Fire Risk Assessment

Stour House 1-7

Queensway, Oldbury

B68 0HS.

Date Completed: 30.04.25

Review Period: 3 years.

Officer: A. Jones **Building Safety Manager**

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

Current Risk Rating = Trivial

Sandwell Metropolitan Borough Council

Subsequent reviews.

Review date	Officer	Comments

Contents

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

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".

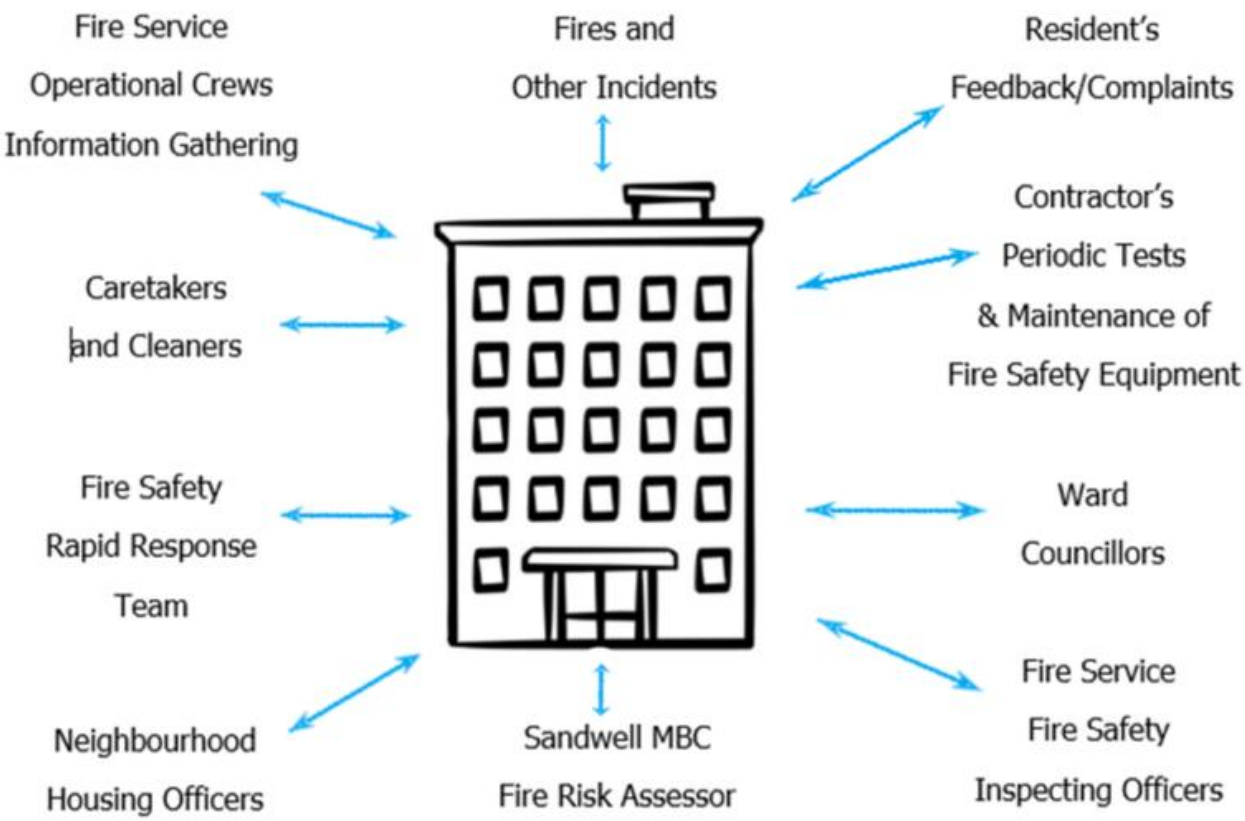
This type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on https://www.wmfs.net/our-services/fire-safety/#reportfiresafety. 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, but the Council will as a minimum review:

