Fire Risk Assessment

Newbury House



Arley Close,

Oldbury,

B69 1EB

Date Completed: 4th Aug 2025

Officer: M Zafeer **Fire Risk Assessor**

Checked By: Louis Conway **Building Safety Manager**

Current Risk Rating = Tolerable

Sandwell
Metropolitan Borough Council

Subsequent reviews

Review date	Officer	Comments
09/10/2025	Mohammed Zafeer	Action has been identified that tenant in flat 1 has Perspex screening attached to the balcony, this was not identified at the time of conducting the FRA, Housing team have been notified that the removal of screening needs to be carried out asap.

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Appendix 1	**Significant Hazards on Site and Information to be provided for the Fire Service**	

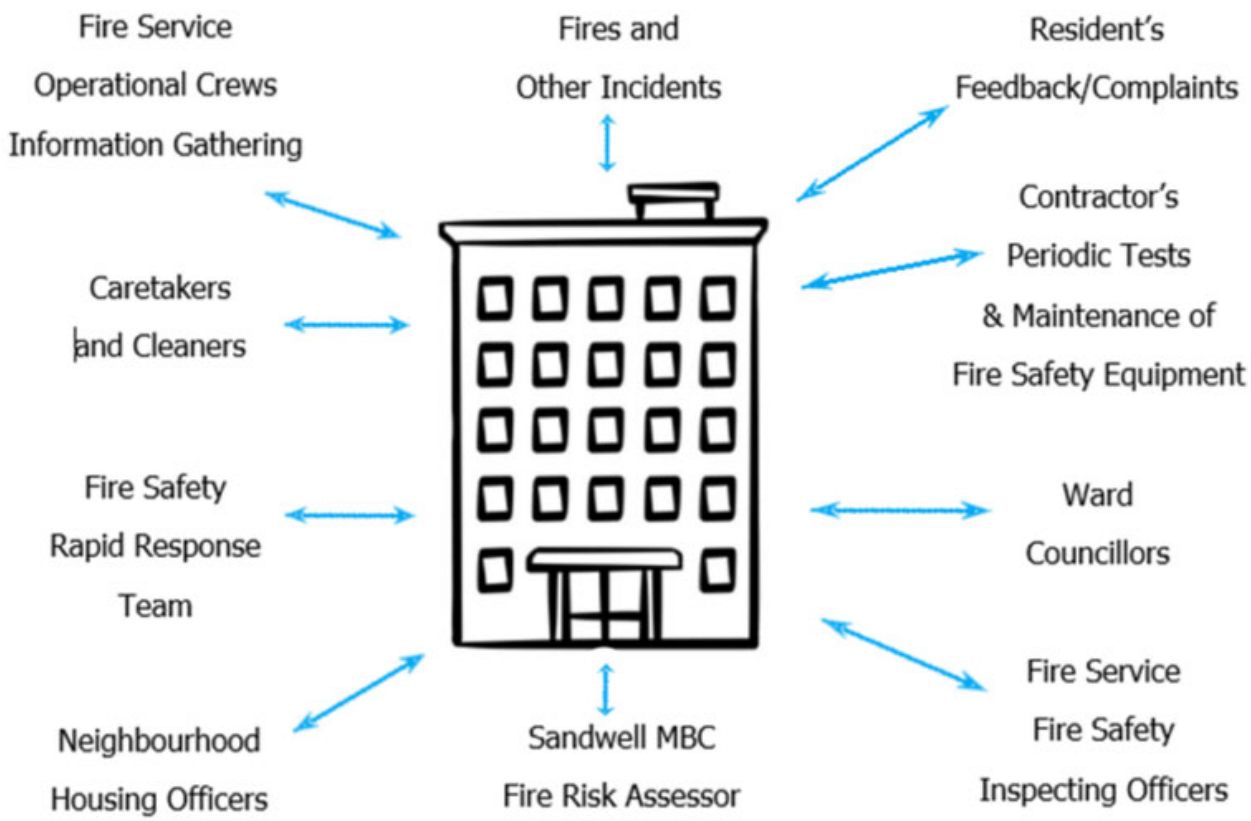
Section 0 Introduction

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.

