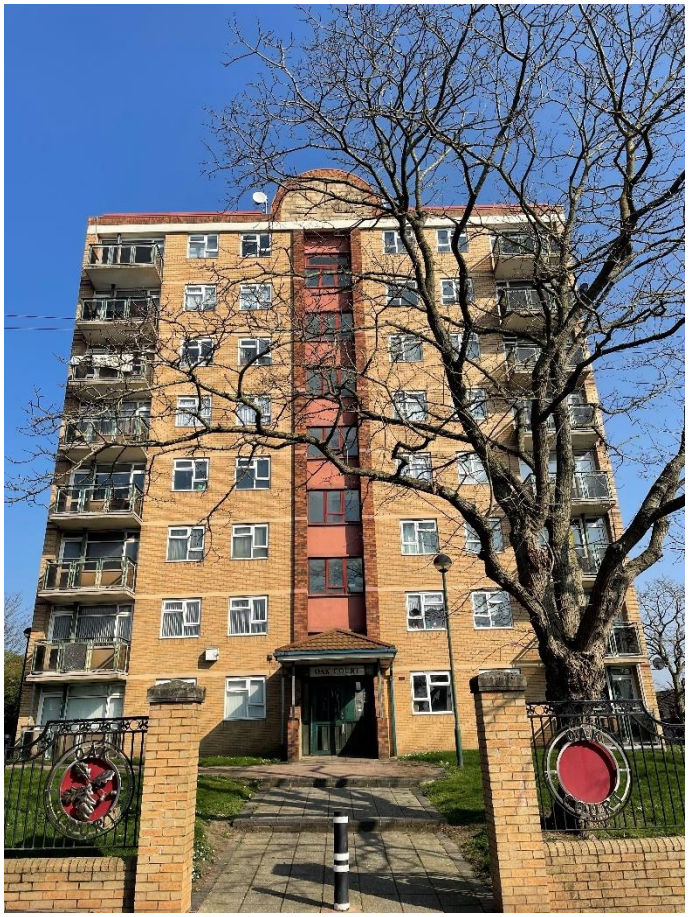
Fire Risk Assessment

Oak Court



Acacia Avenue, Yew Tree Estate,

WS5 4BH

Date Completed: 24/03/2025.

Review Period: 12 months

Officer: Anthony Smith **Team Lead Building Safety**

Checked By: Louis Conway **Building Safety Manager**

Current Risk Rating = Trivial

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*".

