

# Fire Risk Assessment

**2 – 24**

**(2-12 & 14-24)**

**Shepherds Fold,  
Rowley Regis,  
B65 8BG**



**Date Completed: 05/12/2025**

**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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## Contents

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

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## Section

# 0

## Introduction

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

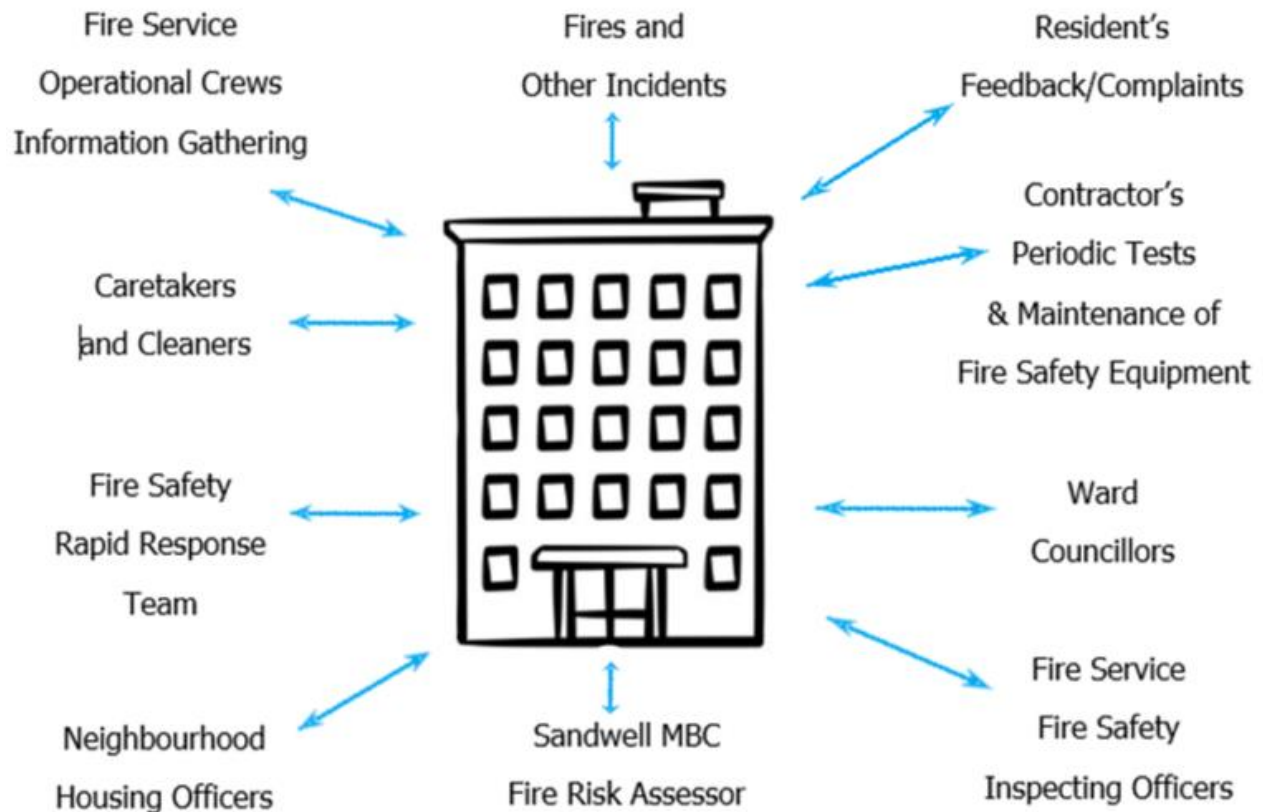
Specifically, RR(FS)O article 9. — (1) *“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him 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](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.

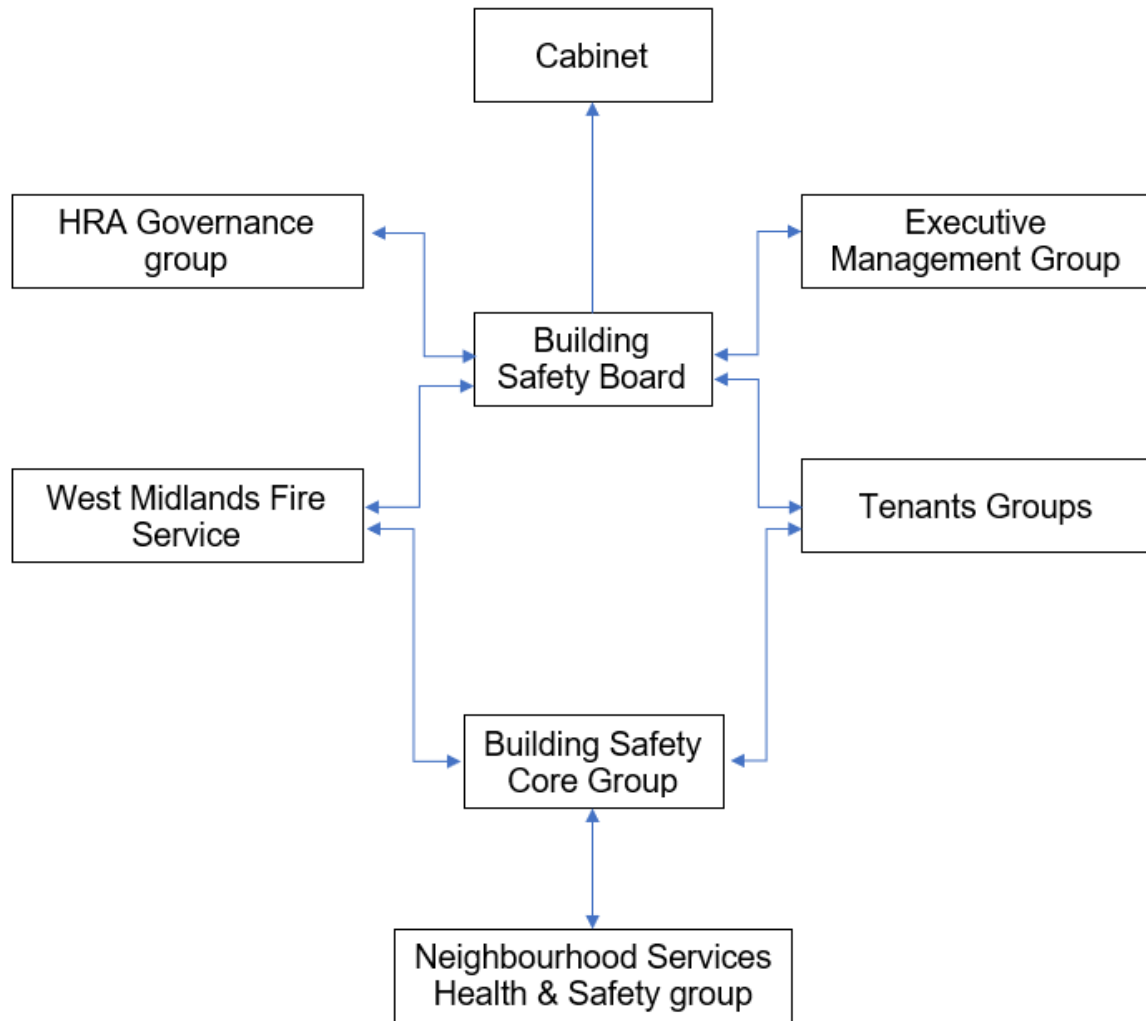
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.

