Fire Risk Assessment

Lawrence Court

Aldridge Road
Smethwick,
B68 OHB

Date Completed: 11/04/25

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

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0

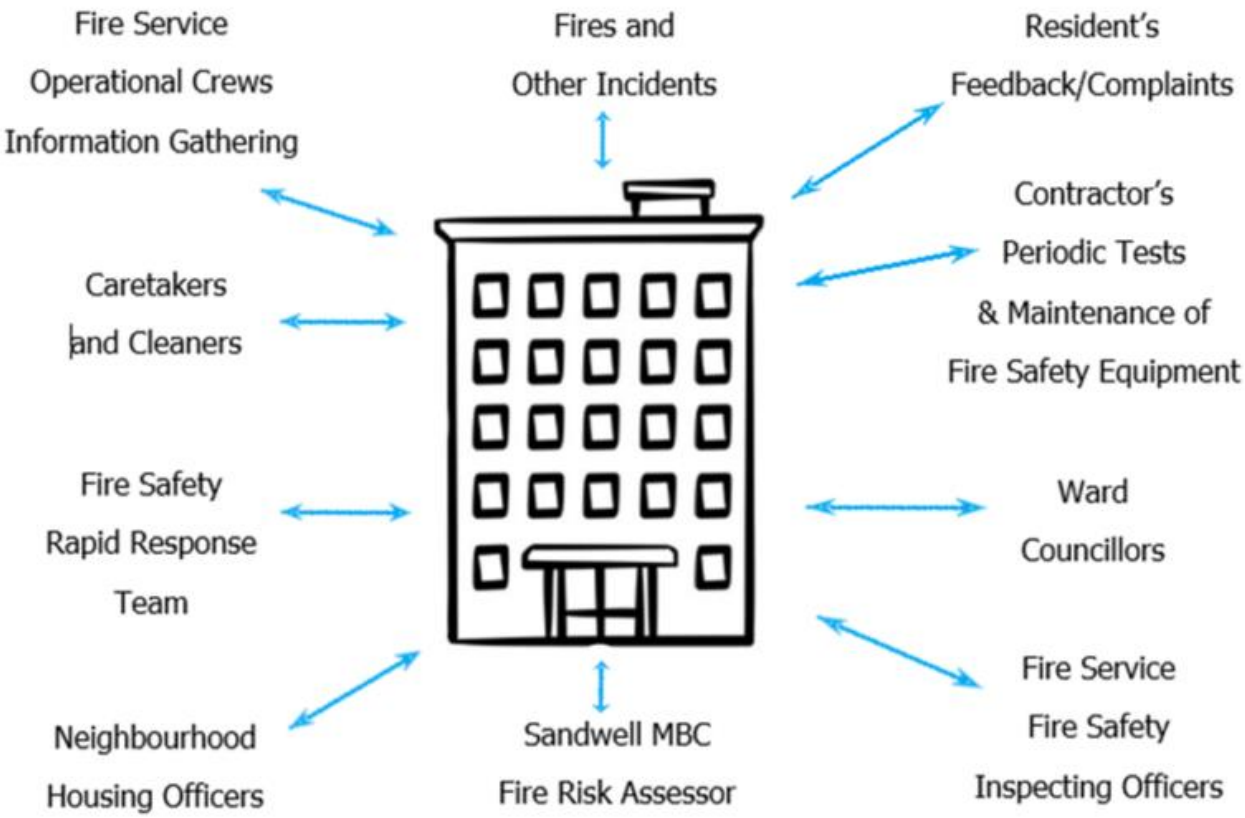
Introduction

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.

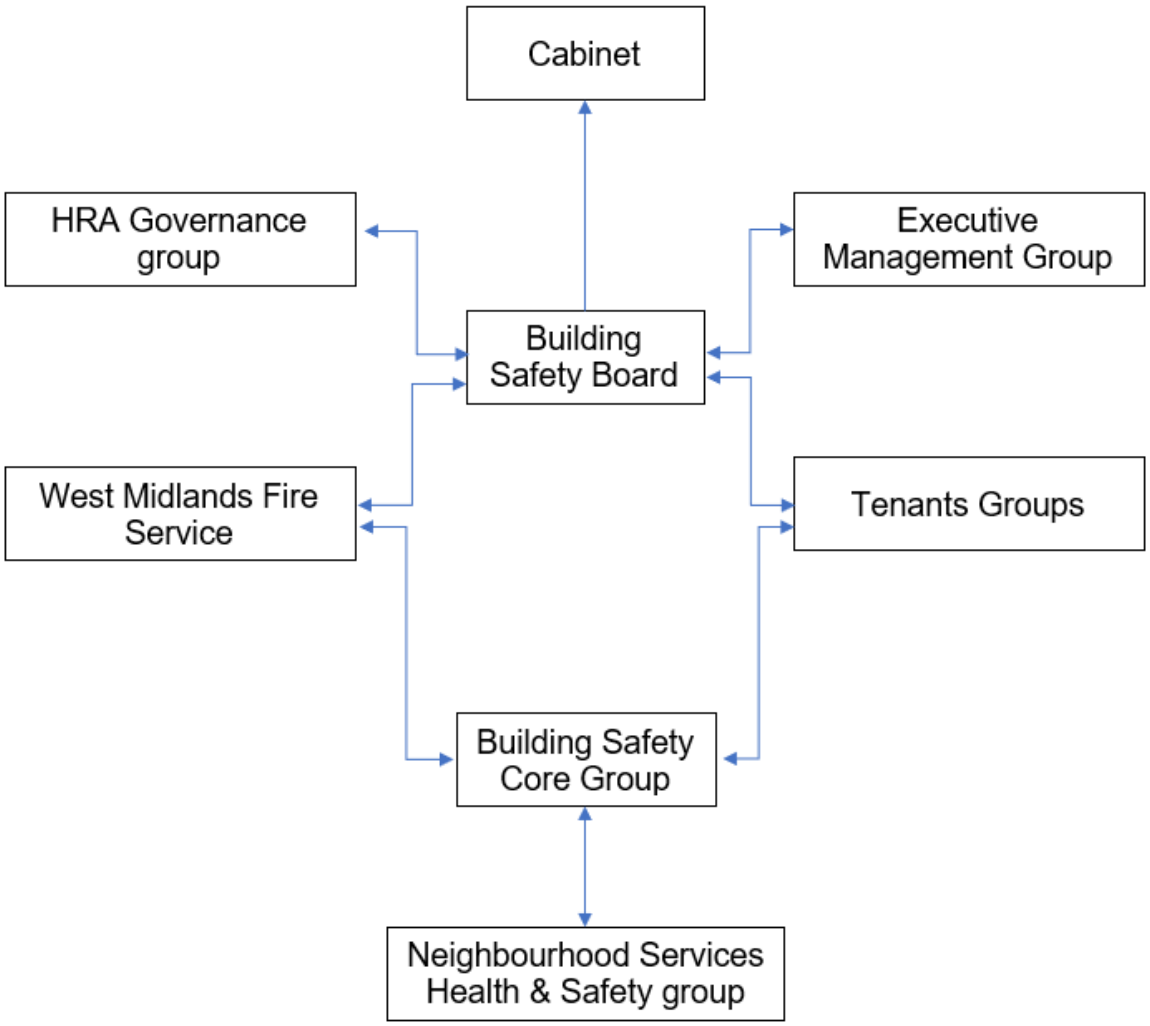
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Clad up to 1st floor with blue class B engineering brickwork. Above the 1st floor there is solid Alumet 3mm aluminium panel cladding system and Lockclad terracotta tile system. The cladding was installed in 2018. Some flue penetrations remain sealed shut from the 2007 refurbishment project.	Trivial

