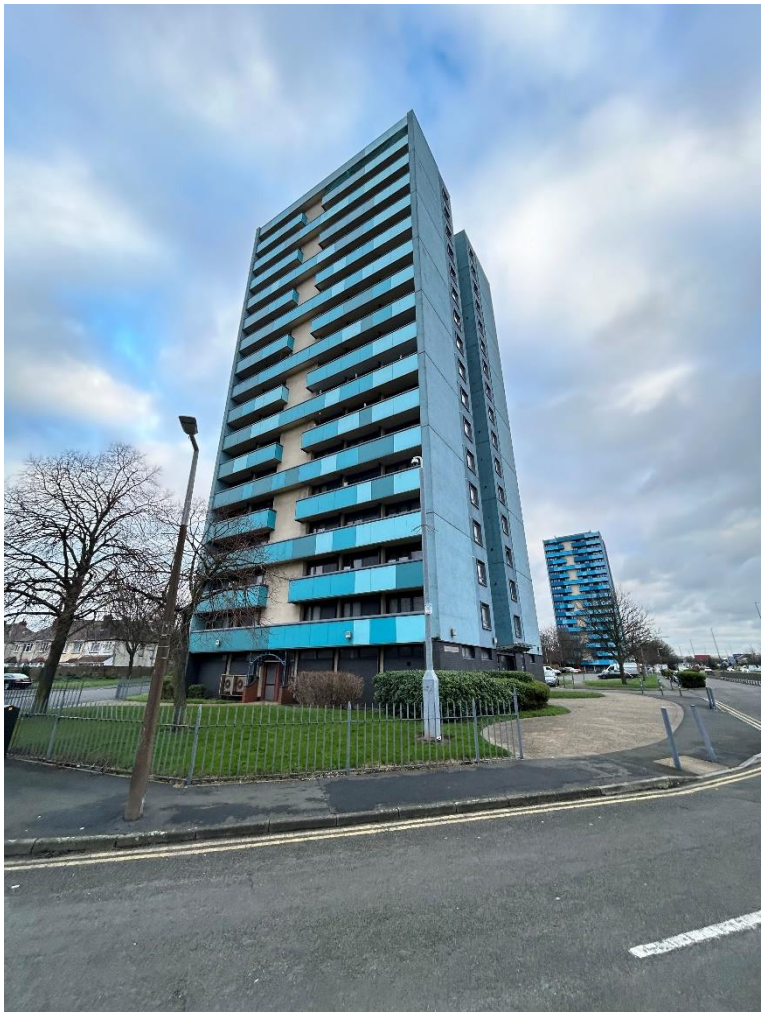
Fire Risk Assessment

Greenford House



Maria Street, West Bromwich,

B70 6DX

Date Completed: 08/12/2025.

Review Period: 12 months.

Officer: L. Conway **Building Safety Manager**

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

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments

Contents

Section 0 Introduction

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

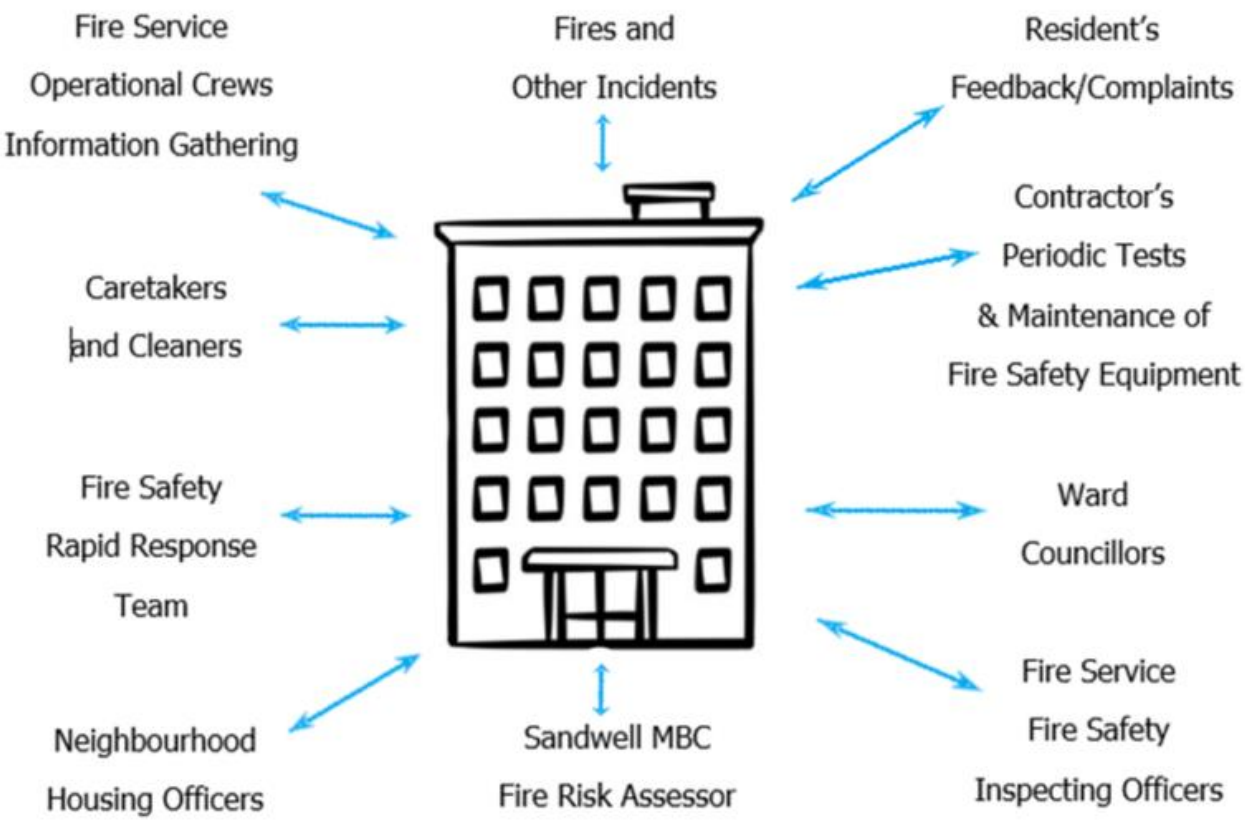
This Type 1 Fire Risk Assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. In the first instance however, we would be grateful if you could contact us directly via https://www.sandwell.gov.uk/contact/log-complaint 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.

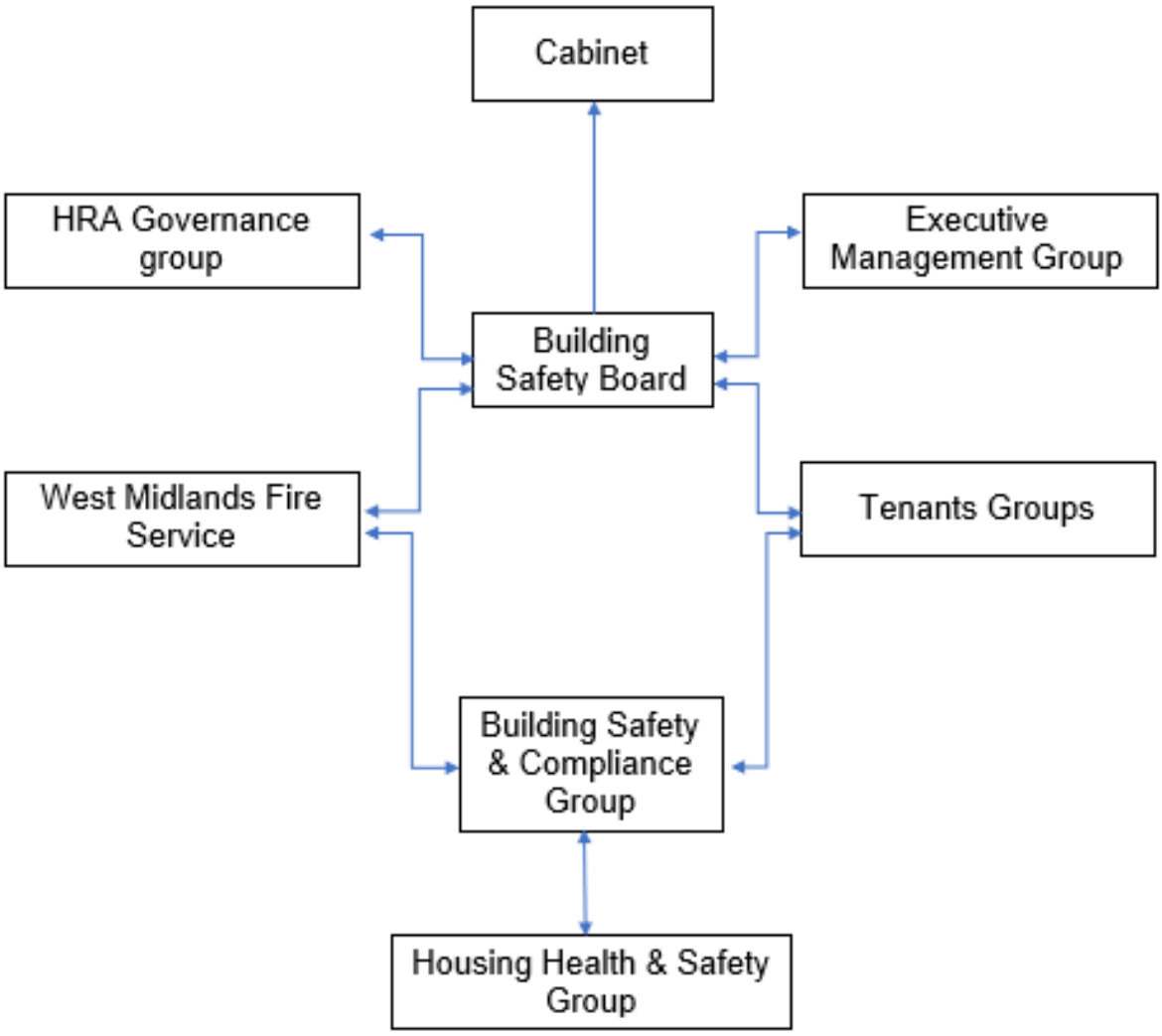
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 block was constructed of concrete frame and masonry infill with the installation of cladding in 2010, external façade is made up of four materials brick, render, glass, and balcony cladding (high density laminate board. All have an acceptable fire rating. Natural ventilation to the premise along the rear elevation where netting is also present along a communal area.	Trivial
Section 7	**Means of Escape from Fire** The site has a single protected stair that serves all floors of the block located at the rear of the building with a stairwell of sufficient width. The communal landing / staircases are protected by use of self-closing 44mm nominal 30-minute timber fire doors with vision panels. All doors have been upgraded with combined intumescent strips / cold smoke seals. Automatic smoke ventilation is employed to the staircase on the 2nd, 8th, and 16th floors with natural ventilation along the communal landing on every floor form the first up. Fire exit signage has been implemented on all floors of the block.	Trivial
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wire or battery smoke alarms within each of the resident's flats to a minimum of LD3	Trivial