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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.

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## 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 |
|---------------------------|--|-----------------------|
| <a href="#">Section 6</a> | <b>External Envelope</b><br><br>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. On the front of the property concrete balconies with steel balustrade are sited on first and second floors.<br>Front and rear entrance/exit door is timber and glass construction, Bin room is behind a timber door adjacent to the front entrance/exit. | Trivial               |

|                            |   |                  |
|----------------------------|---|------------------|
| <a href="#">Section 7</a>  | <p><b>Means of Escape from Fire</b></p> <p>There is a single central staircase in each block offering adequate means of escape with front and rear final exits doors.</p> <p>All communal hallway floors and stairways are hard flooring some areas include tiles.</p> <p>Within both blocks on the 1<sup>st</sup> floor an incinerator is installed. These are to be removed.</p> <p>Some door deficiencies require rectification. See sections 7/2a, 7/3a, 7/3b, 7/3c, 7/3d, 7/3e, 7/3f, 7/3g, 7/3h, 7/3i, 7/3j, 7/3k, 7/5, 7/6, 7/7a, 7/7b, 7/7c, 7/7d</p> | <p>Tolerable</p> |
| <a href="#">Section 8</a>  | <p><b>Fire Detection and Alarm Systems</b></p> <p>Each flat is equipped with a fire detection system that meets at least the LD3 standard. All flats are hardwired, except for the leasehold flat, which operates on a battery-powered system. No detection in communal areas.</p>  | <p>Trivial</p>   |
| <a href="#">Section 9</a>  | <p><b>Emergency Lighting</b></p> <p>Emergency lighting is provided within each block. Some lighting can be obtained from the landing windows.</p>   | <p>Trivial</p>   |
| <a href="#">Section 10</a> | <p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Flat doors are FD30, including those in 1-hour rated walls. Service cupboards have notional FD30 door fitted. See section 7 for actions.</p> <p>Areas of action required, see sections 10/6a, 10/6b, 10/6c, 10/6d, 10/6e, 10/8a</p>  | <p>Tolerable</p> |



|                            |  |           |
|----------------------------|--|-----------|
| <a href="#">Section 11</a> | <b>Fire Fighting Equipment</b><br><br>The premises have no provision for firefighting equipment.   | Trivial   |
| <a href="#">Section 12</a> | <b>Fire Signage</b><br><br>There is sufficient Fire door keep shut signs & No Smoking signage in place.<br><br>Fire Door keep locked signage required for service cupboards within both blocks. <i>Resolved: Caretaker emailed and installed new signage</i> | Trivial   |
| <a href="#">Section 13</a> | <b>Employee Training</b><br><br>All staff receive basic fire safety awareness training.  | Trivial   |
| <a href="#">Section 14</a> | <b>Sources of Ignition</b><br><br>The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 16/05/2025<br>Relocate snow shovel from cupboard in block 12-24   | Tolerable |
| <a href="#">Section 15</a> | <b>Waste Control</b><br><br>Caretakers undertake regular checks and bins are stored away from the building.<br><br>Fit a lock to the bin stores in both blocks   | Tolerable |
| <a href="#">Section 16</a> | <b>Control and Supervision of Contractors and Visitors</b><br><br>Contractors are controlled centrally, and hot works permits are required where necessary.  | Trivial   |

|                            |  |         |
|----------------------------|--|---------|
| <a href="#">Section 17</a> | <b>Arson Prevention</b><br><br>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 |
| <a href="#">Section 18</a> | <b>Storage Arrangements</b><br><br>Each flat has access to external brick-built storage cupboards detached from the main building. These are locked with resident's keys.<br><br>Residents should not store fuel or LPG Cylinders in their home or storage facilities. | Trivial |

## Risk Level Indicator

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

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

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

Low ☐      Medium ☒      High ☐

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

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

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

Slight Harm ☒    Moderate Harm ☐    Extreme Harm ☐

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

|                      |  |
|----------------------|--|
| <b>Slight harm</b>   | 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).         |
| <b>Moderate harm</b> | Outbreak of fire could foreseeably result in injury including serious injury) of one or more occupants, but it is unlikely to involve multiple fatalities. |
| <b>Extreme harm</b>  | 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 ☐

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## 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 and 14-24 Shepherds Fold 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 majority of flats appear to be fitted with FD30 rated composite 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.