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

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

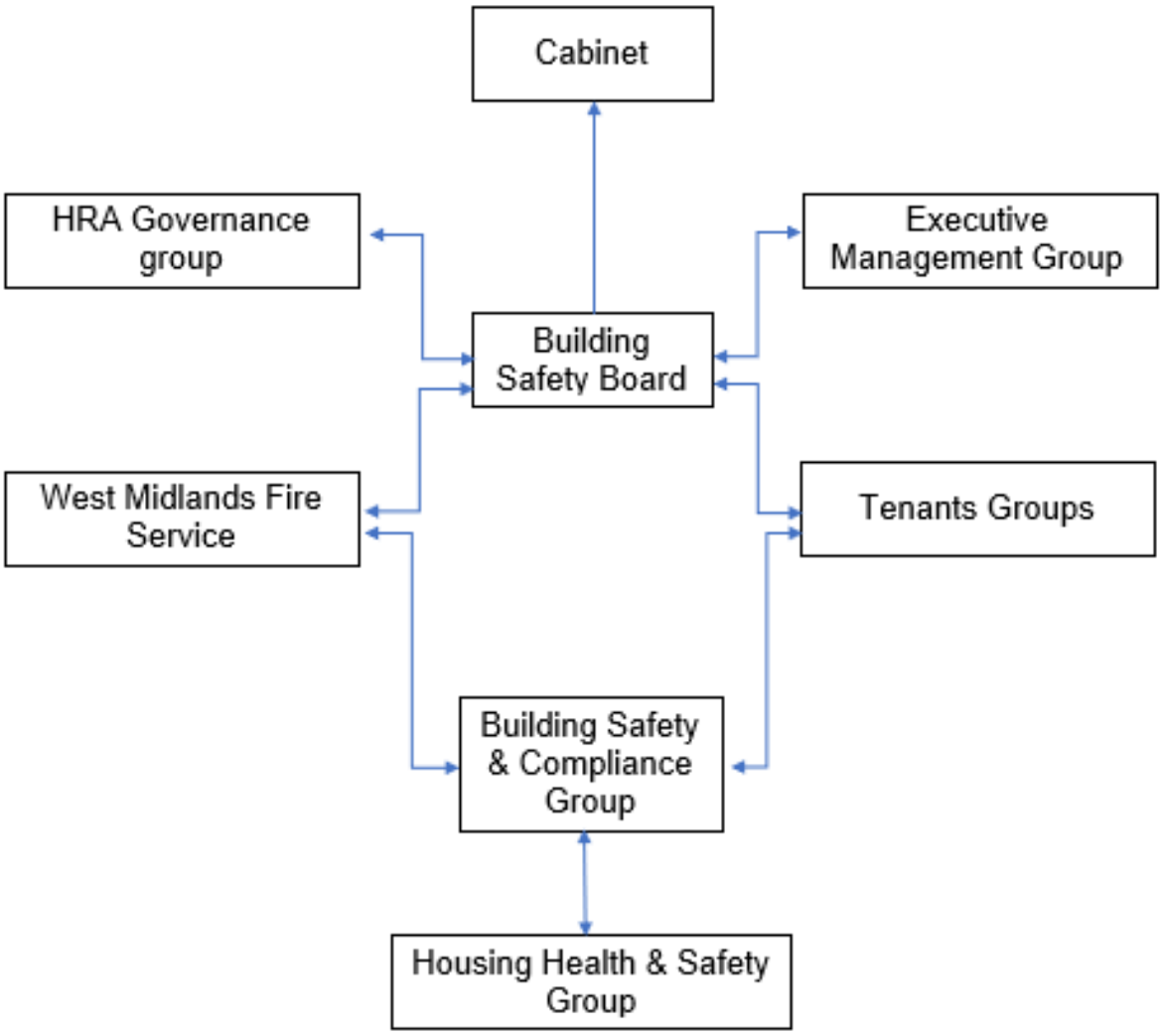
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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

