Fire Risk Assessment

Bowater House

Moor Street, West Bromwich,

B70 7AZ

Date Completed: 20th December 2024

Review Period: 12 months

Officer: C. Hill **Building Safety Manager**

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

Current Risk Rating = Moderate

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*".

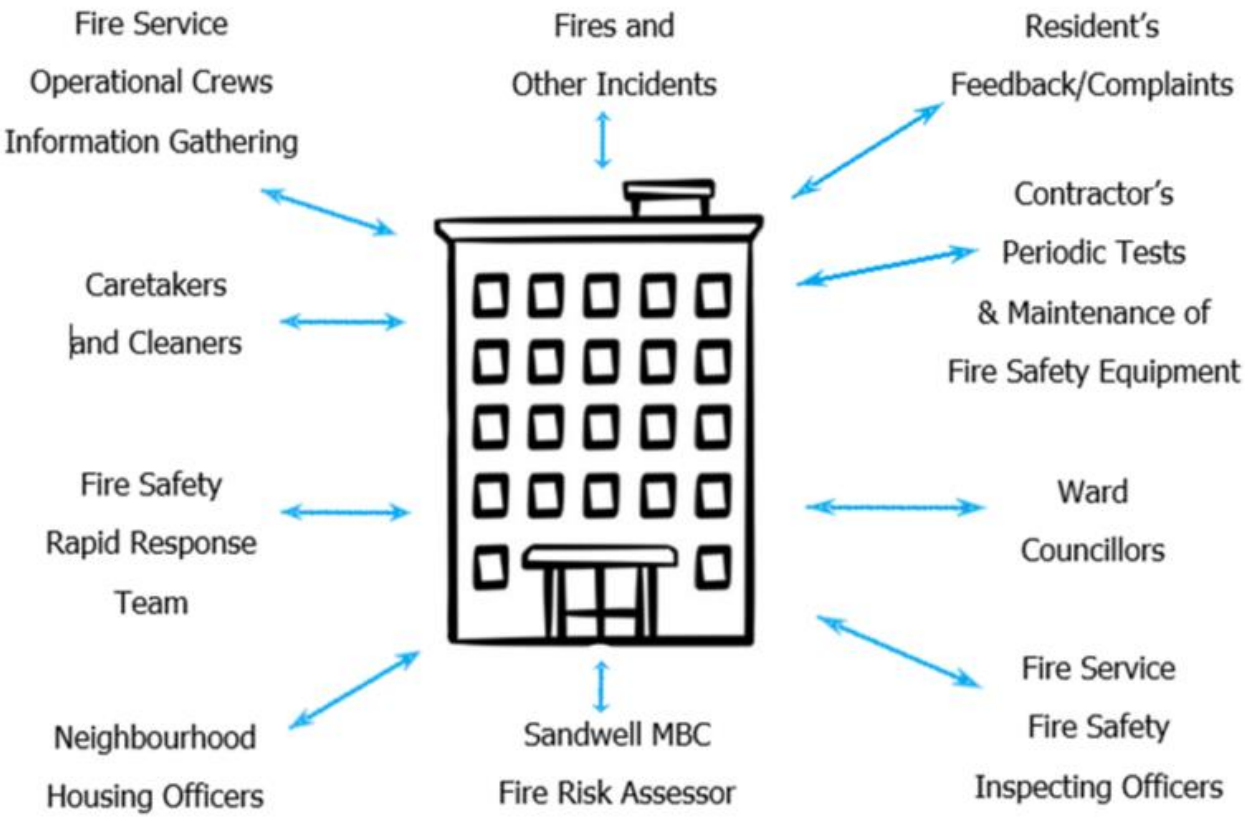
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/contact/log-complaint 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.

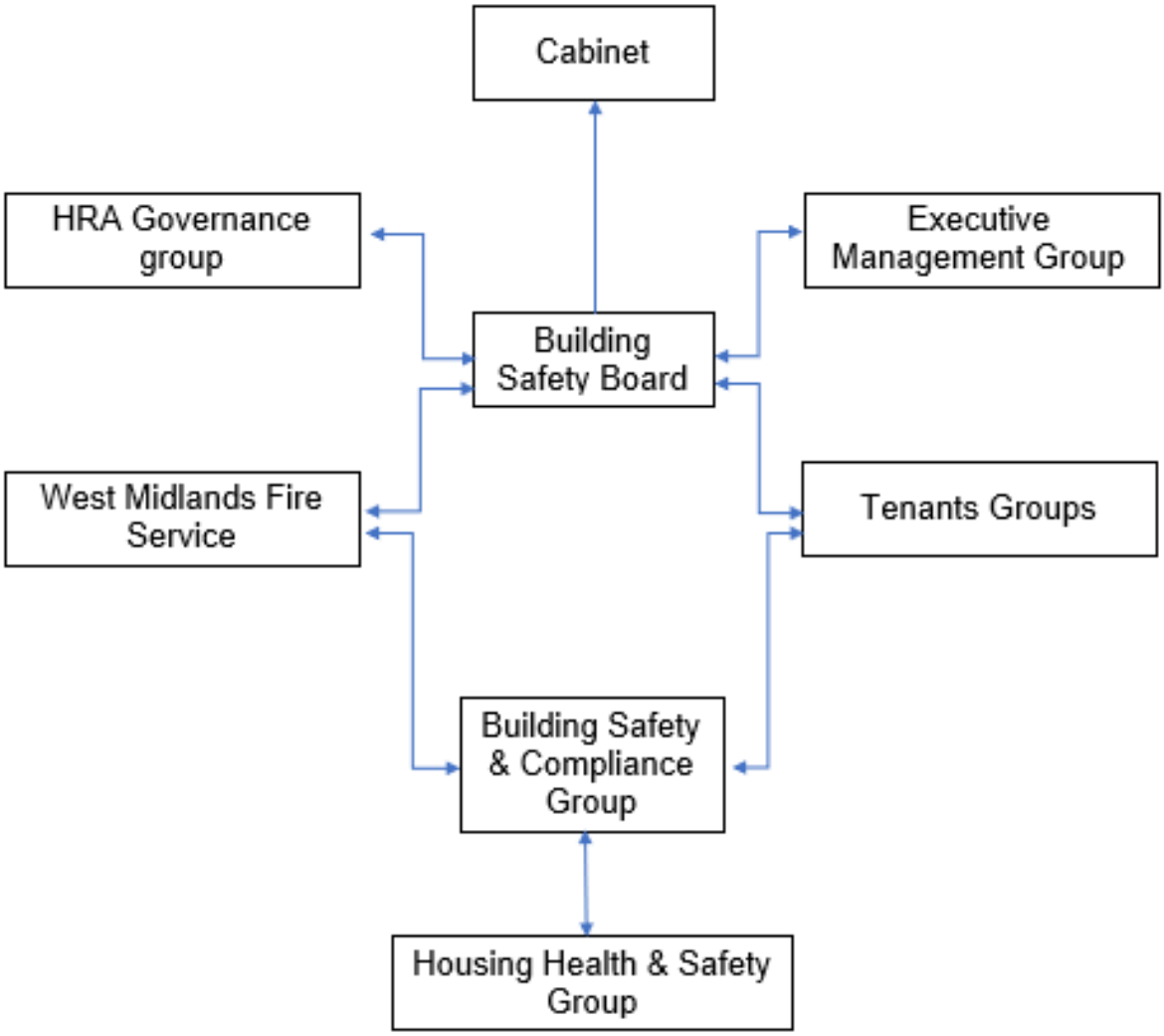
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 currently **'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** Partial blockwork and 3mm solid aluminium cladding on each elevation. All balconies enclosed and cladded with 3mm solid aluminium cladding. PUR tongue & groove insulation boards provide insulation to the external wall systems. Some provision for cavity barriers identified during previous type 4 FRA 05/09/23.	Moderate

