

# **Fire Risk Assessment**

## **1-6 Richards House**



**Kempsey close, Oldbury,  
B69 1BN**

**Date Completed: 10/06/2025**

**Review Period: 3 years.**

**Officer: M. Zafeer Fire Risk Assessor**

**Checked By: C. Hill Building Safety Manager.**

**Current Risk Rating = Tolerable**

## Fire Risk Assessment

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### Subsequent reviews.

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

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## Section

# 0

## Introduction

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The [Regulatory Reform \(Fire Safety\) Order 2005 \(RR\(FS\)O\)](#) places a legal duty on landlords to complete a fire risk assessment (FRA). Specifically, RR(FS)O article 9. — (1)

*“The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.”*

This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>. In the first instance however, we would be grateful if you could contact us directly via [https://www.sandwell.gov.uk/info/200195/contact\\_the\\_council/283/feedb ack\\_and\\_complaints](https://www.sandwell.gov.uk/info/200195/contact_the_council/283/feedback_and_complaints) or by phone on 0121 569 6000.

The date of the fire risk assessment is on the front page, followed by any subsequent reviews. A recurring time frame is not set in legislation, 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.

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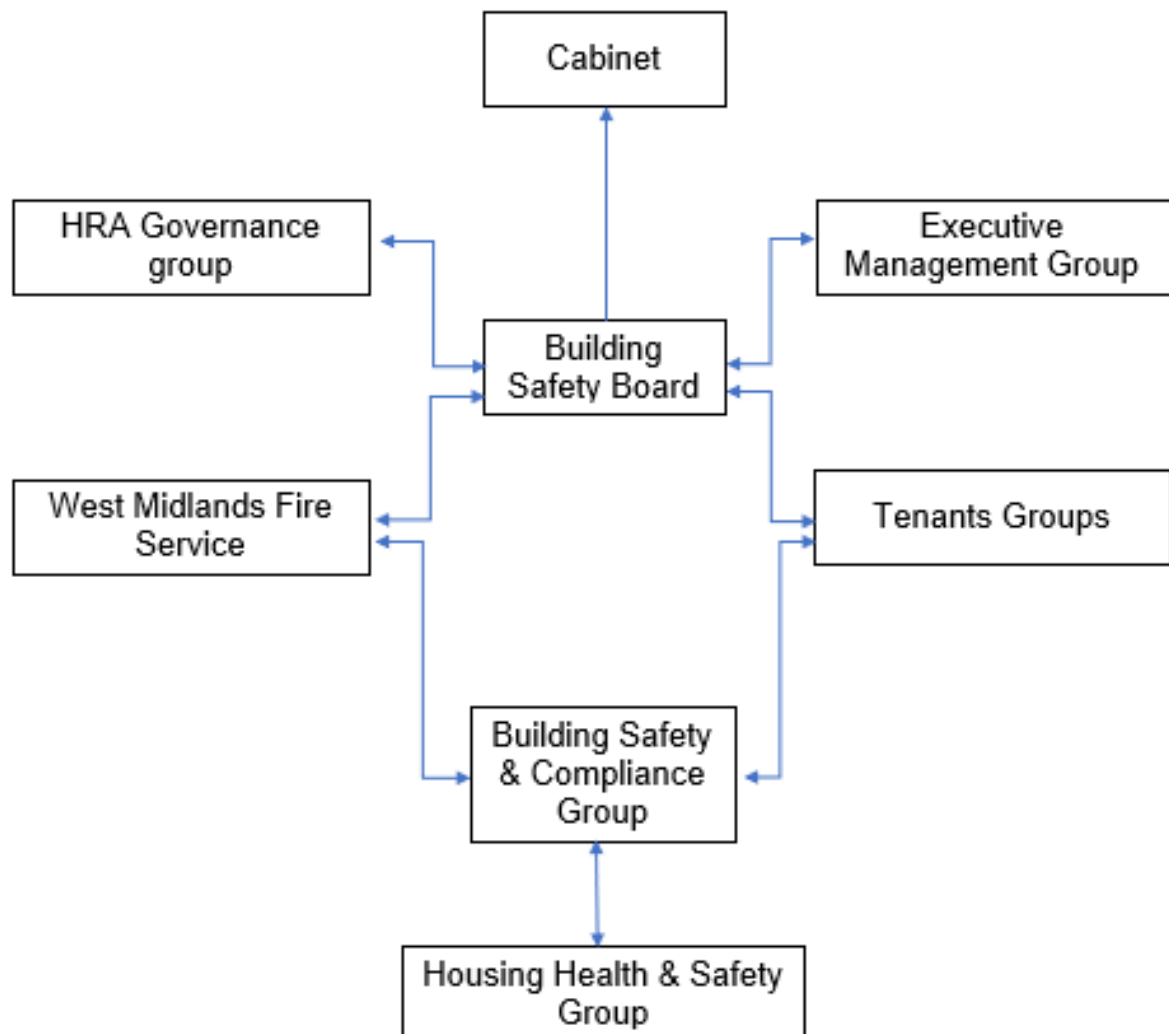