Access was gained to a sample of properties as part of the risk assessment. A number of property fire doors inspected required fire safety furniture adding, see section 7.

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.

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*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:*

| <b>Risk level</b>  | <b>Action and timescale</b>  |
|--------------------|--|
| <b>Trivial</b>     | No action is required, and no detailed records need to be kept.  |
| <b>Tolerable</b>   | No major additional fire precautions are required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.  |
| <b>Moderate</b>    | 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. |
| <b>Substantial</b> | 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.  |
| <b>Intolerable</b> | 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.)***

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## Section

# 2

## People at Significant Risk of Fire

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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.

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## 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:

|   |  |  |
|---|--|--|
| <b>Chief Executive</b><br>Shokat Lal  |  |  |
| <b>Executive Director Asset Manager &amp; Improvement</b><br>Alan Lunt                          |  |  |
| <b>Assistant Director Asset Manager &amp; Improvement</b><br>Sarah Agar                         |  |  |
| <b>Fire Safety Manager</b><br>Tony Thompson   |  |  |
| <b>Team Lead Fire Safety</b><br>Jason Blewitt   |  |  |
| <b>Team Lead Building Safety</b><br>Anthony Smith   |  |  |
| <b>Housing Office Manager</b><br>Prabha Patel   |  |  |
| <b>Building Safety Managers</b><br>Adrian Jones<br>Andrew Froggatt<br>Carl Hill<br>Louis Conway | <b>Fire Risk Assessors</b><br>Mohammed Zafeer<br>Stuart Henley<br>Craig Hudson | <b>Resident Engagement Officers – Fire Safety</b><br>Abdulmonim Khan<br>Ethan Somaiya<br>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  
Shepherds Fold  
Rowley Regis  
B65 8BG



14-24



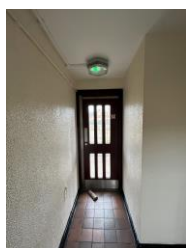
2-12

A Type 1 Fire Risk Assessment of the premises at 2-12 and 14-24 Shepherds Fold 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.

These low-rise, three-storey blocks were constructed in 1966 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 push to exit buttons 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 flat concrete roof. Within the porch are a safety/security light installed.



Block 2-12



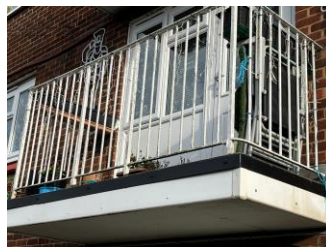
Block 14-24



The main entrance to each block is situated on the front elevation off Shepherds Fold, with a secondary exit located at the rear via side access by Shepherds Fold garages. The front entrances are fitted with an intercom door entry system, residents' fob access, and a firefighter override switch. The rear entrances are accessed via fob access only.



The flats on the first and second floors each have a small, front-facing balcony fitted with ironwork railings. The concrete floor of the balcony has a uPVC fascia fitted with some flats having the underneath covered in a fire board and others in uPVC. Recommend that the uPVC is removed with future refurbishment.



Bin rooms are situated at the rear of the premises within a purpose-built brick building attached to the block. This building houses a large steel waste bin and chute discharge door.



The enforcing authority is West Midlands Fire Service.  
The nearest fire station is Haden Cross Fire Station,  
located approximately 1.9 mile away.

|   |                                |
|---|--------------------------------|
| High/Low Rise                                     | Low-Rise                       |
| Number of Floors                                  | 3                              |
| Date of Construction                              | 1966                           |
| Construction Type                                 | Traditional brick & concrete   |
| Last Refurbished                                  | Unknown                        |
| External Cladding                                 | None                           |
| Number of Lifts                                   | None                           |
| Number of Staircases                              | 1 in each block (2-12 + 14-24) |
| Automatic Smoke Ventilation to communal area      | None                           |
| Fire Alarm System                                 | None                           |
| Refuse Chute                                      | Yes                            |
| Access to Roof                                    | None                           |
| Equipment on roof (e.g. mobile phone station etc) | None                           |

