

Fire Risk Assessment

Shelley House



**Tudor Road, Oldbury
B68 9RE**

Date Completed: 02/06/2025.

Review Period: 3 years.

Officer: C. Hill **Building Safety Manager**

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

Current Risk Rating = Tolerable

Subsequent reviews.

<u>Review date</u>	<u>Officer</u>	<u>Comments</u>
03/07/2025	C. Hill	Section 7/3 Flat 3 entrance door inspected on both sides and confirmed as an acceptable notional fire door.

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.”

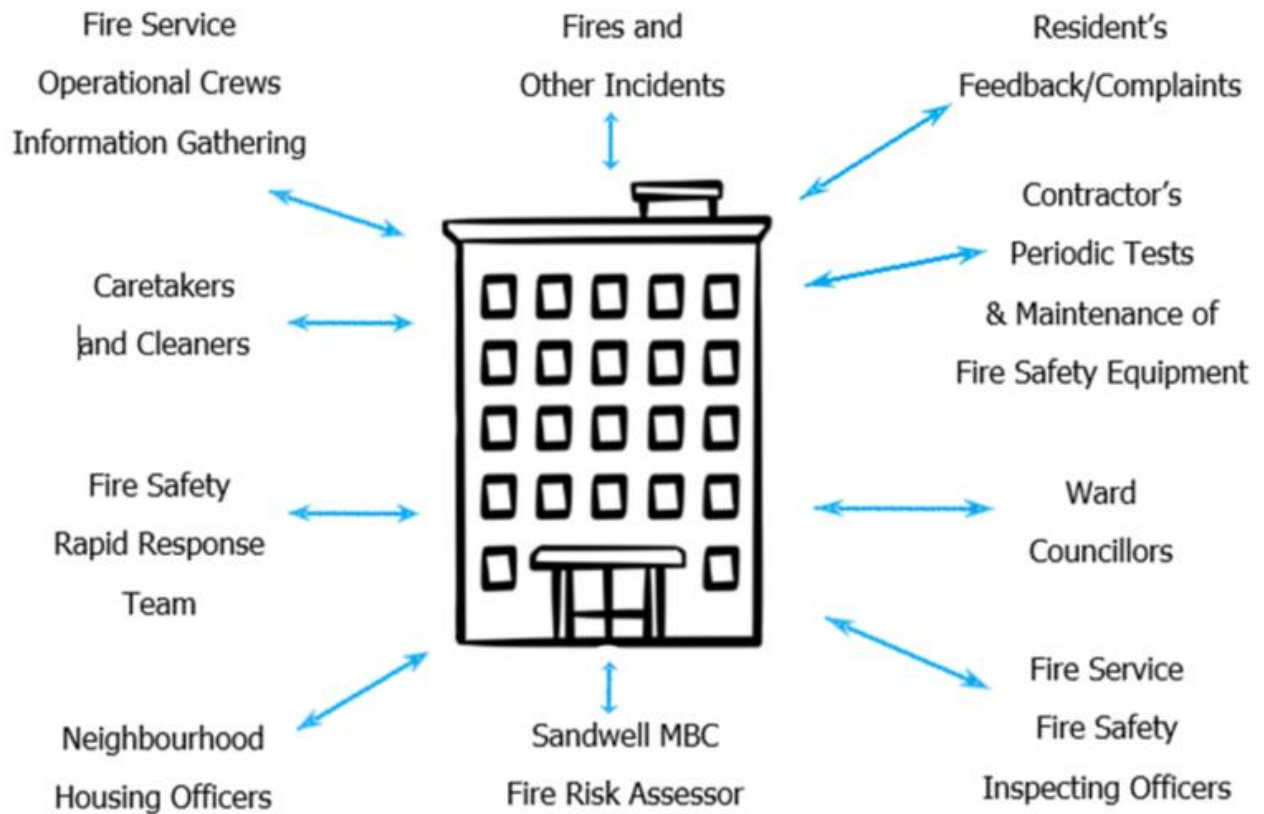
This Type 1 fire risk assessment has been written to comply fully with the above legislation which is enforced locally by West Midlands Fire Service. If required, complaints can be made to them by telephone on 0121 380 7500 or electronically on <https://www.wmfs.net/our-services/fire-safety/#reportfiresafety>.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

