

Fire Risk Assessment

138-152 Brook Rd



**Brook Road, Oldbury,
B68 8AE**

Date Completed: 15/05/2025

Review Period: 3 years

Officer: Louis Conway Building Safety Manager

Checked By: Anthony Smith. Team Lead Building Safety.

Current Risk Rating = Tolerable

Subsequent reviews

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>

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Section

0

Introduction

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

This type 1 Fire Risk Assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedb ack_and_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, but the Council will as a minimum review:

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

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

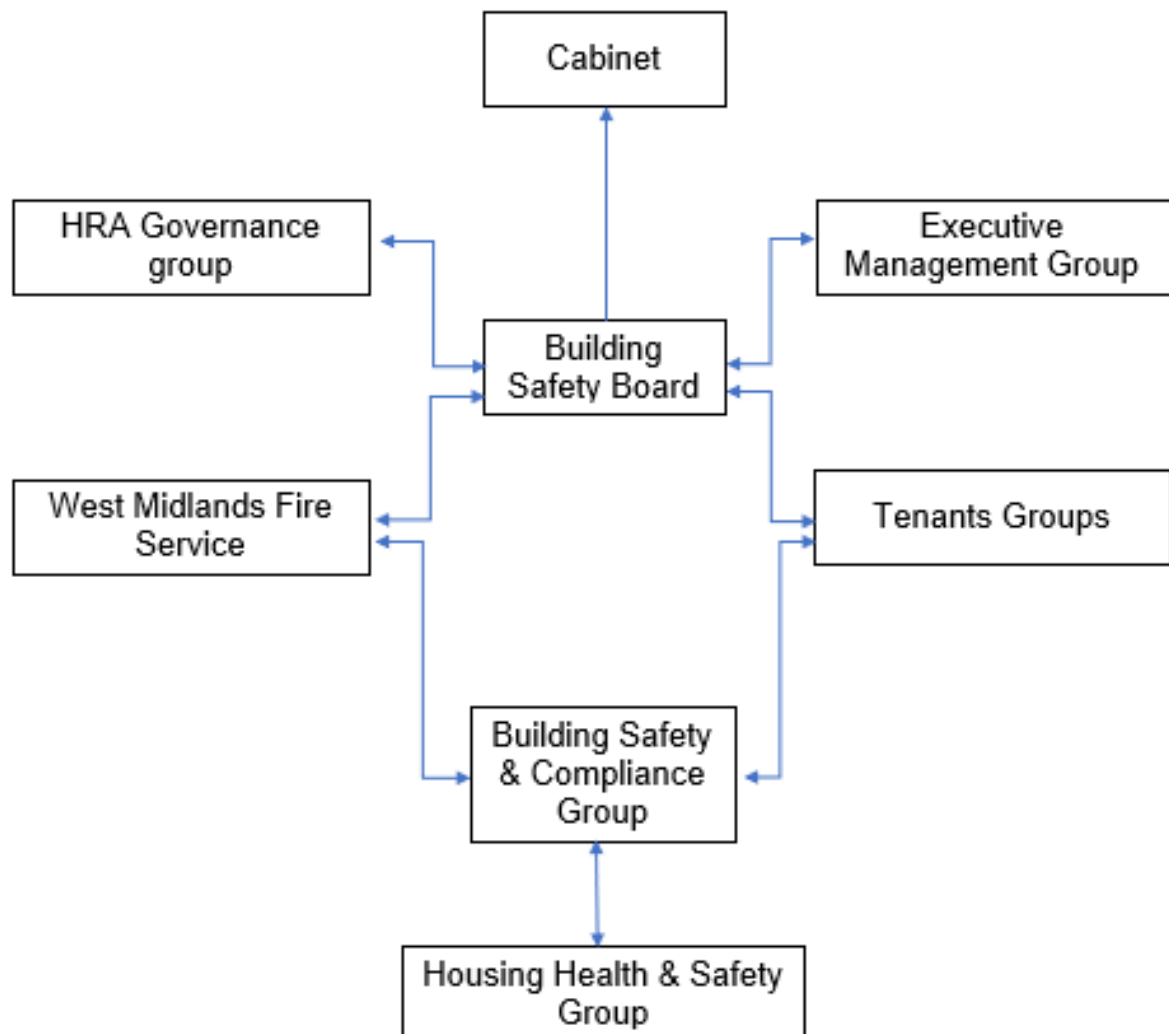
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section**1****Significant findings**

