

Fire Risk Assessment

Lawrence Court



**Aldridge Road
Smethwick,
B68 OHB**

Date Completed: 26th April 2022

Officer: David Jasper Acting Team Leader

Checked By: Jason Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating 0 = Low

Subsequent reviews

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

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Section

0

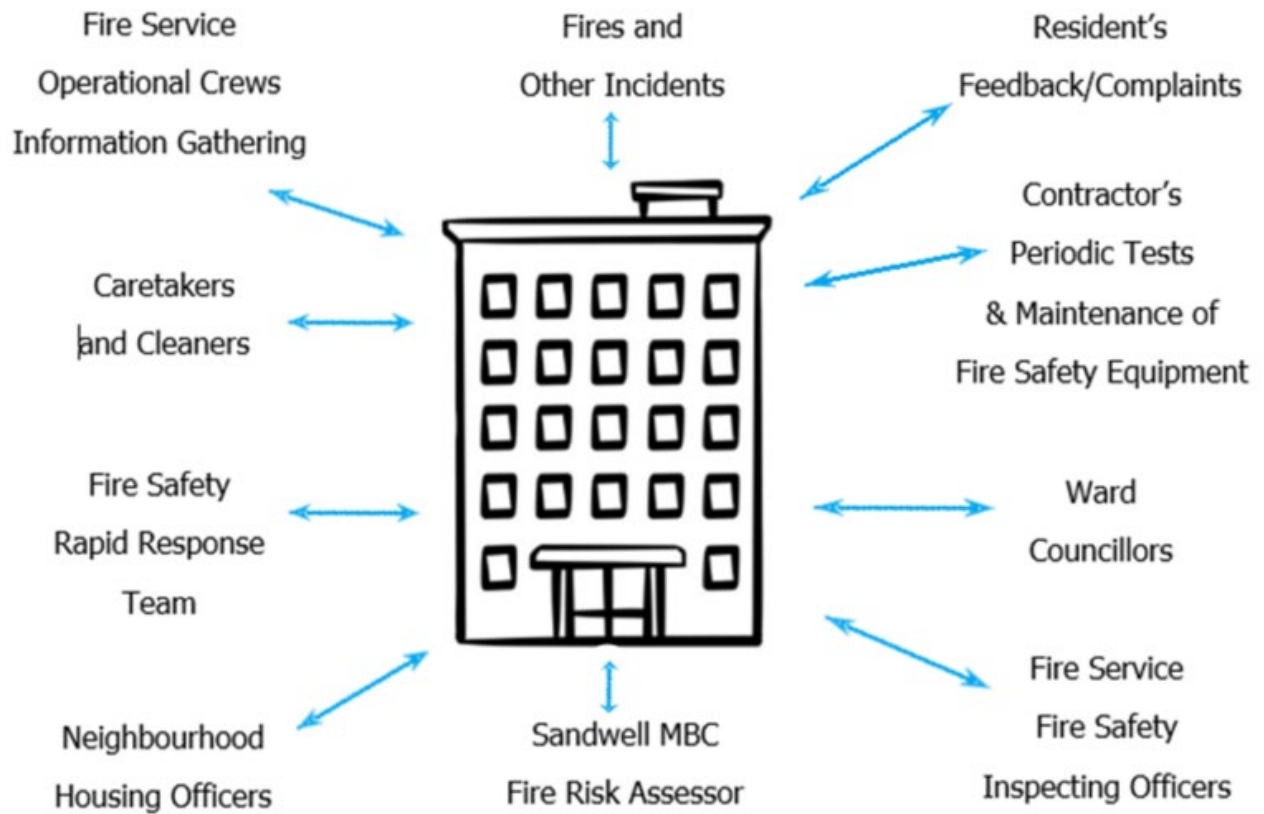
Introduction

The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order”*.

This 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.