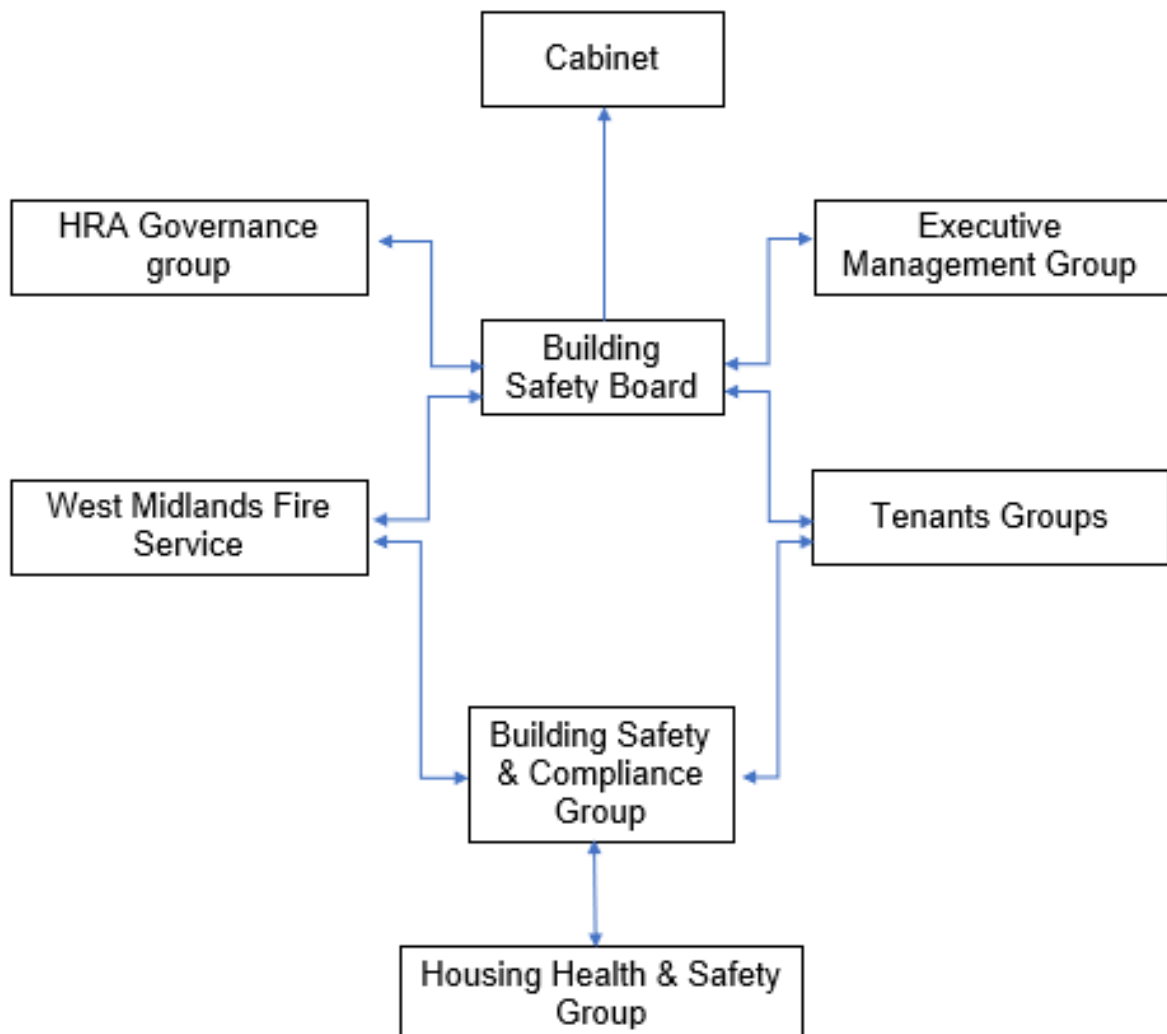
The following diagrams illustrate those procedures and persons that support the effective planning, organisation, control, monitoring, and review of the preventive and protective measures. This information is provided as required under the RR(FS)O.



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 building is of traditional brick construction with PVC fascia boards to the roof line. All windows are UPVC double glazed units. Each flat has a private balcony. Timber display cabinet on balcony to flat 3	Tolerable

Section 7	Means of Escape from Fire The building has a single open plan staircase which provides a sufficient means of escape. Flat 5 (leaseholder) entrance door to be upgraded to FD30s	Tolerable
Section 8	Fire Detection and Alarm Systems Individual flats are fitted with hardwired smoke detection to a minimum LD3 standard.	Trivial
Section 9	Emergency Lighting The premises have a sufficient emergency / escape lighting system in accordance with BS 5266	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 to the majority of flats are FD30s composite doors. Doors to meter cupboards on all floors are timber 40mm non fire doors from the time of construction. Doors to cupboards on 1 st & 2 nd floors are timber 44mm doors from the time of construction.	Tolerable
Section 11	Fire Fighting Equipment No firefighting provisions are provided within the premise.	Trivial
Section 12	Fire Signage Appropriate signage is in place, no further action required.	Trivial
Section 13	Employee Training All staff receive basic fire safety awareness training.	Trivial

