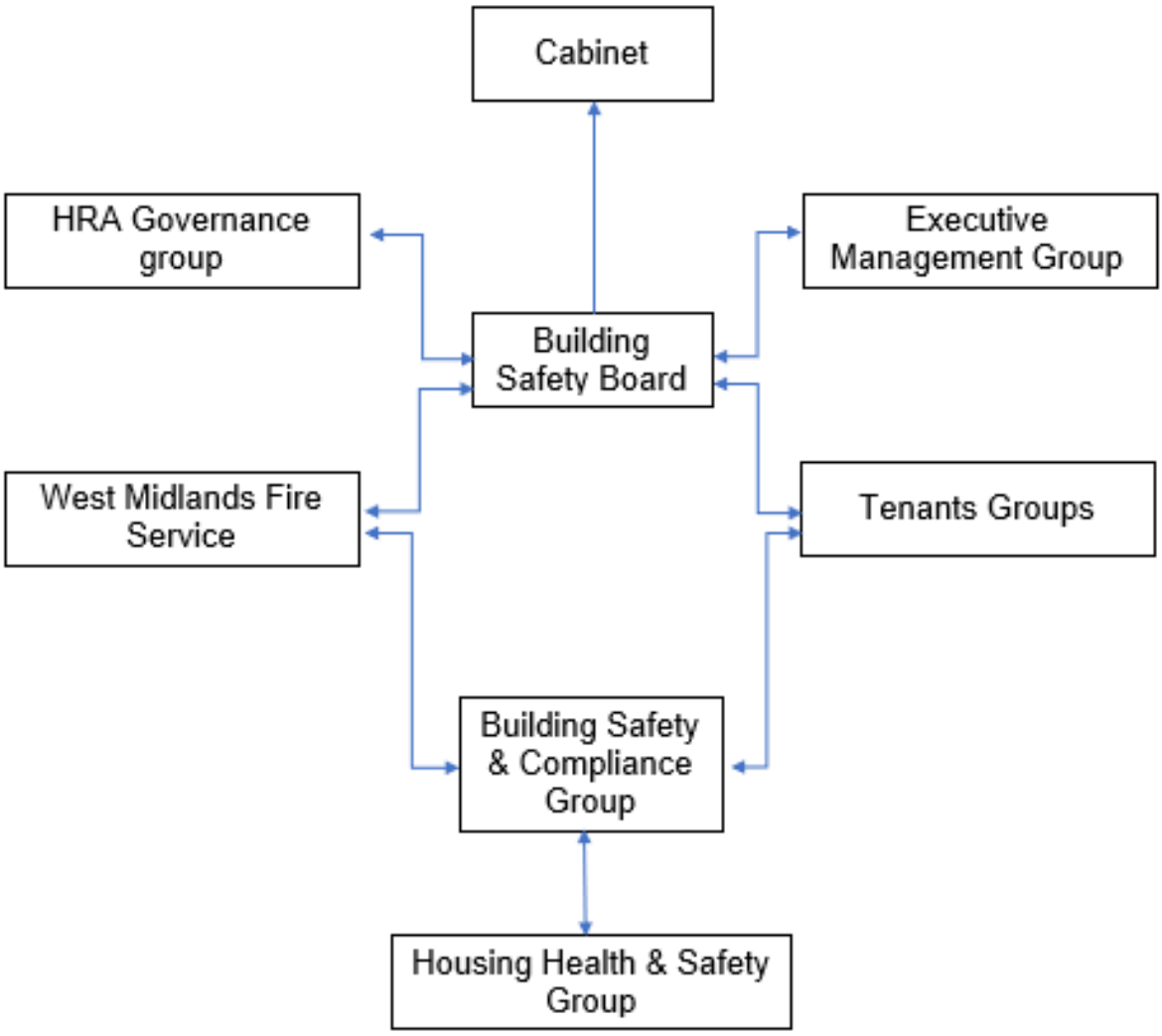
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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** Blockwork from ground to 1st floor. Wetherby EWI render system class A2 rated 1st to 16th floor. Trespa Meteon HPL to the front & rear elevations class B,s1.d0. PPC Aluminium spandrel panels to front & rear. Rockwool insulation to external walls.	Trivial

Section 7	**Means of Escape from Fire** There is 1 protected staircase that provides a sufficient means of escape. All communal doors along the means of escape are self-closing 44mm notional fire doors with combined intumescent strips / cold smoke seals & vision panels. Lobby doors to ground floor are to FD60 standard doors. Detection for AOV present in lobbies & stairwell landings.	Trivial
Section 8	**Fire Detection and Alarm Systems** Fire detection within sampled flats is installed to LD2 standard with smoke detectors to the hall / lounge and a heat detector within the kitchen. Automatic opening vents are installed to the stairwell. A deluge system is provided to the bin store.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency / escape lighting system which is tested frequently.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All communal & flat entrance doors are minimum 30-minute fire doors with	Tolerable

	intumescent strips & cold smoke seals, including those in 1-hour rated walls. All service / storage cupboard doors are minimum 44mm 30-minute fire doors. Majority are 54mm 1-hour fire doors. 2 x communal doors require adjustment to correct excessive gaps. 1 x communal door requires adjustment to ensure it reliably self-closes. Fire stopping to gap in 15th floor chute room. Firestopping to bin store shaft to be replaced and install intumescent ventilation grill.	
Section 11	**Fire Fighting Equipment** There is a fire hydrant adjacent the rear entrance. The dry riser outlets serve all floors from 1st to 16th. There is a C02 fire extinguisher within the lift motor room. There is a deluge system in the bin store. Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.	Trivial
Section 12	**Fire Signage** Photoluminescent wayfinding signage installed throughout the building. Directional escape signage is present.	Trivial

Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be done every 5 years, last test date: 08/02/2022	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store.	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** A door entry system prevents unauthorised access. Perimeter lighting is in place. CCTV is in operation.	Trivial
Section 18	**Storage Arrangements** There is a cleaner's store located on the ground floor. There is a landlord's store which is accessed externally. Residents instructed not to bring L.P.G cylinders into block.	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 potential fire hazards that have been highlighted within the risk assessment, including the adjustment to 3 x communal doors and the fire stopping work within the bin store.

In addition to the potential fire hazards, it has also been noted that the gas main within the bin store could potentially be struck during the movement of the bins by the protruding handles. Although this risk is low, Cadent have been requested to inspect the installation and assess whether a protective barrier is required. Cadent are responsible for the gas the installation.

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. This is due to there being sufficient compartmentation to include nominal FD30s doors to flat entrances, notional 30-minute fire doors upgraded with intumescent strips / cold smoke seals to lobby & stairwell doors and nominal 60-minute fire doors to service cupboards also with intumescent strips and cold smoke seals, alongside suitable smoke detection to LD1 and LD2 standard within flats, automatic smoke ventilation system to the stairwell and a Stay Put – Unless policy.

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 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

Directorate of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Ager

Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Fire Risk Assessor(s)
Carl Hill
Louis Conway
Anthony Smith
Adrian Jones

Resident Engagement Officer - Fire Safety
Abdul Monim Khan

Housing Office Manager
Lisa Ellis

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

Mountford House
Glover Street
West Bromwich
B70 6DS

Description of the Property

This high-rise block was constructed in 1965 of Waites concrete / brick construction with a flat roof construction. The external wall system to all elevations was installed during a refurbishment in 2010 and includes blockwork to 1st floor level, and a combination of Wetherby insulated EWI render system (class A2) from 1st to 16th floor levels and Trespa Meteon high pressure laminate cladding (Class B,s1,d0) to the balconies including the area between the balconies on both side elevations.




The block consists of 17 storeys (inclusive of the ground floor) with 2 number dwellings to the ground floor (flats 65 & 66) and 4 to each floor above, total of 66 flats.

The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation.


The main entrance to the front elevation has a door entry system with a fob reader installed. The entrance to the rear elevation is accessed by the installed fob reader. The front entrance only, has a firefighter override by use of a drop latch key.


All floors are served with one of two lift cars (odds & evens) and a single protected staircase with openable windows and automatic opening vents.


Access to the lift motor room is obtained via a ceiling hatch with zip ladder from 16th floor lobby. The hatch & ladder are accessed via a suited key and padlock. The key is stored within the firefighter's white box.


Access to the exposed flat roof area is gained via a door from the lift motor room. The key is within the firefighter's white box.

There's a cleaner's store cupboard, and electrical service risers to the ground floor lobby area.



There are two further ground floor service risers for the gas and water supply.



There’s a refuse chute installed to the rear of the building with access to a hopper on each floor. Each chute room benefits from natural ventilation and is compartmented with a 30-minute notional fire door. The bin store is accessed via roller shutter adjacent the rear entrance.


There’s a service corridor with electrical switchgear to the right-hand side of the rear entrance. This is accessed with a suited cylinder key via the roller shutter door.



There’s a landlord’s storage area to the left-hand side of the front main entrance.

On arrival Information (for WMFS)

There is a firefighter's white box externally to the left-hand side of the main entrance to the front of the building. The box contains keys for the building and is secured with a firefighter's bridge-door padlock.


Access is gained via the firefighter's door override switch utilising the drop latch key from the white box.

There's a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key held on each fire appliance. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and documents for those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).



The fire hydrant is adjacent the rear entrance.

The dry riser inlet is internal and adjacent the ground floor lift cars. It is accessed utilising a suited bridge door padlock.

Dry riser outlets are available on each floor lobby. Each outlet is within a riser cupboard accessed with a suited 54 key.

Automatic opening vents are installed to the staircase between floors 1st & 2nd, 6th & 7th also on the 16th. The information panel & override switch are adjacent the ground floor lift cars. There is a second override switch on the 16th floor landing.


AOV smoke detectors are installed to the lobby, stairwell landing & area between the lobby / stairwell & chute room doors on floors 1 to 16.


There's a firefighter's lift override switch for each lift between the ground floor lift cars. They are operated by the drop latch key.

Access to the lift motor room is obtained via a ceiling hatch with zip ladder from 16th floor lobby. The key is stored within the firefighter's white box.



