

# Fire Risk Assessment

## Astbury Court



**Hereford Road, Oldbury,  
B68 0QG**

**Date Completed: 26<sup>th</sup> May 2022**

**Officer: Carl Hill Fire Risk Assessor**

**Checked By: Jason Blewitt Team Lead Fire Safety & Facilities**

**Current Risk Rating 0 = Low**

**Subsequent reviews**

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

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## Section

# 0

## Introduction

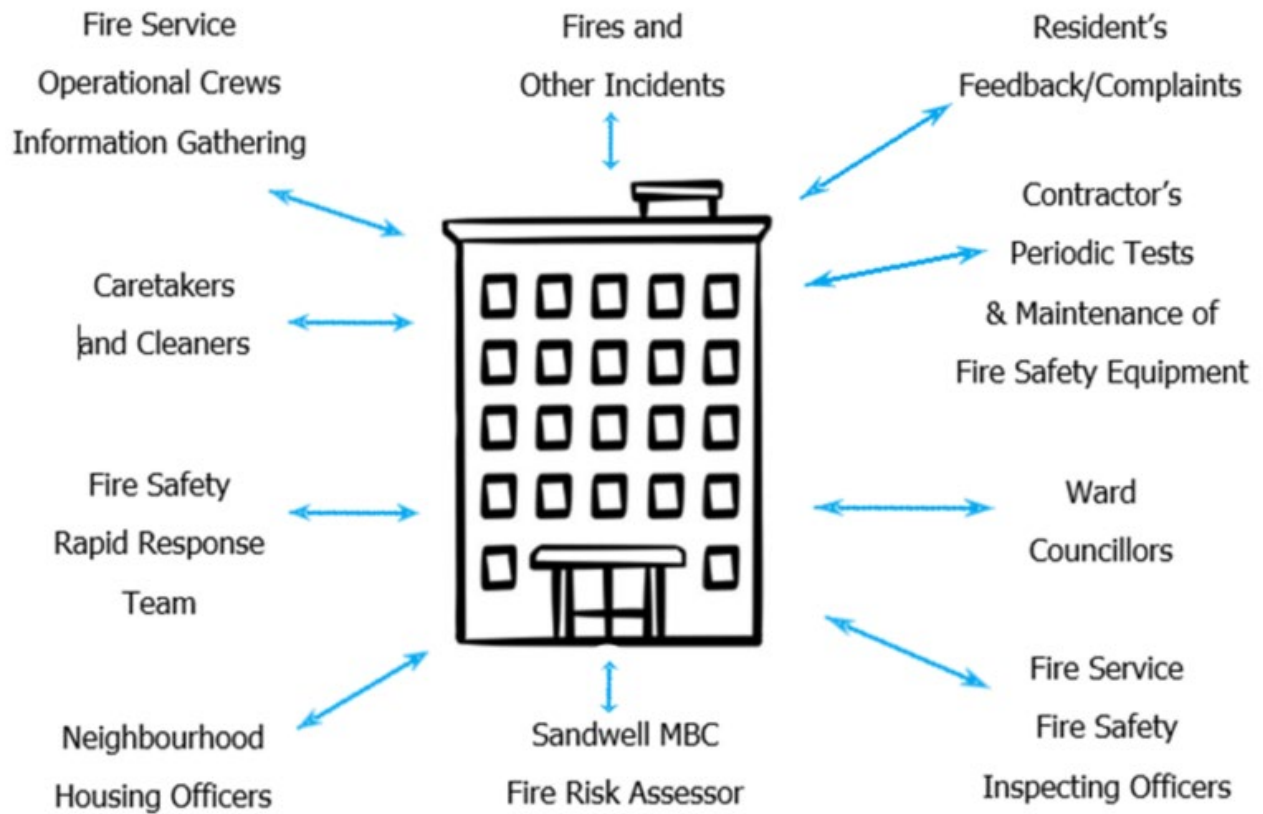
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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment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

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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

