

Fire Risk Assessment

Hackwood House



**Hartlebury Road, Oldbury
B69 1EG**

Date Completed: 20/09/2022

Officer: C. Hill Fire Risk Assessor

Checked By: J Blewitt Team Lead Fire Safety & Facilities

Current Risk Rating 0 = Low

Subsequent reviews

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>
23/02/23	C Hill	Note against section 7/29 & 7/37 confirming installation of new refuse chute hoppers to all floors. Section 10/11 – Conformity of new refuse chute hoppers.

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Section 0

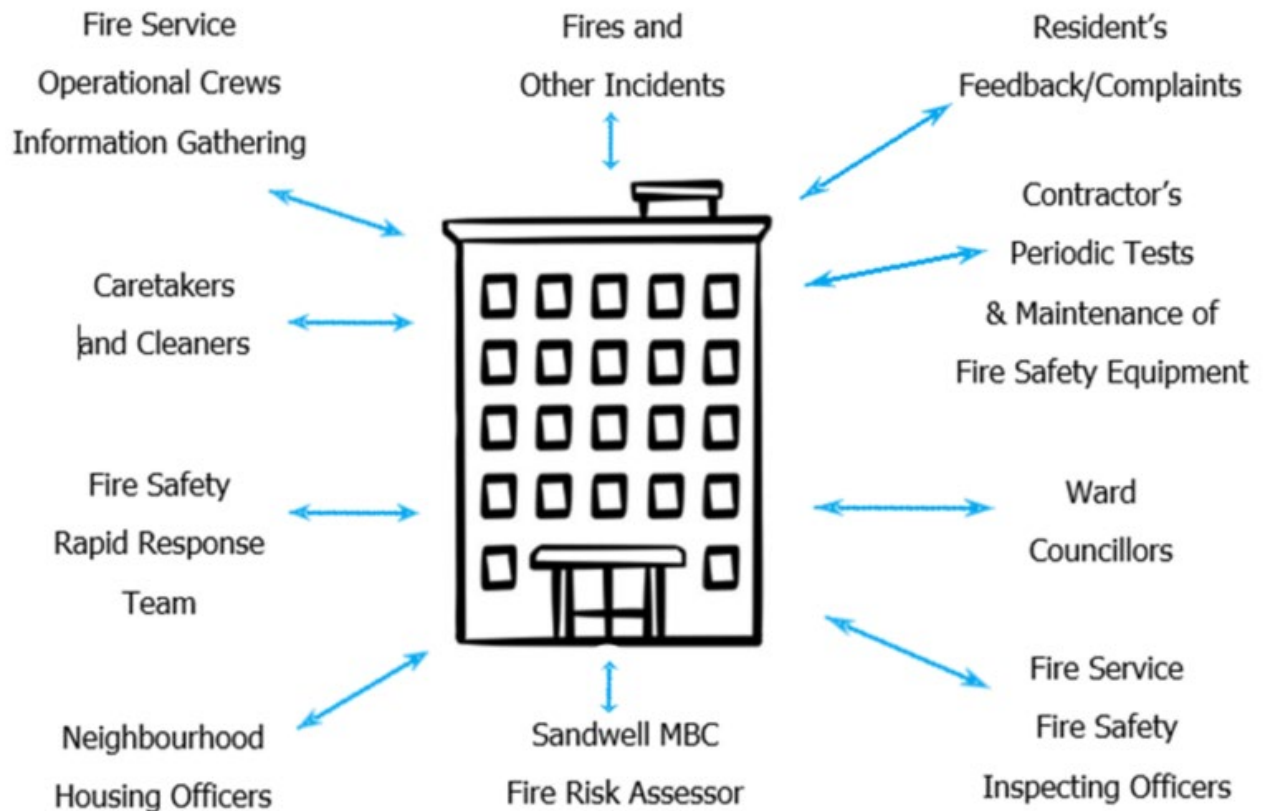
Introduction

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

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

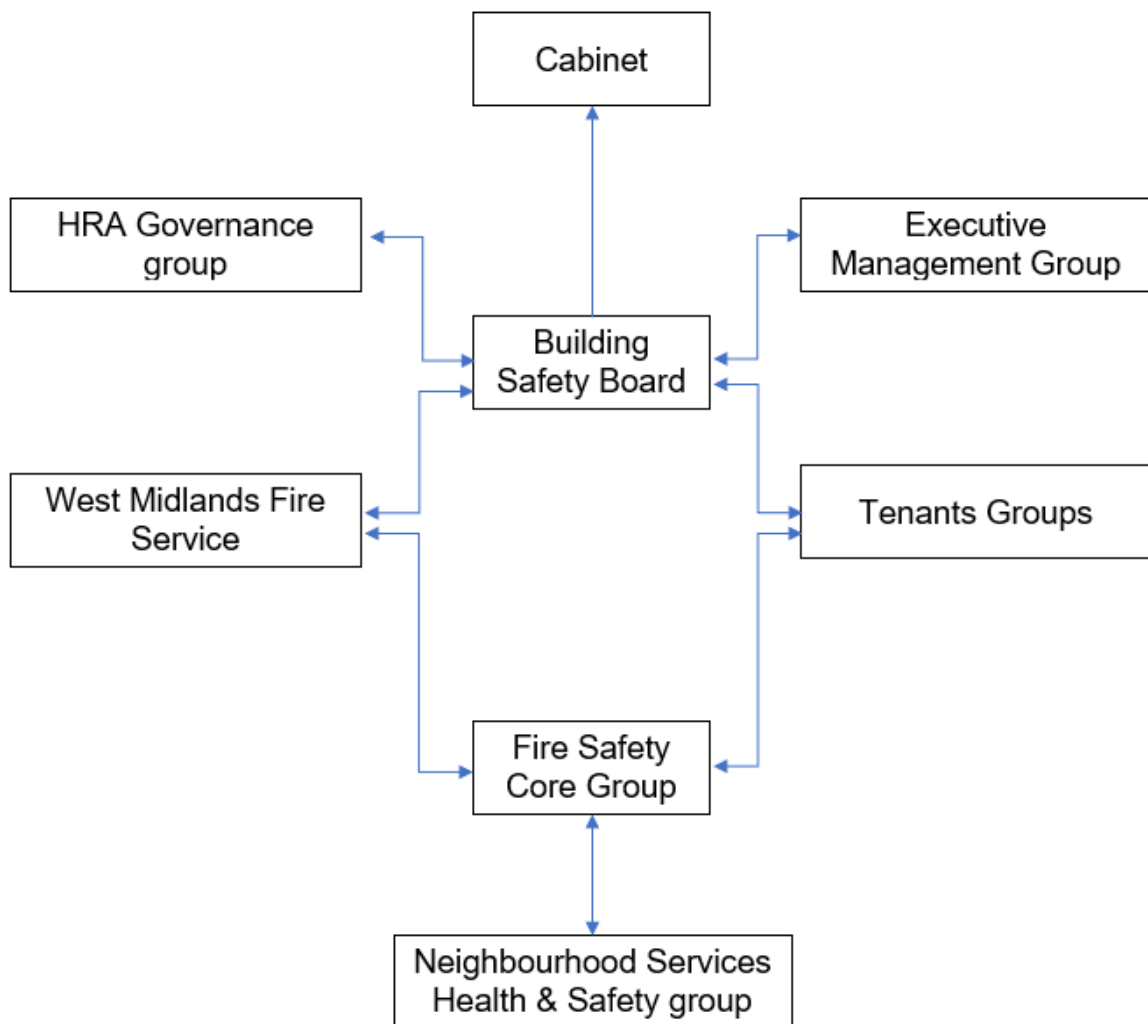
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment.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