Address: Mountford House Glover Street B70 6DS	Survey date: 02/12/2024	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Building Height	43.9m
Construction	Waites, Concrete brick construction - Brickwork to 1st floor. The gable walls are insulated Rockwool render. The balcony details to the front and rear elevations have high density laminate board.
Number of floors	17 including ground floor
Layout	The block consists of 17 storeys (inclusive of the ground floor) Each of the floors contains 4 number dwellings accept the ground floor which has 2. The ground floor consists of large main entrance/ lobby area, 2 dwellings, lift lobby area The block has 2 exits from communal areas at the MAP and rear entrance of the block 2 lifts that serve alternating floors one serving odd floors and the other serving even floors. Stairwell is protected with good compartmentation provided with openable windows on each floor and natural ventilation to each floor of the block. Smoke vents located on floors 2,7 and 16
Lifts	2 lifts that serve alternating floors one serving odd floors and the other serving even floors. Both lifts can be accessed from the ground floor lift lobby.
Types of entrance doors	Flat entrance doors are fd30s composite Permadoor
Rubbish chutes/ bin rooms	Yes, secured behind notional 30-minute timber fire doors.
Common voids	No
Access to roof/ service rooms	Access via a metal trap door on 16th floor up a metal zip ladder into the lift motor room. A full height timber door then allows access onto the main roof.
Occupants	Approx. 132 based on an average of 2 occupants per flats (66 flats)
Evacuation strategy	**Stay Put Unless-** The escape strategy is **'Stay Put Unless'.** This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke
Fire alarm/ evacuation alarm	The building consisting of Early warning limited to hard wire or battery smoke alarms within each of the resident's flats.
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building.

FIREFIGHTING SYSTEMS

Water supplies	Fire hydrant is located 1m from the buildings rear access point fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located in the ground floor lobby. The dry riser outlets are located on each floor above within the lobby area.
Fire mains	The dry riser inlet (twin valve) is located in the ground floor lift lobby of the block and is secured with bridge door padlock with adequate signage.
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block.
Smoke control vents	Automatic smoke ventilation is employed. There are master reset key switches located on the ground floor nearest Main access point next to the fire alarm panel.
Sprinkler system	A drenching system is provided to the refuse chute bin store.

DANGEROUS SUBSTANCES

Location, type, and quantity	ROOF PIPE CEMENT - SEALED – PAINT CHRYSOTILE ALL CEILINGS COMMUNAL AND STAIRWELLS TEXTURED COATING - SEALED PRESUMED CHRYSOTILE ROUND FLOOR REAR CUPBOARD PIPE CEMENT - UNSEALED PRESUMED CHRYSOTILE

SERVICES

Electricity	Electric meter cupboards located on each floor of the block and can be seen on the floor plans for the block
Gas	Gas isolation points located on the orientation plan

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

The enforcing authority is West Midlands Fire Service

High/Low Rise	High
Number of Floors	17
Date of Construction	1965
Construction Type	Concrete / Brick
Last Refurbished	2009
External Cladding	Brickwork to 1st floor. The gable walls are insulated rockwool render. High pressure laminate to the balconies and between the balconies Class B,s1,d0
Number of Lifts	Two
Number of Staircases	One
Automatic Smoke Ventilation to communal area	Yes, to stairwell.
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access via a metal trap door on 16th floor up a metal zip ladder into the lift motor room. A full height door then allows access onto the main roof.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk
Residents / Occupants of 66 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

The plans have been shared with WMFS electronically via their portal.

