Fire Risk Assessment

Boulton House

Spon Lane, West Bromwich, B70 6BJ

Date Completed: 28/11/2024.

Review Period: 12 months.

Officer: L. Conway **Fire Risk Assessor**

Checked By: C. Hill **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*".

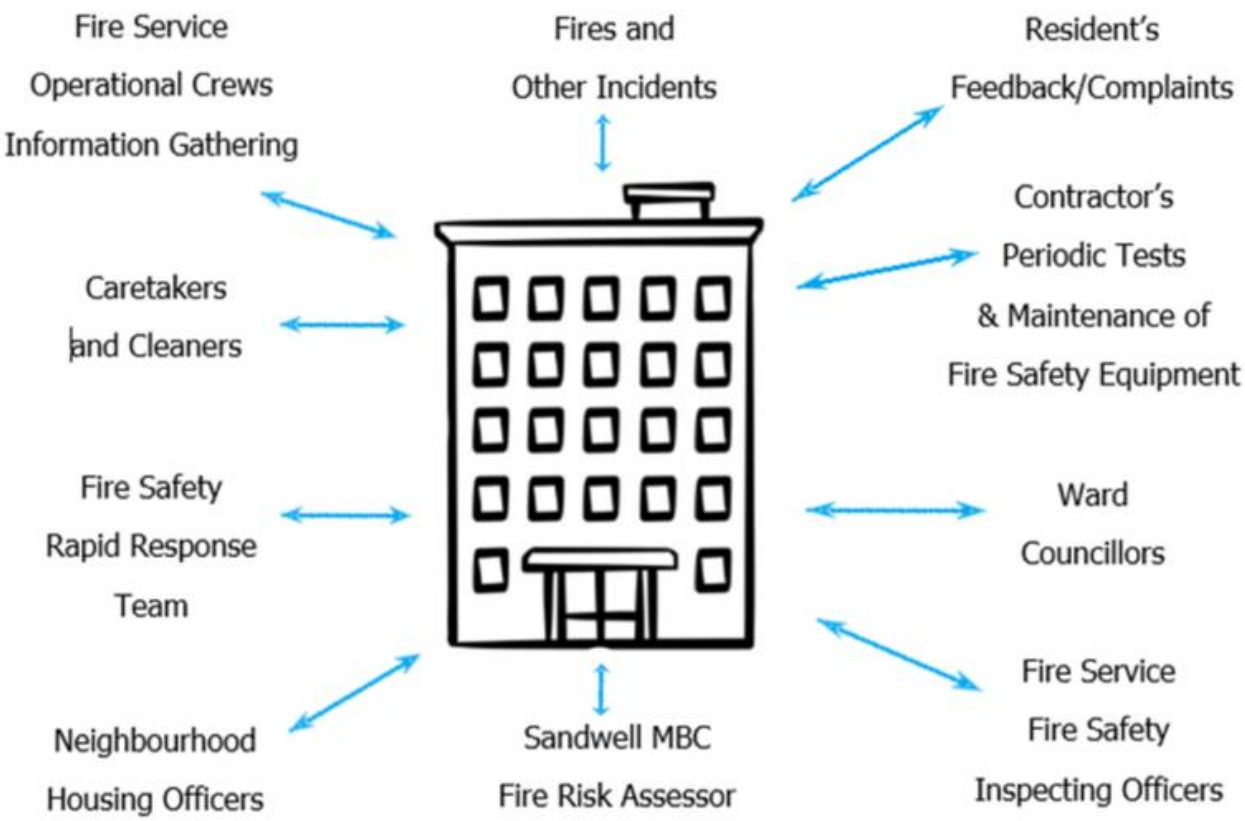
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety.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