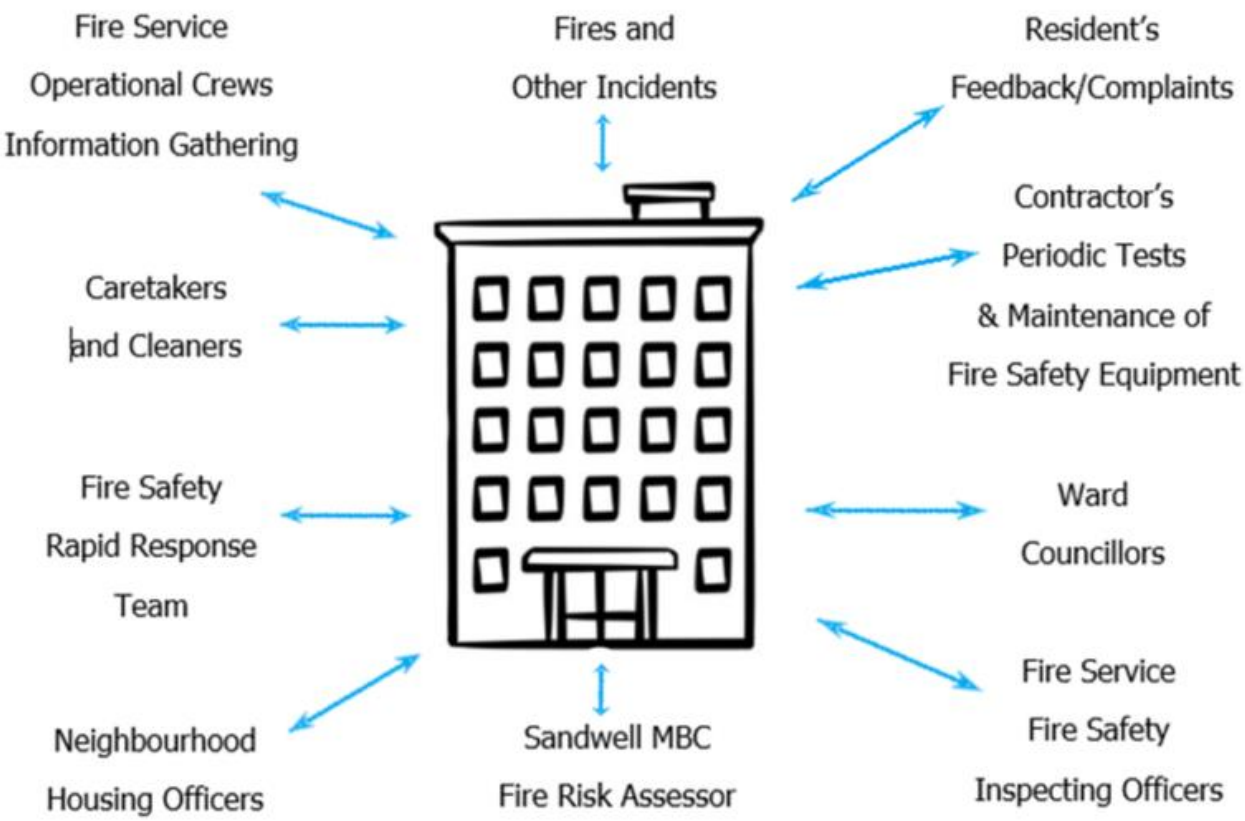
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints or by phone on 0121 569 6000.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

