

Fire Risk Assessment

2 -24

(2-12 & 14-24)

Monk Close,

Tipton,

DY4 7TP



Date Completed: 06/10/2025

Review Period: 3 years.

Officer: S. Henley Fire Risk Assessor

Checked by: A. Froggatt Building Safety Manager

Current Risk Rating = Tolerable

Subsequent reviews

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

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Section

0

Introduction

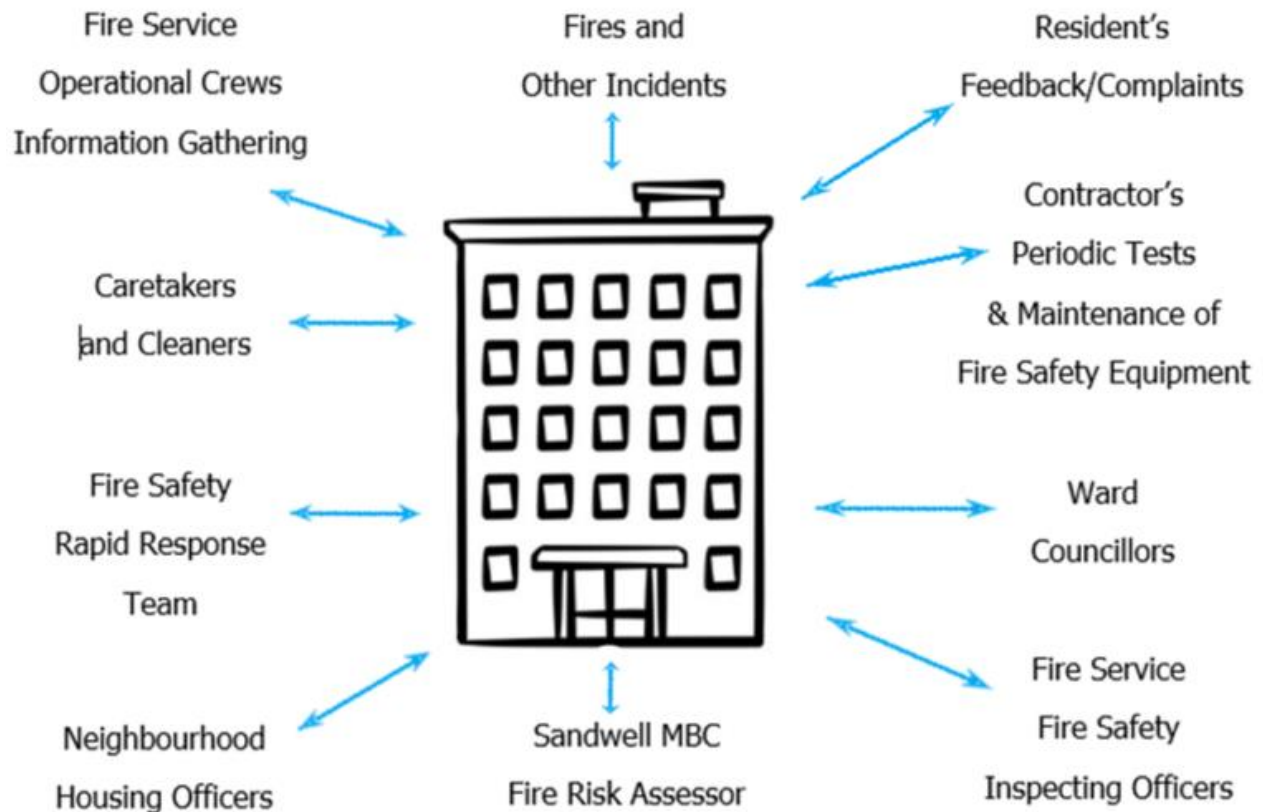
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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/feedback_and_complaints or by phone on 0121 569 6000.

