

Fire Risk Assessment

1 - 23

Monk Close,
Tipton,
DY4 7TP



Date Completed: 13/10/2025

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

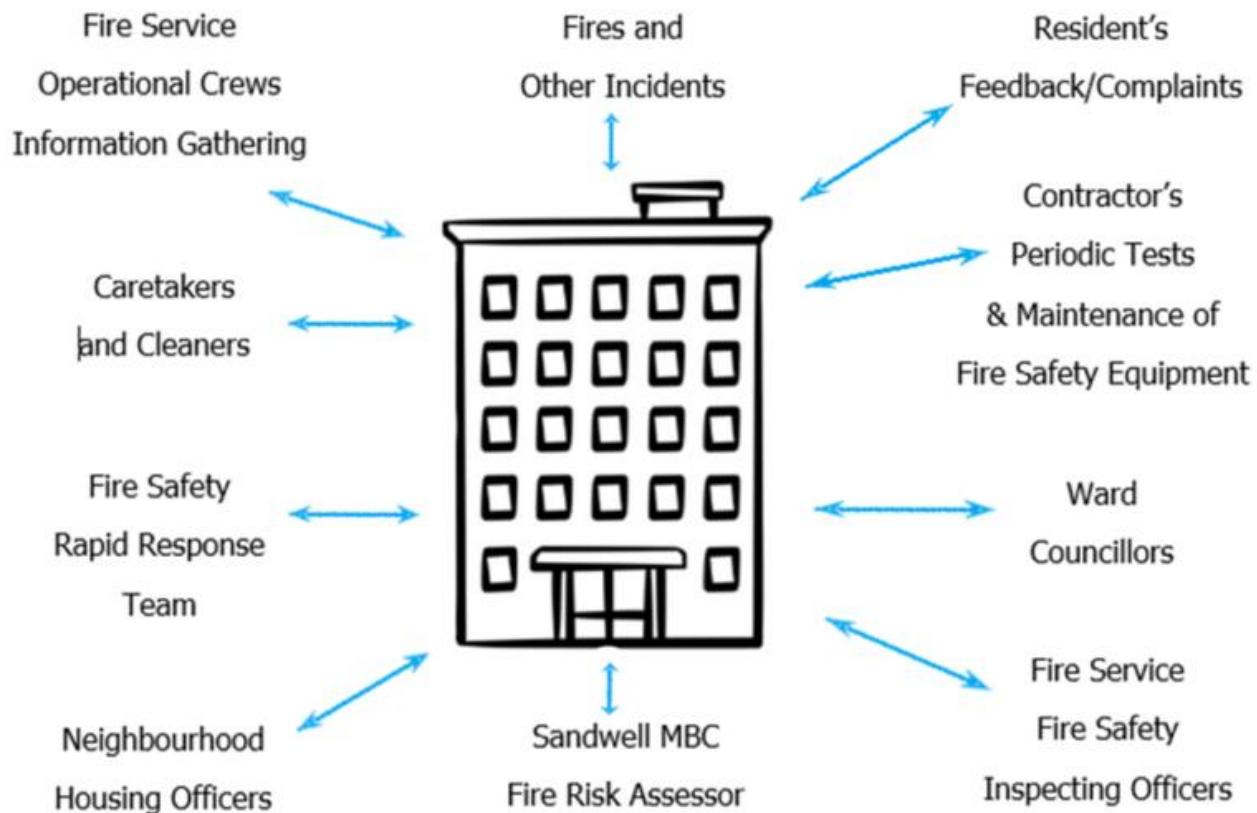
The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA).

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.