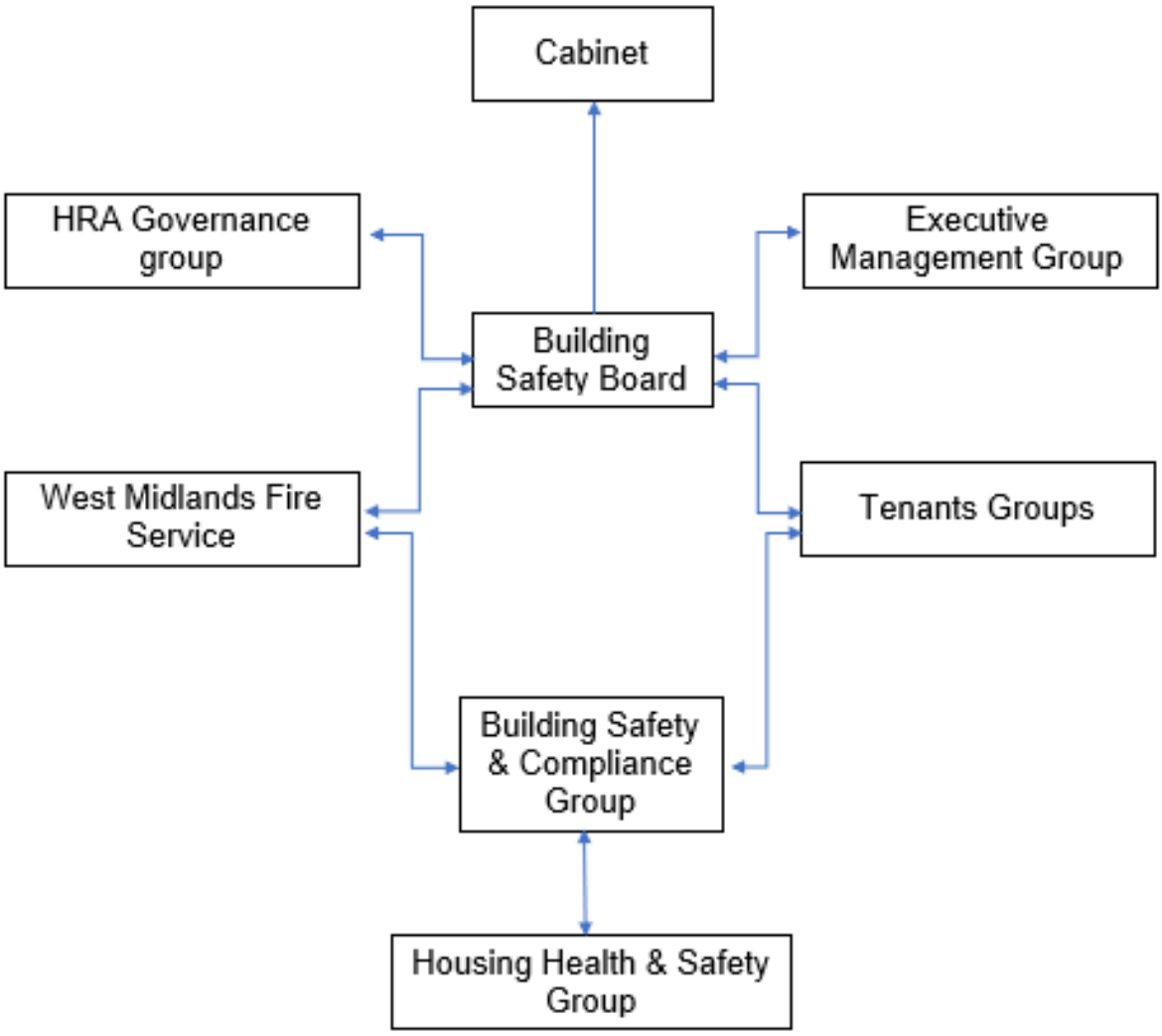
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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** External façade of the building consists predominantly of traditional concrete masonry construction, last refurbished 2008. Balconies are constructed using a cantilevered concrete slab as a base with a steel and Georgian wired glass balustrade. Window units are double glazed with a UPVc frame.	Trivial
Section 7	**Means of Escape from Fire** The site has two sets of staircases that provides a means of escape located at the	Trivial

	Front and the rear of the building The means of escape are protected to prevent the spread of fire and smoke by means of nominal doors to flats and notional fire doors along escape stairs fire doors and good compartmentation between lobby areas, staircases, and dwellings. Ventilation by the means of a natural louver vent in the rear elevation staircase and AOV's within the front elevation staircase.	
Section 8	**Fire Detection and Alarm Systems** 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.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency lighting system in accordance with BS 5266.	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 a minimum nominal/notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls, the premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. **Ground floor communal door doesn't reliably self-close from all angles. Door leaf binds on floor during movement.**	Tolerable
Section 11	**Fire Fighting Equipment** The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed, riser outlets are available on each floor of the block, Portable fire extinguisher (CO2) is provided to the lift motor room,	Trivial