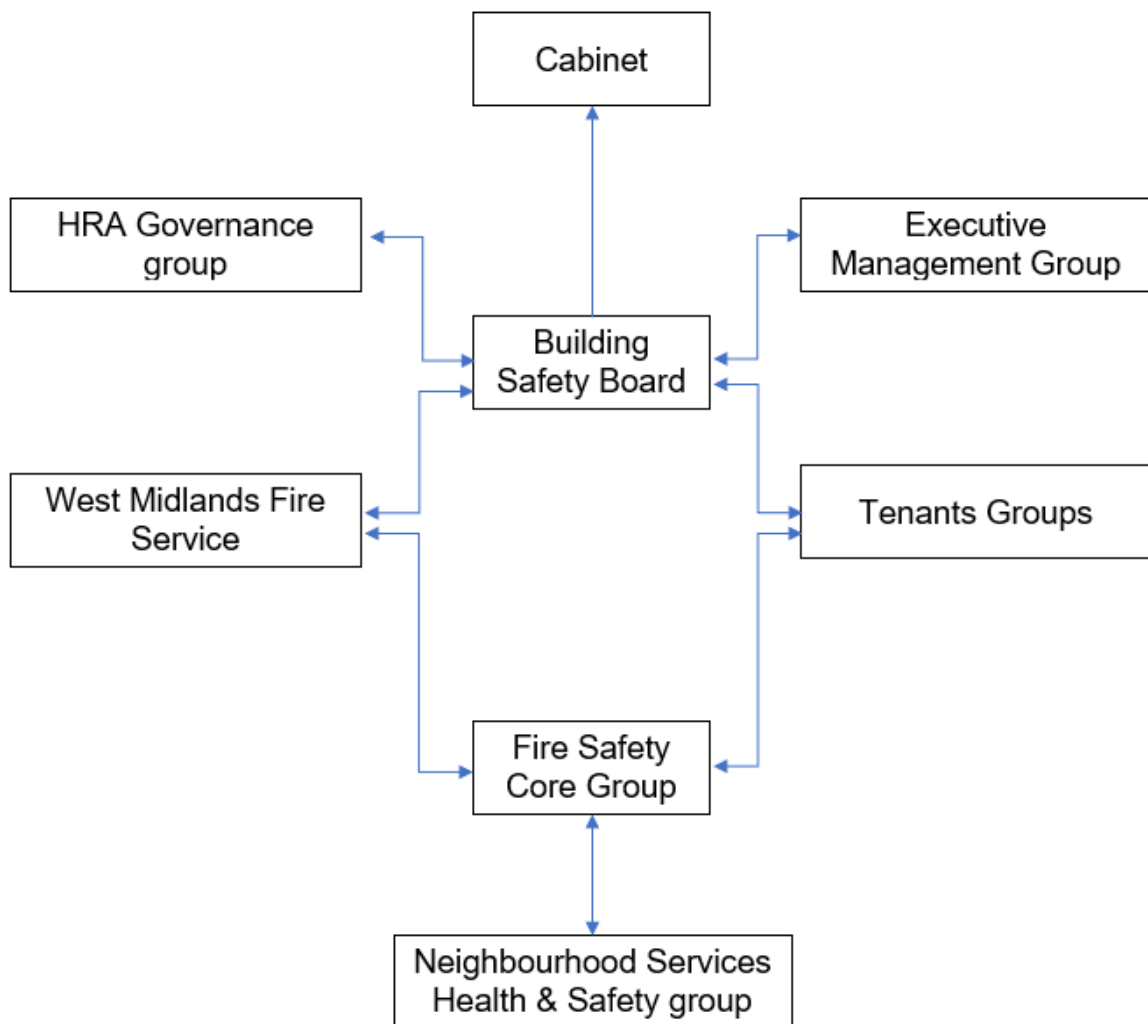
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



The above processes and procedures are overseen by the Fire Safety, Facilities and Premises Manager who reports to the Business Manager - Surveying and Fire Safety.

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

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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.

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## Section

## 1

## Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.

Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors and contractors unfamiliar with the building layout as well as those with physical, sensory or mental health issues.

A third requirement that under the order must be recorded is the fire safety arrangements. This is the effective planning, organisation, control, monitoring and review of the preventive and protective measures. These are shown in the introduction.