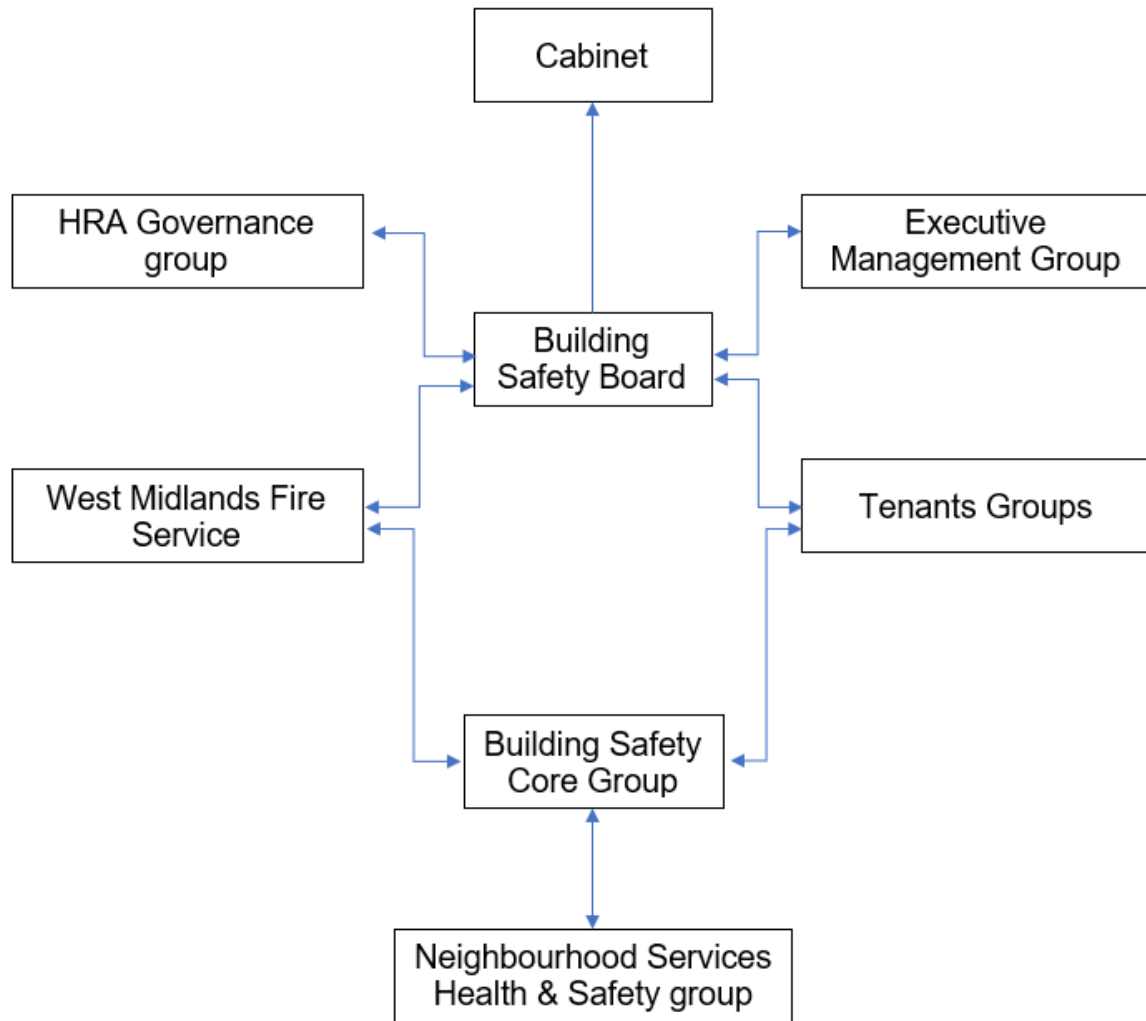
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. If the review suggests the fire risk assessment is not currently suitable and sufficient, then a new fire risk assessment will be undertaken and become the current fire risk assessment. The previous fire risk assessment will be retained in the building safety case for that building.

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



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

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



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

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

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

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

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

Significant findings

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

The escape strategy 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.

Section number	Section Area	Individual Risk Level
Section 6	External Envelope The building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. uPVC soffits and fascia boards fitted. Marley concrete interlocking roof tiles are fitted on the roof.	Trivial

Section 7	Means of Escape from Fire There is a single central staircase offering adequate means of escape with front and rear final exits doors, with lever handle openings. All communal hallway floors are carpeted. Some door deficiencies require rectification.	Tolerable
Section 8	Fire Detection and Alarm Systems Individual flats have a fire detection system fitted to a minimum of a LD3 standard. No detection in communal areas.	Trivial
Section 9	Emergency Lighting Emergency lighting is not present within the premise. Some lighting can be obtained from the landing windows. Installation of emergency lights required within the blocks in future refurbishments under 3.41 of Approved Document B Volume 1. Some lighting maintenance required.	Tolerable
Section 10	Compartmentation The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute notional fire doors, including those in 1-hour rated walls.	Trivial
Section 11	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial

Section 12	Fire Signage There is sufficient 'Fire door keep shut/locked' & No Smoking signage in place.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial
Section 14	Sources of Ignition The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 09/09/2024 and is showing unsatisfactory.	Tolerable
Section 15	Waste Control Caretakers undertake regular checks and bins are stored away from the building.	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 The entrance/exit doors have door entry systems installed. The doors are to be kept shut at all times and this is highlighted to residents and visitors using 'Keep Door Shut' signage.	Trivial

Section 18	Storage Arrangements Each flat has access to a storage cupboard on the landing. Cupboards do not have fire rated doors but are kept locked. There are external brick-built storage cupboards detached from the main building. These are locked with resident's keys. Items were being stored in the communal area next to flat 40. Email sent to housing manager and caretaker to be relocated 09/09/2025 Residents should not store fuel or LPG Cylinders in their home or storage facilities.	Trivial
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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

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.

A Type 1 Fire Risk Assessment of the premises at 2-12, 14-24 Monk Close has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

Based on the assessment, the likelihood of a fire is deemed medium prior to the implementation of the action plan, due to the identified normal fire hazards. Considering the use of the premises and the occupants within the block, the potential consequences for life safety in the event of a fire would be slight harm. This is because all flats appear to be fitted with FD30 rated original notional timber doors, and composite fire doors, smoke/heat detection systems installed to a minimum of LD3 in all flats, two final exit doors, and a stay-put strategy unless a fire strategy is in place. Emergency lighting is not present within the premise. Some lighting can be obtained from the landing windows.