	Hydrant can be located at the front of the building with adequate signage, bin room is protected by a deluge/sprinkler system.	
Section 12	**Fire Signage** Appropriate signage has been placed within the block including fire action notices, and fire door keep shut signs. The block has Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift. Signage depicting the floor location of each flat is fitted to the ground floor lobby wall	Trivial
Section 13	**Employee Training** All employees are encouraged to complete 'In the line of fire' training on an annual basis	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 18/12/2021. Gas is installed within the block, smoking is prohibited in any communal areas.	Trivial
Section 15	**Waste Control** There is a regular Cleaning Service to the premise. Refuse hoppers are accessed on each floor of the rear staircase. Regular checks by Caretakers minimise risk of waste accumulation.	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** Restricted access to the premises by means of a door entry system, there has been no reported fire incidents since the last FRA	Trivial

Section 18	**Storage Arrangements** There are no storage facilities for residents other than in their own flats within 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 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.

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 30-minute fire doors to flat entrances, communal corridors / landings, and service cupboards alongside, suitable smoke detection to a minimum of LD3 standard within flats, automatic smoke ventilation to the front elevation staircase and, a stay put unless policy for the premise.

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

Director of place
Alan Lunt

Assistant Director Building Compliance
Sarah Agar

Fire & Building Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

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

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

Boulton House
Spon Lane
West Bromwich
B70 6BJ

Description of the Property

The high-rise block was constructed in 1964 out of concreate with masonry infill cladding materials consisting of concrete brick and glass, the block consists of 9 storeys including the ground floor with each floor containing 4 number dwellings coming off a lift lobby with two was travel in the form of two protected staircases at the front and rear of the building.



There is an entrance/ exit to the front elevation to the block with an additional rear entrance/exit to the rear elevation. Front entrance acts as the main access point to the block.


(Front)

(Rear)

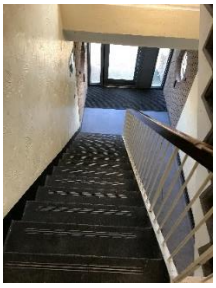
Front and rear entrances have a fob reader installed giving access to the block with the front entrance also utilising a override switch in the form of a drop latch giving access to the fire service.


There residents have access to an external car park at the rear of the building, garages and outhouses are on the premise but not attached to the block and not covered in this risk assessment.



Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock with natural ventilation in the form of louver vents.

The block has 2 protected staircasses that can be accessed from the ground floor to the 8th sperated from the lift/flat lobby areas. These areas containg AOV, louvre vents and opening windows allowing for adequate ventilation.

The block has a lift car that serves 7 floors from ground to 7th with the 8th accessed via the staircases. The maximum capacity of the lift is 1200lbs.


Lift motor room is located on the 8th floor behind a notional fire door.

Firefighters white box Is located to the left of the main access point of the building.

There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby under the staircase. 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 a plan to indicate the location of those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).

Fire hydrant can be located at the front of the building and is identified with adequate signage.

The dry riser inlet cupboard is in the ground floor lift lobby. It is accessed utilising a suited 54 key and has adequate signage.

Dry riser outlets are available on each floor lobby (1st – 8th) also secured within cupboards by suited 54 key & mortice locks and has adequate signage.

Automatic opening vents are installed to the front staircase only. The information panel is located on the ground floor main entrance lobby.

The lift car has an override facility located on the ground floor opposite the lift opening doors.

The building has a flat roof with access via the lift motor room. The roof was not accessible during this risk assessment.

Address: Boulton House, Spon Lane, West Bromwich, B70 6BJ	**Survey date:** 01/03/2023	**ON ARRIVAL INFORMATION**

