Fire Risk Assessment

Brunswick Court



Flats 1 – 6 & 7 – 12 Brunswick Court,
William Green Road,
Wednesbury,
WS10 0HF.

Date Completed: 08/08/2024.
Review Period: 3 years.
Officer: A Jones **Fire Risk Assessor**
Checked By: J Blewitt **Team Lead Fire Safety & Facilities**

Current Risk Rating = Trivial

Sandwell Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

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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".

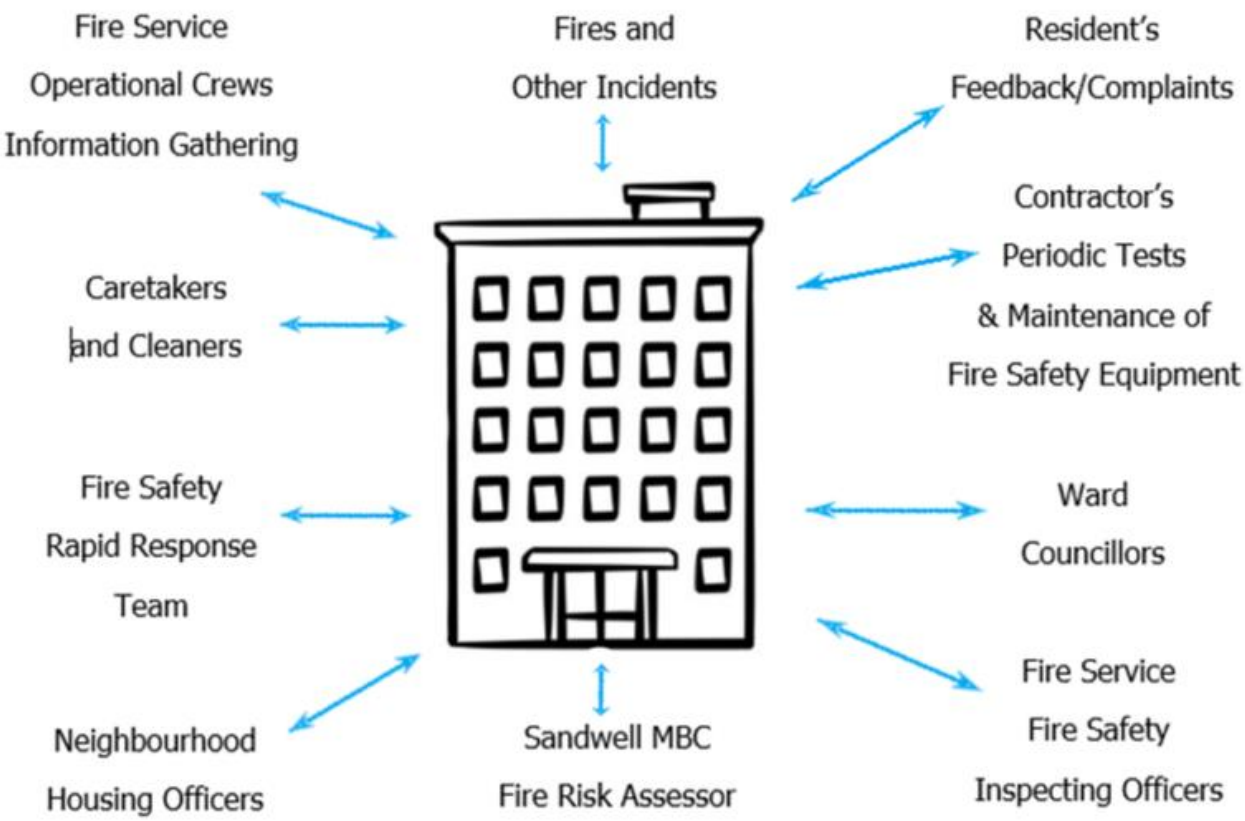
This fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. 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, but the Council will as a minimum review:

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

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

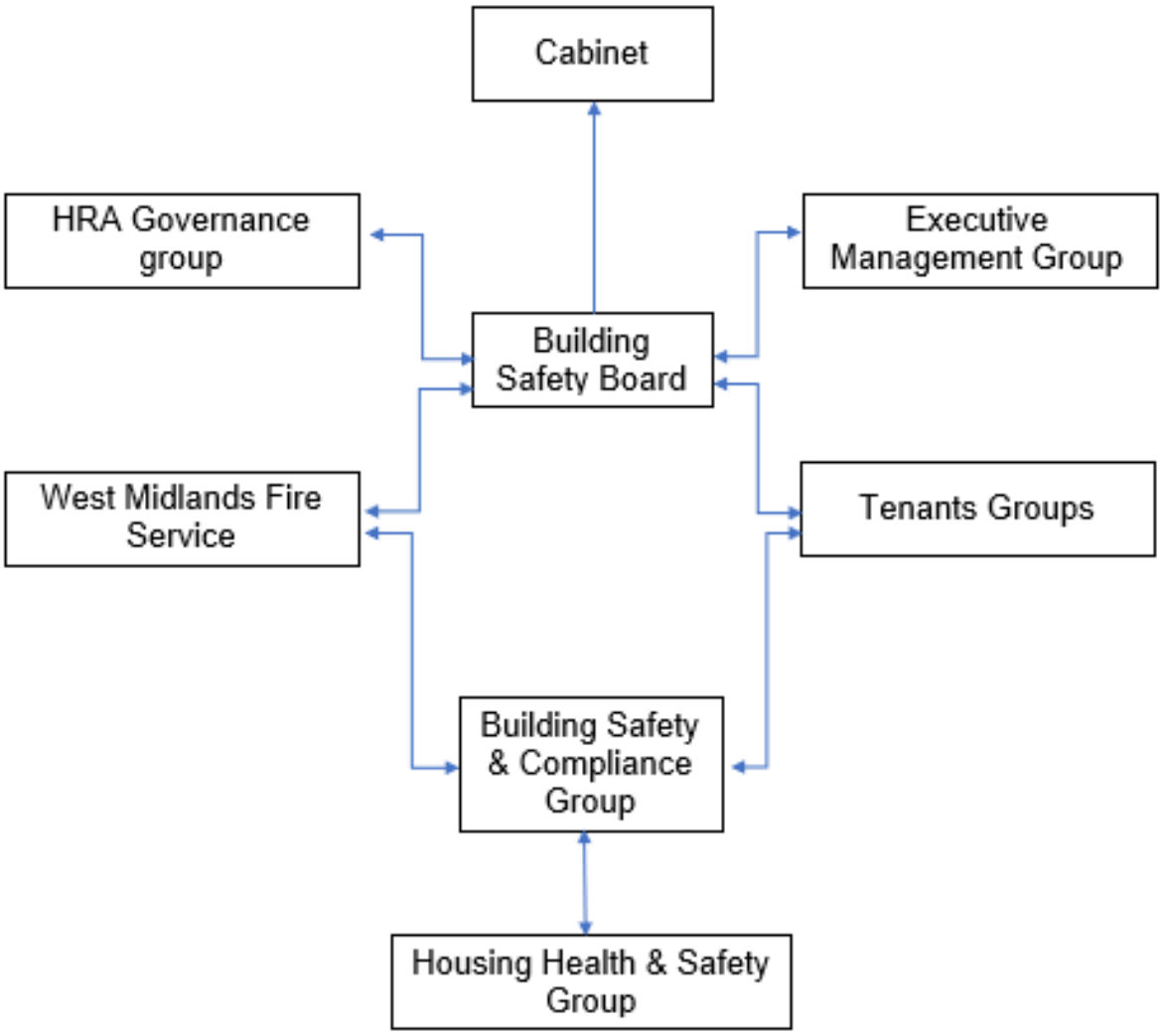
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section 1 Significant findings

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

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

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

Significant findings

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

The escape strategy is **'Stay Put Unless'.** This means in the event of a fire in your flat you should evacuate. If there is a fire elsewhere in the building you should stay put unless you are affected by fire, smoke or you have been advised by the emergency services to leave.

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The exterior of the buildings is predominantly traditional brick, concrete construction with pitched, tiled roof. Individual flat windows are UPVC double glazed units. Staircase windows are openable, UPVC double glazed units.	Trivial

Section 7	**Means of Escape from Fire** The means of escape staircase incorporates a final exit.	Trivial
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
Section 9	**Emergency Lighting** Emergency lighting is not provided in the staircase, additional lighting is provided.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute nominal fire doors, including those in 1-hour rated walls.	Trivial
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial
Section 12	**Fire Signage** Appropriate signage is in place, no further action required.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** The fixed electrical installation should be tested every 5 years. At the time of the assessment, it was determined that the last EICR inspection of electrical equipment was carried out on 07/06/2024.	Trivial

Section 15	**Waste Control** Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary**.**	Trivial
Section 17	**Arson Prevention** A secure door entry system is not provided to the premise at the front elevation, consideration should be given to upgrading to secure access as part of any refurbishment.	Trivial
Section 18	**Storage Arrangements** Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☒ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

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

After considering the use of the premise and the occupants within the block, the consequences for life safety in the event of a fire would be slight harm.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. The following risk- based control plan is based on one that has been advocated for general health and safety risks:

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions required. However, there might be a need for reasonably practicable improvements that involve minor or limited cost.
Moderate	It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures.
Substantial	Considerable resources might have to be allocated to reduce the risk. If the premises are unoccupied, it should not be occupied until the risk has been reduced. If the premises are occupied, urgent action should be taken.
Intolerable	Premises (or relevant area) should not be occupied until the risk is reduced.