Section 7	**Means of Escape from Fire** The block has a single staircase that provides a sufficient means of escape. 4 x flat entrance doors require minor repairs. 1 x flat entrance door to be replaced following temporary repair.	Tolerable
Section 8	**Fire Detection and Alarm Systems** Smoke detection within the block has been installed to the communal corridors and stairwells which is linked to the automatic smoke ventilation system (AOV). Smoke detection installed to the bin store is linked to the fire suppression system. Smoke detection in sampled flats is installed to a of minimum LD3.	Trivial
Section 9	**Emergency Lighting** The premise has sufficient emergency/ escape 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 minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls. Glazed screens to lobby corridors, 1st floor chute room and stairwell landings are 6mm Pyran S fire resistant glazing. 2 glazed screens require hardwood beading where there are missing sections.	Tolerable

Section 11	**Fire Fighting Equipment** Dry risers are present have sufficient signage and are checked as part of the caretaker's duties. Maintenance contracts are in place to service the valves twice per year. Portable fire extinguisher in the lift motor room.	Trivial
Section 12	**Fire Signage** Sufficient signage is displayed throughout the building.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be completed every 5 years. The EICR was last completed 02/09/2024 and was recorded as satisfactory. Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Euro bins are secured in bin room at the rear.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally**,** and hot works permits are required where necessary.	Trivial

Section 17	**Arson Prevention** A door entry system prevents unauthorised access and perimeter lighting is in place.	Trivial
Section 18	**Storage Arrangements** Residents instructed not to bring L.P.G cylinders into block. Cleaners / caretakers cupboards are kept locked. There are no storage facilities for residents other than in their own flats.	Trivial

Risk Level Indicator

The following simple risk level estimator is based on commonly used risk level estimator:

Likelihood of fire	Potential consequences of fire		
	Slight harm	Moderate harm	Extreme harm
Low	Trivial risk	Tolerable risk	Moderate risk
Medium	Tolerable risk	Moderate risk	Substantial risk
High	Moderate risk	Substantial risk	Intolerable risk

Considering the fire prevention measures observed at the time of this risk assessment, it is considered that the hazard from fire (likelihood of fire) at these premises is:

Low ☐ Medium ☒ High ☐

In this context, a definition of the above terms is as follows:

Low — Unusually low likelihood of fire because of negligible potential sources of ignition.

Medium — Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).

High — Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

In this context, a definition of the above terms is as follows:

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment which includes minor repairs to 4 x flat entrance doors, 1 x flat door has been temporary repaired but requires replacement and replacement hardwood beading to some glazed screens.

After considering the use of the premise, the occupants within the block, and taking into consideration the unknown precise classification of the glazed screens the consequences for life safety in the event of a fire would be slight harm.

This is due to there being a sufficient Automatic Smoke Ventilation system throughout the building, good compartmentation to include nominal FD30s fire doors to flat entrances, nominal FD60 to service cupboards, upgraded notional FD30s doors to most stairwell landings, nominal FD30s double leaf doors to corridors & lobbies, combined with suitable smoke detection to a minimum of LD3 standard within flats,

automatic fire suppression system to the bin store and a Stay Put – Unless policy.

Overall, the level of risk at the time of this FRA is tolerable, this will be lowered to trivial once recommended actions have been completed.

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section 2

People at Significant Risk of Fire

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

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

Sandwell Council 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:

<table>
<tr><td colspan="2">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="2">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="2">Assistant Director Asset Management & Improvement
Sarah Agar</td></tr>
<tr><td colspan="2">Fire Safety Manager
Tony Thompson</td></tr>
<tr><td colspan="2">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="2">Team Lead Building Safety
Anthony Smith</td></tr>
<tr><td colspan="2">Housing Office Manager
Rachel Price</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Carl Hill
Louis Conway</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Ethan Somaiya
Hannah Russon</td></tr>
</table>

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 1964 of in-situ concrete frame with masonry infill. There are 8 storeys (inclusive of ground floor) with 6 number dwellings on each floor.

The external wall system to all elevations was installed during a refurbishment in 2007. This included ACM cladding which was used as infill panels to the enclosed balconies and below some windows.

Samples of the ACM cladding failed the government fire safety tests and therefore all ACM cladding was fully removed from the building. The work was completed by 10th July 2017.

Subsequently, Alumet 3mm solid aluminium panels rated to A2-s1,d0 were installed by SMBC's approved contractor during 2017/18.

A steel frame pitched roof with aluminium standing seam and mineral wool core panels was installed over the original flat roof construction also during the 2007 refurbishment.

The block has a main entrance to the front elevation, and an exit to the rear elevation. Both entrances have a door entry system with fob reader access. The front entrance also has a firefighter override facility by use of a drop latch key.

