Fire Risk Assessment

Manifoldia Grange

Coyne Road, West Bromwich, B70 7JU

Date Completed: 21st January 2026

Review Period: 12 Months

Officer: Adrian Jones **Building Safety Manager**

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

Current Risk Rating = Tolerable

Sandwell Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA).

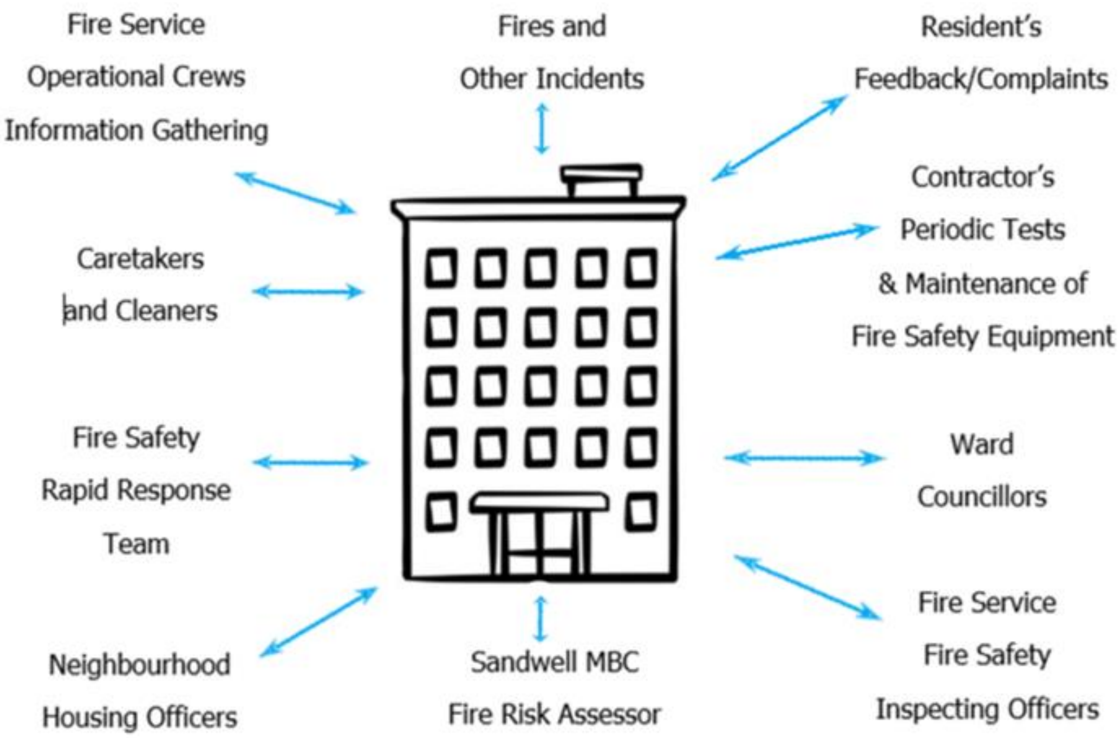
Specifically, RR(FS)O article *9. — (1) "The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order*".

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

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment.

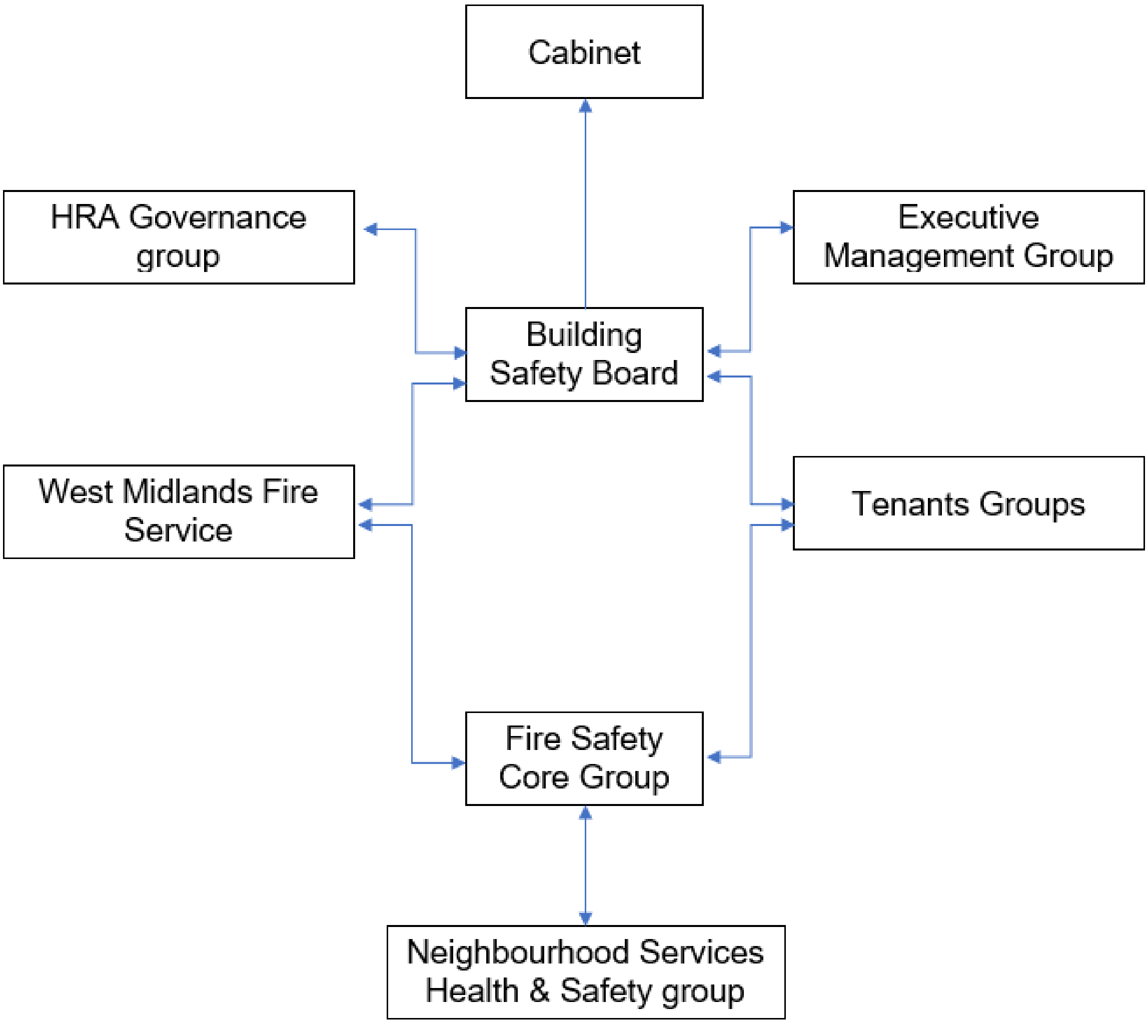
This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building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