Installation of emergency lights required within the blocks in future refurbishments under 3.41 of Approved Document B Volume 1.

Access was attempted to a sample some of the properties as part of the risk assessment. This was to ensure the doors have not been tampered with by residents.

Access was gained to flat 16, the flat door was missing its fire door self-closer. Flat 24 has an escutcheon plate missing. Action for replacement to be added.

Properties assessed at the time of the Fire Risk Assessment require repairs to fully bring their entrance doors up to full fire safety compliance.

Overall, the risk level at the time of this FRA is considered tolerable.

Once the recommended actions have been completed, the overall risk rating for the building will be reduced to trivial, subject to the implementation of the suggested measures outlined in this fire risk assessment.

A suitable risk-based control plan (where applicable) 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 are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section

2

People at Significant Risk of Fire

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

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

Sandwell Council has a policy and procedure in place for Personal Emergency Evacuation Plans (PEEPs). This is based on tenants identifying themselves as requiring a PEEP.

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

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

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

Section 3

Contact Details

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

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Manager & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Rachel Price		
Building Safety Managers Adrian Jones Andrew Froggatt Carl Hill Louis Conway	Fire Risk Assessors Craig Hudson Mohammed Zafeer Stuart Henley	Resident Engagement Officers – Fire Safety Abdulmonim Khan Ethan Somaiya Hannah Russon

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

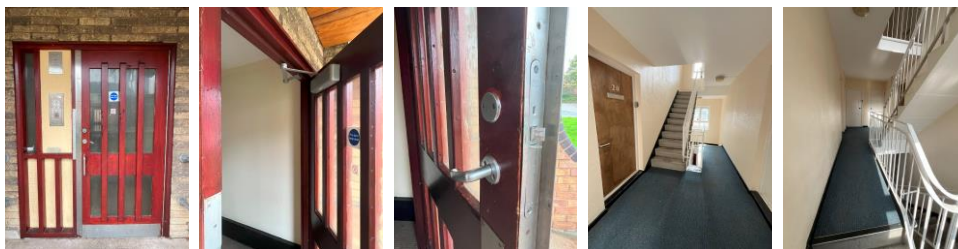
2-12, 14-24
Monk Close
Tipton
DY4 7TP



A Type 1 Fire Risk Assessment of the premises at 2-12 and 14-24 Monk Close has been carried out. The assessment included a thorough inspection of the site's layout, identification of potential fire hazards, and evaluation of existing fire safety measures. The findings and recommendations have been documented.

These low-rise, three-storey blocks were constructed in 1963 using traditional brick cavity and concrete construction. The roofs are pitched and finished with Marley concrete interlocking tiles.

The building comprises two semi-detached blocks: Block 2-12 and Block 14-24, each three storeys high. Each block is served by a dedicated central staircase that leads to the timber final exit doors, which are fitted with levered handles to facilitate easy evacuation. This arrangement provides adequate escape routes for occupants.



At the front of the premises, the entrance areas feature an open porch with a pitched roof also covered with Marley roof tiles. The front fascia and soffits are made of uPVC, and the underside of the porch is lined with timber boarding with two inset safety/security lights installed.



The main entrance to each block is situated on the front elevation off Monk Close, with a secondary exit located at the rear via Cleton Street. The front entrances are fitted with an intercom door entry system, residents' key locks, and a firefighter override switch. The rear entrances are accessed via a key-operated lock.



Within the communal area cables are securely kept within metal trucking attached to the ceiling and walls.



The flats on the first and second floors each have a small, front-facing balcony. The first-floor balconies are enclosed with a brick-built wall, while those on the second floor are fitted with ironwork railings.



The enforcing authority is West Midlands Fire Service.
The nearest fire station is Tipton Community Fire Station, located approximately 1.4 miles away.