- High Risk Residential Buildings annually
- Other Buildings every 3 years

The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

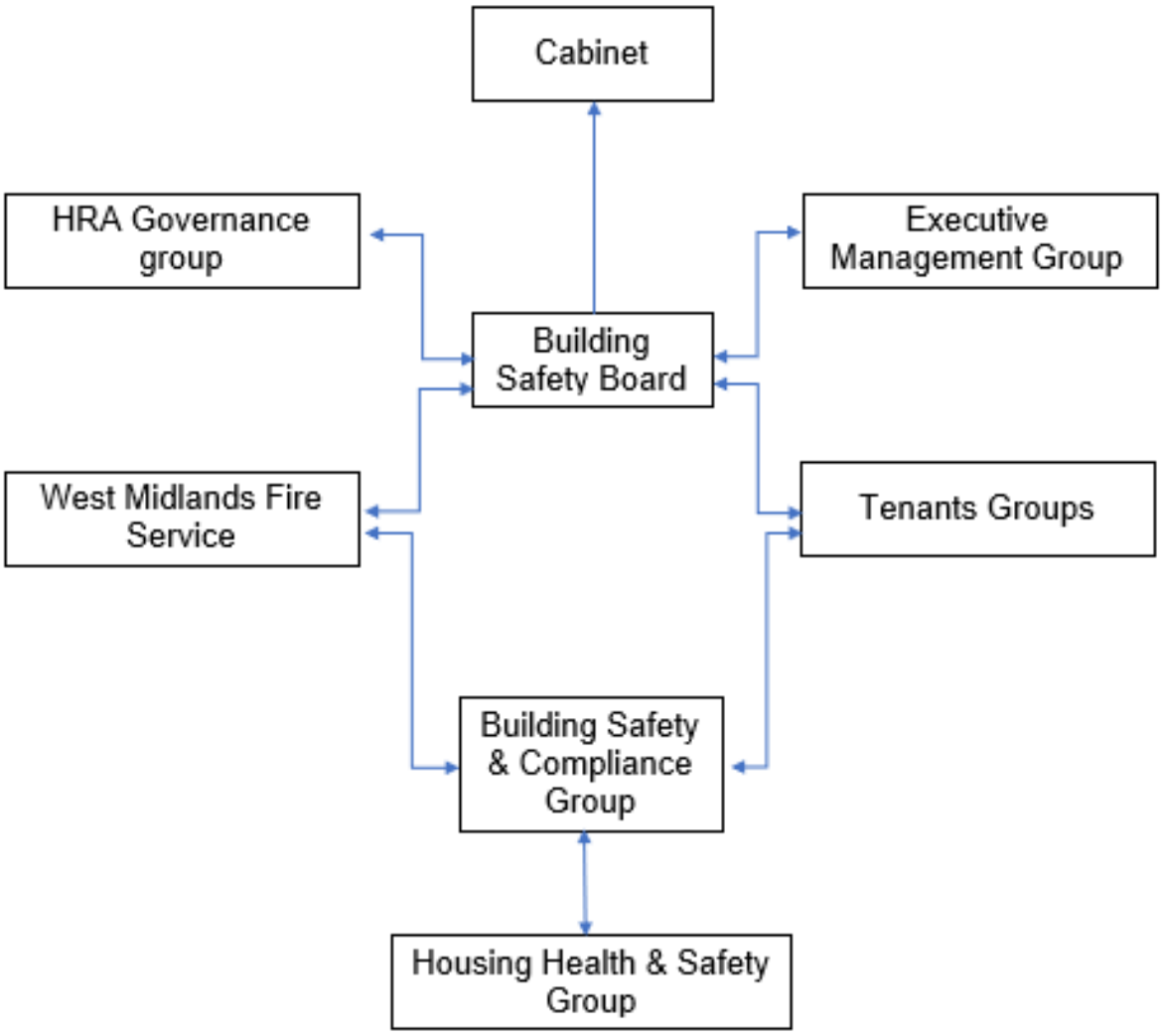
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety

These managers attend the Building Safety and Compliance Group for scrutiny which is part of the governance structure below.

Governance Structure



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire. This is recorded here in section 1. Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section 1 Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.
Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.
A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

Significant findings
Include a brief summary of protective and preventative measures where relevant along with any issues found;

The escape strategy is **'Stay Put Unless'.** This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** External façade of the building consists predominantly of traditional concrete masonry construction. Balconies are constructed using a cantilevered concrete slab as a base with timber rails and glass panes.	Trivial

Section 7	**Means of Escape from Fire** The block has two sets of staircases that provides a means of escape located at the front and the rear of the building. The means of escape are protected to prevent the spread of fire and smoke by means of notional fire doors. Ventilation by the means of a natural louver vents in the rear elevation staircase and openable windows to the front elevation with an AOV being utilised at the top of the stairs.	Trivial
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats to a minimum LD3 standard. The equipment is subjected to a cyclical test.	Trivial
Section 9	**Emergency Lighting** The premises have a sufficient emergency lighting system in accordance with BS 5266.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats, stairwells, and lift shafts. All doors are notional 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls.	Trivial
Section 11	**Fire Fighting Equipment** The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed, riser outlets are available on each	Trivial

	floor of the block, Portable fire extinguisher (CO2) is provided to the lift motor room, hydrant can be located at the front of the building with adequate signage, bin room is protected by a deluge/sprinkler system.	
Section 12	**Fire Signage** Appropriate signage has been placed within the block including fire action notices, and fire door keep shut signs. The block has Wayfinding Signage depicting floor level and flat numbers are fitted to the wall adjacent to lift, Signage depicting the floor location of each flat is fitted to the ground floor lobby wall.	Trivial
Section 13	**Employee Training** All employees are encouraged to complete 'In the line of fire' training on an annual basis	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 26/04/2022.	Trivial
Section 15	**Waste Control** There is a regular Cleaning Service to the premise, refuse hoppers are accessed on each floor of the rear staircase, regular checks by Caretakers minimise risk of waste accumulation.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally**,** and hot works permits are required where necessary.	Trivial