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

Governance Structure



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

Section 1 Significant findings

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

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

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

Significant findings

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

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

Section number	Section Area	Individual Risk Level
Section 6	**External Envelope** The block is brick cavity construction. There is a small amount of spandrel panels fitted below windows in the common area stairwell. There are vertically aligned concrete balconies with steel balustrades.	Trivial

Section 7	**Means of Escape from Fire** The site has a single open plan staircase that provides sufficient means of escape.	Trivial
Section 8	**Fire Detection and Alarm Systems** Early warning is limited to hard wired or battery smoke alarms within each of the resident's flats.	Trivial
Section 9	**Emergency Lighting** Emergency lighting is provided in the staircase, additional lighting is provided.	Trivial
Section 10	**Compartmentation** The building is designed to provide as a minimum 1-hour vertical fire resistance and 1-hour horizontal fire resistance around flats. Doors are 30-minute notional fire doors, including those in 1-hour rated walls.	Trivial
Section 11	**Fire Fighting Equipment** No firefighting provisions are provided within the premise.	Trivial
Section 12	**Fire Signage** Appropriate signage is in place where required.	Trivial
Section 13	**Employee Training** All staff receive basic fire safety awareness training.	Trivial

Section 14	**Sources of Ignition** The fixed electrical installation should be tested every 5 years. At the time of the assessment, it was determined that the last EICR inspection of electrical equipment was carried out on 06/10/2023. This was marked as satisfactory, but improvements were recommended.	Trivial
Section 15	**Waste Control** Regular cleaning services take place at the block and regular checks from caretakers help with waste control at the block.	Trivial
Section 16	**Control and Supervision of Contractors and Visitors** Contractors are controlled centrally, and hot works permits are required where necessary**.**	Trivial
Section 17	**Arson Prevention** 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.	Trivial
Section 18	**Storage Arrangements** Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement. See observations.	Trivial

Risk Level Indicator

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

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

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

Low ☐ Medium ☒ High ☐

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

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

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

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

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

Slight Harm ☒ Moderate Harm ☐ Extreme Harm ☐

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

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

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

Trivial ☒ Tolerable ☐ Moderate ☐ Substantial ☐ Intolerable ☐

Comments:

In conclusion, the likelihood of a fire is at a 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.

When future refurbishments are carried out, there are a number of observations and actions that would improve the building. These observations can be found at the end of this document.

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

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

Risk level	Action and timescale
Trivial	No action is required, and no detailed records need to be kept.
Tolerable	No major additional fire precautions 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 takes the health, safety and wellbeing of its colleagues, contractors, residents, and leaseholders seriously. It is our policy to exceed, where possible, the minimum health and safety requirements of the law.

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

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

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

Section 3

Contact Details

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

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

Chief Executive
Shokat Lal

Executive Director of Place
Alan Lunt

Assistant Director Asset Management & Improvement
Sarah Agar

Building and Fire Safety Manager
Tony Thompson

Team Lead Fire Safety
Jason Blewitt

Team Lead Building Safety
Anthony Smith

Building Safety Managers
Adrian Jones
Andrew Froggatt
Carl Hill
Louis Conway

Resident Engagement Officer - Fire Safety
Abdul Monim Khan
Ethan Somaiya
Hannah Russon

Housing Office Manager
Rachel Price

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

Stour House 1-7,
Queensway,
Oldbury.
B68 0HS.

Description of the Property:

The communal, any workplace areas and the external envelope of the building are subject to the Regulatory Reform (Fire Safety) Order 2005 as confirmed by the Fire Safety Act 2021.

The enforcing authority is West Midlands Fire Service.

This type 1 assessment covers the building that is known as Stour House, flats 1-7. This low-rise block was constructed in 1965 using traditional brick cavity with a flat asphalt roof, there is one staircase that serves all floors.

The building is of traditional brick, concrete construction, double glazed UPVC window frames, with a small amount of spandrel panels, surmounted by a flat roof (external access only).

Ground, and 1st floor properties have vertically aligned concrete balconies with steel balustrades.