BUILDING LAYOUT	
Size: Width, breadth and height	
Construction	Wates, refurbished 2007/2008, concrete brick construction to all 4 elevations of the block.
Number of floors	9 including ground floor
Layout	The block consists of 9 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 7th floor then use staircase to access the 8th floor and the lift motor room that is also located on this floor. 2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block. 3 smoke extraction vents located on both staircases on floors 1, 4 and 7 with the control panel located within the lobby area nearest the main access point.
Lifts	1
Types of entrance doors	Individual flat doors are FD30s rated Premdors of composite construction. Communal doors within the block are timber FD30s
Rubbish chutes/ bin rooms	Yes
Common voids	No
Access to roof/ service rooms	The motor room is located on the 8th floor; access to motor room via full height door (secured with a suited 54 mortice lock) from 8th floor landing, with further fixed steel ladder`s leading up to the FD30s rated fire door into the roof area.
Occupants	Approx. 72 based on an average of 2 occupants per flats (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	Early warning is 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 at the entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.
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.
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A Firefighter control switch is located within the ground floor lobby
Smoke control vents	Automatic smoke ventilation is employed on both sets of staircases on floors 1, 4 and 7 with the control panel located within the lobby area nearest the main access point. Lover vents located atop the staircase on the 8th floor
Sprinkler system	A water suppression system is provided to the refuse chute bin store
DANGEROUS SUBSTANCES	
Location, type, and quantity	D.P.C. TO FRONT ELEVATION – BITUMEN – SEALED – CHRYSOTILE FLOORS TO ALL LANDINGS - THERMOPLASTIC TILES – SEALED – PRESUMED – CHRYSOTILE
SERVICES	
Electricity	Electric meter cupboards located on each floor of the block
Gas	Gas isolation points located at nearest the main access point of the block and also 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 Rise
Number of Floors	9 Including ground floor
Date of Construction	1964
Construction Type	Wates concrete / brick
Last Refurbished	2007/2008
External Cladding	None
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access is obtained via the lift motor room on 8th floor. A vertical ladder leads to a full height door out on to the roof.
Equipment on roof (e.g. mobile phone station etc)	No

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)

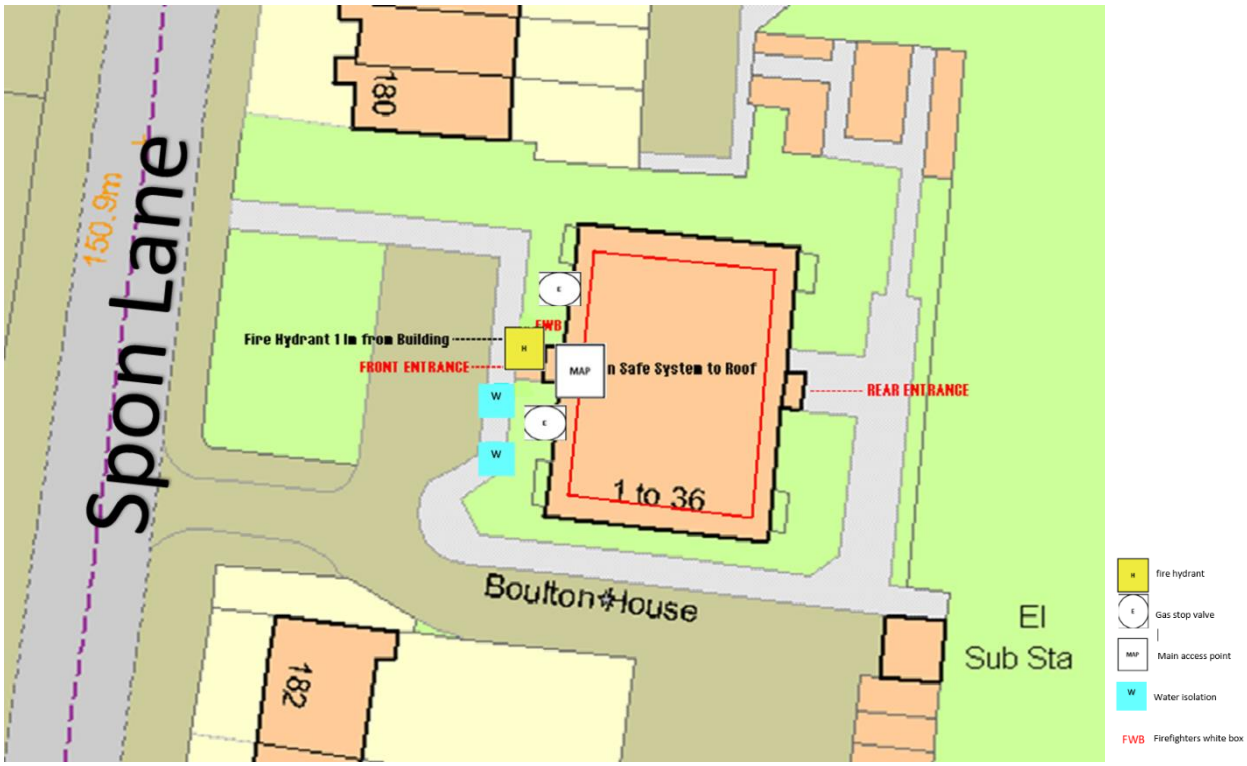
Section 5

Building Plan

An orientation plan of the outside of the block and its surrounding areas.