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

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

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

Significant findings

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

The escape strategy is '**Stay Put Unless**'. This means in the event of a fire in your maisonette 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 Traditional brick construction across 3 stories with a combination of steel roller shutters and acrylic signage to the ground floor commercial units on the front elevation.	Trivial
Section 7	Means of Escape from Fire The block has single direction means of escape that leads to a central enclosed protected staircase that provides a sufficient means of escape.	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, smoke alarms within resident's maisonettes are installed to a minimum of an LD3 Standard.	Trivial
Section 9	Emergency Lighting Provided to the deck access and protected staircase. The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.	Trivial
Section 10	Compartmentation The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings.	Tolerable
Section 11	Fire Fighting Equipment The premises have no provisions for firefighting equipment.	Trivial
Section 12	Fire Signage Appropriate signage is displayed.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation shall be tested every 5 years. It was noted that the last inspection was last completed 16/07/2022	Trivial
Section 15	Waste Control Cleaning and caretaking Provisions operate at the blocks. Bins are stored within a dedicated bin store.	Trivial

Section 16	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
Section 17	Arson Prevention There have been no reported fire incidents since the last FRA.	Trivial
Section 18	Storage Arrangements Residents have access to storage cupboards within communal areas of the block. Residents are instructed not to bring LPG cylinders into the building.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☐ Tolerable ☒ Moderate ☐ Substantial ☐ Intolerable ☐

Comments

This type 1 Fire Risk Assessment covers the external envelope, maisonette entrance doors, and communal areas of this low-rise residential unit only and does not extend into the commercial units.

The Block consists of 3 stories including the ground floor with entrances to the residential units only available on the 1st floor. Entrance to the block is located at the rear of the premise. The premise also has 8 commercial units located on the front elevation of the block.

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

After considering the use of the premise and the occupants within the blocks, the consequences for life safety in the event of a fire would be slight harm due to the simplicity in the layout, all maisonettes having FD30 entrance doors, minimum LD3 fire detection and a Stay Put Unless policy being in place.

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

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

Section 3

Contact Details

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

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

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

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

Chief Executive

Shokat Lal

Executive Director of Place

Alan Lunt

Assistant Director Asset Management & Improvement

Sarah Agar

Building and Fire Safety Manager

Tony Thompson

Team Lead Fire Safety

Jason Blewitt

Team Lead Building Safety

Anthony Smith

Building Safety Managers

Adrian Jones

Carl Hill

Louis Conway

Andrew Froggatt

Resident Engagement Officer - Fire Safety

Abdul Monim Khan

Ethan Somaiya

Hannah Russon

Housing Office Manager

Rachel Price

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

Section 4

Description of Premises

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.

138 – 152,
Brook Rd
Oldbury
B68 8AE

The low-rise premises was constructed in 1963 using traditional brick cavity construction, with a concrete slab separating the ground floor from the residential units above. The building comprises three stories, including the ground floor, which accommodates commercial units. Above these are maisonettes arranged over the first and second floors. Each maisonette features a small balcony at first-floor level, situated above a canopy that extends over the shopfronts. The building is topped with a timber pitched roof, which is accessible from within the maisonettes.



The ground floor consists of 8 retail units. With the above floors containing 8 dwellings each maisonette having its own independent front entrance door directly off the deck.



The block has 1 main entrances to the rear elevation leading onto a protected means of escape, the main entrance has door entry system with a fob reader installed. There is also a secondary door at the head of the staircase with the same door entry system offering two layers of security to the deck access where the access to the dwellings is located. These door entry systems are on a failsafe, and both have drop latch access.



The building has been designed and constructed to provide reasonable facilities to assist fire fighters in the protection of life. Reasonable provisions have been made to enable fire appliances to gain access to the building.

Commercial Premises

The commercial shop element of the premises is managed by the council's corporate department.

There are 8 commercial units to the premises 6 of which were closed during this FRA. Access was gained to one of the commercial units, no manager was present, and the employee had no knowledge of a Current Fire Risk Assessment for the shop (Best One).



An email has been sent to the corporate team to identify the presence of suitable and sufficient Fire Risk Assessments to all commercial units and ensure a managed approach is in place so that the units are compliant with the RRO 2005.