Section 14	Sources of Ignition The fixed electrical tests were last completed 23/02/2021.	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. Refuse wheelie bins are stored at a safe distance away from the rear of building.	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 which prevents unauthorised access.	Trivial
Section 18	Storage Arrangements Residents should not store fuel or LPG Cylinders in their home or storage facilities. This documented in the tenancy agreement.	Trivial

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.

These hazards include two flat entrance doors belonging to leaseholders which aren't compliant therefore require upgrade to FD30s.

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, the majority of flats have FD30s composite entrance doors, smoke detection to a minimum of LD3 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 remain as tolerable, subject to the recommended future improvements recorded in section 19.

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:

Update – The entrance door to flat 3 was inspected on both sides during a return visit on 03/07/25. The door is confirmed as a 30 minute notional fire door with an overhead self-closing device. This door is acceptable therefore the action (7/3) has been marked as N/A. The leaseholder confirmed their intention to eventually replace the door with a certified FD30s.

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

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

Section

2

People at Significant Risk of Fire

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

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

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

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

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

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

Section 3

Contact Details

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

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

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

Chief Executive Shokat Lal		
Executive Director Asset Manager & Improvement Alan Lunt		
Assistant Director Asset Management & Improvement Sarah Agar		
Fire Safety Manager Tony Thompson		
Team Lead Fire Safety Jason Blewitt		
Team Lead Building Safety Anthony Smith		
Housing Office Manager Rachel Price		
Building Safety Managers Adrian Jones Carl Hill Louis Conway Andrew Froggatt	Fire Risk Assessors Mohammed Zafeer Vacancy Vacancy	Resident Engagement Officers – Fire Safety 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

Shelley House 1-9
Tudor Road
Oldbury
B68 9RE

Description of the Property:

This type 1 fire risk assessment covers a low-rise three story block, consisting of 9 number dwellings.

The block was built circa 1966 with traditional brick cavity & flat roof construction.



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 are three flats to each floor, total of nine dwellings.

There's a further entrance / exit door to the rear which leads to an enclosed courtyard secured with perimeter fencing and lockable gate



There is a single open plan staircase which provides a sufficient means of escape.



All flat entrance doors open into the stairwell.



There is a meter cupboard secured with a budget lock on each floor.



There is a single storage cupboard to the 1st and 2nd floors.



Each flat has access to a balcony.



There is no internal access to the flat roof.

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	1966
Construction Type	Traditional Brick
Last Refurbished	Unknown
External Cladding	UPVC shiplap faias to the roof line.
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	External only
Equipment on roof (e.g. mobile phone station etc)	None

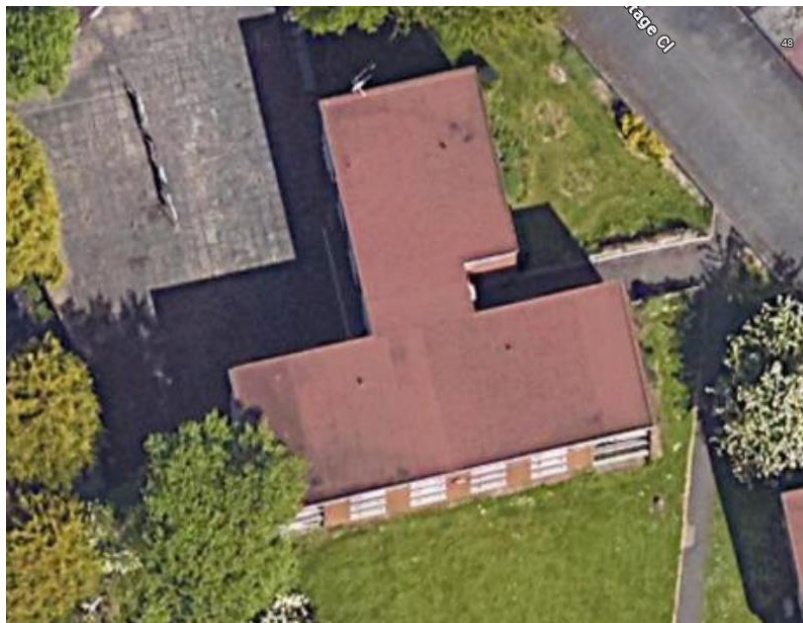
Persons at Risk

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

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 predominantly brick structure with UPVC fascia boards to the roof line.



