Fire Risk Assessment

Howard Street





Flats 1 - 12 – 19 - 30
Howard Street.
Tipton,
DY4 8UF.

Date Completed: 08/11/2024.

Review Period: 3 years.

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

Checked By: C. Hill **Building Safety Manager.**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

Contents

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

Section 0 Introduction

The Regulatory Reform (Fire Safety) Order 2005 (RR(FS)O) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article *9. — (1)*

"The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order".

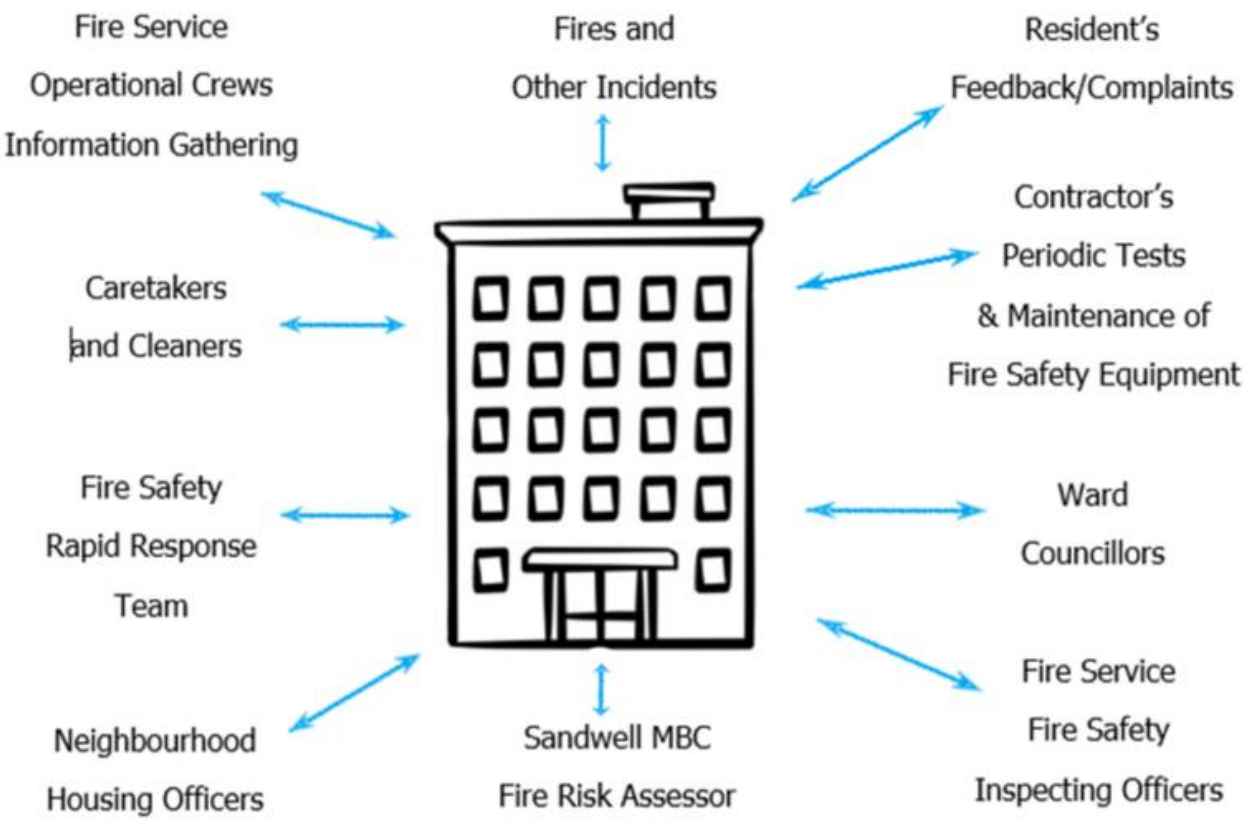
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. 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.