	standard. The equipment is subjected to a cyclical test. Smoke detection present within communal areas although this is used for the operation of AOV's.	
Section 9	**Emergency Lighting** The premises have a sufficient emergency lighting system in accordance with BS 5266.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 30-minute horizontal fire resistance around flats stairwells and lift shafts. All doors are a minimum nominal/nominal 30-minute fire resistant with intumescent strips & cold smoke seals, including those in 1-hour rated walls. The premise has sufficient. compartmentation to limit the travel and effect of smoke and flame in event of a fire with the acceptation of the naturally ventilated shaft that serves the landing areas. Ground floor service cupboard requires enhancement in fire resistance	Tolerable
Section 11	**Fire Fighting Equipment** Fire hydrant present at the rear entrance/exit to the block. The dry riser outlets serve all floors from 1st to 16th with the inlet being located on the ground floor. There is a C02 fire extinguisher within the lift motor room.	Trivial

	There is a deluge system in the bin store. Maintenance contracts are in place to service the dry riser twice yearly and the fire extinguisher annually.	
Section 12	**Fire Signage** Appropriate signage has been placed within the block including fire action notices, emergency escape signs and fire door keep shut signs. The block utilises Wayfinding Signage depicting floor level and flat numbers Fires Safety England Regulations 2022.	Trivial
Section 13	**Employee Training** All employees are encouraged to complete 'In the line of fire' training on an annual basis.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was 05/02/2022, gas is installed within the block, smoking is prohibited in any communal areas.	Trivial
Section 15	**Waste Control** There is a regular Cleaning Service to the premise, refuse hoppers are enclosed behind a nominal fire door and accessed on each floor of the rear staircase, regular checks by Caretakers minimise risk of waste accumulation.	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** Restricted access to the premises by means of a door entry system, CCTV is in operation within the ground floor communal areas. There have been no reported fire incidents since the last FRA.	Trivial
Section 18	**Storage Arrangements** Residents have no access to storage cupboards within communal areas of the building. Caretaker/ cleaning cupboards are kept locked, and no flammable liquids are to be stored on site.	Trivial
Section 19	**Business premises** The ground and first floor have converted flats into offices containing inner rooms, meeting rooms, Kitchens, & welfare rooms. This space is managed well by the caretaking team. Office staff are awake and familiar with Normal fire hazards present including office supplies, furniture, and electronic devices being used. Further evidence required for the electrical testing in the office space. Poorly maintained cabling on the ground floor.	Tolerable

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

This type 1 Fire Risk Assessment covers the external envelope, flat entrance doors, communal areas and the office premises of this High-Rise residential block also utilising reports / surveys completed by third party verified contractors.

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

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 PAS9980 – FRAEW was conducted by a third party approved contractor and the findings of that report has been referenced.

It was noted that a naturally ventilated shaft serving the single escape corridor presents a breach of compartmentation between floors. As this was part of the design of the building when it was constructed it is deemed an acceptable level of risk due to mitigating factors that are in place, the stay put unless policy, and the low likelihood of an incident occurring in this area.

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 nominal or nominal 30-minute fire doors with intumescent strips, cold smoke seals and self-closing devices to flat entrances & communal doors *(noting that doors highlighted in the Firntec fire door survey are have been addressed and remedial works coming from the report are being addressed outside of this FRA),* combined with suitable smoke detection to a minimum of LD3 standard automatic smoke ventilation system to the staircase and a Stay Put – Unless policy.

Considering the secondary use of the block within the office spaces the consequences for life safety in the event of a fire would still be slight harm this is due to the mitigating factors that are present, familiarity, and the fire strategy in place in the event of an incident resulting in an A2 risk profile.

It should be noted that Firntec Building Safety & Compliance were commissioned to undertake a structural survey and an FRAEW both of which will expand on the findings of this fire risk assessment.

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 are identified in any fire risk assessment.

Sandwell Council is currently writing a policy and procedures for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

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:

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

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

Section 4

Description of Premises

Greenford House
Maria Street
West Bromwich
B70 6DX

Description of the Property

The high-rise residential block was constructed in 1965 and was last refurbished in 2010 with the installation of an external wall system. The block consists of 17 stories including the ground floor with each floor consisting of 4 number dwellings coming off a lift lobby with exception to the ground and first floor that have no residential units as these spaces are reserved for office areas.


There is a main entrance/ exit to the front elevation with an additional entrance/exit to the rear elevation that residents have access to, there is an additional entrance to the side elevation that was accessed by office staff.

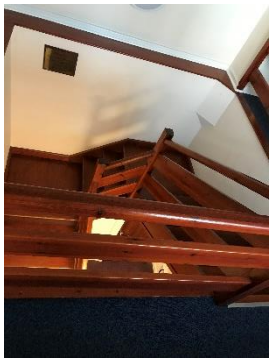
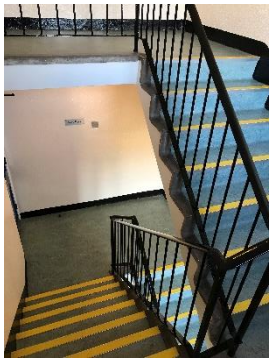
Front entrance acts as the main access for both residents and office staff.



Front, side, and rear entrances utilise fob access in order to gain enrty to the block with the front entrance also utilising a firefighters overide switch in the form of a drop latch system.


The fire fighters' white box is located to the right-hand side of the front main entrance. An updated version of the orientation plan showing service isolation points for gas, electricity and water is detailed on a within the PIB. Should note the keys are soon to be re located into the PIB.


The block has a single protected staircase serving all floors of the building with floor identification numbers on the wall of each floor and the top step. The staircase is protected using nominal 44mm FD30s doors with combined intumecent and smoke seals. An additional timber constructed staircase can be found within the office area only granting access to the 1st floor office spaces.

The block has a two skip stop lifts accessed on the ground floor that serve alternating floors of the block. Lift motor room accessed via a loft hatch with zip ladder on the 16th floor with keys stored within the fire fighters white box.

Residents have access to a bin chute system that serves every floor of the block secured behind nominal 44mm FD30s doors with combined intumecent and smoke seals.

The bin chute leads to a bin store located on the ground floor accessed externally at the rear elevation of the block behind a roller shutter, the block is also taking part in a recycling project with the bins being stored at a safe distance away from the block.


The fire hydrant can be located at the rear elevation of the block and can be found on the orientation plan located in the premise information box.

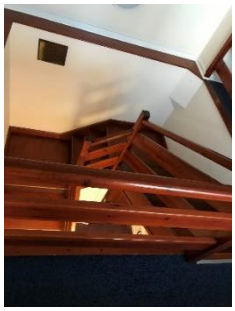
There is a dry riser that serves all floors of the block with a dry riser inlet cupboard located on the ground floor which is a steel door that is adequately signed and secured with a padlock, each floor of the block contains a dry riser protected via nominal 44mm FD30s doors with combined intumecent strip and smoke seals.

AOV's are in operation on the 2nd, 8th and the 16th floors within the protected stair wih natural ventilation to each floor of the block within the landing area of each floor.

There is a Secure Premise Information Box (PIB) located in the ground floor front entrance lobby under the staircase. It is a Gerda box that utilises a standard WMFS suited key held on each fire appliance. The PIB contains floor plans, vertical plans, orientation plans, information for WMFS and a plan to indicate the location of those with vulnerabilities who may require additional consideration if there is a fire incident (PEEP).

Ground and first floor contain office space that residents do not have access too. The first floor has converted 4 flats into offices containing inner rooms turned meeting rooms. These office spaces can be accessed directly from an exterior door as well as from the ground floor and a timber staircase as well as form the main staircase that serves all floors within the block that still works as the main entrance and exit to and from the offices.





A car park and green space surround the block along with neighbouring high-rise residential buildings.

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.