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



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

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



To summarise the fire risk assessment, in this scenario the RR(FS)O requires the prescribed information to be recorded. The prescribed information is the significant findings of the fire risk assessment and those groups or persons especially at risk from fire.

This is recorded here in section 1. Also required to be recorded under article 11, are the fire safety arrangements for the planning, organisation, control, monitoring and review of the preventative and protective measures. The information shown above is part of this requirement.

Section 1 Significant findings

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

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

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

Significant findings

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

The escape strategy for the flatted accommodation 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.

The escape strategy for the central office building for SMBC employees is **'Simultaneous Evacuation'.** This means in the event of a fire, occupants in this area should evacuate via the nearest exit to the assembly point (noting those SMBC staff members who may perform fire marshal duties).

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The walls are brick cavity with UPVC fascia boards to the edge of a pitched concrete tiled roof. Windows and some doors are UPVC double glazed. Final exit doors to the wings are timber, others are powder coated aluminium.	Trivial
Section 7	**Means of Escape** The site has four staircases that provides a means of escape. Each wing has 2 final exit doors. The central building area has 3 final exit doors plus 1 final exit door from the kitchen however the door to the kitchen is lockable. Notional FD30s doors to corridors and stairwells. An upgrade of the cross corridor doors is required. This should include new hinges, re hanging to align gaps, new cold smoke seals where required, adjustment to self-closing devices and drop down seals where required. Staircase doors should be upgraded to ensure they are fit for purpose. This includes new hinges, re hanging to align gaps, new cold smoke seals where required, adjustment to self-closing devices and drop down seals where required. The main Kitchen door from kitchen area to the office space needs maintenance. Refit & the door to ensure it closes correctly into the frame.	Tolerable

Section 8	**Fire Detection and Alarm Systems** L1 fire alarm system in place. All flats have a heat detector in the hallway linked to the fire alarm panel. Fire Alarm Call Points are strategically located within the premises, including beside the rear exit doors of flats 2, 3, 11, 23, 24, 32. A weekly call point test is carried out by site staff. Smoke and heat detectors installed to LD2 standard in flats. At the time of the assessment the fire alarm panel was showing in fault, this needs to be resolved as soon as possible.	Tolerable
Section 9	**Emergency Lighting** Emergency lighting is provided along escape routes. Emergency lighting is tested monthly and other associated tests in accordance with BS5266.	Trivial
Section 10	**Compartmentation** Fire stopping required to cable penetrations in the switch room / central building. A sample of compartmentation was carried out on the first floor. This identified areas that remedial work is required to protect the means of escape. In isolated areas where fire resisting sponge has been used to seal voids, these should be replaced with another suitable fire resisting material. i.e., buttered fire batt.	Tolerable

Section 11	**Fire Fighting Equipment** Portable fire extinguishers are present in the lift motor room and corridors / offices of the central building. Fire blanket in the central kitchen. Hose reels have been decommissioned.	Trivial
Section 12	**Fire Signage** Fire action notices in common areas and in flats. Signage illustrating flat and floor numbers in corridors. All fire doors display Fire Door Keep Shut signage.	Trivial
Section 13	**Employee Training** A fire evacuation drill was conducted on 21st November 2025. All staff receive basic fire safety awareness training. Ensure all security staff receive training in fire safety and evacuation procedures.	Tolerable
Section 14	**Sources of Ignition** The fixed electrical test to the landlord's supply was last completed on the 8th September 2022 Gas appliances have been isolated in the central building's kitchen. It was noted that several small appliances in the kitchen need to be PAT tested. There are other electrical appliances in the main office and open plan meeting rooms that require PAT tested.	Tolerable

Section 15	**Waste Control** There is a rubbish chute for waste in each wing. Euro bins are stored in rooms accessed externally. Rooms are not secured. Smoke detectors are installed to the bin storage rooms.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contactors are controlled centrally, and hot works permits are required where necessary. The central office building has a signing in book for visitors. Maximum permitted occupancy of the former lounge / dining room where meetings and events are held is 128 persons. Office space to be created in the former lounge / dining room. Maximum occupancy of persons and associated equipment / workstations advised not to exceed 25.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access to the central building. Doors to wings are secured by cylinder lock & key.	Trivial

Section 18	**Storage Arrangements** There are no storage facilities for tenants other than in their flats. Staff have agreed to remove packaged radiators and cardboard boxes from the electrical intake room. Revisit the plan to use former bathrooms to store pushchairs and bicycles.	Tolerable

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.

<u>These include but not restricted to: -</u>

An upgrade of cross corridor fire doors and service cupboard doors to include new hinges, re hanging to align gaps, new cold smoke seals where required, adjustment to self-closing devices and drop down seals where required.