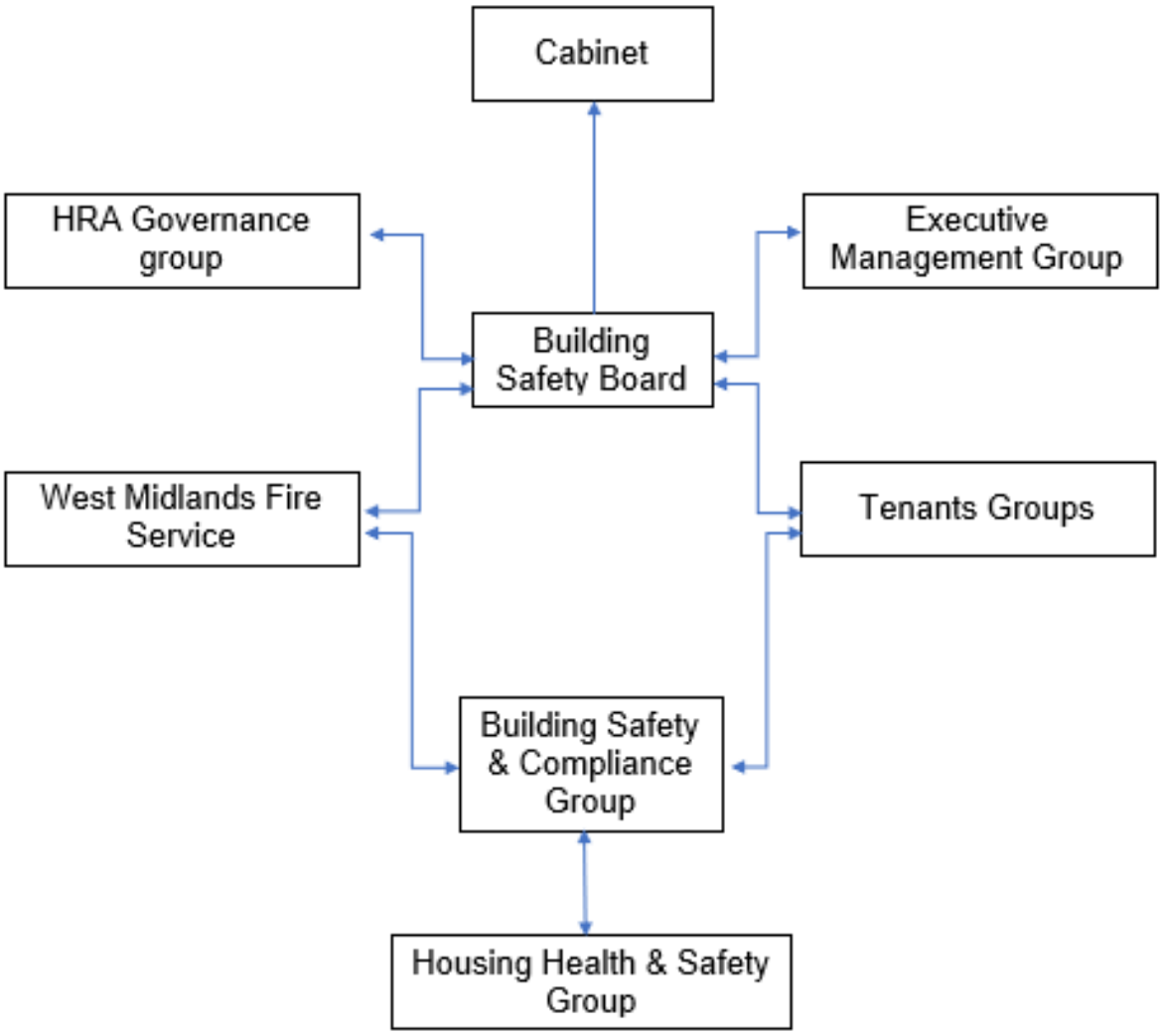
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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** The exterior of the buildings are predominantly traditional brick, concrete construction, rendered panels, with pitched, tiled roof. Individual flat windows are UPVC double glazed units. The rear gardens are protected by a combination of wooden and metal fencing	Trivial

	with steel security gate protecting the front elevation and access point.	
Section 7	**Means of Escape from Fire** The means of escape staircase incorporates a final exit. Combustible items (furniture) are located in several locations of the means of escape. *(Email sent to Housing)* Self-closing devices are required to be fitted to two flat entrance doors. (See section 7).	Tolerable
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
Section 9	**Emergency Lighting** Emergency lighting is not provided in any of the buildings. Supplementary lighting is adequate.	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. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls. Fire Stop a hole outside flat 20, this breach could be where a previous gas pipe had been installed.	Tolerable
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial

Section 12	**Fire Signage** Generally, appropriate signage is in place where required. No Smoking Signage should be provided in both blocks at, and near to the main entrance.	Tolerable
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation should be tested every 5 years. At the time of the assessment, the last test date was recorded as 19/04/2022. It was evident that smoking is taking place in several areas of the building. Evidence of smoking and Combustible items are located in several areas of the means of escape. *(Email sent to Housing)*	Trivial
Section 15	**Waste Control** SERCO conduct weekly checks of the buildings to assist with waste control and keeping combustibles to a minimum.	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** These buildings are not protected by a door entry system due to the design. A lockable steel security gate is provided but had been left open in both buildings. To prevent unauthorised access both security gates should be maintained as locked. *(Email sent to Housing)*	Trivial
Section 18	**Storage Arrangements** Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

In conclusion, the likelihood of a fire is at a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

This includes the fixing of self-closing devices to two flat entrance doors, combustible items should not be left outside flat entrance doors as this could compromise the safety of residents in any emergency and smoking is strictly prohibited in common areas of the buildings.

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:

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

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

Section 2

People at Significant Risk of Fire

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

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

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

Residents are responsible for letting us know whether they might need a Personal Emergency Evacuation Plan (PEEP). The Resident Engagement Officers (Fire Safety) will conduct an assessment visit upon request. Any risk-reduction measures that are found where a PEEP is necessary and completed will be documented and taken quickly.

With the consent of the resident, we will make a referral for West Midlands Fire Service to conduct a Safe and Well visit.

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

Section 3

Contact Details

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

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

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

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

Chief Executive
Shokat Lal

Executive Director of Place
Alan Lunt

Assistant Director 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(s) - Fire Safety
Abdul Monim Khan,

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

Flats 1 -12 & 19 - 30
Howard Street,
Tipton,
DY4 8UF.

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 low-rise block constitutes two storeys (inclusive of the ground floor), each of the floors contain 6 dwellings. The buildings are believed to be post war construction, approx. 1960.

It is clear that some refurbishment works have been carried out at this address however, there is no information available reference this work etc.

They are of traditional brick, concrete construction, double glazed UPVC window frames & UPVC panels and rendered panels surmounted by a pitched tiled roof.

The building has a single concrete staircase with access gained at the front elevation. Access to the building is gained by a steel access gate at the front elevation. There is a small garden area at the rear of each building.






To dispose of rubbish, residents utilise waste containers secured behind a timber door on the ground floor and a waste chute on the first floor.






There is an access panel to the communal roof space on the first floor landing area, this space was not accessed at the time of the assessment.




A resident confirmed that access to other areas of the roof space is gained through individual flats. Therefore, an inspection of the roof void was not undertaken at the time of the fire risk assessment.

From a security point of view, the site has some protection at the front from small palisade fencing. The side elevation of both buildings have steel fencing to provide an element of security.

The front elevation has a steel security access gate, this is used to access individual flats.






The rear garden is secured by a combination of wooden and metal fencing, there is an access gate fitted to enable easy access for residents.





There is no provision for off road car parking for residents.

High/Low Rise	Low Rise
Number of Floors	2
Date of Construction	Approx 1960
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof Space	Not from Communal Staircase as the access hatch is secured with screws.
Equipment on roof (e.g. mobile phone station etc)	No