The above processes and procedures are overseen by the Fire Safety, Manager who reports to the Head of Building Safety.

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

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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.

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

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

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

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

**Significant findings**

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

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

Section number	Section Area	Individual Risk Level
<a href="#">Section 6</a>	<b>External Envelope</b> Building is constructed of traditional brick cavity & flat roof construction. The front and rear of the building have a rendered finish. There is off road parking for residents with 5 allocated parking bays at the front of the building.	Trivial

<a href="#">Section 7</a>	<p><b>Means of Escape from Fire</b></p> <p>The building has a single open plan staircase which provides a sufficient means of escape. Staircase measured at 1010mm width.</p> <ul style="list-style-type: none"> <li>• 2 bikes left on ground floor near front entrance, near flats 1 and 2 Need removing</li> <li>• 1<sup>st</sup> floor drying area surplus Supalux boarding left. Needs removing</li> <li>• 2<sup>nd</sup> floor drying area, combustibles and other items left near flats 5 and 6. Needs removing</li> <li>• 2<sup>nd</sup> floor landing, weights equipment being used. Needs removing</li> </ul>	<p>Tolerable</p>
<a href="#">Section 8</a>	<p><b>Fire Detection and Alarm Systems</b></p> <p>Individual flats are fitted with hardwired smoke detection to a minimum LD3 standard. This has been noted from previous FRA</p> <ul style="list-style-type: none"> <li>• No access to residents' flats gained</li> </ul>	<p>Trivial</p>
<a href="#">Section 9</a>	<p><b>Emergency Lighting</b></p> <p>The premises have a sufficient emergency / escape lighting system in accordance with BS 5266</p> <p>Last service done by City Fire on the 05/06/2025</p>	<p>Trivial</p>
<a href="#">Section 10</a>	<p><b>Compartmentation</b></p> <p>The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats.</p>	<p>Tolerable</p>



	<p>Doors to flats are FD30s composite doors. All service and storage doors are upgraded notional doors (44mm FD30s)</p> <ul style="list-style-type: none"> <li>Flat 4, door frame requires some fire mastic to make appropriate</li> </ul>	
<a href="#">Section 11</a>	<p><b>Fire Fighting Equipment</b> No firefighting provisions are provided within the premise.</p>	Trivial
<a href="#">Section 12</a>	<p><b>Fire Signage</b> Appropriate signage is in place, no further action required.</p>	Trivial
<a href="#">Section 13</a>	<p><b>Employee Training</b> All staff receive basic fire safety awareness training.</p>	Trivial
<a href="#">Section 14</a>	<p><b>Sources of Ignition</b>  EICR tests were last completed 31/08/2022</p> <ul style="list-style-type: none"> <li>Evidence of smoking observed on 1<sup>st</sup> floor drying area</li> <li>Observation made regarding vehicle parking bays being too close to the building and resident window</li> </ul>	Trivial
<a href="#">Section 15</a>	<p><b>Waste Control</b> Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.</p> <p>Refuse wheelie bins are stored at a safe distance away from the rear of building.</p>	Trivial