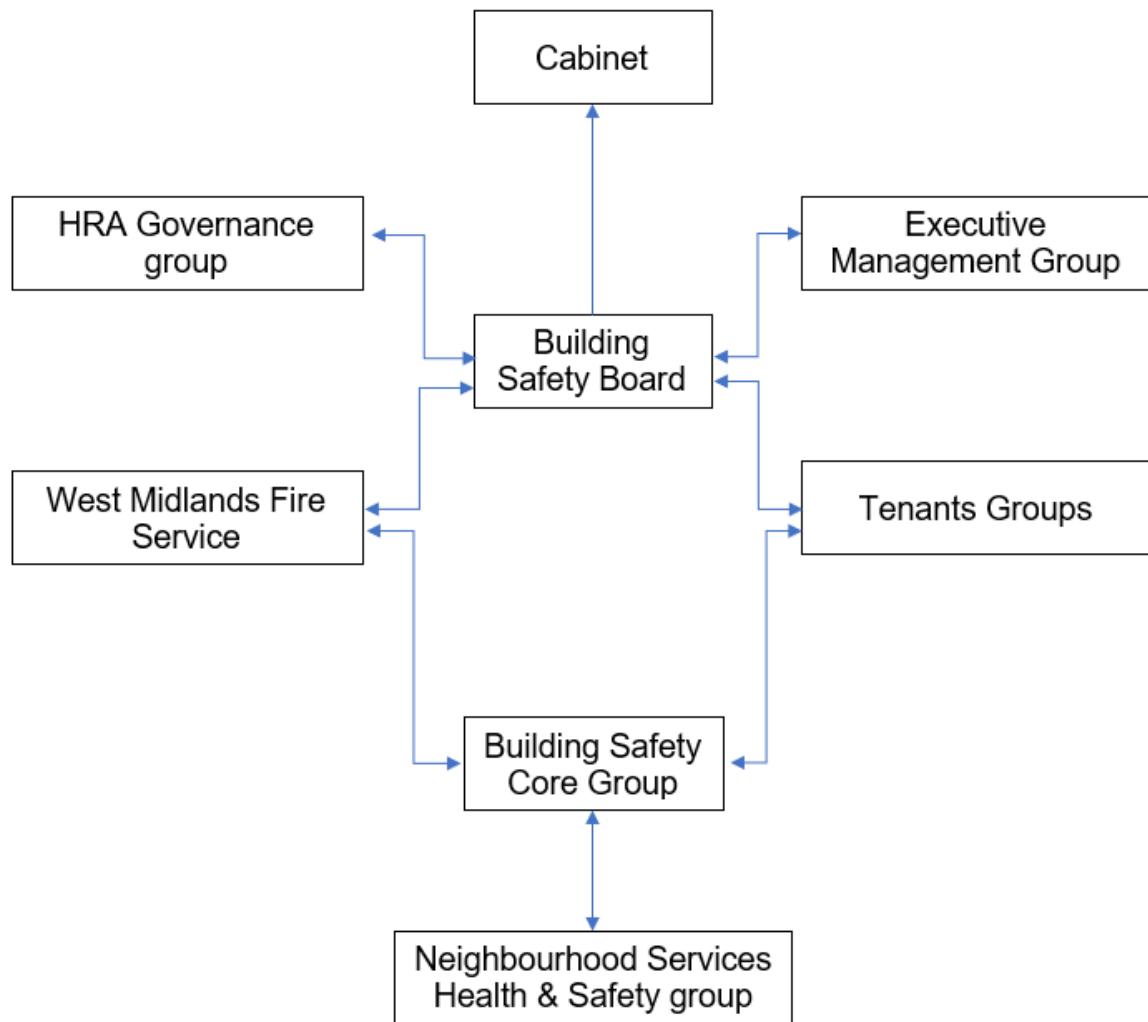
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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
<u>Section 6</u>	<p>External Envelope</p> <p>The building is predominantly brick cavity construction with uPVC doubled glazed units to the flats. uPVC soffits and facia boards fitted. Marley concrete interlocking roof tiles are fitted on the roof.</p>	Trivial