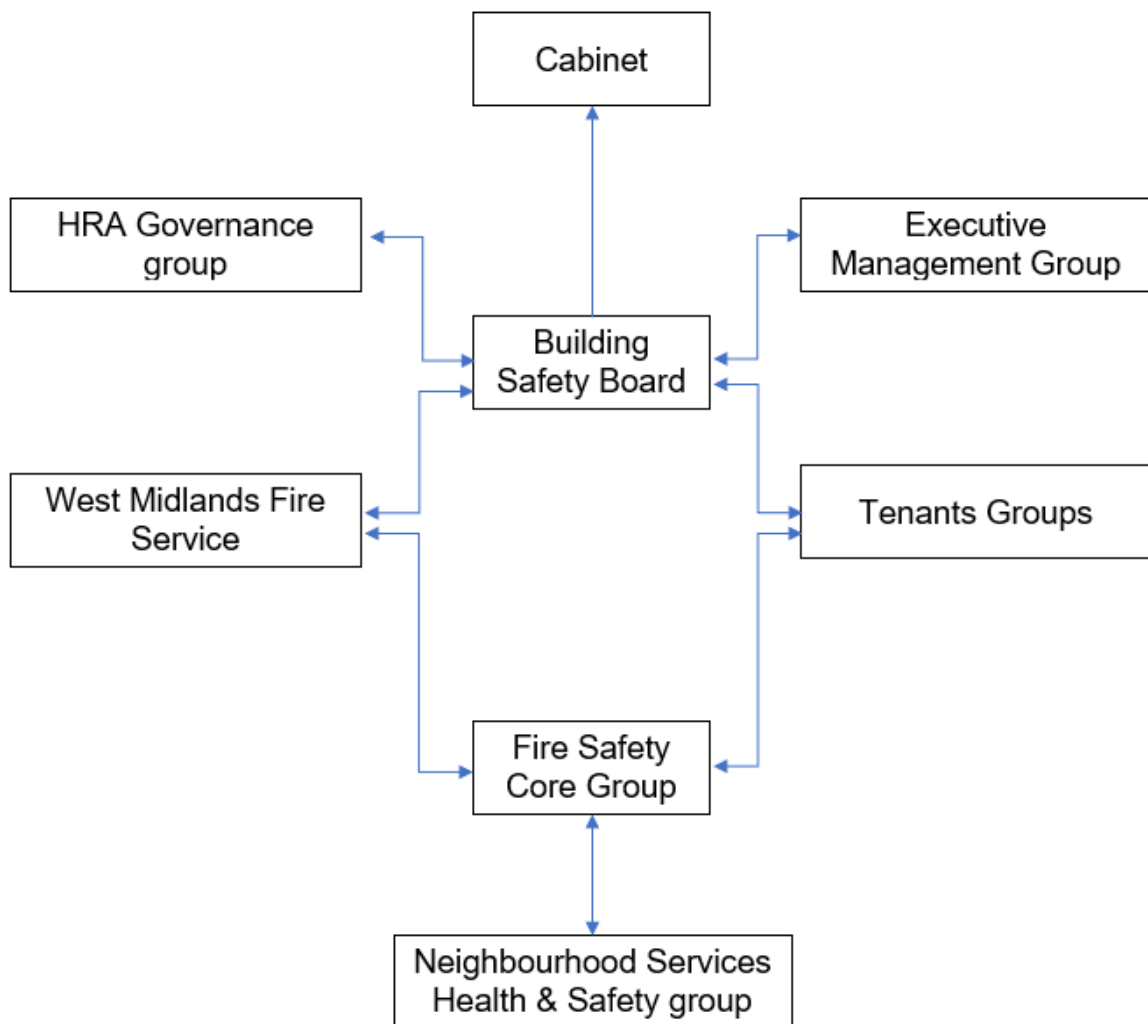
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

These managers attend the Fire Safety Core Group for scrutiny which is part of the governance structure below.



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 or smoke.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope	0
Section 7	Means of Escape from Fire The site has a single staircase that provides a sufficient means of escape. Damage to 46 door and stairwell doors to G nd 2 nd and 6 th floors require rehanging Works completed	0
Section 8	Fire Detection and Alarm System Within the flats smoke detection is installed predominantly within the hallway, whilst some flats also have detection installed within the kitchen / living room area.	0

Section 9	Emergency Lighting The premises has a sufficient emergency / escape lighting system. Service cupboard light by flat 13 not working and The emergency light test switch in the bin room is broken and requires repair Completed 27/05/2022	0
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 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls. Works scheduled to repair damage to dwelling doors. There is an enhanced fire sopping programme in progress.	0
Section 11	Fire Fighting Equipment Contract in place to maintain equipment. Replace dry riser inlet sign and remove obsolete extinguisher.	0
Section 12	Fire Signage There is adequate signage in place	0
Section 13	Employee Training All staff receive basic fire safety awareness.	0
Section 14	Sources of Ignition Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Hot works only allowed with authorised permit.	0
Section 15	Waste Control Regular checks by Caretakers minimise risk of waste accumulation.	0
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary	0