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



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

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



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

Section

1

Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	<p>External Envelope Brickwork up to 1st floor – Ibstock Rocksheild brick slips Above 1st floor mixture of insulated Abecco mineral wool render (Fire Classification A2) and high density Rockpanel laminate board panels (Fire Classification A1)</p> <p>Each flat within the block has access to a balcony.</p> <p>Netting and or wicker screens were present on balconies 33,34 and 36. <i>Netting / screens removed</i></p>	0

Section 7	<p>Means of Escape from Fire</p> <p>The block has a single staircase that provides a sufficient means of escape to 3 final exit doors. Communal areas along the means of escape are protected by FD30s rated fire doors</p> <p>Significant quantity of Incense sticks have been lit on 10th floor communal area. Work completed</p> <p>Excessive gap to 4 communal doors. Work completed</p> <p>2 x rubbish chute hoppers require replacement seals. Work completed. <i>23/02/23 Refuse Hoppers to all floors have been upgraded / replaced.</i></p> <p>Fire stopping to hole in wall required 2nd/3rd stairwell. Work completed</p>	<p>0</p>
Section 8	<p>Fire Detection and Alarm Systems</p> <p>Smoke detection within the block has been installed to the communal corridors adjacent flat entrance doors and is linked to the automatic smoke ventilation system. Further sampling identified smoke detection inside flats are to an LD2 standard.</p>	<p>0</p>
Section 9	<p>Emergency Lighting</p> <p>The premise has sufficient emergency/escape lighting system in accordance with BS 5266</p>	<p>0</p>
Section 10	<p>Compartmentation</p> <p>The block has sufficient compartmentation with doors being FD30s rated fire doors within communal areas and individual flat doors It was noted that flats 62, 15 and 13 have</p>	<p>0</p>

	<p>FD30s timber flush fire doors fitted.</p> <p>Hole in server room ceiling to be fire stopped. Work completed</p> <p>Boxing adjacent ground floor service cupboard to be fire-stopped. Work completed</p>	
Section 11	<p>Fire Fighting Equipment Dry risers are present have sufficient signage and are checked as part of the caretaker's duties. Maintenance contracts in place to service the valves twice per year. Portable fire extinguisher (CO2) is provided to the lift motor room and maintenance checks are conducted annually. Bin room is protected by a deluge sprinkler system and checked 6-monthly</p> <p>Vegetation covering fire hydrant to be removed. Work completed</p>	0
Section 12	<p>Fire Signage Signage is displayed throughout the building.</p> <p>The Fire Action Notices are currently under review.</p>	0
Section 13	<p>Employee Training All staff receive basic fire safety awareness training</p>	0
Section 14	<p>Sources of Ignition The fixed electric tests should be done every 5 years, last test date:22/02/2019</p> <p>Home appliances in caretaker's room to be PAT tested. Work completed</p>	0
Section 15	<p>Waste Control Regular checks by Caretakers minimise risk</p>	0

	of waste accumulation.	
Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	0
Section 17	Arson Prevention A door entry system prevents unauthorised access. Perimeter lighting is in place and CCTV is in operation.	0
Section 18	Storage Arrangements Cupboard doors are FD30s rated fire doors and are kept locked. Residents instructed not to bring L.P.G cylinders into block.	0

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

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

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low

Section

2

People at Significant Risk of Fire

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

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

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

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

Section 3

Contact Details

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

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

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

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

Chief Executive

Kim Bromley Derry (Interim Director)

Director of Housing

Gillian Douglas

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

Phil Deery

Fire Safety, Facilities and Premises Manager

Tony Thompson

Team Lead Fire Safety and Facilities

Jason Blewitt

Fire Risk Assessor(s)

Pardeep Raw

Carl Hill

Louis Conway (Trainee)

Resident Engagement Officer - Fire Safety

Lee Mlilo

Neighbourhood Office Manager

Rachel Price

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

Section 4

Description of Premises

Hackwood House
Hartlebury Road
Oldbury
B69 1EG

This 13-storey high-rise block was constructed in 1965 of concrete and brick construction.



The block benefitted from refurbishment in 2018/19 to include cladding to the external envelope. This consists of brickwork to the 1st floor (Ibstock Rockshield Brick Slips). Above 1st floor there is a mixture of insulated Abecco mineral wool render and high density Rockpanel laminate panels.

The block has external signage erected following refurbishment works.

There is a total of 73 number dwellings.



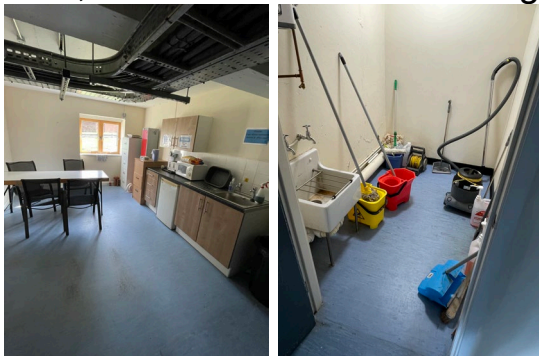
The ground floor has 2 number dwellings plus a further 3 which are incomplete and unoccupied.



Each of the floors from the first to 11th floors inclusive contain 6 number dwellings (3 each side).