<a href="#">Section 16</a>	<b>Control and Supervision of Contractors and Visitors</b> Contractors are controlled centrally, and hot works permits are required where necessary.	Trivial
<a href="#">Section 17</a>	<b>Arson Prevention</b> There is external lighting and a door entry system which prevents unauthorised access.	Trivial
<a href="#">Section 18</a>	<b>Storage Arrangements</b> Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

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## Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒    Moderate Harm ☐    Extreme Harm ☐

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

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

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

Trivial ☐    Tolerable ☒    Moderate ☐    Substantial ☐    Intolerable ☐

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## **Comments:**

In my conclusion, the likelihood of a fire is at 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 the storage of bikes on the ground floor near the front entrance and adjacent to flats 1 and 2. There is also the issue of both former drying areas on the 1<sup>st</sup> floor and 2<sup>nd</sup> floor that are being used to store items, especially on the 2<sup>nd</sup> floor drying area which has some combustible items.

The 2<sup>nd</sup> floor landing/corridor is being used as an area for recreation using weights equipment which consist of a weights bench and weight.

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 composite entrance doors, smoke detection to a minimum 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.

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:

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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

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

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

Sandwell Council 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.

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## Section 3

### Contact Details

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

The Chief Executive has put a structure in place to support the management of the site. This includes the role of Building Safety Manager who has duties as defined within the Regulatory Reform (Fire Safety) Order 2005.

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

<b>Chief Executive</b> Shokat Lal	
<b>Executive Director Asset Manager &amp; Improvement</b> Alan Lunt	
<b>Fire Safety Manager</b> Tony Thompson	
<b>Team Lead Fire Safety</b> Jason Blewitt	
<b>Team Lead Building Safety</b> Anthony Smith	
<b>Housing Office Manager</b> Rachel Price	
<b>Fire Risk Assessor</b> Mohammed Zafeer	
<b>Building Safety Managers</b> Adrian Jones Carl Hill Louis Conway Andrew Froggatt	<b>Resident Engagement Officers – Fire Safety</b> Abdulmonim Khan Ethan Somaiya Hannah Russon

*Please note, the above details are correct at the time of the production of the risk assessment and may be subject to change.*



## Section 4

### Description of Premises

1-6 Richards House  
Kempsey Close  
Oldbury  
B69 1BN

#### Description of the Property:

This type 1 fire risk assessment covers a low-rise three-story block, consisting of 6 number dwellings which are accessible by a single internal staircase

The block was built circa 1964 with traditional brick cavity & flat roof construction. The front and rear of the building have a rendered finish. There is off road parking for residents with 5 allocated parking bays at the front of the building.



There is a main entrance / exit to the front elevation. The door is equipped with a door entry system and firefighter's override switch.



There's a further entrance / exit door to the rear which leads to an enclosed courtyard.



Ground floor flats numbers 1 & 2 have a rear door access to the communal garden. The communal garden also houses a brick-built compound with wooden doors to the front and flat roof. The compound currently accommodates a single bin.



The nearest fire station is Oldbury fire station which is 1.1 miles from the location of Richard house.

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.

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High/Low Rise	Low Rise
Number of Floors	3
Date of Construction	1964
Construction Type	Traditional Masonry and Concrete
Last Refurbished	Unknown
External Cladding	No
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	None
Fire Alarm System	None
Refuse Chute	None
Access to Roof	None
Equipment on roof (e.g. mobile phone station etc)	None

### **Persons at Risk**

Residents / Occupants of 6 flats,  
Visitors,  
Sandwell MBC employees,  
Contractors,  
Service providers (e.g. meter readers, delivery people etc)  
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

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## Section 5

### Building Plan

A general plan and aerial image of 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.

With regard to the external façade, the materials, construction, and their constituent properties have been taken from a database provided by Sandwell Metropolitan Borough Council.