	Internal walls to enclosed balconies are single layer standard gypsum plasterboard with bonded polystyrene rear. FRAEW will be completed by Firntec Building Compliance January 2025.	
Section 7	**Means of Escape from Fire** There are 2 protected staircase's that provide a sufficient means of escape. There are 2 final exit doors. All communal doors along the means of escape are self-closing nominal FD30s fire doors with combined intumescent strips / cold smoke seals & vision panels. The internal pane of a double glazed window to 5th / 6th floor front stairwell is shattered and requires require replacement (outstanding action from previous FRA). Flat 3 entrance door requires cold smoke seal and adjustment of the self-closing device. Flat 26 entrance door requires adjustment to the self-closing device and the threshold strip that needs refixing.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to LD1. Automatic fire alarm with detection to stairs, landing, mains service cupboards, lift shaft, internal roof space, and also with a heat detector in each flat hallway. Routine weekly testing missed since 14/10/24 contract renewals. Automatic Fire Alarm system to be decommissioned once FRAEW and any	Tolerable

	resulting remedial works have been completed. A deluge system is provided to the bin store. Automatic opening vents to stairwells.	
Section 9	**Emergency Lighting** The premises have a sufficient emergency / escape lighting system.	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 doors are minimum 30-minute nominal fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls.	Trivial
Section 11	**Fire Fighting Equipment** There is a fire hydrant adjacent the rear entrance. The dry riser serves all floors. There is a C02 fire extinguisher within the lift motor room. There is a deluge system in the bin store.	Trivial
Section 12	**Fire Signage** Sufficient signage is displayed throughout the building.	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: 02/01/2022	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.	Trivial
Section 18	**Storage Arrangements** Residents instructed not to bring L.P.G cylinders into block. Residents have access to storage sheds detached from the 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 set at a high level of risk prior to the implementation of the action plan because of the outstanding actions from the previous fire risk assessment concerning potential fire hazards that have been highlighted within this and the previous risk assessment, which includes the PUR insulation boards that have been used throughout the external wall system and the installation of a single layer of standard gypsum plasterboard with a polystyrene thermal board bonded to rear on the internal wall of the enclosed balconies.

A severe fire within any of the rooms with the enclosed balconies could potentially penetrate the single layer of standard plasterboard within 30 minutes and ignite the combustible materials behind. However, it should be noted that some provisions for cavity barriers have been identified with the limited resources available to the risk assessor during the intrusive type 4 survey September 2023.

Cavity barriers are installed as passive fire protection to prevent the spread of fire and flames through the walls. It should also be noted that it may not be necessary to replace combustible materials that make up the components an external wall system or upgrade the internal walls to the balconies, once the appropriate level of safety, correct design and installation has been confirmed by a competent fire safety professional or qualified engineer with adequate experience and knowledge of external wall systems. Firntec Building Compliance have been appointed to conduct an FRAEW of the external wall system at Bowater House which will commence January 2025.

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 timber FD30s fire doors with intumescent strips and cold smoke seals to flat entrances, communal doors and service cupboards, combined with suitable smoke detection to a minimum of LD3 standard within flats, automatic smoke ventilation system between floors 1-2, 3-4, 5-6, 7-8 in both stairwells and, a communal fire alarm system with detectors in stairwells, landings, mains cupboards, lift shaft, internal roof space with linked heat detectors within resident’s hallway noting, that the system will eventually be decommissioned subject to the results of the FRAEW and any subsequent remedial works.

Overall, the level of risk at the time of this FRA is moderate, 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

Executive Directorate of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Ager

Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Building Safety Manager(s)
Carl Hill
Louis Conway
Anthony Smith
Adrian Jones

Resident Engagement Officer - Fire Safety
Abdul Monim Khan

Site Project 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

Bowater House
Moor Street
West Bromwich
B70 7AZ

Description of the Property

This 9-storey high-rise block was built in 1963 and constructed of a concrete frame and masonry infill.

The façade to all elevations were clad with new masonry and 3mm solid Aluminium panels during a refurbishment in 1999. Solar PV panels were also installed at this time to the south west facing side elevation.



Balconies were also clad with 3mm solid Aluminium and enclosed to form part of the living room for each dwelling during the 1999 refurbishment works.

A lightweight pitched roof was constructed during the refurbishment utilising steel beams and purlins with aluminium standing / mineral wool core profiled panels. The solar PV inverters and switch gear are located within the roof space. The roof space is divided into 5 voids each separated by fire curtains and nominal 30 minute timber fire door.



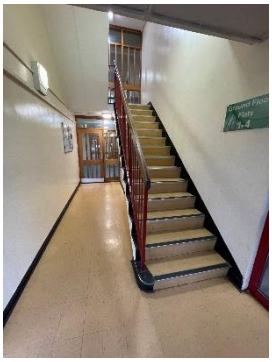
The block consists of 9 stories inclusive of ground. There are 4 numbered dwellings per floor.

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.

