

Fire Risk Assessment

Broadmede House

Pavilion Avenue, Smethwick,
B67 6LB



Date Completed: 24/04/2024.

Review Period: 12 months

Officer: C. Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating = Tolerable

Subsequent reviews

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

Contents

Section 0	Introduction	
Section 1	Significant Findings (executive summary)	
Section 2	People at Significant Risk of Fire	
Section 3	Contact Details	
Section 4	Description of Premises	
Section 5	Building Plan	
Section 6	External Envelope	
Section 7	Means of Escape from Fire	
Section 8	Fire Detection and Alarm Systems	
Section 9	Emergency Lighting	
Section 10	Compartmentation	
Section 11	Fire Fighting Equipment	
Section 12	Fire Signage	
Section 13	Employee Training	
Section 14	Sources of Ignition	
Section 15	Waste Control	
Section 16	Control and Supervision of Contractors and Visitors	
Section 17	Arson Prevention	
Section 18	Storage Arrangements	
Section 19	Additional Control Measures; Fire Risk Assessment – Level 2 Action Plan	
Appendix 1	Significant Hazards on Site and Information to be provided for the Fire Service Risk Rating of Block	

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/feedb](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints)
[ack and complaints](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.

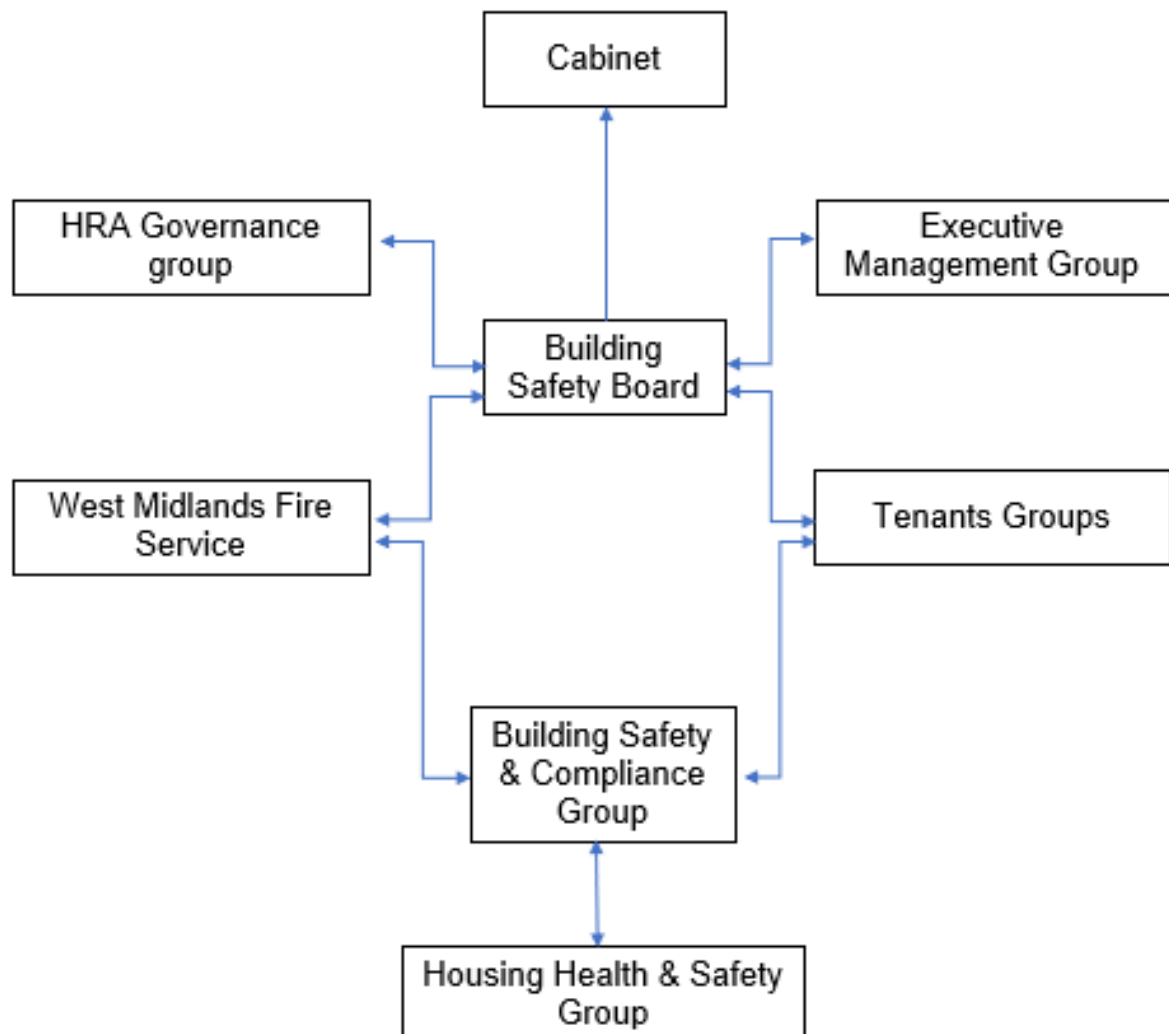
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 Brickwork up to 1 st floor – lbstock clay facing bricks. Above 1 st floor, Structherm mineral wool insulated render system Netting installed to flat 24 balcony. Timber trellis installed to flat 20 balcony.	Trivial