<u>Section 7</u>	Means of Escape from Fire There is a single central staircase offering adequate means of escape. This leads to a rear courtyard and to the final exit door leading on to Monk Close. This final exit door is not fitted with any lock devices. Lighting needs to be fitted to stairwell to assist in safe passage. All communal hallway floors are carpeted.	Tolerable
<u>Section 8</u>	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
<u>Section 9</u>	Emergency Lighting Emergency lighting is not present within the premise and is not required due to being only 2 storeys.	Trivial
<u>Section 10</u>	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. Areas of action required, see sections 10/8, 10/9, 10/10	Tolerable
<u>Section 11</u>	Fire Fighting Equipment The premises have no provision for firefighting equipment.	Trivial

<u>Section 12</u>	Fire Signage There is sufficient 'Fire door keep shut' & 'No Smoking' signage in place. 'Fire Door keep locked' signage required for the service cupboard.	Tolerable
<u>Section 13</u>	Employee Training All staff receive basic fire safety awareness training.	Trivial
<u>Section 14</u>	Sources of Ignition The fixed electrical installation should be tested every 5 years. Last EICR was carried out on the 09/09/2024	Trivial
<u>Section 15</u>	Waste Control The refuse bins are located to the rear of the main building, next to a purpose-built bin room.	Trivial
<u>Section 16</u>	Control and Supervision of Contractors and Visitors Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<u>Section 17</u>	Arson Prevention The final exit door is not lockable. Upgrade the system to add lockable final exit doors to prevent unauthorised access.	Tolerable

<u>Section 18</u>	Storage Arrangements Residents have their own internal store cupboards on the landing which are kept secure. There are external brick-built storage cupboards detached from the main building. These are locked with resident's keys. 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 1-23 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. This is because a small number of flat entrances have padlocked ironwork installed. These are to be removed. See section 7.

Flats appear to be fitted with a minimum of FD30 rated original notional timber doors, smoke/heat detection systems installed to a minimum of LD3 in all flats. The ground floor flats lead straight out on to the courtyard, the first floor leads down a single staircase to the final exit door, and a stay-put strategy unless a fire strategy is in place.

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. No flats were accessed at the time of the fire risk assessment.

The final exit door is not lockable. Lock system to be fitted to this door to prevent unauthorised access.

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:

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

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

1-23 Monk Close
Tipton
DY4 7TP



A Type 1 Fire Risk Assessment of the premises 1-23 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.

This two-storey low-rise block is situated on Monk Close and were constructed in 1963 using traditional brick cavity and concrete construction. The roofs are pitched and finished with Marley concrete interlocking roof tiles, with uPVC fascia boards and soffits fitted along the roofline.

At the front of the premises, the main entrance features double wooden doors with glazed panels. Above the door, there is a security light. This door is not fitted with any locks and is accessible 24/7. Additionally, access to the premises is available via two side gates, which are secured with padlocks to prevent unauthorised entry.



The main entrance leads into a large courtyard; on the ground floor there are 6 flats and an electrically service cupboard that open directly on to the courtyard. Also, within the courtyard is situated a purpose-built detached brick building that comprises of residential storage cupboards and a bin room with chutes.



The flats on the first-floor lead out onto an open walkway. The walkway is concrete structure with ironwork railings. Next to the flat doors is a non-fire rated door that accesses a storage cupboard. Standard lighting is installed on the walls along this walkway to illuminate the area, no emergency lighting is fitted and not required under 3.41 of Approved Document B Volume 1. The stairway leads straight down to the front entrance, that comes out on Monk Close.



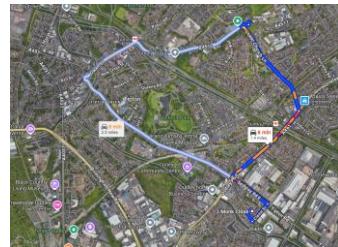
Flat entrances comprise of a variety of door types.