There are several compartmentation issues that need to be resolved to protect the means of escape, replacing FR sponge with a suitable fire resistant fire batt material.

On the findings above, an approved contractor should be appointed and a full, intrusive compartmentation survey of the premises carried out.

PAT testing should be carried out in the kitchen, open plan office space and the main office.

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.

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:

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.

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

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

Section 2 People at Significant Risk of Fire

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

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

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

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(s), we will make referrals for West Midlands Fire Service to conduct a Safe and Well visit.

The building was previously designated as an extra care sheltered housing scheme, however, has recently been re-purposed to provide temporary accommodation for homeless families.

Section 3 Contact Details

The Chief Executive of Sandwell Metropolitan Borough Council has ultimate responsibility for the site as the responsible person identified by the RR(FS)O 2005. The Chief Executive has put a structure in place to support the management of the site.

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

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

<table>
<tr><td colspan="3">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Management & Improvement
Sarah Agar</td></tr>
<tr><td colspan="3">Fire Safety Manager
Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Housing Office Manager
Glyn Parton</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Andrew Froggatt
Carl Hill
Louis Conway</td><td>Fire Risk Assessors
Craig Hudson
Mohammed Zafeer
Stuart Henley</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Ethan Somaiya
Hannah Russon</td></tr>
</table>

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

Section 4

Description of Premises

This fire risk assessment encompasses the building and footprint of the premises that is known as:

Manifoldia Grange
Coyne Road
West Bromwich
B70 7JU

Description of the Property

The premises was constructed in 1986 using traditional brick cavity construction, with concrete tiled pitched roof.

The central building is single storey with a main entrance to the front elevation and a further three exits, two to the rear elevation and one from the former kitchen to the side elevation. The central core area (former day room and ancillary rooms) is utilised by SMBC staff & site security only.

There are two-storey wings attached on either side of the central building both providing emergency housing/flatted accommodation for residents. Both wings can be accessed from the central building by means of a linked corridor; however, only staff & security can travel from the office side due to a locked connecting door secured by a suited 54 key & mortice lock.


Access to the linked corridors from the wings (flatted accommodation side) is maintained for residents to enable access to the rear garden.



Each two-storey wing has an entrance/exit to the front elevation with a further exits to the rear enclosed gardens. The door entry system in each wing is no longer in use; residents can gain access by using a key.

There is a total of four protected stairwells within the building all located in the wings. Each one leads directly to a final exit door.


The ground floor of each wing consists of 11 numbered dwellings. The former warden's houses in both wings are the only two storey dwellings. The rest are single storey flats; these being Flats 2, 3, 11, 23, 24, 32 & both former warden's houses (1 & 22) all contain rear exit doors.

The first floor of each wing consists of 9 numbered flats.

The communal rooms within both wings that were previous used as a hairdressers, laundry, guest bedroom and communal bathroom / toilet are inaccessible to residents and secured by means of 54 suited mortice locks.

The premises has two separate lift cars that serve both ground and first floor, these are located in Block 1 & one lift in block 2. Access to the lift motor room is obtained by a full height door from the communal ground floor corridor.

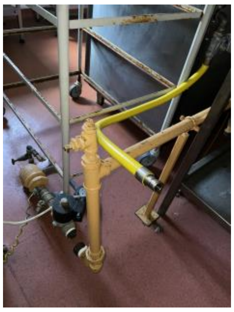


The main front entrance to the central building has a door entry system with a fob reader installed.


The central building consists of offices, open plan office / meeting area, toilet facilities, switch room and a commercial kitchen.



Kitchen appliances have been disconnected from the mains with only small appliances available for use by SMBC staff and security. These include microwave, toasters, kettle, fridge and freezers.

The premises has a boiler house that is accessed externally from the main front car park.


The gas isolation point is in an external louvred door adjacent the main entrance.

The premise manager has confirmed that staff occupy the building during the following hours:

- Monday 0900 – 1700
- Wednesday 0900 – 1700
- Thursday 0900 – 1700
- Friday 0900 – 1700

Security staff occupy the building 1900 – 0700 Monday to Friday and 24hrs per day during weekends and public holidays.

Residents at Manifoldia Grange have been provided with a list of out of hours / emergency contacts with their sign up packs.

At the front of the complex, fencing has been installed around the perimeter of the complex. The rear of the complex is enclosed by natural borders backing onto Bromford Lane Allotments.

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.