PIB premise information box

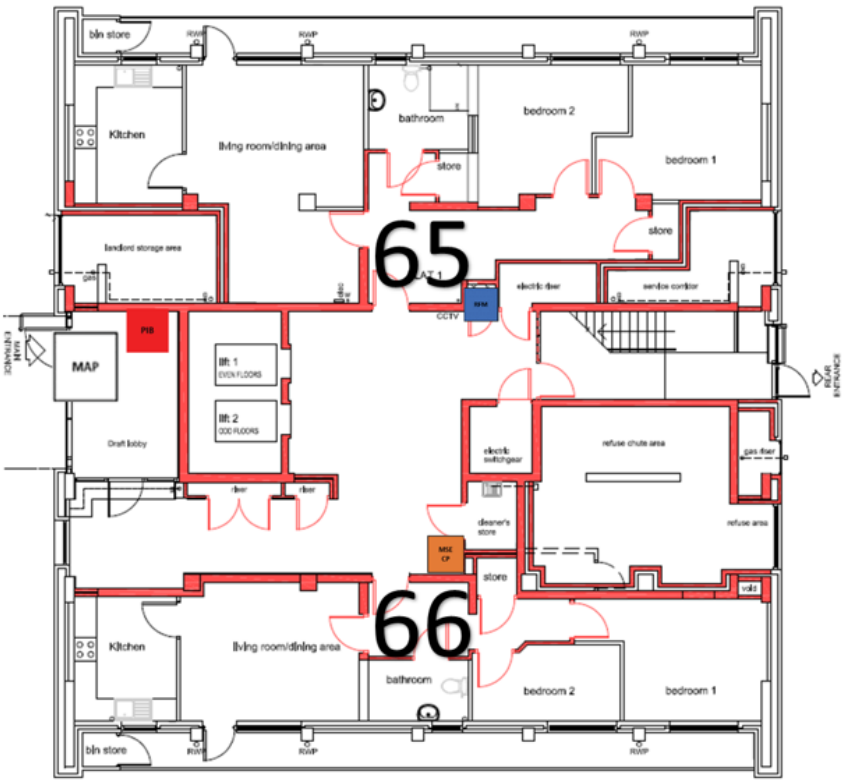
MAP main access point

RFM dry riser

MSE mechanical smoke extraction

MSE CP mechanical smoke extraction control panel

Ground Floor



RFM dry riser

MSE mechanical smoke extraction

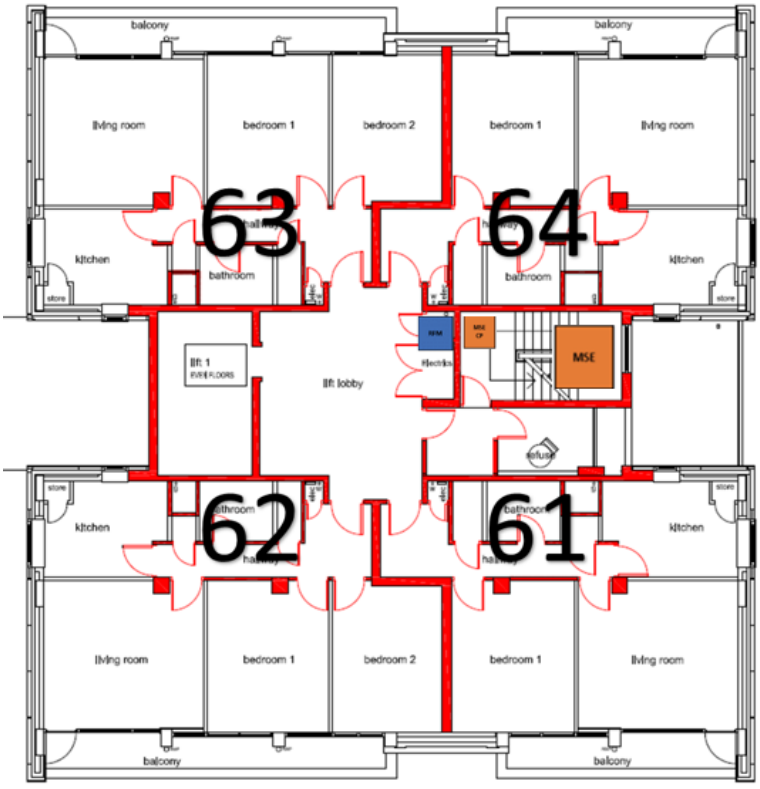
Typical upper floor

RFM dry riser

MSE mechanical smoke extraction

MSE CP mechanical smoke extraction control switch

16th Floor



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.

Details of the external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022

However, a third party approved contractor has been appointed to carry out External Wall Assessments of Sandwell Metropolitan Borough Councils Higher Risk Buildings .

When completed, should the survey identify any materials that weren't previously known then WMFS will be informed via their portal.

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA.

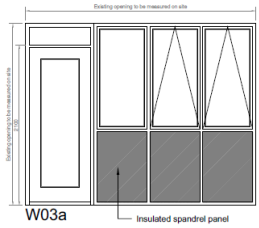
It is deemed that the combination and application of these materials present an acceptable level of fire risk.


Trespa Meteon High Pressure Laminate (Class B,s1,d0) – Rockwool Insulation.
Aluminium Faced Timber Composite Windows (flats)
Blockwork
Trespa Meteon High Pressure Laminate (Class B,s1,d0) – Rockwool Insulation
Wetherby EWI Rockwool Insulated Render (Class A2)
PPC Aluminium Spandrel panels
Blockwork


Aluminium Windows (stairwells)
Netting Over Ventilated Chute Lobbies
Steel Roller Shutter
AOV 16th (Aluminium Frame)
AOV 6th / 7th (Aluminium Frame)
AOV 1st / 2nd (Aluminium Frame)
Steel Roller Shutter

1) Mountford House has 4 separate areas of external cladding;

   - Blockwork ground to first floor.
   - Trespa Meteon high pressure laminate panels to balconies and concrete panels between balconies (class B,s1,d0).
   - PPC Aluminium spandrel panels fixed beside flat windows.



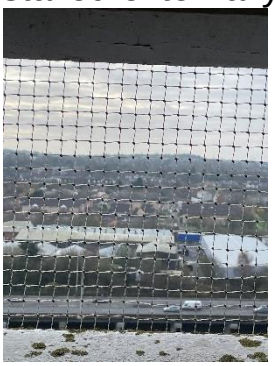
   - Wetherby EWI render system (class A2) – 1st – 16th floors.

2) Mineral wool manufactured by Rockwool (class A1) has been used to insulate the external wall system.

3) Entrance doors and communal windows are powder coated aluminium glazed units.


4) Individual flat windows are powder coated aluminium faced timber composite double glazed units.

5) Mesh / netting installed externally over ventilated chute lobbies.

Section 7

Means of Escape from Fire

1) The site has a single protected staircase that provides a sufficient means of escape. Each staircase in width is 990 mm from hand rail to wall.


2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.

3) None of the corridors that form part of the means of escape are dead ends.

4) The means of escape are protected to prevent the spread of fire and smoke.