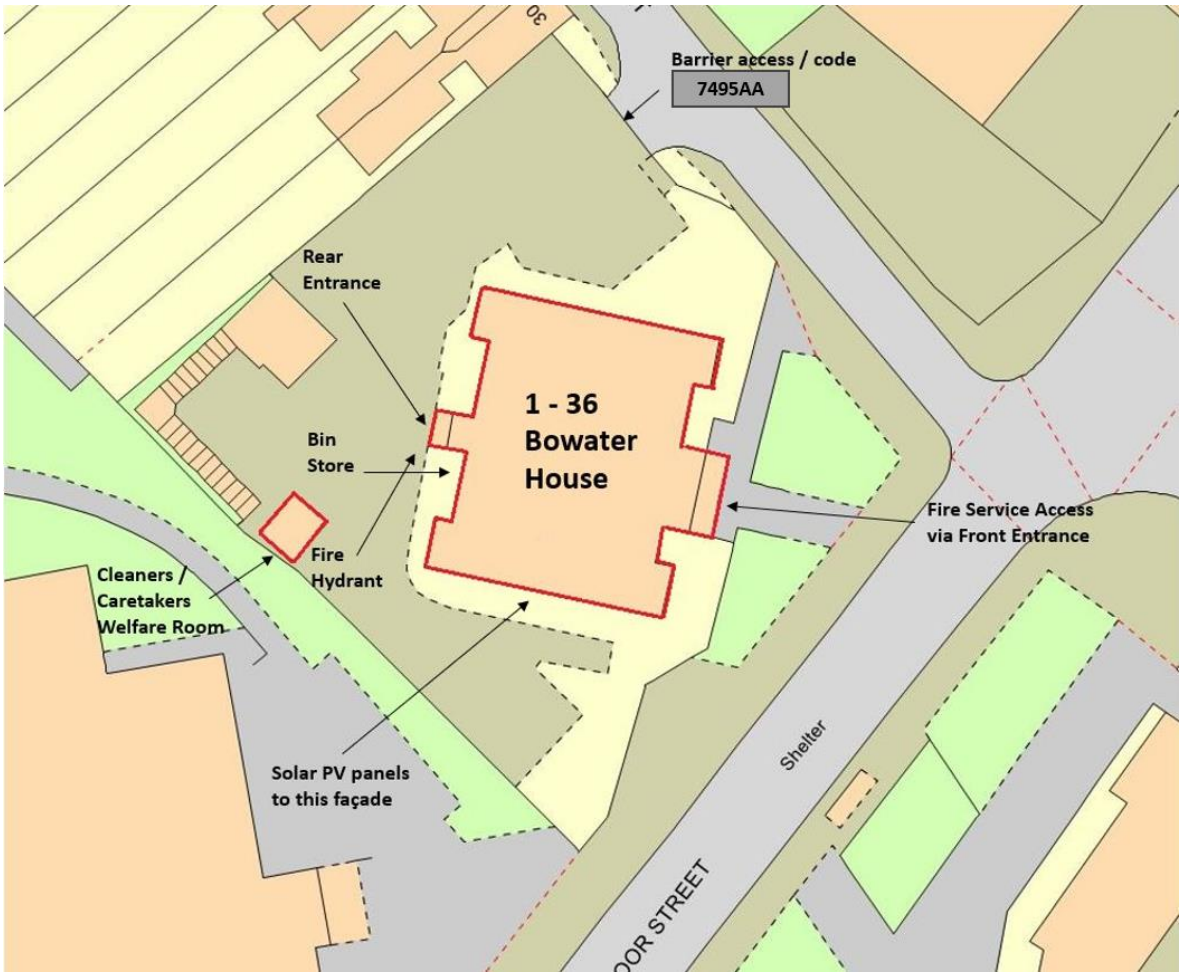

There is a single lift car that serves to the 7th floor with the lift motor room being located on the 8th. The motor room is secured with a 54 suited key / mortice lock

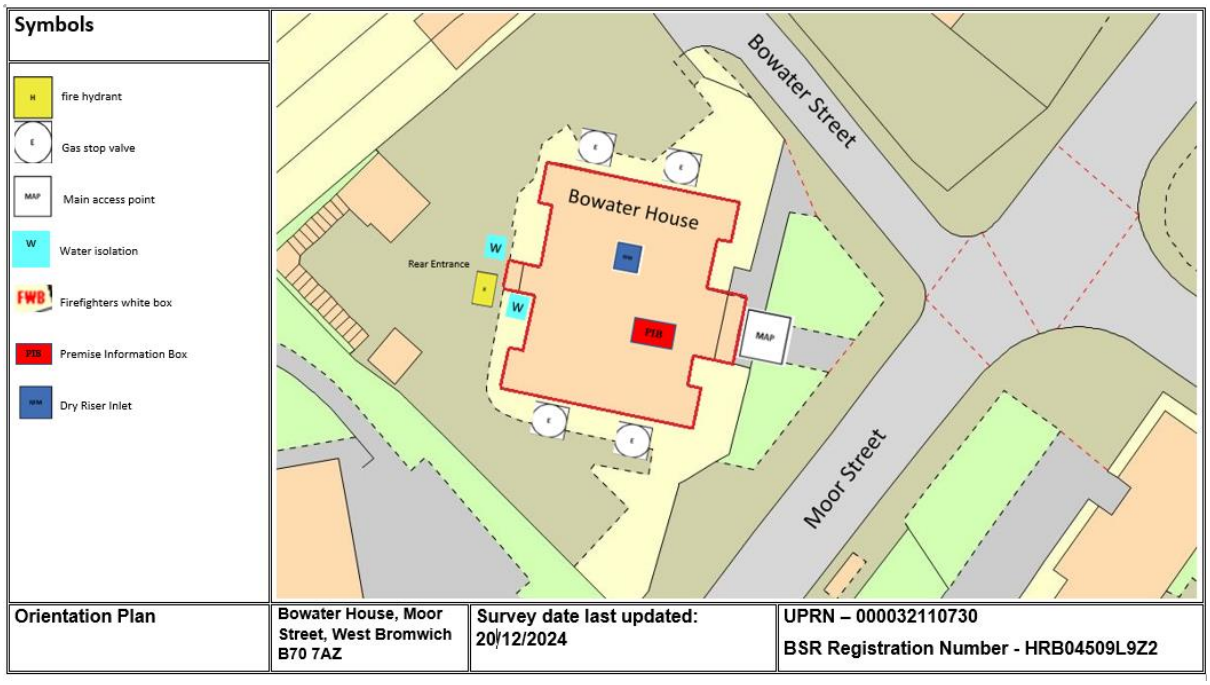
There are two protected stairwells that provide a means of escape.


Access to the rear carpark is restricted by an automated barrier. The code to access through the barrier is 7495A. It was noted that during the assessment the barrier was continually in the raised position.

On arrival Information (for WMFS)

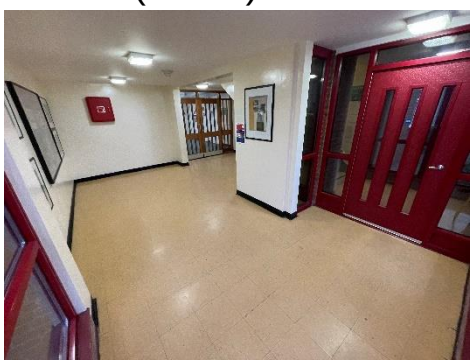




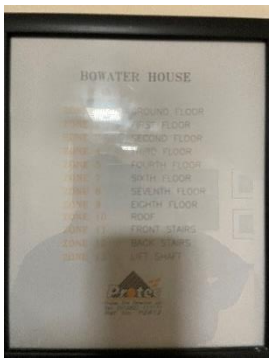
There is a firefighter's white box externally to the right-hand side of the main entrance to the front of the building. The box contains keys for the building and is secured with a bridge-door padlock.

Access to the building can be gained via the Fire Control switch at the front entrance utilising a Drop Latch Key.

There is a Secure Premise Information Box (PIB) located in the ground lobby front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key. 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).



There is a fire alarm system installed, the panel and zone plan are in the front entrance lobby. The key to the panel is secured both in the firefighter's white box and the key safe adjacent the panel.

There's a fire hydrant adjacent the rear entrance. The dry riser inlet is in a ground floor cupboard opposite the lift car. Riser outlets are in cupboards on all floors 1-8. All riser cupboards are secured with a budget type lock.



Automatic opening vents are present in both stairwells between floors 1-2, 3-4, 5-6, 7-8. The firefighter control switch has been installed to the wall of the front stairwell from ground to 1st floor.



The Firefighter lift control switch is also located to the right-hand side of the main entrance.


Access to the lift motor room is obtained from the 8th floor lobby. The key (54 suited) is stored within the firefighter's white box.


Access to the roof void where the solar PV inverter & switch gear is, is via a fixed steel ladder and timber fire door from the lift motor room. The roof void is divided in 5 compartments with mineral wool fire curtains and nominal 30 minute timber fire doors.



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.