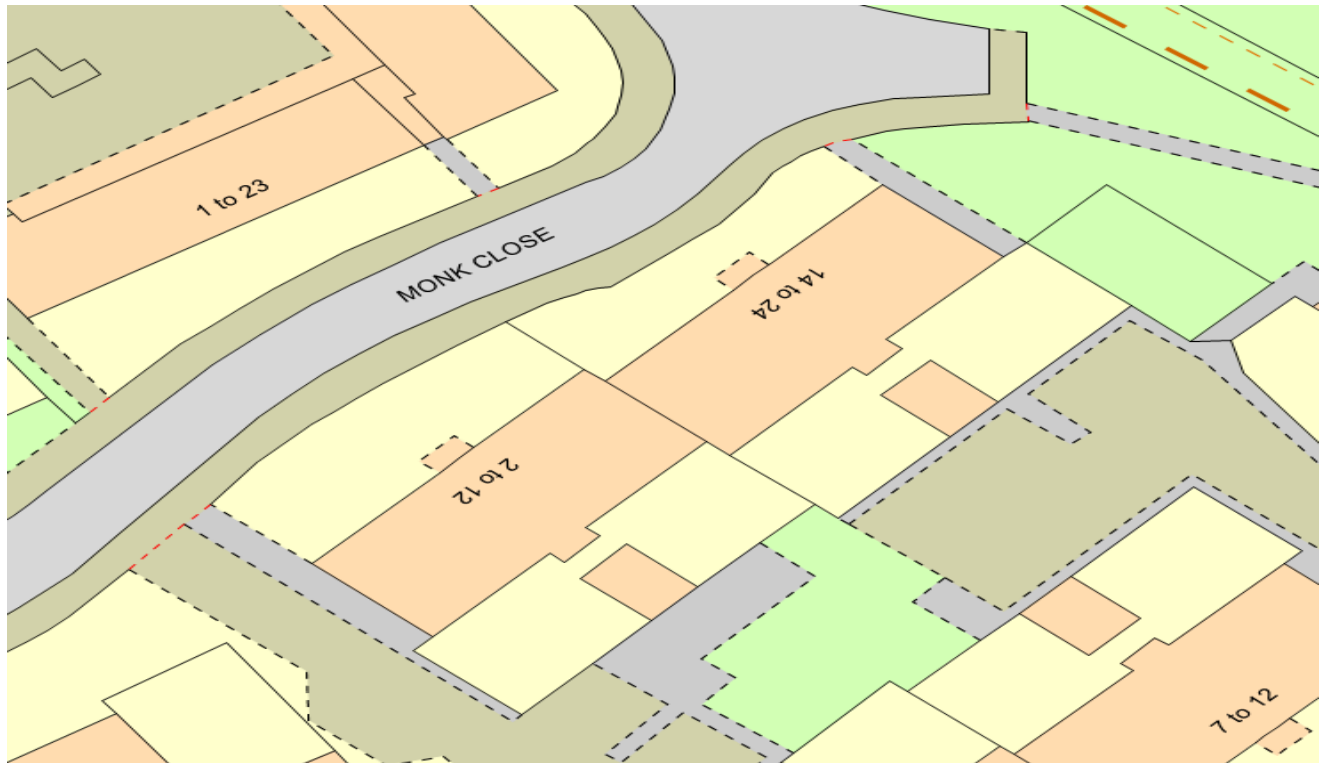
High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1963
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1 in each block (2-12 and 12-24)
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	None
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 6 flats per block (12 total),
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



Section 6

External envelope

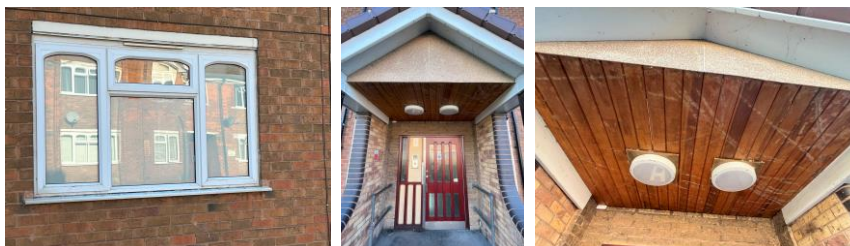
Following the introduction of the Fire Safety Act 2021, consideration needs to be given to the external envelope of the building for any fire risk. This predominantly means the external wall construction including any insulation filler. It also includes balconies and any other fixtures as well as doors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

Below is a breakdown of the materials used within the external envelope, it is deemed that the combination and application of these materials present an acceptable level of fire risk.

- 1) The external surface of the building is predominantly brick structure with uPVC soffits and fascia. The roof is pitched and fitted with Marley concrete interlocking roof tiles are fitted on the roof.



- 2) uPVC double glazed units have been installed to each flat and communal stairway. There is a canopied entrance to the block. The canopy roof is a pitched roof with Marley interlocking roof tiles. There is uPVC fascia and soffits installed around the porch front, and timber on the underside with 2 safety/security lights. Entrance & rear door are mainly timber and glass units, with small section of spandrel panelling.



- 3) The flats on the first and second floors each have a small, front-facing balcony. The first-floor balconies are enclosed with a brick-built wall, while those on the second floor are fitted with iron railings.

Some of these balconies have various items stored on them. Due to the low risk these will be ok to stay in place.



Section 7

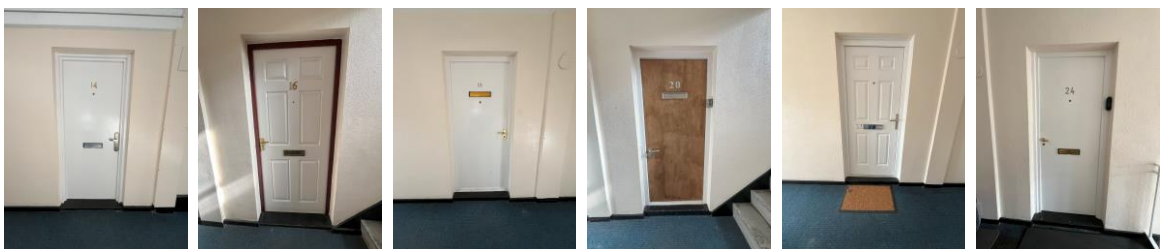
Means of Escape from Fire

- 1) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 2) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 3) Each property is fitted with a minimum of an LD3 detection system within the flat. [See Section 8](#)
- 4) Each property has the protection of a minimum of a notional FD30 rated door.