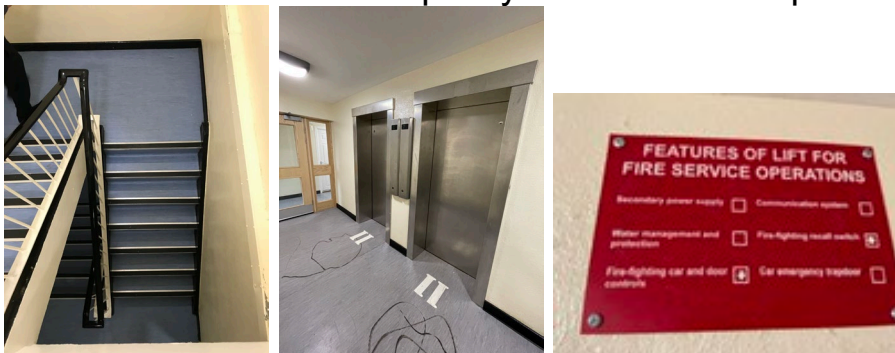
The 12th floor has 2 number dwellings and access to the roof.

There is a Caretakers / Cleaners Welfare Office located on the ground floor; access is obtained utilising the suited 54 lock key.



There is a server room which is accessed externally from the side elevation (left of main entrance).

There is a single stairwell and two lift cars both of which serve alternate floors but travel is limited to floor 11. The 12th floor is accessed via the internal staircase. The capacity for each lift is 8 persons or 600kg.



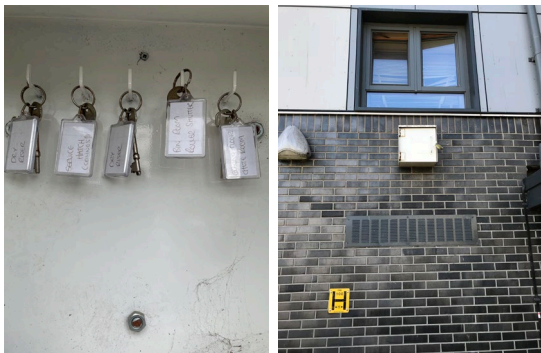
The lift motor room is located on the 12th floor; access is obtained via a full height door (secured with a suited mortice lock) from the communal landing.



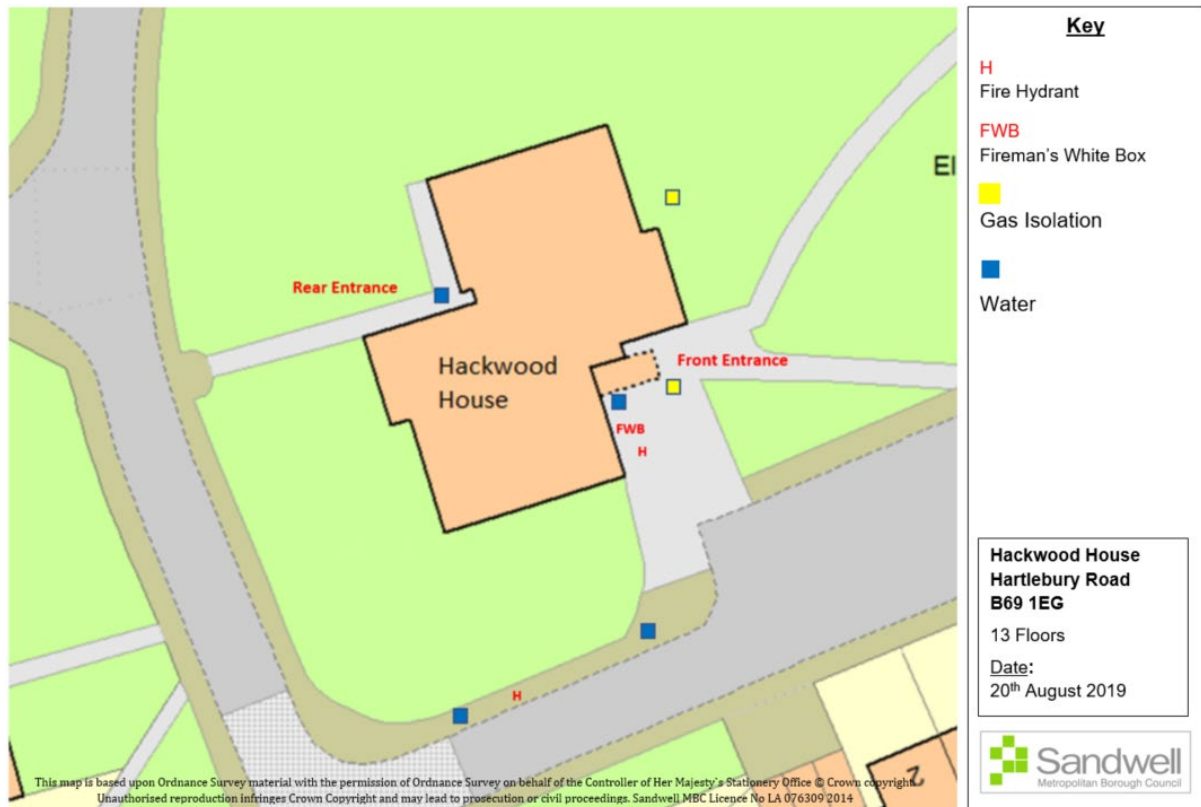
The block has a main entrance to the front elevation and a further two entrances / exits located on the rear elevations. Both front and rear entrances have door entry system with a fob reader installed. The front entrance has a firefighter override by use of a drop latch key.



The fire fighters white box is located on the left-hand side of the main front entrance.



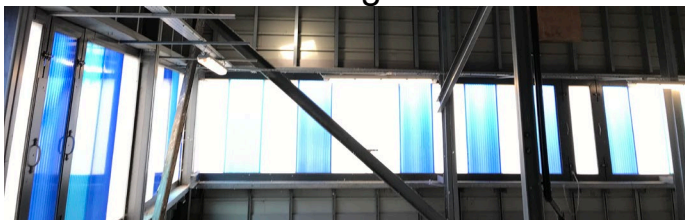
The location of service isolation points for gas, electricity and water are detailed below.



Access to the roof is gained on the 12 floor (from either wing) via a FD30s timber door secured with a suited 54 mortice lock. The wing adjacent to the lift motor room facilitates access via a looped ladder up to the elevated roof section. Access is restricted by a FD30s timber door secured with a suited 54 mortice lock.

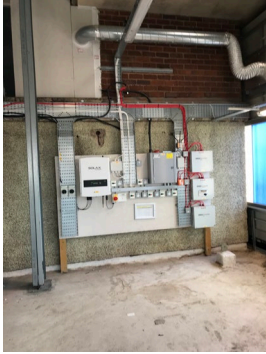


There are access panels (secured with tower bolts) in the glazed section of the roof loft cladding to facilitate access to the abseil points.



Access can be gained to the external of the main roof utilising the glazed loft hatches.

The main roof has Solar PV panels installed and the inverters are in the roof space.