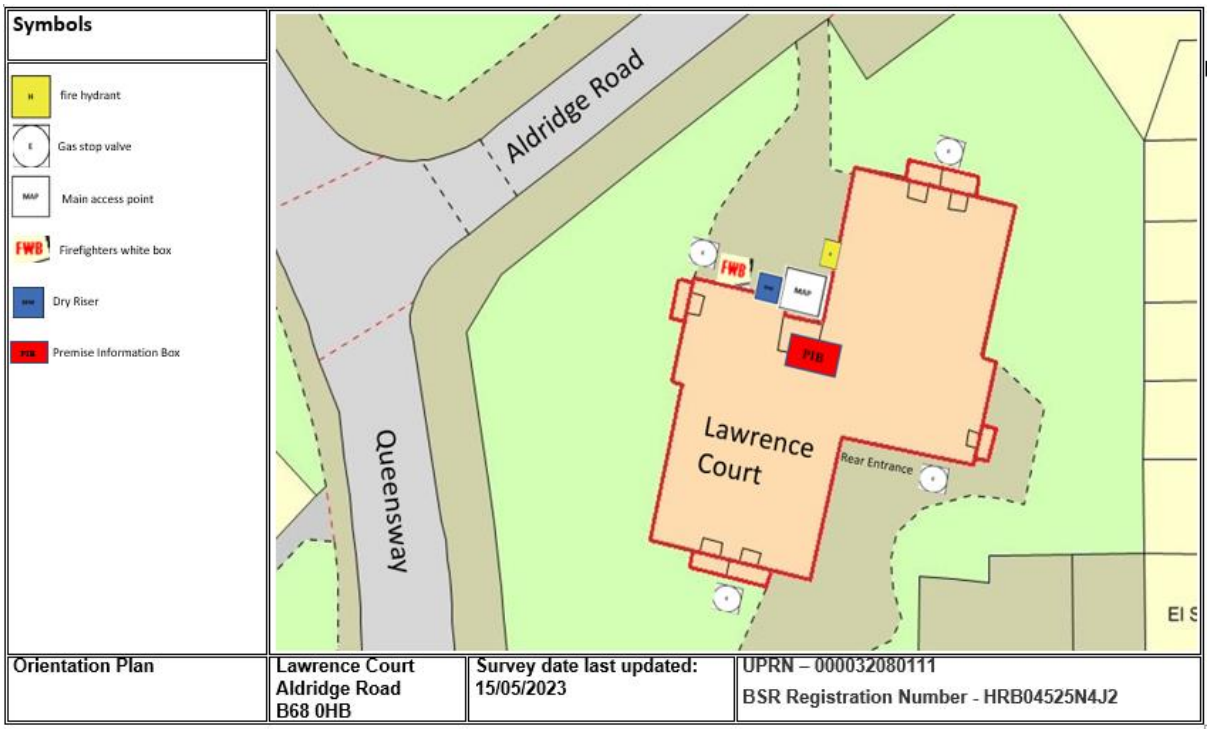

There is a single protected stairwell which provides a sufficient means of escape.


There is a single lift car that serves all floors. The capacity of the lift is 8 persons or 630kg.

There is a water tank & booster pump located in a room accessed via the bin store at the rear of the building.



On arrival Information (for WMFS)



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

Access to the building is gained via the firefighter's door override switch (main entrance) utilising the drop latch key or the door fob from the white box.

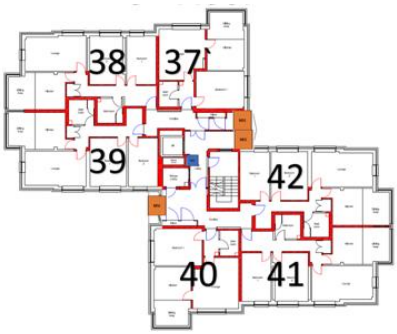
There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby. It is a Gerda box that utilises a standard WMFS suited key held on each fire appliance. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and a plan to indicate the location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


Automatic Opening Vents (AOV) have been installed to the 7th floor stairwell, lift lobbies and each corridor on all floors above ground. 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.

Whilst the system is in natural ventilation mode if an activation occurs all vents will close apart from the vent on the floor where the detector has activated.

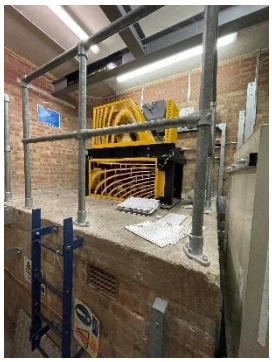
The fire hydrant is adjacent the front entrance to the building.

The Dry Riser inlet valve is located in an external cupboard adjacent the front main entrance. The cupboard is accessed utilising the suited 54 key from the firefighter's box.

Dry riser outlets are available on each floor and are secured in the shut position with a cable tie.

There is a single lift car that serves all floors. The capacity of the lift is 630kg and the lift motor room is accessed via ceiling hatch located on the 7th floor. The hatch is opened with a 54 suited key and the lift has an override switch for Firefighters.





There are full height nominal FD30s doors (secured by suited 54 type mortice lock) within the lift motor room that provide access to the roof void. A further ladder and hatch provide access to the external roof.



The bin store is located at the rear of the building and is installed with a fire suppression system and chute closer plate (manual operation only). The key is in the firefighter's white box.


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

The enforcing authority is West Midlands Fire Service

Address: Lawrence Court Aldridge Road B68 0HB	Survey date: 16/04/2025	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Height	18.7 metres - For clarity, this is from the lowest adjoining ground level to the highest habitable floor level.
Construction	Concrete Brick construction - Brickwork up to 1st floor- blue class B engineering Above first floor around balconies and windows, solid Alumet 3mm aluminium cladding panel system (class A2,s1,d0) with rockwool insulation and horizontal and vertical fire stopping. Other area above 1st floor Lock clad terracotta tile system. Pitched roof is a steel framed construction with aluminium standing seam mineral wool core.
Number of floors	8 floors including the ground floor with a loft space.
Layout	The block has 2 final exit/entrances and consists of 8 floors (inclusive of the ground floor) Each of the floors contains 6 number dwellings. 3 dwellings either side of a Lift lobby area, the lift lobby and dwelling areas are separated via FD30s doors. There is a single protected stairwell serving all floors of the building. A single lift with fire fighter override switch serves all floors. Access to the roof void is via a steel ladder and hatch / lift motor room. Good compartmentation between dwellings with a protected staircase separate from the lobby areas on each floor. Each floor has a landing area separated from the entrance lobbies via an FD30s doors. Automatic smoke vents are present on all floors above ground. The master control switch and panel are located in the main entrance lobby.
Lifts	1 lift that serves all floors.
Types of entrance doors	Flat entrance doors are FD30s Russel Door construction.
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber doors.
Common voids	No
Access to roof/ service rooms	Steel vertical ladder gives access into motor room through a trap (top floor landing). A pair of full height double doors 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
Occupants	Approx. 96 based on an average of 2 occupants per flats (48 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 5m from the Main Access Point of the building, fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building
Fire mains	The dry riser inlet (twin valve) can be found at the Main Access Point external to the building.
Firefighting shafts	No firefighting lifts/shafts however there is a lift with an override switch and a lift motor room in the loft space of the block
Smoke control vents	Automatic smoke ventilation is employed to each floor of the block. The master reset and control switch is located in the main entrance to the building. Controls for windows are located within the service cupboard of each floor of the block.
Sprinkler system	A suppression system is provided to the refuse chute bin store.