5) The communal landing / staircases are protected by use of self-closing 44mm notional 30-minute timber fire doors with vision panels. All doors have been upgraded with combined intumescent strips / cold smoke seals (refer to 10/14).


6) The ground floor lobby is protected by use of nominal 54mm FD60s doors and combination frames. These doors were installed during the 2009/10 refurbishment.


7) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

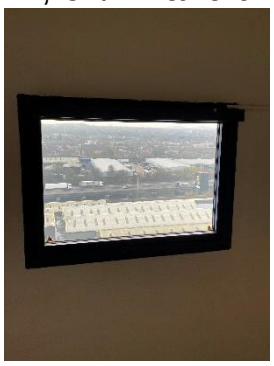
8) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

9) 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.



10) Automatic smoke ventilation is employed. This is tested, inspected, and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.

11) Automatic opening vents have been installed to the stairwell between the 1st/2nd, 6th/7th and the 16th floor.

12) AOV smoke detectors are installed to the lobby, stairwell landing & stairwell lobby / stairwell & chute room doors on floors 1 to 16.


13) The control panel and override switch has been installed to the ground floor lift lobby.

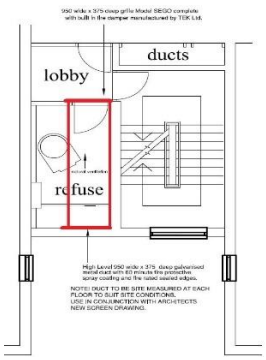
14) An alternative override switch has been installed to the 16th floor stairwell landing.


15) A ventilation grill was noted to the head of the staircase.


16) The chute room doors on each floor are 44mm notional 30-minute fire doors with combined intumescent strips & cold smoke seals and overhead self-closing devices. The chute rooms benefit from natural ventilation.

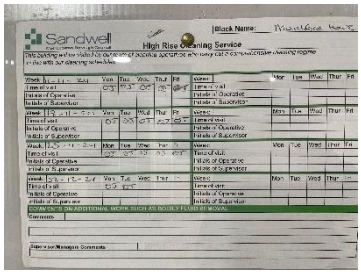

17) A high-level metal duct provides ventilation to stairwell lobbies on each floor. The duct has been installed with a grill with built in fire damper and has been coated with a 60-minute fire protective coating.





18) Communal windows to stairwell are openable by handles except for those that are part of AOV system.

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



20) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.

21) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.

22) The surface coatings to the communal areas are Class 0 rated.

23) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them, or they are asked to leave by the emergency services.

24) Individual flat doors are nominal FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. The doors are predominantly manufactured by Permadoor. Flat 40 has a nominal timber flush FD30s door set.

25) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

a) Flat 62 – Door was correct with no defects.

b) Flat 44 – Door slams shut with force when self-closing and requires adjustment.

c) Flat 40 – Temporary nominal timber FD30s door with no defects.

d) Flat 29 – Door was correct with no defects.

Section 8 Fire Detection and Alarm Systems

1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.

2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within the flats let by SMBC are installed to an LD1 or LD2 Standard.

   Flat 62 – LD1
   Flat 44 – LD2
   Flat 40 – LD1
   Flat 29 – LD2

   LD1 all rooms except wet rooms
   LD2 all-risk rooms e.g. Living Room, Kitchens and Hallway.
   LD3 Hallway only

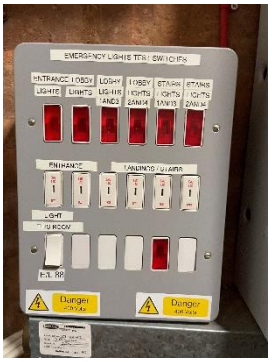
3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this are:
   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put - Unless policy is in place

4) A sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October)

of each calendar year. The control panel for the system is located in the ground floor electrical service cupboard.

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 and lift motor room.

3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.

Section 10 Compartmentation

This section should be read in conjunction with Section 4

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum 30-minute 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. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

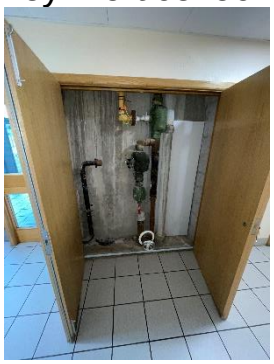
4) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.

5) All service cupboards to communal lobbies on 1st to 16th floor are 54mm 60-minute nominal fire doors with 4 hinges per door, intumescent strips and cold smoke seals. Door are kept locked with suited 138 key mortice locks.

6) Service cupboards to the ground floor contain electrical switchgear and are secured with nominal fire doors with a steel panel to rear leaf and steel frame. The doors are a minimum 30-minute fire resistance. Doors are secured with cylinder key contained in firefighter's box.

7) Dry riser outlets on lobbies are housed in secured service cupboards (suited 54 mortice lock) with 54mm nominal 60-minute fire doors with intumescent strips and cold smoke seals.

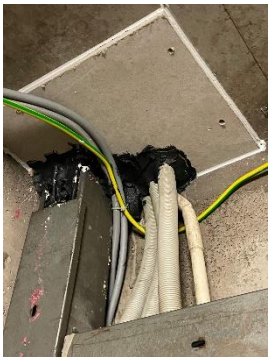
8) Further service cupboards to the ground floor containing the gas and water risers are nominal 54mm timber FD60 doors secured with a suited 54 key mortice lock.