Section 7	<p>Means of Escape from Fire</p> <p>There is a single protected staircase that provides a sufficient means of escape.</p> <p>AOVs are present on all lobbies above aground floor and to the protected stairwell.</p> <p>AOV repeater panel flashing amber (fault). Confirmed vents open with manual override switch. Contractor confirmed system is working but there is a faulty network connection to the repeater panel / cable to be replaced by contractor.</p> <p>Flat 32 & 30 require replacement self-closing device to entrance door.</p>	<p>Tolerable</p>
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Fire detection within flats is installed to LD3 standard.</p> <p>A fire suppression system is provided to the bin store.</p>	<p>Trivial</p>
Section 9	<p>Emergency Lighting</p> <p>The premises have a sufficient self-contained emergency lighting system.</p>	<p>Trivial</p>
Section 10	<p>Compartmentation</p> <p>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.</p> <p>All communal & flat entrance doors are 30-minute fire doors with intumescent strips &</p>	<p>Trivial</p>

	<p>cold smoke seals, including those in 1-hour rated walls.</p> <p>All service / storage cupboard doors are notional 44mm or 54mm fire doors enhanced with intumescent strips & cold smoke seals.</p>	
Section 11	<p>Fire Fighting Equipment</p> <p>There is a fire hydrant adjacent the front main entrance.</p> <p>The dry riser inlet is located below ground beneath a steel lid and accessed using dam/drain keys.</p> <p>The dry riser serves all floors from 1-7.</p> <p>There is a CO2 fire extinguisher within the lift motor room.</p> <p>There is a fire suppression system in the bin store.</p> <p>Maintenance contracts are in place to service the dry riser, chute closure plate & suppression system twice yearly and the fire extinguisher annually.</p>	Trivial
Section 12	<p>Fire Signage</p> <p>Sufficient signage is displayed throughout the building.</p>	Trivial
Section 13	<p>Employee Training</p> <p>All staff receive basic fire safety awareness training.</p>	Trivial
Section 14	<p>Sources of Ignition</p>	Tolerable

	The fixed electric tests should be done every 5 years, last test date: January 2019. EICR is now due.	
Section 15	Waste Control Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store at lower ground level.	Trivial
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting is in place. CCTV is in operation.	Trivial
Section 18	Storage Arrangements There is a cleaner's store located on the ground floor. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

Considering the nature of the premises and the occupants, as well as the fire protection and procedural arrangements observed at the time of this

fire risk assessment, it is considered that the consequences for life safety in the event of fire would be:

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment, including the addition of anti-bird netting and timer trellis to 2 x individual balconies, replacement self-closing devices are required to 2 x flat entrance doors and the EICR to the communal supply may now be overdue.

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 FD30s doors to flat entrances & communal corridors / landings, alongside suitable smoke detection to LD3 standard within flats and a Stay Put – Unless policy. It has been acknowledged that the automatic opening vent system requires attention due to an amber fault light on the repeater panel however, the system was observed working via the manual override switch and an initial report from the contractor confirms that the system is functional but will require a network cable to the repeater panel / repairs otherised.

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

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

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

Section 3

Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005.

The Chief Executive has put a structure in place to support the management of the site.

This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive

Shokat Lal

Executive Director of Place

Alan Lunt

Assistant Director Building Compliance

Phil Deery

Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Fire Risk Assessor(s)

Carl Hill

Louis Conway

Anthony Smith

Adrian Jones

Resident Engagement Officer - Fire Safety

Lee Mlilo

Abdul Monim Khan

Housing Office Manager

Rachel Price

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

Section 4

Description of Premises

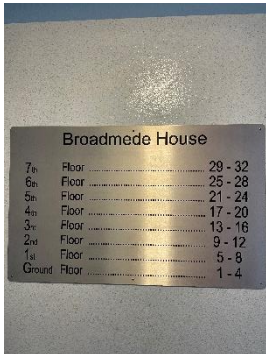
Broadmede House

Description of the Property

This high-rise block was designed & constructed in approximately 1965 for general needs housing and retail units, utilising a concrete frame and masonry infill along with a flat roof construction.



The block consists of 8 storeys (inclusive of the ground floor). Each of the floors contains 4 number dwellings.



There is a single staircase which provides a sufficient means of escape.



The staircase also leads to an exposed basement area that has entry / exit gates to the perimeter (metal palisade fencing), the gates are secured with a suited bin room padlock(s). There is clear escape signage which directs persons to the correct exit.



The basement area floor has a water booster pump room, bin room, caretaking cupboards and storage rooms. Residents do not have access to this area. Foiled faced PUR/PIR foam was noted as installed to the basement & open basement areas ceilings for insulation purposes.



The block has a main entrance/exit to the ground floor front elevation.



The entrance is accessed using a door entry system with a fob reader. Additionally, there is a firefighter override switch that is operated by use of a drop latch key.



There is a single passenger lift which serves all floors above ground.