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	Steel roller shutters and acrylic signage to shop / commercial fronts.
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No
Fire Alarm System	No
Refuse Chute	Yes
Access to Roof	1 st Floor dwellings have own loft space.
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk

Residents / Occupants of 8 flats,

Visitors,

Sandwell MBC employees,

Contractors,

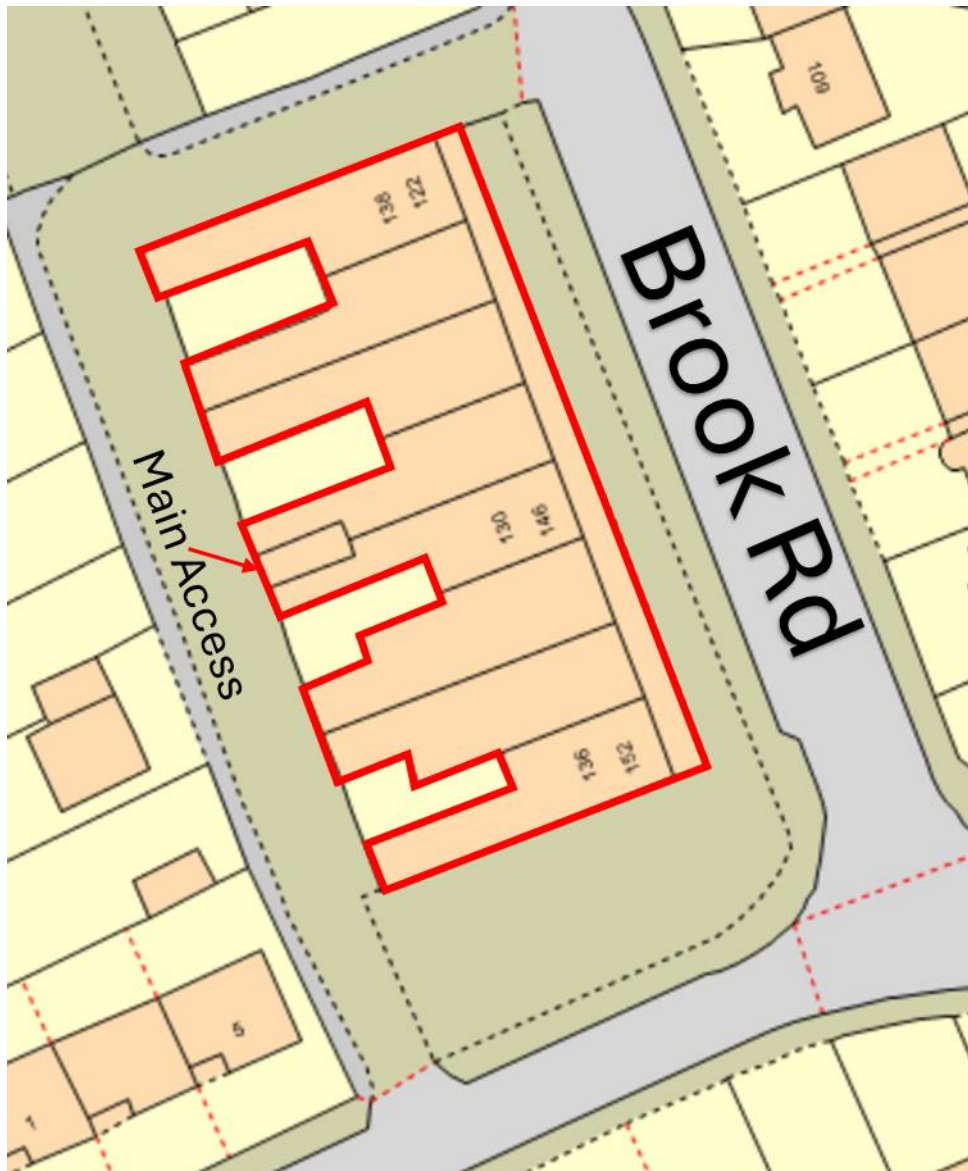
Service providers (e.g. meter readers, delivery people etc)

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

Section 5

Building Plan

Typical orientation of the blocks



Section 6

External envelope

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

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

Based on the information available at the time of the assessment, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external envelope of the premises is predominantly traditional brick, concrete construction, with a central staircase (internal) leading to an open deck access, surmounted by a pitched roof with concrete interlocking tiles. There is no access to the roof from the common areas.



- 2) The front elevation to the ground floor external wall which is allocated to commercial / shop units and is clad in a combination of steel roller shutter doors and acrylic signage.



- 3) Communal and maisonette windows are UPVC glazed units.



- 4) Front entrance door to the communal areas of the block is located on the rear elevation and is comprised of timber door and frame.



- 5) The front elevation to the ground floor external wall is allocated to 8 retail units and is clad in a combination of steel roller shutter doors and acrylic signage.

- 6) Commercial units have access to a rear yard area separated by steel gates.