Address: Bowater House, Moor Street West Bromwich, B70 7AZ	Survey date: 20/12/2024	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Height	21.6 metres
Construction	Insitu concrete frame with masonry infill construction (Wates). The external walls consists of brick, solid 3mm aluminium panels and solar PV panels to the south west side elevation only. PUR 30mm foil faced boards installed as cavity installation. The fire classification of the boards is unknown but believed to be combustible.
Number of floors	9 inclusive of ground floor .
Layout	The block has a main entrance/exit at the front and also to the rear. Access to the rear carpark via a barrier. The code is 7495AA. The block consists of 9 storeys (inclusive of the ground floor) each floor contains 4 number dwellings, total of 36 flats. There are two staircases that serves all floors to the block. The lift car serves to the 7th floor with access to the 8th floor via either staircase. Lift motor room located on the 8th floor. There is an outer building adjacent to the rear of the block which contains the booster pumps. In addition to this there is a Caretakers office / welfare room.
Lifts	1
Types of entrance doors	Nominal FD30s timber fire doors to flats, FD30s timber fire doors to the communal areas.
Rubbish chutes/ bin rooms	Bin store accessed externally from the rear of the building. Chute system installed with hopper on each floor.
Common voids	Yes above 8th floor.
Access to roof void	The motor room is located on the 8th floor; access to motor room via full height door from 8th floor landing, with further fixed steel ladder leading up to the timber fire door then into the enclosed roof void. Roof void is compartmented with fire curtains and timber fire doors.
Occupants	Approx. 72 based on an average of 2 occupants per flat (36 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	There is a fire alarm system installed. The panel and zone plan can be found within the lobby on the ground floor The system provides detection to the communal areas which includes stairs, landings, mains cupboards, lift shaft and roof area, as well as each individual flat having a hardwired heat detector connected to the system.
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building

FIREFIGHTING SYSTEMS

Water supplies	Fire hydrant is adjacent the rear entrance of the building, fire hydrant location/ water isolation points located on the orientation plan. There is a dry riser that serves floors ground to 8.
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock. This is also located on the floor plans.
Firefighting shafts	No firefighting lifts/shafts however, firefighters lift override switch is external, right hand side of front entrance.
Smoke control vents	Automatic smoke ventilation is employed to each staircase between floors 1-2, 3-4, 5-6, 7-8. There is a master reset switch located on the bulkhead of the front 1st floor staircase. Ventilation grill to head of each staircase.
Sprinkler system	A sprinkler system is provided to the bin store

DANGEROUS SUBSTANCES

Location, type, and quantity	N/A

SERVICES

Electricity	Electric cupboards are secured with nominal FD30s fire doors secured with type 138 suited mortice locks. Residents have been provided with a key for access to their electricity meters
Gas	Gas isolation points located on the orientation plan. Gas is present within the block

High/Low Rise	High
Number of Floors	9
Date of Construction	1963
Construction Type	Concrete Frame / Masonry Infill
Last Refurbished	1999
External Cladding	3mm solid aluminium panels and brick, PUR foam within cavity wall. Solar PV panels to the upper façade of the south west facing gable end.
Number of Lifts	1
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes, to both Stairwells.
Fire Alarm System	Yes, with detection to both stairwells, all lobby floors, roof space, lift shaft and a heat detector within each flat hallway.
Refuse Chute	Yes
Access to Roof	Access in to roof space via fixed steel ladder in lift motor room.
Equipment on roof (e.g. mobile phone station etc)	Inverters for the solar PV system are in the enclosed roof space.

Persons at Risk

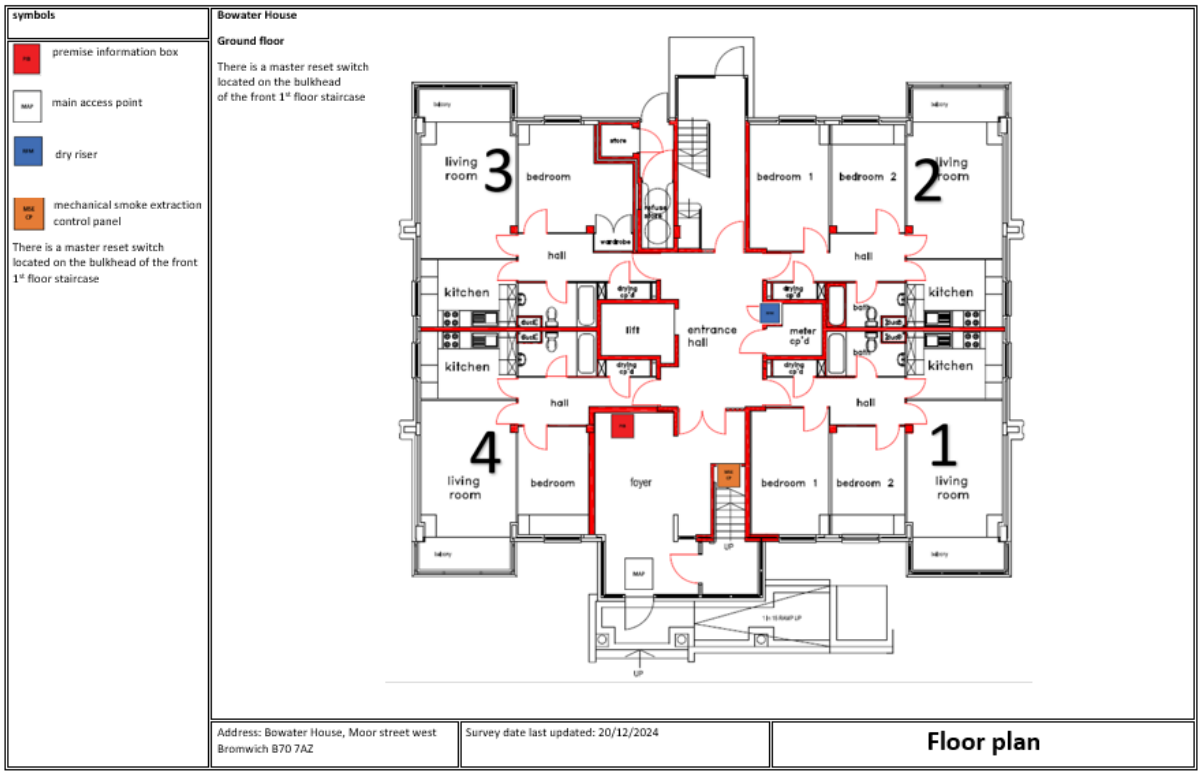
Residents / Occupants of 36 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

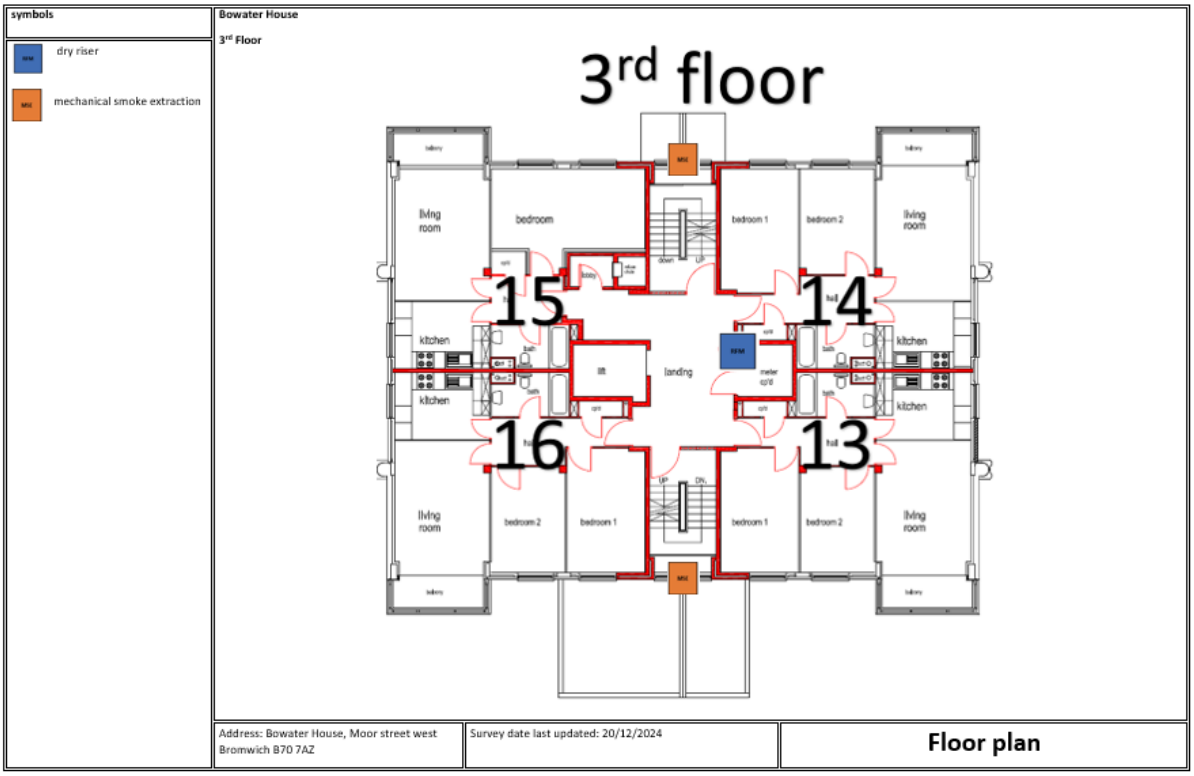
A basic outline of the building's footprint.