Address: Greenford House Glover Street B70 6DX	Survey date: 01/03/2023	ON ARRIVAL INFORMATION

BUILDING LAYOUT

Size: Width, breadth and height	
Construction	Waites, Concrete brick construction - The block was constructed of a Insitu concrete frame with masonry infill (Wates) construction, last refurbished in 2010 with the addition of a external wall system. the external façade consists of high-density laminate board, Rockwool insulated render-brick.
Number of floors	17 including ground floor
Layout	The block consists of 17 storeys (inclusive of the ground floor) Each of the floors contains 4 number dwellings accept the ground floor. The ground floor consists of large main entrance/ lobby area, main office space, lift lobby, rear exit corridor, staff/ caretaker office, EM cupboard, kitchen/breakroom. All can be found on the floor plans provided. The 1st floor consists of office space . Access to the 1st floor lift lobby is controlled by an intercom and is accessed from the stairwell. The office has an exit leading to the side elevation right hand side of front entrance. The block has 2 exits from communal areas with additional exits from office spaces. 2 lifts that serve alternating floors one serving odd floors and the other serving even floors. Stairwell is protected with good compartmentation provided with openable windows on each floor and natural ventilation to each floor of the block. Smoke vents located on floors 2,8 and 16
Lifts	2 lifts that serve alternating floors one serving odd floors and the other serving even floors. Both lifts can be accessed from the ground floor lift lobby.
Types of entrance doors	Flat entrance doors are composite Permadoor
Rubbish chutes/ bin rooms	Yes, secured behind FD30s timber doors
Common voids	No
Access to roof/ service rooms	Access via a metal trap door on 16th floor up a metal zip ladder into the lift motor room. A full height timber door then allows access onto the main roof.
Occupants	Approx. 128 based on an average of 2 occupants per flats (64 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	The building consisting of Early warning 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 1m from the buildings main access point fire hydrant / water isolation points located on the orientation plan, there is a dry riser that serves the building outlet located in the rear exit of the building under the stairs. The dry riser can also be located on the floor plan the floor .
Fire mains	The dry riser inlet (twin valve) is located on the ground floor of the block towards the rear entrance under the staircase secured with bin store padlock with adequate signage
Firefighting shafts	No firefighting lifts/shafts however there are two lifts serving adjacent floors of the block.
Smoke control vents	Automatic smoke ventilation is employed. There are master reset key switches located on the ground floor nearest Main access point next to the fire alarm panel.
Sprinkler system	A drenching system is provided to the refuse chute bin store

DANGEROUS SUBSTANCES

Location, type, and quantity	LIFT MOTOR ROOM-INSIDE OF EXTERNAL WALL – BOARD – UNSEALED - AMOSITE LIFT MOTOR ROOM EXTERNAL CLADDING – BOARD – UNSEALED - CHRYSOTILE SOIL VENT PIPES ON ROOF 2 NO – CEMENT – UNSEALED – PRESUMED – CHRYSOTILE ALL COMMNUNAL AND STAIRWELL CEILINGS - TEXTURED COAT – SEALED – PRESUMED - CHRYSOTILE

High/Low Rise	High Rise
Number of Floors	17
Date of Construction	1965
Construction Type	Waites
Last Refurbished	2009 / 2010
External Cladding	Brickwork to 1st floor. The gable walls are insulated Rockwool render. The balcony details to the front and rear elevations have high density laminate board
Number of Lifts	Two
Number of Staircases	One
Automatic Smoke Ventilation to communal area	Yes
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	Access via a metal trap door on 16th floor up a metal zip ladder into the lift motor room. A full height timber door then allows access onto the main roof.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 60 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)

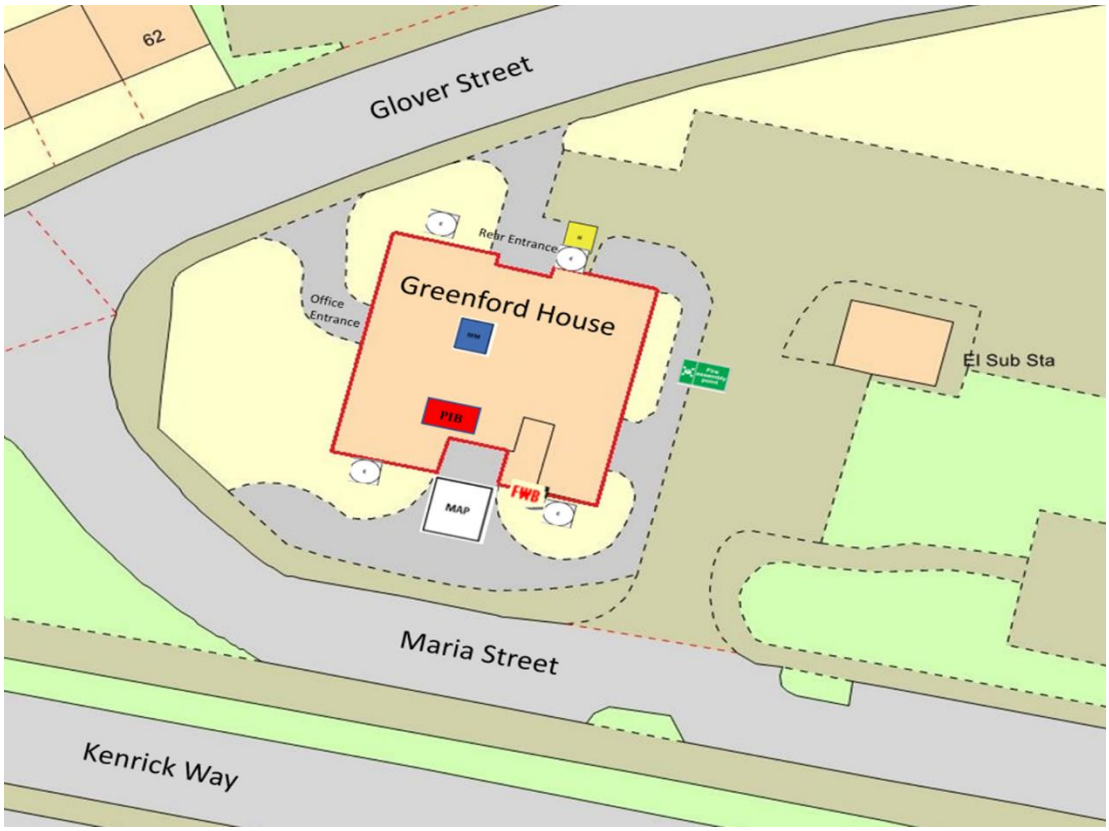
Section 5

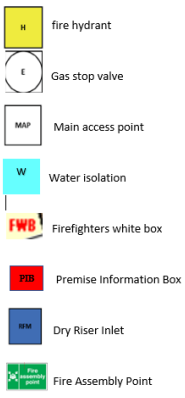
Building Plan

An orientation plan of the outside of the block and its surrounding areas.

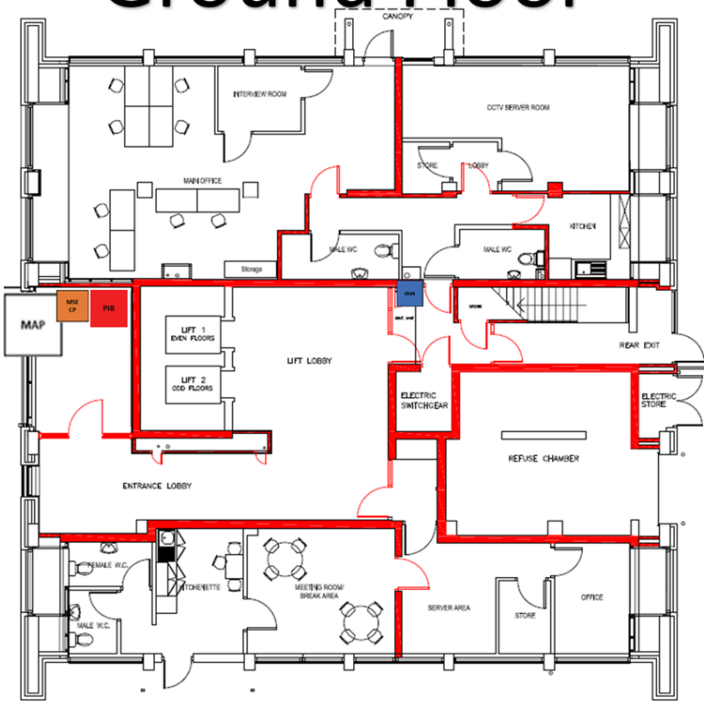
A typical floor layout showing horizontal lines of compartmentation, lift shafts, dry riser installation etc on the ground and an intermediate floor.

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

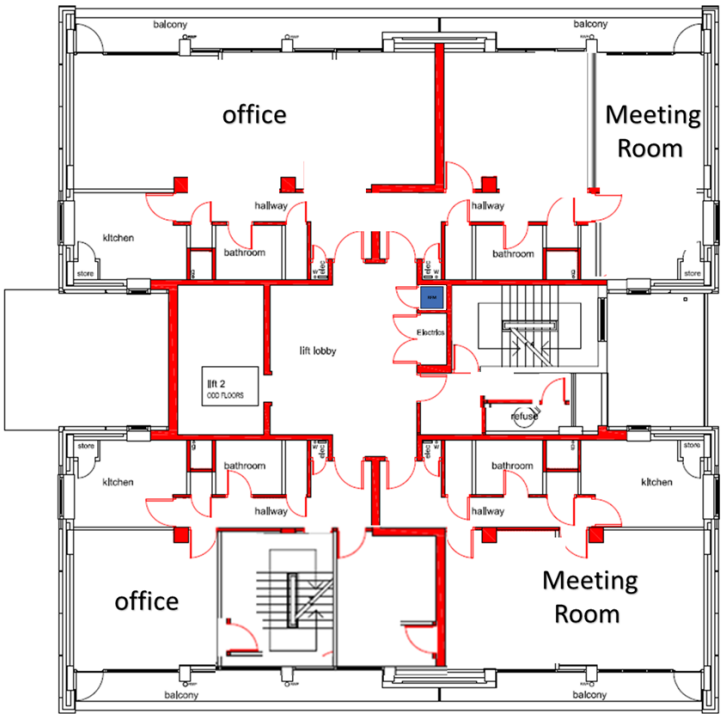




Ground Floor



1st Floor



8th Floor


balcony
balcony
living room
bedroom 1
bedroom 2
bedroom 1
living room
31
32
kitchen
bathroom
bathroom
kitchen
store
store
lift 1
lift lobby
Electrics
store
kitchen
30
29
kitchen
store
living room
bedroom 1
bedroom 2
bedroom 1
living room
balcony
balcony

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.