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

- 1) The external surface of the building is a traditional masonry & concrete construction with a flat roof. The front and rear elevations have a rendered finish



- 2) UPVC double glazing units are installed to each flat and to the communal stairwell. Spandrel panels are below each stairwell window on the front and rear.



Spandrel Panels



- 3) Louvered vents above the front communal windows provide natural ventilation to the means of escape.



- 4) Front and rear entrance doors & combination frames are timber.



- 5) There is a sheltered bin compound on the front elevation that is attached to the left-hand side of the building. This houses two waste bins with secure lids. The compound is constructed of brick with a felt roof



## Section 7

## Means of Escape from Fire

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- 1) Service cupboard containing the landlords supply on the ground floor is secured by a type 54 suited mortice lock. The door to this service cupboard is notional fire door which has been upgraded with combined intumescent strips & cold smoke seals (FD30s).



- 2) Metal trunking has been used in communal areas and contains intumescent pads or pillows for cable runs.



- 3) All corridors were measured at a width of 1050mm at least, these will be maintained clear to keep to that measurement as a minimum.



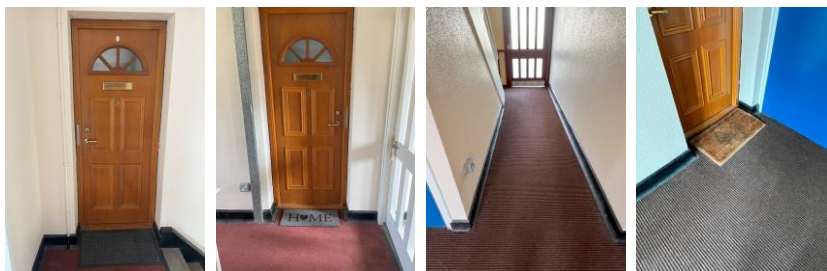
- 4) **It was noted that there were two non-electric mountain bikes stored near the front door**



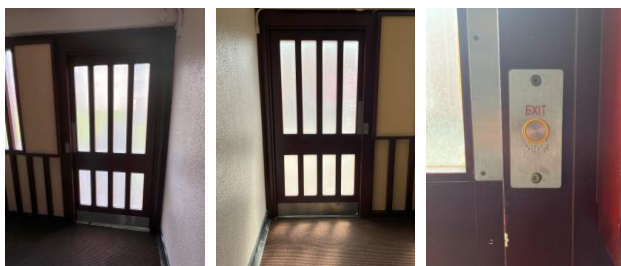
- 5) Fire rating of individual floor mats is not known, this is deemed as low risk.

Also, all floors have S.M.B.C. fitted carpet. It is understood that carpets have been procured in accordance with BS 5287: 1988 specification for assessment and labelling of textile floor coverings and & BS 4790 Fire Test to Textile Floor Coverings.

These carpets have been procured by SMBC utilising third party approved contractors. Therefore, it is understood that carpets fitted meet the approved standard.



- 6) Both front and rear exit doors are fitted with automatic closing devices and are secured by a maglock when door is shut, residents can exit via a release button from the inside, in the event of emergency this is made fail safe and overrides the maglock for safe exit.





- 7) On the outside to the front and to the rear of the building upon exiting there is adequate lighting provided for safe exit



- 8) The single communal staircase was measure at 1010mm wide, this provides adequate clear means of escape



- 9) Communal areas should be kept free of flammable items and checked on a regular basis by the Caretaker and Cleaning teams.



There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.

- 10) The communal area has emergency escape lighting installed on both The ground, 1<sup>st</sup> and 2<sup>nd</sup> floor.



- 11) 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.
- 12) There is a former drying to the first and second floors.



- 13) First floor resident drying area has a decommissioned incinerator, this is secured behind a notional FD30 rated fire door secured by type 54 mortice lock.