## Persons at Risk

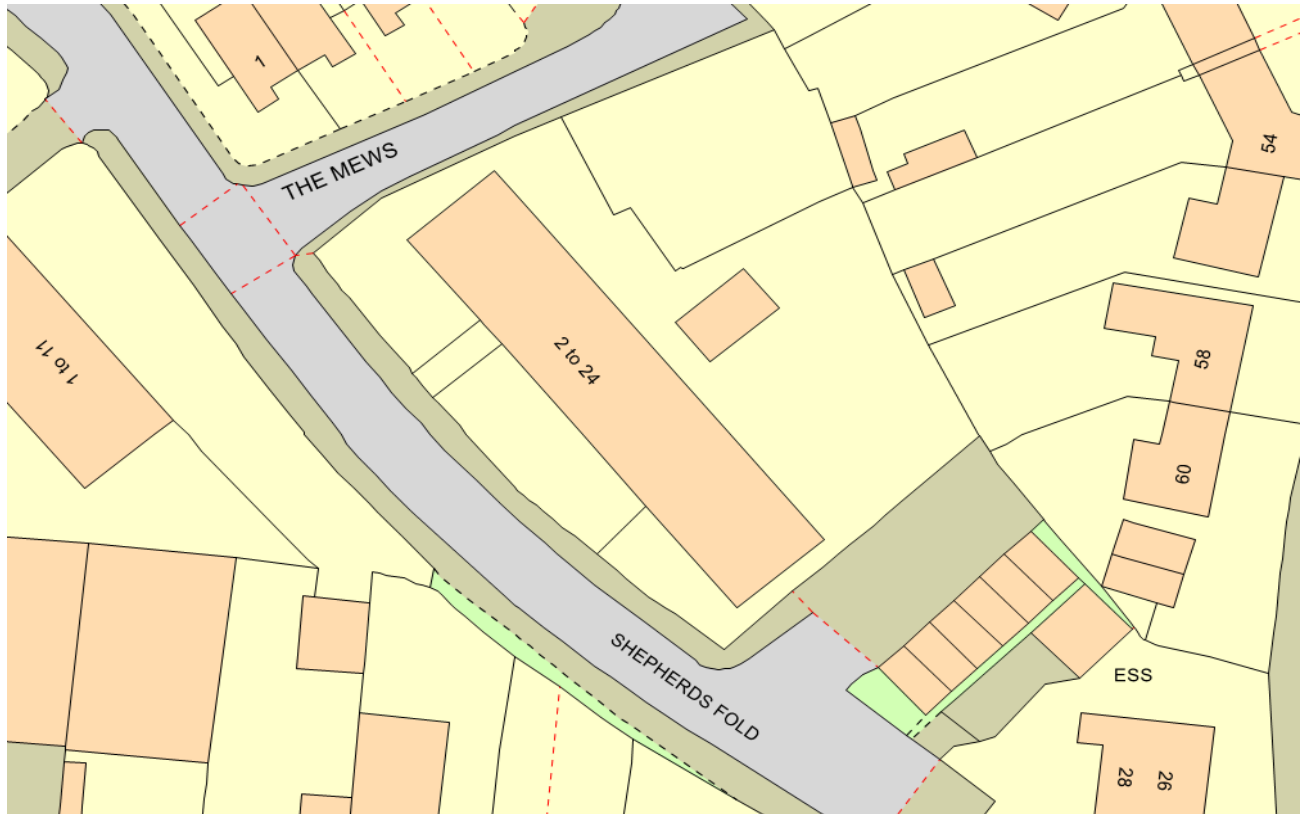
Residents / Occupants of 12 flats total,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## 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 presents 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 in each flat and on the communal stairway. The building features a canopied entrance, with a flat concrete canopy roof. A security/safety light is fitted within the porch area. The entrance and rear doors are primarily made of timber and glass, with a small section of spandrel panelling. Adjacent to the rear door is a brick-built cupboard housing the bin chute and waste bin; this cupboard is enclosed with a timber door.



- 3) The flats on the first and second floors each have a small, front-facing balcony fitted with ironwork railings. The concrete floor of the balcony has a uPVC fascia fitted with some flats having the underneath covered in a fire board and others in uPVC. Recommend that the uPVC is removed with future refurbishment.

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



- 4) Bin rooms are situated at the rear of the premises within a purpose-built brick building attached to the block. This building houses a large steel waste bin and chute discharge door.





## Section 7

### Means of Escape from Fire

- 1) Each property is fitted with a minimum of an LD3 detection system within the flat. See Section 8
- 2) Non leasehold flats have had new doors fitted within the last two years. These doors are FD30 composite doors with no glass installed.

Block 2-12



Block 14-24



|                         |             |  |                             |      |            |
|-------------------------|-------------|--|-----------------------------|------|------------|
| Shepherds Fold 2-24 (E) | BL43480SH07 | 2 Shepherds Fold;Rowley Regis;West Midlands;;  | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 4 Shepherds Fold;Rowley Regis;West Midlands;;  | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 6 Shepherds Fold;Rowley Regis;West Midlands;;  | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 8 Shepherds Fold;Rowley Regis;West Midlands;;  | composite fire door, Nation | 1.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 10 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 12 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 14 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 16 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 18 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 20 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 0.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 22 Shepherds Fold;Rowley Regis;West Midlands;; | composite fire door, Nation | 1.00 | Not Glazed |
| Shepherds Fold 2-24 (E) | BL43480SH07 | 24 Shepherds Fold;Rowley Regis;West Midlands;; | timber non fire door        | 2.00 | Not Glazed |



- a) **Flat 24: Entrance door is a none fire door: Email sent to leasehold manager 20/11/25 who replied to say that the door should have been replaced during the last contract but were let down. Will add this door to the actions of this FRA.**



- 3) 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.

- a) **Flat 2: No self-closer fitted, install new self-closer.**



- b) **Flat 2: Gap's between door and frame. Refit door/frame and close gaps.**

- **Gap measures**
- **Hinge side: 4mm**
- **Top side: 6mm**
- **Bottom: 8mm**
- **Slam side: 7mm**



**c) Flat 4: Gap's between door and frame. Refit door/frame and close gaps.**

- Gap measures
- Hinge side: 5mm
- Top side: 6mm
- Bottom: 4mm
- Slam side: 6mm



**d) Flat 6: Not fully self-closing, adjust self-closer to make right**



**e) Flat 6: Gap's between door and frame. Refit door/frame and close gaps.**

- Approx 6mm around door. No access on revisit to get complete measurements



- f) **Flat 10: Self-closer requires adjusting. Occupier re-installed self-closer at the time of the visit. Door does not close fully without assistance.**