An appraisal of the external wall construction including balconies, windows and doors has been undertaken in accordance with the flow chart detailed in PAS 9980:2022 – Fire Risk Appraisals of External Walls (FRAEW) for existing multi-story, multi-occupied residential buildings. An External wall survey (PAS9980 step1) was completed on the 19/08/2024 This FRAEW was undertaken by Firntec Building Compliance and is suggested to be reviewed on the 19/08/2025. Following the survey an intrusive fire risk appraisal (PAS9980 steps 2-5) was conducted on the 24/08/2024 with suggested review date of 24/08/2025. The findings of the survey deemed the overall risk of the building to be medium with no recommendations.

Below is a breakdown of the materials believed to be used within the external envelope and, as part of the external wall system. This is based on the information available at the time of this FRA.

Any additional screening attached to balconies will not be tolerated on balconies as this could potentially support the surface spread of flame in those areas which is an unnecessary risk.

An FRAEW (PAS 9980 step2-5) was completed on the 24/08/2024 and followed the guidance in accordance and reference to PAS9980:2022 Fire Risk Appraisal of External Walls construction and cladding of existing blocks of flats – Code of Practice and addresses life safety only in the appraisal of the external walls of the building and in corresponding risk this is only in relation to the threat to the occupants in the building and not in terms of property damage or other potential objectives, such as safety of firefighters.

12 areas were inspected to gain data about the building's wall constructions. See the Inspections section of this report for full inspection details.
The table below outlines the ratings of the various wall systems and constructions to the property.

8 Items	Effect	Risk
Wall Construction Wall Type 1 brickwork over mineral wool insulation (22P4XH)	Positive	Low
Wall Construction Wall Type 2 - render over mineral wool insulation (WPR1XG)	Positive	Low
Wall Construction Wall Type 3 - HPL balustrade panels (1VQESL)	Neutral	Medium
Attachment Cantilever Balcony (XMSQBK)	Neutral	Medium
Penetration Flue (4AVFJ6)		
External Window Top, Mid, Side Hung Casements (WR77FN)	Positive	Low
External Door Single Leaf Entrance Doors (D8TGAM)	Positive	Low
External Door Single Leaf Entrance Doors (ZMQUK6)	Positive	Low

In accordance with the PAS 9980 Guidance, any items of construction which are considered as "Medium Risk" should be subject to periodic review, to ensure that conditions do not change, such that the risk may be upgraded to high, prompting the requirement for remediation.

Overall Building Risk Rating

Medium

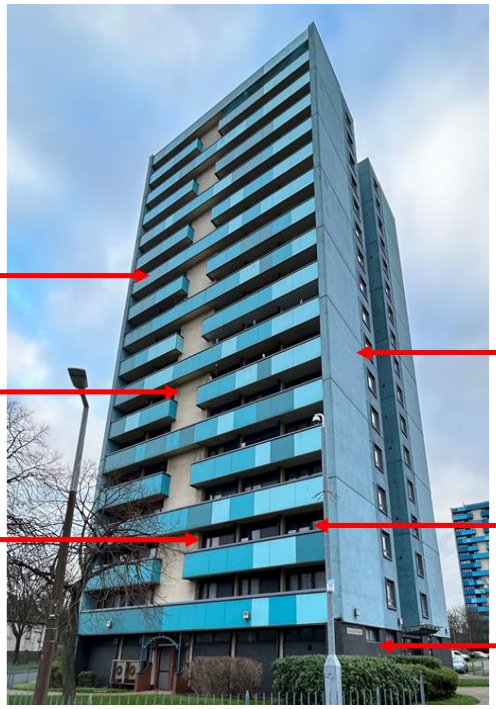
Our professional opinion is that overall this Building represents a Neutral PAS9980:2022 Outcome.

Recommended Remediations

No recommended remediations identified.

Recommended Interim Measures

No recommended interim measures identified.



1) The block was constructed of a Insitu concrete frame with masonry infill (Wates) construction, last refurbished in 2010 with the addition of a external wall system. The external facde consists of high density laminate board (B,s1, d0), Rockwool insulated render (A2),

brick (A1) . The combonation of the matirals used present an **acceptable** level of risk.




2) External facade is made up of four materials 1% brick, 53% render, 28% Glass, and 18% balcony cladding (high density laminate).

3) Front and rear entrance/exit is constructed of an aluminium door and frame with double glazing. Front entrance you pass through two sets of doors before entering the ground floor lobby area. Additional side entrance is a timber door and frame.



4) Residents have access to balconies, Trespa over cladding to a concrete panel between balconies with 100mm rockwool insulation by approved aluminium cladding.

5) Bin store located at the rear elevation of the block; bin store is secured with a steel roller shutter door.

6) It was noted that some balconies may have had combustible materials in the form of hanging washing this is deemed acceptable risk due to the likelihood of a fire starting in this area being low and combined with the temporary nature of the activity.

7) Aluminium faced timber composite windows to resident's flat windows/balcony doors and communal windows.

8) Open air natural ventilation Along the bin chute lobby area made of concrete construction along the rear elevation, it was noted that netting was present along this section of the premise. The netting does not run down to the ground level and does not have easy access combined with sufficent compartmentation and the stay put unless policy reasonable measures have been made to reduce the risk. However an alternate option should be explored when future improvement works are conducted.

9) Gas was noted to be external running along the rear elevation. Gas isolation points located on the orientation plan.


Section 7

Means of Escape from Fire

The means of escape within the building are protected to limit the spread of fire and smoke through the provision of nominal (flat entrance doors) and nominal (communal doors) FD30s fire doors installed within walls and floors that are assumed to provide a minimum 60-minute fire resistance and adequate fire stopping. This combined with suitable travel distances, a single staircase serving all floors, and ventilation by way of AOV system and louvre vents with sufficient detection to operate AOV's. It is deemed that the combination of these measures creates a suitable and sufficient means of escape. Compartmentation concerns along the means of escape have been highlighted in this and previous risk assessments however current measures are in place to help mitigate the risk and are deemed sufficient. The strategy for the block is stay put unless.

1) Individual flat doors are predominantly nominal self-closing 30-minute composite fire door sets with intumescent strips, cold smoke seals. majority being manufactured by Manse Masterdoor.

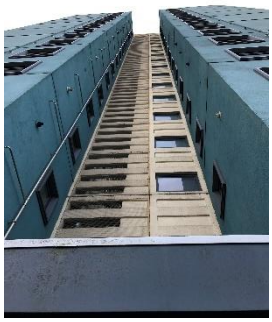
2) Access was not gained to a sample of properties as part of the fire risk assessment due to the Fire Rapid Response team scheduled to conduct a full non-invasive fire door inspection, however condition of the external leaf of each door was assessed to ensure no damage or faults, the fire risk assessment draws on information taken from the previous fire risk assessment, information kept on file (JM) and previous fire door inspections conducted by Firntec on 15/12/2025. All actions created from the fire door inspections will be dealt without outside of this fire risk assessment.

3) All corridors and communal landing areas are of adequate width and will be maintained clear. There are no dead-end scenarios within communal areas.

4) The communal landing / staircases are protected by use of self-closing 44mm nominal timber 30-minute fire doors with vision panels with Georgian wired glazing, intumescent strips / cold smoke seals.


5) The means of escape are ventilated by the way of natural ventilation and automatic smoke ventilation. 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 is twice per year (April and October) of each calendar year. AOV's are located on the 2nd, 8th, and 16th floor within the protected staircase. Detection for the AOV's within the communal areas. The block also has manual ventilation via vouvre vents at the head of the stairwell.





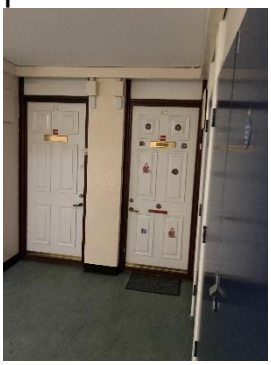

6) Communal windows cannot be opened unless opened via the AOV.

7) Smoke control systems located on the ground floor near the main entrance to the block.

8) The premise has one staircase (approximately 980mm in width from the rail to the wall) that provides a means of escape. All flats are within approximately 2 metres of a staircase.

9) Directional signage has been implemented on all floors of the block.

10) Due to the time of the year that some festive decorations had been displayed on front entrance doors e.g. Christmas Wreaths, on the basis that these decorations remain minimal and do not obstruct the means of escape as this is the case during the FRA, they can remain on a temporary basis. Due to the presence of daily cleaning and caretaking staff to the block the risk of these types of decorations is tolerable, note these are temporary and should be removed in sufficient time once the festive period is over.

11) Wayfinding signange has been introduced on all floors including lift lobby and the stair landing in line with the Fire Safety (England) Regualtions 2022, as well as existing signage in place on the ground floor lift lobby dipicting all floors.

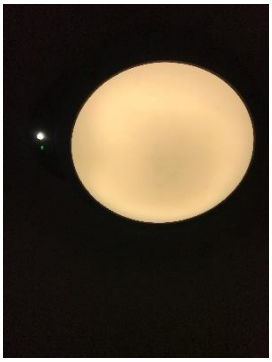
12) All communal doors are fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

13) All communal fire doors are subject to a 12-week check by the Fire Safety Rapid Response Team and flat entrance doors are also checked by the FRR team. Firntec building and compliance were previously commissioned to conduct a door survey of all communal and flat entrance doors, this survey was completed on 11/02/2025, The fire rapid response team now conduct fire door inspection have conducted their assessment on the 15/12/2025. Any actions coming from fire door inspections will be remediated outside of this fire risk assessment within dedicated time frames comparable to the level of risk.

14) Service cupboards including those housing electricity meters are 44mm nominal fire doors with intumescent strips and cold smoke seals, secured with type 054 suited mortice locks to cupboards not accessed by residents and type 138 suited mortice locks to cupboards residents have access for the electricity meters. Fire stopping within service cupboards is evident.

15) The lift motor room is located on the roof. Access to motor room via ceiling trap with zip ladder located on the 16th floor. A full height door then gives you access to the roof.