Monk Close 1-23 (O)	BL33140MO01 1 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 3 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 5 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 7 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 9 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 11 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 13 Monk Close;Tipton;West Midlands;;	Permdoor	Not Glazed
Monk Close 1-23 (O)	BL33140MO01 15 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 17 Monk Close;Tipton;West Midlands;;	IG Doors	Glazed
Monk Close 1-23 (O)	BL33140MO01 19 Monk Close;Tipton;West Midlands;;	IG Doors	Glazed
Monk Close 1-23 (O)	BL33140MO01 21 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 23 Monk Close;Tipton;West Midlands;;	Composite	Glazed

All flats are fitted with uPVC double glazed windows.



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	2
Date of Construction	1963
Construction Type	Traditional brick & concrete
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	Yes within detached building
Access to Roof	None
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

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

Section 5

Building Plan



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 to each flat. The main entrance is a timber and glass panelled door and frame, which is set back slightly from the building line. There is a light installed above the door to add safety/security. This door is not locked and accessible 24/7

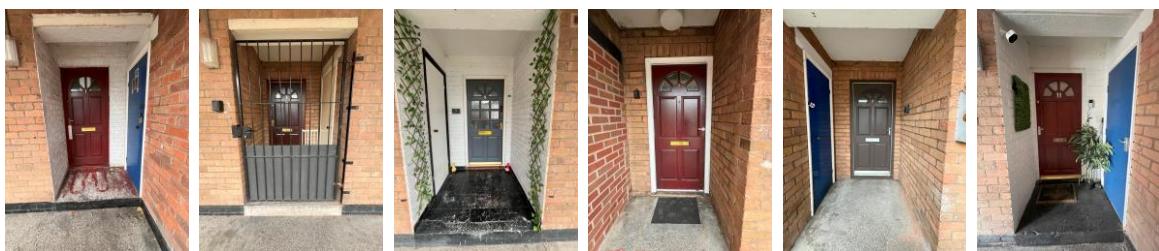


Section 7

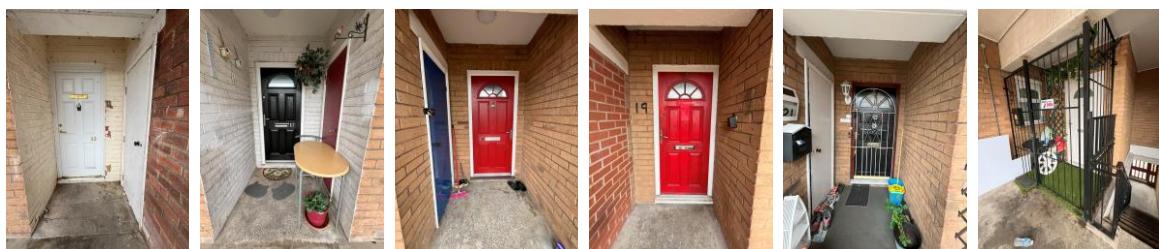
Means of Escape from Fire

- 1) Each flat should be fitted with a minimum of an LD3 system to allow early warning from fire. See Section 8
- 2) 1st floor flats should be fitted with a minimum of a notional FD30 rated door. No access was gained at the time of the fire risk assessment, so cannot conclude if all doors meet the current standards and that any fire safety door furniture is fitted or been tampered with. Ground floor flats lead out into a courtyard so do not have to be fitted with FD30s rated doors.

Ground floor 1-11



First floor 13-23



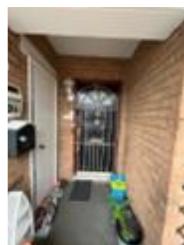
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Monk Close 1-23 (O)	BL33140MO01 21 Monk Close;Tipton;West Midlands;;	Timber non fire door	Glazed
Monk Close 1-23 (O)	BL33140MO01 23 Monk Close;Tipton;West Midlands;;	Composite	Glazed

3) Several flat entrances have been obstructed by the installation of metal gates, which are also padlocked shut. These gates pose significant safety risks, particularly in the event of a fire emergency, as they can prevent residents from quickly evacuating the building. To ensure residents' safety, these gates must be removed to eliminate the risk of anyone becoming trapped during an emergency.