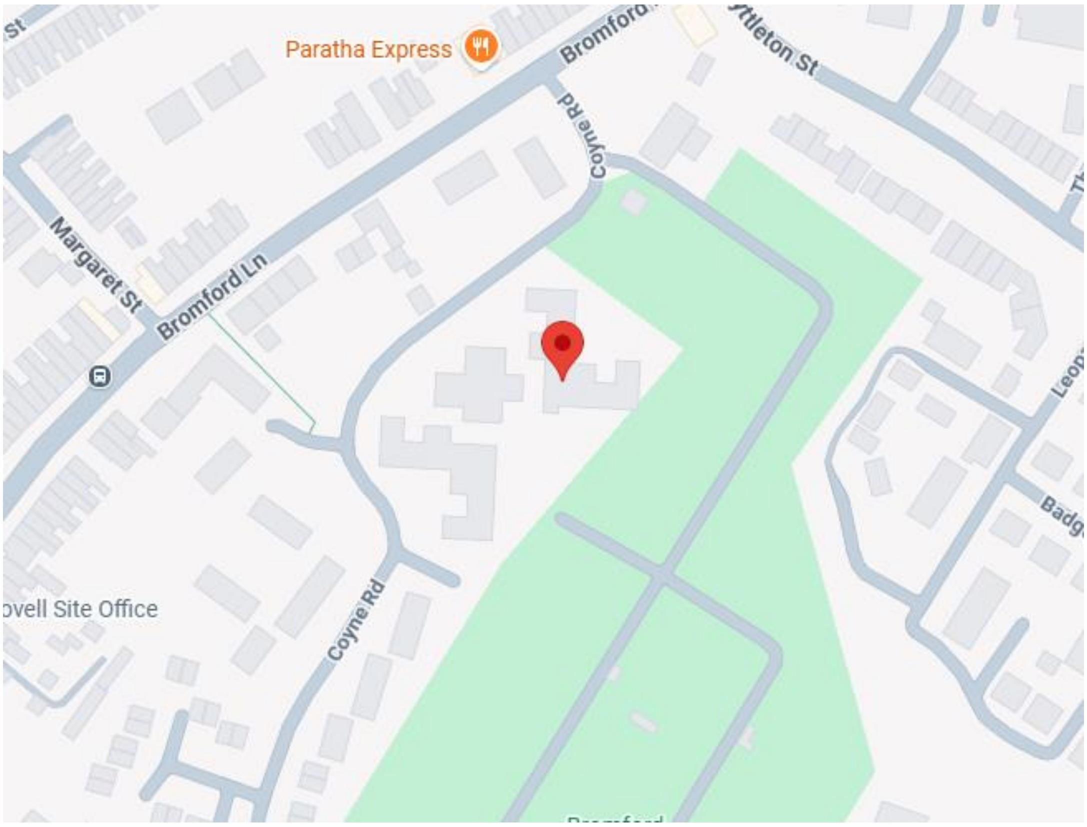
High/Low Rise	Low Rise
Number of Floors	Two
Date of Construction	1986
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	Two
Number of Staircases	Four
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	Yes, L1 System installed.
Refuse Chute	Two
Access to Roof	Access to roof space via loft hatches located within the individual upper floor properties, office, and communal toilets
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

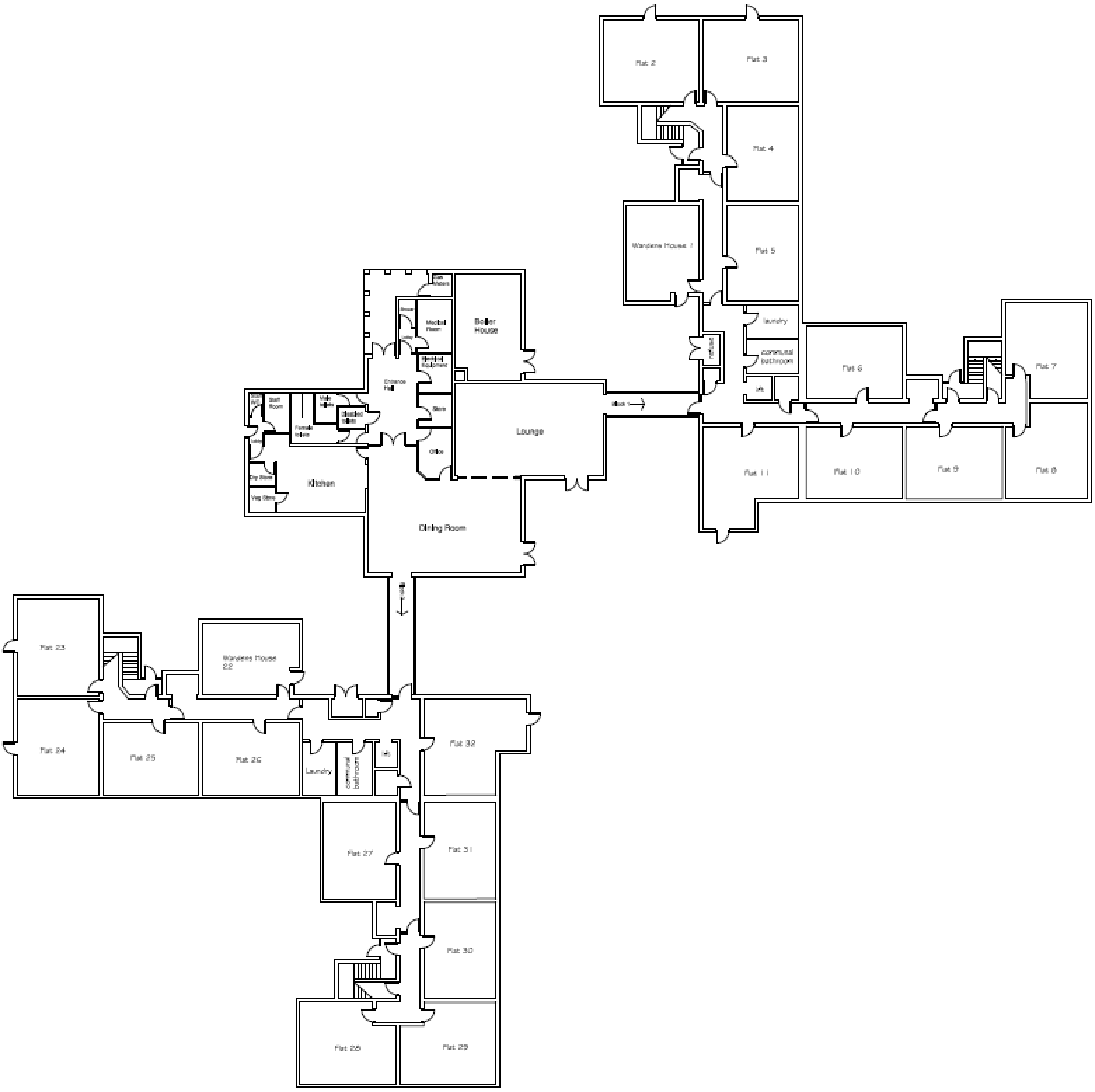
Residents / Occupants of 40 dwellings
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5 Building Plan