DANGEROUS SUBSTANCES

Location, type, and quantity	LIFT MOTOR ROOM - ROOF - BITUMENOUS

SERVICES

Electricity	Electricity meters and isolation in each flat. Electrical risers in service cupboards on each floor.
Gas	Gas meters & isolation in each flat where applicable

High/Low Rise	High Rise
Number of Floors	8
Date of Construction	1964
Construction Type	In-situ concrete frame with masonry infill.
Last Refurbished	2007
External Cladding	Brickwork up to 1st floor- blue class B engineering Above first floor around balconies and windows, solid Alumet 3mm aluminium cladding panel system (class A2,s1,d0), with rockwool insulation and horizontal and vertical fire stopping Other areas above 1st floor Lockclad terracotta tile system.
Number of Lifts	1
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Steel vertical ladder gives access into motor room through a ceiling hatch (top floor lift lobby). A pair of full height double doors 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

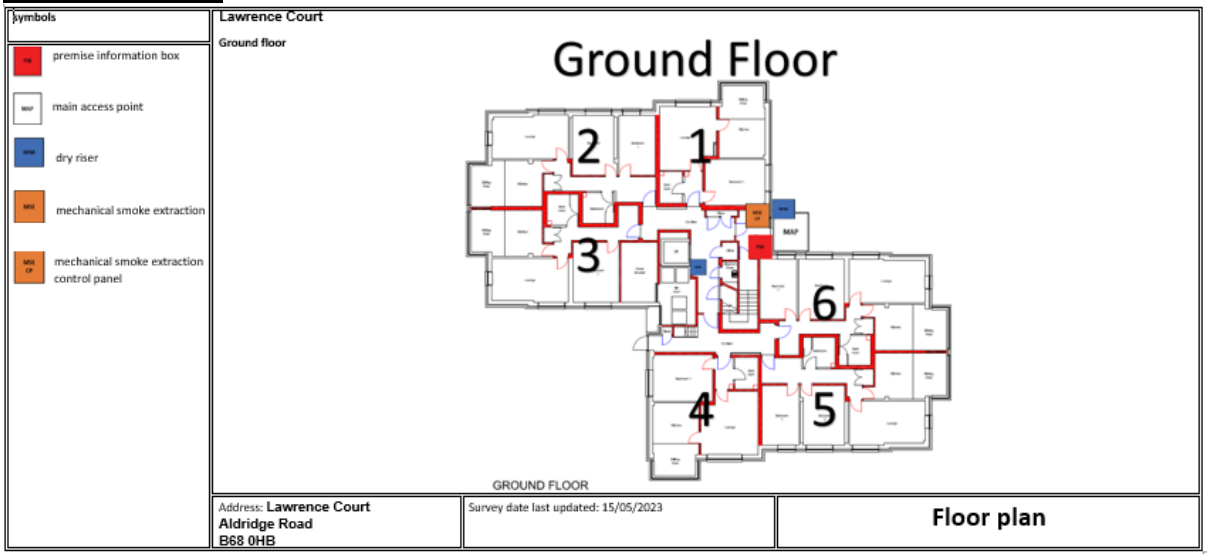
Residents / Occupants of 48 flats
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

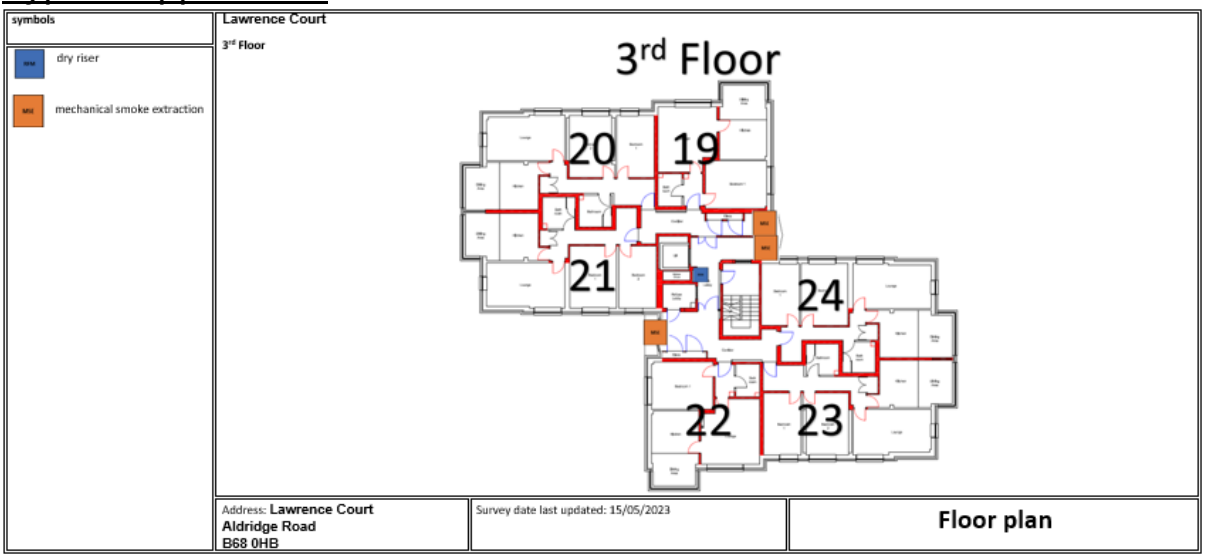
Building Plan

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

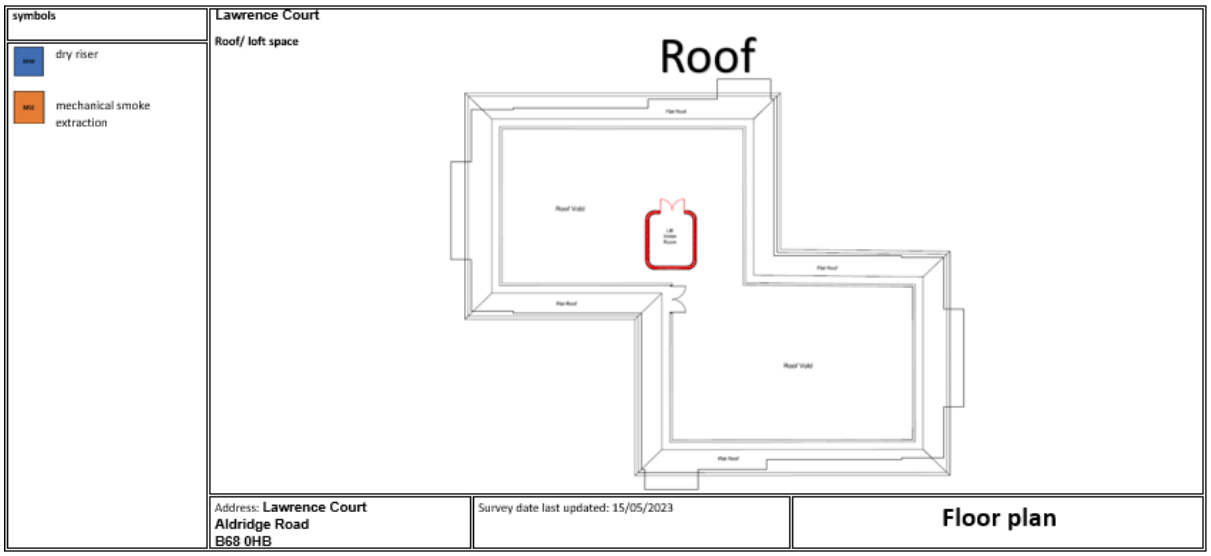
Ground Floor



Typical Upper Floor



Roof Void


symbols
dry riser
mechanical smoke extraction
Lawrence Court
Roof/ loft space
Roof
Address: Lawrence Court
Aldridge Road
B68 0HB
Survey date last updated: 15/05/2023
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.