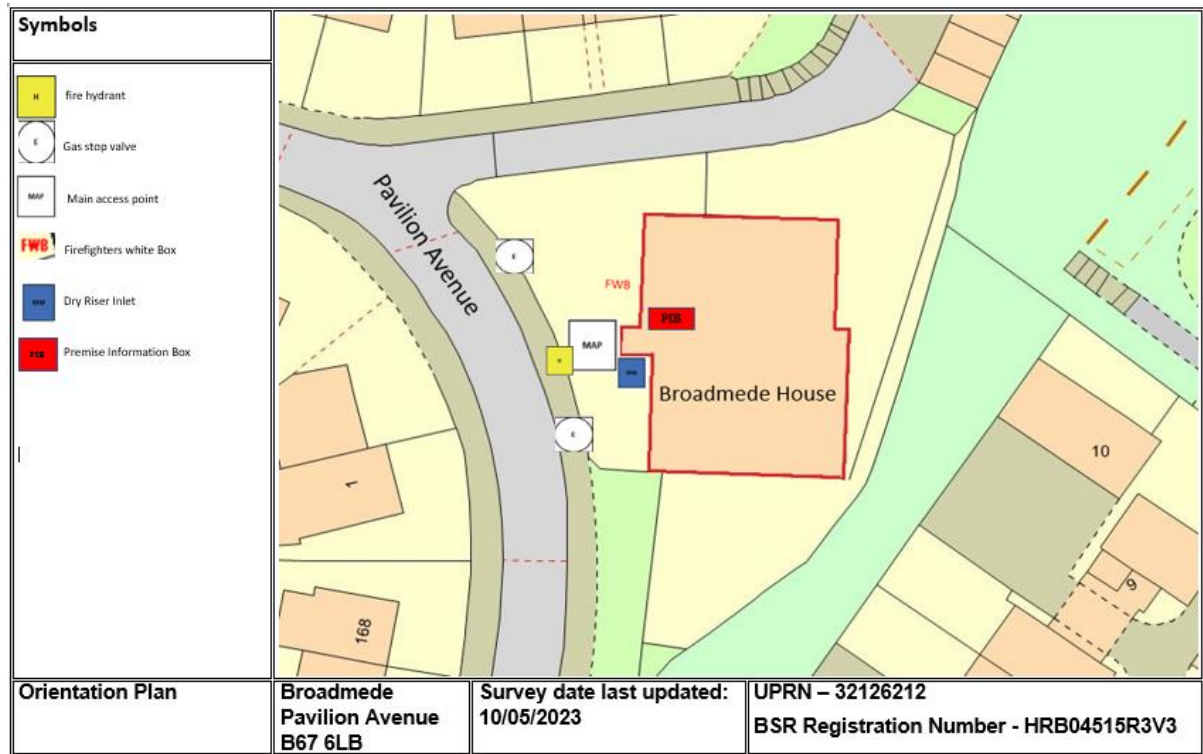
There is a cleaner's store to the ground floor lobby.



Server equipment is in a cupboard within the enclosed part of the basement. The door is secured with a suited 54 key mortice lock.



On arrival Information (for WMFS)



There is a firefighter's white box externally to the left-hand side of the main entrance to the front of 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 utilising the drop latch key 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).



The fire hydrant is in front of the main entrance.



There is a dry riser system at Broadmede House. The riser inlet is to the right-hand side of the main entrance below ground and is accessed by lifting the cover with dam keys.



Dry riser outlets are available on each floor above ground opposite the lift car. They are exposed and secured in the off position by cable tie.



The bin store is located in the basement of the building and accessed via the roller shutter door or from an internal basement door with a suited 54 key. The store is protected with a fire suppression system. The control panel is located on the wall inside the store. The chute is also protected with an automatic closure plate with manual override. The systems were last serviced October 2023



Automatic Opening Vents (AOV) have been installed to the protected staircase and in each lift lobby above the ground floor. The status panel and override control switch are on the left-hand wall in the entrance lobby.



There is a firefighter's lift override switch between the ground floor lift cars. This is operated by the drop latch key.



The lift motor room is accessed via a ceiling hatch on the 7th floor. The hatch is opened by operating the control switch which will automatically

deploy the access ladder. The key for the control switch is in the firefighter's white box.



Access to the open flat roof and also to a switch room are gained via the lift motor room using the suited 54 key / mortice locks.



Fire Risk Assessment

Address: Broadmeade Pavillion Avenue B67 6LB	Survey date: 10/05/2023	ON ARRIVAL INFORMATION
BUILDING LAYOUT		
Size: height	21.6 metres	
Construction	Bryant Concrete construction, brickwork up to 1 st floor – lbstock clay facing bricks above 1 st floor, Structherm mineral wool insulated render system (Fire classification A2)	
Number of floors	8 floors inclusive of the ground floor and lower ground floor	
Layout	<p>Each of the floors contains 4 number dwellings. The block has a main access point to the front elevation.</p> <p>There is a lift car that serves all floors within the block other than the Lower ground floor that can be accessed via the staircase. Lower ground area is secured via a FD30s timber door and can be accessed via a suited key, Exposed lower ground area that has entry / exit gates to the perimeter (metal palisade fencing), the gates are secured with a suited bin room padlock(s). The basement area floor has a water booster pump room, bin room, caretaking cupboards and storage rooms.</p> <p>Store cupboard located on the ground floor.</p> <p>Each floor lobby above ground has automatic smoke vents and exposed dry riser.</p>	
Lifts	1	
Types of entrance doors	Individual flat doors are Permadeor FD30s composite construction.	
Rubbish chutes/ bin rooms	Yes secured behind FD30s timber fire doors.	
Common voids	No	
Access to roof/ service rooms	From lift motor room which is accessed via key controlled motorised hatch on the top floor landing. A further full height timber door provides access out on to the roof.	
Occupants	Approx. 68 based on 2 occupants per flat (34flats).	
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. The equipment is subjected to a cyclical test.	
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building.	
FIREFIGHTING SYSTEMS		
Water supplies	Fire hydrant is located from the front entrance of the building, fire hydrant location/ water isolation points located on the orientation plan, The dry riser inlet is located on the ground floor to the right-hand side of the main front entrance located within a chamber.	
Fire mains	The dry riser inlet is located on the ground floor to the right-hand side of the main front entrance located within a chamber. Dry riser on each floor from 1 st up is exposed in the lobby areas.	
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift. A Firefighter control switch is present on the ground floor lift car.	
Smoke control vents	Automatic smoke ventilation is employed. There is an override switch located within the lobby nearest the main access point to the building on the wall. Smoke vents are employed on the lobby area of each floor and within the staircase on the 3/4 & 7 th floor.	
Sprinkler system	A water suppression system is provided to the refuse chute bin store.	
DANGEROUS SUBSTANCES		
Location, type, and quantity	n/a	
SERVICES		
Electricity	Electric cupboards are 54mm minimum fd30 fire doors and secured. Residents have been provided with a key for access to their electricity meters. These are located on every floor.	
Gas	gas risers Gas isolation points located on the orientation plan	

High/Low Rise	High
Number of Floors	8 (plus basement)
Date of Construction	1965
Construction Type	Concrete frame masonry infill
Last Refurbished	2008
External Cladding	Brickwork up to 1 st floor – lbstock clay facing bricks. Above 1 st floor, Strutherm mineral wool insulated render system (Fire classification A2)
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	Via door from lift motor room.
Equipment on roof (e.g. mobile phone station etc)	No

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)

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.