Section 17	Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting is in place and CCTV is in operation.	0
Section 18	Storage Arrangements Residents instructed not to bring L.P.G cylinders into block.	0

Risk Categories	
Risk Rating	Description
5	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
4	A significant safety issue.
3	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
2	A desirable improvement to increase protection from fire.
1	A minor improvement to safety.
0	No risks identified

The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low

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 is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP. This will be reliant on the outcomes of the government consultation which is yet to be published.

Where this is known and PEEPs have been completed, it will be captured in this fire risk assessment along with any building layout or working practices placing people at significant risk of fire.

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

Kim Bromley Derry (Interim Director)

Director of Housing

Gillian Douglas

**Business Manager Surveying and Fire Safety
(Building Safety Manager)**

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Resident Engagement Officer - Fire Safety

Lee Mlilo

Neighbourhood Office Manager

Rachel Price

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

Lawrence Court
Aldridge Road
Smethwick
B68 0HB

Description of the Property

The high-rise block was constructed in 1965 using a traditional brick cavity, and external insulation capped with a laminate clad with a steel frame cladded roof.

The block consists of 8 storeys (inclusive of the ground floor) served by 1 number lift and 1 number staircase.

Each of the floors contains 6 number dwellings.

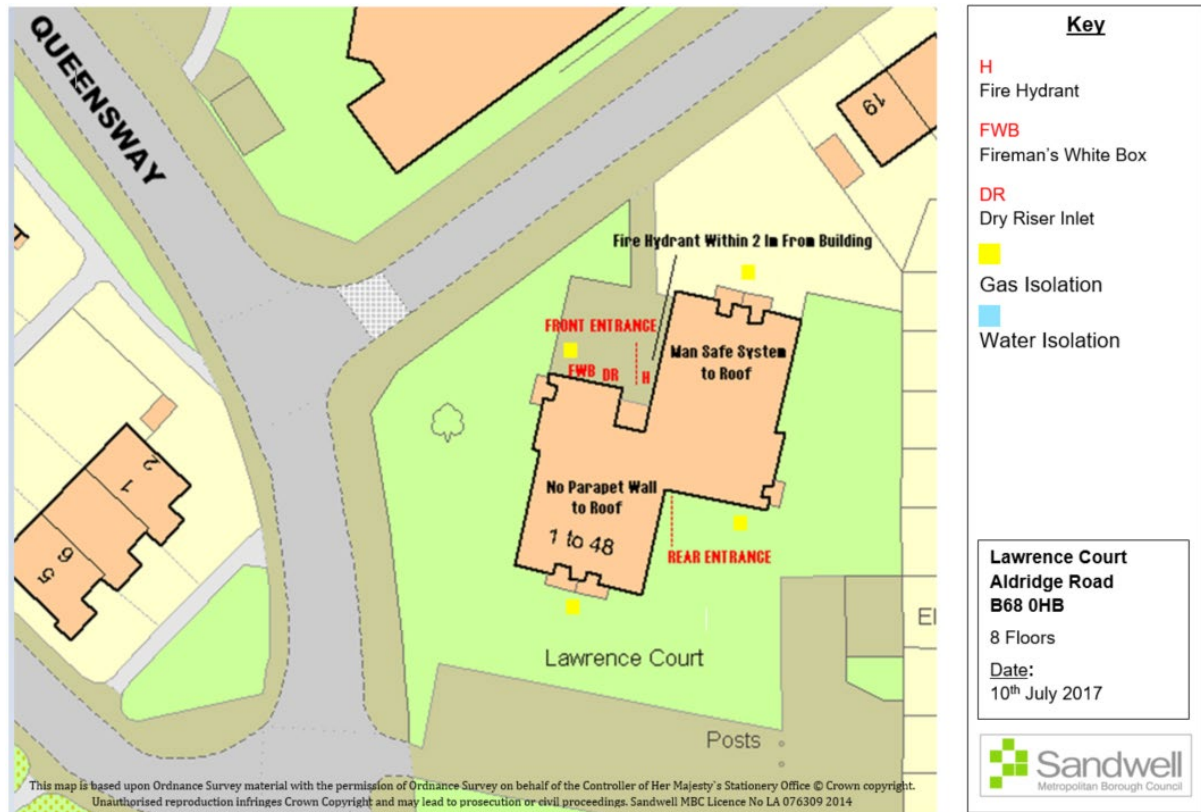


Floor	FLAT No's
7.....	43 - 48
6.....	37 - 42
5.....	31 - 36
4.....	25 - 30
3.....	19 - 24
2.....	13 - 18
1.....	7 - 12
G.....	1 - 6

The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation. Both front and rear entrances have a door entry system with a fob reader installed. The front entrance only, has a firefighter override by use of a drop latch key.



The firefighter's white box is located to the right-hand side of the front main entrance. The location of service isolation points for gas, electricity and water are detailed on a plan located in the fire fighters white box.



Access to the motor room is located on the 7th floor; via steel vertical ladder that gives access into motor room through a trap (top floor landing).



A full height double door then allows access into the roof void. A further metal ladder allows access onto the main roof area via FB54 key.



Access to the perimeter edge roof is via $\frac{3}{4}$ height steel doors.



There are 1 cleaners' stores / facilities located on the Ground floors.



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	8
Date of Construction	1964
Construction Type	Whitehall