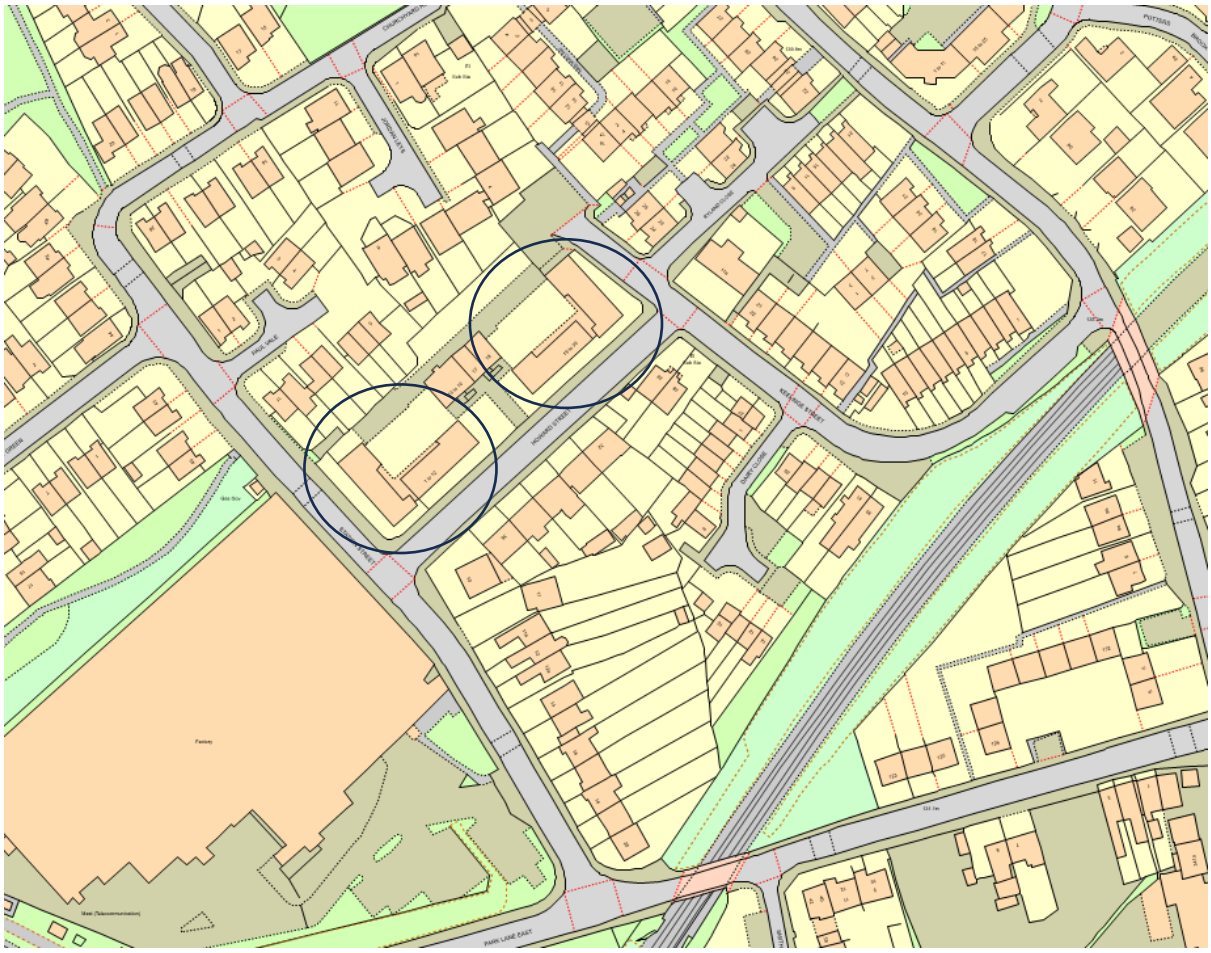
Persons at Risk

Residents / Occupants of 24 flats, six per floor, two buildings.
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 general plan showing the building locations.



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.

Below is a breakdown of the materials used within the external envelope and, as part of the external wall system.

It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

1) The external envelope of the premise is predominantly traditional brick, concrete construction, rendered panels, UPVC double glazed window frames surmounted by a pitched tiled roof.






2) A number of combination UPVC windows and UPVC panels are evident on the front elevation of the building.

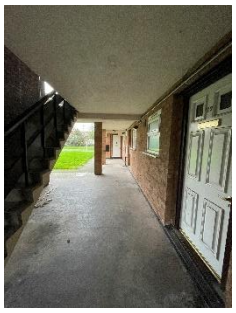



3) There are several rendered sections on the building. It is not known what classification these sections are.





4) Access is gained to all flats from the ground floor using the main access gate at the front elevation of the building. The rear of the building is open plan with deck access on the first floor.



5) The majority of gas supplies to residents flats are by means of an external gas pipe which are predominantly located at the rear of the buildings. However, there are a small number of gas pipes located at the front of the property.




Section 7 Means of Escape from Fire

1) The building has a concrete staircase that provides the means of escape, the staircase provides a 980mm width as a minimum. All open deck corridors are of adequate width (at least 1500mm) and should be maintained clear to that width as a minimum.

2) In an emergency, persons are able to escape from their flats and crouch below windowsills of neighbouring flats. Floor to Windowsill height is approximately 1100mm.