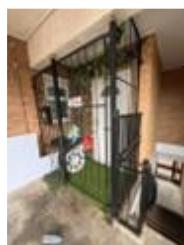
a) Flat 3: Remove metal gate from entrance



b) Flat 21: Remove metal gate from entrance



c) Flat 23: Remove metal gate from entrance



4) Adjacent to the resident's entrance doors is a storage cupboard, these are locked and only accessible by the resident. The doors to the storage cupboard are non-fire rated and there are tenancy conditions of what cannot be stored within these cupboards see Section 18

5) On the 1st floor outside each property positioned at approximately 350mm from the ground is an open airbrick to each flat. A ventilated fire brick needs to replace these to assist in a safe passage in the event of fire within any of the 1st floor flats.



6) On the wall by flat 19 is a plywood board fitted, the base of this board is lower than the minimum height of 1100mm as noted in Approved Document B Volume 1, 2019 edition page 139. Remove plywood board and make good with fire resistant materials.



7) Wall lights are fitted along the walkways to assist in safety/security. **The old light fittings upon the ceiling area of the first-floor need removing and fire stopping.**



new unit



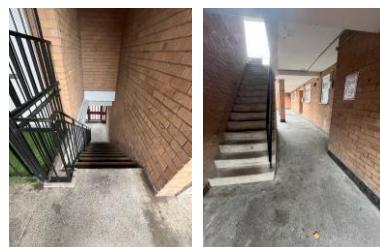
old unit

8) Service cupboard is situated on the ground floor. This is to be always locked and display signage to reflect this. See Section 10

9) **Ceiling boards on the first floor require re-fixing, as some have become loose and are slightly detached, creating gaps that could allow fire to spread into the space.**



10) There is a concrete single stairway leading from the first floor to the final exit. Due to this area being left in darkness during dusk, **fit a light on the stairway route to assist.**



11) Final exit doors do not have any locking mechanisms fitted, so are opened by pushing them. They lead directly out on to Monk Close. The doors and frame are timber construction with glass panels and are fitted with self-closers. Above the roadside of the door a light is fitted to assist with safety/security.



12) 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.



**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.

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 and is not required under 3.41 of Approved Document B Volume

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.

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) The service cupboard is situated on the ground floor behind an FD30 rated door and frame with a with 138 lock. The service door requires signage added 'Fire Door Keep Locked' see section 12/1



7) **A section of brick within the service cupboard requires replacing.** The cavity wall insulation has dropped down due to the missing brick.