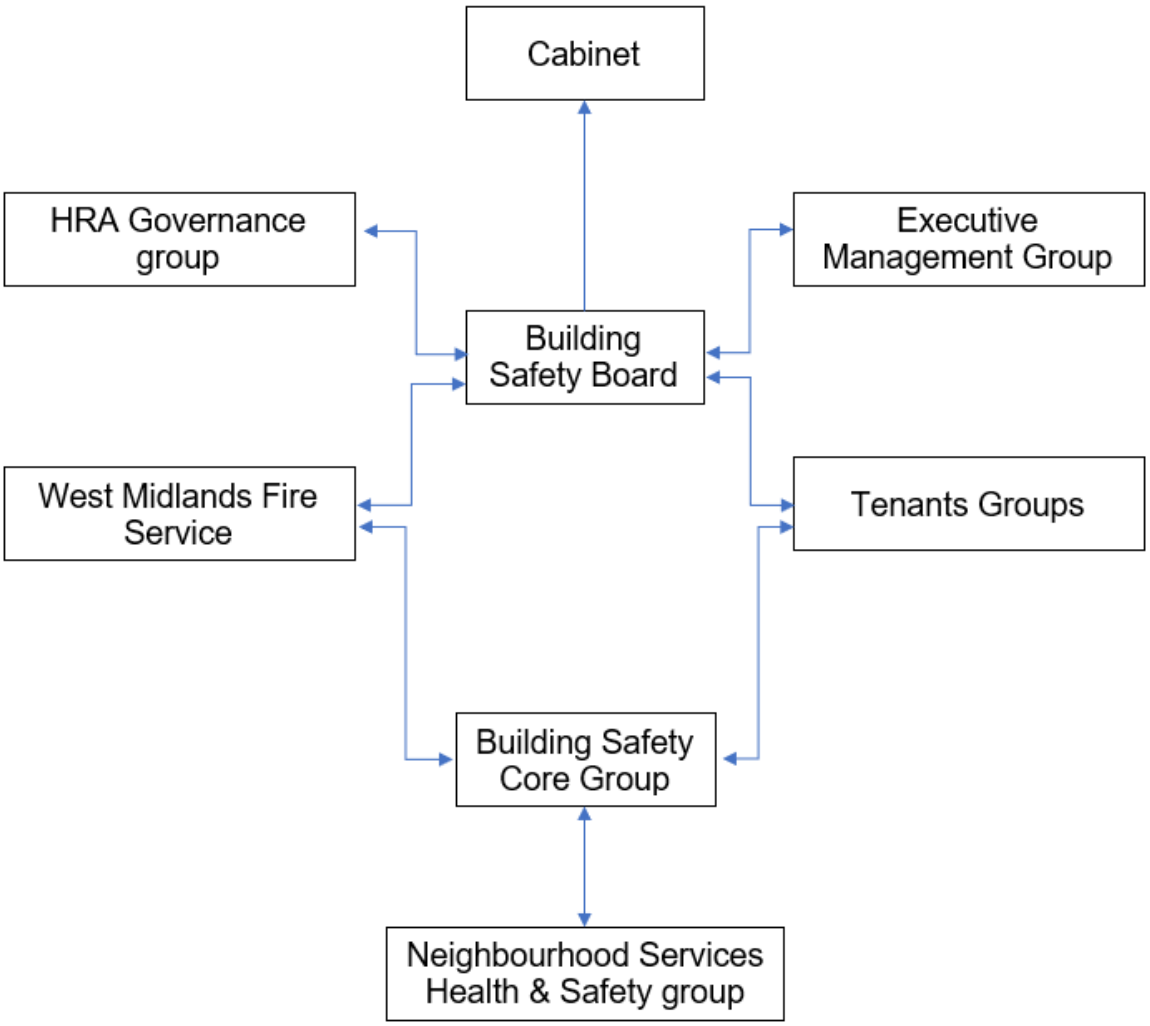
The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation. The council has procedures and policies in place that will trigger a review of the fire risk assessment. This then is recorded on the fire risk assessment. 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 to comply with the RR(FS)O 2005.

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

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

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The building is constructed of traditional brick with UPVC windows units to the flats and aluminium window frames to the communal stairways. • Flat 4 has plastic flower netting installed to the balcony rails. • Flat 3 has wicker type screening attached to the balcony • Flat 6 has wicker type screening attached to the balcony.	Tolerable

	Pathways lead up to the front entrance from the road. The rear entrance is through a courtyard. Timber door entrances to the front and rear. There is a private balcony attached to each flat.	
Section 7	**Means of Escape from Fire** Emergency lights installed near front and rear final exits Metal Trunking installed across ceiling routing from residents' meter cupboard and supplying flats within the block.	Trivial
Section 8	**Fire Detection and Alarm Systems** No detection in communal areas. Individual flats are fitted with hardwired smoke detection to an LD3 standard minimum. Flat 7 Hallway LD3 Flat 9 Hallway and lounge LD2	Trivial
Section 9	**Emergency Lighting** Emergency lighting is on all floors 2 sets of lighting to each floor.	Trivial

Section 10	**Compartmentation** • Flat 9 front door does not close on test. Individual flat doors are FD30s rated fire doors.	Tolerable
Section 11	**Fire Fighting Equipment** The premises have no provision for firefighting equipment.	Trivial
Section 12	**Fire Signage** There is sufficient Fire door keep shut signs & No Smoking signs in place.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial
Section 14	**Sources of Ignition** EICR has been carried out on the 11/08/2025. Ground floor electrical cupboard has exposed electrical cabling. Email has been sent to electrical team regarding the issue.	Trivial
Section 15	**Waste Control** Caretakers undertake regular checks and bins are stored away from the building. Refuse bins are to the rear against brick wall, away from residential 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** There is external lighting, and a door entry system prevents unauthorised access.	Trivial
Section 18	**Storage Arrangements** Residents have their own internal store cupboards next to their flat entrances which are kept secure with their own locks. Theres are also external storage set within a compound away from the main block, these are secured by residents with their own locks.	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

After carrying out a Type 1 fire risk assessment on Newbury House, in my conclusion, the likelihood of a fire is of a medium level of risk prior to the implementation of the action plan because of the normal fire hazards that have been highlighted within the risk assessment.

These hazards include:

Flat 3,4,6 have combustible screening attached to the balcony railings and Flat 9 door closure does not self-close into the door frame from the recommended 15 degree opening of door test.