### **Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> Clad up to 1 <sup>st</sup> floor with blue class B engineering brickwork. Above the 1 <sup>st</sup> floor there is solid Alumet 3mm aluminium panel cladding system and Lockclad terracotta tile system. The cladding was installed in 2018.	0
<a href="#">Section 7</a>	<b>Means of Escape from Fire</b> The block has a single staircase that provides a sufficient means of escape. There is damage to the vinyl flooring that leads to the rear final exit door. <b><i>Repaired 22/06/2022</i></b>	0

<a href="#">Section 8</a>	<b>Fire Detection and Alarm Systems</b> Within the flats smoke detection is installed predominantly within the hallway, whilst some flats also have detection installed within the kitchen / living room area.	0
<a href="#">Section 9</a>	<b>Emergency Lighting</b> The premises have a sufficient emergency / escape lighting system.	0
<a href="#">Section 10</a>	<b>Compartmentation</b> The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are minimum 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls. Works scheduled to correct identified gaps around cold smoke seals in communal doors. <b>Works completed 10/06/2022</b>	0
<a href="#">Section 11</a>	<b>Fire Fighting Equipment</b> Maintenance contracts are in place to service the dry riser valves twice per year, and to service the CO2 extinguisher within the lift motor room once per year.	0
<a href="#">Section 12</a>	<b>Fire Signage</b> Signage is displayed throughout the building. The Fire Action Notices are currently under review.	0
<a href="#">Section 13</a>	<b>Employee Training</b> All staff receive basic fire safety awareness.	0
<a href="#">Section 14</a>	<b>Sources of Ignition</b> Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation. Hot works only allowed with authorised permit.	0
<a href="#">Section 15</a>	<b>Waste Control</b> Regular checks by Caretakers minimise risk of waste accumulation.	0



<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	0
<a href="#">Section 17</a>	<b>Arson Prevention</b> A door entry system prevents unauthorised access. Perimeter lighting is in place and CCTV is in operation.	0
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents instructed not to bring L.P.G cylinders into block.	0

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

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

**Current Risk Rating 4-5 = HIGH**

**Current Risk Rating 1-3 = MEDIUM**

**Current Risk Rating 0 = Low**

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## Section

# 2

## People at Significant Risk of Fire

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

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

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

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

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## Section 3

### Contact Details

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

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

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

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

**Chief Executive**

Kim Bromley Derry (Interim Director)

**Director of Housing**

Gillian Douglas

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

Phil Deery

**Fire Safety, Facilities and Premises Manager**

Tony Thompson

**Team Lead Fire Safety and Facilities**

Jason Blewitt

**Fire Risk Assessor(s)**

Pardeep Raw

Carl Hill

**Resident Engagement Officer - Fire Safety**

Lee Mlilo

**Neighbourhood Office Manager**

Rachel Price

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

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## Section 4

### Description of Premises

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Astbury Court  
Hereford Road  
Oldbury  
B68 0QG

#### Description of the Property

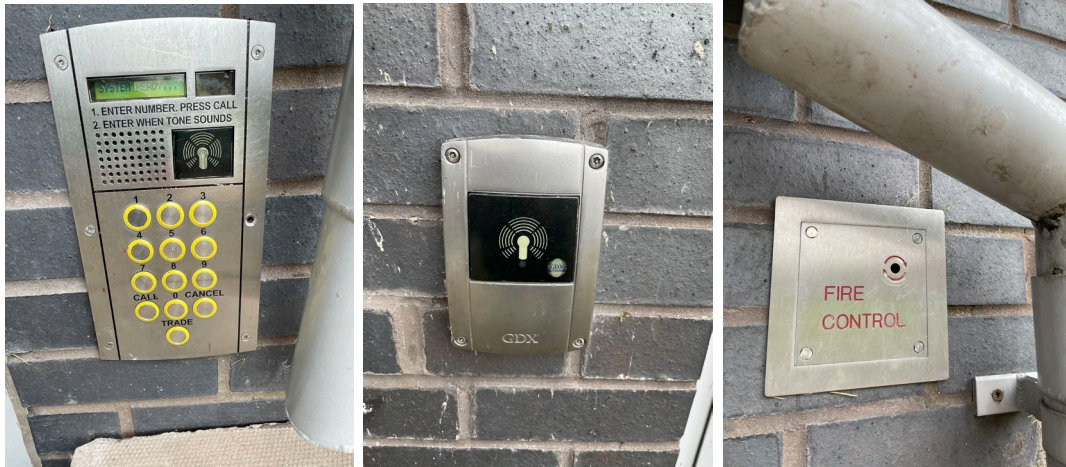
The high-rise block was built in 1964 of concrete & brick construction. The block was refurbished in 2007 and clad up to 1<sup>st</sup> floor with blue class B engineering brickwork. Above the 1<sup>st</sup> floor there is solid Alumet 3mm aluminium panel cladding system and Lockclad terracotta tile system. The cladding was installed in 2018. There is a laminate clad and steel frame clad roof and the block has a main entrance/exit to the front elevation.



and a further entrance/exit located on the rear elevation.