Section

7

Means of Escape from Fire

- 1) The means of escape are protected to prevent the spread of fire and smoke with the use of Nominal fire doors within minimum 1 hour rated walls and floors. The deck access is separated from the communal staircase via timber doors and is situated approx. 2.8m from the nearest maisonette entrance door.
- 2) Individual maisonette entrance doors are predominantly Nominal FD30 self-closing doors sets and are deemed acceptable. Despite best endeavours no access was gained to maisonettes to maisonettes during the time of the assessment.
- 3) Each 1st floor dwelling has an external store cupboard with a timber door adjacent to the front door. The doors have Envirograph passive vents installed.
- 4) The deck access serving the maisonettes measures approximately 33 metres in total length, with the furthest maisonette located around 15 metres from the central staircase (that leads to the final exit). The distance from the maisonette entrance doors to the deck edge railing is approximately 2.8 metres, narrowing to a minimum of 1.5 between the wall and railing. Windowsills along the route are positioned at a height of approximately 1.1 metres allowing for escape under the windows should this be required. Given these travel distances, exposure to elements, dimensions of the open deck access, and the fact that the building operates under a "stay put unless" evacuation strategy, the means of escape via the deck access is considered acceptable.



- 5) Dead ends are located at either side of the deck access.
- 6) The site has 1 staircase located at the centre of the deck access that provides a means of escape for all flats, with a minimum width of 800mm and all corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.



- 7) Communal doors within the block are accessed at the top of the staircase (Notional door leading from the deck access) and the final exit located at the rear of the building. These 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).



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



- 9) 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.

Good housekeeping is fundamental to reducing risk in blocks of flats. Controlling the presence of combustible materials and ignition sources not only reduces the potential for accidental fires to start and develop in the common parts, it also significantly reduces the scope for deliberate fires. It also ensures escape routes are free of obstructions that might hinder the evacuation of people from the building and access for fire-fighters.

- 10) There is a communal service cupboard located on the ground floor landing of the stairwell. The cupboard is fitted with a steel door, secured with a type '138' mortice lock.



- 11) Emergency lighting is installed within the communal areas.



- 12) 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 maisonette unless the fire directly affects them.

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) No Access was gained into maisonettes during this risk assessment. Based information collated from in house teams (JM) and previous risk assessments the smoke alarms within resident's maisonettes are installed to a minimum of an LD3 Standard.

Example of alarms in place

Current Alarm	Yes	Alarm Type	Smoke	Location	Living Room	Delete
Installation Date	<input type="text" value="07-Dec-2020"/>					
Installed By	<input type="text" value="void electrical dead tests"/>					
Make	<input type="text" value="Alco"/>					
Model	<input type="text" value="EI 3016 Mains Smoke Alarm Optical"/>					
Alarm ID	<input type="text" value="157304"/>					
Current Alarm	<input type="text" value="Yes"/>					
Alarm Type	<input type="text" value="Smoke"/>					
Location	<input type="text" value="Living Room"/>					
Pass/Fail	<input type="text" value="Pass"/>					
Expiry Date	<input type="text" value="01-Sep-2030"/>					
End Date	<input type="text" value=""/>					

Previously accessed

Maisonette 108 – LD1

Maisonette 84 – LD2

For information

LD1 all rooms except wet rooms

LD2 all-risk rooms e.g., Living Room, Kitchens, and Hallway.

LD3 Hallway only

- 3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:
 - I. Such systems may get vandalised.
 - II. False alarms would occur.
 - III. A Stay Put - Unless policy is in place.

Section 9

Emergency Lighting

- 1) The premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings, and stairs.



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



- 4) Standard lighting is also present on the deck access.



Section 10

Compartmentation

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

- 1) The walls and floors are designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around maisonettes and stairwells. All doors are 30-minute fire resistant with cold smoke seals, including those in 1-hour rated walls.
 - 2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire between dwellings. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme (annually) to ensure fire stopping has not been compromised by third parties and where applicable enhance the fire stopping.
 - 3) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.
 - 4) Communal doors within the building 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).
 - 5) All service cupboards are lockable. Keys are held centrally unless containing resident's meters.
-

- 6) Each 1st floor dwelling has an external store cupboard with a timber door adjacent to the front door. The doors have Envirograph passive vents installed.



- 7) There is a Communal cupboard located on the ground floor housing electrical supplies access is gained via
- 8) Individual maisonette doors are predominantly FD30s rated composite doors. Maisonette 138 has an FD30s rated timber fitted door.

Refer to door sheet below.