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

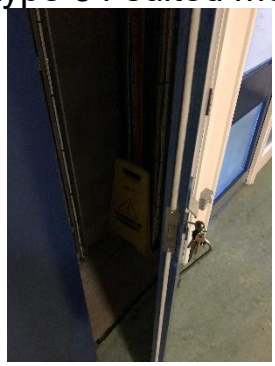


17) Communal areas should be kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year, and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed. This was found satisfactory however it was noted that a plant had been left outside a resident flat although was not deemed to compromise the escape route and is deemed a trivial risk and to be dealt with outside of this assessment.

18) The surface coatings to the communal areas are a minimum of Class B-s3,d2 rated.

19) Individual floor mats were noted outside some flats. Fire rating of the mats is unknown but deemed to be a trivial risk.

20) Doors to dry riser cupboards are nominal FD30s, kept locked / secured with type 54 suited mortice lock(s).




21) The refuse chute hoppers are fitted with intumescent strips and are secured behind nominal 44mm, 30-minute fire doors with combined intumescent strips & cold smoke seals along the means of escape.

22) 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 they are asked to leave by the emergency services.

23) 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.

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) Access was not gained into a sample of resident's flats. Based on the samples taken in previous FRA's and information collated from in house teams (JM) the smoke alarms within resident's flats are installed to a minimum of an LD3 Standard.

   Flats Accessed During Previous FRA.
   Flat 63 – LD3, Hallway Only
   Flat 58 – LD2, Lounge, Hallway & heat detector in kitchen.
   Flat 55 – LD3, Hallway only
   Flat 52 – LD1, All rooms except risk rooms
   Flat 40 – LD2, Lounge, Hallway & heat detector in kitchen.
   Flat 36 – LD2, Lounge, Hallway & heat detector in kitchen.
   Flat 32 – LD2, Lounge, Hallway & heat detector in kitchen
   Flat 23 – LD2, Lounge, Hallway & heat detector in kitchen.
   Flat 20 – LD2, Lounge, Hallway & heat detector in kitchen.

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

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

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

4) A sprinkler or deluge system is provided to the refuse chute bin store. An approved contractor maintains the system. The frequency for the maintenance checks is twice per year (April and October) of each calendar year. The control panel for the sprinkler deluge system is located within the electrical intake store next to the bin store at the rear of the block.

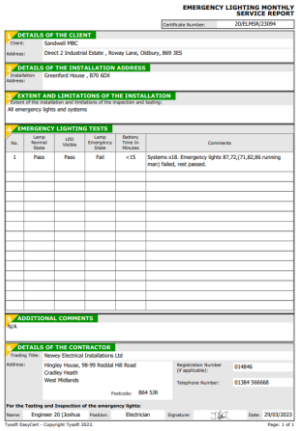
Section 9

Emergency Lighting

1) The premises have a sufficient emergency system in accordance with BS 5266 and have test points strategically located.

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

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



EMERGENCY LIGHTING MONTHLY SERVICE REPORT

Certificate Number: 20/ELMSR/23094

DETAILS OF THE CLIENT

Client: Sandwell MBC

Address: Direct 2 Industrial Estate , Roway Lane, Oldbury, B69 3ES

DETAILS OF THE INSTALLATION ADDRESS

Installation Address: Greenford House , B70 6DX

EXTENT AND LIMITATIONS OF THE INSTALLATION

All emergency lights and systems

EMERGENCY LIGHTING TESTS

No.	Lamp Normal State	LED Visible	Lamp Emergency State	Battery Time In Minutes	Comments
1	Pass	Pass	Fail	<15	Systems x18. Emergency lights 87,72,(71,82,86 running man) failed, rest passed.

ADDITIONAL COMMENTS

N/A

DETAILS OF THE CONTRACTOR

Trading Title: Newey Electrical Installations Ltd

Address: Hingley House, 98-99 Reddal Hill Road, Cradley Heath, West Midlands

Postcode: B64 5JR

Registration Number (if applicable): 014846

Telephone Number: 01384 566668

For the Testing and Inspection of the emergency lights:

Name: Engineer 20 (Joshua Position: Electrician Signature: Date: 29/03/2023

Tysoft EasyCert - Copyright Tysoft 2022. Page: 1 of 1

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. A visual inspection of the accessible areas was undertaken as part of the assessment, but areas with restricted access, i.e., false ceilings and void areas, were only inspected where readily accessible. The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building. From a visual inspection carried out at the time of the inspection, there were no breaches in compartmentation evident between the communal areas and the residential accommodation.

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

2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

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

4) All 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 nominal fire doors with a minimum of 30 minutes fire resistance, locked with suited cylinder or mortice locks.

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) Individual flat doors are predominantly nominal 44mm fire door sets with intumescent strips, cold smoke seals and self-closing devices.

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.

10) The communal landing, staircases & chute rooms are protected by use of nominal self-closing 44mm 30-minute timber fire doors with vision panels & 25mm stops.

11) SMBC have commissioned a survey of all fire doors to flat entrances, communal corridor doors, landing doors and service cupboard doors. Firntec Building Compliance have been commissioned to complete the surveys via their subsidiary Ventro Fire Compliance.

Definitions Fire Doors.

Nominal 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 nominal fire door - A nominal 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.

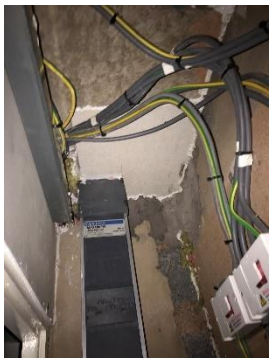
12) Access panels to stop taps are fixed to masonry and bedded on Intumescent material.

13) Metal trunking had been used within the communal areas to house cabling.

14) Some wear and tare was beginning to show on some cold smoke seals on communal doors and communal cupbards however will still serve there purpose in the event of a fire.

15) Cupboard doors within the communal areas such as residents meter cupboards/ electrical risers & Dry Riser cupboards are nominal 44mm fire door sets with intumescent strips, cold smoke seals.

16) The use of expanding foam was present within the communal cupboards around cabling in the previous risk assessment stopping knowing that intumecent pads and a concrete slab is present, This has since been enhanced as as programmed works by the FRR team.



17) Some wear and tear was beginning to show on some cold smoke seals on communal doors and communal cupbards however will still serve there purpose in the event of a fire.

18) Some cupboards located on the ground floor including caretaking/cleaning cupboads are nominal 54mm FD60 timber doors.

19) Cupboard where the elecrical risers and the bin deluge system panel is stored is a nominal metal door.

20) The design of the naturally ventilated shaft serving the single escape corridor does present a breach of compartmentation throughout the height of the building from the 1st floor up. The potential therefore does exist for smoke logging on all floors within an escape route. This situation is further affected by the close proximity of flat windows to the ventilated shaft, as well as netting of which the combustibility rating is unknown running externally along the same elevation that may add to the spread of flame.

Current measures are in place to help mitigate the risk such as stay put unless policy, smoke detection within resident's flats to an LD3 standard minimum, nominal FD30s doors providing protection from the landing to the flat lobby and protected stair, and external wall render next to shaft has a fire classification of Euro class A2 (NON combustible can be used above 18m). As well as a future sprinkler rollout programme to the block.

Noting that present day regulations would require ventilation to the corridor (ADB) which Lissimore / Greenford has in the form of natural ventilation to all floors. Meetings have taken place to discuss said issue.

It is the opinion of the fire risk assessor that to reduce the risk even further when future improvement works next take place at the block consideration should be given to improving fire stopping/ compartmentation at floor level and/or adopt the design currently present within Mountford House (use of fire rated door and frames separating the bin chute lobby and landing/corridor area within the means of escape).

Further discussion has taken place since this was first highlighted within previous risk assessments. Fire Safety Meetings have taken place to discuss said issue, resulting in the opinion of the Fire Safety manager and the Team Lead Building Safety stating the risk was low. Please see email attached below following the recent discussion regarding Greenford's sister block Lissimore house.



Tony2 Smith
To Andrew Froggatt
Cc Jason Blewitt; Louis Conway
Retention Policy 8 Year deletion Policy for Emails (8 years) Expires on 14/12/2033
Follow up. Start by 16 December 2025. Due by 16 December 2025.

Reply | Reply All | Forward
Tue 16/12/2025 11:29

Hi Andy,

Thank you for conducting the recent FRA on the above.

Can I also thank you for raising your concern in relation to the ventilated shaft that runs from the 1st floor and then the full height of the building. I note your concern that the means of escape from the flat/lift lobby communicates through the ventilated lobby to access the single staircase.

You will be aware that this issue has previously been raised and placed in the observation section of previous FRA'S.

I understand that you have actioned this point in your recent FRA.

The reality here is that to make the required changes (and I do agree they are needed) would require a capital investment programme and a building regulation application to the regulator via the gateway process. This would take time along with considerable expenditure and therefore I feel it is correct to place in observations.

As a team we need to raise the profile of observations and improve our communication with Capital Investment. To achieve this Jason Blewitt will be formalising a communication link with Capital Investment. I will be ensuring we both sit down with Capital Investment in the early part of the new year.

I am making the above statement as I feel the risk here is Low. If I thought it was high I would be taking another stance. The design is existing, and the purpose of the FRA is not to bring the building up to current building regulation standards.

The shaft does not continue to ground level, the block is regularly cleaned by estate services, the surrounding cladding is A2 s1 d0 classified. I appreciate fixed kitchen windows are in proximity to the shaft (not a building regulation contravention). I feel occupants of a fire in a flat close to the shaft would have evacuated well before a kitchen fire would have developed to an extent to affect the integrity of the glazing.

I trust the above gives you confidence that your professional views are supported and will be actioned in an agreed works programme.

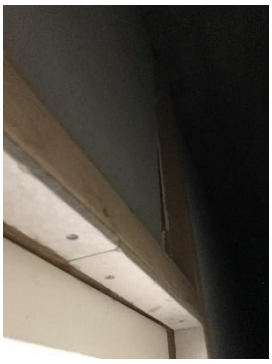
Please do challenge/discuss as required. Thank you for your diligence.