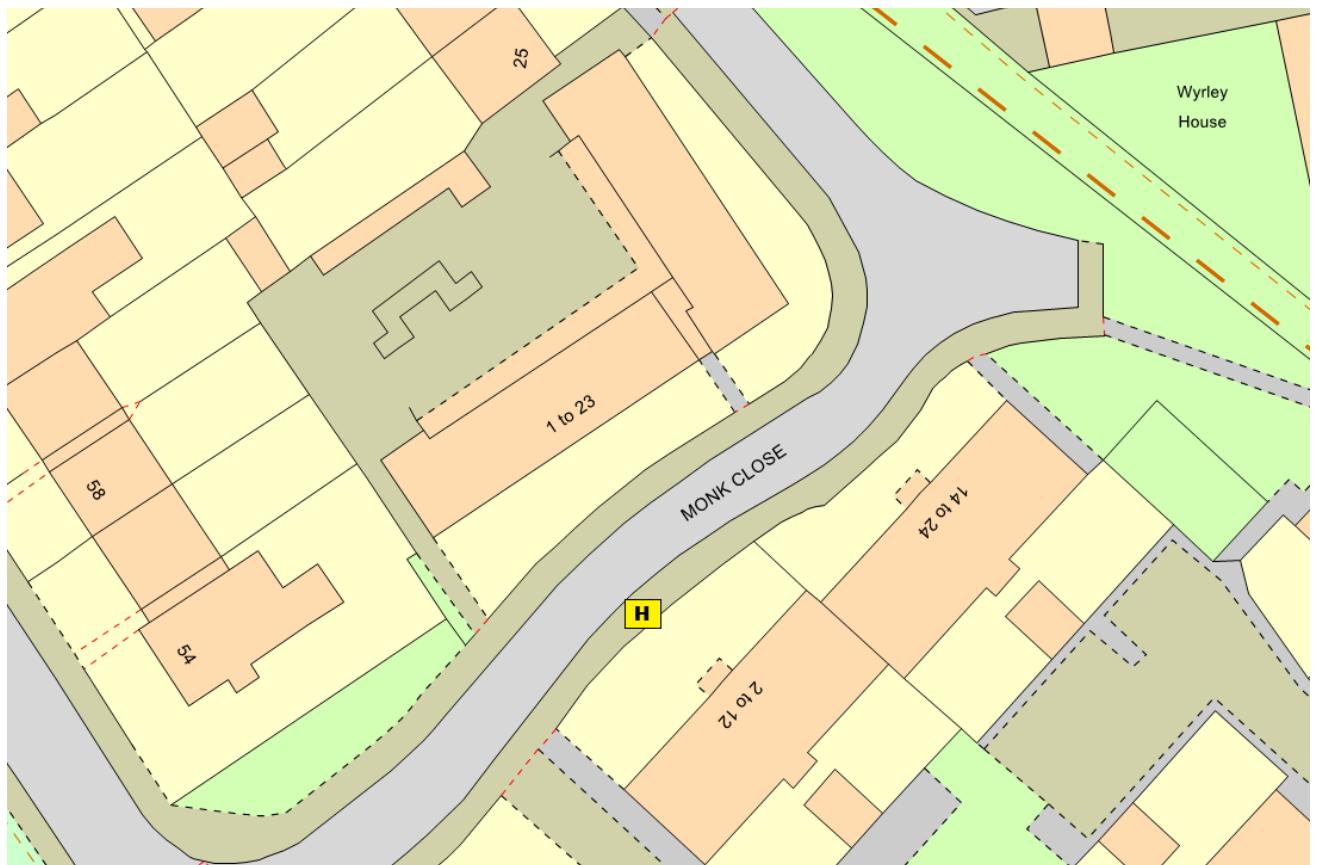
8) **Fit a stop end to the boxwork covering cable ducting on the ground floor, repair panel next to boxwork due to cracked area.**



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) Fit 'Fire Door Keep Locked' signage to the service cupboard on the ground floor.



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



- 3) Directional fire signage are 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 09/09/2024.

- 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 a notional FD30 fire rated door. All cupboards should be free from any combustibles. See section 10/6

section 15

Waste Control

- 1) There is a regular Cleaning Service to the premises carried out by caretakers to minimise risk of waste accumulation.



- 2) The refuse bins are located to the rear of the main building, next to a purpose-built bin room. The bins are kept outside due to being too big for the room.

The bin room also has a chute system but is not used due to the bins being located outside.



- 3) '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) **Block entrance doors need to be fitted with a lockable system i.e. fob, key. This would prevent unauthorised access to the block.**
- 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 1-23

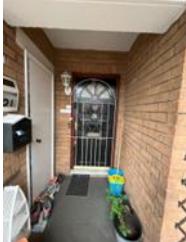
Date of Action Plan:

16/10/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7/3a	Flat 3: Remove metal gate from flat entrance		P3	Within 3-6 months Fire Rapid Response	Pass to housing

7/3b	Flat 21: Remove metal gate from flat entrance		P3	Within 3-6 months Fire Rapid Response	Pass to housing
7/3c	Flat 23: Remove metal gate from flat entrance		P3	Within 3-6 months Fire Rapid Response	Pass to housing
7/5	Groundfloor airbricks, upgrade to intumescent ventilated fire bricks		P3	Within 3-6 months Fire Rapid Response	20/10/2025