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

It is deemed that the combination and application of these materials in conjunction with a non-combustible mineral wool insulation present an acceptable level of fire risk.

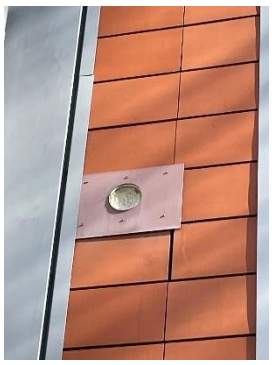
Details of the known external wall construction have been provided to the fire service via the WMFS portal in line with fire safety regulations 2022.

In support of this Fire Risk Assessment, SMBC have appointed Firntec Building Compliance to undertake a Fire Risk Appraisal of the External Walls (FRAEW). The PASS 9980 step 1-5 process is scheduled for 2025.

1. Lawrence Court has 3 separate areas of cladding consisting of.
    - Brickwork up to 1st floor - blue class B engineering.
    - Solid Alumet 3mm aluminium cladding panel system (class A2,s1,d0).
    - Lockclad terracotta tile system.
2. The Alumet 3mm solid aluminium cladding was installed in 2017/18 following the removal of ACM cladding.
3. The pitched roof was installed during 2007 refurbishment works and consists of a steel frame & aluminium standing seam mineral wool core construction.


4. Windows to flats are composite timber framed with external powder coated aluminium finish. Communal windows are powder coated aluminium.

5. Blanked sleeves penetrating the external walls were noted adjacent some flat kitchen windows. It is believed this work was undertaken during the 2007 refurbishment in preparation for potential gas flue installations. It was not possible to identify the materials used to seal the penetration however, it appears an intumescent pillow has been used in one penetration at ground floor level. Further investigation will take place during the scheduled PAS 9980 FRAEW.


Section 7

Means of Escape from Fire

1) The building has a single staircase that provides a suitable & sufficient means of escape and was measured at 1135mm wide to the first flight then 1070 thereafter. The maximum travel distance from the furthest flat to the stairwell / a place of reasonable safety is 9.7 metres.


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

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

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

5) The communal staircase is protected by use of nominal 54mm FD60 timber fire door with vision panels to the ground and 7th floor. All other floors benefit from notional FD30s timber fire doors with vision panels. Doors to lobbies and corridors are nominal double leaf FD30s timber fire doors also with vision panels.




6) Glazed partition walls / screens to lobbies and stairwell are glazed with fire resistant glazing etched with Schott Pyran S 6mm to EN13054-1 & EN12600.

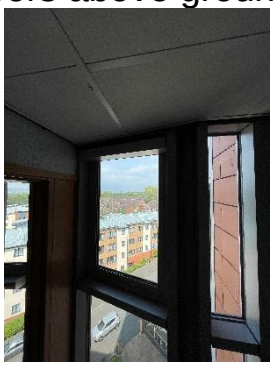


7) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

8) Service cupboard doors are nominal 54mm FD60s timber doors, secured with suited profile cylinder locks. There are no tenant's meters in these cupboards.

9) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.


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




11) AOV's are installed to all floors above ground level, including the 7th floor stairwell landing, lobby corridors left of the lift lobby and, lobby corridors each side of the glazed partition screens between lift lobbies & and flat lobbies.


12) Communal windows on corridors that do not form part of the AOV's system are openable by hand.

13) 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.

14) 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.

15) A number of flats have floor mats adjacent to front door, fire rating unknown however, it is deemed to be of minimum risk.

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

17) Individual flat doors are nominal FD30s rated timber fire doors sets predominantly manufactured by Russell Doors. Flat 46 has a nominal FD30 composite door set.

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

A. Flat 39, door was correct.

B. Flat 32, **small holes in frame where door bell has been removed to be filled with intumescent wood filler. Holes are not fully through frame.**

C. Flat 33, **access not gained however several small holes noted around door viewer to be filled with intumescent wood filler. Holes are not fully through door leaf.**

D. Flat 30 – door was correct.

E. Flat 26, **overhead self-closing device was found disconnected.**


F. Flat 25, **overhead self-closing device has been removed.**

G. Flat 15, **door has been damaged by forced entry and temporary repaired. Install new FD30s self-closing door set.**


H. Flat 11, **external mail box has been installed in communal means of escape. The mail box has no intumescent materials, and the common areas should**

remain sterile.

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 to an LD1, LD2 or LD3 Standard.

   Flats accessed:

   25 – LD3
   30 – LD2 (cover removed from living room detector during survey)
   32 – LD2
   39 – LD1

   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 fire suppression system is provided to the refuse chute bin store. An approved contractor maintains the system.

5) Automatic smoke ventilation is employed, see section 4.

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, lift motor room and roof void.

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

Section 10 Compartmentation

This section should be read in conjunction with Section 4

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and the lift shaft. All doors are minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.

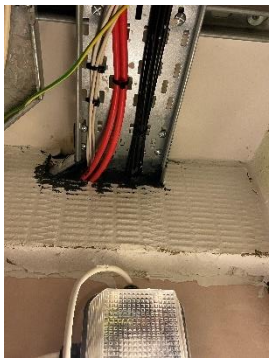
2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.

3) All service cupboards to communal corridors are locked with suited keys. It was noted that cabling from service cupboards is run through & secured to cable trays above the false ceilings. Fire stopping was evident where cables penetrate walls.

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

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

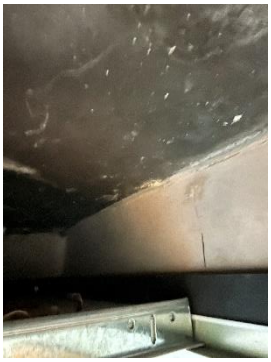
6) A variety of methods / materials have been used to achieve fire-stopping including rockwool fibre slabs with intumescent coating, fire mortar and intumescent mastic.




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

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

9) A sample of false ceiling tiles were removed to ensure compartmentation continues above communal doors / walls.

10) Individual flat doors are predominantly nominal timber FD30s fire door sets manufactured by Russell Doors. Flat 46 is a nominal FD30s composite door.