3) The bin room is accessible at ground floor level adjacent to the staircase. The timber door to the bin room should be upgraded to certified to FD30's fire rated as part of future planned works.




4) There are steel security gates that have combination locks to secure the building. These can be opened from inside without the use of a key.




5) Communal areas are generally free of combustible items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed. Please note, this contract is covered by Serco.

6) There is an out of hour's service that allows combustible items of furniture / rubbish to be removed.

7) Automatic smoke ventilation is not employed as areas are open deck. However, there is an openable double glazed window on the first floor which could be used for ventilation if necessary.

8) The means of escape are protected to prevent the spread of fire and smoke with a combination of nominal FD30s doors consisting of composite and timber front doors. Where applicable, timber flat entrance doors should be replaced when the fire door replacement programme commences.



9) No internal access to flats was gained during the fire risk assessment to ensure the doors have not been tampered with by residents etc.

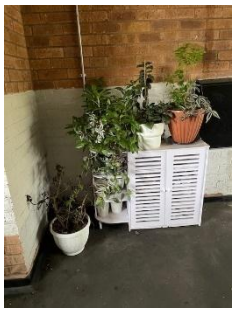
The resident at flat number 1 provided information on the flat entrance doors. This door appeared to be an FD30s door. However, it did not have a self-closer fitted. Images below.

10) The resident at flat number 6 provided information on the flat entrance doors. This door appeared to be an FD30s door. However, it did not have a self-closer fitted.



11) All means of escape areas should be maintained as sterile areas. (Email sent to housing).

12) There were examples of combustible items, furniture and plants being left outside flat entrance doors, in one case outside flat 9, a shoe cabinet had been left on the first-floor landing. (Email sent to housing).




7) It was noted that some front entrance doors had floor mats in place, the fire rating of these mats is unknown but deemed to be of low risk.




8) There was evidence of slight damage to flat 25 entrance door. This was deemed to be ok by the assessor.




Section 8

Fire Detection and Alarm Systems

1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.

2) During the assessment, the assessor spoke with the resident at flat number 1 who confirmed that smoke alarms are installed in the Hallway, Living room & Kitchen.

   The assessor spoke with the resident at flat number 6 who confirmed that smoke alarms are only installed in the Hallway.

3) Based on the sample of properties accessed during the fire risk assessment, the smoke alarms within resident's flats are installed to a minimum of LD3 Standard.

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

4) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is: -

   I. Such systems may get vandalised.
   II. False alarms would occur.
   III. A Stay Put - Unless policy is in place.

Section 9

Emergency Lighting

1) Emergency lighting is not provided in communal landings/staircases. This is deemed acceptable due to the height of the building < 4.5 metres.

2. As part of any future planned upgrades consideration should be given to providing emergency lighting in these buildings.

3. Supplementary lighting is in place at relevant intervals around the building.

Section 10

Compartmentation

The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of time. The fire resistance of this construction is such that, normally, a fire will burn itself out before spreading to other parts of the building.

1) The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.

2) There is access to the roof space from the first floor landing area. It should be noted that this space was not accessed at the time of the assessment. A request has been sent to the Fire Rapid Response team to inspect this area, any information gained will be updated later.



3) It was confirmed that residents have loft hatches or access to the roof space. An inspection of these areas of the roof void was not undertaken at the time of the fire risk assessment.

4) The premises do not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to the open plan staircase & deck access area.

5) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.

6) Generally, the means of escape is protected from flats with the use of a combination of notional & nominal doors & timber doors. These doors should be upgraded to FD30's when the door replacement programme commences.








7) There are store cupboard doors adjacent to bin chute on the first floor, these should be updated to FD30s when any planned upgrades take place. There are no other communal doors to the buildings.



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

9) There was evidence of a breach in compartmentation where a gas pipe had been removed, this is located outside flat 20. This hole should be filled using appropriate fire stopping materials.



10) All front doors are a combination of notional, nominal and timber doors, Refer to the table below.