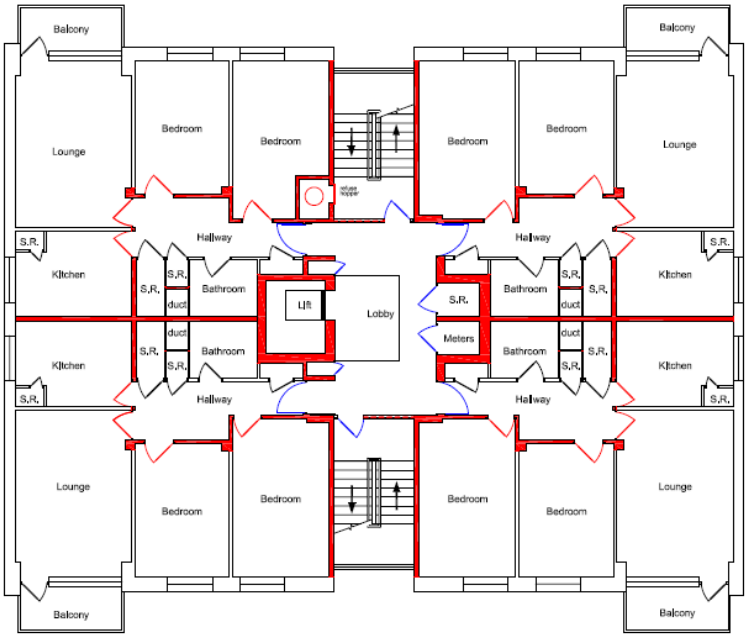
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

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

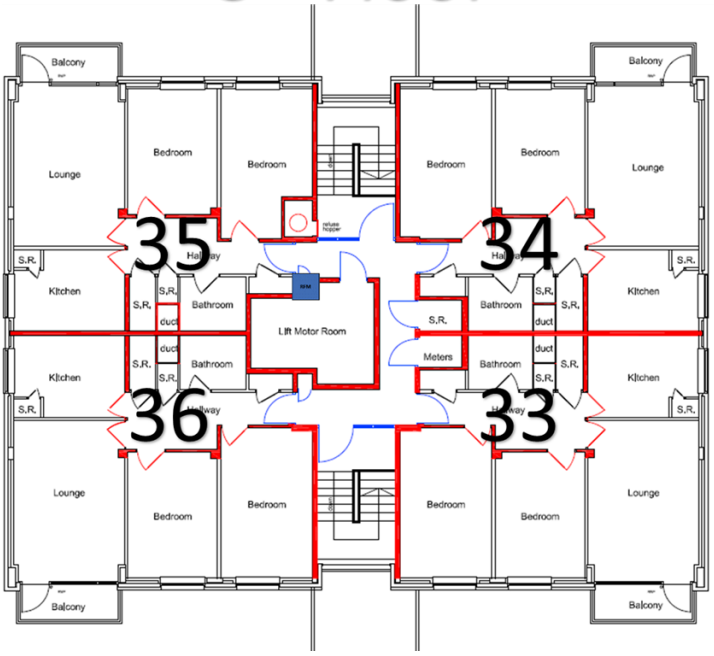


Ground Floor

Below is the typical floor plan for floors 1-7.



8th Floor


Balcony
Lounge
Bedroom
Bedroom
Bedroom
Bedroom
Balcony
Lounge
35
34
Kitchen
S.R.
Bathroom
duct
Lift Motor Room
Meters
Bathroom
duct
Kitchen
36
33
Lounge
Bedroom
Bedroom
Bedroom
Bedroom
Lounge
Balcony
Balcony

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.

Regarding the external façade, the materials, construction, and their constituent properties have been taken from a database provided by Sandwell Metropolitan Borough Council. A third party approved contractor has been appointed to carry out External Wall Assessments of Sandwell Metropolitan Borough Councils Higher Risk Buildings.

Below is a breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk.

1) The building is predominantly a traditional concrete masonry construction, last refurbished 2008.

