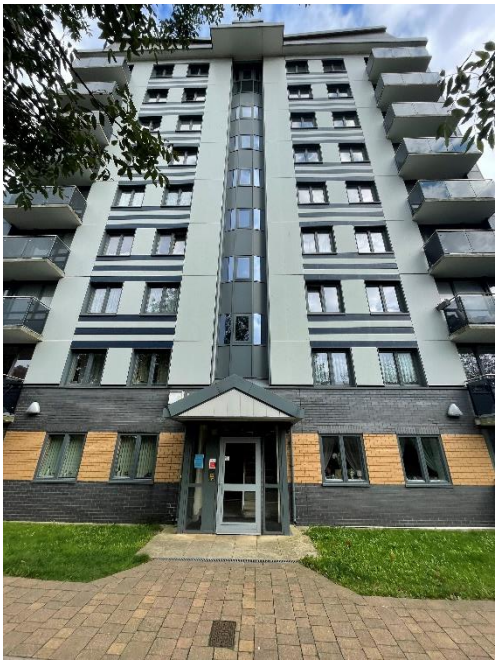
Fire Risk Assessment

Nelson House



1 – 34 Nelson House
Upper Church Lane,
Tipton,
DY4 9PW

Date Completed: 01/10/2024.

Review Period: 12 months.

Officer: A. Jones **Fire Risk Assessor**

Checked By: C. Hill **Fire Risk Assessor**

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*".

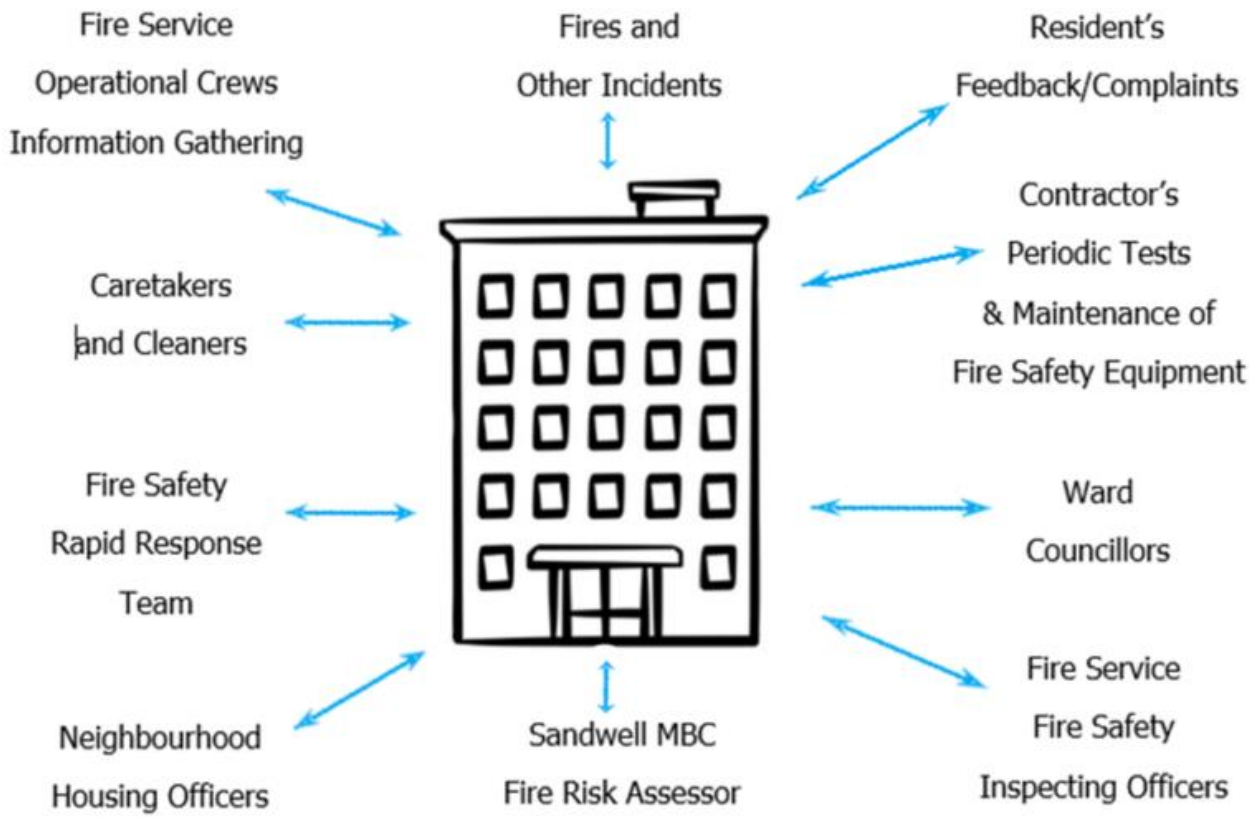
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. 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, but the Council will as a minimum review:

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

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

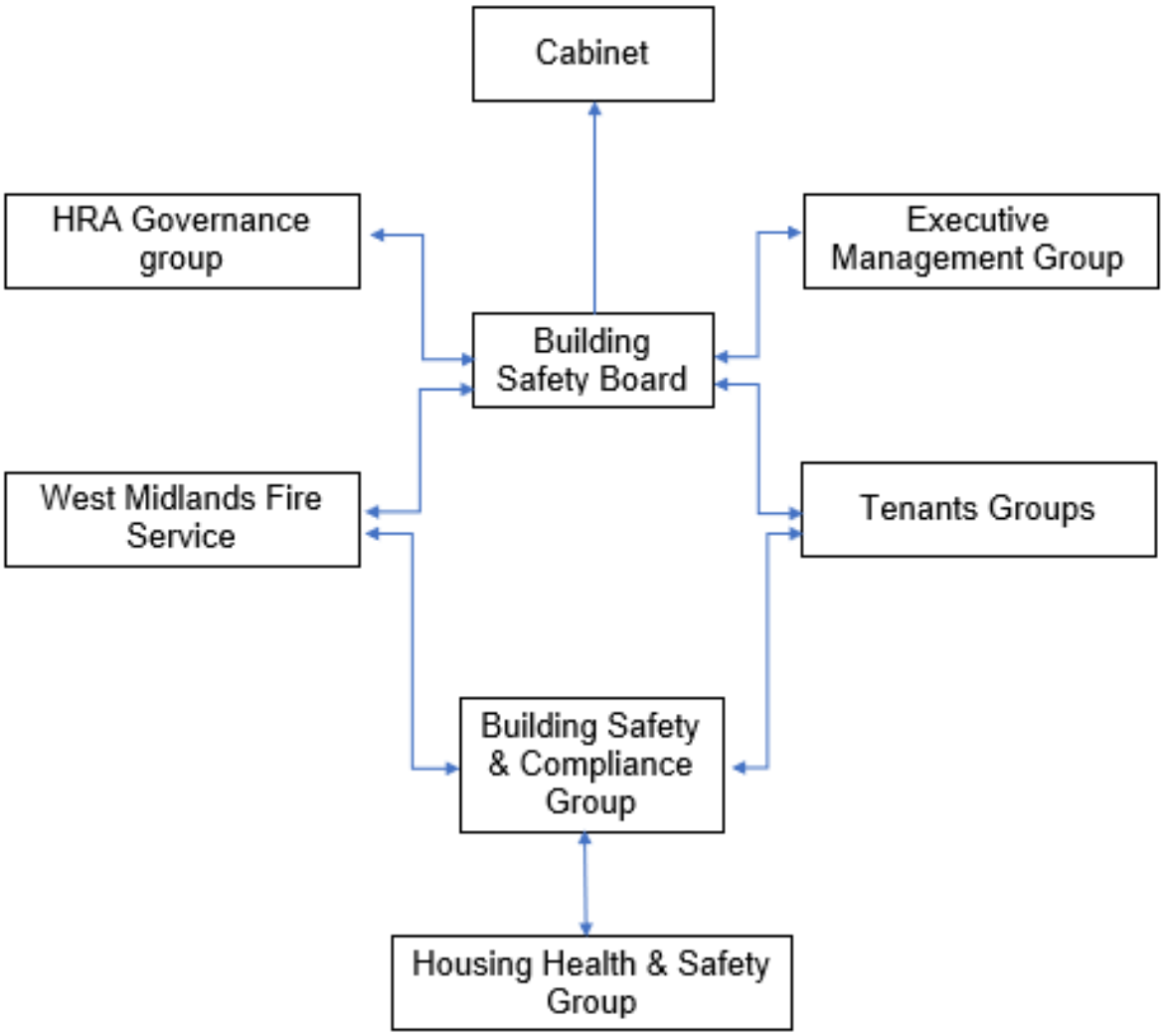
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section 1 Significant findings