Kind regards
Tony Smith
Sandwell
Sandwell Council...working for you

Team Lead Building Safety

21) **The electrical service cupboard on the ground floor lift lobby has two FD60 doors, secured with 54 key mortice locks. This cupboard is of timber construction. It is required that the inside of the service cupboard is lined with fire resistant plasterboard and fire rated jointing compound to improve the fire resistance of this service cupboard.**





Section 11

Fire Fighting Equipment

1) The dry riser inlet cupboard is located in the ground floor lift lobby and is appropriately signed. The riser is accessed behind a metal cupboard and secured via a padlock.

2) The riser outlets are available on each floor lobby (1st – 16h) these are protected via nominal 44mm 30-minute fire doors secured by suited 54 key & mortice locks.

3) The dry riser is checked regularly as part of the Caretakers duties.

4) Maintenance contracts in place to service the valves twice per year (April and October) with a hydraulic test undertaken annually (October) to comply with the requirements of BS9990.

5) Portable fire extinguisher (CO2) is provided to the lift motor room. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks is once (October) of each calendar year .

6) Fire hydrant can be located at the rear entrance/exit of the building 1m from the door near the bin store shutters.

7) Bin room is protected by Deluge/sprinkler system and serviced 6-monthly, the controls of which are located within the storeroom on the ground floor.

Section 12

Fire Signage

1) All fire doors display “Fire Door Keep Shut” or “Fire Door Keep Locked” 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 it was noted that the sign displays the office space on the first floor as flats 1-4 the location of the flats is correct however these flats have been converted into office spaces.

5) Wayfinding Signage to the block depicting floor level and flat numbers has been installed to the wall adjacent to lift and within the staircase. This meets the requirements set out in the Fire Safety (England) Regulations 2022.

6) Currently there is signage on each floor of the block as well as on the wall of each floor from the staircase including the new photoluminescent signage installed with the introduction Fire Safety (England) Regulations 2022.

7) Premise information box is signed appropriately and located at the main entrance to the block. Plans are in place to re located keys currently residing in the white box into the PIB.

8) The fire escape routes have directional signage placed within the block, note the illuminated emergency escape light testing records are yet to be established and should be confirmed.

9) Dry risers are appropriately signed.

Section 13

Employee & Resident Training/Provision of Information

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

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

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

4) Staff undertaking Fire Risk Assessments have achieved a Level 4 Diploma in Fire Risk Assessment.

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) Information regarding use of fire doors is provided to residents.


IMPORTANT NOTICE

FIRE DOORS

Fire doors are crucial life safety devices, designed to restrict the spread of smoke and fire for a substantial period of time.

You must ensure:
- Fire doors are kept shut when not in use.
- Residents and visitors do not tamper with doors or self-closing devices.
- Any faults or damage is reported immediately to the Contact Centre using the details below.

You must NOT:
- Alter or change your flat front door or internal doors without prior consent from Sandwell Council.

We will:
- Ensure caretakers check communal fire doors.
- Carry out an audit of communal fire doors every 12 weeks.
- Check your flat entrance fire door every year.

ANY UNAUTHORISED MODIFICATIONS MAY PUT LIVES AT RISK

This information is provided in line with the Fire Safety (England) Regulations 2022 to ensure the safety of residents and building users is not negatively impacted by the modification / misuse of fire doors.

PLEASE REPORT ANY DEFECTS OR CONCERNS WITH FIRE DOORS TO:
Name: Contact Centre
Phone: 0121 569 6000
Email: customer_services@sandwell.gov.uk
On-line: My Sandwell Account

Sandwell

Use QR Code to access Fire Safety Advice

8) Information regarding the Stay Put unless fire evacuation strategy is provided to residents.

Fire safety advice

Sandwell

We are committed to educating residents about fire safety and what you should do in the event of a fire in your own home or another part of the building.

What to do if a fire breaks out in your flat

1. Leave the room where the fire is and close the door.
2. Alert anyone else in the property that there is a fire and leave the flat, closing all doors behind you. Do not stay to put out the fire.
3. Use the staircase to exit the building. Do not use the lift.
4. Dial 999 and wait for the fire service to arrive. Do not re-enter the building.

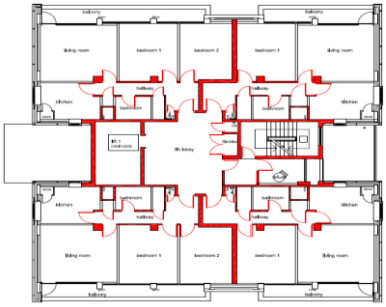
What to do if you see or hear a fire in another flat or part of the building

1. It will normally be safest for you to remain in your flat and stay put unless the heat or smoke from the fire is affecting you.
2. If your safety is compromised, then you should leave the building following the guidance as if the fire was in your flat.
3. If you are instructed to leave by a member of the emergency services, you should do so immediately.
3. In either case, use the staircase to exit the building. Do not use the lift.

'Stay Put/Unless' is an evacuation strategy used in purpose-built blocks of flats. It is in place to keep people safe when they are not in an area directly affected by fire.

If you notice any fire doors within the building that are damaged or wedged open, or have any other concerns, please call us on 0121 569 6000.

9) 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 GREENFORD 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
	Structural inspections conducted every 5 years				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 common areas are to open automatic vents and not to raise the alarm.
	The external façade is brick, mineral wool insulated render (Class A2), & high-density laminate panels (Class B,S1,D0).	Fire safety advice	Further information available at www.Sandwell.gov.uk your My Sandwell account or the Fire Safety Team on 0121 569 6000 Building safety manager louis_conway@sandwell.gov.uk Resident engagement officer ethan_somiya@sandwell.gov.uk	Sandwell FRAs	 Bin rooms have sprinkler protection activated by smoke alarms

Section 14

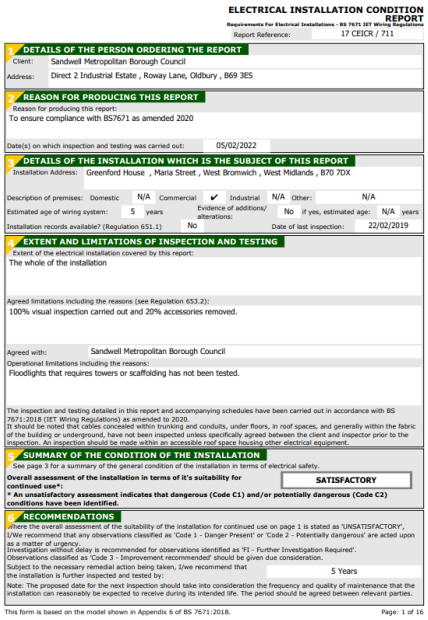
Sources of Ignition

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

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

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

4) The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was completed on 05/02/2022. And was satisfactory.



ELECTRICAL INSTALLATION CONDITION REPORT

Requirements For Electrical Installations - BS 7671 18T Wiring Regulations

Report Reference: 17 CEICR / 711

1 DETAILS OF THE PERSON ORDERING THE REPORT

Client: Sandwell Metropolitan Borough Council

Address: Direct 2 Industrial Estate , Roway Lane, Oldbury , B69 3ES

2 REASON FOR PRODUCING THIS REPORT

Reason for producing this report:
To ensure compliance with BS7671 as amended 2020

Date(s) on which inspection and testing was carried out: 05/02/2022

3 DETAILS OF THE INSTALLATION WHICH IS THE SUBJECT OF THIS REPORT

Installation Address: Greenford House , Maria Street , West Bromwich , West Midlands , B70 7DX

Description of premises: Domestic N/A Commercial ✔ Industrial N/A Other: N/A

Estimated age of wiring system: 5 years Evidence of additions/ alterations: No If yes, estimated age: N/A years

Installation records available? (Regulation 651.1) No Date of last inspection: 22/02/2019

4 EXTENT AND LIMITATIONS OF INSPECTION AND TESTING

Extent of the electrical installation covered by this report:
The whole of the installation

Agreed limitations including the reasons (see Regulation 653.2):
100% visual inspection carried out and 20% accessories removed.

Agreed with: Sandwell Metropolitan Borough Council

Operational limitations including the reasons:
Floodlights that requires towers or scaffolding has not been tested.

The inspection and testing detailed in this report and accompanying schedules have been carried out in accordance with BS 7671:2018 (IET Wiring Regulations) as amended to 2020.
It should be noted that cables concealed within trunking and conduits, under floors, in roof spaces, and generally within the fabric of the building or underground, have not been inspected unless specifically agreed between the client and inspector prior to the inspection. An inspection should be made within an accessible roof space housing other electrical equipment.

5 SUMMARY OF THE CONDITION OF THE INSTALLATION

See page 3 for a summary of the general condition of the installation in terms of electrical safety.

Overall assessment of the installation in terms of it's suitability for continued use*: SATISFACTORY

*** An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified.**

6 RECOMMENDATIONS

Where the overall assessment of the suitability of the installation for continued use on page 1 is stated as 'UNSATISFACTORY', I/We recommend that any observations classified as 'Code 1 - Danger Present' or 'Code 2 - Potentially dangerous' are acted upon as a matter of urgency.
Investigation without delay is recommended for observations identified as 'FI - Further Investigation Required'.
Observations classified as 'Code 3 - Improvement recommended' should be given due consideration.
Subject to the necessary remedial action being taken, I/we recommend that the installation is further inspected and tested by: 5 Years

Note: The proposed date for the next inspection should take into consideration the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

This form is based on the model shown in Appendix 6 of BS 7671:2018. Page: 1 of 16

5) The electrical installation i.e. risers are contained within dedicated service cupboards that are secure and protected by means of a nominal 44mm 30-minute double door to majority of the building apart from the ground floor which utilises 55mm 60-minute nominal doors.