Last Refurbished	2007
External Cladding	Brickwork up to 1 st floor- blue class B engineering Above first floor around balconies and windows, solid Alumet 3mm aluminium cladding panel system (Fire classification A2-s1,d0), with rockwool insulation and horizontal and vertical fire stopping Other area above 1 st floor Lockclad terracotta tile system
Number of Lifts	One
Number of Staircases	One
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes-one
Access to Roof	Steel vertical ladder gives access into motor room through a trap (top floor landing). A full height double door then allows access into the roof void. A further metal ladder through allows access onto the main roof. Access to the perimeter edge roof is via ¾ height steel doors
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 48 number of flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

A typical floor layout showing horizontal lines of compartmentation, emergency lighting, fire detection is attached and AOVs etc.

Upper Floor Plan



Ground 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.

Building has 3 separate areas of cladding consisting of;

- 1) Traditional brick cavity
- 2) Brick-tile and Insulated mineral wool.
- 3) Steel frame metal clad roof

All materials are minimum A1 rated and therefore compliant with building regulations.

Section 7

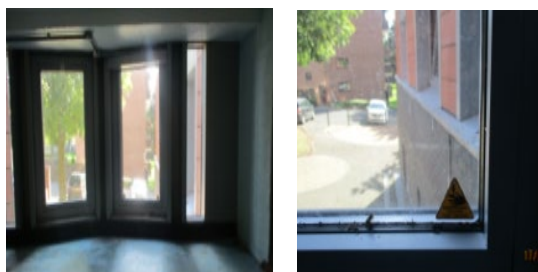
Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape and is 1135mm.
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) Where the corridors that form part of the means of escape are dead ends these do not exceed 7.5m.
- 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 FD30s fire doors with vision panels.



- 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) 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.
-

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



- 9) The chute room has natural louvre vent / screen.
- 10) There is a repeater indicator panel located on the wall of the ground floor lobby that shows the status of the system. This also contains the override / reset switch.

The system can be put into natural ventilation mode which will allow the vents to open 100mm (operating instructions below)

Open

1. Turn Key to 'Open' position and release.
2. Vent opens to 100mm in Natural Ventilation Mode, remove key.

Close

1. Turn Key to 'Close' position and release.
2. Vents will close fully.



- 11) 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

- 12) 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.



- 13) Service cupboard doors are FD30s rated, secured with suited profile cylinder locks. There are no tenant's meters in these cupboards.

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

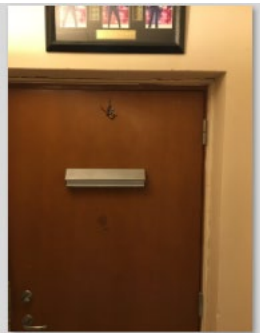
- 15) Individual flat doors are FD30s rated. Access is gained to a sample of properties as part of the risk assessment flats 29,27,19,6 and to ensure the doors have not been tampered with by residents etc.