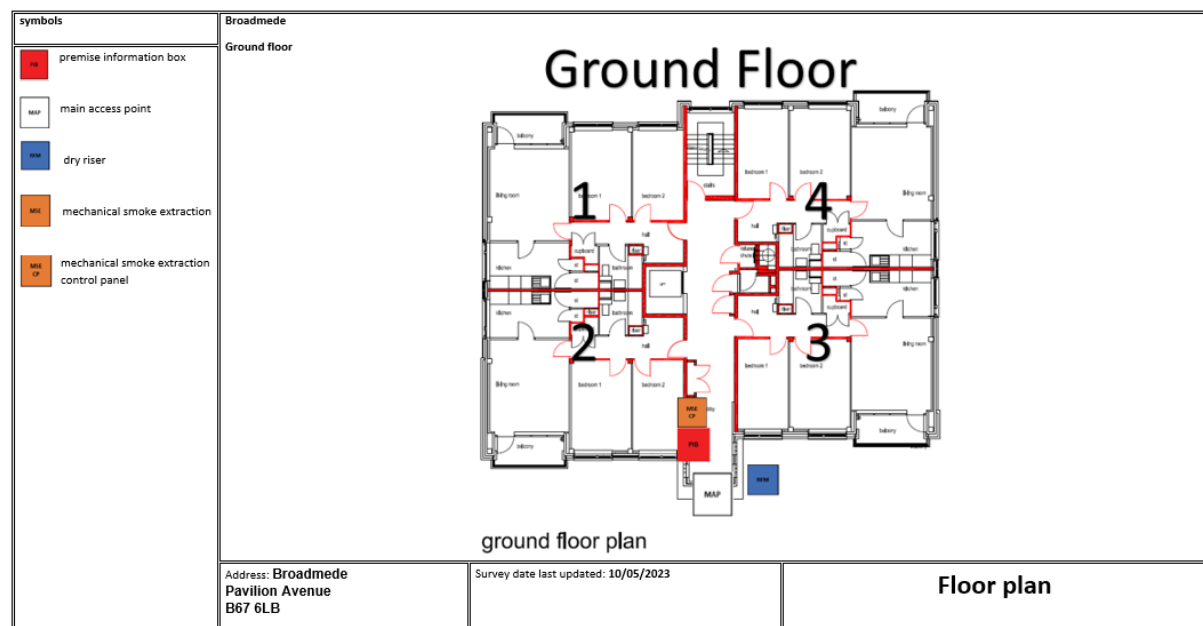
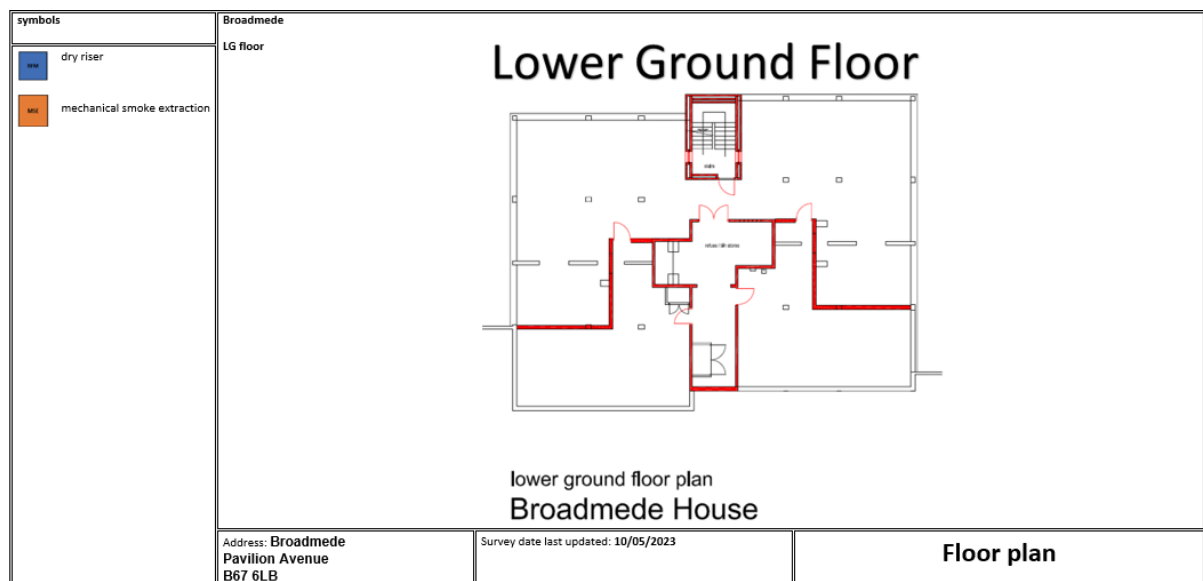
The enforcing authority is West Midlands Fire Service

Section 5

Building Plan

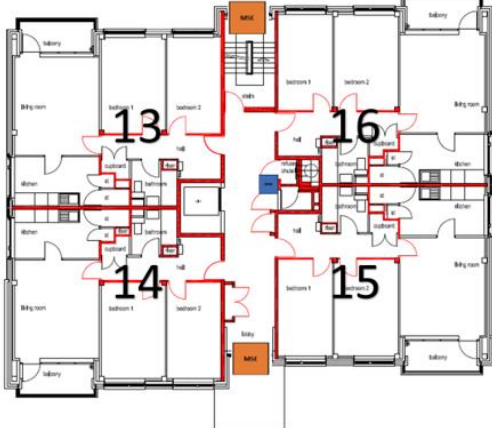
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation and AOVs etc.