Ground Floor

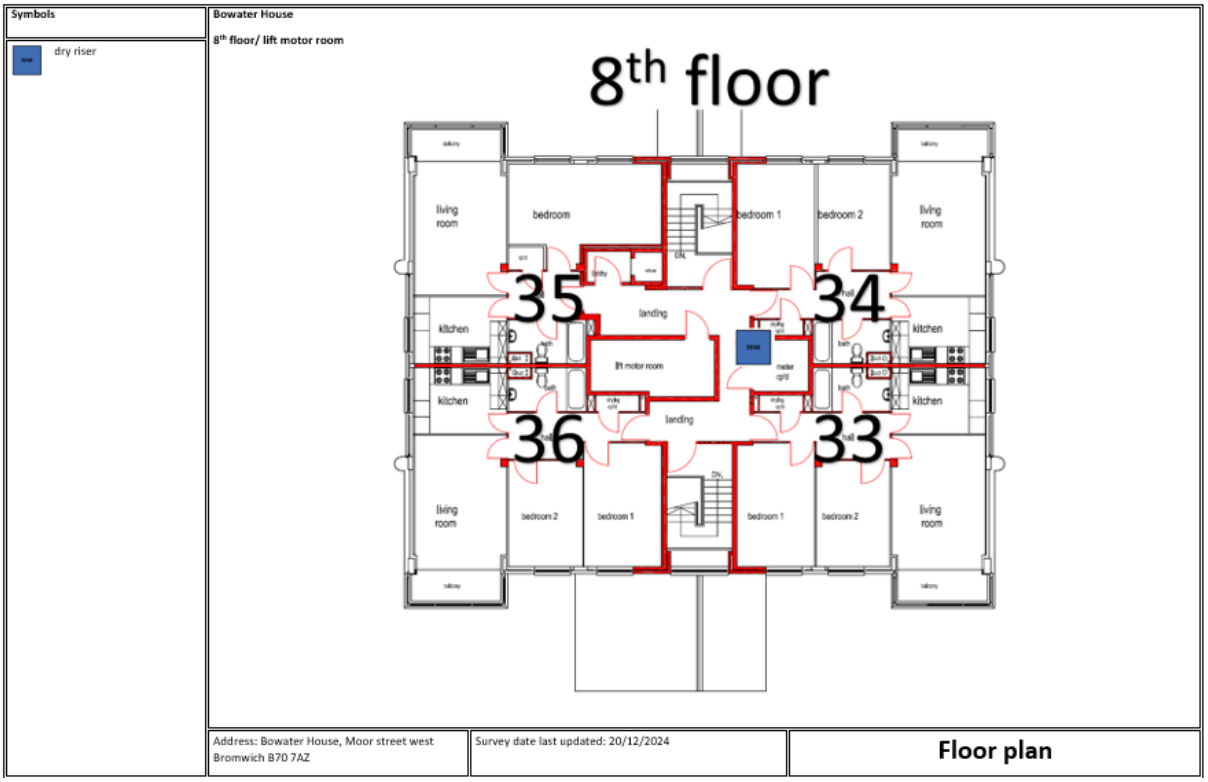


Floors 1-7

AOV,s are located between floors on the half landings.

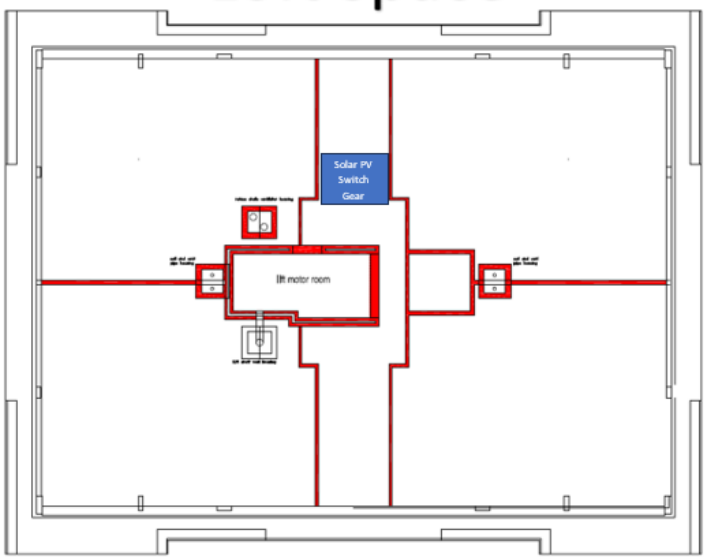


8th Floor



Loft Space.

Symbols	Bowater House Loft



Address: Bowater House, Moor street west Bromwich B70 7AZ	Survey date last updated: 20/12/24	**Floor plan**

Section 6

External envelope

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

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, following the type 4 FRA dated September 2023, a third party approved contractor has been appointed to carry out an External Wall Assessment of Bowater House. This is to confirm if the appropriate level of safety through the correct design and installation of external wall system has been achieved.

Once the contractors PASS 9980 FRAEW report has been received, this FRA will be reviewed accordingly, and any subsequent actions will be created. Also, should the report identify any materials that weren't previously known then WMFS will be informed via their portal.

A breakdown of the materials used to construct the external wall system during the 1999 refurbishment of Bowater House have been listed below. All related comments considering those materials used and their application will follow the list.


AOVs
Brick
Concrete floor slab
3mm solid aluminium panels
Profiled aluminium standing seam mineral wool core composite panels and 14-gauge polyester coated aluminium panels to the soffits and fascia's
Powder coated aluminium frames to communal windows
UPVC framed windows to flats


Solar PV panels
3mm solid aluminium panels
Solar PV panels
Brick
Concrete floor slab

1) The exterior of the pitched roof consists profiled aluminium standing seam mineral wool core composite panels and 14-gauge polyester coated aluminium panels to the soffits and fascia's.

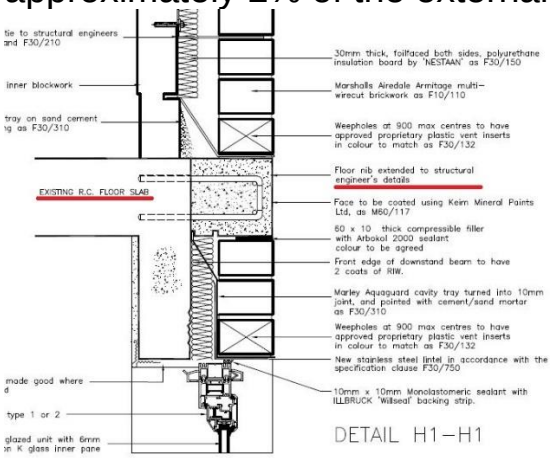

2) Marshalls Airedale Armitage multi cut brick work covering approximately 43% of the external walls surface area.