Each of the floors from the ground floor upwards contains 3 individual flats. The block is built into a slope, creating a lower ground floor for one flat only, flat 1. This flat is accessed from fresh air and is not connected to the common area.




The building has a front entrance only, that has a door entry system, and a fob reader installed. Local authority employees and the fire & rescue service can use a drop latch key to gain access.



The common area consists of a single concrete stairwell with residents' storage cupboards on all floors.

There is a dedicated external bin storage area, this is away from the main building.

Gas is supplied externally.

Residents' storage cupboards were not accessed and therefore are not included in this fire risk assessment. Residents own the keys. See Section 18/2 regarding information given to residents.

High/Low Rise	Low Rise
Number of Floors	3 (including lower ground)
Date of Construction	1965.
Construction Type	Traditional Brick Cavity
Last Refurbished	Unknown
External Cladding	Small amount of spandrel panels.
Number of Lifts	None
Number of Staircases	1
Automatic Smoke Ventilation to communal area	No AOV, openable windows only
Fire Alarm System	None in common area
Refuse Chute	None
Access to Roof	Externally only
Equipment on roof (e.g. mobile phone station etc)	None

Persons at Risk

Residents / Occupants of 7 number of flats,
Visitors,
Sandwell MBC employees,
Contractors,
Service providers (e.g. meter readers, delivery people etc)
Statutory bodies (e.g. W.M.F.S, Police, and Ambulance)

Section 5

Building Plan

Section 6

External envelope

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

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

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

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

2) There is a small amount of spandrel panels under windows. Each flat has a balcony accessed from the living room. These are of concrete construction with a steel balustrade and are vertically aligned.



3) Individual flat windows are UPVC double glazed window frames. Windows in the common area stairwell have spandrel panels. The windows in the communal staircase area are single glazed UPVC window frames with openable lights.

4) Access is gained to all flats from the ground floor using the main access door leading to the staircase area, the front access door is timber.

5) Each flat has a balcony accessed from the living room. These are of concrete construction with a steel balustrade and are vertically aligned.

6) There is a dedicated external bin storage area.

Section 7 Means of Escape from Fire

1) The site has a single staircase that provides a means of escape and is 900mm in width.

2) All corridors are of adequate width (at least 1050mm) and will be maintained clear to that width as a minimum.

3) None of the corridors that form part of the means of escape are dead ends.

4) The only communal door within the block is the final exit door which is fitted with automatic closing devices that are checked on a regular basis by Caretaking Teams as part of their daily checks. Defective closing devices are reported to an external contractor.

5) The final exit door has a door entry system 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.

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

7) There is provision for ventilation of the common area by the means of openable window lights.

8) Surface coatings to the walls in the staircases appear to be Class 0 rated.

9) At the time of the assessment, it was noted that ground floor is fitted with 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. See observations.

10) Flat entrance doors are a combination of notional timber doors and an unknown composite type door. The timber flush doors incorporate a Georgian wired vision panel. These should be upgraded to certified FD30s as part of any future refurbishments.



11) The assessor assessed Flat 4, this resident was a leaseholder. A UPVC door had been fitted. However, this resident has a letter from the leaseholder team with regard to fitting a new Composite type FD30s fire door. The resident is still waiting for further information from Leaseholders. (Email sent to Ian Carpenter.)

12) Residents' storage cupboard doors are non-fire rated. These should be upgraded to certified FD30s as part of any future refurbishments.


13) The premises have emergency lighting installed.

14) There is no chute room or dry riser.

15) 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.

Section 8

Fire Detection and Alarm Systems

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

2) During the assessment, the assessor spoke with the resident at flat number 4, (leaseholder) who confirmed that Battery operated smoke alarms are installed in the Hallway only.

3) 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.

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

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

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

Section 9

Emergency Lighting

1) The 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, stairs.

3) All installed emergency lighting equipment was last checked in April 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 stairwells. All doors are notional 30-minute fire resistant including those in 1-hour rated walls.