Block 2-12



Block 14-24



Monk Close 2-24 (E)	BL33140MO02 2 Monk Close;Tipton;West Midlands;;	Permadoor	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 4 Monk Close;Tipton;West Midlands;;	Permadoor	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 6 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 8 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 10 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 12 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 14 Monk Close;Tipton;West Midlands;;	Permadoor	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 16 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 18 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 20 Monk Close;Tipton;West Midlands;;	Permadoor	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 22 Monk Close;Tipton;West Midlands;;	Hurst	Not Glazed
Monk Close 2-24 (E)	BL33140MO02 24 Monk Close;Tipton;West Midlands;;	Timber Door FD30s	Not Glazed

- a) Flat 4: Damage to door around lock and handle. Firestop area or replace door**



- b) Flat 6: Damaged smoke seal, replace missing section of smoke seal**

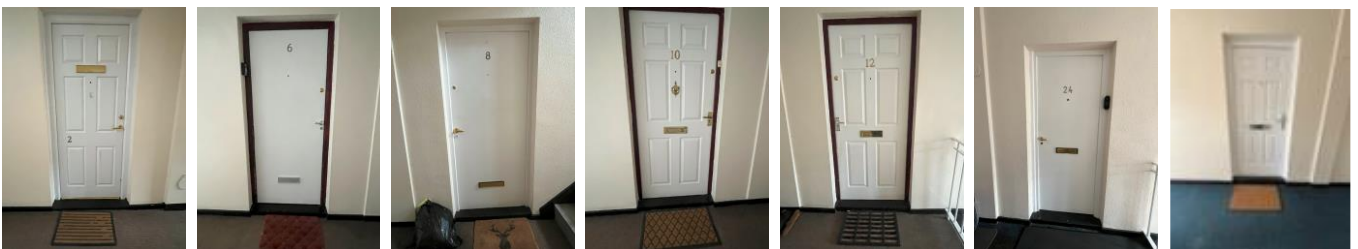


- c) Flat 16: no self-closer in place at the time of the Fire Risk Assessment**

- d) Flat 24 lock sunk back with gap around it. Fit with an escutcheon plate and fire stop.**



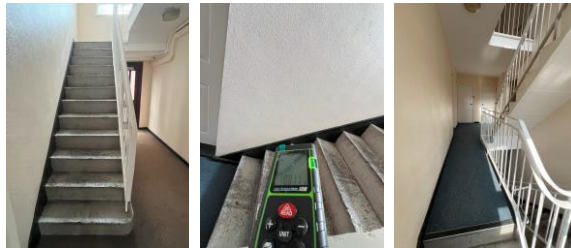
- 5) At a number of flat entrances door mats are present; the fire rating is not known on these door mats and are deemed to be low risk.**



- 6) Each flat has access to a storage cupboard situated on the landing. Cupboards do not have fire rated doors but are kept locked.



- 7) Within both blocks each floor is accessed via a single staircase that provides a means of escape and has a width of a minimum of 800mm between the handrails.



- 8) Corridors are at least 1050mm in width and are kept clear.



- 9) All communal hallway floors are carpeted. All floors have S.M.B.C fitted carpet. Due to the fact S.M.B.C specified and managed the installation of the carpets it has been presumed that they are BS 5287, 1988 specification for assessment and labelling of textile floor coverings and BS 4790 Fire Test Method to textile Floor Coverings.



- 10) Windows within the communal area on the rear are fitted with openers; these would assist in any ventilation if required.



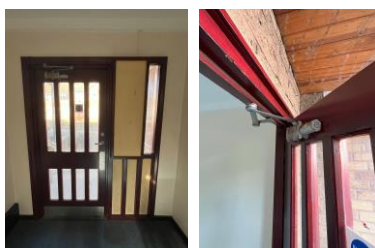
- 11) On the top floor of each block is an extra air vent that would assist in ventilation when required.



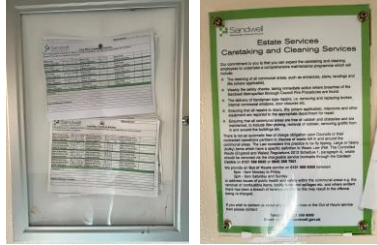
- 12) The means of escape are protected to prevent the spread of fire and smoke. All service cupboards to communal landings are updated timber notional doors with added smoke seal and intumescent strip, they are lockable with 138 lock and include a 'Fire Door Keep Locked' signage.



- 13) The final exit doors are fitted with automatic closing devices. To exit the doors, you do so by using a regular push handle. These 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). 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.