The significant findings (executive summary) of the fire risk assessment include those measures that have been or will be undertaken by the responsible person in order to comply with the RR(FS)O 2005.
Groups of people especially at risk of fire include such people as remote or lone workers, at risk due to layout of the building, visitors, and contractors unfamiliar with the building layout as well as those with physical, sensory, or mental health issues.

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

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** Solar PV to the roof. Blockwork from ground to 1st floor. Wetherby EWI render system class A2 rated 2nd to 8th floor on gable ends. HPL rainscreen panels class B-s2-d0	Trivial

Section 7	**Means of Escape from Fire** There are 2 protected staircase's that provide sufficient means of escape. All communal doors along the means of escape are self-closing FD30s fire doors with combined intumescent strips / cold smoke seals & vision panels. There are 2 final exit doors. **Flat 7 requires a self-closer to be fitted to the flat entrance door.**	Tolerable
Section 8	**Fire Detection and Alarm Systems** Fire detection within flats is installed to a LD2 standard. Smoke detection to storage areas on ground floor Automatic opening vents are installed to both stairwells. A deluge system is provided to the bin store.	Trivial.
Section 9	**Emergency Lighting** The premises have a sufficient emergency / escape lighting system with a central battery for emergency power.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All communal and flat entrance doors are 30 minute fire doors with intumescent strips & cold smoke seals, including those in 1-hour rated walls. All service / storage cupboard doors are minimum 44mm 30-minute fire doors.	Trivial
Section 11	**Fire Fighting Equipment** There is a fire hydrant adjacent the front main entrance. The dry riser serves all floors from 1-8. There is a C02 fire extinguisher within the lift motor room. There is a deluge system in the bin store.	Trivial

Section 11 (Cont'd)	Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.	
Section 12	**Fire Signage** Generally, signage is adequate throughout the building.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electric tests should be done every 5 years. The last test date was April 2022.	Trivial
Section 15	**Waste Control** Regular checks by Caretakers minimise risk of waste accumulation. Refuse containers are secured within the bin store.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally**,** and hot works permits are required where necessary.	Trivial
Section 17	**Arson Prevention** A door entry system prevents unauthorised access. Perimeter lighting is in place. CCTV is in operation.	Trivial
Section 18	**Storage Arrangements** There are two cleaners stores located on the ground floor. Residents have access to secure storage sheds on the ground floor. Residents instructed not to bring L.P.G cylinders into block.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

Low	Unusually low likelihood of fire because of negligible potential sources of ignition.
Medium	Normal fire hazards (e.g. potential ignition sources) for this type of occupancy, with fire hazards generally subject to appropriate controls (other than minor shortcomings).
High	Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant increase in likelihood of fire.

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☒ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

In conclusion, the likelihood of a fire is at a medium level risk prior to the implementation of the action plan because of the potential fire hazards that have been highlighted within the risk assessment. Once a self-closing devise has been fitted to the front entrance door of Flat 7, the risk will be reduced, and the FRA can be recorded as Trivial.

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm.

This is due to there being sufficient compartmentation to include FD30s composite doors to flat entrances, FD30s timber to communal doors and nominal FD30s to service cupboards, supported by suitable smoke detection to an LD2 standard within flats.

There are two protected staircases, automatic smoke ventilation, and a Stay Put – Unless policy.

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

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

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

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

Section 3

Contact Details

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

The Chief Executive has put a structure in place to support the management of the site. This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

Chief Executive
Shokat Lal

Directorate of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Ager

Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Fire Risk Assessor(s)
Adrian Jones
Anthony Smith
Carl Hill
Louis Conway

Resident Engagement Officer - Fire Safety
Abdul Monim Khan
Lee Mlilo

Housing Office Manager
Rushpal Dhaliwal

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

Nelson House 1-34
Upper Church Lane
Tipton
West Midlands
DY4 9PW

Description of the Property

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.

This high-rise block was constructed in 1961 of concrete frame with masonry infill. During 2017 refurbishment works the external wall system to all elevations was upgraded to include: -

Blockwork to 1st floor level, high pressure laminate panels (class B-s2-d0) from 1st to 8th floors / front elevation and EWI render system (class A2). During the same refurbishment, a steel frame pitched aluminium standing seam roof with mineral wool core was added with a solar PV system over the original flat roof.

With regard to the external façade, the materials, construction, and their constituent properties have been taken from a database provided by Sandwell Metropolitan Borough Council.




The block consists of 9 storeys (inclusive of the ground floor) with two dwellings to the ground floor and a further four dwellings to each floor thereafter.

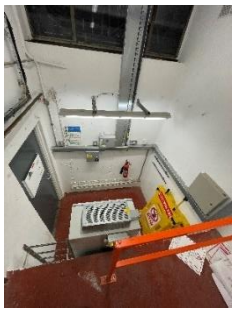
The block has a main entrance/exit to the front elevation and a further entrance/exit located on the rear elevation.

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

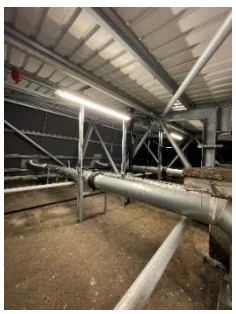
There are two protected staircases to the front and rear of the building that serve all floors, ground floor to the eighth floor.


There is one lift car provided that serves ground floor to the seventh floor. The lift motor room is on the eighth floor.


The lift motor room is located on the 8th floor and is secured behind an FD60s timber door (suited 54 key & mortice lock).


Within the lift motor room is a secured door which leads to the internal roof area (suited 54 key & mortice lock).