Block Name	Address	Front Door Type	Glazed
Brook Road 138-152 (E)	138-152 Brook Road;Oldbury;West Midlands;;	Intentionally Blank	
Brook Road 138-152 (E)	138 Brook Road;Oldbury;West Midlands;;	Timber Door FD30s	Glazed
Brook Road 138-152 (E)	140 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	142 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	144 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	146 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	148 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	150 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed
Brook Road 138-152 (E)	152 Brook Road;Oldbury;West Midlands;;	Composite FD30s	Glazed

- 9) It is assumed that all Commercial units Below the residential units have received or are going to receive up to date suitable and sufficient Fire risk assessments that is managed by the Commercial Team and any issues regarding compartmentation in the commercial units should be dealt with accordingly. (email has been sent to commercial team to confirm procedures)

- 10) Damaged timber and brickwork within the electrical cupboard on the ground floor further inspection required to confirm fire stopping.



Taken from previous assessment

- 11) The roof spaces above the maisonettes are compartmented by masonry walls to the underside of the finished roof.



- 12) Soil and vent pipes from maisonettes pass through ground floor shops. Sampling showed that these have been appropriately sealed.



Section

11

Fire Fighting Equipment

- 1) The premise has no firefighting provisions.

Section

12

Fire Signage

- 1) No smoking signs are displayed around the premises.
 - 2) All fire doors display “Fire Door Keep Shut” where appropriate.
 - 3) Fire Action Notices are not displayed throughout the building.
Because the building does not have a complex layout as best practice recommendations are for these to be installed when future work takes place at the block.
 - 4) Yellow LPG warning signs are not displayed.
[\(Refer to section 18\)](#)
 - 5) The fire escape routes generally do not use directional fire signage in accordance due to simplicity of layout.
-

Section 13

Employee & Resident Training/Provision of Information

- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) The individuals responsible for carrying out this Fire Risk Assessment hold a Level 4 Diploma in Fire Risk Assessment, demonstrating a high level of competence and formal qualification in this area."
- 4) Fire safety information has been provided as part of tenancy pack.
- 5) Building safety and evacuation notices are not displayed within the blocks.
- 6) Information regarding use of fire doors is provided to residents.



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



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 shall be tested every 5 years. It was noted that the last inspection was 16/07/2022
 - 5) The electrical installation i.e. risers are contained within a dedicated service cupboard that is secured and protected by means of a steel door and fire stopping materials. This is located within the ground floor protected stairwell.
 - 6) Portable heaters are not allowed in any common parts of the premises.
 - 7) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. Gas supplies are internal with individual isolation valves located within the external storage cupboard of each maisonette
-

Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) Refuse containers emptied regularly there is a chute located on the first floor of the protected stairwell. Two bins are kept below inside a bin room. This has a metal door secured with a standard bin-house padlock.
- 3) Regular checks by Caretakers minimise risk of waste accumulation.
- 4) '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) Owing to the nature of low rise flatted accommodation, it is difficult to manage / control individual contractors / utility companies.
 - 4) However, utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the local housing office. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.
 - 5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -
 - a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:
 - Health and Safety.
 - Site security.
 - Safety of working and impact on children/school business.
 - Fire risk, if any.
 - Site Emergency Plan.
 - b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.
 - c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.
 - d) Final Contractor review on completion of works undertaken.
-

Section 17

Arson Prevention

- 1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.
- 2) Restricted access to the premises by means of a door entry system.
- 3) There are no CCTV provisions at the blocks.
- 4) The perimeter of the premises is well illuminated by external lighting and borrowed light from streetlights.
- 5) There have been no reported fire incidents since the last FRA.

Section 18

Storage Arrangements

- 1) Residents instructed not to bring L.P.G cylinders into block.
 - 2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a maisonette 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.
-

Section 19

Additional Control Measures; Fire Risk Assessment - Action Plan

Significant Findings

Action Plan

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

Trivial ☒ Tolerable ☐

Definition of priorities (where applicable):

P1 Arrange and complete as urgent – Within 10 days.

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

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

P4 Arrange and complete exceeding 6 months under programmed work.



Fire Risk Assessment Action Plan



Name of Premises or Location:


Brook Road 138-152

Date of Action Plan:

23/05/2025

Review Date:

<Insert date>



Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
All actions form the previous FRA have been completed.					
10/10	Fire stopping works required to ground floor electrical cupboard where brickwork is damaged behind damaged timber		P2	1-3 months Fire Rapid Response	

Fire Risk Assessment

When undertaking future improvement program(s), it is advised that the observations listed below should be given consideration (noting that the safety of the residents is not jeopardised by these, and all steps to reduce any known risks have been taken).

Observations	
Commercial team to confirm and evidence the existence of suitable and sufficient fire risk assessments from the Commercial units that fell outside the scope of this risk assessment.	

Signed

	Building Safety Manager	Date: 23/05/2025
	Quality Assurance Check	Date: 28/05/2025

Appendix 1

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

Name of property: Brook Road 138-152

Updated: 25/09/22

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). <i>Include survey</i>