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



- 3) Balconies have concrete floors and steel balustrades.



- 4) **A tall timber display / storage unit on flat 3 balcony deemed excessive fire loading (Leaseholder).**



Section 7

Means of Escape from Fire

- 1) Individual flat doors are predominantly FD30s rated composite fire doors.
- 2) Access was gained to Flat 9. The inspection revealed the BM Trada Q Mark identification plugs. This FD30s door was correct.



- 3) Flat 3 – It was recorded in the previous FRA (July 2022) that the Leaseholder of this flat was sourcing their own certified FD30s fire door for installation. Previous images from 2022 suggest the door hasn't been replaced. Access was not gained to facilitate further inspection of this door. **Update – The entrance door was inspected on 3/7/25 and confirmed as an acceptable 30 minute notional fire door with over-head self-closing device.**



- 4) Flat 5 – The door to this flat appears not to be a fire rated door set. It was recorded in the previous FRA (July 2022) that the leaseholder of this flat has been contacted reference an FD30s fire door installation. Access was not gained during this survey to inspect the door on both sides.



- 5) The building has a single staircase that provides a means of escape and is 855mm in width.



- 6) The only communal door's within the block are the final exit doors to the front of the building and a door to the rear court yard. Both doors are fitted with automatic closing devices. These are checked on a regular basis by Caretaking Teams as part of their cyclical checks. Defective closing devices are replaced either by the Caretaking Team(s) or the in-house repairs team(s).
- 7) Both final exit doors have 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.
- 8) The rear courtyard is enclosed with perimeter fencing and a gate. The rear courtyard is suitable as a place of reasonable safety because residents can stand at a safe distance greater than the height of the building. The gate was locked at the time of the survey however residents are provided with a key. Access through the gate leads to ultimate safety.
-



- 9) 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.
- 10) There is also an out of hour's service that allows combustible items of furniture / rubbish to be removed.
- 11) Automatic smoke ventilation is not employed, the staircase is open plan with ventilation via openable windows.



- 12) The communal area has emergency escape lighting.



- 13) 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.
-

Section

8

Fire Detection and Alarm Systems

- 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, the assessor spoke with the resident of flat number 9, the resident confirmed that smoke detection was located in the Hallway, Living room & Kitchen (LD2).
- 3) Therefore, based on the sample of properties during the fire risk assessment and the previous FRA, smoke alarms within residents flats are installed to a minimum of 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) 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 20/05/2025.



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) Generally, the means of escape is protected from flats with the use of FD30s rated composite doors.





- 4) Flats 3 and 5 are leaseholder properties which appear to have non fire rated entrance doors. This has been detailed in section 7/3 & 7/4.



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.

- 5) Doors to the meter cupboards are non-fire rated 40mm timber doors. The doors are secured with budget locks. Consideration should be given to upgrading the cupboards doors /frames to FD30s standard. This observation has been recorded within section 19.



- 6) 1st and 2nd floor cupboard doors are 44mm timber doors, with 2 hinges and a 25mm stop. Consideration should be given to upgrading the cupboards doors /frames to FD30s standard. This observation has been recorded within section 19.



- 7) A variety of methods / materials have been used to achieve fire-stopping such as intumescent mastic, ablative batt and intumescent pad or pillows (trunking).



- 8) Cabling from service cupboards is contained within metal trunking with intumescent pads or pillows.



- 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.
-

Section

11

Fire Fighting Equipment

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

Section

12

Fire Signage

- 1) The fire escape routes are self-evident and therefore additional fire action notices are not required.
- 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 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 23/02/2021.

This report is not valid if the serial number has been defaced or altered. 563281 DPR18

DOMESTIC ELECTRICAL INSTALLATION CONDITION REPORT
Small installations up to 100 A single phase supply
Issued in accordance with BS 7671: 2018 - Requirements for Electrical Installations

PART 1: DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR	DETAILS OF THE CLIENT	DETAILS OF THE INSTALLATION
Registration No: 041175 Branch No: 000	Contractor Reference Number (CRN): N/A	Occupier: LANDLORDS SUPPLY
Trading Title: C & S Electrical Installations Ltd	Name: Sandwell MRC	Address: SHELLEY HOUSE, TUDOR ROAD, WARLEY
Address: Unit 2, Bridge Street, Wednesbury	Address: ROWAY LANE, OLDBURY, WEST MIDLANDS	
Postcode: WS130AW Tel No: 0121 502 2117	Postcode: B89 0AW Tel No: N/A	Postcode: B89 9DU 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 standard of the electrical installation