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	13
Date of Construction	1965
Construction Type	Wates
Last Refurbished	2018/19
External Cladding	Brickwork up to 1 st floor – Ibstock Rocksheild brick slips Above 1 st floor mixture of insulated Abecco mineral wool render (Fire Classification A2) and high density Rockpanel laminate board panels (Fire Classification A1)
Number of Lifts	2
Number of Staircases	1
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	1
Access to Roof	Access to roof is via full height timber doors secured with suited 54 lock on the 12 th floor leading out on to the roof. The roof is split into two halves with a separate door to each. The upper roof can be accessed via the vertical looped ladder and through full height timber door secured with a suited 54 mortice lock
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 73 flats (3 flats to ground floor are incomplete / unoccupied),

Visitors,

Sandwell MBC employees,

Contractors,

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

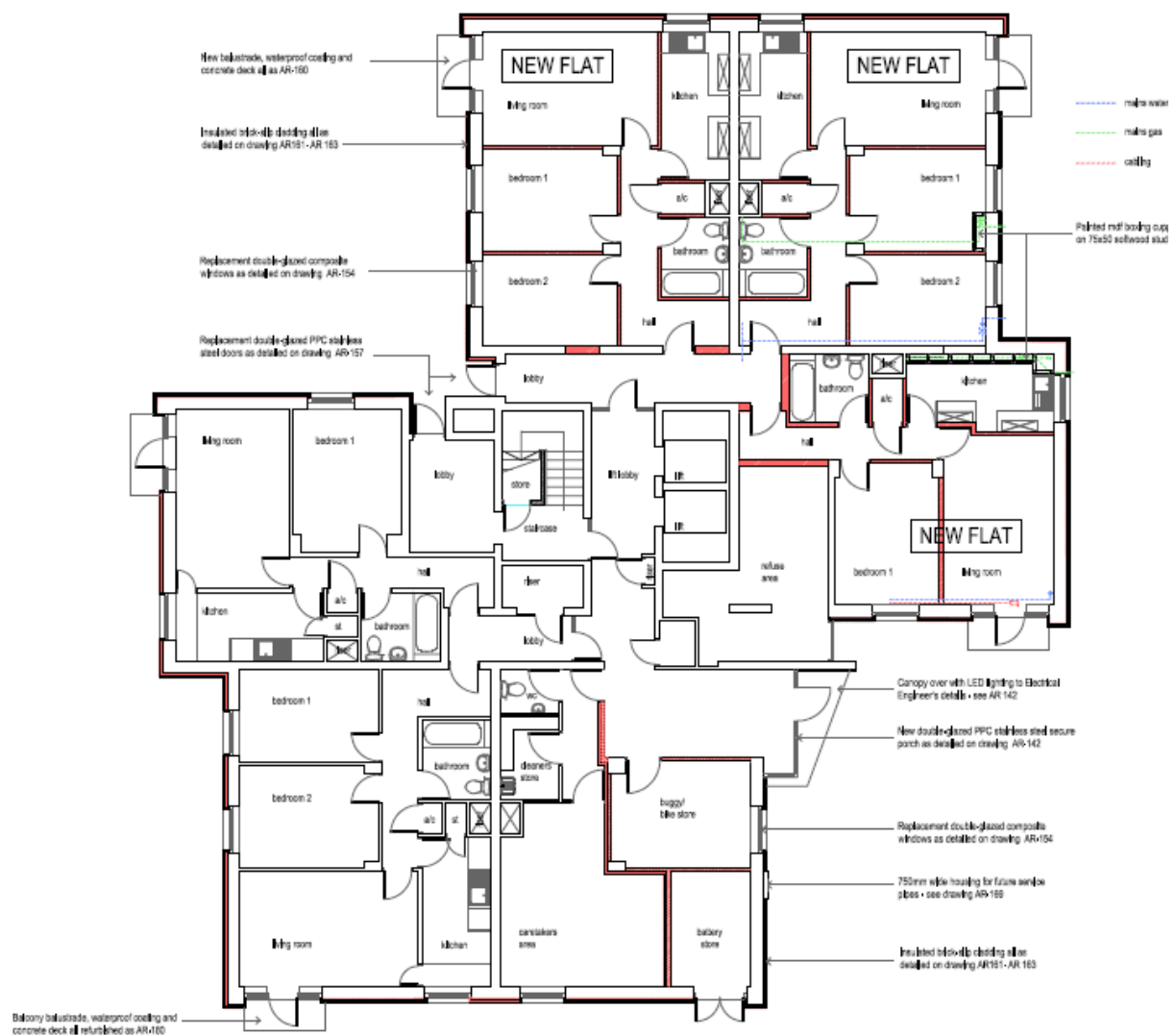
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