2) The premise has sufficient compartmentation to limit the travel and effect of smoke and flame in event of a fire. Whilst the existing fire stopping is fit for purpose, there is a cyclical programme to ensure fire stopping as not been compromised by third parties and where applicable enhance the fire stopping.

3) Generally, the means of escape is protected from flats with the use of notional rated timber and composite doors. These doors should be upgraded to FD30s when any future upgrades of the building take place, as should the residents storage cupboard doors.

4) There are no communal doors other than the final exit doors which are fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).

5) The fire stopping / compartmentation is subject to an annual check by the Fire Safety Rapid Response Team.

6) Any remedial works arising from the fire stopping / compartmentation check(s) will be actioned immediately by the Fire Safety Rapid Response Team.

7) 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.

8) The block is fitted with a flat roof, only accessible externally.

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

Floor No	Electrical								
	Fire Stopping Materials								
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
B									
G		✓	✓	✓	✓				
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Floor No	Fire Stopping Materials								
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
B									
G									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Floor No	Fire Stopping Materials								
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
B									
G									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Floor No	Fire Stopping Materials								
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool
B									
G									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									

Floor No	Fire Stopping Materials									Floor No
	Supalux	Intu Batt	Intu Sponge	Intu AM Mastic	Graphite Filler	Intu Pads	Intu Pillows	Intu Wraps	Rockwool	
B										B
G										G
1										1
2										2
3										3
4										4
5										5
6										6
7										7
8										8
9										9
10										10
11										11
12										12
13										13
14										14
15										15
16										16

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

Foam Removal & Enhancement Record	
Foam Present But Not Removed This Visit	
Foam Present & Partailly Removed This Visit	
Foam Present & Fully Removed This Visit	
No Foam Present	✓
No Enhancement Carried Out This Visit	✓
Enhancement Carried Out This Visit	

Foam, Enhancements & Other Comments:

10) Flat entrance doors are a combination of notional timber doors and an unknown composite type door. The timber flush doors incorporate a Georgian wired vision panel. These should be upgraded to certified FD30s as part of any future refurbishments. Refer to the sheet below.

Block Name	Place-Re	Address	Front Door Type	Glazed / Not Glaze
Stour House 1-7 (O&E)	**BL40020ST37**	Stour House 1-7 (o&e);Queensway;Oldbury;West Midla	Intentionally Blank	
Stour House 1-7 (O&E)	BL40020ST37	4 Stour House;Queensway;Oldbury;West Midlands;	UVPC Door	Glazed
Stour House 1-7 (O&E)	BL40020ST37	1 Stour House;Queensway;Oldbury;West Midlands;	Composite Unknown	Glazed
Stour House 1-7 (O&E)	BL40020ST37	2 Stour House;Queensway;Oldbury;West Midlands;	Timber Door	Glazed
Stour House 1-7 (O&E)	BL40020ST37	3 Stour House;Queensway;Oldbury;West Midlands;	Composite	Glazed
Stour House 1-7 (O&E)	BL40020ST37	5 Stour House;Queensway;Oldbury;West Midlands;	Composite	Glazed
Stour House 1-7 (O&E)	BL40020ST37	6 Stour House;Queensway;Oldbury;West Midlands;	Timber Door	Glazed
Stour House 1-7 (O&E)	BL40020ST37	7 Stour House;Queensway;Oldbury;West Midlands;	Composite	Glazed

It is accepted that, in older blocks, fire doors, particularly flat entrance doors, do not meet current test standards for FD30s doors. However, these doors may still be acceptable if the doors remain in good condition, and they met the relevant standards at the time of construction of the block.

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.

Section 11

Fire Fighting Equipment

1) There is no fire-fighting equipment installed at these premises. There is a firefighting hydrant located close to the junction of Queensway and Malvern Road.

Section 12

Fire Signage

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

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

Section 13 Employee & Resident Training/Provision of Information

1) All Caretaking / Cleaning Employees have undertaken fire safety training. This includes use of bespoke ‘Fire Safety in High / Low Rise Flatted Accommodation’ Video.

2) All employees are encouraged to complete ‘In the line of fire’ training on an annual basis.