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



- 15) No emergency lighting is provided to communal landings and stairs.
[\(Refer to section 9\)](#) It is recommended that emergency lighting is added as required under 3.41 of Approved Document B Volume 1. This will be added to observations to be added to future improvement programs. Landing windows and standard lighting units are the only supply light at the present time.



- 16) Within the communal area cables are securely kept within metal trucking attached to the ceiling and walls.



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.

Based on the sample of properties accessed during the fire risk assessment the smoke alarms within residents' flats are fitted to a minimum of an LD3 standard.

- Flat 6 inspected at the time of the fire risk assessment LD2 installed.
- Flat 16 inspected at the time of the fire risk assessment LD1 installed.

For information

LD1 all rooms except wet rooms

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

LD3 Hallway only

- 2) 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) These premises have no emergency lighting. It is recommended that emergency lighting is added as required under 3.41 of Approved Document B Volume 1, page 35.

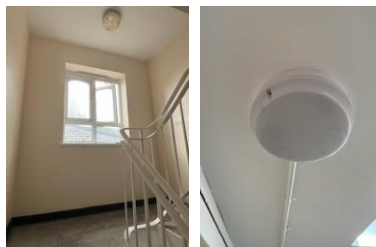
ONLINE VERSION

B1

Lighting of common escape routes

3.41 Except for two storey blocks of flats, all escape routes should have adequate artificial lighting. If the mains electricity power supply fails, escape lighting should illuminate the route (including external escape routes).

- 2) There is standard lighting within the hallway also landing windows to assist in lighting the communal areas from outside



- 3) First floor – block 14-24 light unit is cracked. Temporary repair made using a sticky plastic sheet. Replace the light unit due to damage and unit being discoloured causing lack of light.



Section 10

Compartmentation

This section should be read in conjunction with Section 4

- 1) 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 inspection did not reveal any breaches in compartmentation.

The survey undertaken as part of this risk assessment should not be construed as a full compartmentation survey of the building.

- 2) The building is designed to provide as a minimum 1-hour vertical and vertical fire resistance.
- 3) The building has sufficient passive controls that provide effective compartmentation to support a Stay Put -Unless policy. Therefore, residents are advised to remain in their flat unless the fire directly affects them or if they are advised to evacuate by the emergency services.
- 4) The existing fire-stopping measures are fit for purpose, and a cyclical programme is in place to ensure that the fire-stopping has not been compromised by third parties and to make enhancements where necessary.
- 5) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic around penetrations.
- 6) All service cupboards to communal landings are FD30s rated and lockable with 138 locks and include a "Fire door Keep locked" signage.

Within block 14-24 the service cupboard requires fire stopping where the cables run through to the trunking.



- 7) There is a mixture of notional timber, uPVC and composite doors sets. These door sets should be a minimum of timber FD30 notional, was unable to gain access to all at the time of the Fire Risk Assessment. See section 7/4
- 8) On the top floor of each block there is a loft hatch. This hatch is not fire rated and would recommend being upgraded with future refurbishment, due to the communal area being sterile it is low risk. This is kept padlocked at all times. At the time of the Fire Risk Assessment, the loft areas were not inspected, so cannot say these areas are free of hazards or that they comply fully with fire safety standards. It is recommended that these areas be inspected and kept secure to ensure they do not pose a fire risk or hinder evacuation procedures.

The loft hatch in block 14-24 requires a new padlock due to one missing at the time of the Fire Risk Assessment.



Definitions Fire Doors.