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

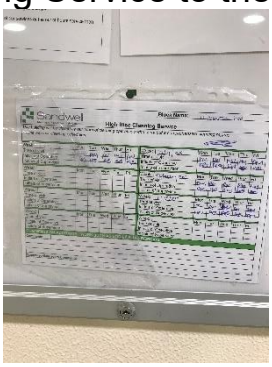
7) Portable heaters are not allowed in any common parts of the premises.

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

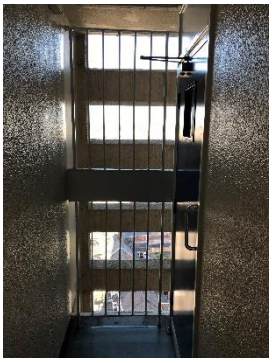
Section 15

Waste Control

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



2) Refuse hoppers are accessed on each floor secured behind its own dedicated nominal 44mm 30-minute door with combined intumescent and cold smoke seals.



3) Refuse containers regularly emptied bin store located at the rear elevation of the block. There is also a recycling project currently being undertaken at the block, recycling bins are stored at a suitable distance away from the block within the car park.

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) There is CCTV system in place that covers the external perimeter, ground & First floors and lift cars.



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

5) The perimeter of the premises is well illuminated with external lighting and street lighting.


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

7) There is restricted access to the first floor via a fob and intercom system.

Section 18 Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block. (Notice displayed in lifts)

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.

Section 19

Business Premise

Description of the Premise

The ground and first floor contain office spaces used by SMBC staff that residents to the block do not have access to. These areas have security measures in place utilising CCTV and Fob Entry Systems along with robust open and closure procedures.

The first floor has converted 4 flats into offices containing inner rooms, meeting rooms, kitchenettes, & welfare rooms.

Normal fire hazards are present office supplies, furniture, and electronic devices being used.

The office spaces are accessed via the main entrance to the building then following the protected stair on the 1st floor. Additional entrances accessed via the ground floor. Exit door on ground floor protected by a roller shutter door is now redundant since the previous FRA.



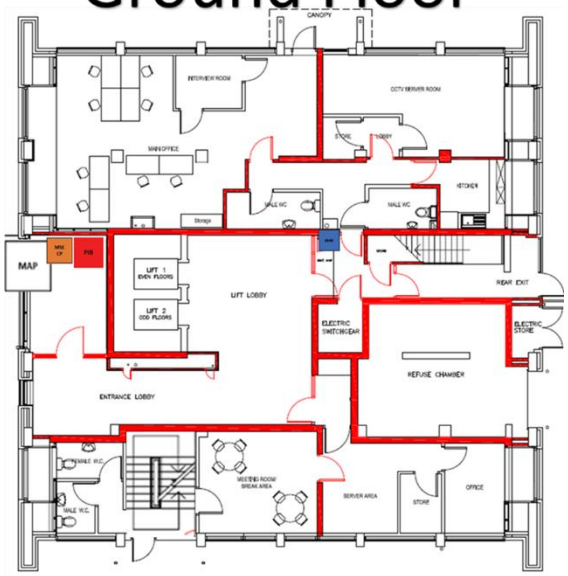

Ground floor contains mostly empty office space used as storage and welfare rooms with the exception of a protected server room on the ground floor.

1st Floor contains an open plan office space in converted flats 3-4 and hallway leading to meeting/ office rooms in converted flats 1-2 with a protected lobby area connecting the two sections.

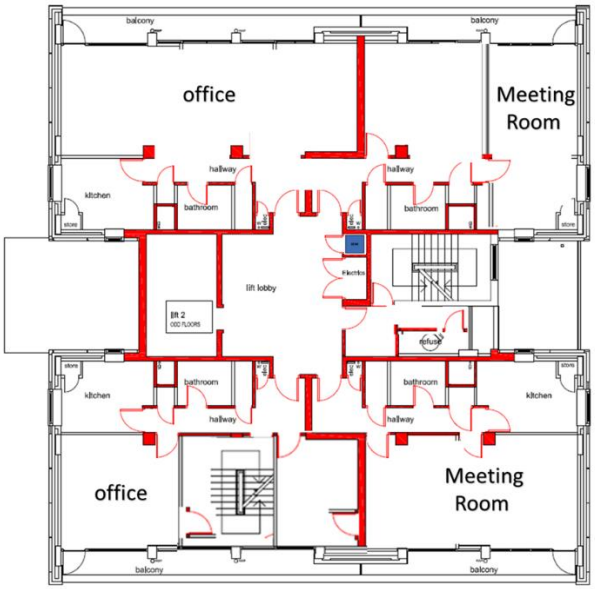
Floor Plan

Typical layout of the office space on the ground and first floors.

Ground Floor



1st Floor

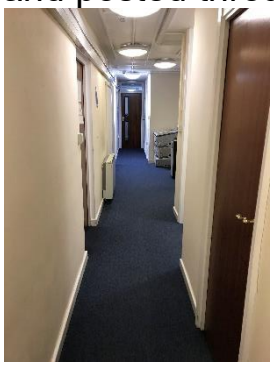


Means of escape

1) The escape strategy is **'Total Evacuation'** for the office spaces only, remainder of the block remains stay put unless. In the case of a fire/emergency the staff are alerted manually via calls and a bell due to the low occupancy levels robust signing in procedures and SMBC staff being awake and familiar with the premise this is deemed acceptable.

2) The typical occupancy within this section of the premise is awake and familiar with the layout and have procedures in place to ensure a safe evacuation with the latest fire drill taking place Nov 2025 as discussed on sight with the fire assembly point being in the rear car park away from the building.

3) The means of escape remains clear and avoids obstruction. A plan outlining the methods of escape and what to do in the event of an emergency is in place and posted throughout the office areas.



4) The office spaces have access to multiple escape routes depending on the location. The priority means of escape form the 1st floor leads into the main protected staircase of the block then leading to the buildings two final exits on the ground floor acting as the main escape route. The 2nd only accessible from the office spaces on the ground floor that leads directly to an ultimate place of safety (outside). Office spaces on the ground floor also have an alternative route that leads to the Lift Lobby.

Additional Escape route that was in place previously on the ground floor has since been made redundant, appropriate signage is in place and SMBC staff who operate in this space have been made aware.

5) Office spaces 1 and 2 have two-way directional travel, with access to both the internal timber office stairs leading to ground floor escape routes and the main protected staircase. In contrast, office spaces 3 and 4 are limited to one-way directional travel. Ground floor office spaces benefit from two-way directional travel.

6) Travel distances to a point of relative safety/ ultimate safety within 18m.

7) Entrance doors into the office spaces still contain nominal FD30s doors with self-closing devices and internal doors also being nominal FD30s doors providing good compartmentation throughout the office's paces including the internal additional staircase area.

8) Ground floor office space accessed from either the timber staircase from converted office spaces 1-2 on the 1st floor or via the entrances on the ground floor (not usually used). This area has a low occupancy level and is mainly unused space that remains safe and secured with limited fire hazards and combustibles in this area.

9) Kitchens are located the furthest point away from the exit doors (see plans).

10) Push to exit buttons allow safe easy exit from the office space into the protected staircase or Lobby areas, thumb turns in place on ground floor doors leading lobby area.

11) Emergency escape signage is used within the office spaces along the means of escape. Some signage on the ground and 1st floor directs occupants to a now redundant escape route and has since been removed.



12) Fire action notices are strategic placed along the means of escape depicting what to do in the event of a fire. signage depicting incorrect information was raised on the previous FRA this has since been changed however old signage was still in place in areas rarely used, this was raised with the caretaking management and amended while I was on site.

13) Emergency lighting is present throught the means of escape.

14) The office spaces maintain good compartmentation from the residential units above and communal spaces with the use of compartment walls, concrete floor slab and nominal fire doors throughout.

15) A dry riser is present within the lobby entrance in the first-floor office area with adequate signage.

16) Normal fire hazards present including office supplies, furniture, and electronic devices within the main office. This area is generally well maintained with good housekeeping.

17) Detection is in place along the means of escape to support the current evacuation strategy within the main office area. Fire action notices and escape signage is strategically placed throughout. Break glass points are no longer in use and a manual call/bell is used to alert to fire.

18) Emergency exit door Located on the ground floor is no longer in use and therefore redundant SMBC employees who access the site are aware and adequate signage is in place.

19) Inner rooms are used within the office; this risk is reduced due to a managed approach including robust signing in procedures combined with clear vision panels/ windows for full visibility when room is in use due to the occupancy type and familiarisation with the space this is deemed an acceptable risk.

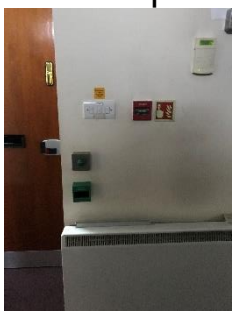
20) Steel filing cabinets were observed in use within the lift lobby area. This space could be considered an extension of the adjoining offices, which in turn creates inner rooms as occupants would need to pass through the lobby to escape. It is therefore recommended that future upgrades to the premises incorporate additional early warning measures, particularly if storage in this area is maintained, albeit at a minimal level. Current mitigating factors include restricted

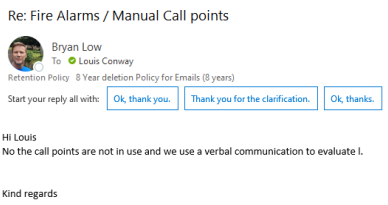
access to staff only via fob-controlled entry and the presence of CCTV coverage.

Fire Detection and alarm systems.

21) Early warning systems are limited to hard wire battery smoke alarms within the main office.

22) There were 3 break glass manual call points strategically located within the premises with two manual call points located in the downstairs office areas and 1 in converted flats 1/2 now meeting area. The manual call points are no longer in use. Employees accessing the site are aware of this and the use of Manual verbal evacuation procedures are in place including a bell this is deemed acceptable due to the occupancy and robust procedures that are in place. Signage should be used to clarify these manual call points are not operational and the panel is decommissioned.