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

Section 2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3

Contact Details

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

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

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

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

Chief Executive
Shokat Lal

Directorate of Place
Alan Lunt

Assistant Director Building Compliance
Phil Deery

Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Fire Risk Assessor(s)
Adrian Jones
Anthony Smith
Carl Hill
Louis Conway

Resident Engagement Officer - Fire Safety
Abdul Monim Khan
Lee Mlilo

Housing Office Manager
Rushpal Dhaliwal

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

Flats 1 – 6 & 7 - 12,
Brunswick Court,
William Green Road,
Wednesbury,
WS10 0HF.

Description of the Property:

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.

This low-rise block of flats constitutes three storeys (inclusive of the ground floor), each of the floors contain 2 dwellings. The building was constructed circa 1961.

The building is of traditional brick, concrete construction, double glazed UPVC window frames surmounted by a pitched, tiled roof.





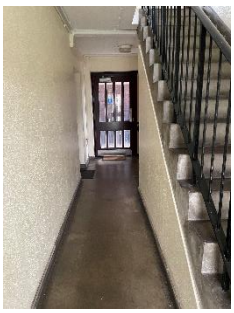

The block has a main entrance to the front elevation and a further exit located on the rear elevation. Both front and rear entrances have door entry system with a fob reader installed. There is a fire service drop key for emergency access.





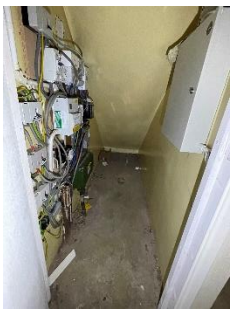


The building has a single staircase that serves dwellings on all floors.





There is an electrical cupboard located on the ground floor.


There is access to the loft space from the first floor landing area, the hatch is secured by padlocks.




The rear garden is secured by a combination of fencing and brick walls, the access point to the rear gardens is secured by meatal gates that are padlocked locked shut.

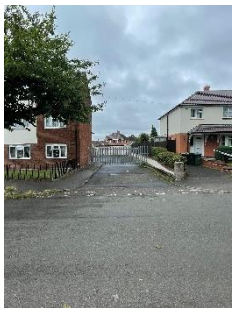


There are external storage cupboards located in the rear gardens.



A number of garages are available for use by residents, these are located in the rear gardens and accessed by a driveway at the side of the property.





With regard to waste, residents utilise wheely bins, these are located at the rear of the premise in a secure brick compound.

High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1961
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	Part Rendered
Number of Lifts	None
Number of Staircases	One
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	Yes – Second floor landing.
Equipment on roof (e.g. mobile phone station etc)	None