Section 17	**Arson Prevention** Restricted access to the premises by means of a door entry system.	Trivial
Section 18	**Storage Arrangements** There are no storage facilities for residents other than in their own flats within the block.	Trivial

Risk Level Indicator

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

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

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

Low ☒ Medium ☐ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☒ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a Low level of risk.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm. This is due to there being sufficient compartmentation to include 30-minute nominal fire doors to flat entrances & notional doors to communal corridors / landings, and service cupboards alongside suitable smoke detection to a minimum of LD3 standard within flats. Both staircases have ventilation provision.

Overall, the level of risk at the time of this FRA is trivial.

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

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

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

Section 2

People at Significant Risk of Fire

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

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

Sandwell Council takes the health, safety and wellbeing of its colleagues, contractors, residents and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly. With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

When a PEEP is in place, the relevant information will be kept in the secure Premise Information Box (High Rise Buildings only), which is set up to help WMFS in an emergency. The data is classified as level 1, which means it complies with the General Data Protection Regulations.

Section 3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.
The Chief Executive has put a structure in place to support the management of the site.
This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

The contact names to support the management of the site are as follows:

Chief Executive
Shokat Lal

Executive Director of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Agar

Building and Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Team Lead Building Safety
Anthony Smith

Building Safety Managers
Carl Hill
Louis Conway
Adrian Jones

Resident Engagement Officer - Fire Safety
Abdul Monim Khan
Ethan Somaiya
Hannah Russon

Housing Office Manager
Lisa Ellis

Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change

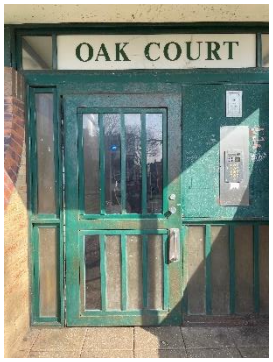
Section 4 Description of Premises

Oak Court (41-72)
Acacia Avenue
Yew Tree Estate
WS5 4HB

Description of the Property

The high-rise block was constructed in approximately 1965 out of concrete with masonry infill. Cladding materials consisting of concrete, brick and glass. The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings (32 total) coming off a lift lobby.

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



(Front)


(Rear)

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

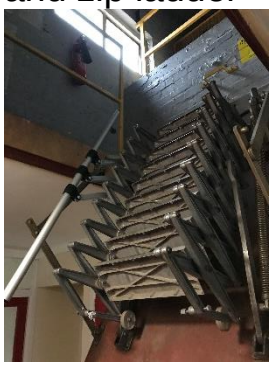
The residents at the block have access to an external car park at the rear of the building

Bin store is located to the right of the rear entrance/exit to the block and is secured using a bin store padlock with

The block has 2 protected staircases that can be accessed from the ground floor to the 7th separated from the lift/flat lobby areas.

The block has a lift car that serves 7 floors.

Lift motor room is located within the roof space accessed via a loft hatch and zip ladder



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

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

Fire hydrant can be located at the rear of the building.

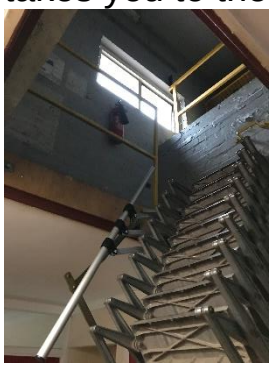
The dry riser inlet cupboard is in the ground floor lift lobby. It is accessed utilising a triangular budget key and has adequate signage.

Dry riser outlets are available on each floor lobby (1st – 7th) also secured within cupboards utilising Budget Locks.

Automatic opening vents are installed at the top of the front staircase only with louver vents located at the rear staircase.

The lift car has an override facility located on the ground floor above the lift lobby doors

The building has a flat roof with access via the lift motor room accessed via a drop latch and zip ladder then leading to a full height door that takes you to the roof space.