Date(s) when inspection and testing was carried out: (23/02/2021) Records available: (No) Previous inspection report available: (No) Previous report date: (20/11/2012)

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)
various accessories replaced prior to the inspection and testing of the installation due to general wear and tear other than items noted part 6 the wiring accessories are in fair condition

Estimated age of electrical installation: (20) years Evidence of additions or alterations: (Yes) 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 2) 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 NICK HIGGINS Signature: *N Higgs* Date: 23/02/2021

REVIEWED BY QUALIFIED SUPERVISOR

Name (capital): MR KEVIN SPITTLE Signature: *K Spittle* Date: 24/02/2021

*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 F1) without delay is required.

This report is based on the model forms shown in Appendix 6 of BS 7671
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Worwick House, Worwick Hill Park, Worwick Road, Warwick, CV35 9EF

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Please use the 'Notes for Recipient' Page 1 of 8

- 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.

Section 15

Waste Control

- 1) There is a weekly Cleaning Service to the premises.
- 2) Refuse containers are stored on hard standing within the rear court yard at a safe horizontal distance from the building.



- 3) 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

- 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

- 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 (July 2022).

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.
-

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:


Flats 1-9 Shelley House

Date of Action Plan:



09/06/2025

Review Date:

<Insert date>



Question/ Ref No	Required Action	Supporting photograph	Priority	Timescale and Person Responsible	Date Completed
6/4	Flat 3 – Remove tall timber display unit from balcony / excessive fire loading.		P2	Within 1-3 months Leasehold management	

Fire Risk Assessment



7/3	Flat 3 – Leaseholder to replace existing entrance door with a certified FD30s fire door set, installed by an accredited installer. <i>(Previous FRA from 2022 states the leaseholder was sourcing their own FD30s door. Access wasn't gained to inspect the door during this survey).</i>		N/A	N/A	N/A Door inspected 3/7/25 and confirmed as an acceptable 30 minute notional fire door
7/4	Flat 5 – Leaseholder to replace existing entrance door with a certified FD30s fire door set, installed by an accredited installer.		P4	Programmed Work. Leasehold management	

Fire Risk Assessment

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		
Upgrade 3 x meter cupboard door and frame sets with FD30s.		
Upgrade 2 x cupboards with FD30s door and frames sets.		

Signed

	Building Safety Manager	Date: 04/06/2025
	Building Safety Manager	Date: 18/06/2025

Appendix 1

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


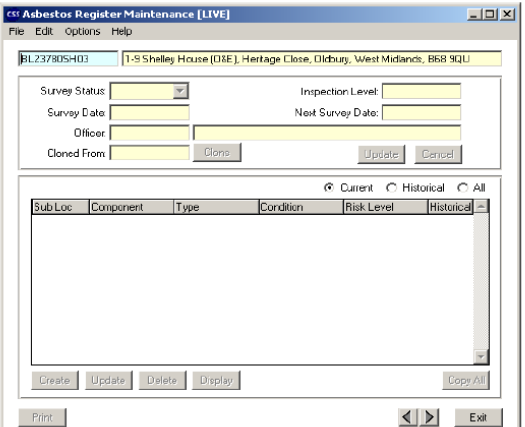
Name of property: Flats 1-9 Shelley House

Updated: 17/08/2022

Premise Manager: Tony Thompson.

Tel. No.: 0121 569 2975

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

Asbestos Survey		Property Address		1-9 Shelley House, Oldbury. B68 9QU		Office use	
Surveyed by	S. Harrison	Date	12/03/14	Checked by	DEREK STILL	Desktop Check	✓
Reason for request	HSG 264 - Survey Report Type		Date	03/06/2016	Property Description		
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?			Year Built	1966	
						Notes / including details of similar property surveys completed. Reviewed By G.Carrington 16/12/16. **Survey revised by John Davis 17/08/22**	
Building Surveyors 0121 569 5077						Asset Team – Investment Division Operations & Development Centre Roway Lane Oldbury B69 3ES	

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 ACMs in similar properties are considered where relevant. The Register holds details of all suspected or confirmed ACMs identified during Refurbishment & Demolition programmes as well as Repairs activities for the past 11 years. If potential ACMs have been identified with difficulty to survey areas such as Cavity Walls, Floor voids etc these will be highlighted within the report. The interrogation of the Company Asbestos Register complements the survey & report process it does not substitute the Refurbishment & Demolition Survey.

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

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

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