The internal roof area contains the electrical switch gear for the solar PV system and a vertical ladder which leads to the external roof via a sky light.


The bin store is situated to the right-hand side of the rear entrance.


There is a cleaner's cupboard beneath the front ground floor staircase.


There's a door from the rear entrance lobby to the staircase side which leads to a further cleaner's cupboard with welfare room, WC & residents storage sheds.

Opposite the staircase is another door in the rear entrance lobby which leads to further resident's storage sheds, electrical service cupboards and cupboard housing the battery for the centrally powered emergency lighting system.


The building safety notice is displayed in the ground floor lobby.

Service cupboards containing resident's electricity meters are in each lift lobby.


There is a firefighter's white box externally to the left-hand side of the main entrance to the front of the building. The box contains keys for the building and is secured with a bridge-door padlock.

Access is gained via the firefighter's door override switch using the drop latch key in the white box.


There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby. It is a Gerda box that uses a standard WMFS suited key. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and documents for those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).


There is a firefighter's lift override switch to the right-hand side of the lift car. This is operated by the drop latch key.

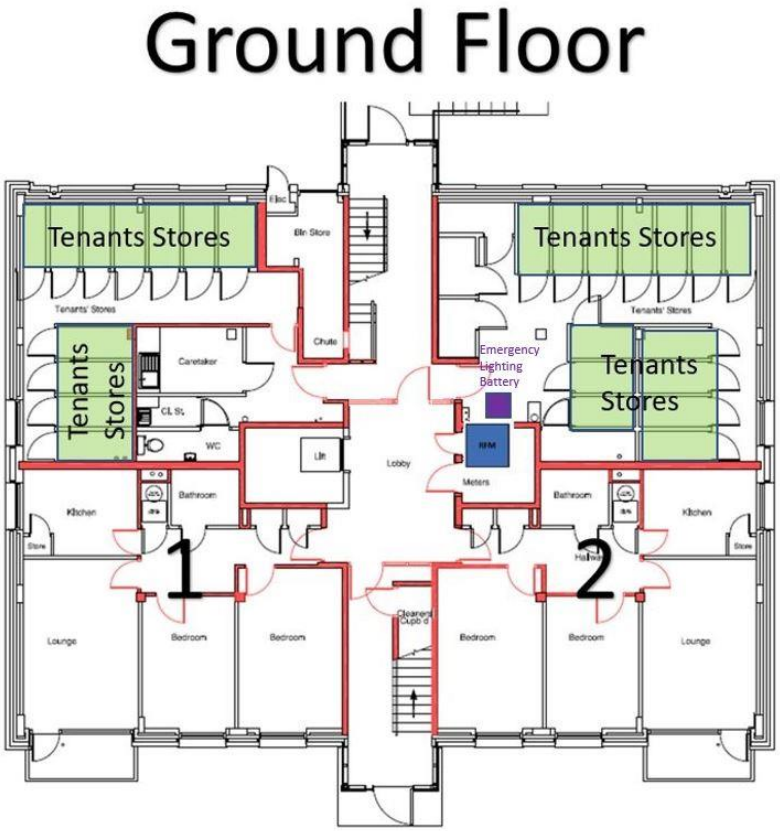

The dry riser inlet is next to the ground floor lift car. Accessed is gained using the suited 54 key, also contained in the white box.


Dry riser outlets are available on each floor within the secured cupboards adjacent to the lift car by suited 54 key & mortice locks.

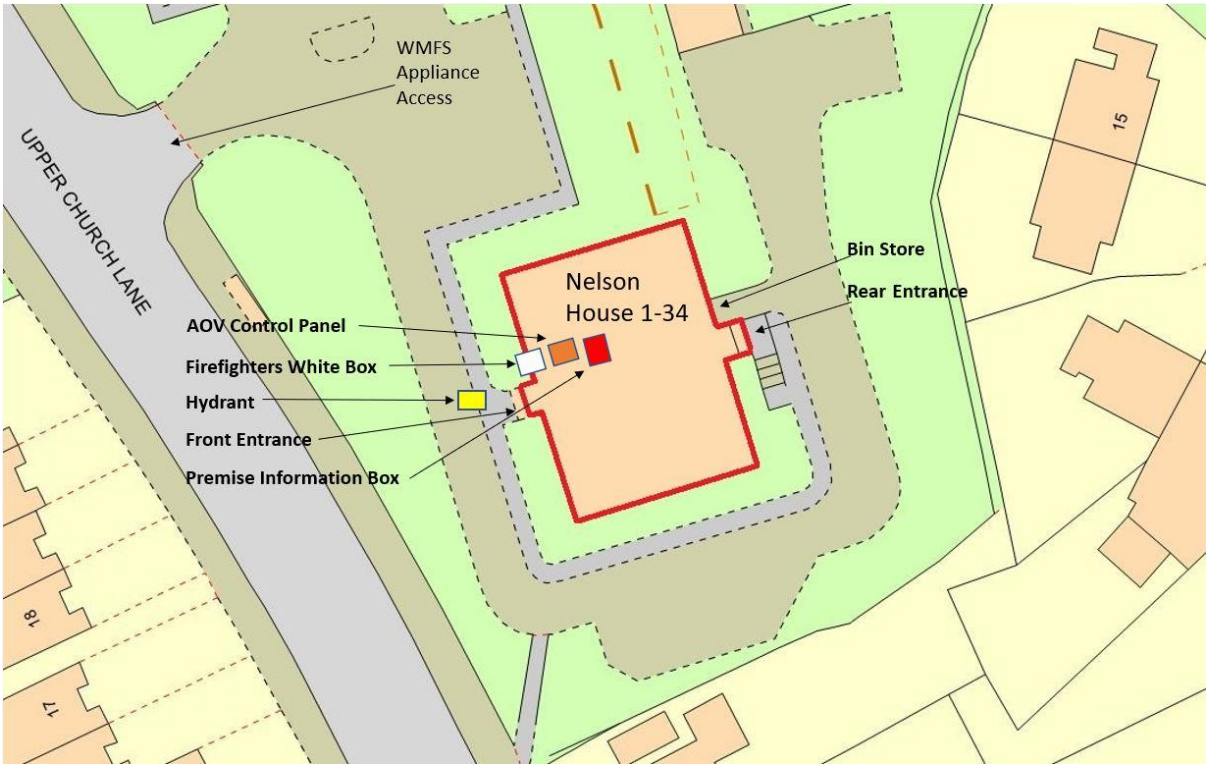


Automatic opening vents are installed to the front and rear staircases. The information panel & firefighter override switch are immediately left the main front entrance.


Example of the ground floor Layout.