11) The communal staircase is protected by use of nominal 54mm FD60 timber fire door with vision panels to the ground and 7th floor. All other floors benefit from notional upgraded FD30s timber fire

doors with vision panels. It is recognised that these doors do not meet today's benchmark of a certified FD30s fire door install however, because they were installed at the time of the building's construction and to the standard of that time they are deemed as acceptable so long as the doors are free of damage and function as they were intended to do so which is evident at Lawrence Court.

12) Doors to lobbies and corridors are nominal double leaf FD30s timber fire doors also with vision panels. The slave door is secured by two flush mounted bolts.

13) There are glazed partition walls / screens in hardwood frames to lift lobbies and stairwell landings. These are etched with Schott Pyran S 6mm EN13054-1 & EN12600 1C1. At the time of the FRA sufficient information was not available to determine precise classification with regards to integrity and thermal insulation. However, with automatic opening vents throughout these areas of the building, the management processes & procedures that SMBC have in place, the level of risk is acceptable. In addition, a retrospective fire strategy has been commissioned which will be completed by Firntec Building Compliance.

Image taken from stairwell landing.

Image taken from lift lobby.

Image taken from lift lobby.

Etching to all glazed partitions / screening.

14) **There is a section of hardwood beading missing from the 7th floor glazed partition wall / screen.**

15) **There are two sections of hardwood beading missing from the 5th floor glazed partition wall / screen.**

16) Doors to chute rooms are nominal FD60s self-closing timber fire doors.

17) At 1st floor level only, there is a glazed section within the chute room partition wall / lobby corridor wall. The glazing is etched with Schott Pyran S 6mm EN13054-1 & EN12600 1C1. At the time of the FRA sufficient information was not available to determine precise classification with regards to integrity and thermal insulation. However, with a fire suppression system to the bin store intumescent seals to the hopper and, the management processes & procedures that SMBC have in place, the level of risk is acceptable. In addition, a retrospective fire strategy has been commissioned which will be completed by Firntec Building

Compliance

18) Service cupboard and storage cupboard doors are nominal 54mm FD60s timber fire doors. All doors are secured by either suited mortice or cylinder locks.

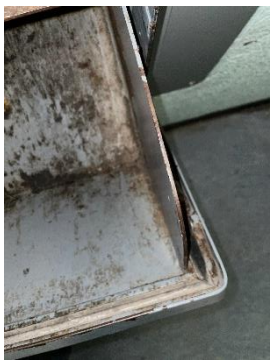
19) Doors to cupboards housing cabling for internet & phone systems on each floor are nominal timber flush FD30s locked doors.

20) Access panels to stop taps are fixed to studwork and masonry in corridors on all floors.

21) There are ventilation holes in access panels housing the dry rising main on each floor above ground. It cannot be determined if compartmentation was adequate behind the panels where the rising main penetrates the floor slabs without destructive sampling. The Fire Safety, Facilities & Premise manager T. Thompson confirmed that all dry riser penetrations in the shaft were fire stopped in approximately 2017/18. The small ventilation holes in

each panel are to prevent condensation when the rising main has been charged.


22) Waste disposal facilities for residents are provided by means of a hopper on each floor (dedicated chute room), connected to a refuse chute that leads to a secure bin store. The hoppers are designed to 1.5 hours fire rating to BS476: part 8 1972 and smoke containment to BS 7386 1990. A manually operated chute closure plate, intumescent seals to hoppers and a fire suppression system within the bin store maintain adequate fire protection to the system.

Engineering Report

Prestige Protec Systems Limited
3 Fivewood Barn
Money Lane
Bromsgrove
Worcestershire
B61 0QY
0121 453 7796
0121 453 7565
enquiries@ppslimited.net

Prestige Protec Systems
FIRE PROTECTION FOR BUSINESS

BAFE FIRE SAFETY REGISTER REGISTERED ORGANISATION ID: 501901

Site ID	SMBC/LAWRENC		SSANDCOU
Site Name	SMBC Lawrence Court		Sandwell Metropolitan Borough Council
Address	Aldrige Road Kingsway Oldbury B68 0HB		PO Box 11196 Sandwell Council House Freeth Street Oldbury, West Midlands B69 3WF
Contact:	Jason Blewitt	**Customer Reference:**	1106476
System Type:	Chute Fire Shutter Door x 2	**System Maintained:**	Y
		Reason:	Service
Call No. J 103386	**Type:** Preventative Maintenance	**Status:**	**PASSED**

Description:

Started: 02/10/24 @ 15:53:00 **Finished:** 02/10/24 @ 16:50:00 Excludes travel to and from site

Remarks: CONFORMANCE COMPLETION CERTIFICATE

BIN CHUTE FIRE SHUTTER DOOR x 2 - SYSTEM STATUS PASSED

I being the competent person(s) responsible (as indicated by my/our signatures below) for the inspection and servicing of the Bin Chute Fire Shutter Door, particulars of which are set out above, CERTIFY that the said work for which I have been responsible complies to the best of my knowledge and belief with the recommendations of BS 476: Part 22: Section 6 1987 Code of Practice for the fire tests on building materials and structures Part 22. Methods for determination of the fire resistance of non-loadbearing elements of constructions except for any variations, if any, stated in this report.

GENERAL COMMENTS
HAND SHUT OFF ONLY.

Section 11

Fire Fighting Equipment

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


2) The dry riser outlets are exposed and located in the lift lobbies 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. Dry riser inlet & outlets have appropriate signage.

3) 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.

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

Engineering Report

Prestige Protec Systems Limited
3 Fivewood Barn
Money Lane
Bromsgrove
Worcestershire
B61 0QY
0121 453 7796
0121 453 7565
enquiries@ppslimited.net

Prestige Protec Systems
FIRE PROTECTION FOR BUSINESS

Site ID	SMBC/LAWRENC	SSANDCOU
Site Name	SMBC Lawrence Court	Sandwell Metropolitan Borough Council
Address	Aldrige Road Kingsway Oldbury B68 0HB	PO Box 11196 Sandwell Council House Freeth Street Oldbury, West Midlands B69 3WF

Contact: Jason Blewitt
Customer Reference: 1106463
System Type: Fire Fighting Appliances BS5306
System Maintained: Y
Reason: Service
Call No. J 103384 **Type:** Preventative Maintenance
Status: PASSED

Description:

Started: 14/10/24 @ 14:50:00 **Finished:** 14/10/24 @ 15:08:00 Excludes travel to and from site

Remarks: BAFE CONFORMANCE COMPLETION CERTIFICATE

SYSTEM DESIGN & EQUIPMENT TESTED - SYSTEM STATUS PASSED

I/We being the competent person(s) responsible (as indicated by my/our signatures below) for the inspection and servicing of the Fire Fighting Appliances, particulars of which are set out above, CERTIFY that the said work for which I/We have been responsible complies to the best of my/our knowledge and belief with the recommendations of BS 5306 Part 3. Code of Practice for the inspection and maintenance of portable fire extinguishers, except for the variations, if any, stated in this report.