Both front and rear entrances have a door entry system with a fob reader installed. The front entrance only, has a firefighter override by use of a drop latch key.



The block consists of 8 storeys (inclusive of the ground floor) there is a single staircase which is 1100mm wide and all floors are served by a single lift car. The capacity of the lift is 8 persons or 630kg.



Each of the floors contains 6 number dwellings.



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



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



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



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



A staff WC and storage room for cleaning products and utensils are located on the ground floor and secured by means of a locked FD30s rated timber door.



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

The enforcing authority is West Midlands Fire Service.

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

### Persons at Risk

Residents / Occupants of 48 flats.

Visitors,

Sandwell MBC employees,

Contractors,

Service providers (e.g. meter readers, delivery people etc)

Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan

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

#### Ground Floor Plan



## Upper Floor Plan



## Section

# 6

## External envelope

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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.

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

Building has 4 separate areas of cladding consisting of;

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

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

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## Section 7

### Means of Escape from Fire

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- 1) The site has a single staircase that provides a means of escape and is 1100mm wide.
- 2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.
- 3) None of the corridors that form part of the means of escape are dead ends.
- 4) The means of escape are protected to prevent the spread of fire and smoke.
- 5) The communal landing / staircases are protected by use of FD30s fire doors with vision panels.



- 6) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
  - 7) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building.
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- 8) Automatic smoke ventilation is employed. This is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. Communal windows can only be opened by operating the smoke vents.



- 9) The controls are located in the service cupboard (single door secured with a suited cylinder type key) on each floor.



- 10) There is a repeater indicator panel located on the wall of the ground floor lobby that shows the status of the system. This also contains the override / reset switch

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

Open

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

Close

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

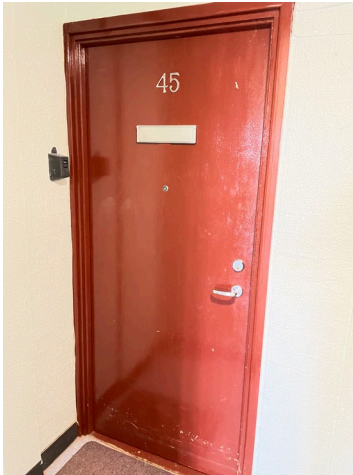
Whilst the system is in natural ventilation mode if an activation occurs all vents will close apart from the vent on the floor where the detector has activated.

- 11) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 12) Emergency lighting is provided to communal landings and stairs. Checks are done on a monthly basis by Sandwell MBC in house electrical team or approved contractor.
- 13) Service cupboard doors are FD30s rated, secured with suited profile cylinder locks. There are no tenant's meters in these cupboards.





- 14) The surface coatings to the communal areas are Class 0 rated.
- 15) A number of flats have floor mats adjacent to front door which could cause a trip hazard – fire rating unknown.
- 16) Individual flat doors are FD30s rated. Access was gained to a sample of properties as part of the risk assessment to ensure the doors have not been tampered with by residents etc. Flats sampled were 3, 31, 40 & 45. It was not possible to sample any further flats at the time of the visit.



- 17) 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.
- 18) **The vinyl flooring leading to the rear final exit door on the ground floor is damaged and could cause a trip hazard.**
- 19) **Battery powered aerosol air freshening device to be removed from means of escape outside flat 31 on the 5<sup>th</sup> floor.**



## Section 8

# Fire Detection and Alarm Systems

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

Flat 03 – LD2 – Hall, Lounge, Kitchen.

Flat 31 – LD2 – Lounge, Kitchen.

Flat 40 – LD2 – Hall, Lounge, Kitchen.

Flat 45 – LD2 – Hall, Kitchen.

*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.
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- 5) The control panel for the bin room sprinkler system is located within the bin store. that can be accessed via the roller shutter that has a suited cylinder type key.