On arrival Information (for WMFS)



Address: Nelson House Upper Church Ln, Tipton DY4 9PW	Survey date: 25/03/23	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Width, breadth and height	
Construction	Concrete-Brick construction. Brickwork to 1st floor - Ibstock Staffordshire Smooth Blue / Cheddar Golden brick slips Above first floor, gable walls have insulated EWI mineral wool render (Fire Classification A2) The front and rear façade has high density Bauclad laminate board panels (Fire Classification B-s2, d0). Powder coated aluminium window frames.
Number of floors	9 including the ground floor
Layout	The block has a main entrance/exit to the front elevation of the building with a additional entrance/exit to the rear of the building. Ground floor consists of two occupied flats caretakers office and tenants stores behind FD30s timber doors separate from the lobby. Lift and two sets of staircases granting access to upper floors, with four flats on each floor and the lift motor room accessed on the 8th floor. Smoke extraction vents located on the staircase of all floors with the control panel in the lobby at the main entrance door
Lifts	1
Types of entrance doors	IG doors, FD30s composite fire doors to flats and timber FD30s doors to communal areas
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber fire doors, other than ground floor
Common voids	No
Access to roof/ service rooms	The motor room is located on the 8th floor; access to motor room via full height door (secured with a suited 54 mortice lock) from 8th floor landing, with further fixed steel ladder`s leading up to the FD30s rated fire door into the enclosed roof void (secured with a suited 54 mortice lock) There is a vertical ladder and sky light leading out on the roof
Occupants	Approx. 68 based on an average of 2 occupants per flat (34 flats)
Evacuation strategy	Stay Put Unless- The escape strategy is 'Stay Put Unless'. This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire or smoke
Fire alarm/ evacuation alarm	Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats.
Caretaker/ concierge	Caretaking/cleaning service that conducts regular checks of the building

FIREFIGHTING SYSTEMS

Water supplies	Fire hydrant is located 3m from the front entrance of the building fire hydrant located on the orientation plan .
Fire mains	The dry riser inlet is located within the ground floor dry riser cupboard (twin valve) secured with a type 54 suited mortice lock.
Firefighting shafts	No firefighting lifts/shafts however there is the ability to take control of the common lift A Firefighter control switch is located within the ground floor lobby
Smoke control vents	Automatic smoke ventilation is employed on both staircases. There are master reset key switches located on the ground floor.
Sprinkler system	A sprinkler system is provided to the bin store

DANGEROUS SUBSTANCES

Location, type, and quantity	ROOF – FLUE TERMINALS X 9 CEMENT UN-SEALED PRESUMED CHRYSOTILE, GROUND FLOOR STORAGE AREA X 2 – LARGE DIAMETER PIPE FLOOR TO CEILING CEMENT 2.5 lm SEALED PRESUMED CHRYSOTILE, MAIN ROOF SARKING OR FLAT ROOF MINERAL FELT BITUMINOUS.

SERVICES

Electricity	Electric meter cupboards located on each floor of the block
Gas	Gas isolation points located on the orientation plan

High/Low Rise	High
Number of Floors	9
Date of Construction	1961
Construction Type	Concrete / Masonry
Last Refurbished	2009
External Cladding	Blockwork to 1st floor - Ibstock Staffordshire Smooth Blue / Cheddar Golden brick slips Above first floor, gable walls have insulated EWI mineral wool render (Fire Classification A2) The front and rear façade has high pressure Bauclad laminate panels (Fire Classification B-s2, d0). Aluminium fascia's all round.
Number of Lifts	1
Number of Staircases	2
Automatic Smoke Ventilation to communal area	Yes, to stairwells.
Fire Alarm System	No
Refuse Chute	Yes – rear staircase
Access to Roof	Access to roof area via door within the lift motor room. Further access to external roof via steel ladder & skylight.
Equipment on roof (e.g. mobile phone station etc)	Solar PV System

Persons at Risk

Residents / Occupants of 34 flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance.