- g) **Flat 10: Gap's between door and frame. Refit door/frame and close gaps.**

**Gap measures**

- Hinge side: 5mm
- Top side: 5mm
- Bottom: 3mm
- Slam side: 4-5mm

- h) **Flat 12: Adjust self-closer requires adjustment as door does not close fully without assistance.**



- i) **Flat 14: Did not get access to the flat. External section of the frame on the right-hand side halfway down is damaged. May need replacement.**



- j) **Flat 22: Intumescent strip needs refixing to the frame, due to existing adhesive is not holding it. Hinged side of the door**

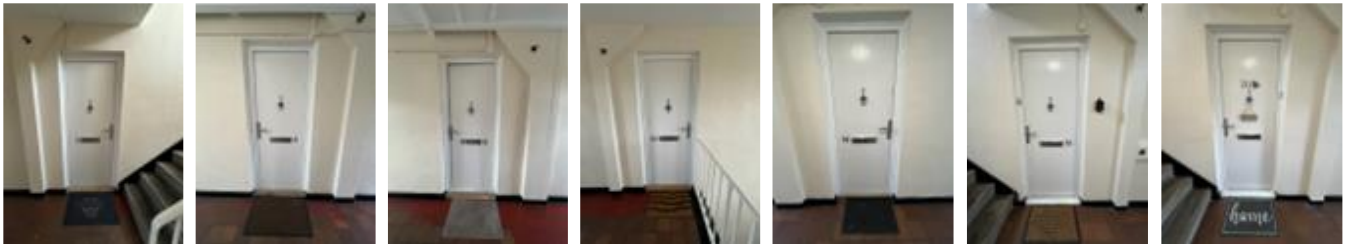


- k) **Flat 22: Gap's between door and frame. Refit door/frame and close gaps.**

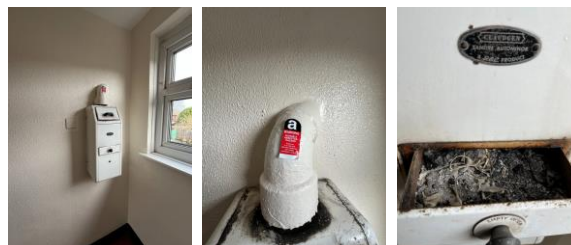
**Gap measures**

- Hinge side: 4mm
- Top side: 4.2mm
- Bottom: 6mm
- Slam side: 6mm

- 4) 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.



- 5) Upon the 1<sup>st</sup> floor landings there is small incinerator unit. In block 1-12 there is evidence that this unit is being used to burn items. The units within blocks 2-12 & 14-24 need to be removed or sealed up. *Email sent to Building and Fire Safety Team Manager and Assistant Building Surveyor 20/11/2025 who are looking to get the incinerators removed.*



- 6) There are bin chutes situated on the 1<sup>st</sup> and 2<sup>nd</sup> floor of each block. These require upgrading due to not having suitable fire safety seals installed within them.



7) Cable trunking within block 1-6 Shepherds

- a) Ground Floor: Fire stopping required at entrance by emergency light



- b) Ground Floor: Fire stopping required at entrance right hand side by service cupboard



- c) Each floor has water shut-off taps protruding through the boxwork. The area where the pipework passes through to the flat requires investigation to confirm that suitable fire-stopping is in place. I was unable to inspect the area behind the boxwork where the pipework comes through the wall from the flat.



**d) 1<sup>st</sup> Floor: Fire stopping required in 3 places to metal trunking above flat 8 – see pictures below for locations**



8) 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 950mm between the handrails.



9) All corridors are of adequate width (at least 1100mm) and will be maintained clear to that width as a minimum.



10) All communal floors are hard floors and fitted with tiles



- 11) Windows within the communal are fitted with openers; these assist in additional and any ventilation if required.



- 12) The means of escape are protected to prevent the spread of fire and smoke. All service cupboards to communal landings are upgraded timber notional doors with an added intumescent strip (this has been painted over and requires replacement – see section 10/6), 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 push button. 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) Emergency lighting is provided to communal landings and stairs.  
[\(Refer to section 9\)](#)



### *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.*

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## Section 8

# Fire Detection and Alarm Systems

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- 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 2 inspected at the time of the fire risk assessment LD2 installed.
- Flat 4 inspected at the time of the fire risk assessment LD1 installed.
- Flat 6 inspected at the time of the fire risk assessment LD3 installed.
- Flat 10 inspected at the time of the fire risk assessment LD3 installed.
- Flat 12 inspected at the time of the fire risk assessment LD3 installed.
- Flat 22 inspected at the time of the fire risk assessment LD2 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 are fitted with emergency lighting in the communal areas i.e. Hallways and at the top of stairways



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



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



## 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 FD30 rated with intumescent strips fitted and lockable with 138 lock, the door also includes "Fire door Keep locked" signage.



- a) Within block 2-12 the service cupboard located by the front door requires fire stopping. Location: Right hand side wall at the rear, where the plastic trunking is located.



- b) Within block 2-12 the service cupboard requires fire stopping where the cables run through the wall. Location: Inside cupboard right hand side front wall at the top. Has had some fire stopping added but still gaps visible.



- c) Within block 2-12 the service cupboard requires fire stopping where the cables run through the wall. Location: Inside cupboard right hand side front wall above timer clock.



- d) Replace service cupboard intumescent strip within block 2-12: This is due to the existing one has been painted over



- e) **Replace service cupboard intumescent strip within block 14-24: This is due to the existing one has been painted over**



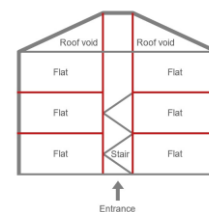
- 7) Majority of flat doors are composite FD30 with one being a timber non fire rated door. *See section 7/2*
- 8) On the top floor there is a timber loft hatch access door. This access door is not fire rated and would recommend being upgraded to a fire rated loft access door within future refurbishment, due to the communal area being sterile it is low risk. The hatch door is to be kept padlocked at all times.