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. This is because, all flats have FD30s entrance doors, smoke detection to a minimum standard of LD3 installed in all flats, two final exit doors and a stay put unless fire strategy is in place.

On completion of the recorded actions the overall risk rating for the building will be reduced to trivial, subject to the recommended actions in this fire risk assessment.

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

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 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. 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:

<table>
<tr><td colspan="3">Chief Executive
Shokat Lal</td></tr>
<tr><td colspan="3">Executive Director Asset Manager & Improvement
Alan Lunt</td></tr>
<tr><td colspan="3">Assistant Director Asset Manager & Improvement
Sarah Agar</td></tr>
<tr><td colspan="3">Fire Safety Manager
Tony Thompson</td></tr>
<tr><td colspan="3">Team Lead Fire Safety
Jason Blewitt</td></tr>
<tr><td colspan="3">Team Lead Building Safety
Anthony Smith</td></tr>
<tr><td colspan="3">Housing Office Manager
Rachel Price</td></tr>
<tr><td>Building Safety Managers
Adrian Jones
Carl Hill
Louis Conway
Andrew Froggatt</td><td>Fire Risk Assessors
Mohammed Zafeer
Stuart Henely
Craig Hudson</td><td>Resident Engagement Officers – Fire Safety
Abdulmonim Khan
Ethan Somaiya
Hannah Russon</td></tr>
</table>

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

Newbury House (1 -9)
Arley Close
Oldbury
B69 1EB

Description of the Property

The low-rise block was constructed in 1961 using a traditional brick cavity build and concrete





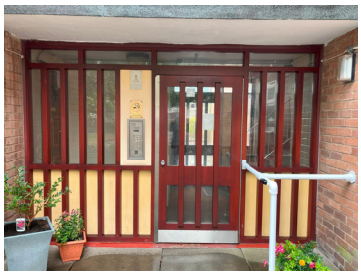
The building consists of 3 floors with each floor containing 3 flats

Flats 1,2,3 are on the ground floor
Flats 4,5,6 are on the 1st floor
Flats 7,8,9 are on the 2nd floor

Each flats have their own private balcony which are vertically aligned. Internally there is one central concrete staircase that allows access to the 1st and 2nd floor.

Entrance to the building is accessed through the main entrance, which is slightly set back from the rest of the building, the front entrance is of timber frame with Spandrel panelling within the inserts to the frame either side of the front door. The rear is of Aluminium construction with Spandrel panelling in the inserts on either side of the entrance.

Both front and rear door entrances are accessed through a fob reader, the front entrance is equipped with a firefighters override switch.




Front entrance and fob



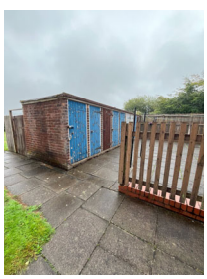

Rear entrance and fob



Firefighters Override Switch

Externally the building has a timber fenced perimeter with a courtyard to the rear that accommodates the refuse bins and residents' storage.





Residents' storage and refuse bins storage

Nearest Fire station is Oldbury fire station, which is 1.1miles

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.

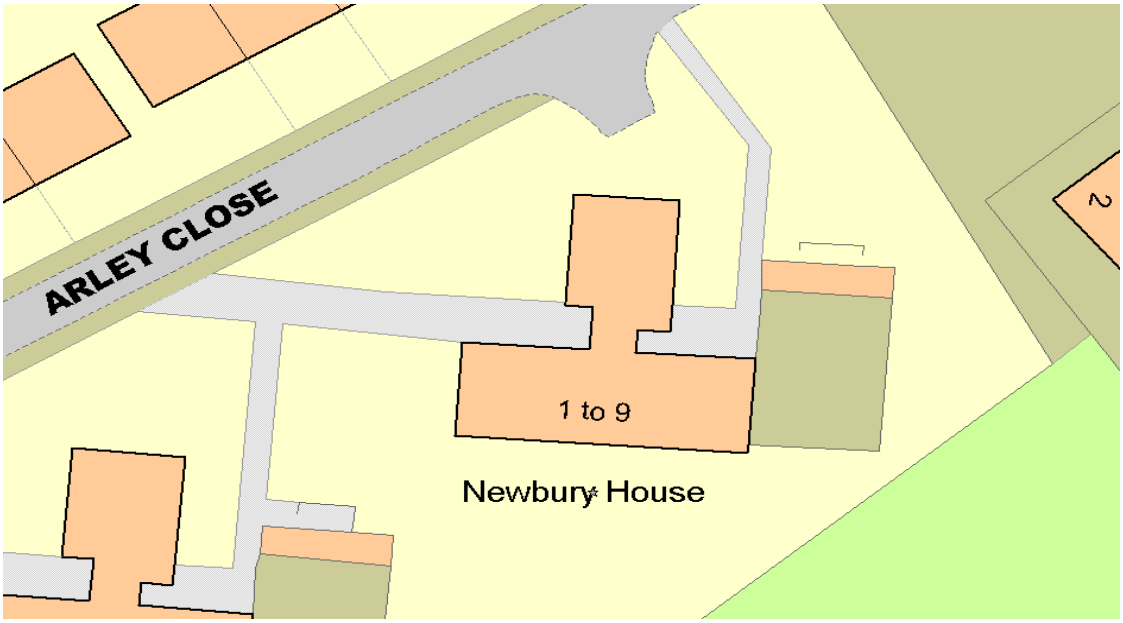
The enforcing authority is West Midlands Fire Service.