Section 5

Building Plan

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

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

PIB premise information box

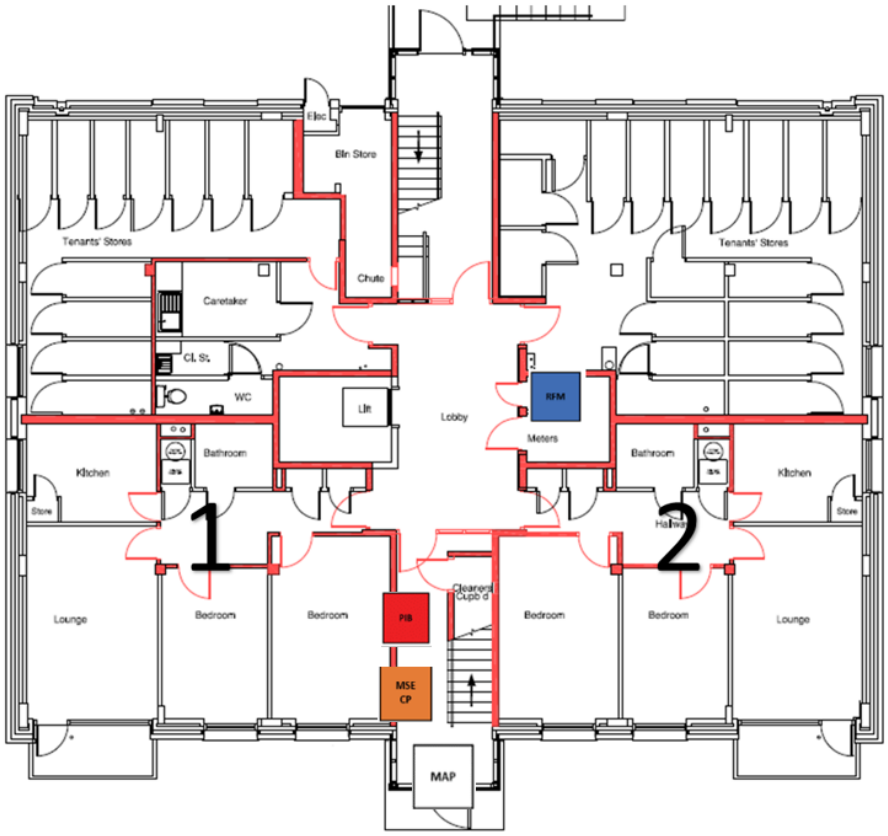
MAP main access point

RFM dry riser

MSE mechanical smoke extraction

MSE CP mechanical smoke extraction control panel

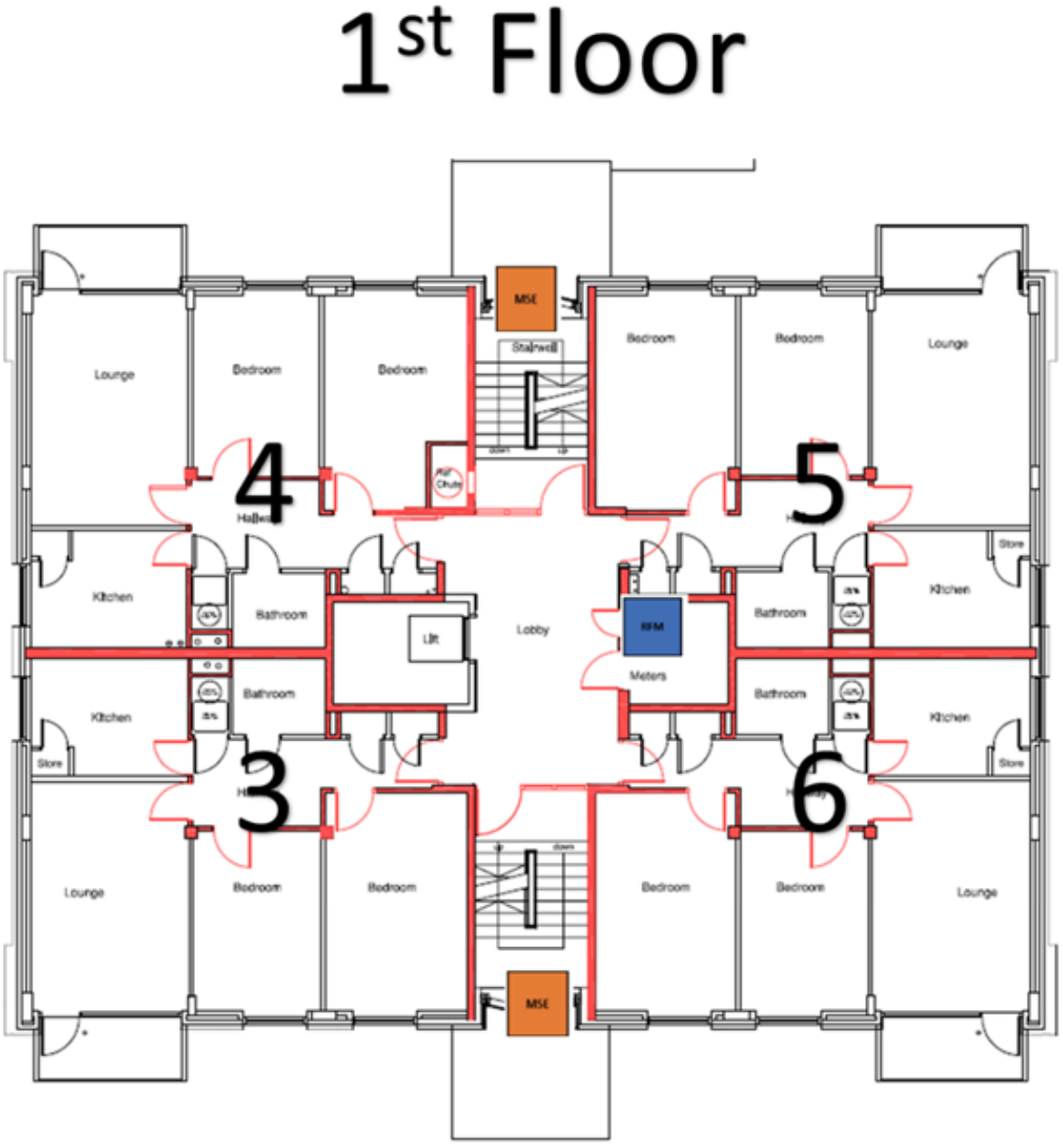
Ground Floor



Typical upper floor 1st – 7th

RFM dry riser

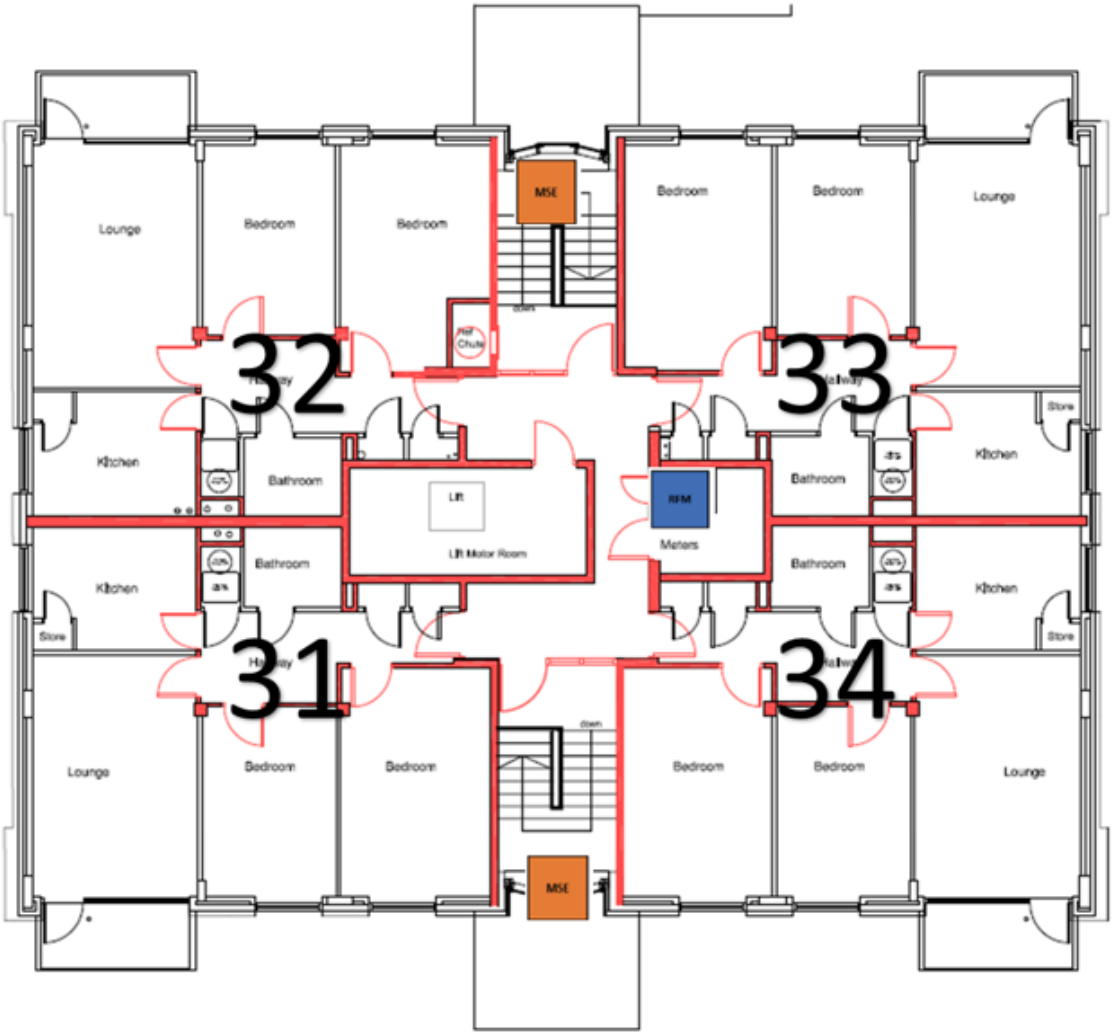
MSE mechanical smoke extraction



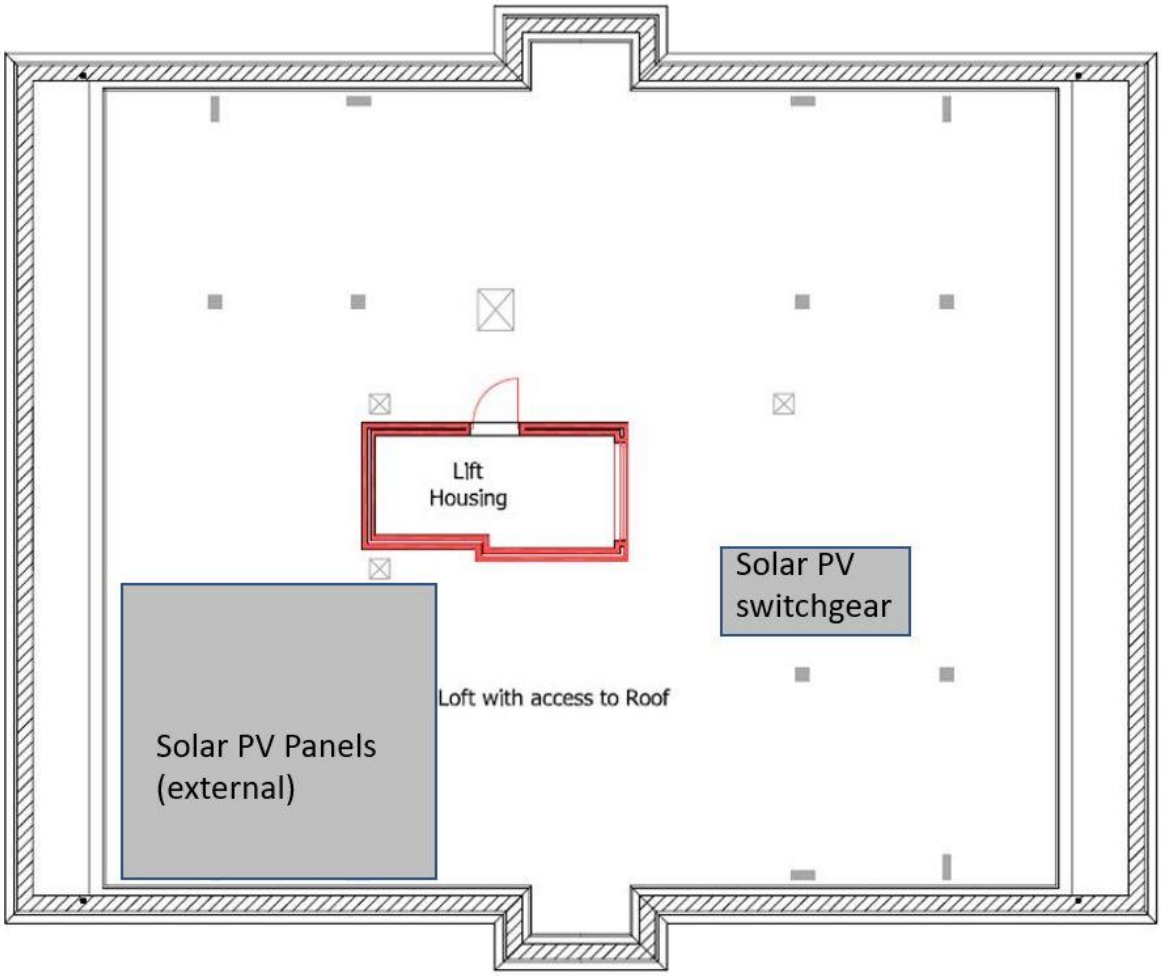
RFM dry riser

MSE mechanical smoke extraction

8th Floor



Roof


Lift
Housing
Solar PV
switchgear
Loft with access to Roof
Solar PV Panels
(external)

Section 6

External envelope

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

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

With regard to the external façade, the materials, construction, and their constituent properties have been taken from a database provided by Sandwell Metropolitan Borough Council. A third party approved contractor has been appointed to conduct External Wall Assessments of Sandwell Metropolitan Borough Councils Higher Risk Buildings.

A breakdown of the materials used and whether these or their combination or application present an acceptable level of fire risk has been recorded below.

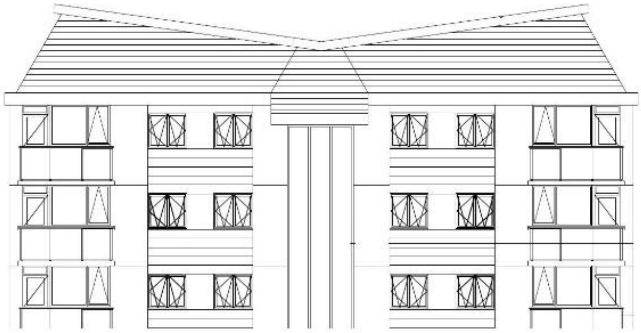
Nelson House below

1) Nelson House has 4 separate areas of cladding consisting of;

- Blockwork ground to first floor consisting of Ibstock Staffordshire Smooth Blue & Cheddar Golden brick slips.
- Bauclad high pressure laminate panels manufactured by Euro Clad LTD 1st – 8th floors. Fire classification B-s2-d0
- Wetherby EWI render system to the gable ends (fire classification A2) – 1st – 8th floors.
- 2mm thick aluminium fascia's.

2) Mineral wool manufactured by Rockwool (classification A1) has been used to insulate the external wall system.

3) The pitched roof is a steel framed construction with aluminium standing seam with mineral wool core.



4) Entrance doors to the building are powder coated aluminium units.

5) Windows to individual flats and communal storage areas are powder coated aluminium externally and timber internally.



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

Section 7

Means of Escape from Fire

1) The site has 2 protected staircases that provide a sufficient means of escape. Each staircase in width is 1000mm from handrail to wall.