23) Evidence of fire alarm tests (domestic units within main office area) for best practice weekly fire alarm testing results should be completed and needs to be documented within the fire risk logbook BL has been made aware of this and future tests of domestic units used in this area will be documented.

24) The previous FRA highlighted the control panel on the ground floor was found to have no faults, but there was no documentation showing recent servicing, with the last test conducted in 2010. Due to the lack of servicing and the limited use of the area, it was considered acceptable to decommission the panel. This panel covers a space that is infrequently used, primarily by staff who are familiar with the premises and escape routes. The area is protected by FD30s timber fire doors with vision panels and has a managed approach in place. Therefore, fire detection is not deemed necessary at this time. However, if the occupancy increases or the area is used more frequently, the situation should be reassessed, and fire detection may need to be reinstated. Currently, the risk level is considered acceptable, but this should be reviewed if any changes in occupancy or use occur. For advice on any such changes, please contact the fire safety team. The panel is still decommissioned, and a managed approach of the area has seen to be acceptable however the previous statement still stands.

Emergency lighting

25) The premise allows adequate natural daylight to all parts of the office space (excluding store cupboards) via windows.

26) The premise has a sufficient emergency / escapes lighting system in accordance with BS 5266 and test points strategically located.

27) The previous FRA could not determine whether the installed equipment is checked and tested, this has since been rectified

28) Emergency lighting on the ground floor has an isolation point located near the exit door.

Compartmentation

29) Due to the offices being a secondary use for the building the converted flats have nominal timber FD30s fire doors throughout the space. With FD30S doors protecting the main staircase to the block and effective compartmentation between the office spaces, communal areas, and the residential units.

30) Compartment lines shown in red on the floor plans.

31) Existing elements of compartmentation are present including 1 hour rated walls and floors with nominal FD30s Fire Rated doors.

32) Access could not be gained above the false ceiling on the ground floor.

Fire Fighting Equipment

33) The office spaces contain adequate provisions for firefighting equipment.

34) Firefighting equipment is strategically located along means of escape routes. This includes fire blankets within kitchens, fire extinguishers in the hallway, main office area, meeting room areas and ground floor office spaces. Guidance on fire extinguishers is also provided.




35) The equipment was last tested in November 2025 and is not due until November 2026. Maintenance contracts in place for maintenance of the extinguisher. The frequency for the maintenance checks is once each calendar year.

36) All records for tests are held centrally by Sandwell MBC. For further details contact Jason Blewitt.

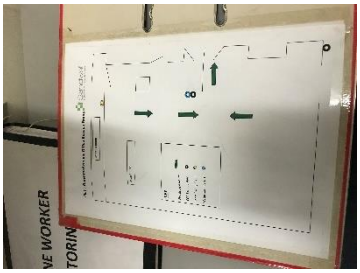
Fire signage

37) There is suitable and sufficient fire signage in place. All fire doors display “Fire Door Keep Shut” where appropriate.

38) Fire action notices are displayed throughout the office spaces It is not expected for employees who are not trained to use firefighting equipment. Incorrect signage was displayed during the FRA however has since been replaced.

39) Signage detailing the escape route from offices placed strategically around the premise. All employees who use the site being aware of the procedures.

40) Emergency fire evacuation plans placed strategically around the premise. All employees who use the site being aware of the procedures.



41) Appropriate signage has been installed for firefighting equipment’s and call points.

Employee Training/ Provision of Information

42) All new employees receive on site health and safety induction training. This includes evacuation procedures, roles, and responsibilities of employees.

43) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis. It was not known when employees at Cotterill’s farm last conducted this training.

44) Staff undertaking Fire Risk Assessments have achieved a Level 4 Diploma in Fire Risk Assessment.

45) Building safety and evacuation notices are displayed in common areas.

46) All employees should sign in and out when they enter the offices spaces, the sign in book is in the main office near the entrance door.

47) Those employees nominated as part of the fire evacuation procedures may require further training – fire marshals have been nominated since previous risk assessment.

48) Fire evacuation drills shall be undertaken to test knowledge and application of skill. This assists with identifying any further training requirements. Latest fire drill was completed in November 2024.

49) An up-to-date fire logbook is kept in the main office.

Sources of ignition

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

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

52) 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.

53) Portable electrical equipment that is used within the office should be tested in accordance with corporate procedures. It was noted that the latest pat testing was conducted August 2024

54) **Previous FRA stated No evidence of Fixed electrical testing this should be completed every 5 years - email sent to JN and was stated not to be on the list for testing and the housing office should complete this. Further evidence required regarding fixed electrical testing.**

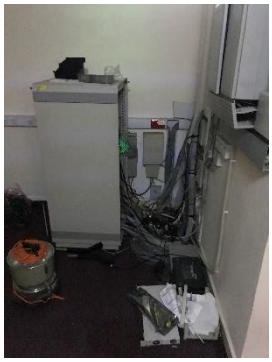
55) Gas appliances and pipework (where installed are subject to annual testing and certification. The cyclical contract is managed by the in-house gas team.

56) It was noted that combustibles and paperwork stored within the office are well maintained and kept to a minimum.

57) The employees have access to Kitchen equipment e.g. microwaves, these areas are to remain clear of combustibles.

58) heaters are present within the office areas that are centrally powered and work off a thermostat.

59) **Poorly maintained server on the ground floor and messy cabling**

Control and supervision of contractors.

60) 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.

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

62) 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.

63) Approved contractors that undertake maintenance visits are arranged and employed under the direct management of the Premise Manager.

64) There is robust signing in procedures in place for entering the offices.

Arson prevention

65) There is fob entry system that only employees that work within the office can use to access the space visitors must use an intercom and be approved access to enter.

66) No current evidence of arson.

67) There is a CCTV system in operation the ground and first floor.

68) Shutters protect entrance ways and doors without this facility remain locked when not in use and are part of opening and closing procedures.

69) The perimeter of premise is well illuminated of an evening with borrowed lighting form streetlights and external lighting attached to the building.

Storage arrangement

70) There are no Flammable liquids or Gas Cylinders stored on site.

71) All store cupboards are kept locked, and keys kept in the key safe / or secure location. The store cupboards are well maintained.

72) There are lockable tambour style filing cabinets and a dedicated filing room that securely house live and left estate house files. These are used daily and are kept clean and tidy.

Waste Control

73) Employees have access to a bin chute located on the landing lobby.

74) Refuse containers are emptied regularly. And stored within a dedicated bin store.

Section 20 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

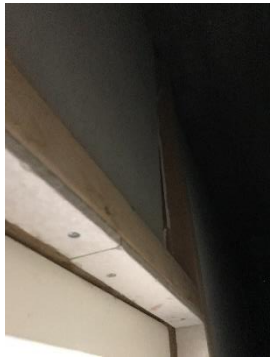
P4 Arrange and complete exceeding 6 months under programmed work

Fire Risk Assessment Action Plan

Name of Premises or Location: Greenford House residential / Office

Date of Action Plan: 16/12/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
10/21	Ground floor service cupboard requires enhancement of fire resistance, line with fire resistant plasterboard and fire rated jointing compound.	 	P3	3-6 months Fire Rapid Response	

19/54	Further evidence required regarding fixed electrical testing.	N/A	P2	1-3months Electrical	
19/59	Poorly maintained server on the ground floor and messy cabling		P2	1-3 months Electrical	

Observations 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).	
Some nominal communal landing doors are starting to show signs of general wear and tear due to age. Consideration should be given to upgrade with certified FD30s door sets & combination frames with future improvement works.	
The electrical service cupboard on the ground floor lift lobby is of timber construction. It is required that this timber service cupboard is replaced with a masonry constructed structure, offering 60 minutes of fire resistance. This work will form part of a future work programme.	
The design of the naturally ventilated shaft serving the single escape corridor does present a breach of compartmentation throughout the height of the building from the 1st floor up. The potential therefore does exist for smoke logging on all floors within an escape route. This situation is further affected by the proximity of flat windows to the ventilated shaft as well as netting of which the combustibility rating is unknown running externally along the same elevation that may add to the spread of flame. It is the opinion of the fire risk assessor that to	**The design of the naturally ventilated shaft serving the single escape corridor does present a breach of compartmentation throughout the height of the building from the 1st floor up. Consideration should be given to improving fire stopping / compartmentation at floor level and /or adopt the design currently present within Mountford House under future refurbishment works.**

reduce the risk even further when future improvement works next take place at the block consideration should be given to improving fire stopping/ compartmentation at floor level and/or adopt the design currently present within Mountford House (use of fire rated door and frames separating the bin chute lobby and landing/corridor area within the means of escape).	
Because steel filing cabinets are in use within the 1st floor lift lobby, dedicated to the office area it is recommended that smoke detection is installed as this forms part of the means of escape.	
Netting was present along the rear elevation of the premise Alternate option should be explored with future upgrades to the premies.	

Signed

	Building Safety Manger	Date: 16/12/2025
	Quality Assurance Check	Date: 19/12/2025

Appendix 1

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

Name of property: Greenford House

Updated:

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*

Sample Locations	Property Address	Greenford House west Bromwich, B70 6DX.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	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								
LIFT MOTOR ROOM-INSIDE OF EXTERNAL WALL	BOARD		UNSEALED	DS5831	AMOSITE	YES	YES	
LIFT MOTOR ROOM EXTERNAL CLADDING	BOARD		UNSEALED	DS582	CHRYSOTILE	NO	NO	
SOIL VENT PIPES ON ROOF 2 NO	CEMENT		UNSEALED	PRESUMED	CHRYSOTILE	NO	NO	
ALL COMMNUNAL AND STAIRWELL CEILINGS	TEXTURED COAT		SEALED	PRESUMED	CHRYSOTILE	NO	NO	

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
VENT COVER PANELS ALL COUMMUNAL LANDINGS	SUPALUX				
ELECTRIC AND DRY RISER CUPBOARD TRANSOMS PANELS	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, Borroscope 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.