3) Caretaking Teams are not currently trained in the effective use of fire extinguishers. Caretaking Teams are not expected to tackle fires in this area.

4) Staff undertaking fire risk assessments are qualified to 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 works are not normally conducted. If essential maintenance requires the use of hot work processes, then corporate policies and procedures are to be followed.

3) The fixed electrical installation should be tested every 5 years. The date of the last recorded EIRC inspection was 06/10/2023.

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

5) Portable heaters are not allowed in any common parts of the premises.

6) Gas appliances and pipework (where installed) are subject to annual testing and certification. This cyclical contract is managed by the in-house Gas Team. The gas is supplied externally.

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

Section 15

Waste Control

1) Refuse containers are emptied at regular intervals.

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

Section 16 Control and Supervision of Contractors and Visitors

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

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

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

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

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

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

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

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

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

   d) Final Contractor review on completion of works undertaken.

Section 17

Arson Prevention

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

2) Access to the flats is not restricted by a door entry system. It is recommended that a secure door entry system is fitted to the building should any future upgrades of the building take place.

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

Section 18

Storage Arrangements

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

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

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

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

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

Section 19

Additional Control Measures. Fire Risk Assessment - 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 – 7 Stour House, Queensway, Oldbury.

Date of Action Plan: 02/05/2025

Review Date: <Insert date>

Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
	No actions recorded by the assessor.				

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

Observations	
At the time of the assessment, it was noted that landing floors were fitted with carpet. When any refurbishment of the building takes place consideration should be given to replace existing flooring for an approved floor covering that has appropriate fire resistance.	
As part of any future upgrades consideration should be given to replacing residents' storage cupboard doors for FD30 fire doors.	
As part of any future upgrades consideration should be given to replacing residents' flat entrance doors.	

Signed

	Building Safety Manager	Date: 02/05/2025
	Quality Assurance Check	Date: 06/05/2025

Appendix 1

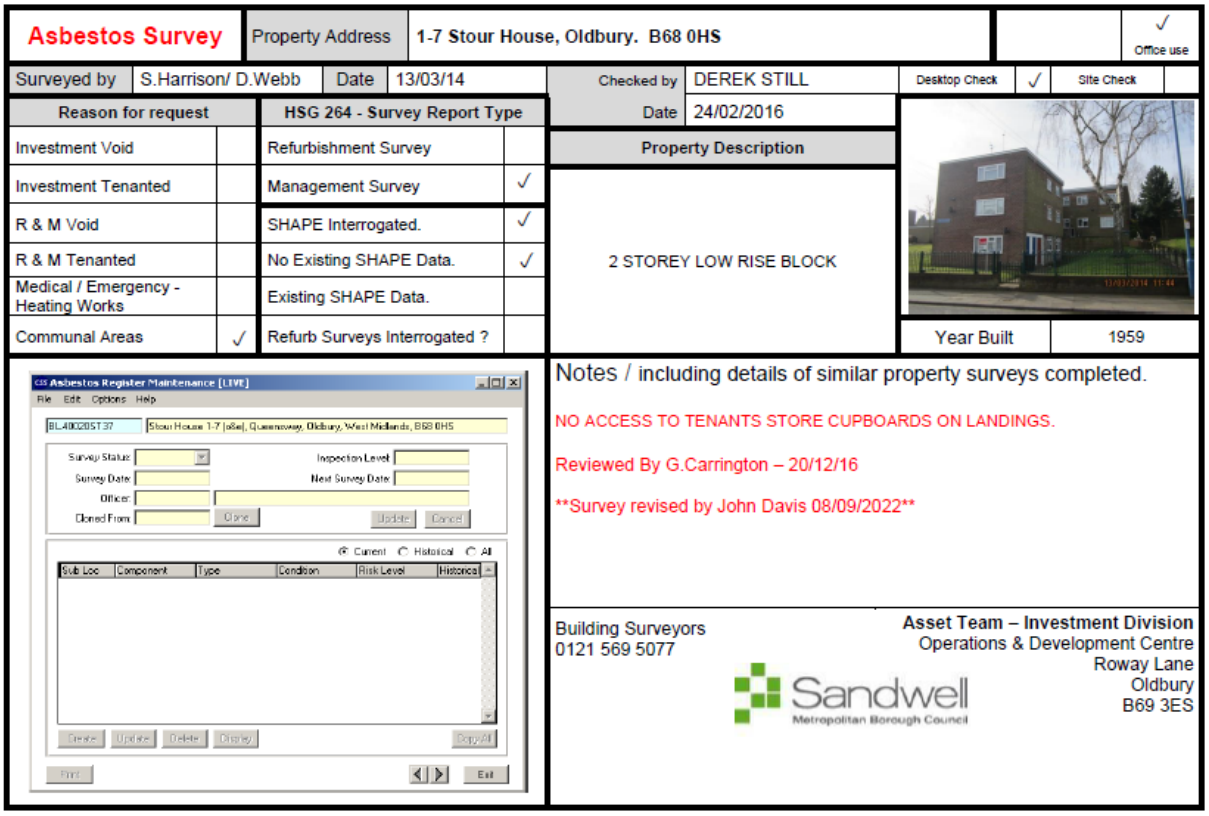
Significant Hazards on Site and Information to be Provided for the Fire Service