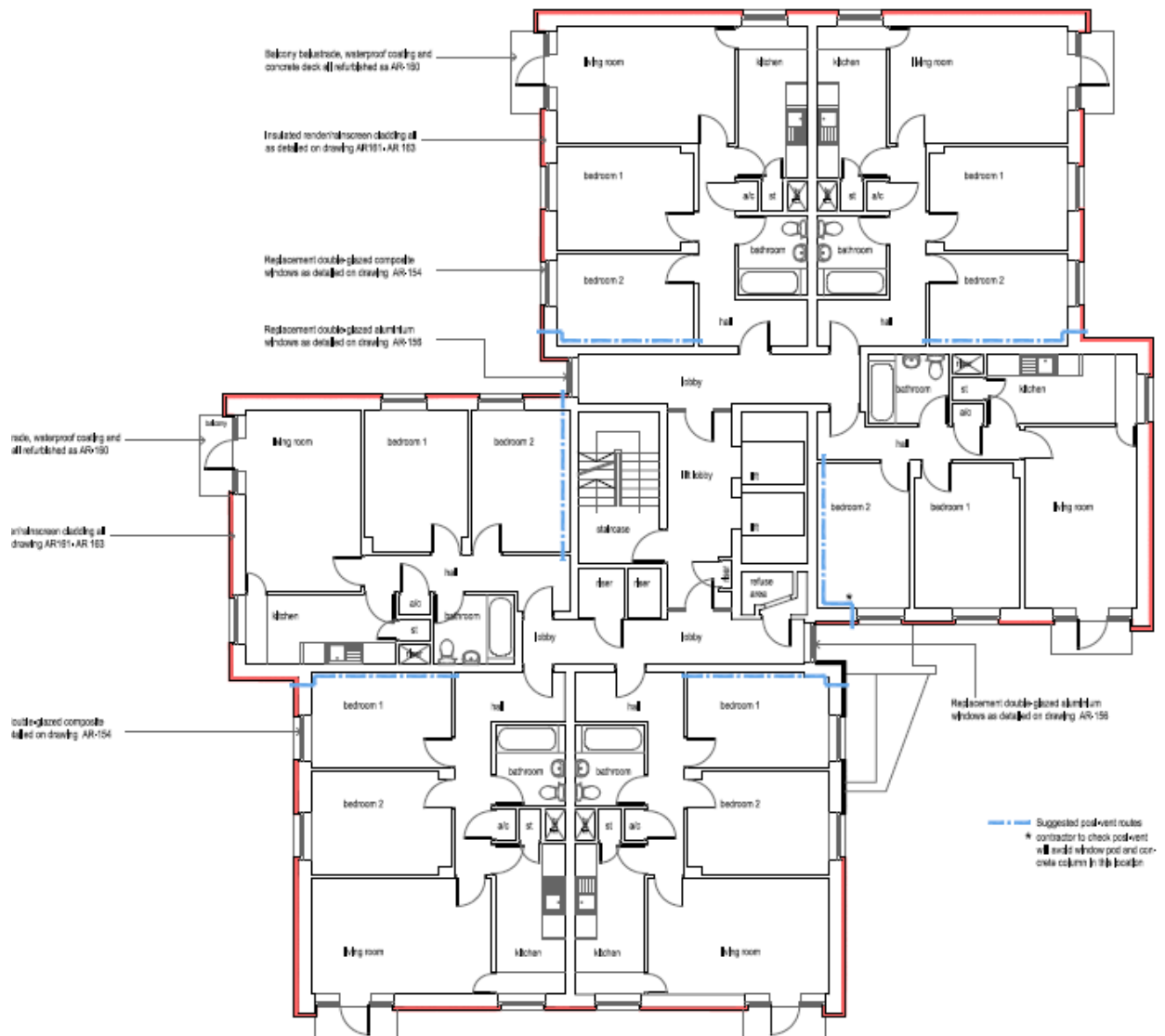
Building Plan

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

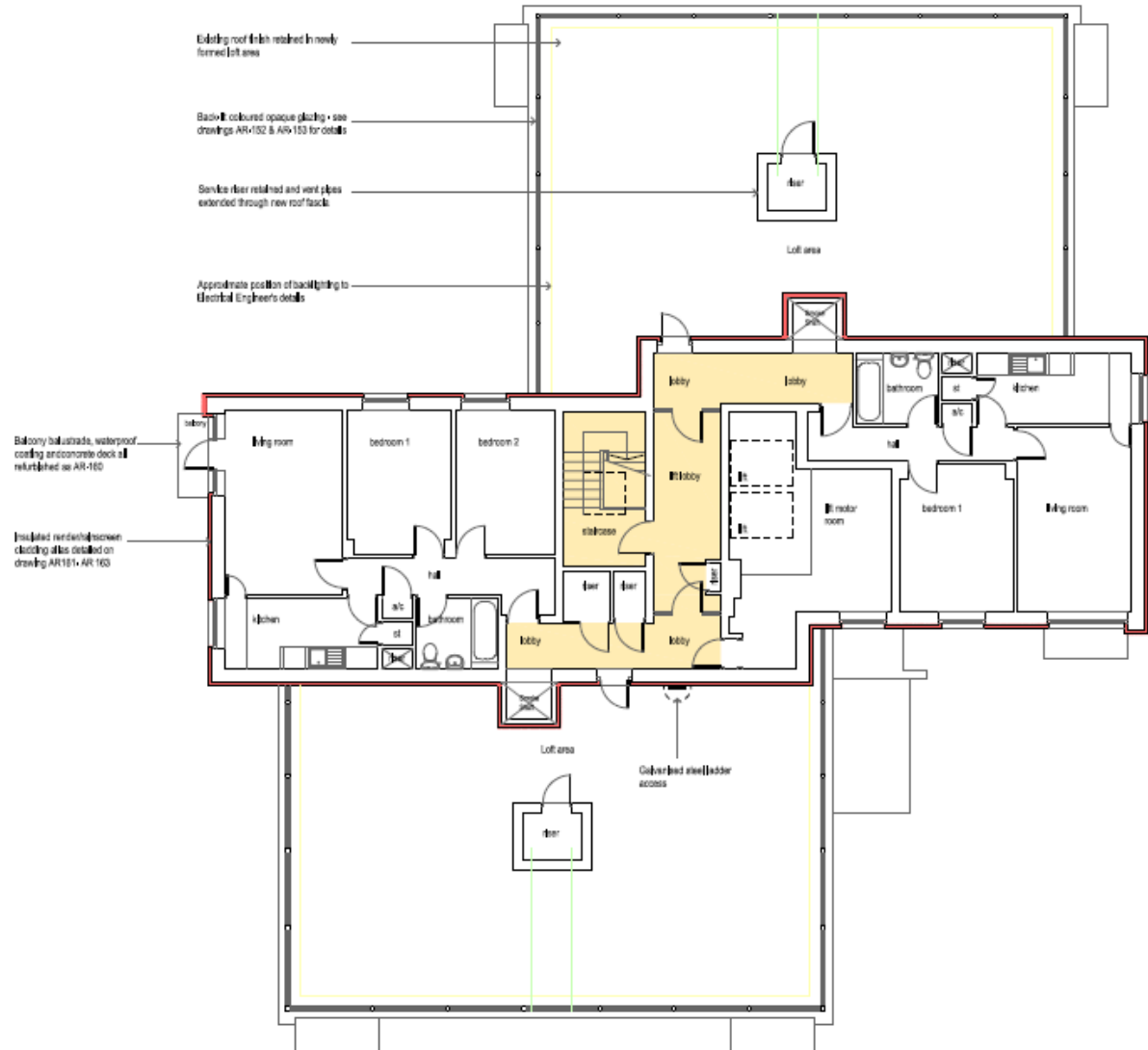
Ground floor



Upper floors



12th Floor Penthouse



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.

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

- 1) Brickwork up to 1st floor – Ibstock Rocksheild brick slips
- 2) Above 1st floor mixture of insulated Abecco mineral wool render (Fire Classification A2) and high density Rockpanel laminate board panels (Fire Classification A1)
- 3) Each flat within the block has access to an individual balcony.

A. Flat 33, 6th floor has netting installed to balcony.



B. Flat 34, 6th floor has netting installed to balcony.



C. Flat 36, 6th floor has wicker screening to balcony.



Section 7

Means of Escape from Fire

- 1) The site has a single staircase that provides a means of escape.



- 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. There is a main ingress and egress point and also the two rear doors.



- 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 automatic smoke vents.

- 9) There is a repeater indicator panel located on the wall of the ground floor lobby that shows the status of the system.



- 10) The smoke vent master reset control is located adjacent to the repeater panel in the ground floor lobby.