Howard Street 1-12 (O&E)	**BL25840HO14**	1-12 Howard Street;Tipton;West Midlands;;	Intentionally Blank	
Howard Street 1-12 (O&E)	BL25840HO14	1 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	2 Howard Street;Tipton;West Midlands;;	Timber non fire dc	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	3 Howard Street;Tipton;West Midlands;;	Permadoor	Not Glazed
Howard Street 1-12 (O&E)	BL25840HO14	4 Howard Street;Tipton;West Midlands;;	Composite (unkno	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	5 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	6 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	7 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	8 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	9 Howard Street;Tipton;West Midlands;;	UPVC	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	10 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	11 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 1-12 (O&E)	BL25840HO14	12 Howard Street;Tipton;West Midlands;;	Nationwide	Glazed
Howard Street 19-30 (O&E	**BL25840HO16**	19-30 Howard Street;Tipton;West Midlands;;	Intentionally Blank	
Howard Street 19-30 (O&E	BL25840HO16	19 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 19-30 (O&E	BL25840HO16	20 Howard Street;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Howard Street 19-30 (O&E	BL25840HO16	21 Howard Street;Tipton;West Midlands;;	Timber non fire dc	Glazed
Howard Street 19-30 (O&E	BL25840HO16	22 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 19-30 (O&E	BL25840HO16	23 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 19-30 (O&E	BL25840HO16	24 Howard Street;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Howard Street 19-30 (O&E	BL25840HO16	25 Howard Street;Tipton;West Midlands;;	Composite (unkno	Glazed
Howard Street 19-30 (O&E	BL25840HO16	26 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 19-30 (O&E	BL25840HO16	27 Howard Street;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Howard Street 19-30 (O&E	BL25840HO16	28 Howard Street;Tipton;West Midlands;;	Timber non fire dc	Glazed
Howard Street 19-30 (O&E	BL25840HO16	29 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed
Howard Street 19-30 (O&E	BL25840HO16	30 Howard Street;Tipton;West Midlands;;	Permadoor	Glazed

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

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 has 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 11

Fire Fighting Equipment

1) Currently, there is no fire-fighting equipment installed at these premises. Firefighting hydrants are located at the junction of Howard Street and Keelinge Street.



Section 12

Fire Signage

1) Any communal/service cupboard fire doors display “Fire Door Keep Shut” where appropriate.

2) The fire escape routes are self-evident and therefore additional fire action notices are not required.

3) No smoking (Smoke Free England) signage is not displayed at the front entrance, or intermediately in these premises. Therefore, ‘No Smoking signage should be fitted.

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. Caretaking Teams are not expected to tackle fires in this area.

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

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





Section 14

Sources of Ignition

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

2) There was evidence of smoking in communal areas, and this should cease with immediate effect. (Email sent to Housing)





3) 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.

4) The fixed electrical installation should be tested every 5 years, evidence should be provided for the 5-yearly inspection. The date of the last EICR Inspection was 19/04/2022.

5) 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.

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

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

8) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section 15

Waste Control

1) Refuse containers are emptied at regular intervals.

2) ‘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) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.

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

4) 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.

5) 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 – 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) There is a steel security gate at the front elevation of both buildings. It was noted that both gates were left open which creates a Security/Arson risk. This gate should be locked shut at all times to prevent unauthorised access. (Email sent to Housing).

3) This is the first recorded Fire Risk Assessment for 1-12 & 19-30 Howard Street, Tipton, DY4 8UF. There has been one previous incident involving fire. This incident was recorded in July 2020 and confirmed as Arson by WMFS.

Section 18

Storage Arrangements

1) Residents are instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.

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, store cupboard doors should be upgraded to Fire Doors FD30's as part of any future refurbishment works.

5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

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: Flats 1 -12 & 19 – 30, Howard Street, Tipton.

Date of Action Plan: 14/06/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/09	Fit a self-closer to flat 1 entrance door.		P3	Fire Rapid Response 3 – 6 Months JM16664169	

07/10	Fit a self-closer to flat 6 entrance door. Ensure this does not compromise the resident operating the door.		P3	Fire Rapid Response 3 – 6 Months 16664272	16/05/2025
10/10	Compartmentation - Fill hole outside Flat 20 using appropriate fire stopping materials.		P2	Fire Rapid Response 1 – 3 Months JM16656316	13/05/2025
12/03	Fix ‘No Smoking’ Signage to both buildings 1 x Ground Floor and 1 x First Floor.	N/A.	P3	Fire Rapid Response 3 – 6 Months JM16656433	13/05/2025

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	
As part of any future upgrades, replace timber flat entrance doors for FD30s.	 
As part of any future refurbishments internal store cupboard doors should be upgraded to FD30 fire doors. to provide adequate protection on the means of escape.	
It was noted in the ground floor Bin room of flats 19 – 30 that a section of OSB board was present. It is not known what is behind this board. At the next compartmentation inspection it should be removed, checked, and replaced with a FP based cement board.	