Fire Risk Assessment

7/6	Remove plywood board and make good with fire resistant materials.		P2	Within 1-3 months Fire Rapid Response JM18033805	20/10/2025
7/7	Remove old light fittings from 1 st floor, firestop any holes left behind		P3	Within 3-6 months Electrical	21/10/2025
7/9	Repair loose ceiling boards on the 1 st floor. Fire stop any gaps		P2	Within 3-6 months Fire Rapid Response JM18038567	20/10/2025

Fire Risk Assessment

7/10	Fit a light on the stairway route to assist in use during dusk.		P3	Within 3-6 months Electrical	
10/8	Replace missing brick within the service cupboard on the ground floor		P2	Within 1-3 months Fire Rapid Response JM18039298	20/10/2025
10/9	Fit a stop end to the boxwork covering cable ducting on the ground floor, also repair cracked ceiling panel next to boxwork.		P2	Within 1-3 months Fire Rapid Response JM18039152	20/10/2025

12/1	Fit 'Fire Door Keep Locked' signage to the service cupboard on the ground floor.		P2	1-3 months Fire Rapid Response	02/12/2025
17/2	Fit locking system to the final exit doors.		P3	Within 3-6 months Fire Rapid Response	28/10/2025

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).

Fire Risk Assessment

Signed

	Fire Risk Assessor	Date: 16 September 2025
	Building Safety Manager	Date: 16 October 2025.

Appendix 1

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

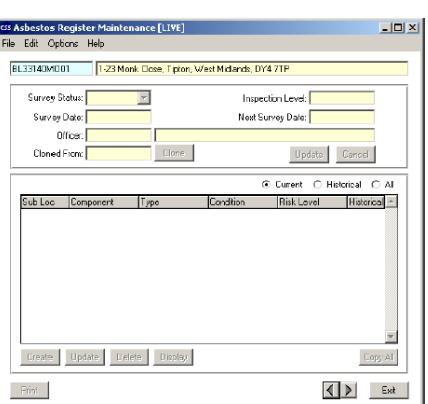
Name of property: 1-23 Monk Close

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 1-23 Monk Close, Tipton, DY4 7TP						✓ Office use	
Surveyed by	JOHN DAVIS	Date	25/03/14	Checked by	DEREK STILL	Desktop Check	✓	Site Check	
Reason for request		HSG 264 - Survey Report Type				Date	20/05/2020		
Investment Void		Refurbishment Survey		Property Description					
Investment Tenanted		Management Survey		TWO STOREY LOW RISE BLOCK					
R & M Void		SHAPE Interrogated.							
R & M Tenanted		No Existing SHAPE Data.							
Medical / Emergency - Heating Works		Existing SHAPE Data.							
Communal Areas	✓	Refurb Surveys Interrogated ?						Year Built	1963
<p>Notes / including details of similar property surveys completed.</p> <p>**MAIN ROOF SPACE NOT SURVEYED**</p> <p>*STORE CUPBOARDS BY FRONT DOORS NOT SURVEYED – SEE INDIVIDUAL FLAT SURVEYS FOR INFORMATION*</p> <p>Revised By Dave Jasper on 16/08/2022</p>									
					<p>Building Surveyors 0121 569 5077</p> <p>Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES</p> <p></p>				

Fire Risk Assessment

ABOUT THE REPORT – PLEASE READ

All Survey Methodology is based upon HSE document HSG 264 - Asbestos: The Survey Guide. All surveyors are experienced British Occupational Hygiene Society (BOHS) P402 qualified surveyors with extensive Surveying & Refurbishment Project experience specific to Sandwell MBC's managed housing stock.

The person or persons using this report to programme refurbishment work on site are assumed to be competent & experienced in the field of domestic refurbishment projects & have suitable & sufficient asbestos awareness to understand the scope of this report & apply it to the project.. All trade operatives working on site are also expected to have relevant asbestos awareness training & experience. IF IN DOUBT STOP & ASK! Please ensure the report covers the areas that you need to work on.