- a) **Within the roof void of block 2-12 there is no compartment walls installed to separate the flats and communal areas. It is recommended that separation is installed within these areas.**  
<https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire/a-guide-to-making-your-small-block-of-flats-safe-from-fire-accessible>



Diagram from above link



- b) **Within the roof void of block 14-24 there is no compartment walls installed to separate the flats and communal areas. It is recommended that separation is installed within these areas.**

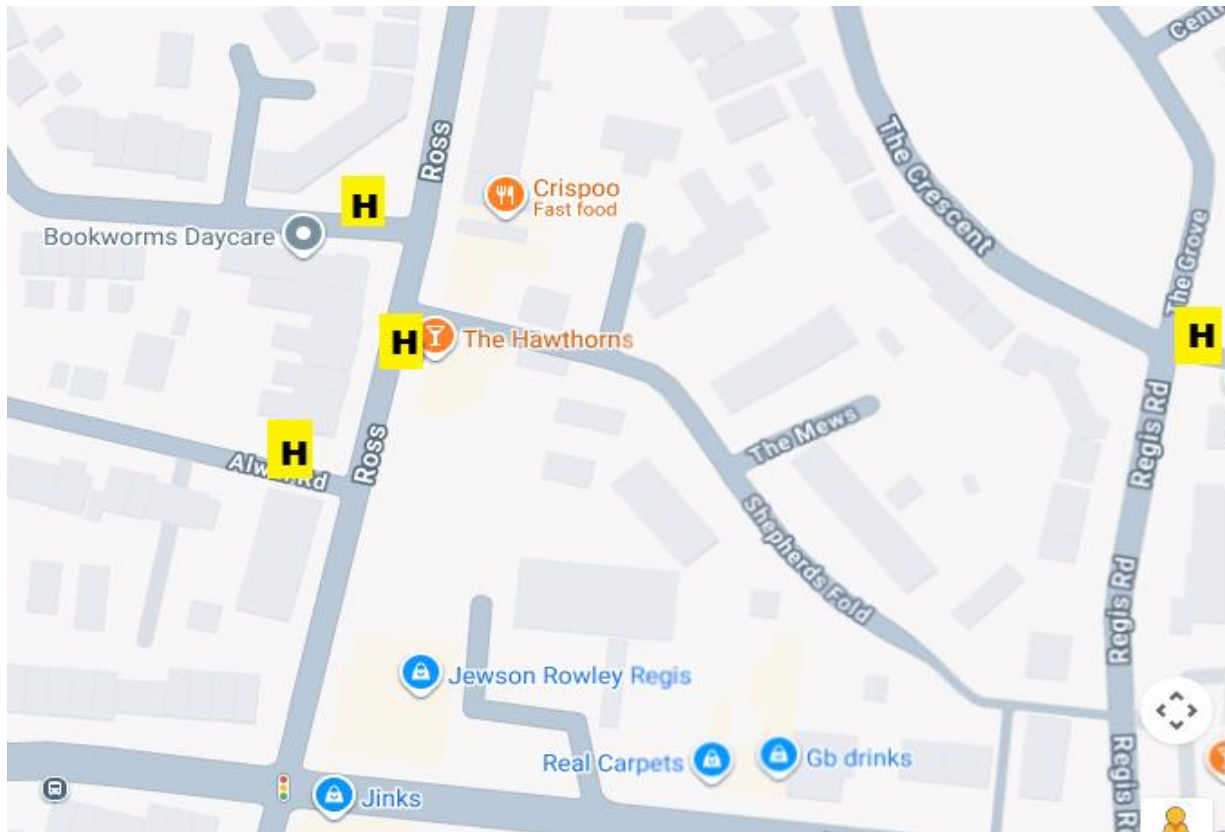
<https://www.gov.uk/government/publications/making-your-small-block-of-flats-safe-from-fire/a-guide-to-making-your-small-block-of-flats-safe-from-fire-accessible>



## 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) The service cupboards should display “Fire Door Keep locked” *Email sent to the caretaker to replace current signage 20/11/2025*



- a) 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**

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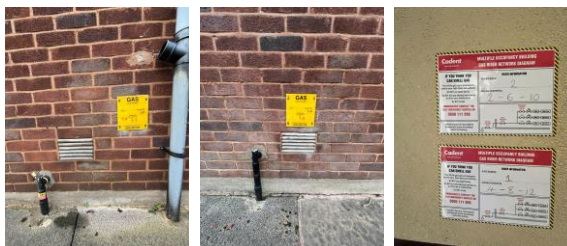
- 1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke 'Fire Safety in High / Low Rise Flatted Accommodation' Video.
- 2) All employees are encouraged to complete 'In the line of fire' training on an annual basis.
- 3) Caretaking teams are not currently 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 16/05/2025.

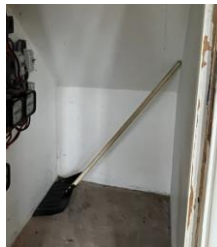
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. There are external gas risers on the property.