3) 3mm solid aluminium panels clad approximately 32% of the external walls to include the enclosure of the former balconies. Information available at the time of the risk assessment (delta submission) records fire classification as A1.


4) Solar PV panels clad the south west facing side elevation.


5) Insulation to the masonry cavity has been identified as 30mm foil faced PUR tongue & groove boards manufactured by Nestaan. This detail is recorded on an architect drawing.

6) The original concrete floor slab was extended and now forms approximately 2% of the external wall surface area.



7) Windows to individual flats are uPVC double glazed units. Communal windows are double glazed powder coated aluminium.


8) Both front and rear entrances are also clad with a combination of flat and profiled aluminium panels.


9) Both front and rear entrance doors are glazed powder coated aluminium.


10) The documentation available to the Fire Risk Assessor prior to the commencement of the risk assessment, revealed 30mm foil faced PUR tongue & groove boards manufactured by Nestaan, were installed throughout the external wall systems. The fire classification of these boards was unknown prior to the commencement of this FRA however, they are believed to be combustible. It should be noted that that the author of this report also conducted the previous and more intrusive type 4 FRA in September 2023.

The information below in this section is taken from the previous type 4 FRA September 2023.

Within a void flat, inspection holes were created behind the skirting board and beneath the window sills to the enclosed balcony / bay window. The inspection holes revealed the following materials within the construction;

- *uPVC window cill board with ply beneath.*
- *9.5mm gypsum plasterboard with a 10mm polystyrene layer bonded to the rear for basic thermal insulation.*

- *Damp proof membrane (polythene sheet).*
- *Timber studwork.*
- *PUR board.*

The borescope could not access beneath or behind the PUR boards or the area where the cavity within the balcony meets the masonry or masonry cavity.



Historic images were provided inhouse which appear to show a horizontal layer of mineral wool between the cantilevered concrete base and PUR board (enclosed balconies).

It appears that the extended concrete floor slabs could provide horizontal fire stopping between floors.

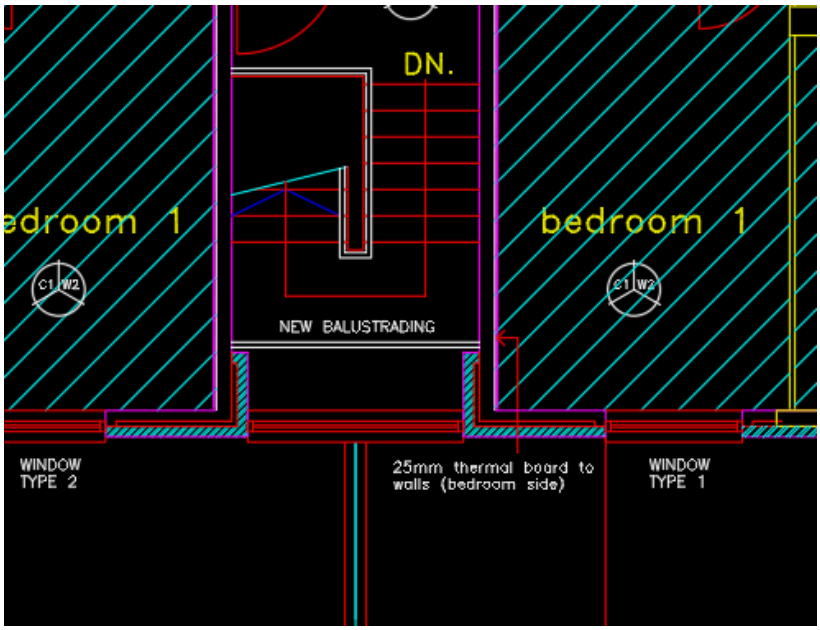
At the time of the assessment, it was not determined if cavity barriers are in place around openings for windows, ventilation pipework and flues.



An MDF strip with unknown fire rating was removed to inspect the cavity between the 1-hour party wall between a flat and the stairwell. This is where external masonry returns into the protected front stairwell. The cavity between the two surfaces was insulated with mineral wool. At the time of the inspection, it could not be determined if this cavity extended into the cavity of the external wall system.



Additional information was received after the inspection confirming that these cavities are in fact closed off by the return of the blockwork at the window positions. The MDF trim is in place for decorative purposes.



Further inspection holes were created within the external masonry at ground floor level to the north east facing side elevation. A borescope revealed evidence of PUR insulation board and what appeared to be a vertical cavity barrier contained within a green sock to the party wall. This type of cavity barrier can provide up to 4 hours of fire integrity dependant on which version was installed. Due to the limitations of the available resources, it could not be determined if the cavity barrier was consistent throughout the vertical lines of the party walls.

All holes created for inspection were appropriately sealed and or fire stopped.

<u>External wall conclusion.</u>

12) The materials used within the construction of the internal walls to the enclosed balconies consist of standard 9.5mm gypsum plasterboard, with a 10mm polystyrene thermal board bonded to the rear. The plasterboard is unlikely to provide sufficient fire resistance and therefore could potentially lead to combustible materials within this cavity igniting should there be a fire within this room. It is recommended that the internal wall to all enclosed balconies is upgraded with a suitable product that will provide a minimum of 30 minutes fire resistance.

13) The fire rating of the MDF strips covering the small cavities between the party walls and external blockwork return to the stairwells on

each floor are unknown however it has been confirmed that these cavities have been closed off at the window position by the return of the blockwork. The mineral wool effectively provides additional fire stopping.

14) *The cavities to the remaining external wall system also contain PUR foam boards for insulating purposes and some provisions for horizontal & vertical cavity barriers have certainly been identified.*

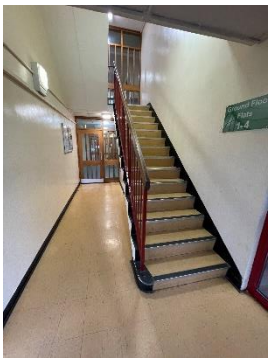
However, it is recommended that as a precautionary measure further technical advice is sought from a competent fire safety professional or qualified engineer with adequate experience and knowledge in external wall systems. This will confirm if the appropriate level of safety through the correct design and installation of external wall system has been achieved.

It should be noted that it may not always be necessary to replace combustible materials such as these that make up the components of an external wall system.

Section 7

Means of Escape from Fire

1) The site has two staircases which provide an adequate means of escape. Both of which are 1000mm in width. The maximum travel distance from the furthest flats to the protected stair is 3 metres.


2) Each stairwell has a ventilation grill to the 8th floor.

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

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

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

6) The communal landing / staircases are protected by use of nominal FD30s fire doors with vision panels.


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 to each stairwell between floors 1-2, 3-4, 5-6, 7-8. 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) The firefighters control switch for the AOV has been installed to the wall of the front stairwell from ground to 1st floor.

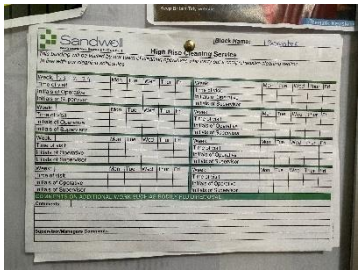
12) There is a chute room with a nominal FD30s timber door with vision panel (Georgian wired) on each floor lobby from 1st to 8th. All refuse hoppers are 1.5 hrs fire rated to BS 476 : 8 – 1972.