Equipment located on the roof including telecommunication masts (EE)

Caretaking and cleaning staff have access to a welfare/break room external access only

On arrival Information for WMFS

Address: Oak Court Acacia Avenue WS5 4HB	Survey date: 03/04/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT		
Size: Width, breadth and height		
Construction	Walls, concrete block	
Number of floors	8 including ground floor	
Layout	The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings, Lift granting access up to the 8th floor, aluminium ladders stored in the 8th floor storage cupboard grants access to the lift motor room via a trap door. A full height door then grants access to the main roof. Equipment on roof 2 sets of staircases granting access to all 8 floors of the block located at the front and rear of the block. Corridors and stairs are protected by FD30s doors. 2 sets of ingress / egress points to the block with the override switch at the MAP (main access point) with a FWB and fire hydrant	
Lifts	1	
Types of entrance doors	Individual flat doors are predominantly FD30s rated composite construction. Communal doors within the block are timber FD30s	
Rubbish chutes/ bin rooms	Yes	
Common voids	No	
Access to roof/ service rooms	Access to motor room via ceiling trap with zip ladder located on 7th floor landing to lift lobby, then a half height timber door leads out on to the roof.	
Occupants	Approx. 68 based on an average of 2 occupants per flats (32 flats)	
Evacuation strategy	Stay Put Unless- The escape strategy is 'Stay Put Unless'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke	
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.	
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building	
FIREFIGHTING SYSTEMS		
Water supplies	Fire hydrant is located at the entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located on the floor plans.	
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.	
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift. A Firefighter control switch is located within the ground floor lobby	
Smoke control vents	Automatic smoke ventilation is employed to the head of the rear stairwell. There is manual reset key switch located on the top floor, The front staircase top floor window is naturally ventilated using louvres, Communal windows (other than smoke vents) can be opened without the need for a key	
Sprinkler system	A water suppression system is provided to the refuse chute bin store	
DANGEROUS SUBSTANCES		
Location, type, and quantity	1ST, 3RD & 5TH FLOOR LANDING INCINERATOR CUPBOARD FLUE PIPES CEMENT – UNSEALED – PRESUMED – CHRYSOTILE LIFT MOTOR ROOM ROOF – BITUMEN – SEALED MAIN ROOF AREA FLUE PIPES X 3 FROM INCINERATORS – CEMENT - UNSEALED - PRESUMED - CHRYSOTILE	
SERVICES		
Electricity	Electric meter cupboards located on each floor of the block	
Gas	Gas isolation points located on the orientation plan	

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

The enforcing authority is West Midlands Fire Service.