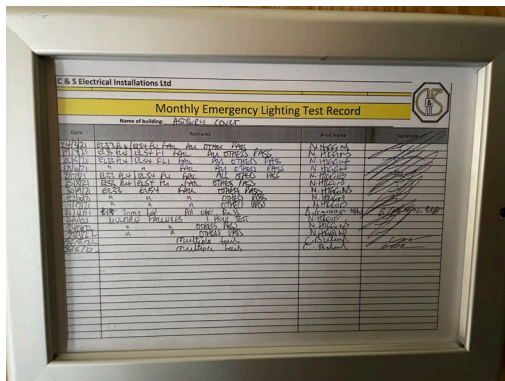
## Section 9

## Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.



- 2) The self-contained units are provided to the communal landings, stairs and lift motor room.
- 3) 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*

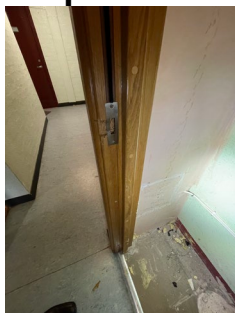
- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minutes horizontal fire resistance.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
- 3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 4) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters
- 5) A variety of methods / materials have been used to achieve fire-stopping including Rockwool, foam and intumescent pillows.

Electric Meter Cupboard										Comms Riser																																							
Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials										Fire Stopping Materials									
Floor No	Staircase	Intu Batt	Intu Sponge	Intu/AMI Mastic	Granite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Staircase	Intu Batt	Intu Sponge	Intu/AMI Mastic	Granite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Staircase	Intu Batt	Intu Sponge	Intu/AMI Mastic	Granite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Staircase	Intu Batt	Intu Sponge	Intu/AMI Mastic	Granite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Floor No												
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- 6) Individual flat doors are FD30s rated timber flush fire door construction manufactured by Russell Doors.

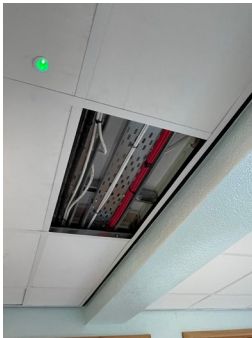


- 7) The corridors / staircases are protected by use of FD30s fire doors with vision panels.
- 8) **7<sup>th</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near to flat 43.**
- 9) **7<sup>th</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near to flat 46**
- 10) **7<sup>th</sup> floor – FD60s door to bin shute room excessive gap affecting cold smoke seal.**
- 11) **7<sup>th</sup> floor – Service door next to flat 43 is missing intumescent strip with cold smoke seal to lower edge.**



- 12) **7<sup>th</sup> floor – all service doors excessive gaps affecting cold smoke seal.**
  - 13) **6<sup>th</sup> floor – FD30s communal door excessive gaps affecting cold smoke seal near to flat 40.**
  - 14) **6<sup>th</sup> floor – R/H service door by flat 40 excessive gap affecting cold smoke seal.**
  - 15) **6<sup>th</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near to flat 37.**
  - 16) **6<sup>th</sup> floor - FD60s door to bin shute room excessive gap affecting cold smoke seal.**
  - 17) **5<sup>th</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near to flat 31.**
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- 18) **5<sup>th</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near to flat 34.**
- 19) **4<sup>th</sup> floor – left out of lift car FD30s communal door excessive gaps affecting cold smoke seal.**
- 20) **4<sup>th</sup> floor – both service doors near flat 28 excessive affecting cold smoke seal.**
- 21) **3<sup>rd</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal – right hand side out of lift car.**
- 22) **2<sup>nd</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal - right hand side out of lift car.**
- 23) **2<sup>nd</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal - left hand side out of lift car.**
- 24) **2<sup>nd</sup> floor FD60s door to bin shute room excessive affecting cold smoke seal.**
- 25) **1<sup>st</sup> floor - FD30s communal door excessive gaps affecting cold smoke seal near flat 7.**
- 26) **1<sup>st</sup> floor – FD30s communal door to stairwell excessive gap affecting cold smoke seal.**
- 27) **Suspended ceiling tile is missing from the 2nd floor lobby near to flat 16.**



- 28) **Stop taps are exposed and fixed to the communal corridor walls.**
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## Section 11

### Fire Fighting Equipment

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



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



- 3) The dry riser is checked regularly as part of the Caretakers duties.
  - 4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.
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- 5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks are once (October) of each calendar year.
- 6) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly.





## Section 12

## Fire Signage

- 1) All fire doors display “Fire Door Keep Shut” where appropriate.