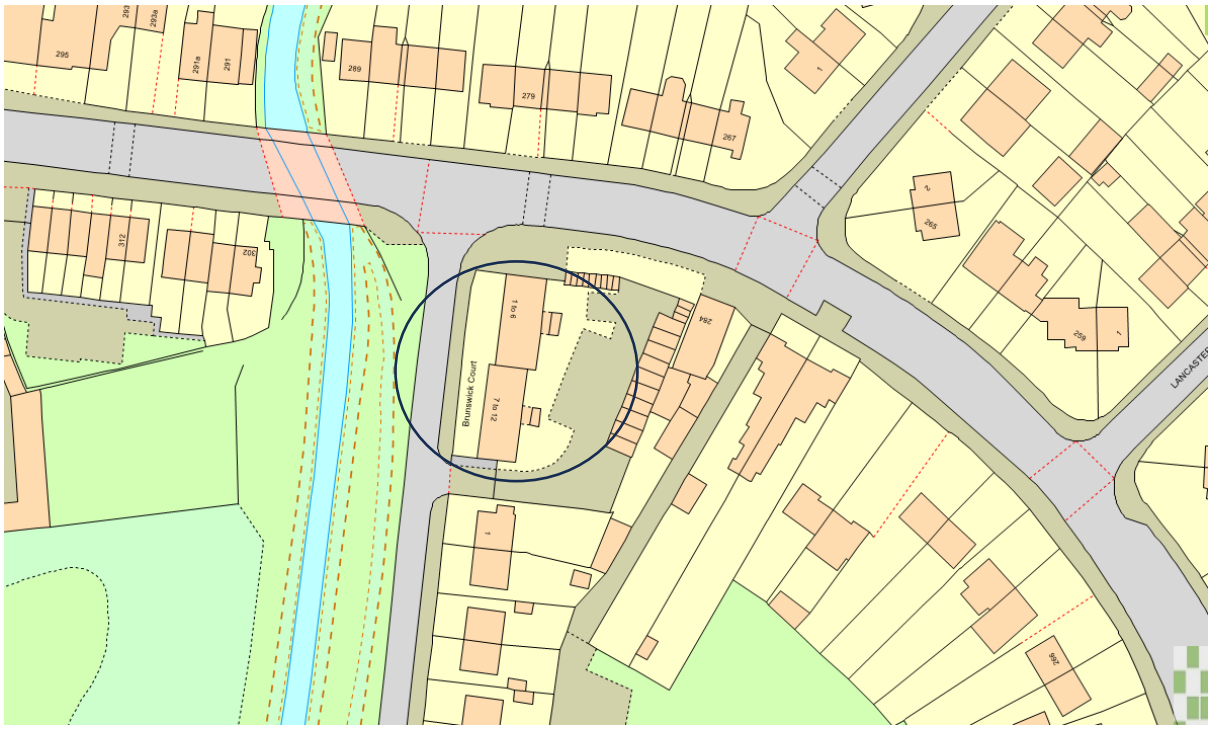
Persons at Risk

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

A general plan showing the building location.



Section 6

External envelope

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

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

It is deemed that the combination and application of these materials presents an acceptable level of fire risk.

1) The external envelope of the premises is predominantly traditional brick, concrete construction, surmounted by a pitched tiled roof.



2) Individual flat windows are UPVC double glazed window frames.



3) The staircase windows in the communal area are UPVC double glazed windows, these are openable and could be used to ventilate the communal area in an emergency.

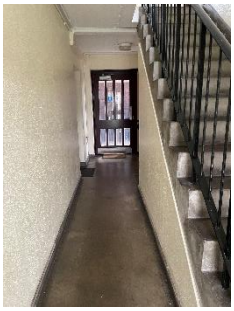



4) There are no balconies on any elevation of these buildings.

Section 7

Means of Escape from Fire

1) The building has a single staircase that provides the means of escape. The staircase is of adequate width (at least 950mm) and must be maintained clear to that width as a minimum.




2) The final exit doors from staircases have door entry systems installed for the purpose of entry to the building. On exit, handles are designed to allow free access to outside areas.




3) Communal areas should be kept free of flammable items. The communal areas should be checked on a regular basis by Caretaking / Cleaning teams and all items of rubbish removed.




4) An automatic smoke ventilation is not commissioned; however, staircase windows are openable and could be used to ventilate the communal area in an emergency.




5) The door of the electrical service cupboard on the ground floor appears to be in good condition. However, it was noted that it does not have intumescent seals and strips. When any refurbishments of the building are scheduled, these doors should be upgraded to certified FD30s.



6) It was noted that sections of metal electrical conduit was missing covers, this was outside the electrical cupboard on the ground floor. (outside flat 2 & flat 4).





7) Surface coatings to the walls in the communal areas appear to be Class 0 rated.

8) The building has sufficient passive controls that provide effective compartmentation in order to support a Stay Put Policy Therefore residents are advised to remain in their flat unless the fire directly affects them.

9) The means of escape are protected to prevent the spread of fire and smoke with a combination of nominal composite type entrance doors.






10) It was noted that a number of combustible items had been left outside flat 6. These items should be removed, and the communal area left as sterile. (Email sent to housing).



11) At the time of the fire risk assessment, the assessor spoke with residents from flat 4 and flat number 7. They provided information on the front door; this was to establish whether or not the doors have not been tampered with by residents etc.

    There were no issues identified with the front doors assessed, the residents confirmed that the self-closer was present and the door closed as required.

12) The premises do not have emergency lighting installed; however standardised lighting is present. This is deemed acceptable due to the height of the building.

13) Any communal fire doors are subject to an annual check by the Fire Safety Rapid Response Team.

Section 8

Fire Detection and Alarm Systems

1) Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats. The equipment is subjected to a cyclical test.

2) During the assessment, the assessor spoke with the resident of flat number 4 and flat number 7 who confirmed that smoke detection was located in the Hallway, Living room & Kitchen.

3) Therefore, based on the above point, it should be assumed that smoke detection in resident's flats is installed to a LD2 Standard.