SHAPE: Sandwell MBC's Integrated ICT solution holds the Company Asbestos Register. The Asbestos Register is interrogated when completing the asbestos survey report to ensure that ACM's in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACM's identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACM's have been identified within difficult to survey areas such as Cavity Walls, Floor Voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

Void Properties - The Building Surveying team who undertake Refurbishment & Demolition Asbestos Surveys also undertake Domestic Energy Assessment Surveys, Borescope Surveys for Thermal Insulation & Fire Integrity Assessments to a representative percentage of the void turn over.

Site Overview Page 2 – This section is included to aid surveying & to ensure comprehensive survey information is detailed.

Term	Explanation
Property Address	Specific Property to which survey relates.
Surveyed by	Relates to P402 trained surveyor.
Action taken on Project	Record what action may have been undertaken to the Asbestos in question. E.g. Nothing, Repair, replace, Manage.
Type of Work to be undertaken	Relates to the envisaged type of work that the Asbestos Survey Report will be used to. This assists the asbestos surveyor to guide his survey methodology & will help the users of this report decide if it is suitable for the work activity being undertaken.
ACM	Asbestos Containing Material.
HSE Notify	This highlights if a material normally requires notification to the Health & Safety Executive prior to removal. GUIDANCE ONLY.
Bulk Sample	Sample of potential ACM that is representative of the whole.
Request Sample	The item described has not been tested for Asbestos content. The item must be presumed to contain asbestos until sampling confirms. If work is going to be undertaken in this area sample should be requested prior to work starting.
Awaiting Results	If no results have been detailed then you must not work on these items until you receive further confirmation.
Extent	An estimate of quantity will be given where possible to aid work planning & valuation.
Labels	Materials will be labelled where practical. Labelling will not be undertaken to low risk materials e.g. floor tiles, Textured Coatings etc or where labelling could easily be removed or would cause potential exposure if removed. All presumed ACM's will be labelled as "Asbestos" where practical. All sampled materials will be labelled with an "Asbestos Sampled" label.

Term	Explanation
Photo's	These will usually be provided for the front elevation of the property to aid identification.
Sampled by	P402 trained surveyor.
Checked by	P402 trained surveyor who checks report prior to issuing.
Survey Report Type	Report type is determined by the type of work to be undertaken. The reader of this report must satisfy themselves that the scope of the survey is sufficient for the purpose of work being undertaken.
Refurbishment Survey	HSG 264 – Refurbishment & Demolition Survey. Surveying undertaken to all parts of the property during full refurbishment. This can include New Kitchen, New Bathroom, Electrical Rewire, Re-roof, Full Heating System. Taking account of the complete structure of the property & archetype information available. This survey has been carried out without detailed knowledge of the works to be undertaken during refurbishment. Anyone using this report to support building works being undertaken to the property should ensure that the report is sufficient for the purposes of the building work being undertaken. The reader should be confident that the areas that are to be disturbed by the proposed work are included.
Management Survey	A management survey is the standard survey. Its purpose is to locate, as far as reasonably practicable, the presence and extent of any suspected ACMs in the building which could be damaged or disturbed during normal occupancy, including foreseeable maintenance and installation, and to assess their condition.
Refurb & Management Survey	Both Survey Report Types are ticked! due to works identified at survey stage the surveyor has completed Refurbishment Survey for the works required & may have undertaken a management survey on remaining areas of the property. The report should not be used for works outside the scope stated, unless the reader assures themselves that it is suitable & sufficient.
Cavity Walls / Floor Voids or similar.	Will be assessed at survey stage & desktop assessment of similar archetypes.
Photo's	Where practical & to aid the identification of ambiguous material locations photos will be included within the report to ensure that materials are identified on-site correctly. Photos will be annotated where necessary.