High/Low Rise	Low-Rise
Number of Floors	3
Date of Construction	1961
Construction Type	Traditional brick
Last Refurbished	Unknown
External Cladding	None
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	No
Refuse Chute	No
Access to Roof	No, No Internal Access
Equipment on roof (e.g. mobile phone station etc)	No

Persons at Risk
Residents / Occupants of 9 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.

The materials used within the external construction at Newbury House present an acceptable level of risk to fire.

1) The external construction of the building is predominantly brick with UPVC and felt fascia to the roof line.



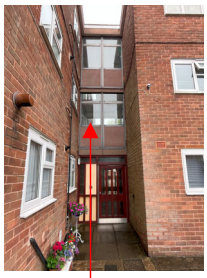




UPVC and felt roofing

2) UPVC double glazed units have been installed to each flat. Aluminium framed units to the communal stairwell.





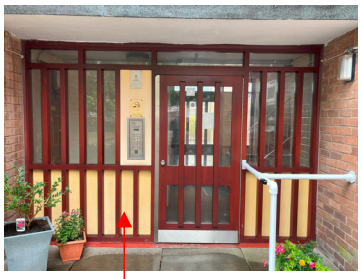
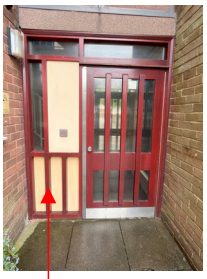
UPVC Units Front and rear Aluminium Framing

3) On the front and rear elevation of the building, there are Spandrel panels installed under the aluminium window units.




Front and Rear Spandrel panelling under the window units

4) There are also Spandrel panelling on the inserts to the front and rear entrance doorways.

Front and rear Spandrel panelling within the inserts.

4) There are individual balconies to each flat on the block, there are 3 on frontal elevation to the building and a further 6 to the side elevation of the building, all balconies have metal railings as a means of a safety barrier.


Front Elevation


Side Elevation


Rear Elevation

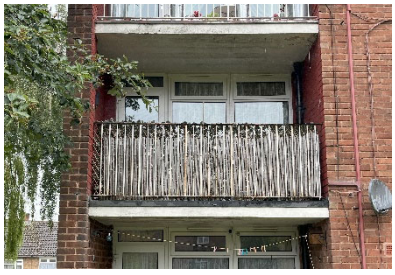
5) Flat 3 has wicker type screening attached to the balcony railings.



6) Flat 4 has plastic type screening attached to the balcony railings.



7) Flat 6 has wicker type screening attached to the balcony railings.



8) Flat 1 has been identified as having Perspex screen attached to the balcony, this was not identified when conducting the initial FRA, an action has now been raised, and an email has been sent to the Leaseholder management team to have it removed asap.



9) There is no access internally to the roof of the building.

Section 7

Means of Escape from Fire

1) Each flat is equipped with, as a minimum LD3 fire detection to facilitate means of escape and provide sufficient response time.

2) All communal hallway floors are carpeted, the flat entrances have raised step to the door, some have door mats placed over the step, the fire rating is not known for the door mats.



All floors have S.M.B.C. fitted carpet. Due to the fact SMBC specified and managed the installation of the carpets, they are in accordance with BS EN 13501-1.

BS 4790 Fire Test Method to textile Floor Coverings.

Carpets BS 5287,1988 specification for assessment and labelling of textile floor covering.

3) All corridors are of adequate width and are kept clear to promote maintain safe exit in an event of fire.

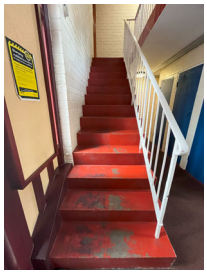


2nd floor 1st floor Ground floor

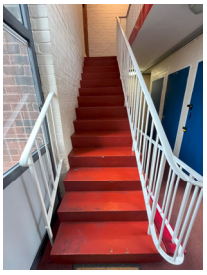
4) Communal areas are kept free of flammable items. The communal areas are checked on a regular basis by Caretaking / Cleaning teams 365 days per year and all items of rubbish are immediately removed. There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.



5)The premises consists of a single staircase that provides means of escape, this is located as you enter the building, this has been measured and 871mm in width. The are kept clear to maintain safe means of escape.



Ground to 1st



1st to 2nd

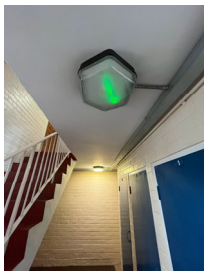
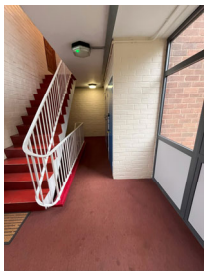
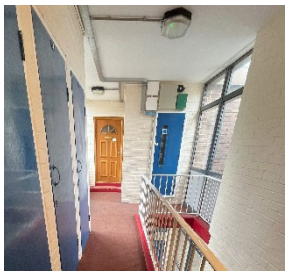


6) On the 1st and 2nd floor communal landings, there are a set of aluminium windows with Georgian wired glass, these windows can be opened without the use of a key in the case of escape from the 1st floor, which is to a canopy over the front entrance, these also allow sufficient airflow. There is no automatic smoke ventilation system installed in this premises.