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

4) There is no other 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) This premise does not have emergency lighting installed; however standardised lighting is present. This is deemed acceptable due to the height of the building.

2) Any future upgrade works should consider the installation of emergency lighting.

Section 10

Compartmentation

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

1. The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. All flat entrance doors are 30-minute notional/nominal doors, including those in 1-hour rated walls.

2) Generally, the means of escape is protected from flats with the use of nominal rated timber & composite doors. These doors should be upgraded to certified FD30's when the door replacement programme commences.

3) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.

4) 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.

5) Access was not gained to the roof void at the time of the assessment. A future date will be scheduled with the trade team to access the roof void with appropriate equipment. This is to establish whether or not compartmentation is sufficient.

6) All front entrance doors appear to be nominal timber fire rated FD 30's. Refer to the sheet below.

Brunswick Court 1-6 (O&E)	**BL53180BR32**	Brunswick Court 1-6 (o&e);William Green Road;Wedne	Intentionally Blank	
Brunswick Court 1-6 (O&E)	BL53180BR32	1 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 1-6 (O&E)	BL53180BR32	2 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 1-6 (O&E)	BL53180BR32	3 Brunswick Court;William Green Road;Wednesbury;W	Composite Door	Not Glazed
Brunswick Court 1-6 (O&E)	BL53180BR32	4 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 1-6 (O&E)	BL53180BR32	5 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 1-6 (O&E)	BL53180BR32	6 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	**BL53180BR33**	Brunswick Court 7-12 (o&e);William Green Road;Wedn	Intentionally Blank	
Brunswick Court 7-12 (O&E	BL53180BR33	7 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	BL53180BR33	8 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	BL53180BR33	9 Brunswick Court;William Green Road;Wednesbury;W	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	BL53180BR33	10 Brunswick Court;William Green Road;Wednesbury;\	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	BL53180BR33	11 Brunswick Court;William Green Road;Wednesbury;\	Timber Door FD30:	Not Glazed
Brunswick Court 7-12 (O&E	BL53180BR33	12 Brunswick Court;William Green Road;Wednesbury;\	Timber Door FD30:	Not Glazed

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30S doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

7) A variety of methods / materials have been used to achieve fire-stopping, refer to table(s) below.

	Electrical								
	Fire Stopping Materials								
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
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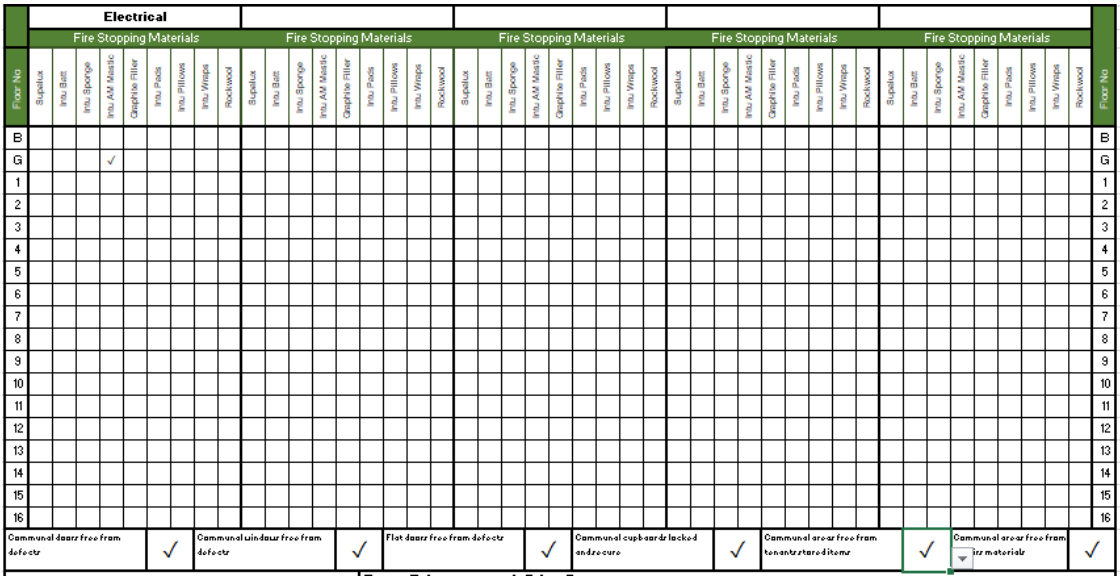
	Fire Stopping Materials								
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
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	Fire Stopping Materials								
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
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	Fire Stopping Materials								
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
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	Fire Stopping Materials									
Floor No	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	Floor No
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16										16