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

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

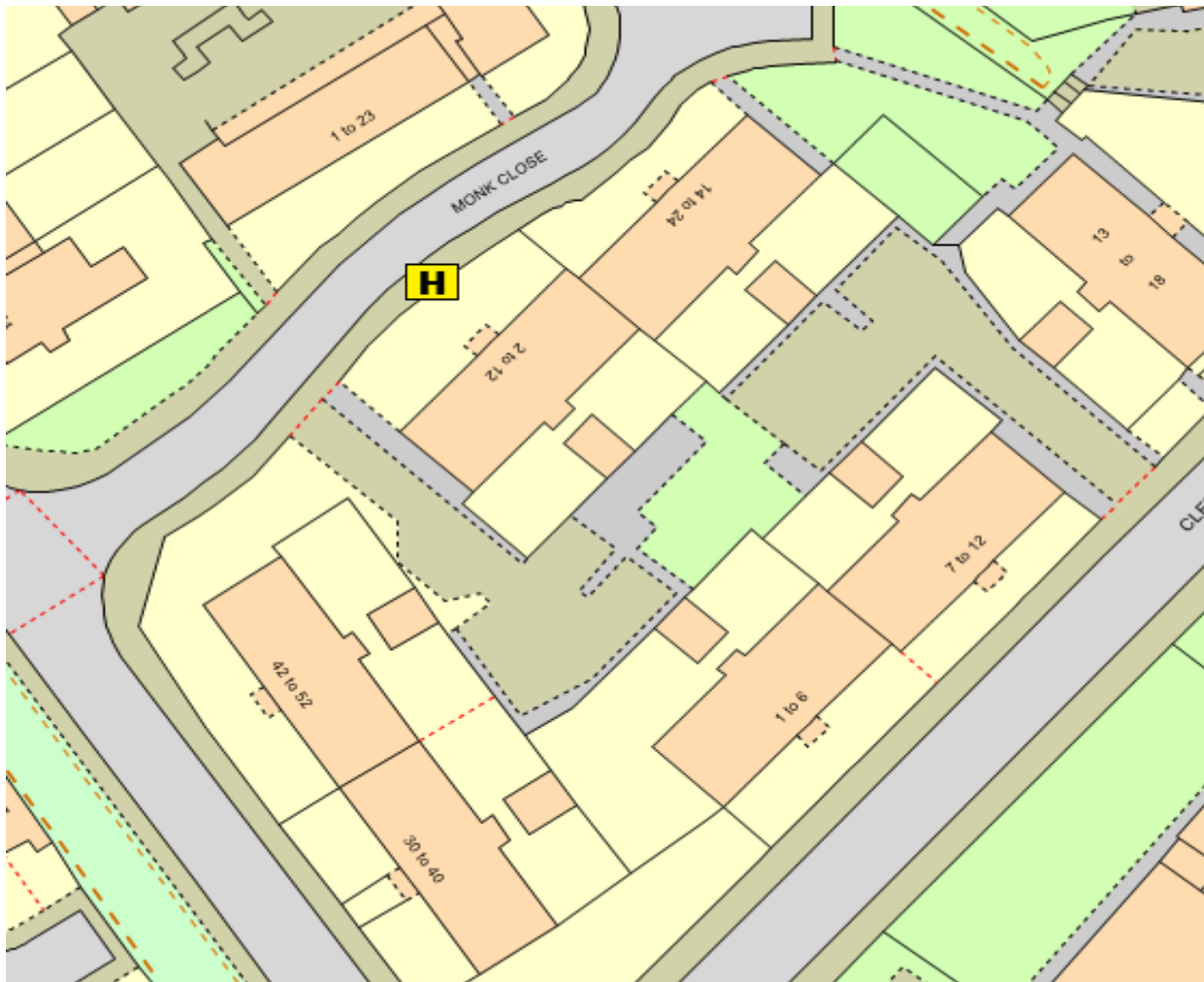
Nominal fire door – A fire door that may meet the standards specified within the building regulations but has not been awarded the official certification of doors manufactured and evaluated by an accredited, third-party testing unit and approved formally with the relevant certificates and documentation.

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

Section 11

Fire Fighting Equipment

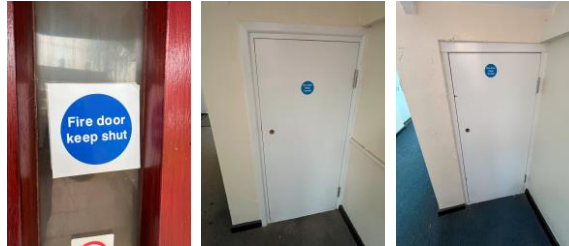
- 1) There is no firefighting equipment on this premises.
- 2) Nearest fire hydrant is indicated within the attached plan



Section 12

Fire Signage

- 1) Fire door keep shut signs are displayed on the entrance and exit doors. The service cupboards should display "Fire Door Keep locked"



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



- 3) Directional fire signage is not displayed throughout the building. The absence of such signage is not necessarily due to the building not having a complex 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) Caretaking teams are not currently trained in the effective use of fire extinguishers.
- 4) Fire safety has been provided as part of tenancy pack.
- 5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

Section 14

Sources of Ignition

- 1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.
- 2) Hot working is not normally carried out. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.
- 3) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager.
- 4) The fixed electrical installation shall be tested every 5 years. **The date of the last EICR was 09/09/2022. This was at the time unsatisfactory due to one C2 raised.** Email sent 24/09/2025 to the electrical team to chase on the highlighted C2.

- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. There are external gas risers on the property.



- 7) The blocks service cupboards are located on the ground floor and consist of an FD30s fire rated door. All cupboards should be free from any combustibles.



Section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin is located to the rear of the main building, within a purpose-built brick structure. Rubbish is disposed of via a bin chute, the bin is kept in its own room.



- 3) Regular checks are carried out by Caretakers to minimise risk of waste accumulation.



- 4) 'Out of Hours' service is 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 local housing office. 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 key and door entry system to the front and the rear.
 - 3) There is no current evidence of arson.
 - 4) 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 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) Residents should not store flammable liquids or gas cylinders on site.
- 4) No Flammable liquids stored on site by Caretakers / Cleaners.
- 5) Residents have individual storage cupboard internally and externally which they keep secured by means of own keys.