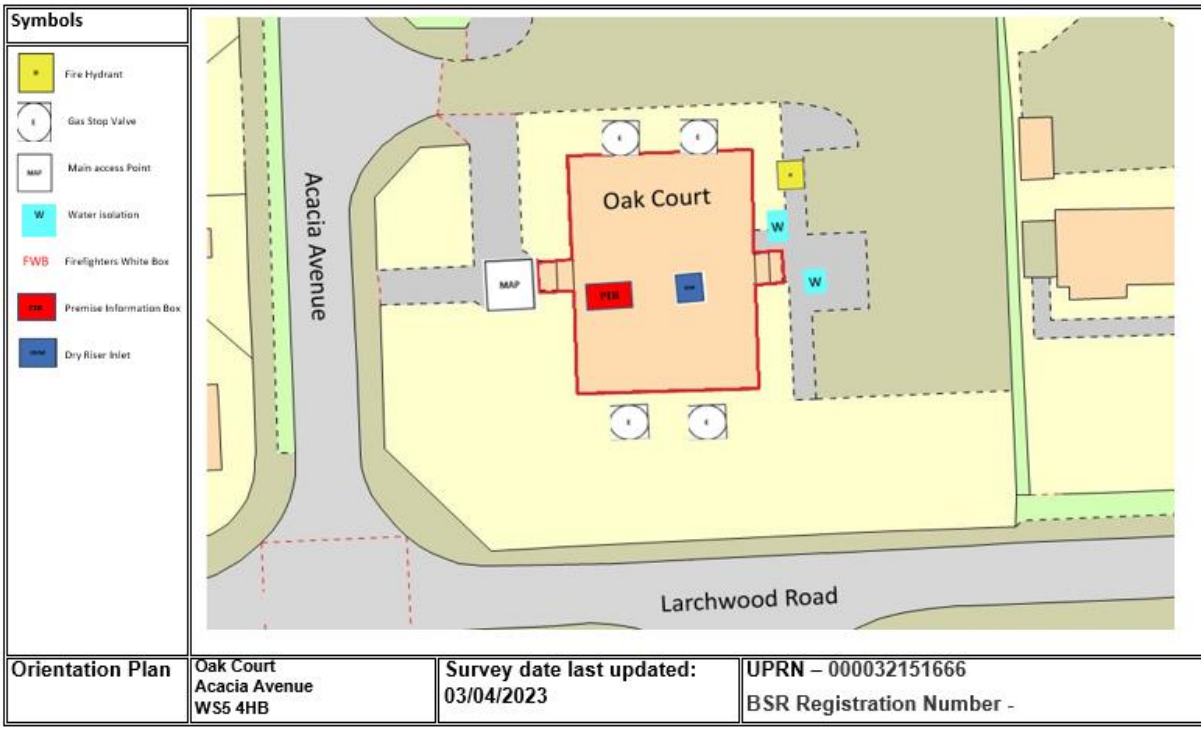
High/Low Rise	High Rise
Number of Floors	8 (including ground floor)
Date of Construction	1965
Construction Type	Wates
External Cladding	Brick
Last Refurbished	N/a
Number of Lifts	One
Number of Staircases	Two
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access to motor room via ceiling trap with zip ladder located on 7th floor landing to lift lobby, then a half height timber door leads out on to the roof
Equipment on roof (e.g. mobile phone station etc)	

Persons at Risk
Residents / Occupants of 32 flats
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

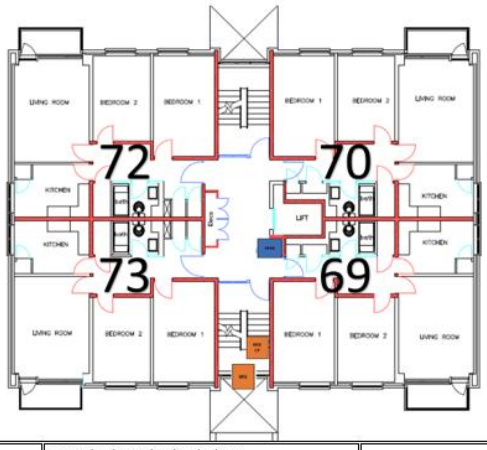
Building Plan

An orientation plan of the outside of the block and its surrounding areas.
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.
The plans have been shared with WMFS electronically via their portal.



Orientation Plan	Oak Court Acacia Avenue WS5 4HB	Survey date last updated: 03/04/2023	UPRN – 000032151666 BSR Registration Number -

symbols	Oak Court Ground floor	
premise information box main access point dry riser mechanical smoke extraction mechanical smoke extraction control panel		
Address: **Oak Court** **Acacia Avenue** **WS5 4HB**	Survey date last updated: 29/02/2024	**Floor plan**

symbols	Oak Court 7th Floor	
dry riser mechanical smoke extraction		
Address: **Oak Court** **Acacia Avenue** **WS5 4HB**	Survey date last updated: 29/02/2024	**Floor plan**

Section 6

External envelope

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

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

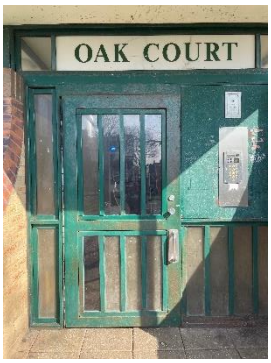
Below is a breakdown of the materials used within the external envelope and, as part of the external wall system Of Oak Court.