External facade is made up of four materials, concrete 2%, Brick 63%, Glass(main Building) 25%, and Glass to balconies 25% these materials are to an A1 rating and present an acceptable level of risk.

2) There is a ramp leading to the main entrance of the builidng

3) Front and rear entrance/exit is constructed of an aluminium door and frame with double glazing.


(front)

(Rear)

4) Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock with natural ventilation in the form of louvre vents.

5) Residents have access to balconies; balconies are constructed using a cantilevered concrete slab as a base with a steel and Georgian wired glass balustrade.


6) Resident's individual flat windows and balcony doors are double glazed units within a UPVC frame.

7) Communal windows are double glazed units within a UPVC frame and louvre vents at the rear.

8) It was noted that some balconies may have had combustible materials in the form of hanging washing this is deemed acceptable risk due to the likelihood of a fire starting in this area being low and combined with the temporary nature of the activity.

Section 7

Means of Escape from Fire

1) There are two protected staircases as part of the means of escape. The front and rear staircase measure 980mm - 1000mm in width.

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

3) There are no dead end corridors that form part of the means of escape.

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.

6) 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).

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

8) 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.

9) 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 is twice per year (April and October) of each calendar year. AOV's are located on the 1st,4th, and 7th floor front staircase. Detection for the AOV's is within the communal areas.

10) Louvre vents provide natural ventilation to the rear staircase.


11) Communal windows can only be opened with the use of a key or by operating the automatic smoke vents.

12) Communal areas should be 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.

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

14) Dry riser cupboards are notional 44mm, 30-minute fire doors with combined intumescent strips & cold smoke seals throughout the block.


15) Service/electrical cupboards with lobby areas are notional 44mm 30-minute fire doors, secured with type 54 suited mortice locks through the majority of the block however, service cupboards on the ground floor are notional 54mm 60-minute fire doors.


16) Lift motor room is located on the 8th floor of the block and is protected with a notional 54mm 60-minute fire door secured with a type 54 suited mortice lock.

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

18) Noted that there are service cupboards housing some stop taps for individual flats protected behind are nominal 44mm 30-minute fire doors, secured with type 54 suited mortice locks.

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

20) Individual flat doors are predominantly nominal 44mm timber fire door sets with intumescent strips, cold smoke seals and self-closing devices.

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

Access was gained to flats 34,32 and 13 and found no issues with doors.

22) Noted that due to the time of the year that some festive decorations had been displayed on front entrance doors e.g. Christmas wreaths, on the basis that these decorations remain minimal and do not obstruct the means of escape, as this is the case during the FRA, they can remain on a temporary basis. Due to the presence of daily cleaning and caretaking staff to the block the risk of these types of decorations is tolerable, note these are temporary and should be removed in sufficient time once the festive period is over.

23) It was noted that fire door keep shut signage had been displayed on the final exit doors, this signage is not required.

24) The refuse chute hoppers are fitted with intumescent strips along the means of escape within the rear stairwell.

25) Smoke control systems kept inside riser cupboards protected by 44mm 30-minute fire doors in the lobby areas of floors 1,4 and 7.

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) Access was granted into a sample of resident's flats. Based on the samples taken, information collated from in house teams (JM) and previous risk assessments the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

   Flat 32 – Hallway, lounge, kitchen LD2
   Flat 22 – Hallway, lounge, kitchen LD2
   Flat 14 – Hallway, lounge, kitchen LD2
   Flat 34 – All rooms except wet rooms LD1
   Flat 13 – Hallway Only – LD3

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

3) There is no 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.

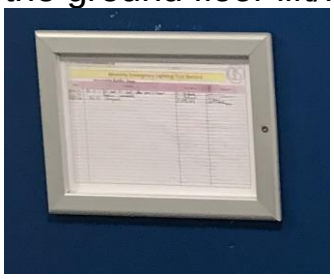
Section 9

Emergency Lighting

1) The premises has a sufficient emergency 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 monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The test completion sheet is in the ground floor lift/flat lobby



Section 10

Compartmentation

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

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum nominal 30-minute fire resistant with intumescent strips & 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 landings have notional fire doors with a minimum of 30 minutes fire resistance upgraded with cold smoke seals ad intumescent strips, locked with suited cylinder or mortice locks.

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

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

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

9) Individual flat doors are predominantly nominal 44mm timber fire door sets with intumescent strips, cold smoke seals and self-closing devices.


10) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops upgraded to have intumescent strips and cold smoke seals.

Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and tested by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

11) Access panels to stop taps are fixed to masonry and bedded on Intumescent material. However, in some cases stop taps are housed behind 44mm, 30-minute nominal doors.

12) It was noted that metal trunking had been used within the communal areas to house cabling.

13) **Ground floor communal door nearest flat 4 does not self-close correctly and door rubs along the bottom of the floor.** This was also addressed in the previous FRA.

Section 11

Fire Fighting Equipment

1) The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed. Access is granted utilising a suited 54 key.


2) The riser outlets are available on each floor lobby (1st – 8th) also secured within cupboards by suited 54 key & mortice locks.


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) Fire hydrant can be located at the front of the building with adequate signage.

7) 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.

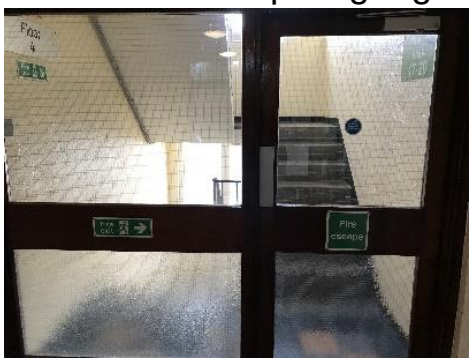
2) Fire Action Notices are displayed throughout the building.

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

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

5) Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift. They meet the requirements set out in the Fire Safety (England) Regulations 2022

6) Directional escape signage is displayed within the block.



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 are 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 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 Metropolitan Borough Council

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 stay 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.

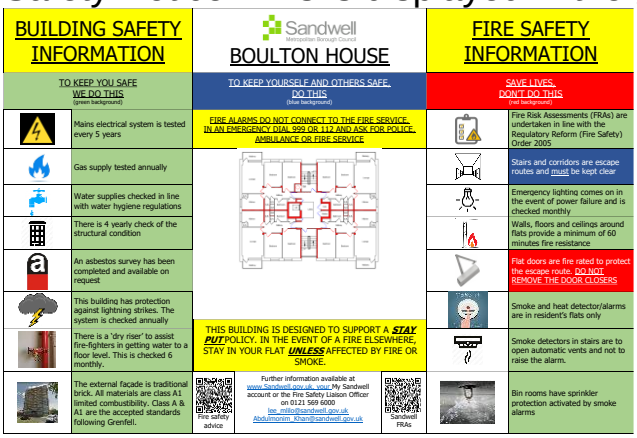
What to do if you see or hear a fire in another flat or part of the building

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. If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
2. If you are instructed to leave by a member of the emergency services, you should do so immediately.
3. 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 displayed in the ground floor lift lobby.



BUILDING SAFETY INFORMATION	Sandwell Metropolitan Borough Council BOULTON 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 are to open automatic vents and not to raise the alarm.
The external façade is traditional brick. All materials are class A1 limited combustibility. Class A & A1 are the accepted standards following Grenfell.	Further information available at www.Sandwell.gov.uk, your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_mills@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk (Fire safety advice) (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 conducted. 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 18/12/2021.

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 44mm 30-minute fire door to majority of the building apart from the ground floor which utilises 54mm 60-minute notional fire doors both have been upgraded to have intumescent strips and cold smoke seals.

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 is installed within the block.

Section 15

Waste Control

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

2) Refuse hoppers are accessed on each floor of the rear staircase.

3) Refuse containers regularly emptied bin store located at the rear elevation of the block.

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

5) ‘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) There are no provisions for CCTV within the block.

4) There is no current evidence of arson within the block. Noted slight damage to a combination frame on the 6th floor front elevation stairwell. This was highlighted in the previous FRA and has had no further damage.

5) The perimeter of the premises is well illuminated with external lighting and street lighting.

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)

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 - 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

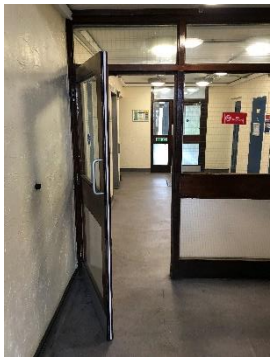
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment Action Plan

Name of Premises or Location: Boulton House

Date of Action Plan: 04/12/2024

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/13	Ground floor communal door nearest main entrance, make good door so it self–closes correctly.		P2	1-3 months Fire Rapid Response	

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 notional communal landing doors are starting to show signs of general wear and tear due to age. Consideration should be given to upgrade with certified FD30s door sets & combination frames with future improvement works. It was noted that the doors have had no significant change since the previous FRA was completed.	