9) SMBC have commissioned a survey of all fire doors to flat entrances, communal corridor doors, landing doors and service cupboard doors. Evidence of the survey was noted on some doors at Mountford House and, some residents confirmed that they were

expecting their flat entrance doors to be surveyed the day of this fire risk assessment. Firntec Building Compliance have been commissioned to complete the surveys via their subsidiary Ventro Fire Compliance.

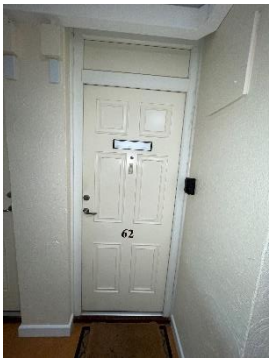
10) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, fire rated sponge, fibre cement board, fire mortar and intumescent pillows.


11) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.

12) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

13) Individual flat doors are nominal FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Sampling revealed the doors are manufactured by Permadoor. Flat 40 has a nominal FRd30 timber flush door.



14) The communal corridors, landings & staircases from the first floor up, are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels and 25mm rebates. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the buildings construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so. It has been recognised that all of the corridor, landing / staircase notional doors in this block have been upgraded with combined intumescent strips & cold smoke seals to enhance their original design and minimise departures from today's standards.

15) Communal timber doors to the ground floor lobby are nominal 54mm to FD60s standard. These doors were installed during the 2010 refurbishment.


16) Lift motor room is ventilated to outdoors with a louvre vent. The access hatch to the motor room is secured with a suited padlock.


17) Access panels to service pipework are Supalux and bedded on intumescent mastic.

18) Refuse hoppers to the chute system are 1.5 hrs fire rated to BS 476. Part 8 & smoke containment rated to BS 7386.

19) 15th floor chute room combination frame. Gap between frames require fire stopping.

20) 13th floor landing door to stairs has a gap from the handle side down that extends to 10mm. Door requires rehanging to reduce gap.


21) 13th floor lobby door has an excessive gap from the handle side down that extends to 10mm. Door requires rehanging to reduce gap.

22) 6th floor landing door to stairs not reliably self-closing and requires adjustment.


23) Bin storage room – The fibre cement boards enclosing a shaft containing soil stack and gas main have been damaged by the movement of bins. The fire resistant boards should be replaced with a product of equal or better fire resistance to enable 60 minutes protection. Because the shaft contains a gas main an intumescent vent should be installed to the finished surface.




Section 11

Fire Fighting Equipment

1) The dry riser inlet is internal and adjacent the ground floor lift cars. It is secured with a bridge door padlock.

2) There are dry riser outlets available on each floor above ground. Each outlet is in a riser cupboard secured with a suited 54 key mortice lock.

3) The dry riser is checked regularly as part of the Caretakers duties.

4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.

5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.


6) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly.


Section 12

Fire Signage

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

2) Fire Action Notices are displayed throughout the building.

3) Yellow LPG warning signs are displayed in the building.

4) Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.

5) Photoluminescent wayfinding signage depicting floor level and flat numbers are fitted to the walls on all floors adjacent the lift car's and to the wall of each landing on the communal staircase. Signage that meets the requirement of ADB and Fire Safety (England) Regulations 2022

6) Directional fire escape signage has been installed.

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. The only extinguishers located are within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.

4) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Safety.

5) Fire safety information has been provided as part of tenancy pack.

6) Building safety and evacuation notices are displayed in common areas and lift cars.

7) Information regarding use of fire doors and the Stay Put Unless fire evacuation strategy is provided to residents.

IMPORTANT NOTICE

FIRE DOORS

Fire doors are crucial life safety devices, designed to restrict the spread of smoke and fire for a substantial period of time.

You must ensure:
- Fire doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

You must NOT:
- Alter or change your flat front door or internal doors without prior consent from Sandwell Council.

We will:
- Ensure caretakers check communal fire doors.
- Carry out an audit of communal fire doors every 12 weeks.
- Check your flat entrance fire door every year.

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

This information is provided in line with the Fire Safety (England) Regulations 2022 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of fire doors.

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:
Name: Contact Centre
Phone: 0121 569 6000
Email: customer_services@sandwell.gov.uk
On-line: My Sandwell Account

Sandwell Metropolitan Borough Council

Use QR Code to access Fire Safety Advice

Fire safety advice

Sandwell

We are committed to educating residents about fire safety and what you should do in the event of a fire in your own home or another part of the building.

What to do if a fire breaks out in your flat

1. Leave the room where the fire is and close the door.
2. Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you. Do not stop to put out the fire.
3. Use the staircase to exit the building. Do not use the lift.
4. Dial 999 and wait for the fire service to arrive. Do not re-enter the building.

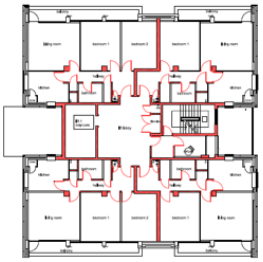
What to do if you see or hear a fire in another flat or part of the building

1. It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.
2. If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
3. If you are instructed to leave by a member of the emergency services, you should do so immediately.
4. In either case, use the staircase to exit the building. Do not use the lift.