- 14) **Evidence of smoking within the 1<sup>st</sup> floor former drying area.**



- 15) Surplus Supalux board left in the 1<sup>st</sup> floor drying area to be removed.**



- 16) 2<sup>nd</sup> floor drying area is being used as storage, 2 bikes, roll of carpet, table and other various combustibles, these will need to be removed.**



- 17) 2<sup>nd</sup> floor communal landing has gym equipment this will need removing.**



- 18) There is a dead-end corridor situation on the 2<sup>nd</sup> floor landing. The corridor is 5.13m in length, has emergency lighting and natural ventilation, therefore is acceptable.**



## Section 8

# Fire Detection and Alarm Systems

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- 1) Early warning is limited to hard wired or battery smoke alarms within each of the tenants' flats. The equipment in SMBC flats is subjected to a cyclical test.
- 2) During the assessment, tried to gain access to resident's properties to assess doors and early warning systems, this was unsuccessful on this visit.

From the last FRA, the fire detection system that are in place within the resident's flats are to LD3 minimum

*For information*

*LD1 all rooms except wet rooms.*

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

*LD3 Hallway only.*

- 3) 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.

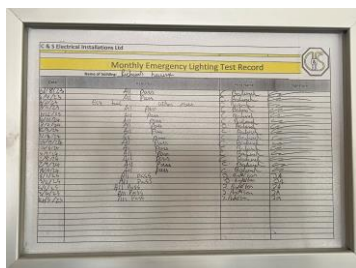
## Section 9

## Emergency Lighting

- 1) This premises has a sufficient emergency / escape lighting system in accordance with BS 5266 and has test points strategically located.
- 2) The self-contained units are provided to the communal landings and stairs.



- 3) All installed equipment is checked and tested on a monthly basis by Sandwell MBC in house electrical team or approved contractor, in accordance with current standards. The equipment was last tested 05/06/2025.



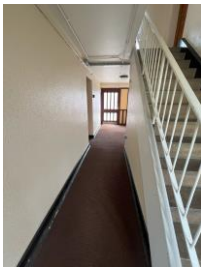
cityfire		
CF008 - SBMC - Emergency Lighting Test Certificate - Self-Contained Fixtures		
<b>Job Details</b>		
Job ID	Client Name	Site Name
177000	City of Sandwell - Sandwell MBC	14 BURNWOOD HOUSE
Job Order Number	Order of Work	Ref Address
00000000000000000000	City of Sandwell - Sandwell MBC	14 BURNWOOD HOUSE
Job ID	Client Name	Site Name
00000000000000000000	City of Sandwell - Sandwell MBC	14 BURNWOOD HOUSE
<b>System Details</b>		
System Name	Number of Fixtures (Units)	
Emergency Lighting	1	
<b>Inspection and Test Results</b>		
Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?
YES	YES	YES
Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?
YES	YES	YES
Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?	Has the system been tested in accordance with BS 5266?
YES	YES	YES
<b>Signatures</b>		
Inspector	Approved By	Date
J. J. J.	J. J. J.	05/06/2025

## Section 10

### Compartmentation

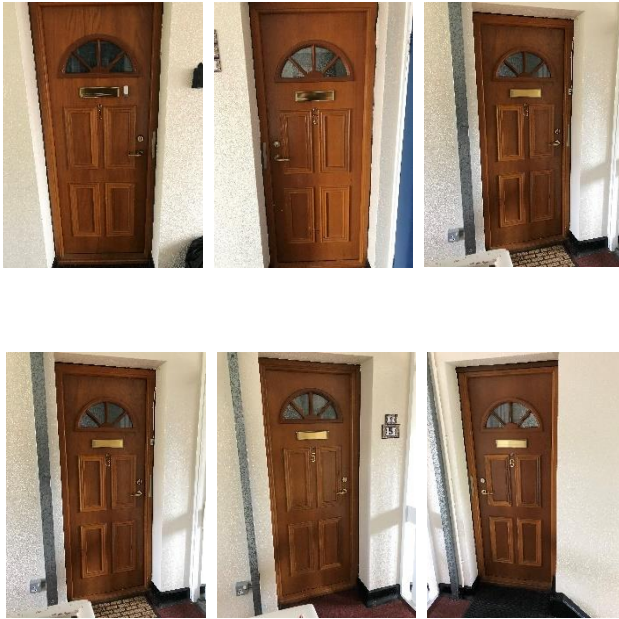
*The high degree of fire separation between flats and the common parts is achieved by making each flat a fire-resisting enclosure. This is known as compartmentation. A compartment is simply a part of a building bounded by walls and floors that will resist the passage of fire for a specified period of 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 nominal doors, including those in 1-hour rated walls.
- 2) The premise does not have sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire in communal areas due to open plan staircase.