- 16) Flat 46 entrance door has a significant amount of damage around the lock.**



- 17) 6th floor stairwell door has excessive gap at head and requires re-hanging.**
- 18) 2nd floor stairwell door has excessive gaps and requires re-hanging.**
- 19) Ground floor stairwell door has excessive gaps and requires re-hanging.**
- 20) It was noted flat 27, door closure was missing.**



- 21) The surface coatings to the communal areas are Class 0 rated.
- 22) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

Section 8

Fire Detection and Alarm Systems

- 1) Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.
- 2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed with a mixture of LD2 and LD3 Standard.

Access was gained to flats 27,19, 6

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 / escape lighting system in accordance with BS 5266 and has test points strategically located.



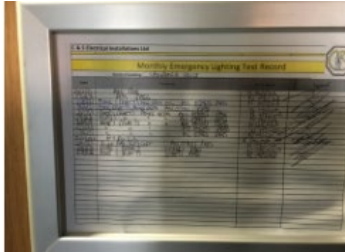
- 2) The self-contained units are provided to the communal landings, stairs and lift motor room.

- 3) **Service cupboard light by flat 13 not working.**

- 4) **The emergency light test switch in the bin room is broken and requires repair.**



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



Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 4) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters
- 5) **The roof space double door lock (FB54) is loose and not secure and has defective handle.**



- 6) 7th floor service cupboard intumescent strip in the head is loose and hanging by flat 43**



- 7) 7th floor service cupboard intumescent strip in the head is loose and hanging by flat 46**



- 8) Service duct next to flat 6 lid is broken and requires repair.**



- 9) There is sufficient fire stopping throughout the block however there is a enhanced fire stopping programme in progress.



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

Floor No	Electric Meter Cupboard								Comms Riser																								Floor No								
	Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials									Fire Stopping Materials							
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillow	Intu Wraps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler		Intu Pads	Intu Pillow	Intu Wraps	Rockwool				
B																																				B					
G		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓				✓																	G					
1		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					1					
2		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					2					
3		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					3					
4		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					4					
5		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					5					
6		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					6					
7		✓	✓	✓	✓					✓	✓	✓	✓	✓	✓																					7					
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- 11) Individual flat doors are FD30s rated timber flush fire door construction manufactured by Russell Doors

Refer to door sheet below

- 12) The corridors / staircases are protected by use of FD30s fire doors with vision panels.
- 13) Stop taps are exposed and fixed to the communal corridor walls.

Section 11

Fire Fighting Equipment

Significant Findings

- 1) The dry riser inlet is located to the right-hand side of the main entrance, housed behind a small door secured with a type 54 suited mortice lock.



- 2) There is a dry riser that serves the building. The outlets are exposed and located on the communal landing of each floor. Each exposed valve is secured with a cable tie. The caretakers check the cable tie is intact as part of their weekday inspections.



- 3) The dry riser is checked regularly as part of the Caretakers duties.
 - 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
-

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



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



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- FIRE NOTICE**

In case of fire dial:

999 or 112

اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔

If a FIRE OCCURS in your FLAT please RING FIRE BRIGADE. DO NOT OBSTRUCT THE STAIRS.

If a FIRE OCCURS in your FLAT please GO ALONG THE DOORS AND WINDOWS AND EVACUATE OCCUPANTS at ALL BUILDING THE STAIRS.

Do not use lifts

Use stairs

اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔
 اگر آپ کی عمارت میں آگ لگے تو فوراً 999 یا 112 پر کال کریں۔

अगर आपकी इमारत में आग लगे तो فوراً 999 या 112 पर कॉल करें।
 अगर आपकी इमारत में आग लगे तो فوراً 999 या 112 पर कॉल करें।
 अगर आपकी इमारत में आग लगे तो فوراً 999 या 112 पर कॉल करें।
 अगर आपकी इमारत में आग लगे तो فوراً 999 या 112 पर कॉल करें।
 अगर आपकी इमारत में आग लगे तो فوراً 999 या 112 पर कॉल करें।

-
- WARNING**
- IN CASE OF A FIRE
ANYWHERE IN THIS BUILDING
DO NOT USE THIS LIFT
- HEALTH AND SAFETY**
- LIQUEFIED PETROLEUM GAS
CYLINDERS SHOULD NOT BE
MOVING INTO THIS BUILDING
AN ACCIDENTAL LEAKAGE OF GAS
COULD CAUSE AN EXPLOSION
STRUCTURAL DAMAGE AND
ENDANGER THE OCCUPANTS
- L.P.G.