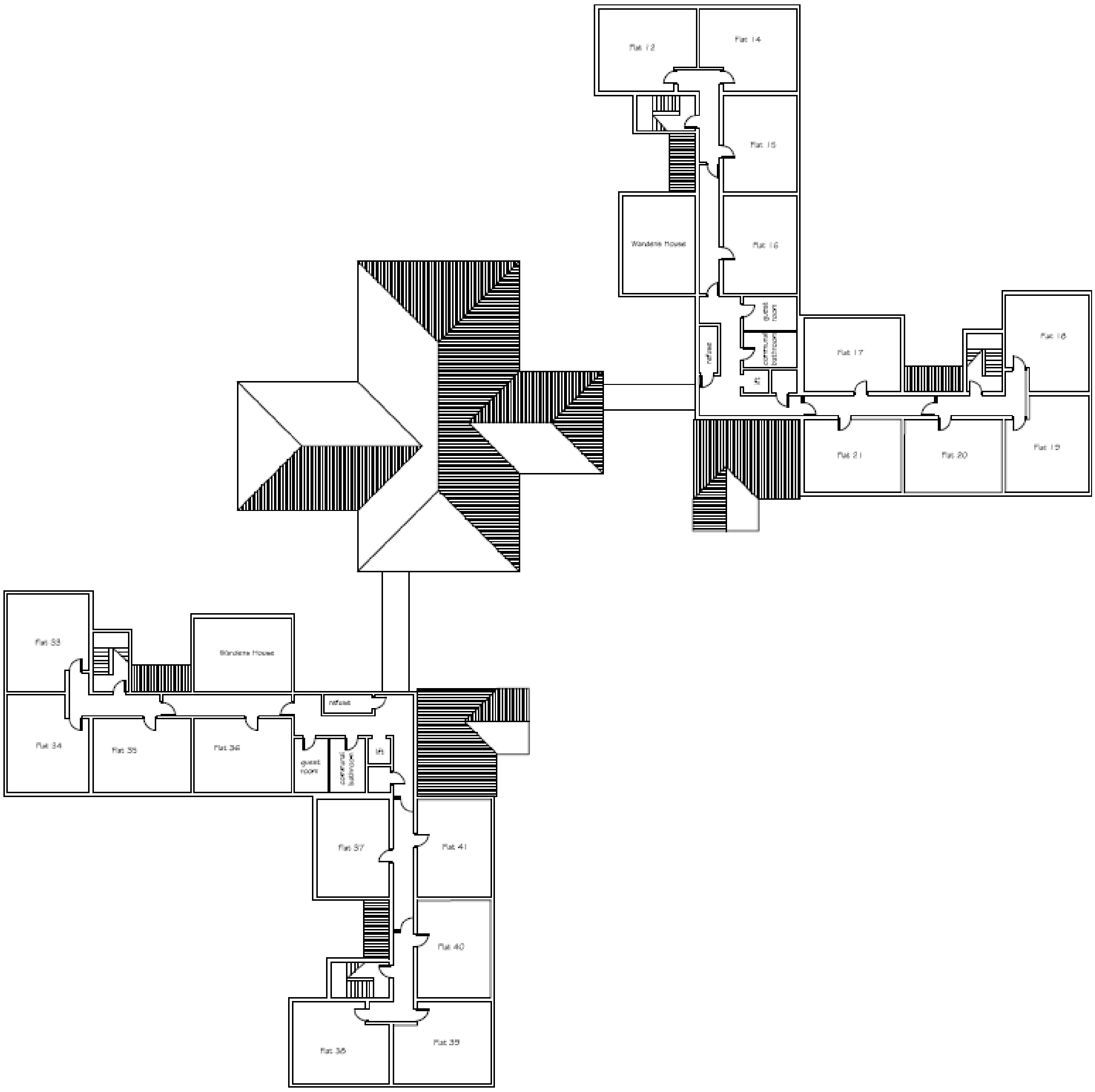
Aerial View



These are typical floor layouts of Manifoldia Grange, they illustrate final exit doors.



Manifoldia Grange - Ground Floor Plan



Manifoldia Grange - First 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.

Where required, 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.

Using the FRAEW methodology detailed in PAS 9980:2022 – Fire Risk Appraisals of External Walls (FRAEW) for existing multi -storey, multi occupied residential buildings.

The Fire Risk Assessor has carried out a non-intrusive appraisal of the external walls of this premise, as a consequence no further actions or surveys are required at this time.

The building has a traditional brick cavity construction surmounted by a combination of flat and concrete tiled pitched roof.




UPVC fascia boards have been installed in parts of the building.

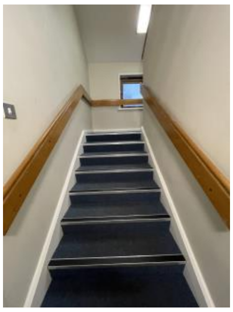

External doors and windows are predominately UPVC, there are timber doors to the external services / final exit doors & powder coated aluminium to the main entrance door.




Section 7

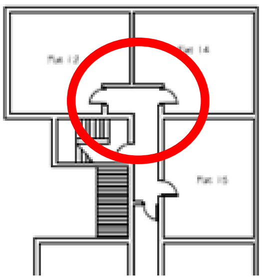
Means of Escape from Fire

1) The site has four staircases that provide a means of escape, these are approximately 1040mm in width.

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

3) There are several dead ends corridors within the residential side of the building, these are located on both ground and first floors. In these cases, travel distances to the nearest staircase are approx. 7 metres.



4) Exits are located at each end of the wings therefore occupants can escape in either direction.

5) Travel distances to the nearest place of relative safety from all parts of the building are within the recommended distance of 30 mtrs for a normal risk building with more than one escape route.

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

7) There are five protected compartments in addition to the protected stairwells within each ground and first floor wing along the means of escape.