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. Overall travel distance is approx. 3 metres.

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 timber doors with vison panels & combination frames. All doors were installed during the 2017 refurbishment.


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

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

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


9) Automatic smoke ventilation is employed, this is tested, inspected and maintained by a competent procured contractor in accordance with BS7346. The frequency for the maintenance checks are twice per year (April and October) of each calendar year.

10) Automatic opening vents have been installed to both stairwells. The information panel and firefighter override switch are located in the entrance of the ground floor lobby.


11) Communal windows to each staircase are openable.

12) The refuse chute hoppers are fitted with intumescent strips and smoke seals. All hoppers are located in the rear stairwell.

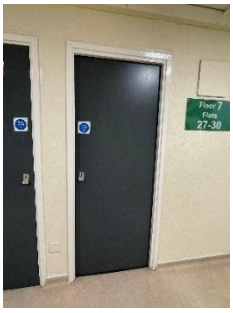

13) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

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


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

16) Dry riser inlet / outlets on lobbies are housed in cupboards with FD30s doors and secured by suited 54 key mortice locks. All outlet valves are secured in the closed position by cable tie.

17) Service cupboards are 44mm nominal fire doors with intumescent strips and cold smoke seals, secured with type 138 suited mortice locks to allow residents access to their electricity meters.



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

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

20) Individual flat doors are non-glazed FD30s composite doors with the majority being manufactured by IG Doors.

21) Access was gained to a sample of properties as part of the fire risk assessment to ensure the doors have not been tampered with by residents etc.

    a) Flat 17 – Entrance door is correct.

b) Flat 15 – Entrance door is correct.

c) Flat 14 - Entrance door is correct.

d) Flat 7 – Entrance door was missing self-closer. Fit a self-closer but slow the movement down to enable the gentleman to get his mobility scooter out of the flat entrance door.