- Lawrence Court**
- | <u>Floor</u> | <u>FLAT No's</u> |
|--------------|------------------|
| 7..... | 43 - 48 |
| 6..... | 37 - 42 |
| 5..... | 31 - 36 |
| 4..... | 25 - 30 |
| 3..... | 19 - 24 |
| 2..... | 13 - 18 |
| 1..... | 7 - 12 |
| G..... | 1 - 6 |

- 5) Signage depicting floor level and flat numbers fitted to wall adjacent to lift.



- 6) Floor indicator numbers are fitted to the wall of each floor on the communal staircase(s)



- 7) 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 extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Neighbourhood Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Fire safety has been provided as part of tenancy pack.

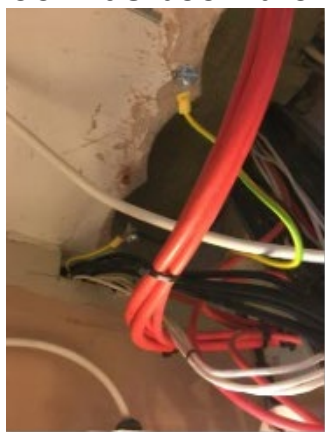
Section 14

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 20/10/2019.



- 5) **The CPC to the cable trays in the service cupboard on the 5th floor has been broken.**



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

- 7) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 8) Portable heaters are not allowed in any common parts of the premises.
- 9) 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 main is run through the block eternally

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 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 is CCTV provisions at this site
 - 4) There is no current evidence of arson.
 - 5) The perimeter of the premises is well illuminated.
 - 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) There are no flammable liquids or gas cylinders stored on site.
-

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

Significant Findings

Risk Rating of Additional Control Measures

Risk Categories	
Risk Rating	Description
5	Presents a serious risk to life safety. This matter requires immediate action and must be given a high priority.
4	A significant safety issue.
3	A safety issue, but where the level of risk is reduced by a combination of compensatory factors; or where there is a risk to property only.
2	A desirable improvement to increase protection from fire.
1	A minor improvement to safety.

The highest risk rating selected shall be transferred to the front page of the risk assessment using a RAG rating as follows

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low



Fire Risk Assessment Level 2 Action Plan



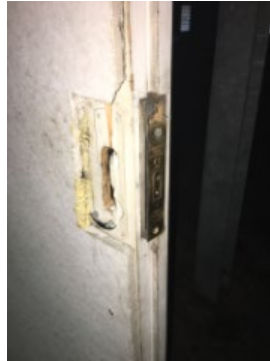
Name of Premises or Location:

Lawrence Court




Date of Action Plan:

26th April 2022

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
10/5	The roof space double door lock (FB54) is loose and not secure and has defective handle.		1	Fire Rapid Response Team May 2022 JM8658959	17/05/2022

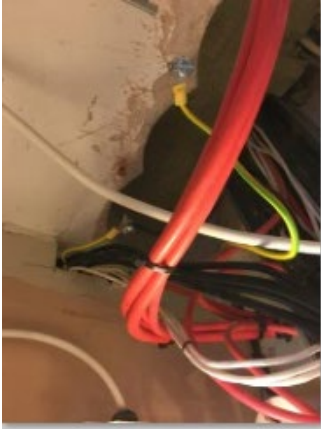
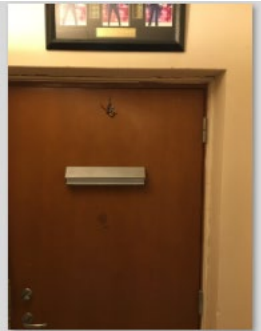
Fire Risk Assessment

10/6	7 th floor service cupboard intumescent strip in the head is loose and hanging by flat 43		2	Fire Rapid Response Team May 2022 JM8658975	17/05/2022
10/7	7 th floor service cupboard intumescent strip in the head is loose and hanging by flat 46		2	Fire Rapid Response Team May 2022 JM8658986	17/05/2022
07/16	Flat 46 entrance door has a significant amount of damage around the lock.		2	Repairs Team South Aug 2022 JM7430267	01/02/2023