8) The communal landing / staircases and corridors are protected by use of notional FD30s fire doors with vision panels.


9) Communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).


10) There are three final exits from the central building (offices / meeting room) therefore occupants have can escape in three of directions.

11) The main entrance / final exit door to the central building (office) has a door entry system installed. This system is designed to fail safe i.e. door unlocked in the event of a power failure. This prevents occupants from being locked in or out of the building.



12) The remaining two exits are within the former lounge and dining room which is now an open plan office/meeting facility. These exit doors to the rear garden are 1420mm wide, push bar operated and lead to the rear garden. Although the garden is enclosed, there is a final exit gate to escape from the area to a place of ultimate safety.




13) The kitchen facility also has a final exit door which is opened by thumb turn lock.

14) The two final exit doors in each wing have thumb turn locks to enable easy exit.


15) The final exit door adjacent flat 28 leads into an enclosed garden area with perimeter fencing and double gates. The gates are equipped with a thumb turn lock allowing for easy access to the street.

16) Automatic smoke ventilation is not employed. Communal windows can be opened without the use of a key. This can assist with smoke control in the event of an emergency.

17) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by site staff and security; all items of rubbish are immediately removed. There's also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

18) There are plans to convert the former communal bathrooms into a secure storage facility for the residents and their pushchairs however, until the works have been completed office staff walk the building each duty day and site security walk the building hourly during non-business hours to ensure that the means of escape are not obstructed. This is acceptable as part of a managed approach.

19) 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.

20) Service cupboards are notional FD30s timber flush doors, secured with type 54 suited mortice locks.


21) Once remedial work has been carried out the building will have sufficient passive controls to 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.

Anyone not in a flat during a fire / fire alarm should leave the building by the nearest exit and report to the assembly point in the front car park.

22) All individual flat entrance doors have been installed by Sycamore Windows. The doors are manufactured by Hurst Plastics Ltd under the BM TRADA Q-Mark fire door manufacture scheme. The fire door identification plugs were noted in each of the sampled doors.

Flat doors to 12, 22 & 36 were checked to ensure they operated correctly.




23) Flat 36 flat entrance door needs some adjustment to ensure it closes fully into the frame.

24) It is the opinion of the Fire Risk Assessor that all communal doors should be upgraded. This includes Cross corridor, staircase and service cupboard doors. Following a meeting onsite with the Fire Rapid team there are approx. 16 cross corridor doors for the fire rapid team to assess and repair where required.

The upgrade should include new hinges, re hanging to align gaps, new cold smoke seals where required, adjustment to self-closing devices and drop down seals where required.

25) Main Kitchen door from kitchen to office area needs some maintenance. Refit & the door to ensure it closes correctly into the frame.

26) Final exit door outside flat 30 has a cracked vision panel. This needs to be replaced.

27) Communal ceiling tiles within the building are generally in poor condition, replacement tiles are required.



Section 8

Fire Detection and Alarm Systems

1) There is an L1 fire alarm system fitted within the premises. The control panel is located within the main entrance foyer. There is a zone plan on display adjacent to the fire alarm panel.

2) At the time of the assessment the fire alarm panel was showing in fault, this point needs to be resolved as soon as possible. John Dolman has instructed Orton's to attend site to rectify the issue.

3) Fire Alarm Call Points are strategically located within the premises, including beside the rear exit doors of flats 2, 3, 11, 23, 24, 32.

4) The fire alarm system is tested weekly by onsite staff. The test incorporates those call points within flats on a scheduled basis. Other testing is carried out by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.

5) The type of warning device is by means of sounders, with strategically placed strobe lights in the communal areas.


6) Hard wired smoke and heat detectors are located on each floor to include communal corridors (including voids above), offices, individual flats, bin room, kitchen, and boiler house (including roof void above).

This is not extended to the roof voids above the communal toilets or above those individual flats with loft hatches 12,14, 15, 16,17, 18, 19, 20, 21, 33, 34, 35, 36, 37, 38, 39, 40, 41. However, consideration should be given to extend detection to these voids should be considered as part any future upgrade to the system.




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

8) Each flat has a heat detector located in the hallway that is connected to the communal fire alarm system.

9) In addition, each flat has a hard wired Aico smoke detector and within the living room and a heat detector within the kitchen that is linked to the community alarms support services office.

10) Two way communication between flats and the community alarms support service is available for residents via an intercom system within each flat.

11) The premise manager confirmed that a fire evacuation drill was conducted on 21st November 2025.

12) 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.

Access was gained to flats 12, 22 & 36.

For information
LD1 all rooms except wet rooms
LD2 all-risk rooms e.g., Living Room, Kitchens, and Hallway.
LD3 Hallway only

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 throughout the building to include offices, communal areas, 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

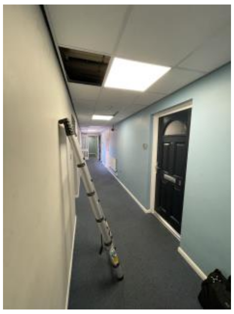
This section should be read in conjunction with Section 4

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 30 minutes horizontal fire resistance.

2) A variety of methods / materials have been used to achieve fire-stopping including intumescent sponge, mastic and Fire batt.

3) There is evidence of some good fire stopping at the premises, examples such as the service cupboard where the main electrics are located on the ground floor outside the main office.

4) During this FRA survey ceiling tiles were removed in communal corridors to confirm compartmentation between flats, corridors, means of escape corridors and above communal fire doors.




5) Lifting ceiling tiles identified that compartmentation needs to be improved, these areas are located on the first floor means of escape.



6) In isolated areas where fire resisting sponge has been used to seal voids, these should be replaced with another suitable fire resisting material. i.e., buttered fire batt.

7) Based on the findings at Manifoldia Grange it is recommended that a full compartmentation survey of the building is undertaken. This should be carried out at the earliest opportunity.