1st floor 2nd floor

11) Emergency lighting is installed throughout the building, there is a set of lights to each floor, at either end which provide suitable emergency lighting in the event of an emergency.

Ground First Second

12) The final exit doors have door entry systems installed. These systems are designed to fail safe i.e. door unlocked in the event of a power failure. This prevents residents being locked in or out of the building. These doors are check on regular bases by the 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).





Front door entry/exit Rear door entry/exit

13) There is a clear and safe exit out of the building via the two-ground floor exits.



Front final & Rear final exit

Section 8

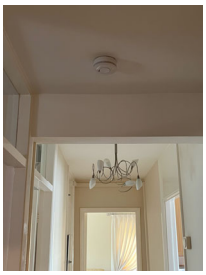
Fire Detection and Alarm Systems

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

2) Based on the sample of properties accessed during the fire risk assessment the smoke alarms within resident's flats are installed to an LD3 standard.

3) Flat 7 was checked for detection, smoke detection is installed in the hallway – LD3.

Flat 9 - was checked for detection, smoke detection is installed in the hallway & lounge – LD2.



3) There is no effective means for detecting an outbreak of fire to communal areas. The reason for this is:

I. Such systems may get vandalised.
II. False alarms would occur.
III. A Stay Put - Unless policy is in place.

Section 9

Emergency Lighting

1) The premises have a sufficient emergency / escape lighting system in accordance with BS 5266.

2) Emergency lighting has been serviced by City Fire Electrical Services on 05/06/25.

cityfire & Electrical Services Ltd

CF009 - SMBC - Emergency Lighting Test Certificate - Self-Contained Fittings

Job Details

Job ID
175771
Job Order Number
SMBC_16703122
Client ID
25
Site ID
8,663

Client Name
Dodd Group (Midlands) Limited
Details Of Client
Dodd Group Ltd Stafford Park 13
Client Postcode
TF3 3AZ

Site Name
NEWBURY HOUSE 1-9 (O&E)
Site Address
Site Post Code

System Details

Manufacturer
Kosnic

Number of Fittings Onsite
6

Inspections and Tests

Type of inspection
MONTHLY
All luminaires and/or signs are functioning correctly
PASS
Each luminaire has been checked to ensure that the normal supply has been restored
YES
All luminaries have been externally visually examined
YES

Any luminaries having a repair has been internally cleaned
NO
A visual check of the fixed wiring installation has been carried out
YES
Has any alteration to the building structure or layout affected the effectiveness of the emergency lighting system
NO

Are all luminaries labelled
YES
Log book completed
YES
Comments
All passed

Sign Off Area

NAME OF ENGINEER
James anderton

New Signature


New Date
08/07/2025

Photos

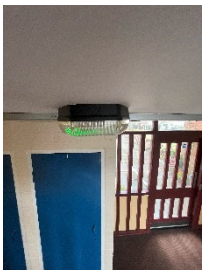
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3) Emergency lights are also checked and tested monthly by Sandwell MBC in house electrical team.



4) There are self-contained units installed on each floor consisting of 2 units per floor.



Ground floor



1ST floor



2nd floor

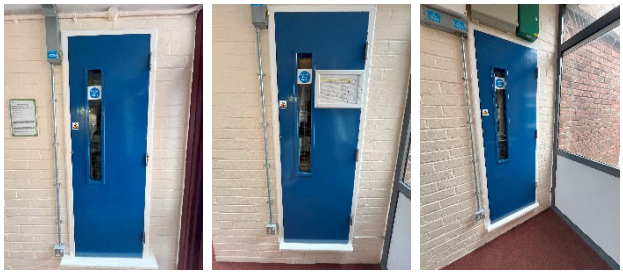
Section 10

Compartmentation

1) The building is designed to provide as a minimum 1 - hour vertical fire resistance and 1 - hour horizontal fire resistance.

2) Due to the premises having an open plan stairwell, provisions are in place to limit any potential risks in the communal area. The limit of combustibles and ignition sources are of a low level, alongside the use of FD30s fire rated fire doors to individual flat entrances, any service cupboards and with sufficient fire stopping, provides acceptable compartmentation between the communal area, flats and service cupboards. There is a cyclical programme to ensure fire stopping has not been compromised by third parties e.g. contractors and where applicable enhance the fire stopping.

3) All service cupboards on each floor containing residents' meters are lockable with a budget key.



Ground, 1st and 2nd floor electrical cupboards.



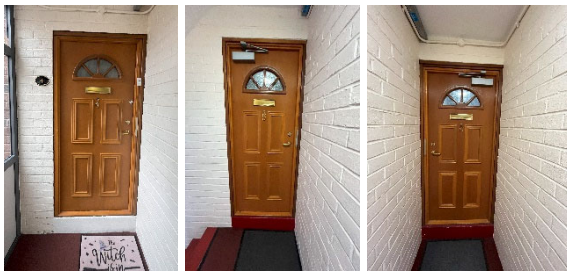
FD30s fire rated doors are used for the electrical cupboards.

4) A variety of methods and materials have been used to achieve fire-stopping including Rockwool and intumescent pillows where needed.

6) All individual flats are installed with FD30s rated composite doors.