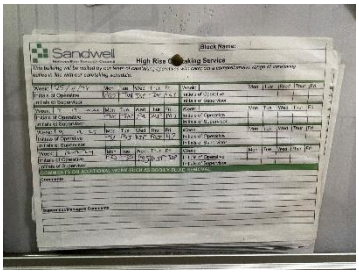
13) The refuse hopper to the ground floor is wall mounted beneath the ground to 1st floor rear stairs. This is deemed an acceptable location because the hopper is 1.5 hrs fire rated and tested to BS 7386 : 1990 for smoke containment.

14) Communal windows are not openable other than those that are controlled by AOV's.

15) Inner glazing to the communal double glazed window between the 5th – 6th floor staircase has shattered; an emergency repair film has been applied. This is an outstanding action from the previous 2023 FRA

16) 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.





17) 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.

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

19) Individual flat doors are nominal FD30s timber fire doors. Flat 18 has a replacement FD30s composite set & flat 3 has a nominal timber flush FD30s. It was noted that not all doors a have an intumescent lined letterbox which is acceptable because the doors were installed at a time prior to current standards.

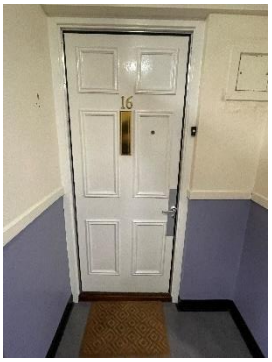
20) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

    The following flat doors were all accessed and inspected from both sides.

    a) Flat 2 – Door is correct.

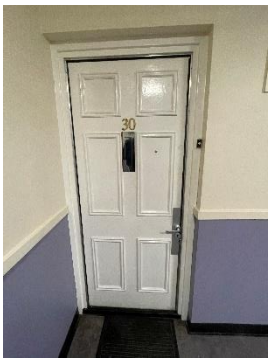
b) Flat 3 – Cold smoke seal is partially missing, and the door is not reliably self-closing from all angles.


c) Flat 16 – Door is correct.



d) Flat 26 – Door is not reliably self-closing, and the timber threshold strip is loose and should be re-fixed.

e) Flat 30 – Door is correct.



21) Individual floor mats were noted outside some flat entrance doors. The fire rating of the individual mats is unknown however, they are deemed to be of low risk.

Section 8

Fire Detection and Alarm Systems

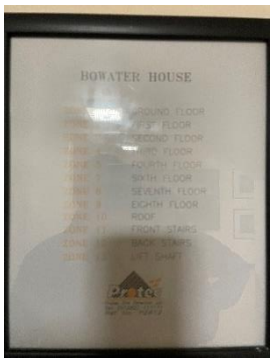
1) Early warning consists of hard wire or battery smoke alarms within each of the resident's flats. In addition to the system there is a heat detector within the hall of each flat that is monitored by the building's automatic fire alarm panel. The equipment is subjected to a cyclical test.


2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms and heat detectors within resident's flats are installed to an LD1 or LD2 Standard.

   Flats accessed were – 2, 3, 16, 26, 30.

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

3) There's a communal fire alarm system installed at Bowater House. The panel and zone plan can be found within the ground floor entrance lobby. The system is checked and tested weekly and bi-annually by the in house electrical team or procured contractor. **The date of the last weekly test (recorded on site) was noted as 15/10/24 which suggests there may not have been any testing between this date and the time of this survey. Therefore, an email has been sent to the inhouse electrical team requesting further information. Confirmation was received from them confirming that routine testing of the fire alarm system has been delayed due to contractual changes with the approved contractor, and that routine servicing is close to being resumed.**



4) The communal fire alarm system shall remain as a temporary measure until the results of the FRAEW from the specialist contractor have been received, and any identified remedials have been satisfactorily completed to lower any identified risks. The system shall then be decommissioned.

5) The system is addressable so will identify the floor number with the relevant zone number and will state landing / stairs in text on the display.

6) The system provides detection to the communal areas which includes stairs, landings, mains cupboards, lift shaft, internal roof space and is also linked to heat detectors within resident's hallways.

7) A 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.

8) Automatic smoke ventilation is employed to each stairwell between floors 1-2, 3-4, 5-6, 7-8. (refer to section 7/10)

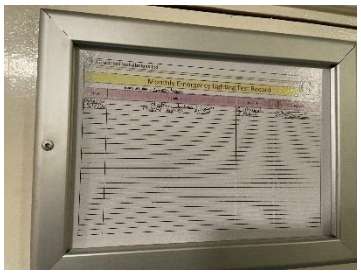
Section 9

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

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 nominal 30-minute fire resistant, 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) The lobbies & staircases are protected by use of timber nominal FD30s fire doors with vision panels.

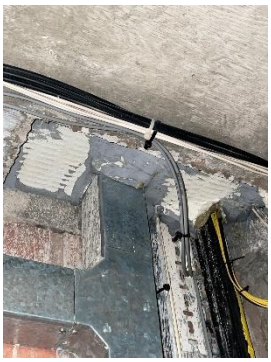
6) Dry riser cupboards are secured by use of locked nominal FD30s timber doors.

7) Service cupboards are secured by use of locked nominal FD30s timber doors.

8) Chute rooms have nominal FD30s timber doors with Georgian wired vision panel. All refuse hoppers are 1.5 hrs fire rated to BS 476 : 8 – 1972.

9) Individual flat doors are nominal timber FD30s fire doors. Flat 18 has a replacement FD30s composite door set and flat 3 has a nominal timber flush FD30s.

10) A variety of methods / materials have been used to achieve fire-stopping including intumescent coated slabs & fire rated sponge.




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) Access panels to stop taps are fire resistant board and are fixed to a timber rebated frame on intumescent material.

14) The enclosed roof space is compartmentalised by studding, fire curtains and doors. The roof space is accessed via a fixed steel ladder within the lift motor room.


Section 11

Fire Fighting Equipment

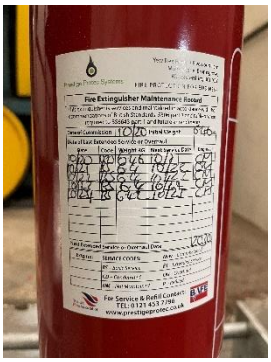
1) The dry riser inlet is located in the ground floor lobby opposite the lift car. The cupboard is secured with a budget lock / key.

2) Dry riser outlets are in cupboards on the communal landing of each floor. All cupboards are secured with a budget lock / key.

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 (CO_2) is provided to the lift motor room. Service contracts are 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. The control panel is in the ground floor service cupboard opposite the lift car.

7) There is also a closer plate with fusible link to the bin store chute.

8) There is a fire hydrant adjacent the rear entrance.

Section 12

Fire Signage

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

2) Fire Action Notices are displayed throughout the building. However, there is no instruction or reference to “on hearing the fire alarm”. A discussion with the (now former) Head of Building Safety and Compliance, RH has concluded that the Stay Put - Unless evacuation strategy shall remain in place. The communal fire alarm system shall also remain and continue to be maintained as a temporary measure until the results of the FRAEW from the specialist contractor have been received, and any identified remedials have been satisfactorily completed to lower any identified risks. The communal fire alarm will then be decommissioned.

3) Yellow LPG warning signs are displayed within the lift cars.

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) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.