As part of any future planned works consideration should be given to installing emergency lighting.	N/A.

Signed

	Fire Risk Assessor	Date: 14/06/2024
	Quality Assurance Check	Date: 12/05/2025

Appendix 1

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

Name of property: Flats 1 -12 & 19 – 30, Howard Street, Tipton

Updated: 07/06/2019

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).

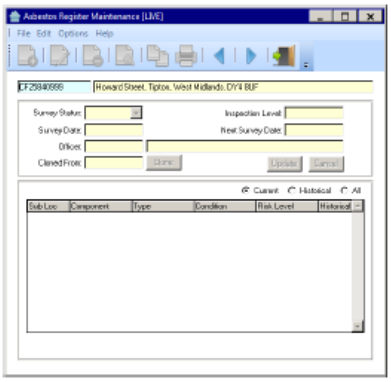
Asbestos Survey	Property Address	1-12 Howard Street, Tipton. DY4 8UF.		✓ Office use
Surveyed by	Tudor Evans	Date	05/06/2019	Checked by: DEREK STILL; Date: 07/06/2019; Desktop Check ✓; Site Check

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.	
Void Schedule Provided		Refurb Surveys Interrogated ?	

Property Description			
House		Bungalow	
Semi Detached		Low Rise Flat	✓
End Terrace		High Rise Flat	
Mid Terrace		Maisonette	
No of Bedrooms		Floor Level	



Year Built	1967



Notes / including details of similar property surveys completed.

SURVEY OF COMMUNAL AREAS ONLY

Building Surveyors
0121 569 5077

Sandwell Metropolitan Borough Council

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

SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's					

Asbestos Survey	Property Address	18-30 Howard Street, Tipton. DY4 8UF.		✓ Office use
Surveyed by	Tudor Evans	Date	05/06/2019	

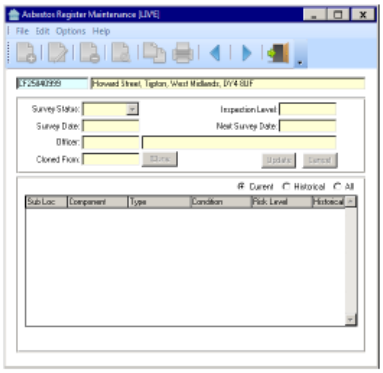
Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	
Investment Tenanted	✓	Management Survey	✓
R & M Void		SHAPE Interrogated.	✓
R & M Tenanted		No Existing SHAPE Data.	✓
Medical / Emergency - Heating Works		Existing SHAPE Data.	
Void Schedule Provided		Refurb Surveys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

Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Date	07/06/2019				

Property Description			
House		Bungalow	
Semi Detached		Low Rise Flat	✓
End Terrace		High Rise Flat	
Mid Terrace		Maisonette	
No of Bedrooms		Floor Level	



Year Built	1967



Notes / including details of similar property surveys completed.

SURVEY OF COMMUNAL AREAS ONLY

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	18-30 Howard Street, Tipton. DY4 8UF.						
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								
GROUND AND FIRST FLOOR COMMUNAL AREA - CEILING	TEXTURED COATING	-	SEALED-PAINT	TE 1650/01	NO ASBESTOS DETECTED	NO	NO	
FIRST FLOOR COMMUNAL AREA CEILING	BOARD	-	SEALED-TEXTURED COATING	TE 1650/02	CHRYSOTILE AMOSITE	YES	YES	
MAIN ROOF COVERING	BITUMINOUS FELT	-	SEALED	TE 1650/03	NO ASBESTOS DETECTED	NO	NO	
MAIN ROOF VERGE UNDERCLOAK	CEMENT	-	UN-SEALED	PRESUMED	CHRYSOTILE	NO	NO	
CAUTION SHOULD BE EXCERCISED IF PIPEWORK PENETRATING INTERNAL WALLS NEEDS TO BE DISTURBED								

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
MAIN ROOF SOFFIT	PLYWOOD				

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.