Ground floor flats 1,2,3



1st floor flats 4,5,6



2nd floor flats 7,8,9

Block Name	Address	Front Door Type	Front Door	Glazed / Not Glazed
Newbury House 1-9 (O&E)	Newbury House 1-9 (o&e);Arley Close;Oldbury;West Mi	Intentionally Blank		
Newbury House 1-9 (O&E)	1 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	2 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	3 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	4 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	5 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	6 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	7 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	8 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed
Newbury House 1-9 (O&E)	9 Newbury House;Arley Close;Oldbury;West Midlands;	Composite Carolina	Langley	Glazed

7) All residents' storage cupboards on each floor are secured notional fire doors and with residents own key.



Residents storage cupboards.

8) Flat 8 front door did not self-close into the frame from the required 15-degree door opening test, falls short of about 10mm from closing.



9) **Ground floor electrical cupboard requires enhanced fire stopping around pipework and electrical cables that are fed through the blockwork cavities to the left handside of the cupboard.**



Fire stopping required Area of where cables run through.

Section 11

Fire Fighting Equipment

1) There is no firefighting equipment on this premises.

Section 12

Fire Signage

1) Fire door keep shut signs are displayed where appropriate. All resident meter cupboards display" Fire Door Keep Shut/" sign.






Electrical cupboards and final exit doors.

2) Fire Action Notices are not displayed throughout the building. The signs are not necessarily due to the building not having a complex layout.

3) Yellow LPG warning signs are not displayed within the block. refer to section 18.

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





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) 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

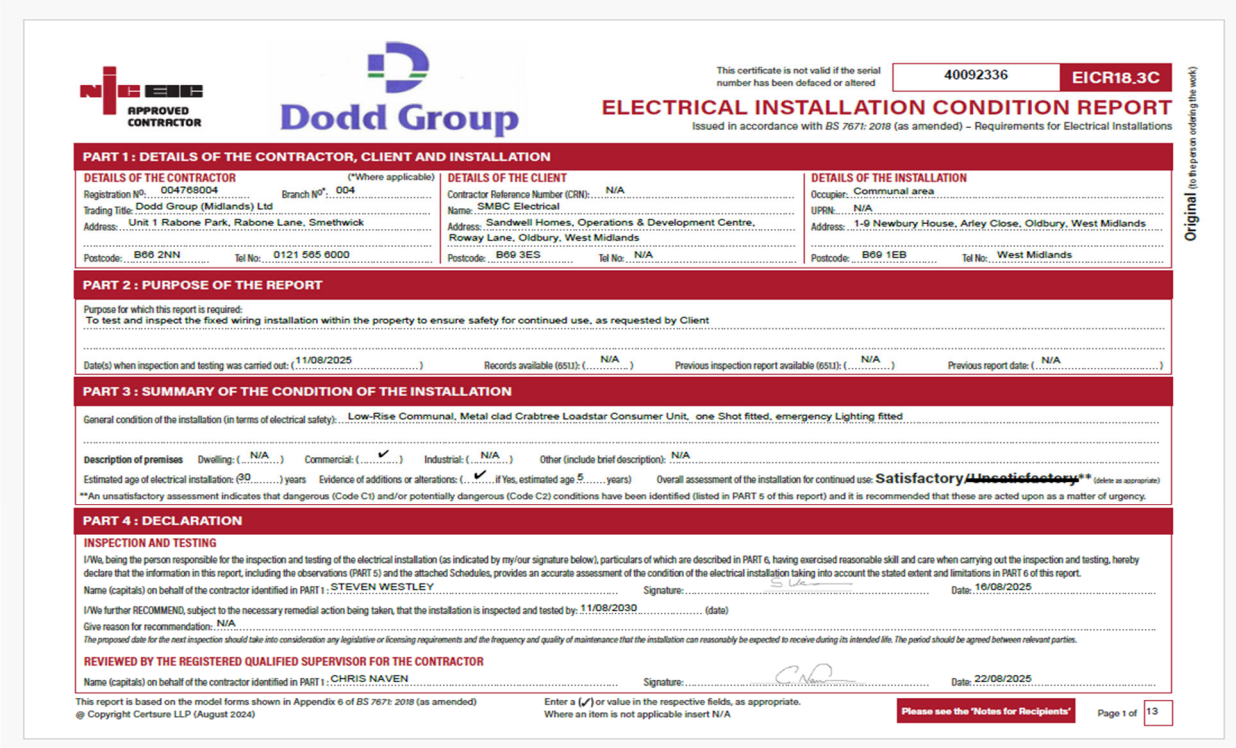
1) Smoking is prohibited on entrance and within any communal parts of the building in line with Smoke Free England legislation.

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) Other portable electrical equipment as used by residents in communal areas is also subject to periodic PAT testing.

5) The fixed electrical installation shall be tested every 5 years. EICR has been carried out on the 11/08/2025.