- 2) Fire Action Notices are displayed throughout the building on each floor; however, these are currently under review as they do not state the current policy which is Stay Put, Unless.



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



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



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



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



- 7) Directional Fire escape signage is displayed.



## Section 13

### Employee & Resident Training/Provision of Information

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- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.
- 4) Neighbourhood Directorate employees assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.
- 5) Fire safety has been provided as part of tenancy pack.
- 6) Building safety and evacuation notices are displayed in common areas and lift cars.

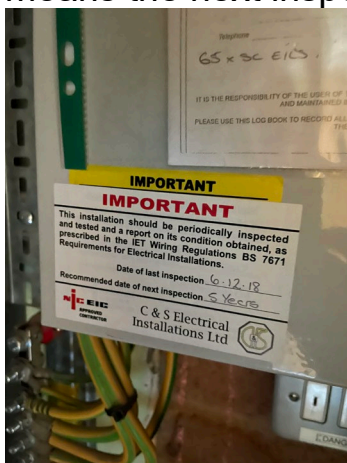
## Section 14

### Sources of Ignition

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



- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was undertaken on 06/12/18 which means the next inspection is due December 2023.



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door fitted with a suited 54 mortice lock.
- 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. There are 4 gas risers within the block.

## Section 15

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### Waste Control

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- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) 'Out of Hours' service in place to remove bulk items.



## Section 16

### Control and Supervision of Contractors and Visitors

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- 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.
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## Section 17

### Arson Prevention

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- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
  - 2) Restricted access to the premises by means of a door entry system.
  - 3) There is a CCTV camera installed to the front entrance.
  - 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.
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## Section 18

### Storage Arrangements

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- 1) Residents instructed not to bring L.P.G cylinders into block.  
(Notice displayed in lifts see point 12-3)
  - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
  - 3) No Flammable liquids stored on site by Caretakers / cleaners.
  - 4) All store cupboards are kept locked.
  - 5) There are no flammable liquids or gas cylinders stored on site
-

**Section  
19****Additional Control Measures;  
Fire Risk Assessment - Level 2  
Action Plan****Significant Findings****Risk Rating of Additional Control Measures**

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

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

**Current Risk Rating 4-5 = HIGH**

**Current Risk Rating 1-3 = MEDIUM**

**Current Risk Rating 0 = Low**



# Fire Risk Assessment

## Level 2 Action Plan



Name of Premises or Location:

Astbury Court


Date of Action Plan:

27<sup>th</sup> May 2022

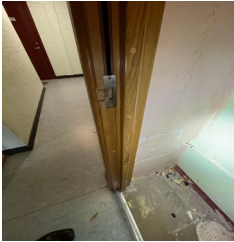
Review Date:

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/18	Make safe damaged vinyl flooring ground floor by rear exit door.		1	Repairs June 2022 Emailed SP 30/05/2022	22/06/2022

## Fire Risk Assessment

07/19	Remove battery powered aerosol air freshener o/s flat 31.		3	Housing Office Manager June 2022	21/06/2022
10/08	7 <sup>th</sup> floor - FD30s communal door excessive gaps / Cold Smoke Seal to be corrected near to flat 43.	No photograph	3	Fire rapid response team June 2022 JM8793414	07/06/2022
10/09	7 <sup>th</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near to flat 46	No photograph	3	Fire rapid response team June 2022 JM8793434	07/06/2022
10/10	7 <sup>th</sup> floor – FD60s door to bin shut room excessive gap to Cold Smoke Seal to be corrected.	No photograph	3	Fire rapid response team June 2022 JM8793454	08/06/2022

## Fire Risk Assessment

10/11	7 <sup>th</sup> floor – Service door next to flat 43 is missing intumescent strip / Cold Smoke Seal to be re-instated.		3	Fire rapid response team June 2022 JM8802064	09/06/2022
10/12	7 <sup>th</sup> floor – all service doors excessive gaps to Cold Smoke Seal to be corrected	No photograph	3	Fire rapid response team June 2022 JM8801584	08/06/2022
10/13	6 <sup>th</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near to flat 40	No photograph	3	Fire rapid response team June 2022 JM8802374	09/06/2022
10/14	6 <sup>th</sup> floor – R/H service door by flat 40 excessive gap to Cold Smoke Seal to be corrected.	No photograph	3	Fire rapid response team June 2022 JM8802457	09/06/2022
10/15	6 <sup>th</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near to flat 37	No photograph	3	Fire rapid response team June 2022 JM8802517	09/06/2022