Communal doors free from defects	✓
Communal windows free from defects	✓
Flat doors free from defects	✓
Communal cupboards locked and secure	✓
Communal areas free from loosely stored items	✗
Communal areas free from repairs materials	✓



Floor No	Electrical								Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials								Fire Stopping Materials								Floor No
	Supalux	Intu. Batt	Intu. Sponge	Intu. AM Mastic	Graphite Filler	Intu. Pads	Intu. Pillows	Intu. Wraps	Rockwood	Supalux	Intu. Batt	Intu. Sponge	Intu. AM Mastic	Graphite Filler	Intu. Pads	Intu. Pillows	Intu. Wraps	Rockwood	Supalux	Intu. Batt	Intu. Sponge	Intu. AM Mastic	Graphite Filler	Intu. Pads	Intu. Pillows	Intu. Wraps	Rockwood	Supalux	Intu. Batt	Intu. Sponge	Intu. AM Mastic	Graphite Filler	Intu. Pads	Intu. Pillows	Intu. Wraps	Rockwood	Supalux	Intu. Batt	Intu. Sponge	Intu. AM Mastic	Graphite Filler	Intu. Pads	Intu. Pillows	Intu. Wraps	Rockwood	
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Communal doors free from defects						✓				Communal window free from defects					✓				Flat doors free from defects					✓				Communal cupboards locked and secure					✓				Communal areas free from tenants stored items					✓				Communal areas free from inflammable materials					✓			

8) The door of the electrical service cupboard on the ground floor appears to be in good condition. However, it was noted that it does not have intumescent seals and strips. When any refurbishments of the building are scheduled, these doors should be upgraded to certified FD30s.

Section 11

Fire Fighting Equipment

1) No firefighting provisions are provided within the premise.

2) The closest firefighting hydrant is located at the junction of William Green Road and Crankhall Lane.



Section 12

Fire Signage

1) Communal fire doors display “Fire Door Keep Shut” where appropriate.

2) The fire escape routes are self-evident and therefore additional fire action notices are not required.

3) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



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. Caretaking Teams are not expected to tackle fires in this area.

4) Employees within the Neighbourhoods Directorate assigned to undertake Fire Safety Inspections have received IFE approved training via West Midlands Fire Service.

5) Staff undertaking fire risk assessments are qualified to or working towards Level 4 Diploma in Fire Risk Assessment.

6) Fire safety information has been provided as part of tenancy pack. Information regarding the Stay Put Unless fire evacuation strategy is provided to tenants.





Section 14 Sources of Ignition

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

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

3) The fixed electrical installation should be tested every 5 years. At the time of the assessment, it was confirmed that the last electrical installation conditioning report (EICR) was carried out on 7th June 2024. The date of the next scheduled EICR inspection is June 2029.



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

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.

7) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section 15

Waste Control

1) Refuse containers are emptied at regular intervals.

2) There is an ‘Out of Hours’ service in place to remove bulk items.

Section 16 Control and Supervision of Contractors and Visitors

1) Responsive Repairs service delivered by Sandwell MBC necessitates the production of an order via the computerised repairs system. Details of any known risks are documented on the repair order.

2) Owing to the nature of low-rise flatted accommodation it is difficult to manage/control individual contractors/utility companies.

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

4) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the Investments office @ Roway Lane. This allows scrutiny of what is the scope of any works such as installation of tenant's broadband / phone line etc.

5) Where contractors are appointed to undertake major refurbishment works, Sandwell MBC Urban Design team will put control measures in place. Such Measures include: -

    a) Pre-Contract Meetings – where contractor is made aware of all working arrangements and safe systems of work to be adopted. Issues covered in this meeting will include:

        - Health and Safety.
        - Site security.
        - Safety of working and impact on children/school business.
        - Fire risk, if any.
        - Site Emergency plan.

    b) Monthly Site Meetings – to monitor, review and share any new information including any new risks.

    c) Site monitored daily whilst work is in progress by Clerk of Works / Health and Safety Officers.

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

1) Regular checks are undertaken by Caretakers / Cleaning Team(s) 365 days per year which helps reduce the risk of arson.

2) There is restricted access to the premises by means of an electronic door entry system.

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

Section 18

Storage Arrangements

1) Residents are instructed not to bring L.P.G cylinders into block. This information is contained within the tenants' handbook.

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates "If you live in a flat or maisonette, you, people living with you and any visitors to your property must not keep or use paraffin oil, petrol, bottled gas appliances or any other explosive, FLAMMABLE, or dangerous material in the property. This restriction also applies to any storage facility situated in or attached to the block, which has been provided for your use."

3) No Flammable liquids stored on site by Caretakers / Cleaners.