NICEIC APPROVED CONTRACTOR

Dodd Group

This certificate is not valid if the serial number has been defaced or altered 40092336 EICR18.3C

ELECTRICAL INSTALLATION CONDITION REPORT

Issued in accordance with *BS 7671: 2018* (as amended) – Requirements for Electrical Installations

Original (to the person ordering the work)

PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR (*Where applicable)
Registration No*: 004768004 Branch No*: 004
Trading Title: Dodd Group (Midlands) Ltd
Address: Unit 1 Rabone Park, Rabone Lane, Smethwick
Postcode: B66 2NN Tel No: 0121 565 6000

DETAILS OF THE CLIENT
Contractor Reference Number (CRN): N/A
Name: SMBC Electrical
Address: Sandwell Homes, Operations & Development Centre, Roway Lane, Oldbury, West Midlands
Postcode: B69 3ES Tel No: N/A

DETAILS OF THE INSTALLATION
Occupier: Communal area
UPRN: N/A
Address: 1-9 Newbury House, Arley Close, Oldbury, West Midlands
Postcode: B69 1EB Tel No: West Midlands

PART 2 : PURPOSE OF THE REPORT

Purpose for which this report is required:
To test and inspect the fixed wiring installation within the property to ensure safety for continued use, as requested by Client

Date(s) when inspection and testing was carried out: (11/08/2025) Records available (651J): (N/A) Previous inspection report available (651J): (N/A) Previous report date: (N/A)

PART 3 : SUMMARY OF THE CONDITION OF THE INSTALLATION

General condition of the installation (in terms of electrical safety): Low-Rise Communal, Metal clad Crabtree Loadstar Consumer Unit, one Shot fitted, emergency Lighting fitted

Description of premises Dwelling: (N/A) Commercial: (✓) Industrial: (N/A) Other (include brief description): N/A

Estimated age of electrical installation: (30 years) Evidence of additions or alterations: (✓ if Yes, estimated age 5 years) Overall assessment of the installation for continued use: Satisfactory/~~Unsatisfactory~~** (delete as appropriate)

**An unsatisfactory assessment indicates that dangerous (Code C1) and/or potentially dangerous (Code C2) conditions have been identified (listed in PART 5 of this report) and it is recommended that these are acted upon as a matter of urgency.

PART 4 : DECLARATION

INSPECTION AND TESTING

I/We, being the person responsible for the inspection and testing of the electrical installation (as indicated by my/our signature below), particulars of which are described in PART 6, having exercised reasonable skill and care when carrying out the inspection and testing, hereby declare that the information in this report, including the observations (PART 5) and the attached Schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent and limitations in PART 6 of this report.

Name (capitals) on behalf of the contractor identified in PART 1: STEVEN WESTLEY Signature: Date: 16/08/2025

I/We further RECOMMEND, subject to the necessary remedial action being taken, that the installation is inspected and tested by: 11/08/2030 (date)

Give reason for recommendation: N/A

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE CONTRACTOR

Name (capitals) on behalf of the contractor identified in PART 1: CHRIS NAVEN Signature: Date: 22/08/2025

This report is based on the model forms shown in Appendix 6 of *BS 7671: 2018* (as amended)
@ Copyright Certsure LLP (August 2024)

Enter a (✓) or value in the respective fields, as appropriate.
Where an item is not applicable insert N/A

Please see the 'Notes for Recipients'

Page 1 of 13

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) There is exposed 1.5mm electrical cable within the electrical cupboard wall, the ends off the cables have been snipped off exposing the copper, cannot be sure if these are made safe. Email has been sent to electrical team regarding the issue.



8) All Residents service cupboards on each floor are housed behind a FD30s fire rated doors. All cupboards are free from any combustibles.





9) Gas appliances and pipework (where installed) are subject to annual testing and certification. This contract is managed by the in-house Gas team. Gas supply to these premises is external.



11) All electrical cabling feeding supply from electrical risers to residents' flats and other units within the communal areas are channelled through

secure metal box trunking that is securely install across the upper walls and ceilings.

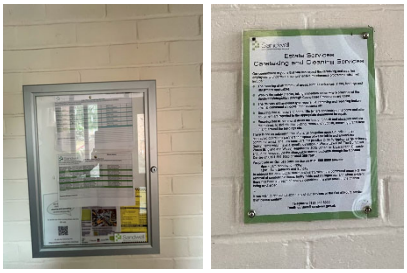


Metal Electrical Trunking

Section 15

Waste Control

1) There is a regular Cleaning Service to the premises.



2) Refuse bins are stored to the rear of the building. Bins Are regularly emptied by site services.



3) Regular checks by Caretakers minimise risk of waste accumulation.

4) ‘Out of Hours’ service is in place to remove bulk items.

Section 16

Control and Supervision of Contractors and Visitors

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

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

3) Utility companies are not allowed to access any service cupboard or secure area. They must request and collect maintenance keys from the 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.

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 – to monitor, review and share any new information including any new risks.

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

    d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

2) Restricted access to the premises by means of a door entry system to the front and the rear.



Front and rear entrance and access control

3) There is no current evidence of arson.

4) The perimeter of the premises is well illuminated.



Front External lighting

Rear External lighting

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

Section 18

Storage Arrangements

1) Residents instructed not to bring L.P.G cylinders into block.

2) The tenancy conditions, Section 7 – Condition 5.6 stipulates “If you live in a 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) There are no flammable liquids or gas cylinders stored on site.