APPLIANCES INSPECTED
1 x 2KG CO2
1 x TAGS
1 x O RINGS

1 x PASSED INSPECTION
1 x TOTAL

5. A suppression system is provided to the refuse chute bin store and serviced 6 - monthly.

Prestige Protec Systems Limited
3 Fivewood Barn
Money Lane
Bromsgrove
Worcestershire
B61 0QY
0121 453 7796
0121 453 7565
enquiries@ppslimited.net

Prestige Protec Systems
FIRE PROTECTION FOR BUSINESS

Site ID	SMBC/LAWRENC	SSANDCOU
Site Name	SMBC Lawrence Court	Sandwell Metropolitan Borough Council
Address	Aldrige Road Kingsway Oldbury B68 0HB	PO Box 11196 Sandwell Council House Freeth Street Oldbury, West Midlands B69 3WF

Contact: Jason Blewitt
Customer Reference: 1106473
System Type: Bin Store Fire Suppression System
System Maintained: Y
Reason: Service
Call No. J 103383 **Type:** Preventative Maintenance
Status: PASSED

Description:

Started: 02/10/24 @ 16:30:00 **Finished:** 02/10/24 @ 16:50:00 Excludes travel to and from site

Remarks: CONFORMANCE COMPLETION CERTIFICATE - PASS

This is to Confirm that the Devices Inspected Passed/Failed Test on the Date Inspected.

Auto Suppression Control Panel
Batteries
Detection
Solenoid Valve
Pipework
Discharge Pipework and Nozzles
Strobe
Sounder/Strobe

GENERAL COMMENTS
Called to site to carry out a periodic test of the Bin Store Suppression System, as per the contract.

Carried out a check of the following items:

Discharge Heads to ensure they are clear and aligned correctly.
Strobes/Bell to check they are activating.
Back Up Batteries checked.
Checked Pipework for leaks and reported and faults.
Checked all Cabling for signs of wear/damage.
Tested the System to ensure it is functioning correctly and water is being discharged.
System left in full working order.

Checklist:

Check Item:	Checked ?	Remarks:
Smoke Heads activate correctly - Yes/No? If No give details:	Yes	yes
Strobes and Bells are functioning correctly - Yes/No? If No give details:	Yes	yes
Water is discharged correctly - Yes/No? If No give details:	Yes	yes
System Signals correctly - Yes/No/Na. If No give details:	Yes	n/a
Have the fire service attended - Yes/No? If Yes give details:	Yes	no
Checked sprinkler heads to ensure they are clear and aligned correctly - Yes/No? If No give details:	Yes	yes

1

Section 12

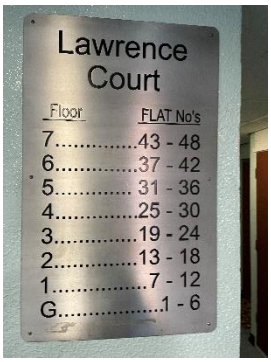
Fire Signage

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

6) Directional fire escape signage is displayed throughout the building.

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.

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

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

6) Staff undertaking fire risk assessments are qualified to Level 4 Diploma in Fire Risk Assessment.

7) Information regarding use of fire doors 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 8000
Email:
On-line: My Sandwell Account

Sandwell

Use QR Code to access Fire Safety Advice

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

Fire safety advice

Sandwell

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

What to do if a fire breaks out in your flat

1. Leave the room where the fire is and close the door.
2. Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you.
   Do not 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.

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

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council LAWRENCE COURT		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	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 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.				Smoke detectors in common areas are to open automatic vents and not to raise the alarm.
	The external façade is brick, solid aluminium panels (class A2) around balconies & terracotta tiles (class A1).	Fire safety advice	Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_milllo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk	Sandwell FRAs	Bin rooms have sprinkler protection activated by smoke alarms

Section 14

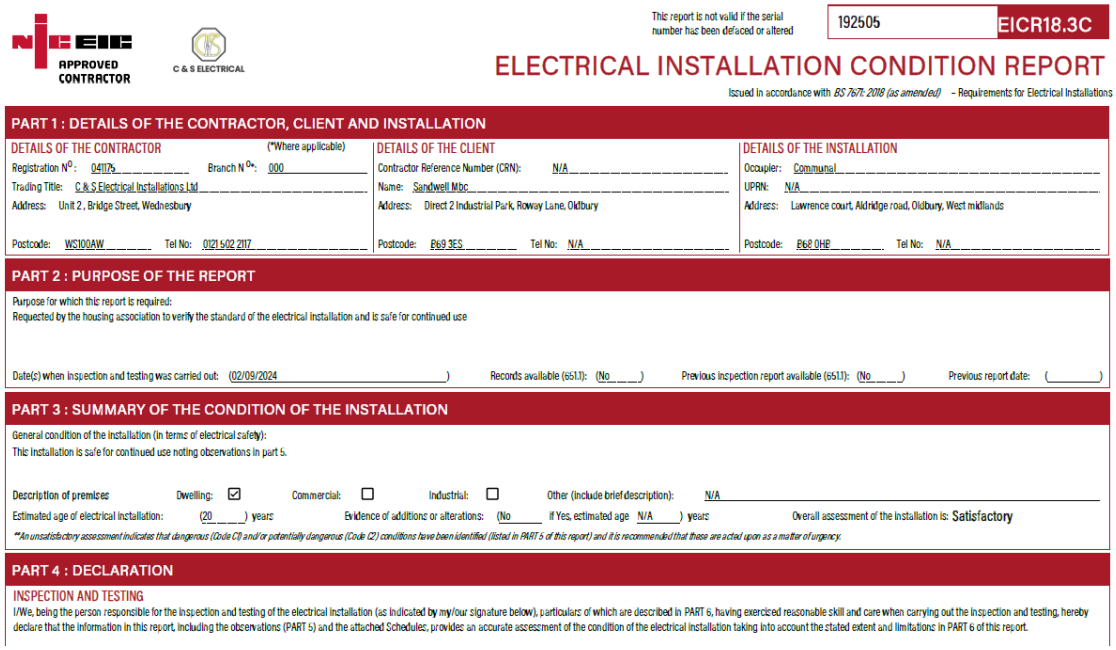
Sources of Ignition

1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.

2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

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

4) The fixed electrical installation shall be tested every 5 years. The EICR was last completed 02/09/24 and a satisfactory outcome was recorded.