8) Once this work has been completed the premises will have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire.

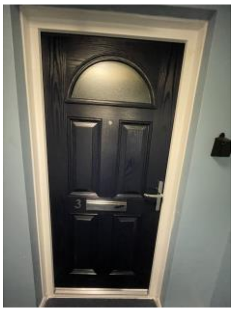
9) There is a boiler house to the central building which is accessed externally from the front car park area. It has sufficient compartmentation extending from the boiler house up into the roof void (accessed via a ceiling hatch).



10) All communal doors are fitted with automatic closing devices that are checked on a regular basis. Defective closing devices are replaced by the in-house repairs team(s).


11) All service cupboards in communal areas are maintained locked.

12) Individual flat doors have been installed by Sycamore Windows. The doors are manufactured by Hurst Plastics Ltd under the BM TRADA Q-Mark fire door manufacture scheme.



13) The communal landing / staircases and corridors are protected with notional FD30s fire doors with vision panels.


14) Service cupboards have notional FD30s timber flush doors. Serviced cupboards are secured with type 54 suited mortice locks.


15) Doors to chute rooms, laundry & hairdressing rooms have notional FD30s timber flush doors. Laundry & Hairdressing rooms are void and no longer used for their original purpose.


Section 11 Fire Fighting Equipment

1) The premises has adequate provisions for portable fire-fighting equipment.

Portable Fire Prevention Equipment			
Description	**Install Date**	**Discharge Date**	**Location**
1 x 6ltr Foam Fire Extinguisher	2020	2025	Entrance
1 x 2kg CO2 Fire Extinguisher	2015	2025	Entrance
1 x Fire Blanket	2017	2021	Kitchen
1 x 2kg CO2 Fire Extinguisher	2015	2025	Kitchen
1 x Wet Chemical Fire Extinguisher	2017	2022	Kitchen
1 x 9ltr Water Fire Extinguisher	2020	2025	Dining Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	Dining Room
1 x 6ltr Foam Fire Extinguisher	2020	2025	Corridor
1 x 2kg CO2 Fire Extinguisher	2020	2030	Lift Motor Room
1 x 2kg CO2 Fire Extinguisher	2015	2025	Hairdressers Room
1 x 6ltr Foam Fire Extinguisher	2020	2025	Corridor
1 x 2kg CO2 Fire Extinguisher	2020	2030	Laundry
1 x 2kg CO2 Fire Extinguisher	2015	2025	Lift Motor Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	Plant Room
1 x 2kg CO2 Fire Extinguisher	2020	2030	2nd Laundry Room

2) Sandwell M.B.C has a maintenance contract in place that captures all firefighting equipment at this site. The equipment is tested by an approved contractor / person in accordance with current standards - BS 5306-3: 2009.

3) All portable fire fighting equipment that was previously stored within the communal corridors to each wing where flatted accommodation is has been removed due to anti-social behaviour.

This is acceptable because the equipment was originally installed inline with the buildings previous use as an extra care sheltered housing scheme and formed part of the fire strategy at that time which is no longer valid.

4) It was noted that fire-fighting hose reels have been decommissioned, signage removed, and cupboards have been secured.

Section 12

Fire Signage

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

2) Fire Action Notices are displayed throughout the central office building. The premise manager has confirmed that further Fire Action Notices are displayed in each flat advising tenants of the Stay Put Unless strategy.

3) Signage illustrating flat numbers are installed throughout the building.

4) The fire escape routes are clearly defined by the use of directional luminaires and fire signage in accordance with BS 5499.

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) The premise manager confirmed that a fire evacuation drill was conducted on 21st November 2025.

4) Staff undertaking fire risk assessments are qualified to a Level 4 Diploma in Fire Safety.

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

6) Parking should continue to be managed to ensure cars do not park in close proximity to the building, particularly blocking service and or final exit doors.

7) Ensure all members of security receive appropriate training in fire safety, evacuation procedures and management of the fire alarm.

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 work is not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) Portable electrical equipment used within the offices and as part of the Caretaking / Cleaning regime is subject to annual PAT Testing.

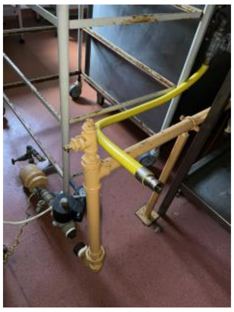
4) It was noted that several small appliances in the kitchen need to be PAT tested, there are also electrical appliances in the main office and open plan meeting rooms that require testing.

5) The fixed electrical installation shall be tested every 5 years. The date of the last EICR was 8th September 2022.

6) Electrical installations are contained within dedicated service cupboards that are secure and protected by means of a FD30S door.

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

8) It was noted that gas appliances within the central kitchen have been disconnected / capped off from the supply. These assets should be redistributed in other areas of the Authority.



9) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The incoming gas supply and isolation point is located within a dedicated external cupboard adjacent the main entrance to the building.

10) Soft furnishings in the open plan office should be maintained to ensure they are compliant with British Standard 7176 & the Furniture and Furnishings (Fire Safety) Regulations 1988/1989, 1993 and 2010.

Should any damage, rips or tears of fabric occur, the chairs should be removed from service.

Section 15 Waste Control

1) There are provisions for refuse disposal within the two wings set for residential accommodation by means of internal refuse chutes which serve bin stores.

2) There are two bin stores containing refuse containers. Each store was noted as open during the survey. The premise manager confirmed that this is to allow residents to discard larger bags of waste which historically may have been left within the chute rooms or beside the bin stores.

This is deemed as acceptable because fire detection linked to the fire alarm panel is present in each store and staff / security regularly patrol the building.



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 have to report to the premise manager. 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.