Fire Risk Assessment

07/17	6 th floor stairwell door has excessive gap at head and requires re-hanging.	No photo	3	Fire Rapid Response Team May 2022 JM8659000	17/05/2022
07/18	2nd floor stairwell door has excessive gaps and requires re-hanging.	No photo	3	Fire Rapid Response Team May 2022 JM8659043	17/05/2022
07/19	Ground floor stairwell door has excessive gaps and requires re-hanging.	No photo	3	Fire Rapid Response Team May 2022 JM8659069	17/05/2022



Fire Risk Assessment

14/5	The CPC to the cable trays in the service cupboard on the 5 th floor has been broken.		3	Electrical Repairs JN May 2022	27/05/2022
07/20	It was noted flat 27 door closure was missing.		3	Repairs Team South May 2022 JM8764715	21/06/2022
09/3	Service cupboard light by flat 13 not working	No Photo	1	Electrical Repairs JN May 2022	27/05/2022

Fire Risk Assessment

09/4	The emergency light test switch in the bin room is broken and requires repair		1	Electrical Repairs JN May 2022	27/05/2022
10/8	Service duct next to flat 6 lid is broken and requires repair.		3	Fire Rapid Response Team May 2022 JM8659100	17/05/2022

Signed

	Acting Team Leader/Fire Risk Assessor	Date: 26 April 2022
	Team Lead Fire Safety & Facilities	Date: 06 th May 2022

Risk Rating of Block (to determine Caretaking frequency)

Current Ranking (out of 54)	Block	Standard & Condition of existing fire protection to communal areas.	Standard & Condition of existing fire protection within flats	No of floors	Number of Staircases	Security in the block	ASB & arson threat within block	Void Rates	Risk Score	No of Flats	Number of voids over 12 months	Percentage flat to void ratio
		Weightings										
		5	4	1	4	3	5	2				
12	<Insert Block name>	4	2	2	5	3	1	2	68	48	7	14.6

NOTES FOR RISK ASSESSMENT SCORES

These notes are for guidance when scoring for the level of risk associated with the above matrix.

STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO COMMUNAL AREAS

- SCORE1 The block received full renovation to the communal areas within the last 5 years and condition is known to be excellent.
 2 The block received full renovation to the communal areas within the last 5 years but condition is known to be adequate.
 3 The block received renovation to the communal areas within the last 10 years and condition is known to be reasonable.
 4 The block received full renovation to the communal areas within the last 15 years but condition is known to be poor.
 5 The block received renovation to the communal areas over 15 years ago but condition is known to be poor.

STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO FLATS

- SCORE1 Property received renovation in the last 5 years and fire protection works signed off.
 2 Property received renovation in the last 5 years and fire protection works NOT signed off
 3 Property renovated in the last 10 years.
 4 Property renovated in the last 15 years.
 5 Property not received renovation/fire works where possible issues could be apparent

NUMBER OF FLOORS

SCORE1	6 to 8 stories
2	9 to 11 stories
3	12 to 14 stories
4	15 to 17 stories
5	18 stories or more

NUMBER OF STAIRCASES

SCORE1	Two staircases
2	No score
3	No score
4	No score
5	One staircase

SECURITY IN THE BLOCK

SCORE1	Door entry with CCTV to concierge
2	No score
3	Door entry with CCTV to flats
4	No score
5	Door entry without CCTV

ASB AND ARSON THREAT WITHIN THE BLOCK (local office and asset team involvement)

SCORE1	zero incidents in last 12 months
2	1 - 3 incidents in last 12 months
3	4 - 6 incidents in last 12 months
4	7 - 9 incidents in last 12 months
5	10+ incidents in last 12 months

VOID RATES (Number of flats in block/number of voids over 12 month period)

SCORE1	0 - 10%
2	11 - 20%
3	21 - 30%
4	31 - 40%
5	41% +

Appendix 2

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

Name of property: Lawrence Court

Updated: 26th April 2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
Asbestos	Various locations	Asbestos has been labelled and Asbestos Survey undertaken and reports placed in motor room
An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		