- 7) The blocks service cupboards are located on the ground floor and consist of notional FD30 fire rated door. All cupboards should be free from any combustibles and always kept locked. Signage to be displayed on these doors 'Fire Door Keep Locked'



- a) Relocate snow shovel from service cupboard in block 12-24.**



## Section 15

### Waste Control

- 1) There is a regular Cleaning Service to the premises.
- 2) The refuse bin for each block is located at the rear of the block, within a purpose-built brick structure. Rubbish is disposed of via a bin chute, as the bin is kept behind a closed door.
  - a) **Fit a lock to the bin room door on block 2-12: also issue tenants, bin crews & staff who require access with a key**



- b) **Fit a lock to the bin room door on block 14-24: also issue tenants, bin crews & staff who require access with a key**



- 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**

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- 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

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### Arson Prevention

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- 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) The bin cupboards are not locked, and an action has been put in for locks to be fitted. See section 15/2a and 15/2b
  - 4) There is no current evidence of arson.
  - 5) There have been no reported fire incidents since the last FRA.
-

## Section 18

### Storage Arrangements

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- 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 externally in a purpose brick-built building, which are keep secured by means of own resident keys.





## Section 19

### Additional Control Measures. Fire Risk Assessment - Action Plan

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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

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# Fire Risk Assessment Action Plan



Name of Premises or Location:

Shepherds Fold 2-12, 14-24

Date of Action Plan:

19/12/2025




Review Date:

<Insert date>

| Question/<br>Ref No | Required Action  | Supporting photograph   | Priority | Timescale<br>and Person<br>Responsible | Date<br>Completed |
|---------------------|--|---|----------|--|-------------------|
| 7/2a                | New door required on Flat 24.<br>Non fire door, leasehold<br>property. |  | P4       | 6 Months<br>Leasehold<br>Manager       |                   |

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Fire Risk Assessment

|      |  |  |    |  |  |
|------|--|--|----|--|--|
| 7/3a | Flat 2: Install self closer as existing one has been removed.                  |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 7/3b | Flat 2: Close gap between the door as frame. See section 7/3b for more details |   | P3 | Within 3-6 months<br>Fire Rapid Response |  |
| 7/3c | Flat 4: Close gap between the door as frame. See section 7/3c for more details |  | P3 | Within 3-6 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment




|      |   |  |    |  |  |
|------|---|--|----|--|--|
| 7/3d | Flat 6: Adjust self closer due to not self closing  |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 7/3e | Flat 6: Close gap between the door as frame. See section 7/3e for more details                              |   | P3 | Within 3-6 months<br>Fire Rapid Response |  |
| 7/3f | Flat 10: adjust self closer due to door not self closing. Occupier re-installed self closer whilst on-site. |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment




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|      |   |  |    |  |  |
|------|---|--|----|--|--|
| 7/3g | Flat 10: Close gap between the door as frame. See section 7/3g for more details                             |   | P3 | Within 3-6 months<br>Fire Rapid Response |  |
| 7/3h | Flat 12: adjust self closer due to door not self closing.   |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 7/3i | Flat 14: Entrance door frame damaged. Also, signs of surface damage to the door. Assess and make fire safe. |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment




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|      |  |  |    |  |                 |
|------|--|--|----|--|-----------------|
| 7/3j | Flat 22: Fix intumescent strip back to the frame, due to original adhesive not working.  |   | P2 | Within 1-3 months<br>Fire Rapid Response |                 |
| 7/5  | Block 2-12 and 12-24: Incinerators situated on the 1 <sup>st</sup> floor of each block are to be removed. Email sent to Building and Fire Safety Team Manager and Assistant Building Surveyor 20/11/2025. Contract given to Bradleys |   | P3 | Within 3-6 months<br>Bradleys            | <i>Resolved</i> |
| 7/6  | Block 2-12 and 14-24: Upgrade bion chutes due to not being fitted with suitable fire seals.  |  | P3 | Within 3-6 months<br>Repairs             |                 |

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## Fire Risk Assessment




|      |   |  |    |  |  |
|------|---|--|----|--|--|
| 7/7a | Block 2-12: Ground floor, fire stopping required on end of trunking, by the entrance door   |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 7/7b | Block 2-12: Ground floor, fire stopping required on end of trunking, by the service cupboard  |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 7/7c | Block 2-12 & 14-24: Inspect areas around shut off taps to make sure fire stopping is in place. Forward photos so they can be added to FRA |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment




|       |   |  |    |  |  |
|-------|---|--|----|--|--|
| 7/7d  | Block 2-12: Fire stopping to trunking required by flat 8. See photos for locations  |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 10/6a | Block 2-12: Fire stop required, right hand side wall at the rear, by trunking.  |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 10/6b | Block 2-12: Fire stopping require where the cables run through the wall. Inside cupboard, right hand side, front wall at the top. |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment



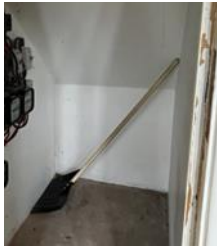
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|       |  |  |    |  |  |
|-------|--|--|----|--|--|
| 10/6c | Block 2-12: Fire stopping required where the cables run through the wall. Inside the cupboard, right hand side, front wall above the clock |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 10/6d | Block 2-12: Service cupboard on the ground floor, replace intumescent strip due to being painted over.                                     |   | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 10/6e | Block 14-24: Service cupboard on the ground floor, replace intumescent strip due to being painted over.                                    |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

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## Fire Risk Assessment

|       |  |  |    |  |  |
|-------|--|--|----|--|--|
| 10/8a | Roof void within block 2-12 there is no compartment walls installed to separate the flats and communal areas. Install seperation within the void.  |   | P3 | Within 3-6 months<br>Fire Rapid Response |  |
| 10/8b | Roof void within block 14-24 there is no compartment walls installed to separate the flats and communal areas. Install seperation within the void. |   | P3 | Within 3-6 months<br>Fire Rapid Response |  |
| 14/7a | Block 12-24: Relocate snow shovel from service cupboard  |  | P2 | Within 1-3 months<br>Caretaker           |  |

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## Fire Risk Assessment

|       |   |   |    |  |  |
|-------|---|---|----|--|--|
| 15/2a | Block 2-12: Fit a lock to the bin room, issue tenants, bin crews and staff who require a key  |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |
| 15/2b | Block 14-24: Fit a lock to the bin room, issue tenants, bin crews and staff who require a key |  | P2 | Within 1-3 months<br>Fire Rapid Response |  |

### 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).

Recommend upgrade of loft hatch doors to fire rated doors within future spending programs.