- 11) The controls are located in the service cupboard (single door secured with a 54 lock) on each floor. The controls allow for manual testing of the smoke vents. It should be noted that the system installed is fully automated and each vent is independently controlled by a localised smoke detector. Once smoke has cleared the system will automatically reset.



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

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

14) Dry riser cupboard doors are FD30s rated, kept locked / secured with type 54 suited mortice lock(s).



15) Service cupboards are FD30s rated, secured with type 54 suited mortice locks.



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

17) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put-Unless Policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them.

- 18) Individual flat doors are predominantly FD30s rated composite doors sets. Flats 13, 15 & 62 are timber flush FD30s rated.

[\(Refer to Section 10\)](#)



- 19) 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.

Flats accessed; 65, 59, 23, 9, there was no evidence residents had tampered with doors.

Attempts were made to sample additional flat doors however there was no response from the occupiers.

- 20) The head of the staircase is naturally ventilated by means of an open grill that leads into the roof ventilation shaft on the 12th floor.

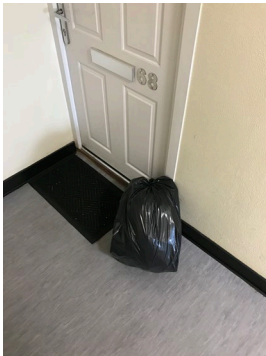


- 21) 12th floor is divided into three sections. Access to the roof is also on this floor as well as two inhabited flats (69,70)

- 22) Door to upper roof area found to be unlocked and cannot be secured. Door is accessed via hopped ladder from lower roof area.**



- 23) 11th floor rubbish bag left in hallway outside flat 68.**



- 24) Door to chute room on 11th floor does not close fully into frame as light is visible between gaps.**

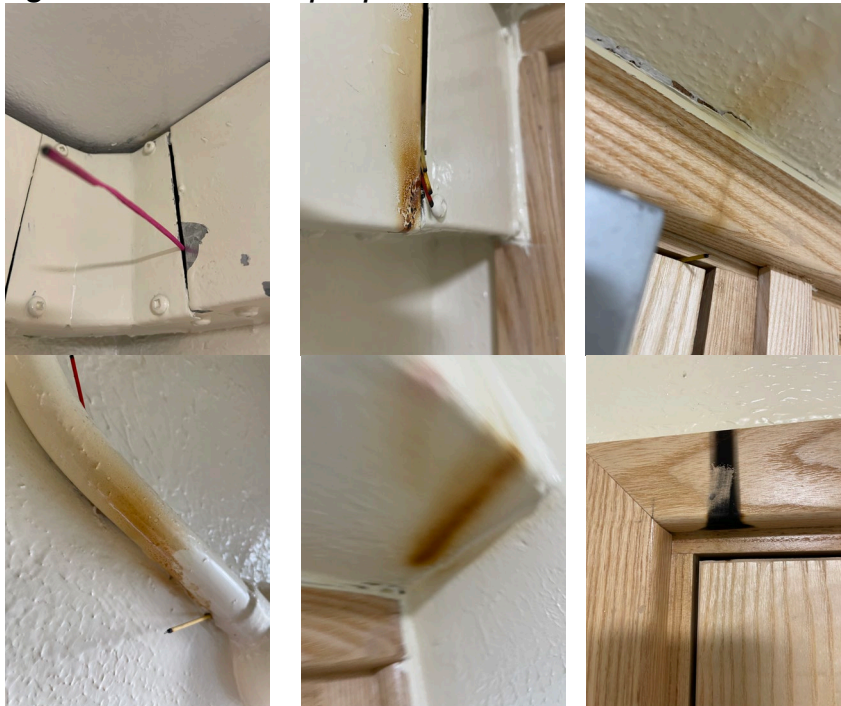


- 25) 11th floor chute room combustible items have been discarded.**



- 26) Evidence of scorching throughout the 10th floor on various surfaces. Scorching is caused by incense sticks that have been lit and wedged into various crevices. Over 20 incense sticks were found during this assessment. At the time of the visit all incense sticks were extinguished.**

22/09/22 Issue discussed on site with local housing officer who agreed to visit the properties on this floor.



- 27) Tea light holder with tea light in communal landing area adjacent flat 58.**



- 28) Pushchair left in the communal area on the 9th floor.**



- 29) 10th floor seal missing from rubbish chute. *23/02/23 Hoppers to all floors have been replaced / upgraded ([Refer to Section 10](#))*.**



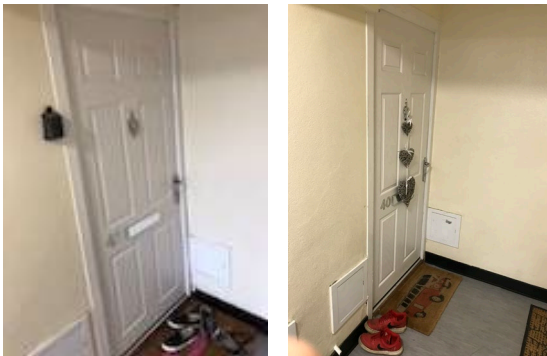
- 30) Service cupboard double doors on 8th floor adjacent flat 45 missing an intumescent strip**



- 31) Vision panel within communal stairwell door on 7th floor has been broken. Temporary fix to secure glass is evident.**



- 32) Several pairs of shoes left in communal area outside flats 40, 43 and 44 on 7th floor.**



- 33) Decorative item has been hung on flat 40 entrance door, fire rating is unknown.**



- 34) Decorative plastic flowers hung on flat 36 door.**



- 35) Excessive gap to lower leading-edge communal door on the 4th floor adjacent flat 24.



- 36) Communal door by flat 12 on the 2nd floor has an excessive gap on the leading edge resulting in the door not closing flush in the frame it is noted there is also 2 screws missing from the middle hinge.



- 37) 1st floor rubbish chute, seal is missing. *23/02/23 Hoppers to all floors have been replaced / upgraded [\(Refer to Section 10\)](#).*



- 38) First floor communal chute room door has an excessive gap on the leading-edge, light is visible through the gap.**



- 39) 2nd floor, flat 13 – It was noted that the draught seal has come away (door actioned in 10/5a).**



- 40) Hole in between wall and conduit on the 2nd to 3rd floor staircase to be fire stopped.**



- 41) It is noted throughout the premise there are door mats outside flats. The fire rating of the doormats is unknown.



Section 8

Fire Detection and Alarm Systems

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

Flats accessed:

Flat 65, LD2

Flat 59, LD2

Flat 23, LD2

Flat 9, LD2

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.