Name of property: Stour House (1-7) Queensway, Oldbury.

Updated: 08/09/2022.

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

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



Asbestos Survey	Property Address	1-7 Stour House, Oldbury. B68 0HS		✓ Office use
Surveyed by	S.Harrison/ D.Webb	Date	13/03/14	
Checked by	DEREK STILL	Desktop Check	✓	Site Check
Date	24/02/2016			

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

2 STOREY LOW RISE BLOCK

Year Built	1959

Notes / including details of similar property surveys completed.

NO ACCESS TO TENANTS STORE CUPBOARDS ON LANDINGS.

Reviewed By G.Carrington – 20/12/16

Survey revised by John Davis 08/09/2022

Building Surveyors
0121 569 5077

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

Sandwell Metropolitan Borough Council

Sample Locations	Property Address	1-7 Stour House, Oldbury. B68 0HS						
LOCATION	MATERIAL	QTY	SURFACE TREATMENT	SAMPLE REF	RESULT	HSE NOTIF Y	Labelled?	ACTION TAKEN ON CONTRACT
IF DURING THE COURSE OF WORK SUSPECTED ACM'S ARE IDENTIFIED THAT ARE NOT CONTAINED WITHIN THIS REPORT STOP WORK & SEEK ADVICE								
~~NO SUSPECTED ACM's OBSERVED DURING SURVEY~~								
FLAT 2 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1540 / 001	NONE DETECTED	NO	NO	
FLAT 6 FRONT DOOR FRAME SEALANT	MASTIC	-	SEALED	JD 1541 / 001	NONE DETECTED	NO	NO	

ITEMS SHOWN BELOW HAVE BEEN ASSESSED ON SITE BY THE ASBESTOS SURVEYOR & ARE CONFIRMED NOT TO BE ACM's.

LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL	LOCATION DESCRIPTION	MATERIAL
GROUND FLOOR ENTRANCE COMBI FRAME PANEL	PLYWOOD	GROUND AND 1ST FLOOR LANDINGS - PIPES	METAL	FLATS 3,4,5,7 FRONT DOOR FRAME SEALANT	SILICONE
GROUND FLOOR COMMUNAL WINDOW PANELS	PLASTIC	MAIN SOFFITS	UPVC		
GROND FLOOR COMMUNAL LANDING CEILING/SOFFIT	CONCRETE				
IST FLOOR CEILING	PLASTERBOARD	COMMUNAL FRONT ENTRANCE DOOR FRAME SEALANT	SILICONE		
1ST FLOOR COMMUNAL WINDOW PANELS	PLASTIC	FLAT 1 FRONT DOOR FRAME SEALANT	NO SEALANT		

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 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.