Definitions Fire Doors.

Notional fire door - A fire door that is thought to have been installed at the time of construction. This door may not meet current building regulation requirements however is still acceptable if performing as originally intended.

Upgraded notional fire door - A notional fire door that has been upgraded. For example, with intumescent strips and cold smoke seals.

Nominal fire door – A fire door that may meet the standards specified within the building regulations but have not been awarded the official certification of doors manufactured and tested by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

Certified fire door – A fire door and frame that have been approved and certified by the manufacturer. The door assembly must be installed by a competent person.

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 this fire risk assessment the smoke alarms within resident's flats are installed to a LD2 standard.

Flat 15 – LD2; Hallway, Living room & Kitchen.
Flat 17 – LD2; Hallway, Living room & Kitchen.
Flat 14 – LD2; Hallway, Living room & Kitchen.
Flat 07 – LD2; Hallway, Living room & Kitchen.

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) Hardwired smoke detection was noted within the area containing resident's storage sheds.

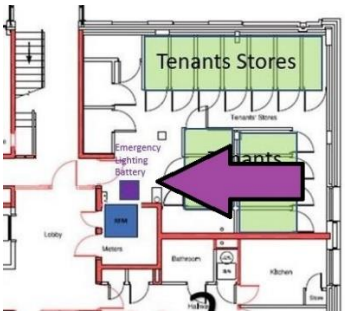
5) A sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks are twice per year (April and October) of each calendar year. The control panel for the system is located in the WC which is off the ground floor lift lobby.

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. Emergency power is supplied by a central battery which is located on the ground floor.



3) All installed equipment is checked and assessed on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards.

Section 10 Compartmentation

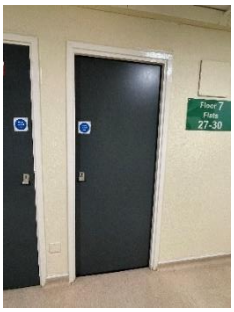
1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats stairwells and lift shafts. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.

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 has not been compromised by third parties and where applicable enhance the fire stopping.

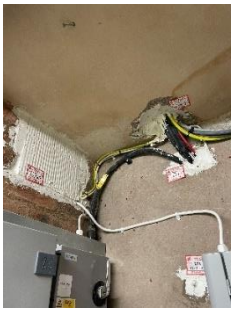
3) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

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

5) All service cupboards to communal landings are locked with suited 138 mortice locks. Residents have been provided with a key for access to their electricity metres.



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



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

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

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



10) Individual flat doors are FD30s composite doors with the majority being manufactured by IG Doors. Door furniture appears to be in good condition.

Refer to the sheet below.

Nelson House 1-34 (o&e)	Nelson House 1-34 (o&e);Upper Church Lane;Tipton;West Midlands;		
Nelson House 1-34 (O&E)	1 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	2 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	3 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	4 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	5 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	6 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	7 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	8 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	9 Nelson House;Upper Church Lane;Tipton;West Midlanc	IG Doors	Not glazed
Nelson House 1-34 (O&E)	10 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	11 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	12 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	13 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	14 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	15 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	16 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	17 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	18 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	19 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	20 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	21 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	22 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	23 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	24 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	25 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	26 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	27 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	28 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	29 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	30 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	31 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	32 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	33 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed
Nelson House 1-34 (O&E)	34 Nelson House;Upper Church Lane;Tipton;West Midlar	IG Doors	Not glazed

11) The communal landing & staircases are protected by use of FD30S timber doors with vision panels and combination frames. Fire resistant glazing has been installed to all vision panels.



12) Central battery unit for the emergency lighting is housed in a cupboard with an FD30s door and vents with intumescent baffles.



Section 11

Fire Fighting Equipment

1) There is a fire hydrant adjacent the front main entrance.


2) The dry riser inlet is located in the ground floor lift lobby. It is accessed utilising the key contained in the white box (suited 54 key & mortice lock).

3) There is a dry riser outlet on each floor lobby and secured within riser cupboards, the cupboards are locked with a suited 54 key & mortice lock.

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) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly. The control panel is in the ground floor area containing the welfare room.

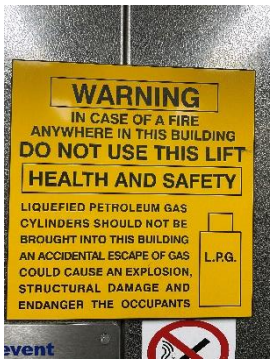
Section 12

Fire Signage

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

2) Fire Action Notices are displayed throughout the building.

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

6) Directional fire escape signage has been installed throughout the building.

Section 13 Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

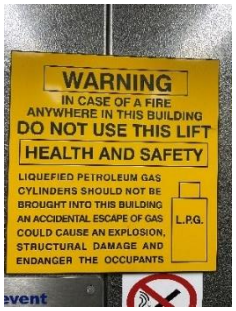
2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. The only extinguishers located are within the lift motor room. Caretaking Teams are not expected to tackle fires in this area.

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

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

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



7) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.

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

BUILDING SAFETY INFORMATION		Sandwell Metropolitan Borough Council NELSON HOUSE		FIRE SAFETY INFORMATION	
TO KEEP YOU SAFE WE DO THIS (green background)		TO KEEP YOURSELF AND OTHERS SAFE, DO THIS (blue background)		SAVE LIVES, DON'T DO THIS (red background)	
	Mains electrical system is tested every 5 years	FIRE ALARMS DO NOT CONNECT TO THE FIRE SERVICE. IN AN EMERGENCY DIAL 999 OR 112 AND ASK FOR POLICE, AMBULANCE OR FIRE SERVICE			Fire Risk Assessments (FRAs) are undertaken in line with the Regulatory Reform (Fire Safety) Order 2005
	Gas supply tested annually				Stairs and corridors are escape routes and must be kept clear
	Water supplies checked in line with water hygiene regulations				Emergency lighting comes on in the event of power failure and is checked monthly
	There is 4 yearly check of the structural condition				Walls, floors and ceilings around flats provide a minimum of 60 minutes fire resistance
	An asbestos survey has been completed and available on request				Flat doors are fire rated to protect the escape route. DO NOT REMOVE THE DOOR CLOSERS
	This building has protection against lightning strikes. The system is checked annually				Smoke and heat detector/alarms are in resident's flats only
	There is a 'dry riser' to assist fire-fighters in getting water to a floor level. This is checked 6 monthly.	THIS BUILDING IS DESIGNED TO SUPPORT A ***STAY PUT*** POLICY. IN THE EVENT OF A FIRE ELSEWHERE, STAY IN YOUR FLAT ***UNLESS*** AFFECTED BY FIRE OR SMOKE.			Smoke detectors in stairs are to open automatic vents and not to raise the alarm.
	The external façade is brickwork, mineral wool insulated render and high-density laminate board. All materials are class A1 limited combustibility. Class A & A1 are the accepted standards following Grenfell.	Fire safety advice	Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Liaison Officer on 0121 569 6000 lee_millo@sandwell.gov.uk Abdulmonim_Khan@sandwell.gov.uk	Sandwell FRAs	Bin rooms have sprinkler protection activated by smoke alarms

Section 14 Sources of Ignition

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

2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.