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



Section

9

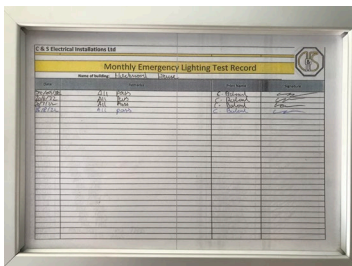
Emergency Lighting

- 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 monthly by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.



- 4) Illuminated fire escape signage is not installed to the premise.

Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
- 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.
- 3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 4) All service cupboards to communal landings are lockable. Keys are held centrally unless containing resident's meters.
- 5) Most of the Individual flat doors are FD30s rated composite fire door construction. Flats 13,15 & 62 have timber flush FD30s rated doors.



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

Electrical Cupboard Left Side								Electrical Cupboard Right Side								Dry Riser						Communal Areas																									
Floor No	Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials						Fire Stopping Materials						Fire Stopping Materials						Floor No												
	Supalux	Intu Batt	Intu Sponge	Intu / AKI Mastic	Grout/Filler	Intu Pads	Intu Pillows	Intu Wreaps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu / AKI Mastic	Grout/Filler	Intu Pads	Intu Pillows	Intu Wreaps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu / AKI Mastic	Grout/Filler	Intu Pads	Intu Pillows	Intu Wreaps	Rockwool	Supalux	Intu Batt	Intu Sponge	Intu / AKI Mastic	Grout/Filler	Intu Pads	Intu Pillows		Intu Wreaps	Rockwool										
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11	✓		✓	✓	✓				✓		✓		✓	✓	✓	✓			✓												✓					11											
12	✓		✓	✓	✓				✓		✓		✓	✓	✓	✓			✓												✓					12											
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Communal doors free from defects								✓	Communal windows free from defects								✓	Flat doors free from defects						✗	Communal cupboards locked and secure						✓	Communal areas free from tenants stored items						✓	Communal areas free from repairs materials						✓		
Foam Removal & Enhancement Record										Foam, Enhancements & Other Comments:																																					
Foam Present But Not Removed This Visit																																															
Foam Present & Partially Removed This Visit																																															
Foam Present & Fully Removed This Visit																																															
No Foam Present																																															
No Enhancement Carried Out This Visit																																															
Enhancement Carried Out This Visit										✓																																					

- 7) The corridors / staircases are protected by use of FD30s fire doors with vision panels.



- 8) Access panels to stop taps are fixed to walls via timber rebate strips and found outside the flats of every floor.



- 9) Hole in ceiling of external electrical / server room to be fire stopped. There are 2 additional holes within this hole running horizontally.



- 10) The boxing adjacent the ground floor service cupboard is insufficiently fire-stopped around communal door frame.



- 11) 23/02/23 - Refuse hoppers to all floors have been replaced with Dartford Metalcrafts Type LC – Conforming to BS1703: 2005

4 ¼ Hours fire rated to BS476 part 22: 1987

Smoke containment to BS476 part 31.1: 1983.



Section 11

Fire Fighting Equipment

- 1) The dry riser inlet is located within the ground floor lobby, inside a dry riser cabinet and is secured with a firefighter's suited bridge padlock.

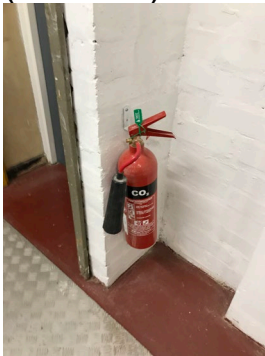


- 2) There is a dry riser that serves the building. The outlets are contained within a dry riser cupboard that is secured with a type 54 suited mortice lock

- 3) Dry Risers have sufficient signage



- 4) The dry riser is checked regularly as part of the Caretakers duties.
- 5) 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.
- 6) 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.



- 7) **Vegetation covering hydrant on the left hand side of the main entrance should be trimmed back so that hydrant is easily accessible.**



Section 12

Fire Signage

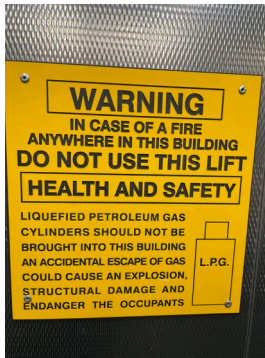
- 1) All fire doors display “Fire Door Keep Shut” where appropriate.



- 2) Fire Action Notices are displayed throughout the building. However, these are currently under review to align with S.M.B.C current guidance of “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) Floor indicator numbers are fitted to the wall of each floor on the communal staircase and adjacent lift doors. Floor indicator numbers have been cut directly into the flooring outside the lift.



- 6) The fire escape directional fire signage has been installed.



Section 13

Employee & Resident Training/Provision of Information

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

Section 14

Sources of Ignition

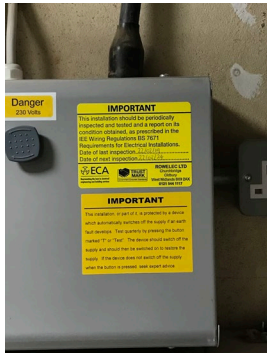
- 1) Smoking is prohibited within any communal parts of the building in line with Smoke Free England legislation.



- 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. **No evidence of PAT testing on some appliances located in the caretaking/cleaning teams staff room.**



- 4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 22/02/19



- 5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.
- 6) There is lightning protection installed to the block. Maintenance contracts are in place for lightning conductor testing in accordance with BS 6651.
- 7) 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 supplies are internal.
- 8) Portable heaters are not allowed in any common parts of the premises.
-

- 9) The existing cabling that has been retained as part of the wiring serving the flats, has single core concentric cable. Whilst this has adequate safety, consideration should be given to replacing the cabling as part of a future programme as a preventative matter. Should there be a fault, then the installation cannot be worked upon and would at that point require upgrading.

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.



- 4) 'Out of Hours' service in place to remove bulk items.
 - 5) The enclosed roof area has a quantity of living and dead pigeons and a large build-up of excrement. It has been confirmed by the
-

team leader for fire safety & facilities that that an order has been raised for remedial works. Anticipated to commence week beginning 26th September 2022.



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 is in operation covering the ground floors, lifts and external areas and surrounding areas. The system is monitored 365 days per year by the centralised CCTV control room located at the Sandwell MBC Operations and Development Centre, Roway Lane, Oldbury, B693ES.