- 3) The means of escape is predominantly protected from flats with the use of FD30s rated composite doors.
- 4) All flats have FD30s rated composite doors.

BL2728ORI02	1 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed
BL2728ORI02	2 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed
BL2728ORI02	3 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed
BL2728ORI02	4 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed
BL2728ORI02	5 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed
BL2728ORI02	6 Richards House; Kempsey Close; Oldbury; West Midlands;	Composite Carolina	Glazed



### *Definitions Fire Doors.*

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

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

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

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

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- 5) **Flat 4 entrance door, gap between frame and wall requires fire stopping.**



- 6) Service cupboard on the ground floor housing electrical meter, has an upgraded notional door, it is secured via 2 hinges, the door is 44mm and the door stop is 25mm(1inch)



- 7) Electrical cabling from service cupboards is housed in metal trunking with intumescent pads and pillows



- 8) There is small run of plastic cable trunking at ceiling level.



Plastic trunking on ceiling.

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- 9) The fire stopping / compartmentation of the premises is subject to an annual inspection by the Fire Safety Rapid Response Team.
  - 10) 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.
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## Section 11

### Fire Fighting Equipment

- 1) The premise has no provision for firefighting equipment.

## Section 12

### Fire Signage

- 1) Due to the simple layout of the building, the fire escape routes are self-evident, no additional fire action notices are required.
- 2) No smoking (Smoke Free England) signage is displayed at the front entrance to the premises.



- 3) Additionally there is signage on the service cupboard door indicating No smoking and risk of danger.



## 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) Staff undertaking fire risk assessments are qualified to or, working towards a Level 4 Diploma in Fire Risk Assessment.
- 5) 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 (EICR) should be evaluated every 5 years. The last recorded EICR inspection for the building was 31/08/2022.

This report is not valid if the serial number has been defaced or

439127 IPR18

**ELECTRICAL INSTALLATION CONDITION REPORT**  
Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

**APPROVED CONTRACTOR**

**PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND**

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: N/A Branch No: N/A	Contractor Reference Number (CRN): N/A	Occupier: SANDWELL MBC - COMMUNAL TEST
Trading Title: C & S Electrical Installations Ltd	Name: Sandwell MBC	Address: RICHARDS HOUSE, KEMPSEY CLOSE, LANGLEY, SANDWELL, WEST MIDLANDS
Address: Unit 2, Bridge Street, Wednesbury	Address: Direct 2 Industrial park, Oldbury	Postcode: B69 1BN Tel No: N/A
Postcode: WS10DAW Tel No: N/A	Postcode: B69 3ES Tel No: N/A	

**PART 2: PURPOSE OF THE REPORT**

**Purpose for which this report is required:** (see additional page No. N/A)  
Requested by SMBC to verify the electrical installation within the communal areas to ensure safety and compliance to BS7671:2018

Date(s) when inspection and testing was carried out: 31/08/2022 Records available: (No) Previous inspection report available: (No) Previous report date: 02/01/2019

**PART 3: SUMMARY OF THE CONDITION OF THE INSTALLATION**

**General condition of the installation (in terms of electrical safety):** (see additional page No. N/A)  
Other than items noted at part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (15+) years Evidence of additions or alterations: (No) Overall assessment of the installation is: **Satisfactory**

**PART 4: DECLARATION**

**INSPECTION AND TESTING**  
I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 7, having exercised reasonable skill and care when carrying out the inspection and testing of the existing installation, hereby CERTIFY that the information in this report, including the observations (page 7) and the attached schedules, provides an accurate assessment of the condition of the electrical installation taking into account the stated extent of the installation and the limitations on the inspection and testing.