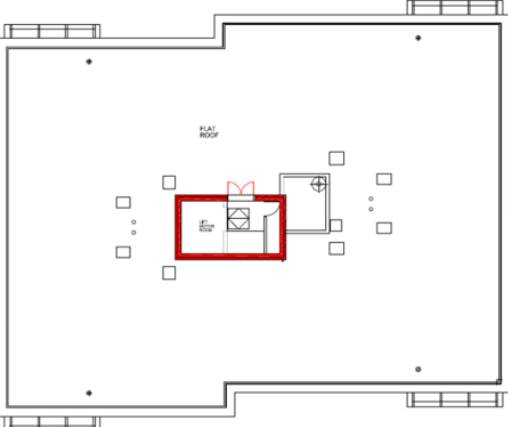
The plans have been shared with WMFS electronically via their portal.



Typical Upper Floor

Fire Risk Assessment

symbols	Broadmede		
	3 rd Floor		
<div><div></div>dry riser</div> <div><div></div>mechanical smoke extraction</div>	<div>3rd Floor</div> 		
	Address: Broadmede Pavilion Avenue B67 6LB	Survey date last updated: 10/05/2023	Floor plan

symbols	Broadmede		
	Roof		
	<div>Roof</div> 		
	Address: Broadmede Pavilion Avenue B67 6LB	Survey date last updated: 10/05/2023	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.

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

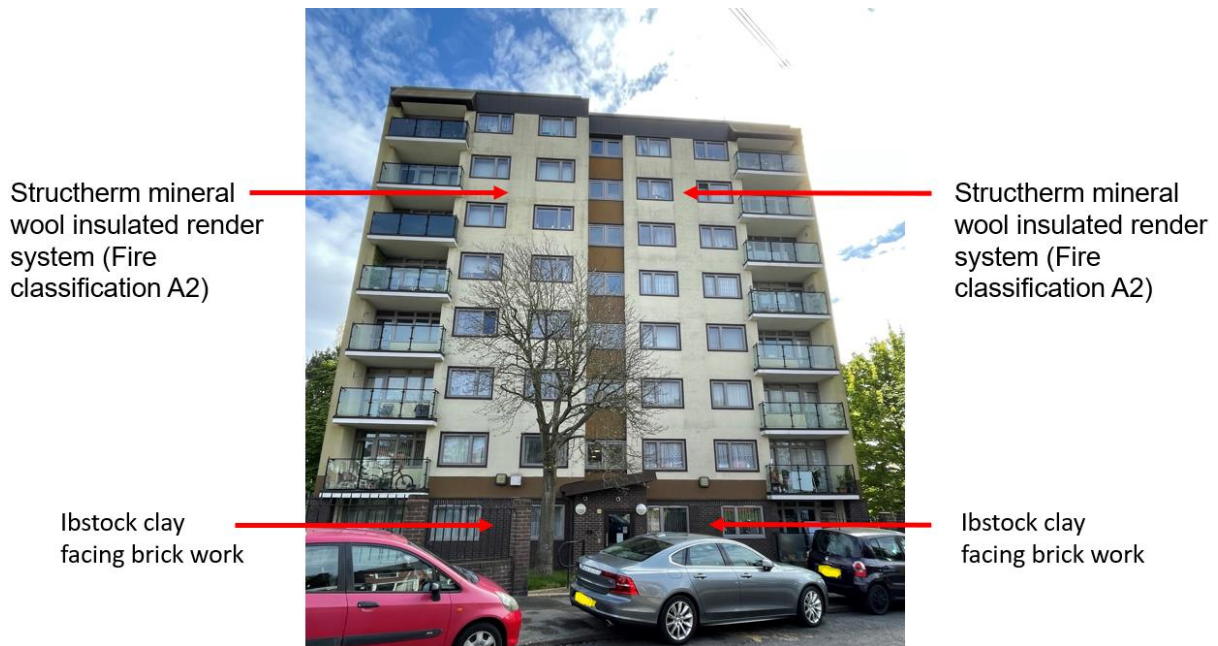
However, SMBC are currently procuring the services of a suitable contractor to conduct an intrusive external wall survey of the building.

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, 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.

However, the presence of anti-bird netting (flat 24) and timber trellis (flat 20) that has been installed to two balconies could potentially support the external spread of flame in the event of a fire.

Front Elevation



- 1) Broadmede House has two separate areas of cladding consisting of;
 - Ibstock clay facing masonry.
 - Structherm mineral wool
- 2) The flat roof consists of single ply membrane on PUR/PIR board which was laid over the original roof construction.
- 3) All windows including communal windows are powder coated aluminium externally and timber internally.



- 4) Each flat within the block has access to an individual balcony. The balconies are constructed utilising cantilevered concrete with steel and glass balustrades.



- 5) Anti-bird netting has been installed to the balcony of flat 24.



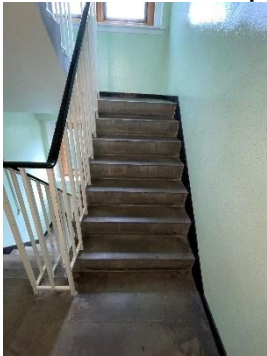
- 6) Timber garden trellis has been installed to the balcony of flat 20.



Section 7

Means of Escape from Fire

- 1) The site has a protected staircases that provides a sufficient means of escape which is 970mm in width from hand rail to wall.



- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) Each lift lobby on all floors above ground forms a dead-end corridor situation that exceeds 7.5 metres (10.7m) the distance from the furthest flat entrance door to the protected staircase is 7.6m. However, considering the 1965 construction date of the building which proceeded the first national building regulations introduced in February 1966, each flat has been installed with a nominal FD30s fire door set, service cupboards, storage cupboards and chute rooms also have 30 minute fire doors (notional), the communal areas are regularly inspected and remain sterile and automatic opening vents have been installed to each corridor, it is deemed that the risk has been sufficiently mitigated.



- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircase is protected by use of notional timber fire doors with vision panels upgraded to FD30s to minimise departures from today's standards.

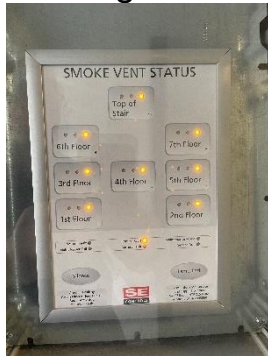


- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) The final exit door has a door entry system 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.

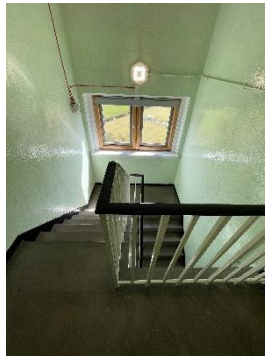


- 9) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. At the time of the visit the repeater panel was noted as flashing amber (fault). The override switch was tested at this time and all vents did open. Information provided has confirmed a
-

contractor has attended site and confirmed that the system is in working order. A replacement network cable has been authorised.



- 10) Automatic opening vents have been installed to the stairwell and corridors on all floors above ground. The information panel and firefighter override switch are located in the ground floor entrance lobby.



- 11) Communal windows in the stairwell which are not part of the AOV system are openable.



- 12) The refuse chuteoppers are fitted with seals, have a 1.5-hour fire rating and are located in chute rooms on each floor above ground. All chute room doors are fitted with a notional timber fire door upgraded to FD30s and are self-closing.



- 13) Ventilation pipes in chute rooms are protected with an intumescent liner.



- 14) 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.

- 15) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be of low risk.



- 16) 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.
- 17) Dry riser outlets are available on each floor above the ground floor, next to the chute room and adjacent lift. Outlets are exposed but secured in the shut position with cable ties.



- 18) 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.

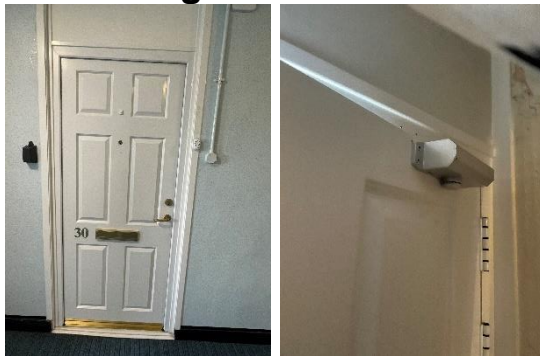


- 19) Individual flat doors are nominal FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices.
- 20) Access is gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

a) Flat 32 (7th) – The self-closing device was missing.



- b) Flat 30 (7th) – The connecting arm was missing from the self-closing device.**



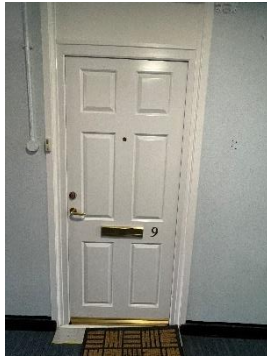
- c) Flat 28 (6th) – Door was correct.**



- d) Flat 18 (4th) – Door was correct.**



- e) Flat 9 (2nd) – Door was correct.**
-



Section 8

Fire Detection and Alarm Systems

- 1) Early warning within flats is limited to hard wire or battery smoke alarms. 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 LD3 Standard.

Flats sampled were 9, 18, 28, 30 & 32.



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 corridors, lobbies, landings and stairs. 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) Smoke detectors linked to the Automatic Opening Vents have been installed to the stairwell and corridors on all floors above ground. The vents will automatically open when smoke has been detected.



- 5) A fire suppression system is provided to the refuse chute bin stores. An approved contractor maintains the systems. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.

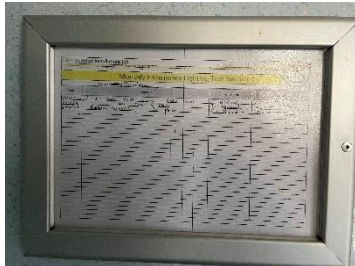
Section 9

Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings & stairs.



- 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 lift shafts. All doors are a minimum 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 corridors are locked with suited keys. It was noted that cabling is run through metal trunking protected by intumescent pads or pillows and Supalux fire rated boards have been used to line the internal cupboards walls.



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



- 7) The fire stopping / compartmentation is subject to a 12-week check by the Fire Safety Rapid Response Team.
- 8) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
- 9) Individual flat doors are nominal FD30s composite fire door sets with intumescent strips, cold smoke seals and self-closing devices manufactured by Permadoor.



- 10) The communal staircases, basement, storage & chute room doors are protected by use of notional self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops. 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. It has been recognised that all of these doors in this block have been upgraded with combined intumescent strips & cold smoke seals to

enhance their original design and minimise departures from today's standards.



- 11) Doors to the service cupboards are notional 54mm timber fire doors with a metal skin enhanced with intumescent strips and cold smoke seals.



- 12) Access panels to stop taps are fixed to masonry and bedded on Intumescent material.