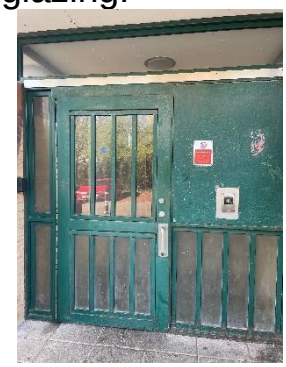
It is deemed that the combination and application of these materials present an acceptable level of fire risk.

1) The building is predominantly a traditional concrete masonry construction. Originally constructed of Insitu concrete frame with masonry infill (Wates)


External facade is made up of four materials, concrete 6%, Brick 53%, Glass(main Building) 31%, and Glass to balconies 11% these materials are to an A1 rating.

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



(front)

(Rear)

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

4) Residents have access to balconies; balconies are constructed using a cantilevered concrete slab as a base with glass balustrade

5) Residents' individual flat windows and balcony doors are double glazed units within a UPVC frame.

6) Communal windows are double glazed units within a powder coated aluminium frame with louver vents at the rear and openable windows at the front with an AOV atop the front staircase.

Section 7

Means of Escape from Fire

1) The site has two sets of staircases that provides a means of escape located at the front and the rear of the building with a width of 980mm.

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

3) There are no single travel condition corridors.

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

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

6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of

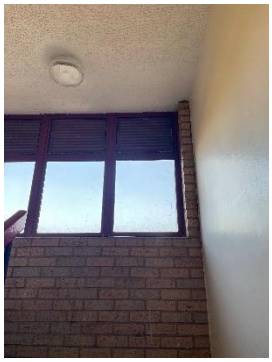
their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

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

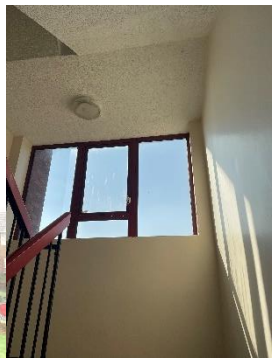
8) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.

9) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. AOV's are located at the top of the front staircase. Detection for the AOV's within the communal areas.

10) There is natural louvre vent / screens within the rear staircase and openable windows to the front staircase with automatic opening vent at the top of the front staircase.



11) Communal windows can only be opened within the front staircase for the block

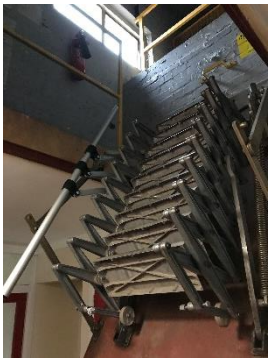
12) Communal areas should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to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

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

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

15) Service/electrical cupboards with lobby areas are notional 44mm 30-minute fire doors, secured with budget locks through the majority of the block

16) Lift motor room is located on the 7th floor of the block and is accessed via a drop-down hatch and zip ladder.



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

18) Noted there is a redundant incinerator cupboard within the communal stairwell

19) Noted that there are service cupboards housing stop taps for individual flats protected behind are notional 44mm 30-minute fire doors, secured with Budget locks

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

21) Individual flat doors are predominantly nominal 44mm composite fire door sets with intumescent strips, cold smoke seals and self-closing devices. Manufactured by Permadoor

22) 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.
Access was granted to flat 54.

23) The refuse chute hoppers are located within the rear protected stairwell.

24) AOV located at the top of the front staircase only .

25) Wayfinding signange has been introduced on all floors within the block including lift lobby and each stair landing area.

good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions

that might hinder the evacuation of people from the building and access for fire-fighters.

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 a minimum of LD3 Standard. As Confirmed by resident.

   Flat 54 – LD3 Kitchen and Hall.