4) Most store/service cupboards are kept locked, these doors were in good condition at the time of the assessment.

5) As per tenancy agreements, flammable liquids or gas cylinders should not be stored on site.

Section 19 Additional Control Measures. Fire Risk Assessment - Level 2 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
Level 2 Action Plan

Name of Premises or Location: Flats 1 – 6 & 7 - 12, Brunswick Court, Wednesbury.

Date of Action Plan: 12/08/2024

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
07/06	Replace missing metal conduit covers outside flats 2 & 4.		P2	Electrical 1 – 3 months.	06/09/2024

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

Observations	
As part of any future upgrades the electrical cupboard door on the ground floor of both buildings should be upgraded to include intumescent strips & cold smoke seals.	
As part of any future upgrades or door replacement programme, consideration should be given to upgrading all flat entrance doors to certified FD30's.	 

Access to the roof space could not be gained at the time of the assesmsent. A future date will be agreed where the Assessor will meet the trades team at the premise to carry out a survey of the Roof void.	 
As part of any future upgrade work consider should be given to the installation emergency lighting.	N/A.

Signed

Adrian Jones	Fire Risk Assessor	Date: 09/08/2024
	Quality Assurance Check	Date: 12/08/2024

Appendix 1

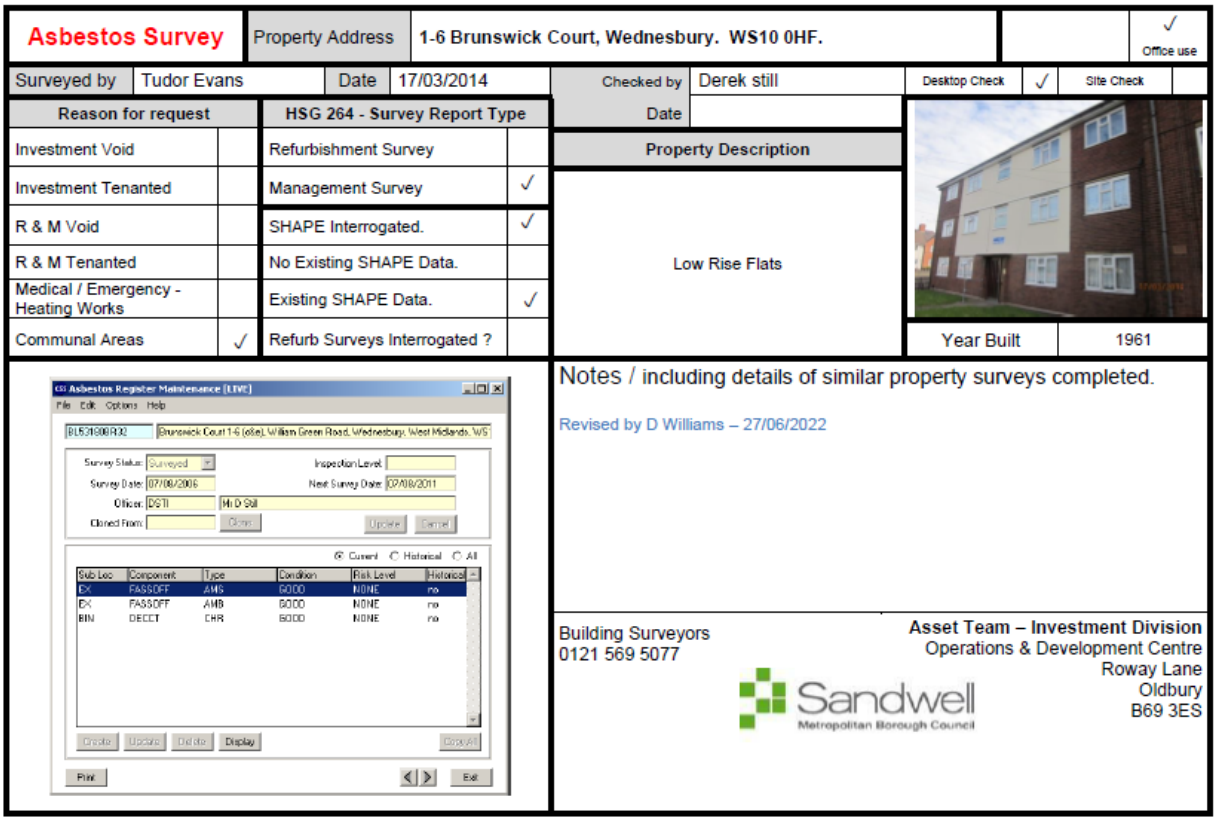
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Flats 1 – 6 & 7 - 12, Brunswick Court, Wednesbury.