'Stay Put/Unless' is an evacuation strategy used in purpose-built blocks of flats. It is in place to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 6000.

8) Information regarding building safety is contained within a Building Safety Notice. This is affixed to the wall on the ground floor lift lobby of high rise blocks.

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council MOUNTFORD HOUSE	FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)	SAVE LIVES, DON'T DO THIS (red background)	
	Mains electrical system is tested every 5 years	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE		Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
	Gas supply tested annually			Stairs and corridors are escape routes and must be kept clear
	Water supplies checked in line with water hygiene regulations			Emergency lighting comes on in the event of power failure and is checked monthly
	There is 4 yearly check of the structural condition			Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
	An asbestos survey has been completed and available on request			Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
	This building has protection against lightning strikes. The system is checked annually			Smoke and heat detector/alarms are in resident's flats only
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.	THIS BUILDING IS DESIGNED TO SUPPORT A ***STAY PUT*** POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT ***UNLESS*** AFFECTED BY FIRE OR SMOKE.		Smoke detectors in stairs & lobbies are to open automatic vents and not to raise the alarm.
	The external façade is brick, aluminium panels, mineral wool insulated render (Class A2), & high-density laminate panels (Class B,S1,D0).	Fire safety advice Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_mlilo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk Sandwell FRAs		Bin rooms have sprinkler protection activated by smoke alarms

Section 14

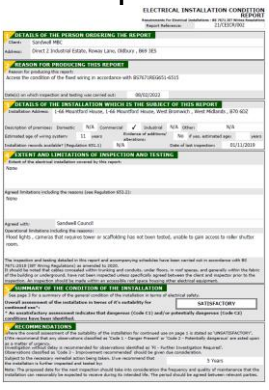
Sources of Ignition

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) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.

4) The fixed electrical installation shall be tested every 5 years. The last inspection was 08/02/2022.


ELECTRICAL INSTALLATION CONDITION REPORT

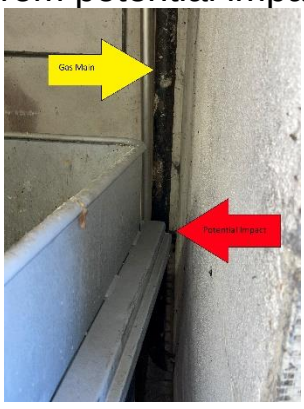
5) Service cupboards to the ground floor containing electrical switchgear are secured behind nominal fire doors with a steel panel to rear leaf and steel frame. The doors are a minimum 30-minute fire resistance. Also, there is further electrical switchgear contained in a service corridor accessed externally via a steel roller shutter door.

6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.

7) Portable heaters are not allowed in any common parts of the premises.

8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is internal to the building.

Email sent to SG at Cadent to inspect the gas riser in bin store which potentially requires the installation of a barrier. This would protect the main from potential impact from the movement of bins.



Section 15

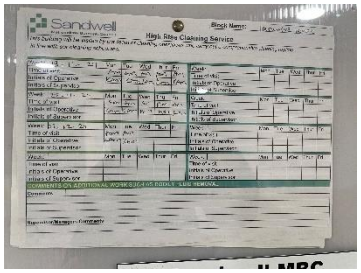
Waste Control

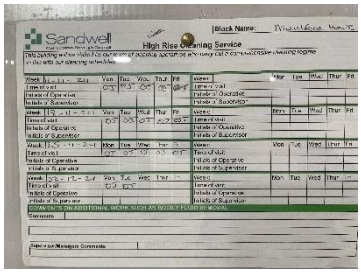
1) There is a regular Cleaning Service to the premises.

2) Refuse hoppers are accessed on each floor. Each hopper is 90-minute fire rated to BS 476 part 8

3) Refuse containers are located in the bin store to the rear elevation which is the left-hand side of the rear entrance. Access is via a motorised roller shutter, key is stored in the firefighter's white box. All refuse containers are emptied regularly.

4) Regular checks by Caretakers minimise risk of waste accumulation.





5) Recycling waste is stored in containers at a safe horizontal distance of more than 6 metres away from the building.

6) ‘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) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.

3) 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.

4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

    a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
    - Health and Safety.
    - Site security.
    - Safety of working and impact on children/school business.
    - Fire risk, if any.
    - Site Emergency Plan.

    b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.

    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) Restricted access to the premises by means of a door entry system.


3) CCTV has been installed to the ground floor lobby, each entrance and around the building.


4) There is no current evidence of arson.

5) The perimeter of the premises is well illuminated.

6) There has been no reported fire incident since the last FRA December 2023.

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block.

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”

3) No Flammable liquids stored on site by Caretakers / cleaners.

4) All store cupboards are kept locked.

5) There are no flammable liquids or gas cylinders stored on site.