Name (capital): MR CONNER BOLAND Signature: C Boland Date: 31/08/2022

**REVIEWED BY THE REGISTERED QUALIFIED SUPERVISOR FOR THE APPROVED CONTRACTOR**

Name (capital): Mr Kevin Spittle Signature: K Spittle Date: 30/12/2022

\*An unsatisfactory assessment indicates that dangerous (CODE C1) and/or potentially dangerous (CODE C2) conditions have been identified in PART 6, or that Further Investigation (CODE FI) without delay is required.

This report is based on the model forms shown in Appendix 6 of BS 7671  
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Please see the 'Notes for Recipient' Page 1 of 9

Original to be kept by the person ordering the work

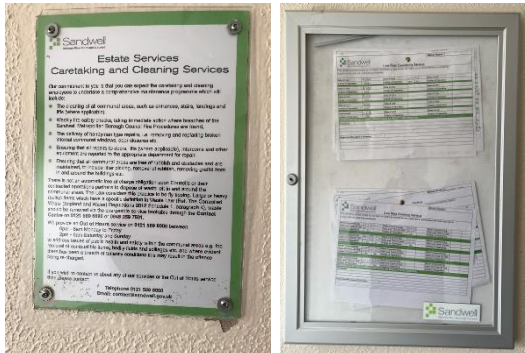


- 4) Portable electrical equipment used as part of the Caretaking / Cleaning regime is subject to annual PAT Testing. This information is held by the Estate Services Manager Bryan Low.
- 5) Portable heaters are not allowed in any common parts of the premises.
- 6) Gas appliances and pipework (pipework installed externally) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team.
- 7) Landlords electrical supply to the building is contained in a separate and secure electrical riser cupboard on the ground floor, it is protected by an upgraded notional fire door (FD30s)

## Section 15

## Waste Control

- 1) There is a weekly Cleaning Service to the premises.



- 2) Refuse containers are stored in a brick built compound that is a adjoined to the main building. On the day of the inspection there was evidence of some cardboard and a plastic container near the bins.



- 3) The rear court yard also houses a refuse bin in brick-built compound which is at a safe distance away from the residential building



Any waste containers are emptied at regular intervals.

- 4) Out of Hours' service in place to remove bulk items.

## **Section 16**

### **Control and Supervision of Contractors and Visitors**

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

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



- 2) Access to the flats is restricted by a door entry system.



- 3) There have been no reported fire incidents since the last FRA (29/07/2022)



## Section 18

### Storage Arrangements

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- 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.
-

## 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:


Richards House 1 – 6 , Oldbury

Date of Action Plan:





11/06/2025

Review Date:

<Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
7,4	Non-electric mountain bikes stored near the front door entrance, adjacent to flats 1.2 arrange with tenants to remove		P2	1 - 3 Months Housing manager	

# Fire Risk Assessment

7,14	Evidence of smoking on 1 <sup>st</sup> floor drying area. No Smoking signs need placing		P2	1 - 3 Months Housing manager	
7,15	Supalux board left in the 1 <sup>st</sup> floor drying area, arrange removable		P2	1 - 3 Months Housing manager	
7,16	2nd floor drying area, various items have been left, arrange with tenants to remove		P2	1 - 3 Months Housing manager	
7,17	2 <sup>nd</sup> floor communal landing has a weights bench with weights, arrange with tenants to remove		P2	1 - 3 Months Housing manager	

## Fire Risk Assessment

10,5	Flat 4, frame work on the right side of door, requires fire stopping.		P2	1 - 3 Months Rapid Fire Team	
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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).

<b>Observations</b>					
Parking bays close to building, for future development of the building it is advised that this should be considered					
Cable in plastic trunking on ground floor communal corridor ceiling.					

## Fire Risk Assessment

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### Signed

	Fire Risk Assessor	Date: 11/06/2025
	Building Safety Manager	Date: 12/06/2025

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**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 & 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
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 decent 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.