Section 11

Fire Fighting Equipment

- 1) The dry riser inlet is to the right-hand side of the main entrance below ground and is accessed by lifting the cover with dam keys.



- 2) The Dry riser outlets are available on each floor above ground opposite the lift car. They are exposed and secured in the off position by cable tie.



- 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.
-

Fire Risk Assessment



- 6) The bin store is protected by fire suppression system and serviced 6- monthly.



Engineering Report

Prestige Protec Systems

BAFE

COMPLIANCE

Fire Risk Assessment

Bin Store

Fire Suppression System

Service Report

Service Date: 10/10/2023

Service Time: 10:00 AM - 12:00 PM

Service Location: 10/10/2023

Service Status: **PASSED**

Service Notes:

The system was inspected and found to be in good working order. All components were tested and found to be in good working order. The system was found to be in good working order and no further action was required.

Engineer Signature: [Signature]

Customer Signature: [Signature]

- 7) There is an automatic closure plate installed to the refuse chute with a fusible link and manual override. The system is also serviced 6-monthly.



Engineering Report

Prestige Protec Systems

BAFE

COMPLIANCE

Fire Risk Assessment

Refuse Chute

Automatic Closure Plate

Service Report

Service Date: 10/10/2023

Service Time: 10:00 AM - 12:00 PM

Service Location: 10/10/2023

Service Status: **PASSED**

Service Notes:

The system was inspected and found to be in good working order. All components were tested and found to be in good working order. The system was found to be in good working order and no further action was required.

Engineer Signature: [Signature]

Customer Signature: [Signature]

Section 12

Fire Signage

- 1) All fire doors and dry riser outlets display appropriate signage.



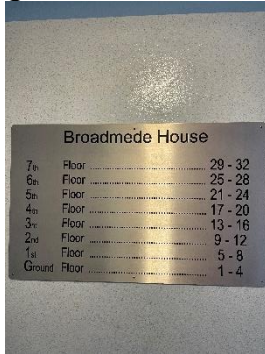
- 2) Fire Action Notices are displayed throughout the building.



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



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



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



- 6) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout however, fire escape signage has been installed to the staircase at ground floor level.



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 are 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 or working towards 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.



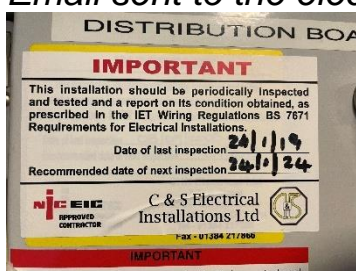
- 10) Information regarding building safety is contained within a Building Safety Notice. This is affixed to the wall on the ground floor lift lobby of high rise blocks.

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council BROADMEDE HOUSE		FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS <small>(green background)</small>		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS <small>(blue background)</small>		SAVE LIVES, DON'T DO THIS <small>(red background)</small>	
	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 <u>must</u> 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 <u>check</u> of the structural condition				Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
	An asbestos survey has been completed and available on request				Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
	This building has protection against lightning strikes. The system is checked annually				Smoke and heat detector/alarms are in resident's flats only
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.				Smoke detectors in common area are to open automatic vents and not to raise the alarm.
	The external façade is Ibstock brick & Struthern mineral wool insulated render (class A2). Cavities are insulated with Rockwool EWI (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.mills@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 last inspection was noted as 24/1/19 and is therefore now due.** *Email sent to the electrical compliance manager.*



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a notional 54mm timber fire doors with a metal skin enhanced with intumescent strips and cold smoke seals.



- 6) There is lightening protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) Portable heaters are not allowed in any common parts of the premises.
- 8) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supply pipework is external to the building.



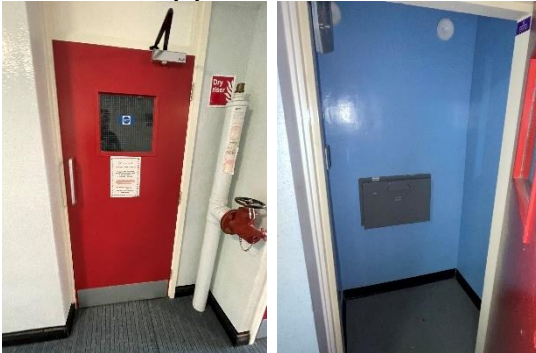
Section 15

Waste Control

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



- 2) Refuse hoppers are accessed in each floor within the chute rooms.



- 3) Refuse containers are located in the bin store at basement level.



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

- 5) 'Out of Hours' service in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

- 1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.
 - 2) Hot works are not permitted unless authorisation is given via the approved officer. The hot works procedure is to be followed.
 - 3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 4) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – in order to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section 17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.



- 3) CCTV has been installed to the perimeter, main entrance and ground floor lobby.



- 4) There is no current evidence of arson.
 - 5) The perimeter of the premises is well illuminated.
 - 6) There have been no reported fire incidents since the last FRA (April 2022).
-

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 - Level 2 Action Plan

Significant Findings

Action Plan

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

Trivial ☒

Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

P4 Arrange and complete exceeding 6 months under programmed work



Fire Risk Assessment

Level 2 Action Plan



Name of Premises or Location:

Broadmede House


Date of Action Plan:

26/04/24




Review Date:

<Insert date>


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).