5) During the fire risk assessment, it was noted that the former communal lounge and dining room have been utilised as a meeting room. Therefore, floorspace calculations are required to determine the maximum number of persons working simultaneously in this new office area.

The paragraph below sets out how these calculations determined.

Taking into consideration the guidance set out in Approved Document B (Fire Safety) volume 2, table D1, the calculations listed below, we arrive at an occupancy number of 27.16 persons. However, this number will be rounded down by 2.16 persons to make allowances for any additional counters and storage units.

- Exit capacity of 497 persons.
- Floor space of 163m2.
- 163 / 6 = 27.16
- Rounded down = 25

It is advised that the maximum occupancy of the new office area doesn't <u>exceed 25 persons</u> (and their associated equipment / workstations). Also, the premise manager should ensure that the arrangement of the new desks doesn't compromise access to the final exit doors and fixed firefighting equipment.

Section 17

Arson Prevention

1) Restricted access to the premises by means of a secured entrance doors to the wings and central office building.

2) The front of the building has fencing installed around the perimeter, the rear of the complex is enclosed by natural, hedged borders backing onto Bromford Lane Allotments.

3) There is no current evidence of arson.

4) The perimeter of the premises is well illuminated.

5) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

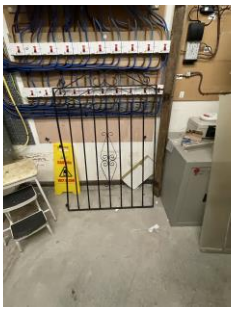
1) Residents are instructed not to bring L.P.G cylinders into block.

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

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

4) All store cupboards are kept locked.

5) Storage of combustibles and other items in the electrical cupboard should be prohibited. At the time of the Fire Risk Assessment combustible items were removed and disposed of. This area should be maintained as sterile.



Section 19

Additional Control Measures.
Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days

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

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

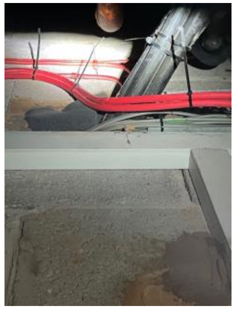
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment
Action Plan

Name of Premises or Location:	Manifoldia Grange, Coyne Road, West Bromwich.
Date of Action Plan:	30/01/2026
Review Date:	<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Risk Rating	Timescale and Person Responsible	Date Completed
07/23	Flat 36 flat entrance door needs some adjustment to the self-closer to ensure it closes fully into the frame.	N/A.	P2	Within 1-3 Months Fire Rapid Response	

07/24	Upgrade all communal doors, for clarity this is cross corridor, staircase and service cupboard doors. Upgrade should include new hinges, re hang to align gaps, new cold smoke seals where required, adjust self-closing devices and fit drop down seals where required.		P3	Within 3-6 Months Fire Rapid Response	
07/27	Adjust the main kitchen door to ensure it closes correctly into the frame.	N/A.	P2	Within 1-3 Months Fire Rapid Response	
07/28	Final exit door outside flat 30 has a cracked vision panel. This needs to be replaced.		P2	Within 1-3 Months Caretakers	

07/29	Replace missing and damaged ceiling tiles within the building.		P3	Within 3-6 Months Repairs	
10/05	During this process it was identified that compartmentation needs to be improved, these areas are located on the first floor above ceiling tiles.		P3	Within 3-6 Months Fire Rapid Response	
10/06	In isolated areas where fire resisting sponge has been used to seal voids, these should be replaced with another suitable fire resisting material. i.e., buttered fire batt.		P3	Within 3-6 Months Fire Rapid Response	

10/07	Based on the findings at Manifoldia Grange it is recommended that a full compartmentation survey. An approved contractor should carry out this assessment.		P3	Within 3-6 Months Asset Management	
14/04	It was noted that several small appliances in the kitchen need to be PAT tested, there are also electrical appliances in the main office and open plan meeting rooms that require attention.		P3	Within 3-6 Months Asset Management	

Signed

Name:	Signature:	Role:	Date:
Adrian Jones		Building Safety Manager	Date: 30/01/2026
Andrew Froggatt		Quality Assurance Check	Date: 04/02/2026

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	
Garden furniture in the rear garden should be removed altogether or reinstated and maintained to prevent any injury to young people utilising the gardens.	
As part of any future refurbishment of the fire alarm system consideration should be given to providing appropriate smoke/heat detector in roof voids above communal toilets or above those individual flats with loft hatches (12,14, 15, 16,17, 18, 19, 20, 21, 33, 34, 35, 36, 37, 38, 39, 40, 41)	
Apply lines to parking spaces to encourage residents to park vehicles in allocated spaces rather than on the footpath and to close to the building.	

Appendix 1

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

Name of property: Manifoldia Grange

Updated: 30th January 2025

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 (Tel:- 0121 569 5077). *Include survey*

bradley
ENVIRONMENTAL

Report No.:	J410405
Nature of Work:	Management Survey
Issue Date:	14/02/2025
Client Name:	Sandwell MBC (formerly Homes) Building Services, Direct 2 Trading Estate, Roway Lane, Oldbury, West Midlands, B69 3ES
UPRN:	BL12875MA04 2
Site Address:	23-41 Manifoldia Grange, West Bromwich, B70 7JU

Order Placed By:	Dean Harding
Site Contact:	Communal
Date(s) of Work:	30/01/2025
Technical Manager:	D Ely CCP (Asbestos)
Assistant Surveyor(s):	Ryan Fagan CoC Asbestos

Lead Surveyor:

Jack Baldwin
Asbestos Surveyor

Authorised Signatory:

Louise Farmer
Technical Review Officer and Asbestos Consultant
14/02/2025

Non-accredited activities are present within this report.

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Email: sales@bradley-enviro.co.uk

UKAS INSPECTION 291 UKAS TESTING 1155

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