   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 have a sufficient emergency system in accordance with BS 5266 and has test points strategically located.

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

3) All installed equipment is checked and tested 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

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

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

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

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

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

5) All service cupboards to communal landings are notional fire doors with a minimum of 30 minutes fire resistance, secured with budget locks.

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

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

8) Individual flat entrance doors are predominantly nominal 44mm timber/composite fire door sets with intumescent strips, cold smoke seals and self-closing devices of a Permadoor construction. Noted there are some timber and composite fire doors.

Refer to door sheet below

Oak Court 41-72 (o&e)	Oak Court 41-72 (o&e);Acacia Avenue;Yew Tree Estate;Walsall;West Midlands		
Oak Court 41-72 (O&E)	41 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	42 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	43 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	44 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	45 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	46 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	47 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	48 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	49 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	50 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	51 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	52 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	53 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	54 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	55 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	56 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	57 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	58 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	59 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	IG Doors	Not glazed
Oak Court 41-72 (O&E)	60 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	61 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	62 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	IG Doors	Not glazed
Oak Court 41-72 (O&E)	63 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	64 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	65 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	66 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	67 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	68 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	69 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	70 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	71 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed
Oak Court 41-72 (O&E)	72 Oak Court;Acacia Avenue;Yew Tree Estate;Walsall;Wes	Permadoor	Not glazed

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

9) The communal landing & staircases are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops.

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

Section 11 Fire Fighting Equipment

1) The dry riser inlet cupboard is located in the ground floor lift lobby.

2) The riser outlets are available on each floor lobby (1st – 7th) secured within cupboards by Budget Locks.

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

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

5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the

extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.

6) Fire hydrant can be located at the rear of the building near the rear entrance/ exit to the building

7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly control panel can be located in the ground floor service cupboard.

Section 12

Fire Signage

1) All fire doors display “Fire Door Keep Shut” where appropriate, communal cupboard doors display fire door keep shut signs rather than fire door keep locked signage however this is considered a trivia risk

2) Fire Action Notices are displayed throughout the building.

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

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

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) Housing Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.

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

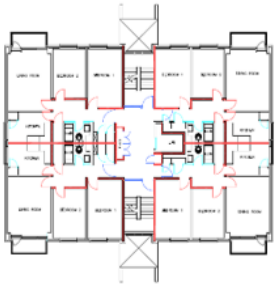
6) Fire safety information has been provided as part of tenancy pack.

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

8) Information regarding use of fire doors is provided to residents

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

10) 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 OAK 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 traditional brick. All materials are class A1 limited combustibility. Class A & A1 are an accepted standard.	Fire safety advice	Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_mlilo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk	Sandwell FRAs	 Bin rooms have sprinkler protection activated by smoke alarms

Section 14

Sources of Ignition

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

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 26/04/2022.

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 44mm 30-minute door with combined intumescent strips and colds smoke seals.

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

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

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

Section 15

Waste Control

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

2) Refuse hoppers are accessed on each floor within the rear stairwell

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

4) Regular checks by Caretakers minimise risk of waste accumulation caretakers and cleaners have access to a break/ welfare room located at the rear of the block.

5) ‘Out of Hours’ service in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

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

3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

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

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

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

    c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

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

3) There are no provisions for CCTV within the block.

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

5) There have been no reported fire incidents since the previous fire risk assessment.

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts)

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

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

4) All store cupboards are kept locked.

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

Section 19

Additional Control Measures. Fire Risk Assessment - Action Plan

Significant Findings

Action Plan
It is considered that the following recommendations should be implemented to reduce fire risk to, or maintain it at, the following level:

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

P2 Arrange and complete within 1-3 Months of assessment date

P3 Arrange and complete within 3-6 Months of assessment date

P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment Action Plan

Name of Premises or Location: Oak Court

Date of Action Plan: 27/03/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
	No Actions				

Signed

	Team Lead Building Safety	Date: 27/03/2025
	Quality Assurance Check	Date: 31/03/2025