4) The fixed electrical installation shall be tested every 5 years. The date of the most recent inspection is April 2022 where the install was deemed as satisfactory.

5) Electrical installations and dry risers are contained within dedicated service cupboards that are secure and protected by means of nominal 44mm timber fire doors with intumescent strip & cold smoke seals.

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

   The purpose of an external lightning protection system is to intercept, conduct and disperse a lightning strike safely to earth. Earth pads were noted in several locations at the base of the building.

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

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

Section 15 Waste Control

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


2) Refuse containers are located in the bin store which is to the right-hand side of the rear entrance. Access is via a motorised roller shutter; key is stored in the firefighter's white box. All refuse containers are emptied regularly.


3) Refuse hoppers are accessed in each floor of the rear staircase.


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

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

Section 16 Control and Supervision of Contractors and Visitors

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

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

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

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

   a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

      - Health and Safety.
      - Site security.
      - Safety of working and impact on children/school business.
      - Fire risk, if any.
      - Site Emergency Plan.

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

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

   d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

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

3) The perimeter of the premises is well illuminated.

4) CCTV has been installed to the front main entrance and within the lobbies.

5) There is no current evidence of arson.

Section 18

Storage Arrangements

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

6) Residents have access to storage sheds located on the ground floor. The area is accessed via an FD30s nominal door and protected with hardwired smoke detection. All shed doors are secured with mortice locks.

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: 1-34 Nelson House, Upper Church Lane.

Date of Action Plan: 03/10/2024

Review Date:

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/21d	Flat 7 – Entrance door was missing self-closer. Fit a self-closer but slow the movement down to enable the gentleman to get his mobility scooter out of the flat entrance door.	N/A.	P2	Within 1-3 months. Fire Rapid Response.	

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	
It was pleasing to see that the block was being maintained in a good clean condition and combustibles were being managed well.	N/A.

Signed

	Fire Risk Assessor	Date: 03/10/2024
	Quality Assurance Check	Date: 07/10/2024

Appendix 1

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

Name of property: 1-34 Nelson House, Upper Church Lane, Tipton.

Updated: 23/06/2022

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

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

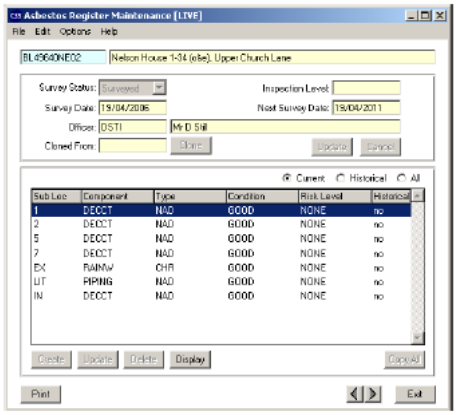
Asbestos Survey	Property Address	1-34 NELSON HOUSE, UPPER CHURCH LANE, TIPTON DY4 9PW		✓ Office use
Surveyed by	W Colbourne	Date	26/02/2014	
Checked by	Paul Arundel	Desktop Check	✓	Site Check
Date	10/06/16			

Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	✓
Investment Tenanted		Management Survey	✓
R & M Void		SHAPE Interrogated.	✓
R & M Tenanted		No Existing SHAPE Data.	
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓
Communal Areas	✓	Refurb Surveys Interrogated ?	

Property Description

9 STOREY HIGH RISE BLOCK

Year Built	1964



Notes / including details of similar property surveys completed.

Reviewed & Revised - 02/06/16

Communal Areas including roof & store sheds have been resurveyed for the purposes of proposed new pitched roof & demolition of the store sheds within ground floor store areas.

Revised By G.Carrington – 02/06/2016
Revised By G.Carrington – 01/02/2017
Revised By G.Carrington – 09/02/2017
Revised By G.Carrington – 23/06/2022

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	1-34 NELSON HOUSE, UPPER CHURCH LANE, TIPTON DY4 9PW						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
~~SOFFIT TO LIFT HOUSE/MOTOR ROOM ON ROOF~~	~~CEMENT~~		~~SEALED~~	~~DS 2437~~	~~CHRYSOTILE~~	~~NO~~		REMOVED
ROOF – FLUE TERMINALS X 9	CEMENT		UN-SEALED	PRESUMED	CHRYSOTILE	NO		
COMMUNAL AREAS ALL FLOORS – WALLS/CEILING	TEXTURED COATING	-	PAINT SEALED	DS 6539	NO ASBESTOS	NO	-	-
~~COMMUNAL AREAS ALL FLOORS - FLOOR~~	~~THERMOPLASTIC~~	~~-~~	~~SEALED~~	~~PRESUMED~~	~~CHRYSOTILE~~	~~NO~~		REMOVED
~~ELECTRIC METER CUPBOARD ALL FLOORS – INCINERATOR PIPES~~	~~CEMENT~~	~~-~~	~~UN SEALED~~	~~PRESUMED~~	~~CHRYSOTILE~~	~~NO~~	~~YES~~	REMOVED
DRY RISER CUPBOARD ALL FLOORS	NO ASBESTOS CONTAINING MATERIALS FOUND DURING SURVEY							
GROUND FLOOR CLEANERS CUPBOARD	NO ASBESTOS CONTAINING MATERIALS FOUND DURING SURVEY							
GROUND FLOOR STORAGE AREA X 2 – LARGE DIAMETER PIPE FLOOR TO CEILING	CEMENT	2.5 lm	SEALED	PRESUMED	CHRYSOTILE	NO	-	
BIN ROOM	NO ASBESTOS CONTAINING MATERIALS FOUND DURING SURVEY							
MAIN ROOF SARKING OR FLAT ROOF MINERAL FELT	BITUMINOUS	-	-	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED
PANEL ABOVE WINDOW ON STAIRWELL	CEMENT	-	SEALED	GC1025 / 1	NO ASBESTOS DETECTED	-	-	-
EXTERNAL PANEL ABOVE 8TH FLOOR STAIRWELL WINDOW	BOARD	2 m^2	UNSEALED	GC1027 / 1	NO ASBESTOS DETECTED	-	-	-

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.					
LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
FASCIA	TIMBER	DUCT COVERS TO LANDINGS	SUPALUX	GROUND FLOOR METER CUPBOARD – SPARE WALL BLANKS	SUPALUX
DOOR TO ROOF	TIMBER	LIFT MOTOR ROOM - LAGGING TO PIPEWORK	PAPER	7TH FLOOR CEILING DUCT PANEL	SUPALUX
DOOR TO LIFT MOTOR ROOM	TIMBER	8TH FLOOR DRY RISER CUPBOARD - CEILING	SUPALUX	GROUND FLOOR CLEANERS CUPBOARD WALLS UNDERSTAIRS	PLASTER BOARD
				8TH FLOOR DRY RISER CEILING	SUPALUX

ABOUT THE REPORT – PLEASE READ

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

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

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

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

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

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to aid. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will be not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an" Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property presuming full decent homes refurbishment, which may include, New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspect ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.