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 extinguisher is located 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 Risk Assessment.

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 is provided to residents.

8) Information regarding the Stay Put unless fire evacuation strategy is provided to residents.

9) 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 BOWATER 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 installed in resident's flats.
	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 common parts (& 1 heat detector in each flat) are linked to a communal fire alarm system. Automatic opening vents are linked to smoke detectors in stairs.
	The external façade is brickwork, with 3mm solid aluminium panels (class A1) and solar PV panels to the south west gable end, PUR board has been used as cavity insulation (class F)	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 Abdulmonim_Khan@sandwell.gov.uk Sandwell FRAs		Bin rooms have sprinkler protection activated by smoke alarms

Section 14

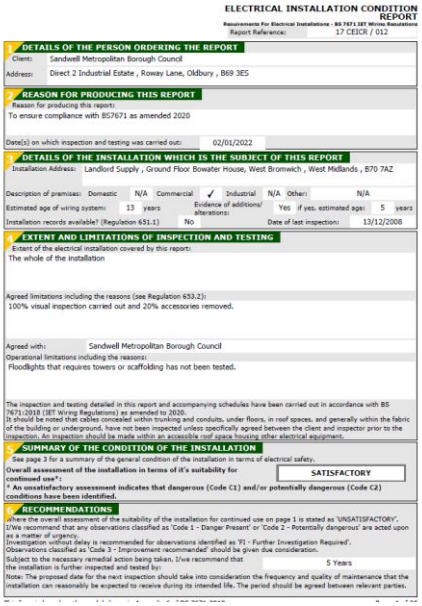
Sources of Ignition

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. It was noted that the last inspection was 02/01/22. The condition of the installation was marked as satisfactory.



ELECTRICAL INSTALLATION CONDITION REPORT

Report Reference: 17 CEICR / 012

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client: Sandwell Metropolitan Borough Council

Address: Direct 2 Industrial Estate , Roway Lane, Oldbury , B69 3ES

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:

To ensure compliance with BS7671 as amended 2020

Date(s) on which inspection and testing was carried out: 02/01/2022

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: Landlord Supply , Ground Floor Bowater House, West Bromwich , West Midlands , B70 7AZ

Description of premises: Domestic N/A Commercial ✓ Industrial N/A Other: N/A

Estimated age of wiring system: 13 years Evidence of additions/ alterations: Yes If yes, estimated age: 5 years

Installation records available? (Regulation 651.1) No Date of last inspection: 13/12/2008

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:

The whole of the installation

Agreed limitations including the reasons (see Regulation 653.2):

100% visual inspection carried out and 20% accessories removed.

Agreed with: Sandwell Metropolitan Borough Council

Operational limitations including the reasons:

Floodlights that requires towers or scaffolding has not been tested.

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2020.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See page 3 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*: SATISFACTORY

* An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.

6 RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY',
I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.
Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by: 5 Years

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a nominal FD30S door.

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

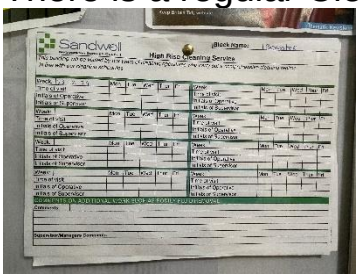
7) Portable heaters are not allowed in any common parts of the premises.

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.

Section 15

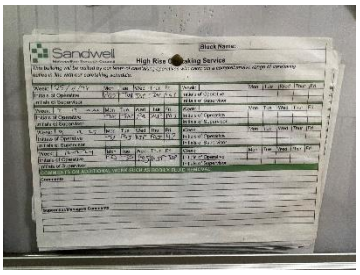
Waste Control

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



2) Refuse containers emptied regularly.

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



4) ‘Out of Hours’ service for residents is 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 is not present.

4) There is no current evidence of arson.

5) The perimeter of the premises is well illuminated. The electrical compliance manager has confirmed that a job has been raised adjust the timer to the external lights.

6) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts see point 9-3)

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) Residents have access to secure storage sheds detached from the building within the rear carpark.

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
Level 2 Action Plan

Name of Premises or Location: Bowater House

Date of Action Plan: 06/01/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/19b	Flat 3 – Install sufficient cold smoke seal to entrance door or frame and adjust self-closing device.	 	P2	Within 1-3 months Fire Rapids	

7/19d	Flat 26 – Re-fix entrance door threshold strip and adjust self-closing device		P2	Within 1-3 months Fire Rapids	
8/3	Communal fire alarm system – Confirmation required when routine fire alarm testing has re-commenced.	N/A	P2	Within 1-3 months Electrical Compliance Manager	

Outstanding Actions from the previous FRA dated 05/09/23

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
06/12	Upgrade internal walls to all balconies in all flats to provide a minimum 30 minute fire resistance. In conjunction with point 06/14 ***Subject to outcome of the FRAEW Jan 2025.***	N/A	P3	Within 3 – 6 months. Specialist contractor	
07/14	Replace damaged glazing to communal window 5th / 6th floor front staircase. ***Do not raise as new defect. Previously captured 09/23***		P2	Within 1 - 3 months. Glazing Repairs	

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	
N/A	

Signed

	Building Safety Manager	Date: 06/01/25
	Quality Assurance Check	Date: 06/01/2025

Appendix 1

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

Name of property: Bowater House

Updated: 06/01/25

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

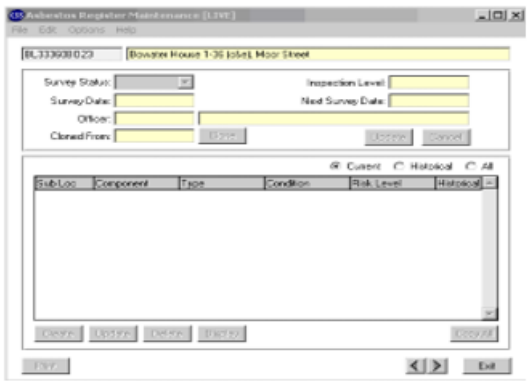
Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas (05/07/2011) **No Asbestos Found.** Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077).
Insulation materials around balconies and within masonry cavity.	WMFS should be advised of the presence of combustible insulation materials.

Asbestos Survey	Property Address	Bowater House, Moor Street, West Bromwich, B70 7AZ.		✓ Office use
Prepared by	Wayne Colbourne Danny Hulse	Date	5/07/2011	Checked by	Derek Still
Sampled by		Date		Date	09/11/11

Type of Work to be undertaken		HSG 264 - Survey Report Type		Property Description
For Purpose of Lift Maintenance Contract	✓	Refurbishment Survey		9 Storey High Rise Block
		Management Survey	✓	
Void Property		SHAPE Interrogated?	✓	
R & M Property				

SHAPE – ASBESTOS REGISTER EXTRACT

YEAR BUILT 1962



Notes

Full Refurbishment carried out in 2004
No Asbestos found

Building Surveyors
0121 569 5077

Asset Team – Investment Division
5 – 14 South Road
Smethwick
B67 7BN

Sandwell Homes
Quality Housing, Excellent Services

Sample Locations	Property Address	Bowater House, Moor Street, West Bromwich, B70 7AZ.	✓

LOCATION	MATERIAL	SP	EXTENT (approx)	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	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								
NO SUSPECTED A.C.M.'S								
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

About the Report

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 Homes' 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!

SHAPE: Sandwell Homes' 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, Borescope 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.
Blank	Blank
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 possible. 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.
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.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
SP	Strong Presumption that material contains asbestos. Used to qualify possible false negative laboratory results.
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.