Signed

	Fire Risk Assessor	Date: 04/12/2024
	Quality Assurance Check	Date: 16/12/2024

Appendix 1

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

Name of property: Boulton House

Updated: 20/10/2023

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*

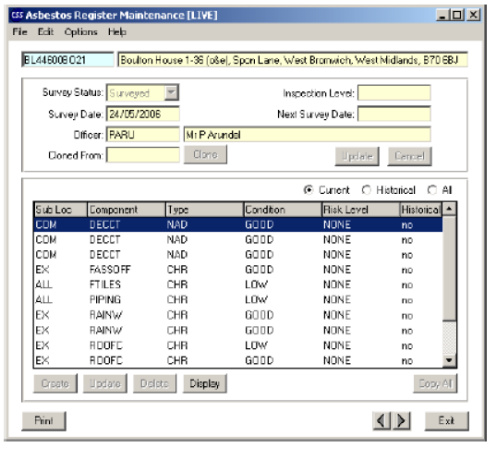
Asbestos Survey	Property Address	1-36 Boulton House, Spon Lane, West Bromwich		✓ Office use
Surveyed by	JOHN DAVIS	Date	04/03/14	Checked by: DEREK STILL; Date: 29/12/2014
Desktop Check	✓	Site Check		

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 Area	✓	Refurb Surveys Interrogated ?	

Property Description

9 STOREY HIGH RISE BLOCK

Year Built	1962



Notes / including details of similar property surveys completed.

UPDATED 04/03/14 – JOHN DAVIS

***SAMPLES TAKEN TO GENERIC TEXTURED COATINGTO WALLS ON 1ST, 4TH AND 8TH FLOORS – PRESUME ALL NEGATIVE

Reviewed by G.Carrington – 10/06/2022
REVISED DEREK STILL 20/10/2023 ALL FRONT DOOR SEALANTS SILICON

Building Surveyors
0121 569 5077

Sandwell Metropolitan Borough Council

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

Sample Locations	Property Address	1-36 Boulton House, Spon Lane, West Bromwich						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	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								
8TH FLOOR COMMUNAL WALLS	TEXTURED COATING	-	PAINT SEALED	PA 451 / 002	NONE DETECTED	NO	NO	
4TH FLOOR COMMUNAL WALLS	TEXTURED COATING	-	PAINT SEALED	PA 451 / 003	NONE DETECTED	NO	NO	
1ST FLOOR COMMUNAL WALLS	TEXTURED COATING	-	PAINT SEALED	PA 451 / 004	NONE DETECTED	NO	NO	
D.P.C. TO FRONT ELEVATION	BITUMEN	-	SEALED	PA 451 / 005	CHRYSOTILE	NO	NO	
FLOORS TO ALL LANDINGS	THERMOPLASTIC TILES	-	SEALED	PRESUMED	CHRYSOTILE	NO	NO	

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.

LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
LIFT MOTOR ROOM EXTERNAL SOFFIT	PLASTIC	8TH FLOOR LANDING CEILING PANELS	SUPALUX	EXTERNAL PANELS ABOVE FRONT AND REAR ENTRANCE DOORS	MAN MADE MINERAL FIBRE
PANEL BELOW ROOF ACCESS DOOR	SUPALUX	8TH FLOOR ELECTRIC CUPBOARDS CEILINGS	SUPALUX	MAIN ROOF PARAPET	STEEL
LIFT MOTOR ROOM CEILING PANELS	MAN MADE MINERAL FIBRE	ELECTRIC CUPBOARDS WALL BLANKING PLATES	SUPALUX	ALL FRONT DOOR SEALANTS	SILICON
LIFT MOTOR ROOM FLOOR TRAP PANEL	SUPALUX	ELECTRIC CUPBOARDS CEILING BLANKING PLATES	SUPALUX		
LIFT MOTOR ROOM COVERING	MINERAL FELT	GROUND FLOOR REAR ENTRANCE CEILING	SUPALUX		
STOP TAP COVER PANELS TO LANDING WALLS BY FLAT FRONT DOORS	SUPALUX	GROUND FLOOR FRONT ENTRANCE CEILING	SUPALUX		

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, Boroscope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation
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.