Section 19 Additional Control Measures; Fire Risk Assessment - Level 2 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

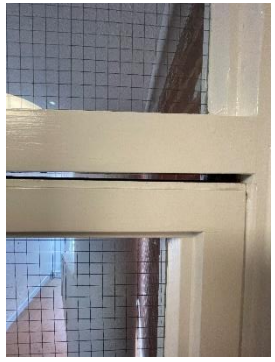
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment Action Plan

Name of Premises or Location: Mountford House

Date of Action Plan: 04/12/2024

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/19	15th floor chute room – Fire stop gap between frames		P2	Within 1-3 months. Fire Safety Rapid Team	

10/20	13th floor - Rehang landing door to stairs to reduce excessive gap on handle side down (10mm)	 	P2	Within 1-3 months. Fire Safety Rapid Team	
10/21	13th floor – Rehang lobby door to reduce excessive gap on handle side down (10mm)	 	P2	Within 1-3 months. Fire Safety Rapid Team	
10/22	6th floor – Landing door to stairs not reliably self-closing requires adjustment	 	P2	Within 1-3 months. Fire Safety Rapid Team	

10/23	Bin Storage room – Remove / replace damaged fibre cement boards to shaft to provide 60 minutes fire resistance & install intumescent ventilation grill to surface. (barrier to erected / contact CH)	 	P2	Within 1-3 months. Fire Safety Rapid Team	

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	
Some communal notional fire doors show signs of wear and tear due to age. Consideration should be given to upgrade with certified FD30s door sets & combination frames as part of a future programme.	

Flat 40 – replacement timber nominal fd30s door installed. Consider certified FD30s door set.	

Signed

	Fire Risk Assessor	Date: 04/12/2024
Adrian Jones	Quality Assurance Check	Date: 13/12/2024

Appendix 1

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

Name of property: Mountford House

Updated: 10/06/2022

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 Tel:- 0121 569 5077). *Include survey*

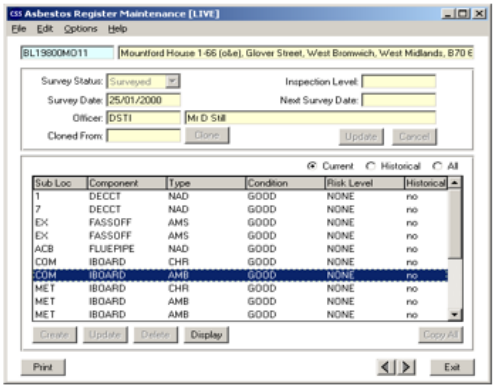
Asbestos Survey	Property Address	Mountford House, Maria Street, West Bromwich, B70 6DS.		✓ Office use
Surveyed by	Danny Hulse	Date	26/02/2014	
Checked by	DEREK STILL	Desktop Check		Site Check
Date	21104/2014			

Reason for request		HSG 264 - Survey Report Type	
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

17 Floor Tower Block

Year Built 1966



Notes / including details of similar property surveys completed.

Revised By G.Carrington – 21/08/17

Reviewed by G.Carrington – 10/06/22

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	Mountford House, Maria Street, West Bromwich, B70 6DS.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	[illegible]	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								
LIFT MOTOR ROOM INTERNAL WALLS	BOARD	-	NONE	BB1673	AMOSITE	YES	-	
LIFT MOTOR ROOM EXTERNAL WALLS	CEMENT	-	NONE	BB1673	CHRYSOTILE	NO	-	
ROOF PIPE	CEMENT	-	SEALED – PAINT	BB1073	CHRYSOTILE	NO	-	
1ST FLOOR LANDING – COMMUNAL CEILING	TEXTURED COATING	-	SEALED – PAINT	BB1680	NO ASBESTOS DETECTED	-	-	-
16TH FLOOR LANDING - COMMUNAL CEILING	TEXTURED COATING	-	SEALED – PAINT	BB1674	NO ASBESTOS DETECTED	-	-	-
FLOORS 1 AND 7 – COMMUNAL WALLS	PAINT	-	SEALED	BB4570	NO ASBESTOS DETECTED	-	-	-
ALL CEILINGS COMMUNAL AND STAIRWELLS	TEXTURED COATING	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	
14TH FLOOR STAIRWELL WALL	TEXTURED COAT	-	SEALED	DH264_001	NONE DETECTED	-	-	-
EXTERNAL BINSTORES DUCTING PANELS	BOARD	-	UNSEALED	DH264_002	NONE DETECTED	-	-	-
GROUND FLOOR REAR CUPBOARD PIPE	CEMENT	-	UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
LIFT MOTOR ROOM EXTERNAL SIDE CLADDING	CEMENT	-	SEALED	GC1148 / 1	NO ASBESTOS DETECTED	-	-	-

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
ELECTRIC AND DRY RISER CUPBOARDS TRANSOM PANELS	SUPALUX				
VENT COVER PANELS COMMUNAL LANDINGS	SUPALUX				
ROOF FAN VENT PIPES	STEEL				
COMMUNAL LANDINGS - FLOORS 1 TO 16 – FLOOR COVERINGS	VINYL				
GROUND FLOOR LIFT LOBBY FLOOR TILES	CERAMIC				

ABOUT THE REPORT – PLEASE READ

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

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

SHAPE: Sandwell MBC's Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments 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, [illegible] 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
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to 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.
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.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
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.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling 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 Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
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.
Refurbishment Survey	HSG 264 – 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.
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.
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.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
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.