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

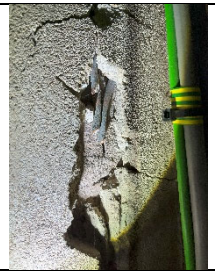
Name of Premises or Location: 1-9 Newbury House

Date of Action Plan: August 27th 2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/5	Flat 3 has wicker type screening attached to the balcony railings.Need Removing		P2	1-3 Months Housing Team	

6/6	Flat 4 has plastic type screening attached to the balcony rails. Needs removing.		P2	1-3 Months Leaseholder Team	
6/7	Flat 6 has wicker type screening attached to the balcony rails. Needs removing		P2	1-3 Months Leaseholder Team	
6/8	Flat 1 has a Perspex screen attached to the balcony rail. Needs removing asap.		P2	1-3 Months Leaseholder Team	
10/8	Flat 9 door does not self-close into the frame, needs adjusting.		P2	1-3 Months Fire Rapid Response JM**17824816**	

Observations	
Ground floor electrical cupboard has exposed electrical cable. Needs further investigation as whether it is safe. Email has been sent to the electrical team on confirmation of being made safe.	

Signed

M. Zq.	Fire Risk Assessor	Date: August 27th 2025
Kenway	Building Safety Manager	Date: August 27th 2025

Appendix 1

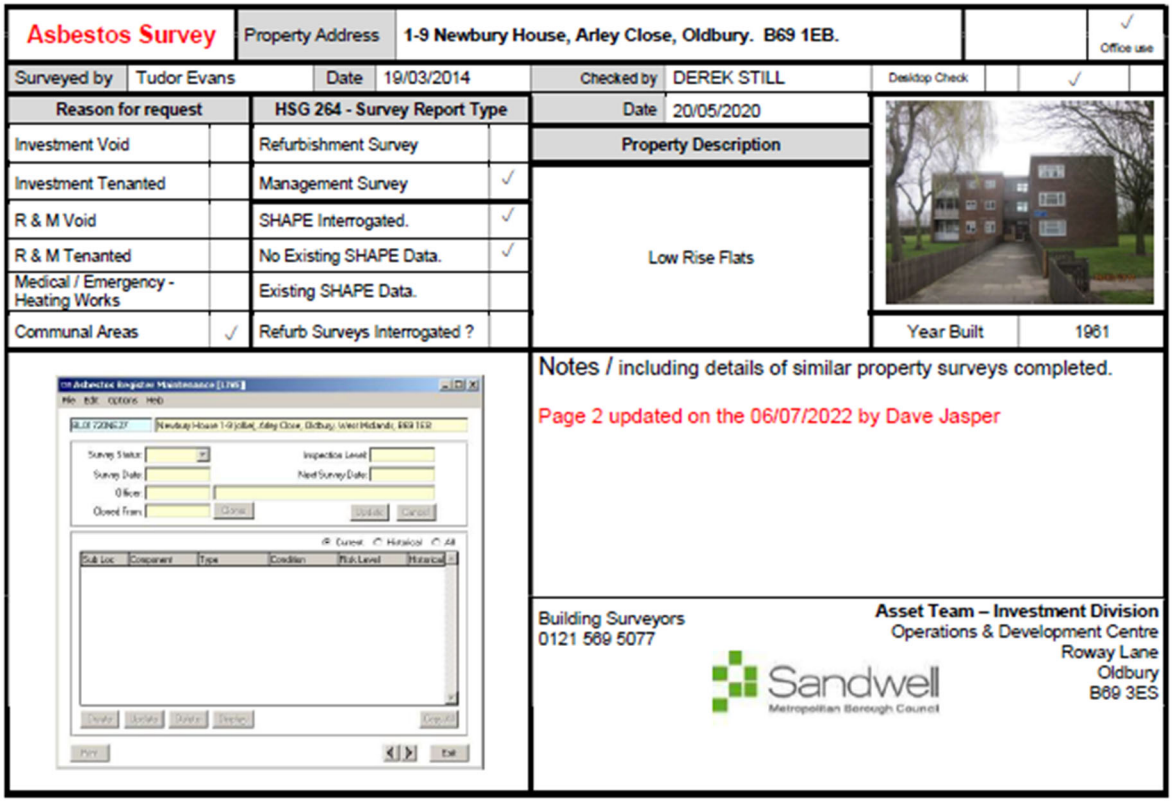
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: 1- 9 Newbury House

Updated:

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 (Derek Still Tel:- 0121 569 5077).		



Asbestos Survey | Property Address: 1-9 Newbury House, Arley Close, Oldbury. B69 1EB. | Office use ✓

Surveyed by: Tudor Evans | Date: 19/03/2014 | Checked by: DEREK STILL | Desktop Check ✓ | Date: 20/05/2020

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.

Page 2 updated on the 06/07/2022 by Dave Jasper

Building Surveyors
0121 569 5077

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

Sandwell Metropolitan Borough Council

Page 1 of 3 IF IN DOUBT CONTACT THE BUILDING SURVEYING TEAM Version 2.0 – 8th January 2013 © Sandwell MBC

Sample Locations	Property Address	1-9 Newbury House, Arley Close, Oldbury. B69 1EB.						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	Labels?	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								
ALL FLOORS - BALCONY - FLOOR	ASPHALT	-	-	-	-	-	-	REQUEST SAMPLE IF TO BE DISTURBED

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	MINERAL FELT				
MAIN ROOF SOFFIT	PVC				
OUTHOUSE ROOF	MINERAL FELT				
ALL DOOR FRAME SEALANTS	SILICONE				

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 compliments 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, Boroscope 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 aid. 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 be 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 presuming full decant homes refurbishment, which may 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 suspect 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.