NICEIC APPROVED CONTRACTOR

C & S ELECTRICAL

This report is not valid if the serial number has been defaced or altered 192505 EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018 (as amended)* - Requirements for Electrical Installations

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)
Registration N°: 04117s Branch N°: 000
Trading Title: C & S Electrical Installations Ltd
Address: Unit 2 , Bridge Street, Wednesbury
Postcode: WS100AW Tel No: 0121 502 2117

DETAILS OF THE CLIENT
Contractor Reference Number (CRN): N/A
Name: Sandwell Mbc
Address: Direct 2 Industrial Park, Roway Lane, Oldbury
Postcode: B69 3ES Tel No: N/A

DETAILS OF THE INSTALLATION
Occupier: Communal
UPRN: N/A
Address: Lawrence court, Aldridge road, Oldbury, West midlands
Postcode: B68 0HB Tel No: N/A

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
Requested by the housing association to verify the standard of the electrical installation and is safe for continued use

Date(s) when inspection and testing was carried out: (02/09/2024) Records available (651.1): (No) Previous inspection report available (651.1): (No) Previous report date: ( )

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety):
This installation is safe for continued use noting observations in part 5.

Description of premises Dwelling: ☑ Commercial: ☐ Industrial: ☐ Other (include brief description): N/A
Estimated age of electrical installation: (20) years Evidence of additions or alterations: (No) If Yes, estimated age N/A) years Overall assessment of the installation is: Satisfactory

***An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.*

PART 4 : DECLARATION

INSPECTION AND TESTING
I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a nominal 54mm FD60S door.

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

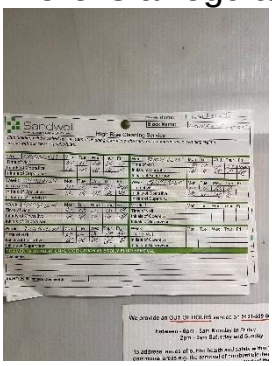
7) Portable heaters are not allowed in any common parts of the premises.

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

Section 15

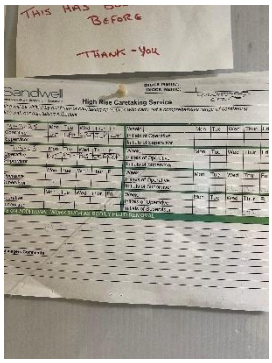
Waste Control

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



2) Refuse containers are in the bin store at the rear of the building and are 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) CCTV system in place at each entrance.

4) The perimeter of the premises is well illuminated.

5) There’ve been no reported fire incidents since the previous FRA.

Section 18

Storage Arrangements

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

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

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

4) The only store cupboards are for caretakers & cleaners, are on the ground floor and are kept locked.

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: Lawrence Court

Date of Action Plan: 24/04/25

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/18b	Flat 32 – fill holes in entrance door frame where doorbell has been removed using intumescent wood filler.		P2	Within 1-3 months Fire Rapid Response	

7/18c	Flat 33 - fill holes in entrance door around door viewer using intumescent wood filler..		P2	Within 1-3 months Fire Rapid Response	
7/18e	Flat 26 – re-attach overhead self-closer arm on flat entrance door.		P2	Within 1-3 months Fire Rapid Response	
7/18f	Flat 25 – supply and fit overhead self-closer to flat entrance door.		P2	Within 1-3 months Fire Rapid Response	

7/18g	Flat 15 – replace damaged entrance door with new FD30s door set. *Approximate measurements 930mm x 2000mm*		P3	Within 3-6 months Asset Management	
7/18h	Flat 11 – Resident to remove external letter box fixed to compartment wall.		P2	Within 1-3 months Housing Manager	
10/14	7th floor – replace missing section of hardwood beading to glazed partition wall with like for like.		P2	Within 1-3 months Fire Rapid Response	

10/15	5th floor - replace the 2 missing sections of hardwood beading to glazed partition wall with like for like.		P2	Within 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	
Consideration should be given to installing automatic fire resisting shutters to the refuse chute system as part of any future improvements.	

The responsible person may wish to consider replacing the glazing in the glazed partition walls / screens that are in hardwood frames to the 1st floor chute room, lift lobbies and stairwell landings with a product that's precise fire classification including thermal insulation can be evidenced in line with the principles of the golden thread. Although these are etched with Schott Pyran S 6mm EN13054-1 & EN12600 1C1 the precise classification with regards to integrity and thermal insulation where not known during the assessment.	

Signed

	Building Safety Manager	Date: 24/04/2025
Adrian Jones	Quality Assurance Check	Date: 02/05/2025

Appendix 1

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

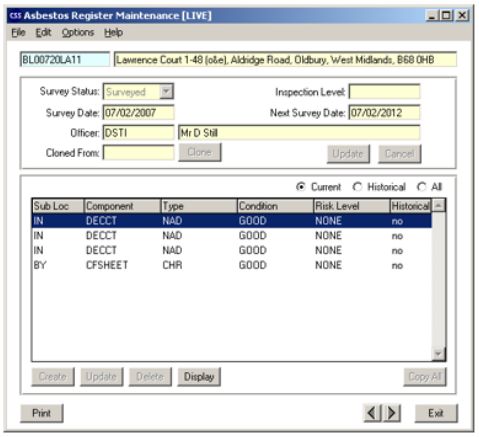
Name of property: Lawrence Court

Updated: 24/05/2022

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

Hazard	Location	Information/Comments
An asbestos survey has been undertaken. Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		

Asbestos Survey	Property Address	Lawrence Court 1 - 48, Aldridge Road, Oldbury B68 0HB		✓ Office use
Surveyed by	Colin Shinner	Date	19/02/14	Checked by	Derek Still	Desktop Check ✓	Site Check
Reason for request		HSG 264 - Survey Report Type		Date	19/02/14		
Investment Void		Refurbishment Survey		Property Description			
Investment Tenanted		Management Survey	✓	High Rise Block 8 Floors			
R & M Void		SHAPE Interrogated.	✓				
R & M Tenanted		No Existing SHAPE Data.					
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓				
Communal Areas	✓	Refurb Surveys Interrogated?				Year Built	1964



Notes / including details of similar property surveys completed.

Reviewed by D Williams – 24/05/2022

Building Surveyors
0121 569 5077

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

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	Lawrence Court 1 - 48, Aldridge Road, Oldbury B68 0HB						
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								
7TH, 4TH, & GROUND FLOOR COMMUNAL WALLS	TEXTURED COATING		SEALED	DS 611	NO ASBESTOS DETECTED	-	-	-
LIFT MOTOR ROOM ROOF	BITUMENOUS		SEALED		NOT SAMPLED			REQUEST SAMPLE IF TO BE DISTURBED

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 CEILING	SUPALUX				
ALL FALSE CEILING TILES	MAN MADE MINERAL FIBRE				
FLOORING THROUGHOUT	VINYL				

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.