Updated:

Premise Manager: Tony Thompson. **Tel. No.: 0121 569 2975**

Hazard	Information/Comments
Asbestos	An asbestos survey has been undertaken of the communal areas. Survey held by Sandwell Housing (Derek Still Tel:- 0121 569 5077).



Asbestos Survey	Property Address	1-6 Brunswick Court, Wednesbury. WS10 0HF.		✓ Office use
Surveyed by	Tudor Evans	Date	17/03/2014	
Checked by	Derek still	Desktop Check	✓	Site Check
Date				

Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	
Investment Tenanted		Management Survey	✓
R & M Void		SHAPE Interrogated.	✓
R & M Tenanted		No Existing SHAPE Data.	
Medical / Emergency - Heating Works		Existing SHAPE Data.	✓
Communal Areas	✓	Refurb Surveys Interrogated ?	

Property Description

Low Rise Flats

Year Built 1961

Notes / including details of similar property surveys completed.

Revised by D Williams – 27/06/2022

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	1-6 Brunswick Court, Wednesbury. WS10 0HF.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
COMMUNAL STAIRWELL WALLS AND CEILINGS	TEXTURED COATING	-	SEALED-PAINT	TE 458	NO ASBESTOS 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
REAR ACCESS/BINSTORE CEILING	SUPALUX				
REAR ACCESS/BINSTORE ROOF	MINERAL FELT				
MAIN ROOF SOFFIT	PVC				
FRONT ENTRANCE CANOPY	CONCRETE				

Asbestos Survey	Property Address	7-12 Brunswick Court, Wednesbury, WS10 0HF.		✓ Office use
Surveyed by	S. Harrison	Date	16/06/2022	
Checked by	Derek still	Desktop Check	✓	Site Check
Date	28/06/2022			

Reason for request		HSG 264 - Survey Report Type	
Investment Void		Refurbishment Survey	✓
Investment Tenanted		Management Survey	✓
R & M Void		JM Asbestos Register Interrogated.	
R & M Tenanted		No Existing JM Asbestos Register Data.	
Medical / Emergency - Heating Works		Existing JM Asbestos Register Data.	
External / roofing works	✓	Refurb Surveys Interrogated?	

Property Description

Low Rise Flats



Year Built	1961

BLANK

Notes / including details of similar property surveys completed.

Requested by Mark Millar - Lovells - for Roofing Works.

Building Surveyors
0121 569 5077

Asset Team – Investment Division
Operations & Development Centre
Roway Lane
Oldbury
B69 3ES

Sandwell
Metropolitan Borough Council

Sample Locations	Property Address	7-12 Brunswick Court, Wednesbury, WS10 0HF.						
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 SPACE- FLUE PIPES AND TERMINALS	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSOTILE	NO	NO	-
MAIN ROOF SARKING	BITUMEN	-	SEALED	SH1068 / 001	NO ASBESTOS DETECTED	-	-	-
REAR ACCESS / BIN STORE – FELT ROOF COVERING	BITUMEN	-	SEALED	SH1073 / 001	NO ASBESTOS DETECTED	-	-	-
REAR ACCESS / BIN STORE – BITUMEN/RUBBER ROOF SEALANT	BITUMEN	-	SEALED	SH1073 / 002	NO ASBESTOS DETECTED	-	-	-
STORE SHEDS 1-9 – FELT ROOF COVERING	BITUMEN	-	SEALED	SH1070 / 001	NO ASBESTOS DETECTED	-	-	-
STORE SHEDS 10-12 – FELT ROOF COVERING	BITUMEN	-	SEALED	SH1071 / 001	NO ASBESTOS DETECTED	-	-	-
GARAGE BLOCK FELT ROOF COVERING	BITUMEN	-	SEALED	SH1069 / 001	NO ASBESTOS DETECTED	-	-	-
STORE SHEDS 10-12 – RAINWATER DOWNPIPE	CEMENT	-	PAINT SEALED	PRESUMED	CHRYSOTILE	NO	NO	-
MAIN ROOF SARKING	BITUMEN	-	SEALED	SH1074 / 001	NO ASBESTOS DETECTED	-	-	-

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
REAR ACCESS/BINSTORE CEILING	PLASTERBOARD	GARAGE ROOF DECKING	STRAMIT BOARD		
MAIN ROOF SOFFIT	PVC				
MAIN ROOF UNDERCLOAKING	CONCRETE TILE				
MAIN ROOF – RIDGE VENTS	CONCRETE				
STORE SHED ROOF DECKING	STRAMIT BOARD				