## Fire Risk Assessment

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### Signed

|   |                         |                  |
|---|-------------------------|------------------|
|  | Fire Risk Assessor      | Date: 18/12/2025 |
|  | Building Safety Manager | Date: 18/12/2025 |



## Appendix 1


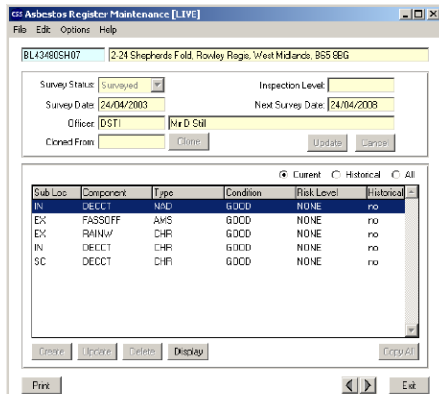
## Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 2-24 Shepherds Fold

Premise Manager: Prabha Patel

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 ( <a href="tel:01215695077">Tel:- 0121 569 5077</a> ). |          |                      |

|   |  |                                 |  |   |  |   |  |
|---|--|---------------------------------|--|---|--|---|--|
| <b>Asbestos Survey</b>  |  | Property Address                |  | 2-24 Shepherds Fold, Rowley Regis, B65 8BG  |  | Office use  |  |
| Surveyed by   |  | JOHN DAVIS                      |  | Date  |  | 17/03/14  |  |
| Checked by  |  | DEREK STILL                     |  | Date  |  | 21/05/2020  |  |
| Reason for request  |  | HSG 264 - Survey Report Type    |  | Property Description  |  |  |  |
| Investment Void   |  | Refurbishment Survey            |  | THREE STOREY MEDIUM RISE BLOCK  |  | Year Built  |  |
| Investment Tenanted   |  | Management Survey               |  |   |  | 1966  |  |
| R & M Void  |  | SHAPE Interrogated.             |  |   |  |   |  |
| R & M Tenanted  |  | No Existing SHAPE Data.         |  |   |  |   |  |
| Medical / Emergency - Heating Works   |  | Existing SHAPE Data.            |  |   |  |   |  |
| Communal Areas  |  | ✓ Refurb Surveys Interrogated ? |  |   |  |   |  |
|  |  |                                 |  | Notes / including details of similar property surveys completed.<br><br><b>*NO ACCESS TO MAIN ROOF SPACE DURING SURVEY*</b><br><br><b>**Survey revised 22/05/23 by John Davis for front door frame sealants**</b> |  |   |  |
| Building Surveyors<br>0121 569 5077   |  |                                 |  | Asset Team – Investment Division<br>Operations & Development Centre<br>Rowley Lane<br>Oldbury<br>B69 3ES  |  |   |  |

## Fire Risk Assessment

| Sample Locations  |                  | Property Address 2-24 Shepherds Fold, Rowley Regis, B65 8BG |                   |               |  |            |            |  |
|---|------------------|---|-------------------|---------------|--|------------|------------|--|
| 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 VERGE CLOAKING  | CEMENT           | -   | UNSEALED          | PRESUMED      | CHRYSTOLE  | NO         | NO         |  |
| MAIN ROOF SARKING FELT  | BITUMEN          | -   | SEALED            | -             | NOT SAMPLED  | -          | -          | PLEASE REQUEST SAMPLE IF TO BE DISTURBED |
| STAIRS / LANDING WALLS  | TEXTURED COATING | -   | PAINT SEALED      | WC 134 / 001  | NONE DETECTED  | NO         | NO         |  |
| 1 <sup>ST</sup> FLOOR INCINERATOR LINING  | CEMENT           | -   | UNSEALED          | PRESUMED      | CHRYSTOLE  | NO         | NO         |  |
| 1 <sup>ST</sup> FLOOR INCINERATOR FLUE PIPE   | CEMENT           | -   | PAINT SEALED      | PRESUMED      | CHRYSTOLE  | NO         | NO         |  |
|   |                  |   |                   |               |  |            |            |  |
| FLAT 18 - FRONT DOOR FRAME SEALANT  | MASTIC           | -   | SEALED            | JD 1705 / 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   |  |
| MAIN ROOF SOFFIT  | PLASTIC          | BINSTORE CEILING  |                   | CONCRETE      | FRONT DOOR FRME SEALANTS TO FLATS 2,4,6,8,10,12,14,16,20,22 & 24 |            | NO SEALANT |  |
| RAINWATER GOODS   | PLASTIC          | ROOF TO REAR STORE SHEDS                                    |                   | MINERAL FELT  |  |            |            |  |
| REAR ENTRANCE CANOPY  | CONCRETE         | RISER BOXING TO LANDING WALLS BY FLAT FRONT DOORS           |                   | PLYWOOD       |  |            |            |  |
| FRONT ENTRANCE CANOPY   | CONCRETE         | TRUNKING TO LANDING WALLS AND CEILINGS                      |                   | METAL         |  |            |            |  |
| BINSTORE WALLS  | BRICK            |   |                   |               |  |            |            |  |