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Fire Risk Assessment

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10/16	6 <sup>th</sup> floor - FD60s door to bin chute room excessive gap to Cold Smoke Seal to be corrected.	No photograph	3	Fire rapid response team June 2022 JM8802594	09/06/2022
10/17	5 <sup>th</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near to flat 31	No photograph	3	Fire rapid response team June 2022 JM8806364	10/06/2022
10/18	5 <sup>th</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near to flat 34	No photograph	3	Fire rapid response team June 2022 JM8806438	10/06/2022
10/19	4 <sup>th</sup> floor – left out of lift car FD30s communal door excessive gaps to Cold Smoke Seal to be corrected	No photograph	3	Fire rapid response team June 2022 JM8806466	10/06/2022
10/20	4 <sup>th</sup> floor – both service doors near flat 28 excessive gaps to Cold Smoke Seal to be corrected.	No photograph	3	Fire rapid response team June 2022 JM8806461	10/06/2022

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Fire Risk Assessment

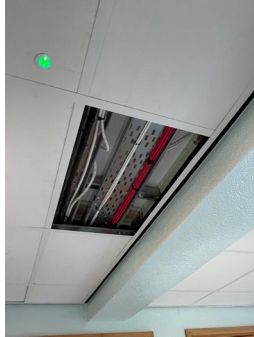
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10/21	3 <sup>rd</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected -right out of lift car.	No photograph	3	Fire rapid response team June 2022 JM8806794	10/06/2022
10/22	2 <sup>nd</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected - right out of lift car.	No photograph	3	Fire rapid response team June 2022 JM8806815	10/06/2022
10/23	2 <sup>nd</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected - left out of lift car.	No photograph	3	Fire rapid response team June 2022 JM8806866	10/06/2022
10/24	2 <sup>nd</sup> floor FD60s door to bin shute room excessive gap to Cold Smoke Seal to be corrected.	No photograph	3	Fire rapid response team June 2022 JM8806914	10/06/2022
10/25	1 <sup>st</sup> floor - FD30s communal door excessive gaps to Cold Smoke Seal to be corrected near flat 7	No photograph	3	Fire rapid response team June 2022 JM8806937	10/06/2022

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## Fire Risk Assessment

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10/26	1 <sup>st</sup> floor – FD30s communal door to stairwell requires adjustment, excessive gap to Cold Smoke Seal	No photograph	3	Fire rapid response team June 2022 JM8806960	10/06/2022
10/27	Missing suspended ceiling tile to be re-instated.		3	Repairs June 2022	10/06/2022

### Signed

Carl Hill	Fire Risk Assessor	Date: 27 <sup>th</sup> May 2022
Jason Blewitt	Team Lead Fire Safety & Facilities	Date: 30 <sup>th</sup> May 2022

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### Risk Rating of Block (to determine Caretaking frequency)

Current Ranking (out of 54)	Block	Standard & Condition of existing fire protection to communal areas.	Standard & Condition of existing fire protection within flats	No of floors	Number of Staircases	Security in the block	ASB & arson threat within block	Void Rates	Risk Score	No of Flats	Number of voids over 12 months	Percentage flat to void ratio
		Weightings										
		5	4	1	4	3	5	2				
26	Astbury Court	4	2	2	5	3	1	1	66	48	2	4.2

#### NOTES FOR RISK ASSESSMENT SCORES

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

#### STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO COMMUNAL AREAS

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

#### STANDARD AND CONDITION OF EXISTING FIRE PROTECTION TO FLATS

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

**NUMBER OF FLOORS**

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

**NUMBER OF STAIRCASES**

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

**SECURITY IN THE BLOCK**

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

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

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

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

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

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Appendix 2

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

Name of property: Astbury Court

Updated: 27/05/22

Premise Manager: Anthony Thompson Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
Asbestos	Various locations	Asbestos has been labelled and Asbestos Survey undertaken and reports placed in motor room
An asbestos survey has been undertaken and no suspected A.C.M.'s were found to any of the communal areas. Survey held by S.M.B.C. Investment Division (Derek Still <a href="tel:01215695077">Tel:- 0121 569 5077</a> ).		