- 4) There is no evidence of arson within the block.
-

- 5) The perimeter of the premises is well illuminated.
- 6) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
(Notice displayed in lifts see point 9-3)
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use.”
 - 3) No Flammable liquids stored on site by Caretakers / cleaners.
 - 4) All store cupboards are kept locked.
 - 5) There are no flammable liquids or gas cylinders stored on site.
-

Section 19

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

Significant Findings

Risk Rating of Additional Control Measures

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

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

Current Risk Rating 4-5 = HIGH

Current Risk Rating 1-3 = MEDIUM

Current Risk Rating 0 = Low



Fire Risk Assessment Level 2 Action Plan



Name of Premises or Location:

Hackwood House




Date of Action Plan:

20/09/2022

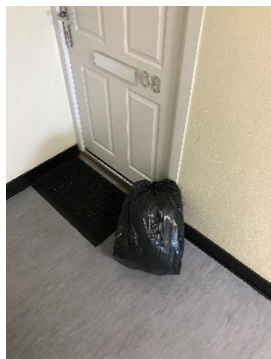


Review Date:





<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
06/3A	Flat 33, 6 th floor – removed netting installed to balcony.		3	Within 1-3 months of assessment date. Housing Manager	15/11/2022




06/3b	Flat 34, 6 th floor – removed netting installed to balcony.		3	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
06/3c	Flat 34, 6 th floor – remove wicker screening to balcony.		3	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
07/22	Access door to upper roof requires attention to ensure it can be secured by lock.		1	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598234	03/10/2022




Fire Risk Assessment- Hackwood House, Oldbury, 2022



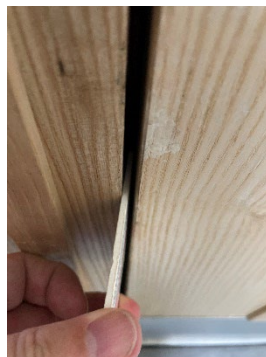
07/23	Rubbish left in communal area outside flat 68 to be removed and occupier reminded to take rubbish immediately to refuse chute.		1	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
07/24	11 th floor – excessive gap (leading edge) to be rectified on door to chute room.		3	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598274	30/09/2022
07/25	Items to be removed from chute room		1	P2 Within 1-3 months of assessment date. <u>Caretakers</u>	28/09/2022




07/26	Residents on the 10 th floor to be informed not burn incense sticks within any communal areas. Incense sticks are an ignition source and there is evidence of scorching to multiple surfaces. Also remove & dispose all remaining incense sticks from this area.	   	3	P1 Within 10 days of assessment date. Housing Manager	15/11/2022
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Fire Risk Assessment- Hackwood House, Oldbury, 2022


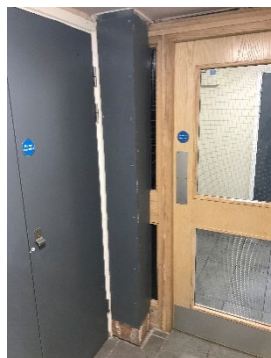
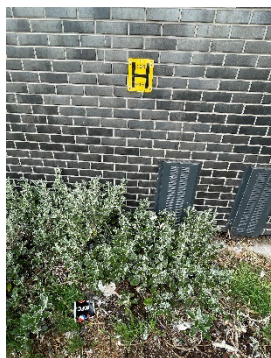
07/27	Adjacent flat 58 - Tealight holder and tea lights to be removed from communal area		3	P1 Within 10 days of assessment date. Housing Manager	15/11/2022
07/28	9 th Floor - Removal of pushchair from communal area outside flats 54,55,56.		2	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
07/29	Bin chute seal to be replaced on 10 th floor		2	P2 Within 1-3 months of assessment date. Caretakers	20/12/2022

fi 07/30	Intumescent strip to be replaced in service cupboard door on 8 th floor adjacent flat 45		2	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598393	03/10/2022
07/31	Vision panel within communal door on 7 th floor to be replaced		3	P1 Within 10 days of assessment date. Repairs Glazing	28/09/2022
07/32	Removal of footwear stored in communal corridor outside flats 40, 43, 44 on 7 th floor.		1	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022


07/33	Decorations to be removed from flat 40 entrance door.		1	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
07/34	Decorative plastic flowers to be removed from flat 36 entrance door.		1	P2 Within 1-3 months of assessment date. Housing Manager	15/11/2022
07/35	4 th floor adjacent flat 24 - excessive gap on lower leading edge of door to be rectified.		3	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598438	30/09/2022

07/36	2 nd floor adjacent flat 12 - communal door excessive gap on leading edge to be rectified and missing screws to centre hinge to be replaced.	 	3	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598486	30/09/2022
07/37	Intumescent seal that is missing from the bin chute in the 1 st floor chute room to be installed.		2	P2 Within 1-3 months of assessment date. Caretakers	20/12/2022


07/38	1 st floor – excessive gap to be rectified (leading edge) on door to chute room.		3	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598816	30/09/2022
07/40	2 nd to 3 rd floor stairwell – apply suitable firestopping material to hole in wall against conduit.		2	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9592828	13/10/2022
10/9	Hole in ceiling of external electrical / server room to be fire stopped		2	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598859	03/10/2022

					
10/10	Boxing adjacent ground floor service cupboard requires fire-stopping around gaps against communal door frame with suitable material.		2	P2 Within 1-3 months of assessment date. Fire Rapid Response JM9598885	03/10/2022
11/7	Clear vegetation that has overgrown the fire hydrant to the righthand side of the main entrance.		1	P2 Within 1-3 months of assessment date. Grounds Maintenance	20/12/2022

Fire Risk Assessment- Hackwood House, Oldbury, 2022

14/03	Appliances used in the caretaker's room (Ground Floor) require pat testing.		2	P2 Within 1-3 months of assessment date. Electrical Repairs	20/12/2022
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Signed

	Fire Risk Assessor	Date: 20/09/22
	Team Lead Fire Safety & Facilities	Date: 22/09/2022

Appendix 1

Risk Rating of Block (to determine Caretaking frequency)

Current Ranking (out of 54)	Block	Standard & Condition of existing fire protection to communal areas.	Standard & Condition of existing fire protection within flats	No of floors	Number of Staircases	Security in the block	ASB & arson threat within block	Void Rates	Risk Score	No of Flats	Number of voids over 12 months	Percentage flat to void ratio
		Weightings										
		5	4	1	4	3	5	2				
12	Hackwood House	1	2	3	5	1	4	3	65	73	18	24.7%

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

- SCORE 1 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

- SCORE 1 Property received renovation in the last 5 years and fire protection works signed off.
 2 Property received renovation in the last 5 years and fire protection works NOT signed off
 3 Property renovated in the last 10 years.
 4 Property renovated in the last 15 years.
 5 Property not received renovation/fire works where possible issues could be apparent

NUMBER OF FLOORS

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

NUMBER OF STAIRCASES

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

SECURITY IN THE BLOCK

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

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

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

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

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

Appendix 2

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

Name of property: Hackwood House

Updated: 22/09/22

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.
Survey held by S.M.B.C. Investment Division (Derek Still Tel:- 0121 569 5077).		