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/5	Flat 24 to remove netting from balcony		P2	Within 1-3 months Housing Manager	

Fire Risk Assessment

6/6	Flat 20 to remove timber trellis from balcony		P2	Within 1-3 months Housing Manager	
7/20a	Flat 32 – Entrance door requires self-closer fitting.		P2	Within 1-3 months Rapid Fire Team	
7/20b	Flat 30 – Entrance door require connecting arm for self-closing device.		P2	Within 1-3 months Rapid Fire Team	

Fire Risk Assessment



14/4	Ensure recent EICR has been completed or is scheduled. EICR now overdue (24/1/24)		P2	Within 1-3 month Electrical Compliance Manager	
------	---	--	----	---	--

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

--	--

Signed

	Fire Risk Assessor	Date: 26/04/2024
	Quality Assurance Check	Date: 30/04/2024

Appendix 1

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


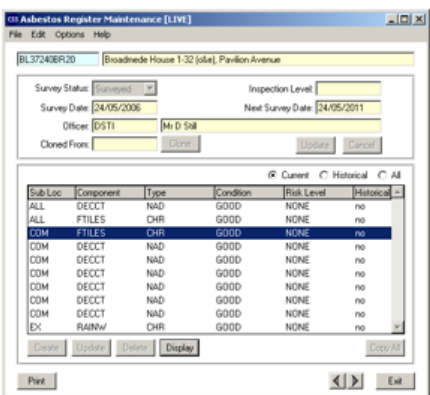

Name of property: Broadmede House

Updated: 25/05/2022

Premise Manager: Tony Thompson

Tel. No.: 0121 569 2975

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077). <i>Include survey</i>

Asbestos Survey		Property Address		1-32 Broadmede House, Pavilion Avenue B67 6LB				✓ Office use					
Surveyed by		Gary Carrington		Date		26/10/12		Checked by		DEREK STILL			
Reason for request		HSG 264 - Survey Report Type		Date		13/10/2015		Desktop Check		✓			
Investment Void		Refurbishment Survey		Property Description		8 STOREY HIGH RISE BLOCK				Year Built 1965			
Investment Tenanted		Management Survey										✓	
R & M Void		SHAPE Interrogated.										✓	
R & M Tenanted		No Existing SHAPE Data.											
Medical / Emergency - Heating Works		Existing SHAPE Data.										✓	
Communal Areas		✓		Refurb Surveys Interrogated ?									
								Notes / including details of similar property surveys completed. UPDATED 21/02/14 – G.CARRINGTON Revised by J.Davis and D.Williams 25/05/2022					
Building Surveyors 0121 569 5077								Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES					
													

Fire Risk Assessment

Sample Locations		1-32 Broadmede House, Pavilion Avenue B67 6LB						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	ASBESTOS	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								
COMMUNAL AREAS FLOOR TILES (BELOW CARPETS)	THERMOPLASTIC	-	SEALED	PA107 & DS163	CHRYSOTILE	NO	-	-
COMMUNAL AREA WALLS	TEXTURED COATING	-	SEALED	DS286	NONE DETECTED	-	-	-
COMMUNAL AREA CEILINGS	TEXTURED COATING	-	SEALED	DS286	NONE DETECTED	-	-	-
BASEMENT CEILING	TEXTURED COATING	-	SEALED	DS37	NONE DETECTED	-	-	-
BASEMENT INCINERATOR	BOARD	-	UNSEALED	PRESUMED	AMOSITE	YES	NO	-
BASEMENT INCINERATOR FLUE PIPE	CEMENT	1.5 m	SEALED	PRESUMED	CHRYSOTILE	NO	NO	-
ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM'S.								
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL			
LIFT MOTOR ROOM ELECTRICAL CUPBOARD TRANSOM	PLYWOOD	LANDING CABLE TRUNKING	STEEL	FRONT ENTRANCE CANOPY ROOF	STEEL			
LIFT MOTOR ROOM EXTERNAL CLADDING	STEEL	LANDING BOXING ABOVE CHUTE ROOMS	SUPALUX	GROUND FLOOR EXTERNAL & BASEMENT SOFFIT	FOIL BACKED ROCKWOOL			
ROOF PARAPET	STEEL	STAIRWELL DOOR TRANSOMS	SUPALUX	BASEMENT ENTRANCE DOOR SOFFITS	SUPALUX			
MAIN ROOF COVERING	PVC MEMBRANE	LANDING STOP TAP DUCT COVERS	SUPALUX	HIGH LEVEL BOXING LHS ROLLER SHUTTER	SUPALUX			
LANDING STORE CUPBOARDS HIGH LEVEL BOXING	SUPALUX	ELECTRIC METER CUPBOARD WALLS & FLOOR PANELS	SUPALUX	BASEMENT BIN STORE INTERNAL VENT FRAMES	SUPALUX			
LANDING STORE & CHUTE CUPBOARDS FLOORING	VINYL	ELECTRIC METER BACKBOARDS	CHIPBOARD	BASEMENT INTERNAL DOOR TRANSOMS	SUPALUX			
LANDING STORE & CHUTE CUPBOARDS TRANSOMS	SUPALUX	GROUND FLOOR METER CUPBOARD FLOOR	CONCRETE	BASEMENT MAIN ELECTRIC CUPBOARD TRANSOM	ROCKWOOL			

About the Report

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell Homes' managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK!

SHAPE: Sandwell Homes' Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register compliments the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties – The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Borescope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

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

Term	Explanation	Term	Explanation
Property Address	Specific Property to which survey relates.	Photo's	These will usually be provided for the front elevation of the property to aid identification.
Surveyed by	Relates to P402 trained surveyor.	Sampled by	P402 trained surveyor.
Blank	Blank	Checked by	P402 trained surveyor who checks report prior to issuing.
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.	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.
ACM	Asbestos Containing Material.	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.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.	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.
Bulk Sample	Sample of potential ACM that is representative of the whole.	Cavity Walls / Floor Voids or similar	Will be assessed at survey stage & desktop assessment of similar archetypes.
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.	SP	Strong Presumption that material contains asbestos. Used to qualify possible false negative laboratory results.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.	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.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.		
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where possible. All sampled materials will be labelled with an "Asbestos Sampled" label.		