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:

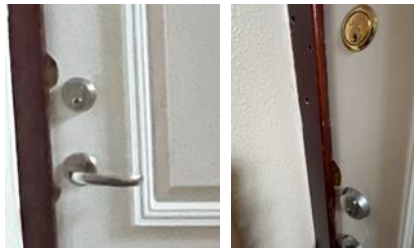
Monk Close 2-12, 14-24

Date of Action Plan:

16/10/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/4a	Flat 4: Damage to door around lock and handle. Firestop area or replace door		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

7/4b	Flat 6: Damaged smoke seal, replace missing section of smoke seal		P2	Within 1-3 months Fire Rapid Response	
7/4c	Flat 16: no door self-closer in place at the time of the Fire Risk Assessment		P2	Within 1-3 months Fire Rapid Response	
7/4d	Flat 24 lock sunk back with gap around it. Fit with an escutcheon plate and fire stop.		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

9/3	Replace the light unit due to damage and unit discoloured.		P2	Within 1-3 months Electrical	
10/6	Fire stop area where the cables run through frame in to the trunking: Block 12-24		P2	Within 1-3 months Fire Rapid Response	
10/8	Replace missing lock from loft hatch in block 14-24		P2	Within 1-3 months Fire Rapid Response	

Fire Risk Assessment

14/4	Carryout C2 from EICR and issue new EICR certificate		P2	Within 1-3 months Electrical	
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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).

- Install emergency lighting in future improvement programs, as required under 3.41 of Approved Document B Volume 1 for 3 storey buildings.
- Replace existing loft hatch door in both blocks for a fire rated door in future refurbishments.

Signed

	Fire Risk Assessor	Date: 16/10/2025
	Building Safety Manager	Date: 16/10/2025

Appendix 1

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

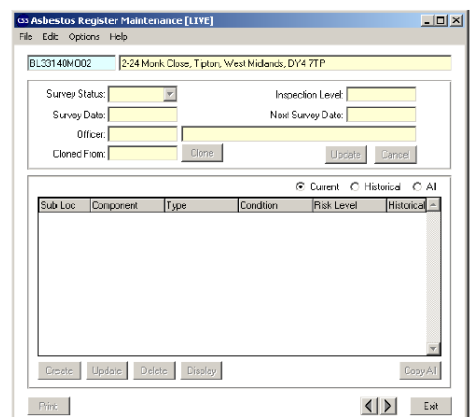
Name of property: 2-12 Monk Close.

Updated: 16/08/2022

Premise Manager: Rachel Price

Tel. No.: 0121 569 2975

Hazard	Location	Information/Comments
An asbestos survey has been undertaken and is held by S.M.B.C. Investment Division (Tel:- 0121 569 5077).		

Asbestos Survey		Property Address 2-12 Monk Close, Tipton, DY4 7TP		✓ Office use	
Surveyed by	JOHN DAVIS	Date	25/03/14	Checked by	DEREKI STILL
Reason for request		HSG 264 - Survey Report Type		Date	17/02/2020
Investment Void		Refurbishment Survey			
Investment Tenanted		Management Survey	✓		
R & M Void		SHAPE Interrogated.	✓		
R & M Tenanted		No Existing SHAPE Data.	✓		
Medical / Emergency - Heating Works		Existing SHAPE Data.			
Communal Areas	✓	Refurb Surveys Interrogated ?		Property Description	THREE STOREY MEDIUM RISE BLOCK
				Year Built	1963
				Notes / including details of similar property surveys completed. **MAIN ROOF SPACE NOT SURVEYED** **LANDING STORE CUPBOARDS NOT SURVEYED – SEE INDIVIDUAL FLAT SURVEYS FOR INFORMATION** Revised By Dave Jasper on 16/08/2022	
Building Surveyors 0121 569 5077				Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	

Fire Risk Assessment

Sample Locations		Property Address 2-12 Monk Close, Tipton, DY4 7TP						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIFY	Labelled ?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
MAIN ROOF SOFFIT	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSTILE	NO	NO	
MAIN ROOF SARKING FELT	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
D.P.C.	BITUMEN	-	SEALED	-	NOT SAMPLED	-	-	PLEASE REQUEST SAMPLE IF TO BE DISTURBED
MAIN ROOF VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTILE	NO	NO	
FRONT CANOPY VERGE CLOAKING	CEMENT	-	UNSEALED	PRESUMED	CHRYSTILE	NO	NO	
COMMUNAL LANDING / STAIR WALLS	TEXTURED COATING	-	PAINT SEALED	JD 334 / 001	NONE DETECTED	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	
LANDING CEILINGS	PLASTER	GROUND FLOOR UNDER STAIR CUPBOARD MAINS BACK BOARD		CHIPBOARD	ALL FLATS DOOR FRAME SEALANTS		SILICONE	
LANDING RISER BOXING ADJACENT TO FLAT FRONT DOORS	PLYWOOD	GROUND FLOOR HIGH LEVEL TRUNKING		METAL	ALL EXTERNAL SHED DOOR FRAME SEALANTS		SILICONE	
GROUND FLOOR LANDING BOXING TO SKIRTING	PLYWOOD	REAR BINSTORE / STORE SHED ROOF SOFFIT		PLYWOOD	STAIRS CUPBOARD FRAME SEALANT		SILICONE	
GROUND FLOOR UNDER STAIR CUPBOARD WALLS	BRICK	FRONT ENTRANCE CANOPY SOFFIT		TIMBER				
GROUND FLOOR UNDER STAIR CUPBOARD CEILING	CONCRETE							